

Audit Report

2nd Annual Surveillance Audit for

PT. DASA ANUGRAH SEJATI Taman Raja Mill and Its Supply Bases

FMS40008

RSPO Membership number: 1-0022-06-000-00

RSPO Member Name: PT Inti Indosawit Subur

Audited Address:

Taman Raja Mill

Lubuk Bernai, Kampung Baru, Pelabuhan Dagang, Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi Province, Indonesia

Its supply base:

Taman Raja Estate

Lubuk Bernai, Kampung Baru, Pelabuhan Dagang, Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi Province, Indonesia

Badang Estate

Lubuk Bernai, Kampung Baru, Pelabuhan Dagang, Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi Province, Indonesia

Date of audit: 8 – 10 February 2017

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Executive Overview

This is the second (2nd) annual surveillance audit visit on 8 – 10 February 2017 against the RSPO Principles and Criteria for Sustainable Palm Oil Production, Indonesia National Interpretation 2017 and RSPO Supply Chain Certification Standard, CPO Mill, Module E Mass Balance, November 2014.

PT. Dasa Anugrah Sejati - Taman Raja Mill operations is comprised 1 (one) Palm Oil Mill and 2 (two) FFB supply bases owned by PT. Dasa Anugrah Sejati. There were also FFB supplies from independent third party which excluded from the scope of certification.

Thirteen (13) Major and four (4) minor non-conformances were issued during this audit. Therefore follow up audit needed for verification on the correction and corrective action of the Major NCR issued. Follow up audit for verification on the correction and corrective action of the major and minor NCR issued was done on 6 – 7 April 2017. The issued Major NCR in the 2nd annual surveillance audit has been rectified and considered as closed.

The audit concluded that PT. Dasa Anugrah Sejati – Taman Raja Mill and its supply bases operation were found complies with the requirements of the INA-NI RSPO Principles and Criteria for Sustainable Palm Oil Production, 2016 and RSPO Supply Chain Certification Standard, CPO Mill, Module E Mass Balance, November 2014.

The estimate figures of production offered based on this audit are:

Estimated tonnage of certified CPO produced	50,258 MT
Estimated tonnage of certified PK produced	11,202 MT

The Mill has calculated the net GHG emissions using The RSPO Palm GHG Calculator Version 3.0.1 and that data inputs are verified to be accurate. Capturing the information about summary of net GHG emissions, summary of field emissions and sinks, and summary of mill emissions and credits.

Summary of net GHG emissions

Emissions per Product	tCO₂e/tProduct	Production	t/yr
CPO	-0.2	FFB processed	293,191
PK	-0.2	CPO Produced	62,537

Land use Description	ha
OP planted area	8,847
OP planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	61
Other	169
Total	9,077

Extraction	%
OER	21.33
KER	5.06

Summary of field emissions and sinks

	Own Crop		Group		3rd Party		Total	
	tCO ₂ e	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/t FFB

Emissions								
<i>Land Conversion</i>	85,307.62	0.48	0	0	0	0		
<i>*CO2 Emissions from Fertilizer</i>	1,091.26	0.01	0	0	0	0		
<i>**N2O Emissions</i>	2,290.36	0.01	0	0	0	0		
<i>Fuel Consumption</i>	2,373.18	0.01	0	0	0	0		
<i>Peat Oxidation</i>	0	0	0	0	0	0		
Sinks								
<i>Crop Sequestration</i>	-82,823.25	-0.46	0	0	0	0		
<i>Conservation Sequestration</i>	0	0	0	0	0	0		
Total	8,239.17	0.05	0	0	5748.40	0		

Summary of mill emissions and credits

	tCO2e	tCo2e/tFFB
<i>Emissions</i>		
<i>POME</i>	2,231.08	0.01
<i>Fuel Consumption</i>	20.34	0.00
<i>Grid Electricity Utilization</i>	0.00	0.00
<i>Credits</i>		
<i>Export of Grid Electricity</i>	-372.34	0.00
<i>Sales of PKS</i>	-31,215.80	-0.11
<i>Sales of EFB</i>	0.00	0.00
Total	-29,336.72	-0.10

Palm Oil Mill Effluent (POME) Treatment:

Divert to compost	0 %
Divert to anaerobic digestion	100 %

POME Diverted to Anaerobic Digestion:

Divert to anaerobic pond	27 %
Divert to methane capture (flaring)	0 %
Divert to methane capture (electricity generation)	73 %

Abbreviations Used

AMDAL	Environmental Impact Analysis (<i>Analisis Dampak Lingkungan</i>)
BOD	Biological Oxygen Demand
BPN	National Land Agency (<i>Badan Pertanahan Nasional</i>)
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
EFB	Empty Fruit Bunch
FFB	Fresh Fruit Bunch
FRF	Fractionation and Refinery Factory
GPS	Global Positioning System
HCV	High Conservation Value
HGU	Land Use Title (<i>Hak Guna Usaha</i>)
HPH	Forest Authority Concession (<i>Hak Penguasaan Hutan</i>)
IPM	Integrated Pest Management
ISO	International Standards Organisation
ISPO	Indonesia Sustainable Palm Oil
KHT	Permanent worker (<i>Karyawan Harian Tetap</i>)
KBD	Badang Estate (<i>Kebun Badang</i>)
KCP	Kenel Crushing Plant
KTR	Taman Raja Estate (<i>Kebun Taman Raja</i>)
KTU	Head of Administration (<i>Kepala Tata Usaha</i>)
KUD	Village Cooperation (<i>Koperasi Unit Desa</i>)
kWH	Kilo Watt Hour
LCC	Legume cover crops
LUK	Estate Unit Report (Laporan Unit Kebun)
LUP	Mill Unit Report (Laporan Unit Pabrik)
MB	Mass Balance
MSDS	Material Safety Data Sheet
NGO	Non-Government Organisation
OHS	Occupational Health and Safety
P2K3	Safety Committee
PEL	Environmental Evaluation Manual (<i>Pedoman Evaluasi Lingkungan</i>)
PHL	Daily worker (<i>Pekerja Harian Lepas</i>)
POM	Palm Oil Mill
PPE	Personal Protective Equipment
PK	Palm Kernel
PKB	Collective Working Agreement (<i>Perjanjian Kerja Bersama</i>)
PKOF	Palm Kernel Oil Factory
PT DAS	Dasa Anugrah Sejati Ltd.
PTR	Taman Raja Mill (Pabrik Taman Raja)
RABQSA	Quality Society of Australia
RKL	Environmental Management Plan (<i>Rencana Pengelolaan Lingkungan</i>)
RPL	Environmental Monitoring Plan (<i>Rencana Pemantauan Lingkungan</i>)
RSPO	Roundtable on Sustainable Palm Oil
SA	Social Accountability
SCCS	Supply Chain Certification System
SIA	Social Impact Assessment
SP	Worker Union (<i>Serikat Pekerja</i>)
SPSI	Indonesian Worker Union (<i>Serikat Pekerja Seluruh Indonesia</i>)
TLV	Threshold Limit Value
TPH	Ton Per Hour

Traksi	Organization work unit who is responsible to provide heavy equipment, transportation equipment, and also maintaining road condition
WWTP	Waste Water Treatment Plant

1.0 SCOPE OF THE ASSESSMENT

1.1 Introduction

SAI Global conducted audit of audit of PT Dasa Anugrah Sejati, Taman Raja Mill and Its Supply Bases on 8 – 10 February 2017 with Major and minor Nonconformities identified.

The purpose of this audit report is to summarise the degree of compliance with the relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organisation.

SAI Global audits are carried out within the requirements of SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021, ISO 19011, RSPO Certification System, relevant RSPO Supply Chain Certification System and other normative criteria. SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organisation being audited. Details of such experience and competency are maintained in our records. The audit team is detailed in the attached audit record.

In addition to the information contained in this audit report, SAI Global maintains files for each client. These files contain details of organisation size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organisation.

Details of your primary contact persons and their contact details and site addresses are also maintained. Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by SAI Global Terms and Conditions.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

1.2 Audit Objective

This is the 2nd annual surveillance audit. The purpose of this audit was to determine continuing compliance of your organization's management system with the audit criteria; and it's effectiveness in achieving continual improvement and system objectives.

Also to verify the volume of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers

1.3 Scope of certification

The scope of certification is the CPO production from one (1) Palm Oil Mill and two (2) FFB supply bases owned by PT. Dasa Anugrah Sejati.

1.3.1 Palm Oil Mill

Taman Raja Mill PT. Dasa Anugrah Sejati

Location : Lubuk Bernai, Kampung Baru, Pelabuhan Dagang, Pematang Pauh Village.
Tungkal Ulu District, Tanjung Jabung Regency, Jambi, Indonesia
GPS Location : East 103⁰00' 28" South 1⁰10'36"
Mill capacity : 60 MT FFB/hour

1.3.2 Oil Palm Estate

There are two supply base estates:

- 1.3.2.1. Taman Raja Estate, PT. Dasa Anugrah Sejati
Location : Lubuk Bernai, Kampung Baru, Pelabuhan Dagang, Pematang Pauh Village.
Tungkal Ulu District, Tanjung Jabung Regency, Jambi, Indonesia
GPS Location : East 102⁰57'42" - 103⁰02'35" South 1⁰06'25" - 1⁰14'18"
- 1.3.2.2. Badang Estate, PT. Dasa Anugrah Sejati
Location : Lubuk Bernai, Kampung Baru, Pelabuhan Dagang, Pematang Pauh Village.
Tungkal Ulu District, Tanjung Jabung Regency, Jambi, Indonesia
GPS Location : East 102⁰57'42" - 103⁰02'35" South 1⁰06'25" - 1⁰14'18"

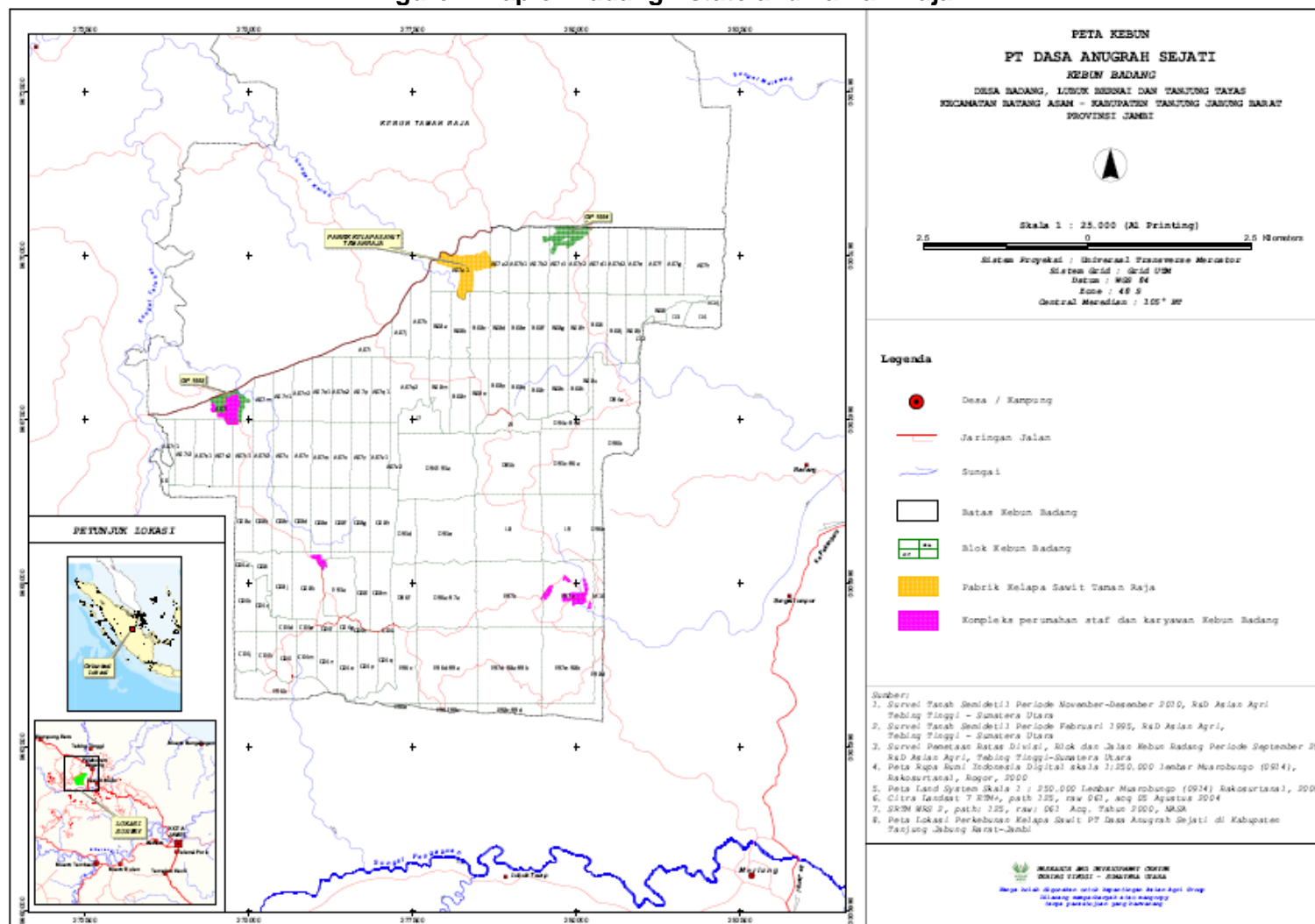
1.4 Location of mill and estates

PT. Dasa Anugrah Sejati mill and estate are located in Jambi Province, Indonesia. The geographical coordinate of the mill and estates are shown on Table 1.

Table 1: Mill and Estates GPS Locations

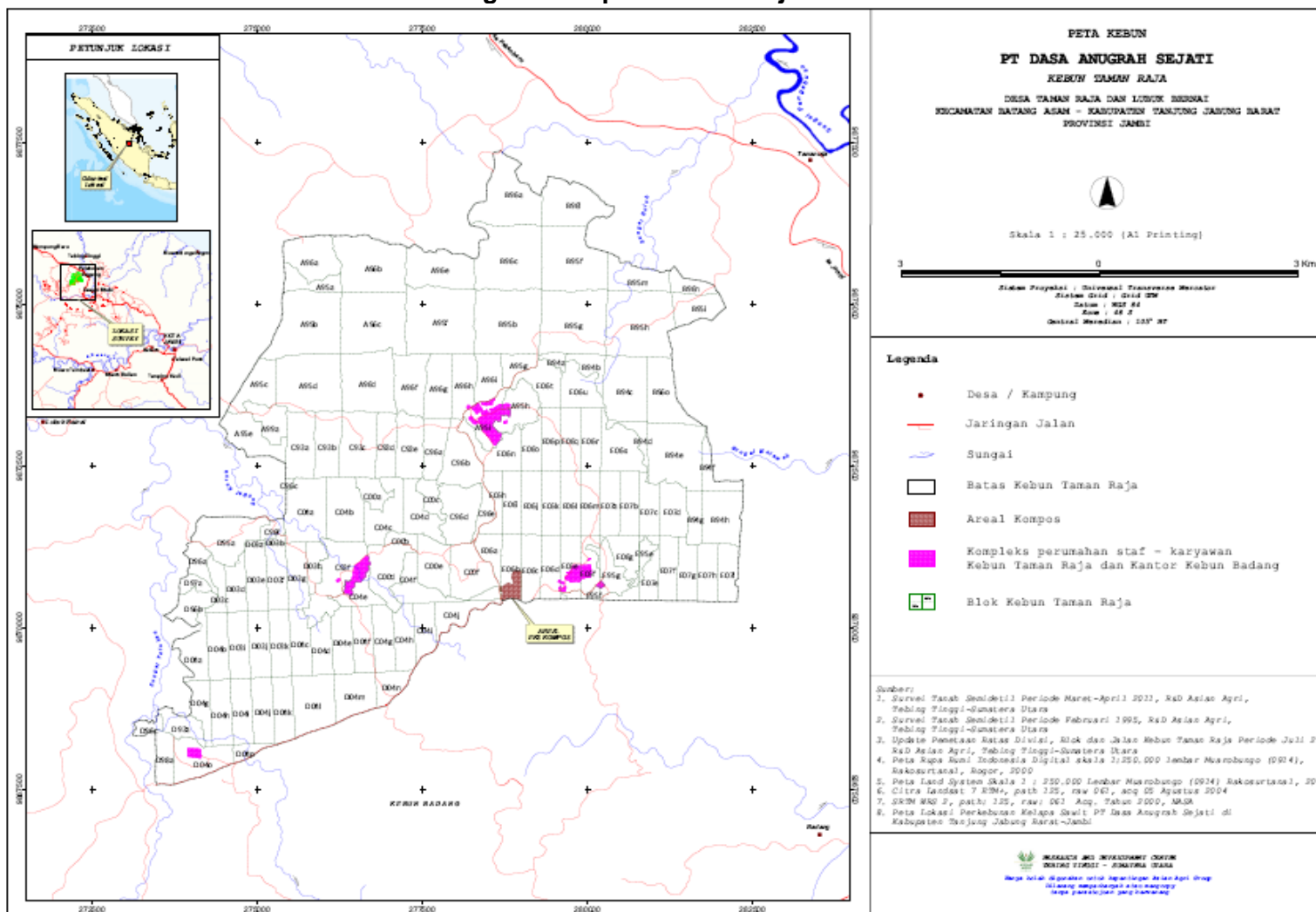
MILL AND ESTATE	EASTING	SOUTHING
Taman Raja Mill	103 ⁰ 00'28" E	1 ⁰ 10'36" S
Taman Raja Estate	102 ⁰ 57'42" - 103 ⁰ 02'35" E	1 ⁰ 06'25" - 1 ⁰ 14'18" S
Badang Estate		

Figure 1 Map of Badang Estate and Taman Raja Mill



Source: Asian Agri Research and Development Centre Tebing Tinggi – Sumatera Utara

Figure 2 Map of Taman Raja Estate



Source: Asian Agri Research and Development Centre Tebing Tinggi – Sumatera Utara

1.5 Description of supply base

The FFB source is two (2) estates owned by PT Dasa Anugrah Sejati and the third party suppliers. There is no scheme smallholder associated with Taman Raja Mill. The third party estates are excluded from certification. The third party (independent smallholders) sold FFB to the Mill base on the agreed price and does not have special agreement with the organization. The hectare and estimated FFB production of the plantation is shown on Table 2.

Table 2: Estimated FFB Production of the supply base 2017

ESTATE	PLANTED AREA (HA)	ESTIMATED FFB PRODUCTION (TON/YEAR)
Taman Raja Estate	4,825	110,974
Badang Estate	4,022	106,581
Sub Total	8,847	217,555
3 rd Party	N/A	120,000
Total		337,555

Source: PT Dasa Anugrah Sejati, February 2017

1.6 Date of plantings

Table 3: Estates Age Profiles of Planted Palms 2016

Year	Estate Planted Area (Ha)				% of Planted Area			
	Taman Raja		Badang		Taman Raja		Badang	
	Mature	Immature	Mature	Immature	Mature	Immature	Mature	Immature
1993	266	0	43	0	5.51	0	1.07	0
1994	269	0	216	0	5.58	0	5.37	0
1995	984	0	329	0	20.39	0	8.18	0
1996	1,030	0	403	0	21.35	0	10.02	0
1997	10	0	461	0	0.21	0	11.46	0
1998	22	0	101	0	0.46	0	2.51	0
1999	26	0	108	0	0.54	0	2.69	0
2000	190	0	0	0	3.94	0	0	0
2003	258	0	0	0	5.35	0	0	0
2004	866	0	269	0	17.95	0	6.69	0
2006	598	0	0	0	12.39	0	0	0
2007	280	0	1098	0	5.80	0	27.30	0
2008	0	0	994	0	0	0	24.71	0
2009	26	0	0	0	0.54	0	0	0
Total	4,825	0	4,022	0	100.00	0	100.00	0
Grand Total	4,825		4,022		100.00		100.00	

Source: PT Dasa Anugrah Sejati, February 2017

1.7 Area of plantation

The areas details for organisation owned estates are shown on Table 5. Review of estate boundary maps has been done. Planted areas of 2005-2009 were covered in AMDAL area. The area was conversion from rubber plantation to oil palm plantation. The submitted estate boundary maps dated 23 June 2014 indicated that there are no natural vegetated land or HCV has been cleared.

Table 4: Land use description of Estates in 2017

AREA	HECTARES		
	TAMAN RAJA ESTATE	BADANG ESTATE	TOTAL
Mature plantation area	4,825	4,022	8,847
Immature plantation area	0	0	0
Total area planted	4,825	4,022	8,847
Emplacement and Mill	46	73	119
HCV Area	61*)	0	61*)
Other area (enclave, water ponds, land with slope >30 %)	111	0	111
Total leased area	4,982	4,095	9,077

Note: *): included in planted area

Source: PT. Dasa Anugrah Sejati, Februari 2017

Table 5: Estate and Area Planted 2017

ESTATE	MATURE (HA)	IMMATURE (HA)
Taman Raja Estate	4,825	0
Badang Estate	4,022	0
Total	8,847	0

Source: PT. Dasa Anugrah Sejati, February 2017

1.8 Approximate tonnages offered for certification (CPO and PK)

Approximate tonnages offered for certification is estimated based on the organisation last three years actual FFB production of Taman Raja and Badang Estate as well as last year CPO and PK, OER and KER of Taman Raja Mill. The OER and KER of each supply bases were estimated based on laboratory analysis. Taken into consideration also that for year 2017, Taman Raja Mill also processed FFB from independent FFB suppliers.

Table 6: Estates FFB Production Trend 2011 – 2016

YEAR	Actual Production (MT)
2011	184,678
2012	217,048
2013	195,815
2015	241,593
2016	178,222

Source: PT. Dasa Anugrah Sejati, Februari 2017

Table 7: Mill Total CPO and PK Production of 2016 and Estimate Production of 2017

Supply Bases	FFB Processed (MT)	CPO Production (MT)	PK Production (MT)
Actual production Jan - Dec 2016			
Taman Raja Estate	89,611	20,158	4,531
Badang Estate	88,612	19,932	4,479
Sub Total Own Estate	178,222	40,090	9,011
3rd Party	114,968	22,447	5,812
TOTAL	471,412	102,628	23,834
Estimated production Jan - Dec 2017			
Taman Raja Estate	110,974	25,637	5,714
Badang Estate	106,581	24,621	5,488
Sub Total Own Estate	217,555	50,258	11,202
3rd Party	120,000	24,000	6,179
TOTAL	555,110	124,516	28,583

Table 8: Actual Mill Production of CPO and PK derived from Estates FFB in 2016

Month	Total FFB (Ton)				CPO Produced (Ton)				Palm Kernel Produced (Ton)			
	Own Estate			3rd Party	Own Estate			3rd Party	Own Estate			3rd Party
	Taman Raja Estate	Badang Estate	Sub Total		Taman Raja Estate	Badang Estate	Sub Total		Taman Raja Estate	Badang Estate	Sub Total	
2016												
January	4,135.42	3,542.56	7,677.98	7,198.79	922.03	792.35	1,714.38	1,393.06	206.16	176.83	382.98	356.22
February	4,957.93	4,498.53	9,456.46	9,763.79	1,179.25	1,069.29	2,248.54	1,989.78	257.41	233.09	490.49	501.47
March	4,751.06	4,327.01	9,078.07	11,730.62	1,098.16	983.81	2,081.98	2,366.38	255.21	228.75	483.96	634.33
April	4,573.65	4,888.92	9,462.57	10,308.27	1,073.49	1,156.70	2,230.19	2,096.55	232.34	253.41	485.75	518.87
May	4,471.77	4,941.55	9,413.32	9,105.55	1,024.53	1,131.93	2,156.46	1,805.15	215.46	237.56	453.01	444.30
June	5,150.80	6,808.32	11,959.12	7,678.20	1,157.01	1,532.26	2,689.26	1,484.14	256.97	340.17	597.14	384.49
July	5,087.42	6,320.05	11,407.47	6,808.29	1,145.65	1,425.15	2,570.81	1,313.63	246.19	306.45	552.64	328.52
August	6,916.31	6,859.26	13,775.57	13,138.41	1,505.96	1,499.89	3,005.84	2,465.01	337.63	335.57	673.20	640.05
September	10,783.53	10,338.13	21,121.66	11,868.41	2,322.53	2,224.53	4,547.05	2,198.56	542.25	520.75	1,063.00	602.18
October	13,380.27	13,257.86	26,638.13	9,027.10	2,955.06	2,926.72	5,881.77	1,731.12	685.41	680.79	1,366.19	464.97
November	12,397.18	11,063.17	23,460.35	9,789.19	2,730.02	2,442.81	5,172.83	1,864.52	624.59	559.42	1,184.02	493.28
December	13,005.24	11,766.23	24,771.47	8,551.09	3,044.48	2,746.84	5,791.32	1,739.14	671.80	606.59	1,278.39	443.57
Total	89,610.58	88,611.59	178,222.17	114,967.71	20,158.15	19,932.28	40,090.42	22,447.04	4,531.40	4,479.36	9,010.76	5,812.25

Source: PT. Dasa Anugrah Sejati, February 2017

Table 9: Estimated Mill Production of CPO and PK from Estates FFB in 2017

Month	Total FFB (Ton)				CPO Produced (Ton)				Palm Kernel Produced (Ton)			
	Own Estate			3rd Party	Own Estate			3rd Party	Own Estate			3rd Party
	Taman Raja Estate	Badang Estate	Sub Total		Taman Raja Estate	Badang Estate	Sub Total		Taman Raja Estate	Badang Estate	Sub Total	
2017												
January	8,319	6,757	15,076	8,940	1,922	1,561	3,483	1,788	428	348	776	460
February	7,245	7,056	14,301	8,388	1,674	1,630	3,304	1,678	373	363	736	432
March	7,942	7,282	15,224	8,760	1,835	1,682	3,517	1,752	409	375	784	451
April	8,249	7,710	15,959	9,480	1,906	1,781	3,687	1,896	425	397	822	488
May	8,560	8,004	16,564	10,680	1,977	1,849	3,826	2,136	441	412	853	550
June	8,647	7,983	16,630	10,200	1,997	1,844	3,841	2,040	445	411	856	525
July	9,169	7,838	17,007	10,200	2,118	1,811	3,929	2,040	472	404	876	525
August	11,371	11,660	23,031	10,452	2,627	2,694	5,321	2,090	586	600	1,186	538
September	10,638	10,903	21,541	10,680	2,457	2,519	4,976	2,136	548	562	1,110	550
October	10,838	11,095	21,933	11,040	2,504	2,563	5,067	2,208	558	571	1,129	569
November	10,569	10,317	20,886	10,740	2,442	2,383	4,825	2,148	544	531	1,075	553
December	9,427	9,976	19,403	10,440	2,178	2,304	4,482	2,088	485	514	999	538
Total	110,974	106,581	217,555	120,000	25,637	24,621	50,258	24,000	5,714	5,488	11,202	6,179

Source: PT. Dasa Anugrah Sejati, February 2016

Based on the above figures, the estimated of certified CPO and PK offered in 2017 for certification are:

Estimated tonnage of certified CPO produced	50,258 MT
Estimated tonnage of certified PK produced	11,202 MT

1.9 Other certificates held

The organisation is implementing ISO 14001:2004, ISCC and ISPO standard based on the following certificate.

Table 10: Certificates Held by Mill and Estates

MILL/ESTATE	OTHER CERTIFICATION HELD
Taman Raja Mill, Taman Raja and Badang Estate	ISCC by SGS Germany, EU-ISCC-Cert-DE100-20152543 Expired 07 September 2017
Taman Raja Mill, Taman Raja and Badang Estate	ISO 14001:2004 by SGS Indonesia, Certificate number: ID05/65250, Expired date 10 June 2017
Taman Raja Mill, Taman Raja and Badang Estate	ISPO by PT SAI Global Indonesia FMS40007, valid through 8 May 2020

Source: PT. Dasa Anugrah Sejati, January 2017

1.10 Organizational information/contact person

PT. Dasa Anugrah Sejati

Jl. MH. Thamrin No. 31, Jakarta 10230

Phone : (+62-21) 2301119

Fax : (+62-21) 2301120

Contact person : Mr. Putu Grhyate Yonata Aksa
Stakeholder Relation Manager

Email : Putu_Aksa@asianagri.com

1.11 Time bound plan for other management units

PT. Dasa Anugrah Sejati as a subsidiary of PT. Inti Indosawit Subur is committed to RSPO certification of all its Management Units located in North Sumatera, Riau and Jambi Province. Time bound plan has been developed to achieve the RSPO certification for all its Management Units and Plasma. The time bound plan is realistic and challenging. The plan was detailed on Table 11. The time bound plan was revised in September 2015. It was noted that all Management Units have been audited for RSPO certification and 2016 for Plasma.

Table 11: RSPO Certification Time Bound Plan

Name of Mill	Mill Address	Name of Supply Base Plantation	Estate Address	Time bound for certification	Progress
Buatan I Mill	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	Buatan Estate	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 September 2010
		Buatan (Plasma)	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau		Re-Certified on 17 September 2015
Buatan II Mill	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	Buatan Estate	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau	2010	Certified on 16 September 2010
		Buatan (Plasma)	Delik & Pangkalan Kerinci Village, Bunut Langgam District, Pelalawan Regency, Riau		Re-Certified on 14 Desember 2015
Ukui I Mill	Ukui Village, Ukui District, Pelalawan Regency, Riau	Ukui Estate	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 March 2011
		Ukui (Plasma)	Ukui & Lubuk Batu Jaya District, Pelalawan & Inhu Regency, Riau		Brought forward from 2012 to 2011
Ukui II Mill	Ukui Village, Ukui District, Pelalawan Regency, Riau	Soga Estate	Ukui Village, Ukui District, Pelalawan Regency, Riau	2010	Certified on 1 March 2011
		Ukui (Plasma)	Ukui & Lubuk Batu Jaya District, Pelalawan & Inhu Regency, Riau		Brought forward from 2012 to 2011
Tungkal Ulu Mill	Pulau Pauh / Penyabungan / Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	Tungkal Ulu Estate	Pulau Pauh / Penyabungan / Merlung Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2011	Certified on 15 August 2012
		Tungkal Ulu (Plasma)	Renah Mendalo, Merlung, Muara Papalik District, Tanjung Jabung Barat Regency, Jambi		2012

Name of Mill	Mill Address	Name of Supply Base Plantation	Estate Address	Time bound for certification	Progress
Muara Bulian Mill	Singoan / Bukit Sari / Bulian Jaya Village, Muara Bulian / Pematang District, Batang Hari Regency, Jambi	Muara Bulian Estate	Singoan / Bukit Sari / Bulian Jaya Village, Muara Bulian / Pematang District, Batang Hari Regency, Jambi	2011	Certified on 28 August 2012
		Muara Bulian (Plasma)	Maro Sebo Ilir District, Batanghari Regency, Jambi	2012	Certified on 12 July 2013
Topaz Mill	Petapahan Village, Tapung District, Kampar Regency, Riau	Topaz & Seed Garden Estate	Petapahan Village, Tapung District, Kampar Regency, Riau	2013	Certified on 30 March 2015
Taman Raja Mill	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	Taman Raja & Badang Estate	Lubuk Bernai / Kampung Baru / Pelabuhan Dagang / Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi	2013	Certified on 20 February 2015
Segati Mill	Langkan / Penarikan / Tambak / Sotol Village, Langgam District, Pelalawan Regency, Riau	Segati Estate	Langkan / Penarikan / Tambak / Sotol Village, Langgam District, Pelalawan Regency, Riau	Main Audit in 8 – 18 December 2014 by BSI Group Indonesia	On Progress awaiting for certificate
		Penarikan & Gondai Estate	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	Main Audit in 8 – 18 December 2014 by BSI Group Indonesia	On Progress awaiting for certificate
		Penarikan (KKPA)	Pangkalan Sarik / Baru Village, Langgam / Siak Hulu District, Pelalawan / Kampar Regency, Riau	2018	Gap analysis and Internal audit in May 2016. Also, socialization to farmers
		Gunung Sahilan (KKPA)	Gunung Sahilan Village, Lipat Kain District, Pelalawan Regency, Riau	2018	-
Tanah Datar Mill	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatera	Tanah Datar Estate	Tanah Datar Petatal Village, Talawi District, Asahan Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified on 18 May 2015
		Bahilang Estate	Bahilang Village, Tebing Tinggi District, Serdang Bedagai Regency, North Sumatera		
Aek Nabara Mill	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatera	Aek Nabara Estate	S1-S3 / Sukadame Village, Bilah Hulu / Kota Pinang District, Labuhan Batu Regency, North Sumatera	Brought Forward from 2015 to 2013	Certified on 6 March 2015

Name of Mill	Mill Address	Name of Supply Base Plantation	Estate Address	Time bound for certification	Progress
Teluk Panjie Mill	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatra	Teluk Panjie Estate	Teluk Panjie Village, Kampung Rakyat District, Labuhan Batu Regency, North Sumatra	Brought Forward from 2015 to 2013	Certified on 21 April 2015
Peranap Mill	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Peranap Estate	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	Brought Forward from 2016 to 2013	Certified on 7 January 2015
		Peranap (Plasma)	Simelinyang / Pauh Ranap / Sengkilo Village, Peranap District, Indragiri Hulu Regency, Riau	2016	Certified on 4 May 2016
Bungo Tebo Mill	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	Bungo Tebo Estate	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	Certified on 3 December 2015
		Bungo Tebo (Plasma)	Tuo Sumai / Sungai Rambai Village, PWK Sumai / Tebo Ulu District, Bungo Tebo Regency, Jambi	2016	Certified on 24 September 2016
Tanjung Selamat Mill	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Tanjung Selamat	Kampung Padang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	2017	Certified on 26 May 2015
		Pangkalan	Sennah Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	2017	Certified on 26 May 2015
Gunung Melayu I	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatra	Pulau Maria Estate	Rahuning Village, Bandar Pulau District, Asahan Regency, North Sumatra	2017	Certified on 7 September 2015
Gunung Melayu II	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatra	Sentral & Batu Anam Estate	Gonting Mahala Village, Bandar Pulau District, Asahan Regency, North Sumatra	2017	Certified on 8 July 2015
Negri Lama II	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	Negri Lama Utara, Negri Lama Central, Negri Lama Selatan	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu Regency, North Sumatra	2018	- Certified on 23 December 2016 as Independent Mill Audit in 2016 as Mill and Supply Base
		Aek Kuo	Aek Korsik Village, Aek Natas District, Labuhan Batu Regency, North Sumatra		
Negri Lama I	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu	*3 rd party which is excluded from scope of certification	Negri Lama Seberang Village, Bilah Hilir District, Labuhan Batu	Brought Forward from 2018 to 2013	- Certified on 8 April 2015 Audit in 2016 as

Name of Mill	Mill Address	Name of Supply Base Plantation	Estate Address	Time bound for certification	Progress
	Regency, North Sumatra		Regency, North Sumatra		Independent Mill

Source: Asian Agri, February 2017

1.12 Partial Certification Requirements

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
4.2.4	Organizations ¹ that have a majority ¹ holding in and / or management control of more than one autonomous company growing oil palm will be permitted to certify individual management units and/or subsidiary companies only if all the following are complied with:			
1	¹ For groups with complex management structures the following are required: (a) A statement of the ultimate controlling shareholders and directors in the managing agency company/companies. (b) Ditto in respect of each of the operating groups. (c) Application for membership by the top asset owning company/companies. (d) Application for membership by the managing agency company/companies.			
	a. Is the management structure of the group complex? If the answer to question a above is yes, check the following b-e check items b. Is there a statement of the ultimate controlling shareholders and directors in the managing agency company/companies c. Is there a statement of the ultimate controlling shareholders and directors in each operating group d. Is there application for membership by the top asset owning company/companies e. is there application for membership by the managing agency company/companies	<ul style="list-style-type: none"> ▪ The deed of company establishment No. 56 dated 9 May 1987, Notary Public Winarto Wiryomartani, SH. ▪ The deed of revision No. 151, dated 24 April 2008, Notary Public Linda Herawati, SH. 	PT. Dasa Anugrah Sejati is a subsidiary of PT. Inti Indosawit Subur (a member of Asian Agri group of companies) is a privately-owned palm oil company. The management structure of the group is not complex.	YES
2	RSPO membership a. The parent organization or one of its majority ¹ owned and / or managed subsidiaries are member of RSPO. The requirements (b) to (j) will be applicable, whether the registered RSPO member is the holding company or one of its subsidiaries;			

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
	<ol style="list-style-type: none"> 1. Does the parent organisation or one of its majority¹ owned and / or managed subsidiaries is member or RSPO? 2. State organisation who is member of RSPO 3. State RSPO membership number of the above organisation(s) 	<p>http://www.rspo.org/members/22/PT-Inti-Indosawit-Subur</p>	<p>Yes, the parent organisation is an ordinary member of RSPO since 6 February 2006 in Sector Palm Oil Grower. The parent organisation is PT. Inti Indosawit Subur, with RSPO membership number 1-0022-06-000-00.</p>	<p>YES</p>
3	Time bound plan			
<p>b. A challenging time-bound plan for certifying all its relevant entities² is submitted to the Certification Body (CB) during the first certification audit. The time-bound plan should contain a list of subsidiaries, estates and mills. The Certification Body will be responsible for reviewing the appropriateness of this plan³, taking into account comments received from stakeholders following the public consultation process. Progress towards this plan will be verified and reported on in subsequent annual surveillance assessments (see Annex 4). Where the Certification Body conducting the surveillance audit is different from that which first accepted the time-bound plan, the later Certification Body shall accept the appropriateness of the time-bound plan at the moment of first acceptance and shall only check continued appropriateness.</p>				
	<ol style="list-style-type: none"> 1. Is there a challenging time-bound plan for certifying all its relevant entities² submitted to CB during the first certification audit? 2. Is the time-bound plan containing list of subsidiaries, estates and mills? 3. Are there comments received from stakeholders following the public consultation process relevant to the time-bound plan? 4. Taking into account comments in the point 3 above, are the time-bound plan appropriate/continued to be appropriate? 5. How is the progress towards this plan? 	<p>RSPO Time Bound Plan updated January 2017</p>	<p>PT. Dasa Anugrah Sejati as a subsidiary of PT. Inti Indosawit Subur is committed to RSPO certification of all its Management Units located in North Sumatera, Riau and Jambi Province. Time bound plan has been developed to achieve the RSPO certification for all its Management Units and Plasma. The time bound plan is realistic and challenging. The plan was detailed on Table 11. The time bound plan was revised in September 2015. It was noted that all Management Units have been audited for RSPO certification and 2016 for Plasma (Smallholders).</p> <p>The Time-bound plan containing list of subsidiaries, estates and mills.</p> <p>No comments received from stakeholders following the public consultation process relevant to the time-bound plan.</p>	<p>YES</p>

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
<p>c. Any revision to the time-bound plan or to the circumstances of the company shall cause the plan to be reviewed (as provided for in the guidance on surveillance assessments, Annex 4) for whether it is still appropriate, such that changes to the time-bound plan are permitted only where the organisation can demonstrate that they are justified. The requirements will also apply to any newly acquired subsidiary from the moment that the company is legally registered with the local notary or chamber of commerce (or equivalent).</p>				
	<ol style="list-style-type: none"> 1. Is the any revision to the time-bound plan or to the circumstances of the company? 2. When there is revision as indicated in the point 1 above, has the plan reviewed whether it is still appropriate? 3. Can the organisation demonstrate that the revisions to the time-bound are justified? 4. Is there any newly acquired subsidiary that already legally registered with the local notary of chamber of commerce (or equivalent)? 5. Are the time-bound plans including the above newly acquired subsidiary? 	<p>RSPO Time Bound Plan updated January 2017</p>	<p>The time bound plan was revised in September 2015. It was noted that all Management Units have been audited for RSPO certification and 2016 for Plasma (Smallholders).</p> <p>The time-bound plan was reviewed annually to consider whether it is still appropriate.</p> <p>The organisation can demonstrate that the revisions to the time-bound are justified.</p> <p>There is no newly acquired subsidiary that already legally registered with the local notary of chamber of commerce</p>	<p>YES</p>
<p>d. Where there are isolated lapses in implementation of a time-bound plan, a minor non-compliance is raised. Where there is evidence of systematic failure to proceed with implementation of the plan, a major non-compliance is raised.</p>				
	<ol style="list-style-type: none"> 1. Are there isolated lapses in implementation of a time-bound plan? Raise minor non-compliance if found 2. Is there systematic failure to precede implementation of the plan? Raise major non-compliance if found 	<p>RSPO Time Bound Plan updated January 2017</p>	<p>SAI Global accepted the reason of the revision.</p>	<p>YES</p>
<p>4</p>	<p>Requirements for uncertified management units and/or holdings</p>			

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
	<p>e. No replacement of primary forest or any area identified as containing High Conservation Values (HCVs) or required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure (Annex 5).</p> <p>f. Land conflicts, if any, are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.</p> <p>g. Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.</p> <p>h. Legal non-compliance, if any, are being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.</p> <p>i. Certification bodies will assess compliance with these rules for partial certification at each and every assessment of any of the management units (see Annex 4). Assessment of compliance with requirements (e) – (h) by the certification body based on self-declarations only by the Company, with no other supporting documentation, will not be acceptable</p>			
	<p>a. Is there any verification compliance for uncertified management units and or holdings of requirements e-f above e.g. through self-assessment (i.e. internal audit).</p> <p>b. Has the verification covered all requirements of e-f above?</p> <p>c. Based on the result of verification in point 1 and 2 above, please indicate is there any:</p> <p style="margin-left: 20px;">i. Replacement of primary forest or any area containing HCV or required to maintain or enhance HCV in line with RSPO criterion 7.3?</p> <p style="margin-left: 20px;">ii. Are there new planting since January 1st 2010 which was not comply with RSPO NPP?</p> <p style="margin-left: 20px;">iii. Land conflict, which was not being resolved through a mutually agreed process in accordance with RSPO</p>	<p>RSPO Internal Audit on 17 – 28 July 2016.</p>	<p>The organisation has internal auditor which conducted the site visit and review regarding no replacement of primary forest or any area identified as containing High Conservation Values (HCVs) or required to maintain or enhance HCVs in accordance with RSPO criterion 7.3, land conflict, labour disputes and legal non-compliance to all management units which have not been certified. Site visit was conducted on July 2016. Based on the review it was concluded that:</p> <ul style="list-style-type: none"> • No new plantings have replaced primary forest or any area required to maintain or enhance one or more High Conservation Value in accordance with RSPO criterion 7.3. • There were no land conflict and labour disputes • There was no non-compliance with regulations based on internal gap analysis. <p>Statuses of land use title for the related management unit were:</p> <ul style="list-style-type: none"> • Segati Mill, PT. Mitra Unggul Perkasa: audit has been conducted in December 2014, however certificate has not been issued yet 	<p>YES</p>

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
	<p>criteria 6.4, 7.5 and 7.6?</p> <p>iv. Labour dispute, which was not being resolved through a mutually agreed process in accordance with RSPO criterion 6.3</p> <p>v. Legal non-compliance, which are not resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2</p> <p>d. Are there targeted stakeholder consultation carried out by other CB?</p> <p>e. Considering all the above data is there necessary to conduct further targeted stakeholder consultation or filed inspection?</p>		<p>since there is a problem regarding NPP.</p> <ul style="list-style-type: none"> • Topaz Estate, PT. Tunggal Yunus Estate: Until this annual surveillance audit is on progress for recommendation regarding Location Permit applied to Regent (<i>Bupati</i>) of Kampar for area 230 Ha. • Negeri Lama Estate, PT. Hari Sawit Jaya: Land titles HGU Extension No.02-12-00-00-2-00074 issued on 29 February 2016 includes SK BPN Sumatera Utara No.3/HGU/BPN.12/XI/2015 dated 8 December 2015 regarding extension land titles issues for PT Hari Sawit Jaya for area coverage 188.75 Ha. Other HGU of the rest of area (Aek Kuo Estate, PT. Andalas Inti Lestari) until this annual surveillance audit is still in process for technical consideration in gaining Location Permit from Land Agency (<i>BPN</i>) of Labuhan Batu Regency. Report of Risalah Panitia B No.05/PPT/B/2015 has been issued on 8 October 2015 mentioned that measurement and mapping for area in Aek Kuo Estate, PT. Andalas Intiagro Lestari has been conducted covering 547.94 Ha. There is no overlap with forest inside the area. The function of the area is APL and the allocation is <i>Kawasan Budidaya Perkebunan Besar</i> (Cultivation Area for Large Plantation). • Teluk Panjie Estate, PT. Supra Matra Abadi: based on information from Department of Legal at Pekanbaru Office, the area is still on progress for technical consideration in gaining Location Permit from Land Agency (<i>BPN</i>) of Rokan Hilir Regency, Riau 	

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
			<p>Province.</p> <p>There are no targeted stakeholder consultation carried out by other CB. Considering all the above data that status of land title were depend on government decision it is not necessary to conduct further targeted stakeholder consultation or filed inspection.</p>	
<p>Guidance</p> <p>For requirements (e) – (h), the approach to defining major and minor non-compliance can be applied from the relevant national interpretation. For example, if non-compliance against a ‘major indicator’ in a non-certified holding/management unit is identified, the current certification assessment cannot proceed to a successful conclusion until that is addressed.</p> <p>Failure to address any of the requirements (e)-(h) may lead to certification suspension(s) (consistent with the RSPO Certification Systems document rules on non-compliance).</p> <p>² Relevant entities – including both the business units and parent company(ies)’ commitment to RSPO, membership status and involvement with palm oil for each subsidiary</p> <p>¹ Majority shareholding: the largest shareholding. Where the largest shareholdings are equal (e.g. 50/50) this applies to the organisation that has management control.</p> <p>³ in particular, that the time scale is sufficiently challenging, taking into account circumstances around each entity</p>				

1.13 Date of issue of certificate and date of previous assessment

Date of issue of certificate: 20 February 2015

Date of previous audit: 9 – 12 February 2016 (1st ASA), 29 March 2016 and 19 April 2016 (Follow Up Audit).

2.0 AUDIT PROCESS

2.1 Certification body

PT. SAI Global Indonesia

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SAI Global is one of the world's leading business providers of independent assurance. SAI Global provides organisations around the world with information services and solutions for managing risk, achieving compliance and driving business improvement.

We provide aggregated access services to Standards, Handbooks, Legislative and Property publications; we audit, certify and register your product, system or supply chain; we facilitate good governance and awareness of compliance, ethics and policy issues and provide training and improvement solutions to help individuals and organisations succeed.

The SAI Global business is driven by two equally important client needs - the mandated need for organisations to conform to regulations, standards and legislation in all their locations, and the operational need for organisations to improve business processes and procedures as well as corporate culture. As we are a global company, we can meet these needs for any client - those operating within one country's borders and in one language or those operating across borders and in many languages.

There are three business units/divisions within SAI Global namely the Information Services Division, the Compliance Division, and the Assurance Division. The Assurance Division helps organisations manage risk, achieve process or product certification and drive improvement by providing training, registration audits and supplier management programs that can improve business performance. We provide independent audits, assessments and certification of your products or business processes to ensure they comply with industry standards or customer specific requirements. We understand how compliance with those standards can improve the efficiency, economy and profitability of your operation. With auditing and assessment staff located around the world, our clients include large global corporations as well as single site organisations.

2.2 Audit methodology

The 2nd Annual Surveillance Audit was performed on 8 – 10 February 2017. The audit programme

was included in the body of report. The audit methodology for collection of objective evidences is site inspection, documentation and record review and interview with staffs, workers, and other stakeholders. Objective evidences from documentation/record review in one area may also be cross checked with other objective evidences in other areas and with the evidence of implementation on site during the audit.

During the audit, particular attention has been paid to previous non-conformities. The previous minor non-conformities were checked for being closed. Assessments plan has included but not be limited to areas of potential environmental and social risk. Considering previous audit findings, the mill and all supply bases were audited during this surveillance audit. Audit has paid special attention on some potential risks in the following areas:

- All environment aspects of P&C including reporting of environmental management, waste handling (Taman Raja Mill and Estate and Badang Estate)
- All social aspects of P&C including land conflict issue (if any), customary right, labour issue, organization contribution (CSR program, empowerment of local community) (Taman Raja Mill and Estate and Badang Estate)
- All HCV aspects of P&C including identification, management and monitoring HCV (Taman Raja Estate and Badang Estate).

Audit plan is available in Appendix A of this report on page 213.

2.3 Qualification of the lead auditor and audit team member

Eko Purwanto – Audit Team Leader and audited Legal, Best Agriculture Practice and Supply Chain Certification

Eko Purwanto graduated as Bachelor of Forestry from Forest Conservation Department, Faculty of Forestry, Bogor Institute of Agriculture (IPB) in 2001. He owned working experience at Oil Palm Plantation in East Kalimantan since 2003 to 2012, the last position was Estate Manager. He has implemented good agricultural practice including integrated pest management and limited pesticides uses. He has completed lead auditor training courses for RSPO P & C (2013), ISO 9001:2008 (2012), ISO 14001:2004 (2013), ISPO (2012) and RSPO SCC (2012). He has also completed training course of ISO 14001 (2012), Minaut Indonesia (2011) and Introduction to HCV Toolkit HCV (2011). For the last 2 years he has been involved in quality (ISO 9001) management system audits for very broad industrial and involved in Indonesia Sustainable Palm Oil (ISPO) audit for several plantations and mills since October 2012.

Dirgantara Bayu Lazmana - Audit Team Member and audited OHS Aspect and Mill Best Practice

Dirgantara Bayu Lazmana, graduated bachelor degree majoring in occupational health and safety from University of Indonesia. He is experienced in field of QHSE MS (Quality, Health, safety and environment Management system) for several sectors of industry, such as: chemical manufacturing, construction and oil and gas exploration. Registered as lead auditor (ISO 9001, ISO 14001, OHSAS 18001 and ISPO) within the international professional auditor membership (IRCA & RABQSA) and also registered in local government ministry of manpower AK3U & HIMU (Safety officer & Industrial Hygienists) and ISPO Lead Training Auditor from ministry of Agriculture. He currently has been joining as management system auditor at SAI Global Indonesia since 2012.

Eko Prastio Ramadhan – Audit Team Member, and audited Environmental Aspect and HCV.

Eko Prastio Ramadhan graduated as Bachelor of Forestry from Forest Conservation and Ecotourism Department, Faculty of Forestry, Bogor Institute of Agriculture (IPB) in 2008. He owned working experience at NGO Birdlife Indonesia since May 2009 – December 2012 as Field Officer,

at PT Inoa Konsultindo since May 2013 – November 2013 as Biodiversity Consultant and at PT Salim Ivomas Pratama Tbk since May 2014 – November 2015 as Assistant of Sustainability Department. He has completed training courses for LAT ISO 14001:2015 (July 2016), LAT RSPO P&C (May 2016), Social Impact Assessment (May 2016), RSPO SCC Auditor (2016), LAT ISO 9001:2008 (2015), ISPO Auditor (2015), Introduction to RSPO Supply Chain Certification (2015) and HCV Assessment and Identification (2014).

Jarot Widyatmaka - Audit Team Member and audited Social aspects.

Jarot Widyatmaka graduated with Industrial Engineering, Trisakti University in 1998. He has experience as a consultant and auditor quality management system for several years he had received training Lead Auditor for ISO 9001 (2000), ISO 14001 (2003), OHSAS 18001 (2010), ISPO (2014) RSPO (2014), while also training for social audits as Lead Auditor SA 8000 (2011) and Lead Auditor SMETA (2010). Over the last 15 years he was involved in the audit of the quality management system (ISO 9001) and social audits for various sectors, among others in his industry, Previous working experience at PT Surveyor Indonesia as a quality management system consultant (1998-2006) and then at PT SGS Indonesia as Lead Auditor for the quality management system (2006-2011) and joined PT SAI Global Indonesia in 2011, in June 2014 he has attended and passed for ISPO auditor training class XII.

Ria Gloria – Verifying Auditor

Ria Gloria graduated with Bachelor of Chemical Engineering from Bandung Institute of Technology in 1994. She has working experience as Environmental Consultant for many years. She has completed ISO 14001 (1995), ISO 9001 (2004), RSPO P&C (2009) lead auditor training courses, RSPO SCCS (2010) and ISPO (2012) lead auditor training courses. For the last 9 years she has been involved in quality (ISO 9001) and environmental (ISO 14001) management system audits for very broad industrial and in the palm oil sector since 2003 for several plantations and mills. She has received training for good agricultural practices including integrated pest management and high conservation value (2008-2009).

2.4 Stakeholder consultation

Stakeholder consultation was performed to internal and external stakeholders. Internal stakeholders included staffs and workers. External stakeholders were selected by considering that they have an interest in the organisation activities, directly border with organisation, area which the workers live. External stakeholders included governments and civil societies.

Letters were also sent to external stakeholders to invite for comment or individual / group discussion. Group and Individual discussions with stakeholders (Table 12) were conducted during the audit, to verify compliance against relevant criteria and indicator related to land status and conflict, environmental, social aspect and HCV. Surrounding Village of estate and mill has been chosen to represent societies. Group and individual discussions were conducted for two sessions. First session was conducted especially for around stakeholder directly affected on estate and mill, i.e. Head of village, farmers. Second session was conducted especially for labour union, gender committee and selected workers.

Group interview was conducted for workers with similar job while others were interviewed individually in the scope to verify compliance against relevant criteria and indicator related to infrastructure facility, labour, social aspect (discrimination and sexual harassment), environment and HCV. The result of stakeholder consultation used to justify fulfilment of some indicators, e.g. criterion 2.2 indicator major 3, minor 1 and minor 2, criterion 2.3 indicator major 1, criterion 6.5 indicator minor 1, criterion 6.6 indicator minor 1, criterion 6.7 indicator minor 1, criterion 6.8 indicator minor 1, criterion 6.9 indicator minor 1, 2 and 3, criterion 6.10 indicator minor 1 and 2, criterion 6.11 indicator minor 1, etc.

The result of these consultations was provided in Appendix D on page 240.

Table 12: List of internal and external stakeholders

STAKEHOLDERS	METHODS OF CONSULTATION
Internal stakeholders (mill & estates)	
Head of SPSI	Group discussion
Head of Gender Committee	Group discussion
Workers	Group discussion for workers with similar role, otherwise individually interviewed
External Stakeholders (mill & estates)	
Head of Villages : - Taman Raja - Badang Sepakat - Kuala Dasal - Gemuruh - Pematang Pauh - Pematang Tembesu - Lubuk Lawas - Lubuk Bernai	Individual discussion
Farmer groups (FFB Supplier)	Individual discussion
Social and Labour Agency (<i>Dinas Sosial dan Tenaga Kerja Kabupaten Tanjung Jabung Barat</i>)	An invitation letter to comment was sent
Agriculture and Plantation Agency (<i>Dinas Pertanian dan Perkebunan Kabupaten Tanjung Jabung Barat</i>)	An invitation letter to comment was sent
Forestry Agency (<i>Dinas Kehutanan Kabupaten Tanjung Jabung Barat</i>)	An invitation letter to comment was sent
Environment Agency (<i>BLHD Kabupaten Tanjung Jabung Barat</i>)	An invitation letter to comment was sent
National land Agency (<i>Badan Pertanahan Nasional (BPN) Kabupaten Tanjung Jabung Barat</i>)	An invitation letter to comment was sent
Sub District Police (<i>Kepolisian Resort Tanjung Jabung Barat</i>)	An invitation letter to comment was sent
Sub District Head (<i>Camat Batang Asam, Tungkal Ulu and Merlung</i>), SMA Negeri 1 Tungkal Ulu, SMK Negeri 1 Tungkal Ulu, Puskesmas Tungkal Ulu, Polsek Tungkal Ulu, Polsek Merlung, Koramil Tungkal Ulu.	An invitation letter to comment was sent
NGOs: WWF, Sawit Watch, GAPKI, AMAN (Aliansi Masyarakat Adat Nusantara), LSM PKA-PPD	An invitation letter to comment was sent

2.5 Date of next surveillance visit

The next surveillance visit will be conducted around December 2017 or three months before datum month of the certification period.

3.0 AUDIT FINDINGS

3.1 Action taken on previous audits findings

Non-conformances (Major and Minor) from the previous audits have been followed up by taking corrective actions. Corrective actions have been implemented and verified. Corrective actions were considered as closed satisfactorily. However there was recurrence of non-conformance in Criterion 5.6 indicator major 3.

3.2 Claim and use of certification mark and or logo

There was no use of certification mark and or logo.

3.3 Description of audit findings

3.3.1 RSPO Principle and Criteria

PRINCIPLES 1: COMMITMENT TO TRANSPARENCY

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
1.1	<p>Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p> <p>Guidance: <i>Growers and millers should have a Standard Operating Procedure (SOP) to respond constructively to stakeholders, including a specific timeframe to respond to requests for information. Growers and millers should respond constructively and promptly to requests for information from stakeholders. The SOP should include information on the officer, who may be contacted by the interested external parties.</i></p> <p><i>Growers and millers should ensure that sufficient objective evidence exists to demonstrate that the response is timely and appropriate.</i></p> <p><i>See Criterion 1.2 for requirements relating to publicly available documentations.</i> <i>See Criterion 6.2 on consultation.</i> <i>See Criterion 4.1 on SOPs.</i></p> <p><i>Definition of relevant stakeholders according to the Regulation of the Minister of Environment No. 17 year 2012 regarding Guidance for Involvement of Communities in the Process of Environmental and Social Impact Assessment (AMDAL) and Environmental Permit are.</i></p> <ul style="list-style-type: none"> <i>• Affected communities are the communities who live within the AMDAL study boundary (social boundary), which will be beneficially or adversely affected by the operations and/or plan of activities;</i> <i>• Environmental concerned communities are communities who are not affected by the operations and/or business plan, however they shall pay attention to the environmental and social issues of the upcoming operations and/or business plan, including the potential environmental and social impacts;</i> <i>• Influenced communities by the decisions of AMDAL process are communities who are located outside and or directly adjacent to the boundary of AMDAL study areas relevant to the impact of operations and/or business plan.</i> <p><i>Relevant stakeholders are also NGOs that have concerns on the environmental and social issues of the upcoming operations and/or business plan, including the potential environmental and social impacts;</i></p>			
1.1.1	<p>List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available.</p> <p>Specific Guidance: <i>For 1.1.1: Evidence should be provided by growers and millers that information is received in appropriate form(s) and language(s) by relevant stakeholders. Information will include information on the RSPO mechanisms for stakeholder involvement, including information on their rights and responsibilities.</i></p>			
	<p>a. Does the company maintain a list of stakeholders? (E.g. listed by category and stakeholders listed)</p>	<p>▪ "Stakeholder information request handling procedure SOP:AA-GL-5008.1-R0 dated 5th December 2009</p>	<p>The company has made a list of stakeholders by category (government agencies, village, religious leaders / village community and business partners).</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>should be site specific)</p> <p>b. What is the frequency of updating the stakeholder list?</p> <p>c. Is there evidence of stakeholder verification?</p> <p>d. What type of information is provided? (E.g. Environmental, social and legal)</p> <p>e. What is the frequency and level of access to this information?</p> <p>f. How and where is the information disseminated?</p> <p>g. Who is responsible for providing & updating information?</p> <p>h. Is there an SOP available to describe the process (of information sharing/dissemination)?</p> <p>i. Are stakeholders aware of the type of information available and the procedures for accessing the information?</p>	<p>Rev. 00. Logbook “ Information request and its respond”</p> <ul style="list-style-type: none"> ▪ Information request about updated membership BPJS Ketenagakerjaan (Social Security) 	<p>List of stakeholders is well maintained and always done regularly update data (6 months), the last performed update on 01 December 2016, which is responsible in this case is the SPO Officer.</p> <p>Stakeholder verification has been performed by organization (Humas Mr Rohman) through visiting and contacting stakeholders directly, if there is a change then immediately will update. It was sighted that stakeholder verification has been done and evidenced.</p> <p>Information provided to public and stakeholder specified in “List Dokumen dan Informasi Untuk diakses Publik PT DAS”. List of the information available to the public and stakeholder such as:</p> <ul style="list-style-type: none"> - Certificate / land use rights - AMDAL - RKL-RPL Report - Occupational health and safety plan - Social impact assessment - Identification and management of HCV - Environmental management plan - Company policy - Public summary report from Certification body - Social procedure - FFB Price - Etc. <p>Documents available to the public and stakeholder can be provided to stakeholders according to their relevance through a written request to the organization. The information most frequently requested by stakeholders are information related to Forest fire treat report to Local police (Tungkal Ulu), Dinas Kehutanan, Environment agency</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>Information provided to the public and stakeholder has disseminated to the stakeholder together with social procedure (Information request and response procedure, environmental complain handling, land conflict resolution procedure, and social communication procedure) in Januari 20th, 2014. Minutes of socialization and attendance list was sighted. Procedure and communication was delivered in appropriate language and understood by stakeholder.</p> <p>Organization has assigned a responsible person for providing and updating information and stakeholder that was Humas/KTU. Responsibility and function was described in Humas/KTU job description.</p> <p>SOP to describe the process of information sharing/dissemination defined in "Stakeholder information request handling procedure SOP:AA-GL-5008.1-R0 dated 5th December 2009 Rev. 00. Consultation and communication with stakeholders conducted by collecting community leaders, village heads and local community or visiting the office/the village hall to meet with the village head, village officials and community.</p> <p>Stakeholders aware of the type of information available and the procedures for accessing the information. All stakeholders know and understand how they should ask for information to the organization and how to communicate with the organization. Procedures and a list of information available in Indonesian and easily understood. It was verified during public consultation and interview with stakeholder in February 8th 2017.</p>	
1.1.2	<p>(M) Records of requests for information and responses to the information requested shall be available. Specific Guidance:</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>For 1.1.2: <i>Records of requests for information and responses are maintained for a period of time determined by the company, taking into account their importance and need.</i></p>			
	<p>a. Does the company have an SOP to ensure constructive response to stakeholders? b. Who is the personnel in charge (PIC)? c. Does the SOP cover the elements under 1.1.1? d. Is there a clear time frame for response to request for information? e. Are records of requests for information and responses maintained? f. Are responses to requests for information timely and appropriate?</p>	<ul style="list-style-type: none"> • “Stakeholder information request handling procedure SOP:AA-GL-5008.1-R0 dated 5th December 2009 Rev. 00. Logbook “Information request and its respond” • Log Book: Notes of society and stakeholders aspirations and the information request record 2016 • Public consultation and interview with stakeholder in February 8th, 2017 • Field observation and interview with management PT DAS 	<p>Organization has been established procedure to respond information request from stakeholder. Information request from stakeholder will be respond maximum for 10 days. Information request from stakeholder and its record was recorded in Logbook “Surat Masuk Eksternal”.</p> <p>KTU is the personal in charge for collecting information request and time to response is defined 1 month. The SOP covers elements: environmental, social and/or legal issues relevant to RSPO Criteria to relevant stakeholders.</p> <p>Responses to request information were recorded and mostly within 10 days were responded (if by mail/proposal).</p>	<p>YES</p>
1.2	<p>Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>			
1.2.1	<p>(M) Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> a. Land titles/user rights (Criterion 2.2) b. Occupational health and safety plans (Criterion 4.7) c. Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8) d. HCV documentation (Criteria 5.2 and 7.3) e. Pollution prevention and reduction plans (Criterion 5.6) f. Details of complaints and grievances (Criterion 6.3) g. Negotiation procedures (Criterion 6.4) h. Continual improvement plans (Criterion 8.1) i. Public summary of certification assessment report j. Human Rights Policy (Criterion 6.13). <p>Guidance:</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>This concerns management documents relating to environmental, social and legal issues that are relevant to compliance with RSPO Criteria. Management documents will include monitoring reports. The auditors will comment on the adequacy of each of the documents listed in the public summary of the assessment report. Examples of commercially confidential information include financial data such as costs and income, and details relating to customers and/or suppliers. Data that affects personal privacy should also be confidential. One of legal requirements related to personal privacy is Act No. 14 year 2008 regarding Public Disclosure, clause 17 (h): Ongoing disputes (within or outside of a legal mechanism) can be considered as confidential information where disclosure could result in potential negative outcomes for all parties involved. On-going dispute (within or outside law mechanism) can be considered as confidential information if disclosure of information potentially causes negative impact to all related parties. However, affected stakeholders and parties who are working towards resolutions should have access to relevant information. Examples of information where disclosure could result in potential negative environmental or social outcomes include information on sites of rare species where disclosure could increase the risk of hunting or capture for trade, or sacred sites which a community wishes to maintain as private. Growers and millers should ensure that sufficient objective evidence exists to demonstrate that the level of measuring and monitoring of the management plan, and information, is appropriate and made available.</i></p>			
	<p>a. How are the management documents listed in (c) below made publicly available?</p> <p>b. Where are the documents placed?</p> <p>c. Is the information provided adequate? Note: At minimum, an information summary of the document listed below should be made available.</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2) <ul style="list-style-type: none"> - Legal boundaries ,land use, classification, total area, grant title, permit validity , NCR rights, • Occupational health and safety plans (Criterion 4.7); <ul style="list-style-type: none"> - risk assessment and mitigation, emergency response plan, training, accident records • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); <ul style="list-style-type: none"> - main social and environmental impacts and mitigation measures, • HCV documentation (Criteria 5.2 and 7.3); 	<ul style="list-style-type: none"> ▪ List of Publicly Available Document 	<p>The management documents made publicly available by listed in the List of Publicly Available Document. Stakeholder can access it by request. The documents are placed in Estate and Mill Manager office. The information provided are adequate, consists of:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2) <ul style="list-style-type: none"> - Legal boundaries ,land use, classification, total area, grant title, permit validity, NCR rights, • Occupational health and safety plans (Criterion 4.7); <ul style="list-style-type: none"> - risk assessment and mitigation ,emergency response plan, training, accident records • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); <ul style="list-style-type: none"> - main social and environmental impacts and mitigation measures, • HCV documentation (Criteria 5.2 and 7.3); <ul style="list-style-type: none"> - identification on HCV areas, maps, 	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> - identification on HCV areas, maps, management and monitoring HCV • Pollution prevention and reduction plans (Criterion 5.6); <ul style="list-style-type: none"> - identification of pollutants, management and reduction measures • Details of complaints and grievances (Criterion 6.3); <ul style="list-style-type: none"> - nature of complaints, parties involved, status of case • Negotiation procedures (Criterion 6.4); <ul style="list-style-type: none"> - SOP, consultative, neutral, inclusiveness, timeframe, responsibility • Continual improvement plans (Criterion 8.1); <ul style="list-style-type: none"> - for all elements under 8.1, • Public summary of certification assessment report; <ul style="list-style-type: none"> - follow RSPO format • Human Rights Policy (Criterion 6.13). <ul style="list-style-type: none"> - policy statement should comply to the requirements of 6.13 <p>d. Do the management documents contain monitoring plans and reports?</p> <p>e. Are all monitoring reports publicly available?</p>		<p>management and monitoring HCV</p> <ul style="list-style-type: none"> • Pollution prevention and reduction plans (Criterion 5.6); <ul style="list-style-type: none"> - identification of pollutants, management and reduction measures • Details of complaints and grievances (Criterion 6.3); <ul style="list-style-type: none"> - nature of complaints, parties involved, status of case • Negotiation procedures (Criterion 6.4); <ul style="list-style-type: none"> - SOP, consultative, neutral, inclusiveness, timeframe, responsibility • Continual improvement plans (Criterion 8.1); <ul style="list-style-type: none"> - for all elements under 8.1, • Public summary of certification assessment report; <ul style="list-style-type: none"> - N/A, this is initial certification audit. • Human Rights Policy (Criterion 6.13). <ul style="list-style-type: none"> - policy statement should comply to the requirements of 6.13 <p>The documents listed contain monitoring plan and reports. Monitoring report was also publicly available period 2nd Semester 2016.</p>	
1.3 ¹	<p>Growers and millers commit to ethical conduct in all business operations and transactions.</p> <p><i>*1 New Criteria - Growers and millers commit to ethical conduct in all business operations and transactions.</i></p>			
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations.</p> <p>Guidance: <i>All levels of the operations will include contracted third parties (e.g those involved in security).</i> <i>The policy of ethical conduct and integrity should include:</i></p> <ul style="list-style-type: none"> • <i>A respect for fair conduct of business;</i> 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> • A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources; • A proper disclosure of information in accordance with applicable regulations and accepted industry practices. <p>The policy should be set within the framework of the UN Convention Against Corruption, in particular Article 12.</p> <p><i>Regulations that are related to eradication of corruption are as followings:</i></p> <ol style="list-style-type: none"> 1. Act No. 7 year 2006 regarding Ratification of United Nations Convention Against Corruption 2. Act No.8 year 2010 regarding Prevention and Eradication of Money Laundry. 3. Act No. 13 year 1999 regarding Eradication of Corruption. 4. Presidential Instruction No.1 year 2013 regarding Action for Corruption Prevention and Eradication <p><i>Normal business is the business that complies with all existing regulations.</i></p> <p><i>This written policy should be communicated to the affected parties.</i></p>			
	<p>a. Is there a written policy committing to a code of ethical conduct and integrity in all operations and transactions?</p> <p>b. Does the policy include as a minimum:</p> <ul style="list-style-type: none"> • A respect for fair conduct of business? • A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources? • A proper disclosure of information in accordance with applicable regulations and accepted industry practices? <p>c. Is the policy documented and communicated to all levels of the workforce and operations, including contracted third parties? How is it communicated?</p> <p>d. Are the documentation and communication done in the appropriate languages?</p> <p><i>Note to auditor: The workforce should be interviewed to determine level of understanding of policy</i></p>	<p>Ethic Policy (Directors Decision letter No. 003/SK/X/2014, dated 1st October 2014)</p>	<p>The organization has been established Ethic Policy (Directors Decision letter No. 003/SK/X/2014, dated 1st October 2014). The policy describes a respect for fair conduct of business, a prohibition of all forms of corruption, bribery and fraudulent use of funds and resources and a proper disclosure of information in accordance with applicable regulations and accepted industry practices.</p> <p>The policy was documented and communicated to all levels of the workforce and operations, including contracted third parties. It was communicated by disseminations. Evidences of dissemination were available such as attendance list and pictures. Dissemination and communication was done in appropriate language (Bahasa Indonesia). Interview with workers verified that they have been disseminated.</p>	<p>YES</p>

PRINCIPLE 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
2.1	<p>There is compliance with all applicable local, national and ratified international laws and regulations.</p> <p>Guidance: <i>Implementing all legal requirements is an essential baseline requirement for all growers and millers whatever their location or size. Relevant legislation includes, but is not limited to:</i></p> <ul style="list-style-type: none"> <i>a. Land use period and right</i> <i>b. Labour</i> <i>c. Agricultural practices (e.g. chemical use)</i> <i>d. Environment (e.g. wildlife, pollution, environmental management and forestry)</i> <i>e. Storage</i> <i>f. Transportation and processing practices.</i> <p><i>It also includes laws made pursuant to a country's obligations under international laws or conventions (e.g. the Convention on Biological Diversity (CBD), ILO core Conventions, UN Guiding Principles on Business and Human Rights). Furthermore, where countries have provisions to respect customary law, these will be taken into account.</i></p> <p><i>Key international laws and conventions are set out in Annex 1.</i> <i>Legal requirements are existing laws and regulations some of which are set out in Annex 1.</i></p>			
2.1.1	(M) Evidence of compliance with relevant legal requirements shall be available.			
	<p>a. Is the complete list of legal requirements available? (Refer to relevant NIs or LIs for list of legal requirements)</p> <p>b. Does the company have copies of the legal requirements?</p> <p><i>Note to auditor: A due diligence on the company/area or management unit on legal compliance should be conducted prior to</i></p>	<ul style="list-style-type: none"> • Procedure.AA-GL-5001.1-R0 dated 5 December 2009 (Compliance to regulations and its change) • Procedure AA-EMS-452-PR Rev.1 dated April 2007 • List of regulation compliance (AA-452-001-FM) • Evaluation on compliance of 	<p>The relevant legal requirement or regulations for mill and estate have been established and identified. Copies of the legal requirements were shown and maintained properly. The regulations were regarding to permit of machinery, safety committee, safety officer, medical insurance, monitoring of working environment, monitoring of environmental aspect, paramedic and first aid officer, clinic for workers, handling of hazardous materials including pesticides, firefighting team and equipment, minimum payment, Labor Union, Management of protected areas, conservation of natural resources and ecosystems, etc.</p> <p>Records was sighted on Evaluation on Compliance of Regulation and</p>	<p>YES (Major NCR 2017-01 CLOSED)</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>field audit. Any non-compliance should be verified during the field audit. Relevant legislation includes, but is not limited to: regulations governing land tenure and land-use rights, labour, agricultural practices (e.g. chemical use), environment (e.g. wildlife laws, pollution, environmental management and forestry laws), storage, transportation and processing practices. It also includes laws made pursuant to a country's obligations under international laws or conventions (e.g. the Convention on Biological Diversity (CBD), ILO core Conventions and UN Guiding Principles on Business and Human Rights.</i></p>	<p>regulation and requirement updated on 20 September 2016</p>	<p>Requirements updated on 20 September 2016, the new environment regulation was identified, such as Regulatory Environment Minister 5/2014 waste water quality standard and Government Regulation 101/2014 hazardous waste management. The copies of legal regulation was sighted on soft copy also on hard copy include the environment regulation. Nevertheless there are several new regulation within period 2015 – 2016 related to OHS were not registered and evaluated yet.</p>	
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained.			
	<p>a. Is there a document system which includes the following?</p> <ul style="list-style-type: none"> - Personnel in charge to manage - Set of legal documents - Comprehensive list of international, national, sub-national and provincial laws which details the requirements of specific to the mill and estate operations. - Relevant sections within the law that is identified and linked to activities <p>b. Are the documents available to all</p>	<ul style="list-style-type: none"> • Documented procedure (AA-GL-5001.1-R0 dated December 2009) procedure regulation and compliance and its change. • List of regulation compliance; Evaluation compliance of regulation and requirement (20th September 2016) • Memorandum No.017/GL-AAS/MEMO/10/12 regarding appointment to updating regulation of SSL (Social Secured License) from head 	<p>Established procedure described mechanism for updating latest laws and regulations and requires regular access to regulatory bodies to update information of laws and regulations. The documented procedure was defined that the SSL department (social, security, and licence) and sustainable department was conducted identification, verification and registered the all legal and other requirements include environment issues. The last updated and evaluation was updated on 20 September 2016, the method of updating regulation was conducted by internet, email and/or by direct visits to the government bodies, the new regulation was identified, such as Regulatory Environment Minister 5/2014 waste water quality standard and Government Regulation 101/2014 hazardous waste management.</p> <p>The SSL (Social Secured License) from head office and public relations (Humas) at each units (estate and mill) in charge responsible to identified and updated the regulation applicable to the organisation, also to socialize to</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	levels of management?	<p>office; at the units (estate and mill) were handled by public relations (Humas).</p> <ul style="list-style-type: none"> • License of hazardous waste temporary storage (TPS LB3) • License of waste water discharge (IPLC) • Licence of surface water utilization (APU) • DPPL and UKL/UPL (environment monitoring and measurement reports) 	<p>related functions. The list of legal requirement include compliance evaluation were kept by each unit and available to all levels of management. Update and reviewed was conducted periodically once within a year. The managers of mill and estate were responsible that the applicable regulation was implemented on the organisation. Interview was conducted with the public relations (Humas) at each units (estate and mill) and related personnel at Mill and Estate to review the implementation of regulations.</p> <p>The evaluation of compliance was conducted together with the relevant functions between public relation department, sustainable department, and representative from estate and mills. The communication to relevant functions was conducted by dissemination from public relation department and sustainable department to respected persons at mill and estate.</p> <p>The administrator/document control in charge at estate/mill were handled several licenses and reports as obligation on local requirements, such as:</p> <ul style="list-style-type: none"> • License of hazardous waste temporary storage (TPS B3) • License of land application • Water Surface Permit "Surat Izin Pengambilan dan Pemanfaatan Air (SIPPA)" issued by the Head of Tanjung Jabung Barat Dsistrict No. 503.30/02/KPPT/2011 dated August 22nd 2011, valid for 5 years • Environment monitoring and measurement reports (RKL/RPL) 	
2.1.3	A mechanism for ensuring compliance shall be implemented.			
	a. Is an internal audit for legal compliance conducted annually and documented?	<ul style="list-style-type: none"> • PROPER audit on 11 June 2016 • RSPO Sustainability internal audit report on 30th September 2016 • Evidence of compliance including: <ul style="list-style-type: none"> ✓ Valid permits (pressure 	<p>Internal audit was conducted dated 30th September 2016 regarding the sustainable palm oil, included the legal compliance to health and safety aspects. The corrective action was followed if there are any non-conformances raised.</p> <p>The compliances of Best Agriculture Practices, OHS, Environment, HCV and Social regulations were evident, includes safety committee, periodic medical check-up; several records as evident to legal compliance were also sighted, includes quarterly reports of OHS committee/P2K3 to local government</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
		vessels, lifting equipment, electric installation, etc.) ✓ Certificate of personnel (AK3U, SIO, etc) ✓ Availability of MSDS, ✓ Periodic medical check up	(DISNAKER) at each units and Periodic/annual medical check-up at each units. There are also evident of legal compliances of valid certificates/licenses for personnel's includes: paramedics and physician HIPERKES at each estates; SIO operator licenses, First aiders; AK3U/safety officer and P2K3 (OHS committee) at each unit. The equipment certificates testing and inspection conducted by third party PJK3 (CV Safety Utama) and approved by local authority (Dinas Tenaga Kerja Tanjung Jabung Barat) still valid within period 2016 – 2017 for all equipment at estate and mill as below: <ul style="list-style-type: none"> • Badang Estate: 1 backhoe loader, 1 excavator, 1 grader, 1 tractor and 1 unit compactor, 1 unit pressurize vessel. • Taman Raja Estate: 1 backhoe loader, 1 grader, 1 tractor and 1 unit compactor, 1 unit pressurize vessel. Taman Raja mill: 3 unit lightning rod protection; 1 unit Electrical generator; 5 unit pressure vessel (variance pressure 8 – 10 bar); 2 units boiler (24 bar); 4 unit steam sterilizer/receiver (3 bar); 1 unit steam turbine (24 bar); 1 unit deaerator vessel; 1 unit steam separator (3,5 bar).For environment issues there are conducted periodically (once in year) internal audit against the requirement of RSPO include the legal compliance evaluation. Records were sighted for period 2016. Internal audit was conducted on 30 September 2016. Moreover there is a PROPER evaluation by Ministry of Environment has conducted on 11 June 2016. Taman Raja Mill granted for Blue award which indicated status of their environmental legal compliance for period 2015 – 2016.	
2.1.4	<p style="color: red;">A system for tracking any changes in the law shall be available and implemented.</p> <p>Specific Guidance: For 2.1.4: The systems used for tracking any changes in laws and regulations should be appropriate to the scale of the organisation.</p>			
	a. Is there a documented methodology	<ul style="list-style-type: none"> • Memorandum No.017/GL- 	The sustainable department and SSL department (social, security, and	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	(e.g.: personnel in charge (PIC), source of info, frequency of update) for tracking changes and communication of changes to relevant sections of the legislation?	<p>AAS/MEMO/10/12 regarding appointment to updating regulation of SSL (Social Secured License) from head office; at the units (estate and mill) were handled by public relations (Humas).</p> <ul style="list-style-type: none"> • Documented procedure (AA-GL-5001.1-R0 dated 5 December 2009) for compliance to regulations and its change. • AA-EMS-452-PR Rev.2 dated 25 November 2013 for evaluation on compliance of regulation and requirement 	<p>licence) was conducted identification, verification and registered the all legal and other requirements include environment issues. The last updated on 20 September 2016, the method of updating regulation was conducted by internet, email and/or by direct visits to the government bodies, the new environment regulation was identified, such as Regulatory Environment Minister 5/2014 waste water quality standard and Government Regulation 101/2014 hazardous waste management.</p> <p>The evaluation of compliance was conducted together with the relevant functions between sustainable team, public relation, and representative from estate and mills. The communication to relevant functions was conducted by dissemination from sustainable team and public relation to respected persons at mill and estate.</p>	
2.2	<p>The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p> <p>Guidance: <i>The company has SOP for Land Acquisition to ensure that there is no removal of legal, customary or user rights (see 6.4.1 & 6.4.2)</i> <i>Descriptions of those rights are as follows:</i></p> <ol style="list-style-type: none"> <i>Legal Right may be in the form of Land Certificates (Ownership Right / Hak Milik, User Right /Hak Guna Usaha), Registration Letter / Surat Keterangan Terdaftar, Letter of Inheritor Right / Surat Keterangan Hak Waris, and or Letter of Girik Right/Surat Keterangan Hak Girik.</i> <i>Customary Right in the Local Regulation/Perda (based on Constitution Court Decision No. 35/PUU-X/2012 regarding Customary Forest) determined through participatory mapping of customary land by the legitimate customary law community who are recognized by the surrounding customary law community and refers to Regulation of the Minister of Home Affairs (Permendagri) No. 52 year 2014 regarding Guideline of Recognition and Protection of Customary Law Community and Regulation of the State Minister of Agrarian Affairs/Head of National Land Agency (BPN) No. 5 year 1999 regarding Guidelines for the Settlement of Problems Related to the Communal Reserved Land of the Customary Law Abiding Community.</i> <i>User Right may be in the form of evidence of land leasing from the legal right holder, and/or official letter from the Village Head based upon testimony of communities or individual where their areas are adjacent to that land.</i> <p><i>Customary area is customary land, including soil, water and or waters and natural resources with certain boundaries, owned, utilized and preserved for generations and on sustainable</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p><i>basis to fulfill the needs of their livelihood that was acquired from their ancestor or claimed ownership of communal land or customary forest.</i></p> <p><i>Where there is a conflict on the condition of land use as per land title, growers should show evidence that necessary actions have been taken to resolve the conflict with relevant parties</i></p> <p><i>A mechanism should be in place to resolve any conflict (Criteria 6.3 and 6.4).</i></p> <p><i>Where operations overlap with other rights holders, companies should resolve the issue with the appropriate authorities, consistent with Criteria 6.3 and 6.4.</i></p> <p><i>Historical data of land ownership should be provided by the company for a minimum of one period of ownership/control.</i></p> <p><i>If there is a claim on customary right, this shall be legally demonstrated.</i></p>	
2.2.1	<p>(M) Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>Specific Guidance: <i>For 2.2.1: The documents required to demonstrate legal ownership, lease or control and use of land shall include those related to getting the land permit or transfer of land right and up to the operational right.</i></p>			
	<p>a. Are there documents showing legal ownership or lease of the land available? (e.g. land titles, lease documents)</p> <p>b. Are there documents showing history of land tenure available? (e.g. legal documents showing land status change, SIA and EIA reports, HCV assessment reports)</p> <p>c. Are there documents showing the actual legal use of the land available?</p> <p>d. Are the documents complete?</p>	<ul style="list-style-type: none"> • Site Permit • Plantation Permit • Forest Land Release Permit (IPKH) • Documents of land use title (HGU certificate). 	<p>This surveillance audit was conducted to Taman Raja Mill, Taman Raja Estate and Badang Estate. Documents that showing legal ownership of land tenure and the actual legal use of the land was available in the form of concession and HGU license document. Document and License Department of PT Dasa Anugrah Sejati keeps the original HGU documents, while Estates keep the copies of HGU certificate. Licenses document were available at Estates audited. Following are Plantation Operation Permit and HGU reviewed during this audit:</p> <p>Badang Estate and Taman Raja Estate:</p> <ul style="list-style-type: none"> • Site permit Surat Keputusan Gubernur Kepala Daerah Tingkat I Jambi No. 77, dated 21 March 1988 +/- 10,000 Ha, location: Lubuk Bernai, Kecamatan Tungkal Ulu, Kabupaten Daerah Tingkat II Tanjung Jabung permit was given to PT Dasa Anugrah Sejati • Forest land release permit (Izin pelepasan kawasan hutan) from Ministry of Forestry No. 266/Kpts-II/90, total area: 10,200 Ha, dated 18 Mei 1990. Location: Kelompok Hutan S. Lelah – S. Bedangkalan, Kabupaten Daerah Tingkat II Tanjung Jabung • Decree of Ministry of Agrarian/Head of BPN (National Land 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>Agency) 30/HGU/ BPN/93 on 2 December 1993 and Decree of Ministry of Agrarian/Head of BPN (National Land Agency) 63/HGU/BPN/2005 on 2 June 2005 regarding Extention of expired date and updating of HGU located in Kabupaten Tanjung Jabung Barat, Propinsi Jambi. Total area: 9.077 Ha</p> <p>HGU #02 Desa Lubuk Bernai, Kampung Baru, Taman Raja, Badang, Pelabuhan Dagang Pematang Pauh, Merlung, Lubuk Terap dan Penyabungan, Kec. Tungkal Ulu, Kab. Tanjung Jabung, Propinsi Jambi dated 3 November 1997. Total area: 9.077 Ha.</p> <ul style="list-style-type: none"> • Building permit from Bupati Tanjung Jabung Barat #640/104/IMB/TJB/2005 dated 23 Juni 2005 for Taman Raja Mill • Plantation permit from Kepala Kantor Pelayanan Perijinan Terpadu Kab. Tanjung Jabung Barat #522/213/Eko dated 1 February 2005, total area 9.077 Ha. • Plantation permit for processing from Bupati Tanjung Jabung Barat #503.87/01/KPPT/2015 dated 8 January 2015, processing capacity: 60 Ton FFB/hour 	
2.2.2	<p>Legal boundaries are demonstrated clearly and maintained.</p> <p>Specific Guidance: <i>For 2.2.2: Grower should cease operations on land planted beyond the legally determined area and there should be specific plans in place to address such issues for associated smallholders.</i></p>			
	<p>a. Is there a legal map showing location of boundary markers?</p> <p>b. Is there physical presence of boundary markers?</p> <p>c. Is there an SOP for boundary demarcation and maintenance?</p> <p><i>Note to auditor: Ground verification of</i></p>	<ul style="list-style-type: none"> • Map of legal boundary • Map of boundary • Program of boundary pegs maintenance 2015 – 2016 • Program of boundary pegs adding • Procedure of boundary pegs maintenance • Field Observation to HGU 	<p>Legal map showing location of boundary markers is documented in "Map of boundary pegs". The map described pegs number.</p> <p>HGU pegs observed were:</p> <ul style="list-style-type: none"> • Peg #03 Block B96n Afdeling II Taman Raja Estate (01°07'50.6" S and 103°02'30.2" E) bordering with Taman Raja Village • Peg #04 Block B96n Afdeling II Taman Raja Estate (01°07'39.7" S and 103°02'24.6" E) bordering with Taman Raja Village • Peg #05 Block B96l Afdeling II Taman Raja Estate (01°06'46.0" S and 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>boundary markers using GPS should be conducted. Priority should be on boundaries with other estates, community areas, protected area and rivers</i></p> <p><u>In the case of Associated Smallholders:</u></p> <p>d. Are there documents showing that the boundaries of associated smallholders have been recorded and verified by the mill?</p> <p>e. In case of boundary breach, is there proof of a mitigation plan being implemented?</p>	<p>pegs</p>	<p>103°01'11.8" E) bordering with Kampung Baru Village</p> <ul style="list-style-type: none"> • Peg #15 Block D98n Afdeling IV Taman Raja Estate (01°11'50.1" S and 102°57'51.4" E) bordering with Palang Village • Peg #18 Block C08a Afdeling III Badang Estate (01°12'31.4" S and 102°58'33.7" E) bordering with Palang Village • Peg #21 Block E97c Afdeling V Badang Estate (01°13'13.5" S and 103°01'35.2" E) bordering with Merlung Village <p>Legal boundaries are clearly demarcated and maintained. All pegs were in good condition and maintained. Plantation activity such as upkeep and harvesting were conducted inside the border. It was noted that quantity of boundary pegs at site was less than quantity of boundary pegs mentioned in map of legal boundary. The organisation has established program of boundary pegs adding until 2020.</p> <p>Procedure of boundary pegs maintenance has been established. Estates has program to maintenance boundary pegs twice a year such as cleaning of pegs circle and pegs repainting. A review to legal boundaries maintenance records at Taman Raja and Badang Estate and field observation to a number of legal boundaries demonstrated that the legal boundaries were well maintained by Estates. Last activities of maintenance were conducted in December 2016.</p>	
2.2.3	<p>In the event that there is a dispute or a dispute has occurred, adequate evidence of legitimate acquisition and compensation or compensation settlement process through conflict resolution which has been received through Free, Prior and Informed Consent by all related parties shall be provided.</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Are there, or have there been any land disputes?</p> <p><i>Note to auditor: Due diligence should be conducted on the management to provide evidence that there has been no historical or current land dispute</i></p> <p>b. If there are or have been disputes, are there:</p> <ul style="list-style-type: none"> - Documents to proof legal acquisition? - Records of FPIC process? <p>c. If there has been acquisition involving compensation, are there:</p> <ul style="list-style-type: none"> - Records that Fair compensation has been provided and accepted by parties involved? - Records that all affected parties are consulted and represented? - Documents of negotiations/discussion available? <p><i>Note to auditor: There should be direct verification of above with the affected parties</i></p>	<ul style="list-style-type: none"> • HGU Map • Discussion and interview with Village Head and community leader around Estate, and Napal Mill on 8 February 2017 and information from Estate and Mill Manager 	<p>The Organizations have established procedures of Land Compensation (CR-AGR-102-GRL.06.11-1). Describes the mechanism of compensation before land clearing and land conflict resolution mechanisms between companies and land owners. The land cleared for oil palm plantations should be ensured not a problem and there is no dispute over land ownership.</p> <p>Estate has been developed more than 20 years. Records were evident that Fair compensation has been provided and accepted by parties involved. Based on overlay between areal statement maps and HGU map there was no dispute over the land in estate and mill. Based on interviews with the management and stakeholder interview on 8 February 2017, there is no land dispute around PT Dasa Anugrah Sejati (Kebun Badang & Kebun Taman Raja)</p>	<p>N/A</p>
2.2.4	<p>(M) There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	a. Does the company have cases of significant land conflict? (i.e. preventing the company from operating normally) b. If the company has cases of conflict, are records of the following available? <ul style="list-style-type: none"> - Status of conflict - SOP/ mechanism for conflict resolution - Implementation of SOP/mechanism - Acceptance of the procedures by all parties - Records of conflict resolution 	<ul style="list-style-type: none"> • HGU Map • Discussion and interview with Village Head and community leader around Kebung Badang and Kebun Taman Raja Mill on 8-9 February 2017 and information from Estate and Mill Manager 	It was verified that there the company have no case of land conflict	N/A
2.2.5	For any conflict or dispute over the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities and local government where applicable), shall be available.			
	a. Is there an SOP for participatory mapping of disputed area? b. Is a dispute map available? c. Is there documented evidence of involvement and acceptance by the affected parties? <i>Note to auditor: Actual ground verification showing the accuracy of the dispute map should be conducted</i>	<ul style="list-style-type: none"> • HGU Map • Discussion and interview with Village Head and community leader around Estate, and Napal Mill on 25 January 2017 and information from Estate and Mill Manager 	It was verified that there the company have no case of land conflict.	N/A
2.2.6	(M) To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. Specific Guidance: For 2.2.6: The company policy should require the use only of legally recognized private security personnel in their operations and prohibit extra-judicial interference and intimidation by the			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
<i>security personnel as mentioned above (see Criterion 6.13).</i>				
	<p>a. Does the company have a policy to circumvent instigated violence to maintain peace and order in current and planned operations?</p> <p>b. Is there any evidence of:</p> <ul style="list-style-type: none"> - The use of confrontation and intimidation by the company to maintain peace and order? - Use of para-militaries and mercenaries in the plantation? 	<ul style="list-style-type: none"> • CR-AGR-102-GRL.06.11-1-procedure of Land Compensation • Group discussion on 25 January 2017 	<p>The policy to circumvent instigated violence to maintain peace and order in current and planned operations has been described in the procedure of Land Compensation (CR-AGR-102-GRL.06.11-1).</p> <p>By checking relevant documents such as minutes of meeting of stakeholder meeting, and during the group discussion with stakeholder around plantation, it was verified that the company does not use confrontation and intimidation as well as para-militaries and mercenaries in the plantation to maintain peace and order.</p>	<p>YES</p>
<p>2.3</p>	<p>Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.</p> <p>Guidance: <i>All indicators are applied to all oil palm plantations developed after November 2005, with exception to plantations developed prior to November 2005 that may not have records dating back to the time of decision making, in particular for compliance with Indicators 2.3.1 and 2.3.2.</i></p> <p><i>Where there are legal or customary rights over land, the grower should demonstrate that these rights are understood and are not being threatened or reduced. This Criterion should be considered in conjunction with Criteria 6.4, 7.5 and 7.6. Where customary rights areas are unclear these should be established through participatory mapping exercises involving affected parties (including neighbouring communities and local authorities).</i></p> <p><i>This Criterion allows for sales and negotiated agreements to compensate other users for lost benefits and/or relinquished rights. Negotiated agreements should be non-coercive and entered into voluntarily, carried out prior to new investments or operations, and based on an open sharing of all relevant information. The representation of communities should be transparent and in open communication with other community members. Adequate time should be given for customary decision making and iterative negotiations allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts. Establishing certainty in land negotiations is of long-term benefit for all parties.</i></p> <p><i>Growers and millers should refer to the RSPO approved FPIC guidance (RSPO endorsed Free, Prior and Informed Consent Guide for RSPO Members, November 2015).</i></p> <p><i>Companies should be especially careful where they are offered lands acquired from the State by its invoking the national interest (also known as 'eminent domain').</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
2.3.1	(M) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).			
	<ul style="list-style-type: none"> a. Does the company have an SOP on FPIC? b. Is there evidence that the identification of legal, customary or user rights has been done through FPIC process? c. Is there evidence that the FPIC process has been implemented in accordance to the company SOP? Where is this evidence recorded? (E.g.: Documents, Minutes of meeting, Records, Agreements, Maps etc.) d. Is there a map of the extent of legal, customary or user rights? Is this map of appropriate scale (1: 10,000)? e. Was the map produced through participatory mapping with reference to SIA and HCV assessment? f. Does the map have a title, legend, source, scale and projections/georeference? g. Are the maps accepted by the relevant communities? 	<ul style="list-style-type: none"> • Land Use Title (HGU) • Boundary map (KMZ) 	<p>Land acquisition was performed around 1980s, before the existence of FPIC. Maps have been developed for each estate indicating Legal demarcation and planted areas. Planted areas of the Estate are wholly on Government land, leased under HGU. The map contains title, legend, source, scale and projections/ georeferenced. The maps accepted by the relevant communities as evidence by the absence of land dispute.</p> <p>Organizations have established procedures of Land Compensation (CR-AGR-102-GRL.06.11-1) that describes the mechanism of compensation before clearing land and land conflict resolution mechanisms between companies and land owners. The land cleared for oil palm plantations should be ensured there is no land dispute or land ownership right.</p>	YES
2.3.2	<p>Copies of negotiated agreements including the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and these include:</p> <ul style="list-style-type: none"> a. Evidence of consultation b. Statement of transfer of rights c. Evidence of compensation 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>See specific guidance 2.3.2</p> <p>Specific Guidance: For 2.3.2 : <i>Copies of negotiated agreements shall include at minimum:</i></p> <ul style="list-style-type: none"> a. <i>A plan that should be developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</i> b. <i>Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</i> c. <i>Evidence that the company has ensured that affected communities have understood and accepted the legal, economic, environmental and social implications for permitting operations on their land, including the implications for the legal status of their land at the expiry of the company's title or concession. The company shall inform the legal implication based upon, but not limited to, Act No. 50 year 1960 and Government Regulation No. 40 year 1996 regarding Land-Use Right (HGU), Building-Use Right (HGB), and User Right, where the land will be owned by the state if HGU right is expired, not be extended and or updated.</i> d. <i>Evidence that the company has informed the plan for partnership program.</i> 			
	<ul style="list-style-type: none"> a. Are copies of negotiated agreements with affected parties available? b. Is there evidence that the agreement is prepared through proper FPIC process? c. Does the agreement contain the following: <ul style="list-style-type: none"> - An action plan developed through consultation with affected parties, is inclusive and evidence that members of affected parties are well informed and involved in the decision making process - Evidence of options to give or withhold consent for development - Evidence that members of the affected communities understand and accept the implication involved in permitting/rejecting oil 	<ul style="list-style-type: none"> • HGU Map • SIA report • HCV assessment report • Discussion/Interview with Village Head and community leader around Estate and Mill on 25 January 2017 and information from Estate and Mill Manager • Attendance list of public consultation with community leaders on 8 February 2017 	<p>Copies of negotiated agreements with affected parties were available. It was evident that the agreement is prepared through proper process, e.g. public consultation.</p> <p>Land acquisition was performed around 1980s before FPIC published.</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>palm development on their land (E.g.: legal status, social, environmental, economic)</p> <ul style="list-style-type: none"> - Evidence that the negotiated agreement was entered voluntarily without coercion by all parties - Evidence that adequate time was given for customary decision making and iterative negotiations - Clause which states that the negotiated agreement is legally binding 			
2.3.3	<p>Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements.</p>			
	<p>a. Is there evidence that all the information (maps, agreement, records, impact assessment, benefit sharing and legal arrangements) is available in appropriate forms and languages, understood and accessible to affected parties?</p> <p><i>Note to auditor: this should be cross checked to a sample of the affected parties</i></p>	<ul style="list-style-type: none"> • Discussion/Interview with Village Head and community leader around Estate and Mill on 8 February 2017 and information from Estate and Mill Manager • Attendance list of public consultation with community leaders on 4 January 2011 	<p>It was verified through interview with stakeholders that all the information (maps, agreement, records, impact assessment, benefit sharing and legal arrangements) is available in appropriate forms and languages, understood and accessible to affected parties</p>	<p>YES</p>
2.3.4	<p>(M) Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>Specific Guidance: For 2.3.4: Evidence of proxy letter from the community group, individual and/or company to the institution which represents community at the negotiation process, shall be demonstrated.</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	a. Who is the representative of the community in the negotiation process? b. Is the representative accepted by the community? c. Is the record of appointment to represent the community available and shared with other parties?	<ul style="list-style-type: none"> Discussion/Interview with Village Head and community leader around 8 February 2017 and information from Estate and Mill Manager 	The land owner represent them self during negotiation process accompanied by Community leader and Village Head. This is the only way that accepted by the community.	YES

PRINCIPLE 3: COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL VIABILITY

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
3.1	There is an implemented management plan that aims to achieve long-term economic and financial viability. Guidance: <i>Whilst it is recognised that long-term profitability is also affected by factors outside their direct control, top management should be able to demonstrate attention to economic and financial viability through long-term management planning. There should be longer term planning for plantations on peat, particularly in regards to subsidence and flooding issues (see Indicator 4.3.5).</i> <i>Consideration of smallholders should be inherent in all management planning where applicable (see also Criteria 6.10 and 6.11). For scheme smallholders, the company should refer to RSPO Guidance On Scheme Smallholders, July 2009 or endorsed final revision.</i> <i>Growers should have a system to improve practices in line with new information and techniques. For smallholder schemes, the scheme management should be expected to provide their members with information on significant improvements.</i> <i>This Criterion is not applicable to independent smallholders (refer to RSPO Guidance for Independent Smallholders under Group Certification, June 2010)</i>			
3.1.1	(M) A documented management plan, a minimum of three years shall be available, including, where appropriate, plan for scheme smallholders. Specific Guidance: For 3.1.1: The business or management plan should contain:			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
<ul style="list-style-type: none"> • Attention to quality of planting materials; • Crop projection = Fresh Fruit Bunches (FFB) yield trends; • Mill extraction rates = Oil Extraction Rate (OER) trends; • Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends; • Forecast prices; • Financial indicators. <p><i>Suggested calculation: trends in 3-year running mean over the last decade (FFB trends may need to allow for low yield during major replanting programmes).</i></p>				
	<p>a. Does the company have a documented business or management plan with a minimum planning period of 3 years?</p> <p>b. Does it include the following:</p> <ul style="list-style-type: none"> - Land area statement (planting years, non-planted areas, i.e. HCV, conservation areas, fragile soils, enclaves) with updated location maps. Maps should have title, legend, source, scale and projections/georeferenced - Plan for management of scheme smallholders (where appropriate) - Quality of planting materials - Crop projection = Fresh Fruit Bunches (FFB) yield trends - Mill extraction rates = Oil Extraction Rate (OER) trends - Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends - Forecast prices - Financial indicators – profitability forecast (income vs cost) - Projected expansion (area, mill capacity, infrastructure, social amenities) - General strategy and allocation for environmental and social management 	<ul style="list-style-type: none"> • Mill Projection year 2017 – 2021 • Estate Operation Projection year 2017 - 2021 	<p>Management plan during the five-years period 2017 - 2021 was used to achieve economic viability and long-term financial. The plan was approved by the top management.</p> <p>The parameters listed in the management plan that includes revenue and earnings, projected crop production (FFB yield trend), the extraction rate of CPO and PK (Production forecast up to 2020), harvesting, processing FFB and CPO. The Management Plan document has also include:</p> <ul style="list-style-type: none"> - Land area statement (planting years, non-planted areas, i.e. HCV, conservation areas, fragile soils, enclaves) with updated location maps. Maps does have title, legend, source, scale and projections/georeferenced - Quality of planting materials - Crop projection = Fresh Fruit Bunches (FFB) yield trends - Mill extraction rates = Oil Extraction Rate (OER) trends - Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends - Forecast prices - Financial indicators – profitability forecast (income vs cost) - General strategy and allocation for 	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																				
	<p>(refer to P5, P6 and P8)</p> <p>c. Is this management document subjected to an annual review?</p> <p>d. For plantations on peat, is there a long term viability plan – e.g. flooding, drainability assessments and subsidence issues? (see 4.3.5)</p> <p>e. Does the grower have a system to improve practices in line with new information and techniques?</p> <ul style="list-style-type: none"> - Has the personnel in charge (PIC) been identified? - How is the information updated? - Is there a documented SOP which requires monitoring and updating information to improve practices? - Is new information communicated to workers and scheme smallholders (where appropriate)? How is it communicated? 		<p>environmental and social management.</p> <p>The achievement of the management plan is reviewed every month in the Estate Unit Report (LUK) and Mill Unit Report (LUP) according to the current month. Reviewing of LUK and LUP was conducted monthly for period 2015 and 2016. The management plan document is subjected to annual review.</p> <p>There is no peat in PT. Dasa Anugrah Sejati.</p> <p>The organisation has a system to improve practices in line with new information and techniques through continual improvement. All staffs can propose continual improvement. Continual improvement was communicated to all unit managements.</p>																					
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.																							
	<p>a. Is there an annual replanting programme projected for a minimum of five years?</p> <p>b. Has it been documented?</p> <p>c. Is the progress of implementation documented?</p> <p>d. How does the programme take into consideration fragile soils such as peat? Is there a longer projection period (see C4.3)?</p> <p>e. Is there evidence of a yearly review of the</p>	<ul style="list-style-type: none"> • Replanting program PT Dasa Anugrah Sejati 	<p>Projected annual replanting programme was described in the “Replanting Program PT Dasa Anugrah Sejati”. Detail Annual Replanting Programme for the next 5 years are:</p> <table border="1" data-bbox="1294 1182 1794 1372"> <thead> <tr> <th>Year</th> <th>Taman Raja (Ha)</th> <th>Badang (Ha)</th> <th>Total (Ha)</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>266</td> <td>0</td> <td>266</td> </tr> <tr> <td>2019</td> <td>269</td> <td>0</td> <td>269</td> </tr> <tr> <td>2020</td> <td>984</td> <td>259</td> <td>1,243</td> </tr> <tr> <td>2021</td> <td>1,030</td> <td>329</td> <td>1,359</td> </tr> </tbody> </table>	Year	Taman Raja (Ha)	Badang (Ha)	Total (Ha)	2018	266	0	266	2019	269	0	269	2020	984	259	1,243	2021	1,030	329	1,359	YES
Year	Taman Raja (Ha)	Badang (Ha)	Total (Ha)																					
2018	266	0	266																					
2019	269	0	269																					
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2021	1,030	329	1,359																					

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR				COMPLIANCE (YES/NO)
			2022	2023	2024	2025	
	replanting programme?		10	22	26	190	
			403	461	101	108	
			413	483	127	298	
			The replanting program is reviewed annually.				

PRINCIPLES 4: USE OF APPROPRIATE BEST PRACTICES BY GROWERS AND MILLERS

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
4.1	Operating procedures are appropriately documented, consistently implemented and monitored. Specific Guidance: For 4.1.1 and 4.1.4: SOPs and documentations for mills should include relevant supply chain requirements (see RSPO Supply Chain Certification Standard, Nov 2011). <i>Mechanisms to check implementations could include documentation management systems and internal control procedures.</i> <i>These procedures refer to the Best Management Practices for Oil Palm in Indonesia, such as Technical Guideline for Oil Palm Development, Directorate General of Estate Crops, Ministry of Agriculture, 2006.</i>			
4.1.1			(M) Standard Operating Procedures (SOPs) for estates (land clearing to harvesting) and SOP for mills (reception of FFB to dispatch of CPO and PKO) shall be available.	
	a. Have the SOPs for mills and plantation been documented? b. Does the SOP cover key processes, harvesting, transportation, manuring, IPM, GAP, Supply Chain requirements for the mill, etc.? c. Is a copy of the SOP available on site and is it documented in an	<ul style="list-style-type: none"> • Agriculture Policy Manual • Mill Policy Manual 	The documented Standard Operating Procedures (SOP) for Estate was evident: <ul style="list-style-type: none"> • AA-APM-OP-1100.01-R1 Nursery • AA-APM-OP-1100.02-R1 Land Preparation • AA-APM-OP-1100.03-R1 Creation and Maintenance of Road • AA-APM-OP-1100.04-R1 Creation and Maintenance Trenches • AA-APM-OP-1100.05-R1 Soil and Water Conservation • AA-APM-OP-1100.06-R1 Planting Leguminous Cover Crop 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>appropriate language?</p> <p>d. Is there evidence that SOPs are implemented and understood by workers?</p> <p>e. Are the SOPs appropriate and adequately cover all estate and mill processes and activities?</p> <p>f. How are the SOPs made available at the point of use?</p>		<ul style="list-style-type: none"> • AA-APM-OP-1100.07-R1 Oil Palm Planting • AA-APM-OP-1100.09-R1 Manuring • SOPs for IPM: <ul style="list-style-type: none"> ○ AA-APM-OP-1100.10-R1 Pest & Diseases Control ○ AA-APM-OP-1100.08-R1 Weeding Control ○ AA-APM-OP-1100.14-R1 Census and Identification Plant • AA-APM-OP-1100.11-R1 Management Pesticides • AA-APM-OP-1100.12-R1 Castration • AA-APM-OP-1100.13-R1 Pruning • AA-APM-OP-1100.15-R1 Census of Production • AA-APM-OP-1100.16-R1 Consolidation • AA-APM-OP-1100.17-R0 Water Management • AA-APM-OP-1100.18-R1 FFB Harvesting • AA-APM-OP-1100.19-R1 Transportation Management • AA-APM-OP-1100.20-R1 Replanting <p>The documented procedures regarding processing activities of palm oil have already described within the “Mill Policy Manual” (MPM) document which approved by Operations Director. The manual are consist of each processing station start from FFB (Fresh Fruit Bunch) receiver until the CPO delivery and also include the procedures of machineries preventive maintenance, utilities and quality control. Herewith the procedures consists within the MPM such as:</p> <ul style="list-style-type: none"> • AA-MPM-OP-1400.02-R2 FFB Receiver Procedure • AA-MPM-OP-1400.03-R1 Sterilizer station Procedure • AA-MPM-OP-1400.04-R1 Threshing station Procedure • AA-MPM-OP-1400.05-R1 Digesting and Screw Press station Procedure • AA-MPM-OP-1400.06-R1 Clarifier station Procedure • AA-MPM-OP-1400.07-R1 Nut Polishing Procedure • AA-MPM-OP-1400.08-R1 Kernel station Procedure • AA-MPM-OP-1400.11-R1 Water Treatment Procedure • AA-MPM-OP-1400.12-R1 Laboratory Procedure • AA-MPM-OP-1400.14-R2 Storage and delivery Procedure • AA-MPM-OP-1400.15-R1 Preventive machineries maintenance 	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>Procedure</p> <ul style="list-style-type: none"> • AA-MPM-OP-14000.13-R1 – WWTP Process • AA-MPM-OP-1400.17-R3 Traceability • AA-MPM-OP-1400.18-R3 Mass Balance <p>Copy of the procedures was available on site and is it documented in Indonesian language. Procedures were distributed to Estate and Mill.</p> <p>Procedure has been disseminated periodically to all Estate and Mill employees through regular training and morning briefing. Interviews with the employees indicated satisfactory level of understanding and implementation in relation to their respective job function.</p> <p>Sample of estate operational implementation were taken in harvesting process in Block C04h Afdeling III, pesticide spraying in Block C08h Afdeling III Badang Estate, manuring of Hi-Key in Block C04I Afdeling III Badang Estate. Mill operational implementation was conducted started from loading ramp to CPO dispatch including supporting process, e.g. maintenance and warehouse activities. It was observed that all of the activities were implemented according to procedure.</p>	
4.1.2	Checking or monitoring of operations procedures is conducted at least once a year.			
	<p>a. Is there a master list of all SOPs?</p> <p>b. How does the company keep track of revisions?</p> <p>c. Is there mechanism for:</p> <ul style="list-style-type: none"> - Translation of SOP into work instructions in appropriate languages? - Records of training for all levels? - Internal control (e.g. audit and 	<ul style="list-style-type: none"> • KBD/VA/FULL 02-16 (VA Report Badang Estate) • KTR/VA/FULL 01-16 (VA Report Taman Raja Estate) • PTR-VE-FULL 01-15 (VE Report Taman Raja Mill) • OA-13-IX-Plt.III-mill-028 (Operational Audit Report of Taman Raja Mill) 	<p>Master list of all SOPs and its revision history were available and well documented. Organization keeps track of revision of the SOPs in revision history in the cover of SOPs. SOP was provided in Indonesian language. SOPs training and dissemination to all of employee has been conducted.</p> <p>The organization has well implemented internal control and monitoring processes that check and report on the implementation of the SOPs. These include independent checks of the Mill and Estates by the corporate internal audit. There were several internal audits, e.g. Operational audit, VA visit, R&D visit, etc.</p> <p>Internal audit was conducted to check implementation of the procedures and</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	review, field inspection) procedure in place to monitor consistent implementation of SOPs? - Trained and competent personnel assigned to carry out internal control activities? - Implementation audits to be carried out regularly covering implementation of all the SOPs? - Procedure to address non-compliance and corrective action for continuous improvement?		work instructions. Internal audit covered operational activities of plantations and mill including the maintenance of palm oil crop (upkeep, manuring, IPM), harvesting and other supporting activities such as administration, road infrastructure, FFB transport and mill process. VA visit to Badang Estate conducted on 26 – 30 September 2016 by Liew Ah Chai and VA Visit to Taman Raja Estate conducted on 19 – 23 May 2016 by Liew Ah Chai. VE visit to Taman Raja Mill was conducted on 28 – 30 July 2016 by TCJ Thomas. Corrective action of all non-conformities found has been follow up. The organisation has established procedure to address non-compliance and corrective action for continuous improvement	
4.1.3	Records of monitoring and any follow-up actions shall be available.			
	a. Have the records been maintained on the following? - Measurements or results of internal control and monitoring activities (refer 4.1.2) - Records of corrective actions and improvement undertaken	<ul style="list-style-type: none"> • Buku penerimaan TBS – Log book of FFB receiving • Logsheet of every station in Mill • Calibration report • Field observation to Mill 	Record of monitoring and any action taken were maintained and available for Estate and Mill, e.g. : - Log book of FFB receiving. The log book covered number of block, name of harvester, FFB lagged, brondol lagged, midrib set out, abnormal harvested, etc. - Log sheet every station from loading ramp, sterilizer, threshing, press, clarification, boiler and effluent. Record daily activity of processes in each station and process performance in each station. - Calibration reports of measuring equipment, e.g. temperature gauge, pressure gauge, analytical balance, weigh bridge, oven, water bath, etc. valid within year period 2016 – 2017. - Control of Process work program and routine maintenance and equipment repair. Records of corrective actions and improvement undertaken for all of the control and monitoring activity above has been maintained by the organization.	YES
4.1.4	(M) Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available.			
	a. Is there an SOP for third-party FFB	<ul style="list-style-type: none"> • AA-MPM-OP-1400-02.R1 	Standard Operating Procedures for third party FFB sourcing are available. The receiving station split FFB from internal and external sources (third party).	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	sourcing? b. Is there a list of approved third-party FFB suppliers? c. Is there proof of observed implementation of SOP? d. Is there daily and summary records of volume and origins of third-party FFB received? e. Have these records been verified against the available document?	(Procedure of Receiving Station) AA-MPM-OP-1400.17-R3 (Procedure of Traceability) • AA-MPM-OP-1400.18-R3 (Procedure of Mass Balance) • Mechanism of third party FFB receiving and pricing.	Mechanism of third party FFB receiving described the process from proposal from supplier, approval as FFB supplier, FFB pricing, FFB receiving in Mill and payment of FFB. Records of FFB received from external sources were stated on Recapitulation of FFB Received Report. There were a list of approved third-party FFB suppliers, such as : - Suci (SC) - CV. Kemas Bertuah - CV. Pandawa Lima Lapan TR - GIBROSS - BAROG ASNGARI However during year period 2016 – 2017 there are only 2 (two) active suppliers, which are “BAROG ASNGARI” and “CV. Kemas Bertuah” There were evidence of SOP implementation such as: FFB grading process 100% in accordance with grading criteria which has been agreed in DO, price of FFB was agree in DO based Memorandum from Regional Office Jambi, payment carry out after FFB received and invoice receive by finance. Payment was performed daily. Third party FFB price affected by CPO and PK price, transport, OER, KER, processing cost and others. For example payment recapitulation dated 30 th December 2016 IDR 668.830.234. Payment has been transfer to an account number in Panin Bank. It was observed that the payment and price was met with DO and procedure. Organization only received legal FFB; There was statement letter from each FFB supplier that: - FFB supplied to PT. DAS, Taman Raja Mill was not came from forest area or prohibited area by law and regulation. - FFB supplied to PT. DAS, Taman Raja Mill was not came from peat area. - Not performed burning for land clearing in new planting or replanting - Not employed children under 18 years old. Taman Raja Mill records the origins of all third-party sourced Fresh Fruit Bunches. FFB tonnage delivery from the third party was well documented daily (Laporan Harian Pabrik) and monthly (Mill Operation Summary). All records have been verified and it was compliance with available procedure.	
4.2	Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)								
<p>Guidance: <i>Long-term fertility depends on maintaining the structure, organic matter content, nutrient status and microbiological health of the soil. Growers should ensure that they follow the best practices. Nutrient efficiency should take account of the age of plantations and soil conditions.</i></p> <p><i>The nutrient recycling strategy should include any use of biomass for by-products or energy production.</i></p> <p><i>One of the guidance may be used as a reference to the Technical Guideline for Oil Palm Development, Directorate General of Estate Crops, Ministry of Agriculture (2006)</i></p>												
4.2.1	<p>(M) A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available <i>Minor to Major</i></p>											
	<p>a. Are there SOPs for Good Agricultural Practices in managing soil fertility?</p> <p>b. Is there evidence that the SOPs have been implemented and monitored?</p>	<ul style="list-style-type: none"> AA-APM-OP-1100.09-R1 Manuring Memorandum from Plantation Head #018/HP/Memo/XII/15 dated 15 December 2015 LUK (Estate Report) Field observation of manuring activity 	<p>Organization has been defined the SOPs for Good Agricultural Practices in managing soil fertility which documented in AA-APM-OP-1100.09-R1 Manuring. Manuring was performed manually with dosage stated in manuring recommendation. Manuring activity was reported in LUK monthly.</p> <p>Field observation of manuring was conducted in Block A07p Afdeling I Badang Estate. Fertiliser Hi-Kay with dosage of 2.5 kg/tree was speeded on non active path and between oil palm trees. Fertilizer are packed into one dose (2.5 kg/pack) and then packed in a sack of 20 kg. The application was according to Memorandum from Plantation Head #018/HP/Memo/XII/15 dated 15 December 2015 and fertiliser dosage was inline with manuring recommendation.</p>	YES								
4.2.2	<p>Records of fertilizer inputs shall be available.</p>											
	<p>a. Is records of fertiliser inputs maintained?</p> <p>b. Is there records to proof that the fertiliser program is linked to the agronomic report?</p> <p>c. Is there records of fertilizer usage per tonne of FFB production (>in Summary Table, specific types of fertilizers)?</p>	<ul style="list-style-type: none"> Recap Realisation of Inorganic and organic Manuring 2015 and 2016. LUK (Estate Report) 	<p>Records of fertiliser inputs are well maintained in document Recap Realisation of Inorganic and organic Manuring 2015 and 2016. Fertiliser inputs recorded each semester. Manuring recommendation in 2016 was defined based leaf sampling unit (LSU) and soil sampling unit (SSU).</p> <p>Record of manuring realisation in 2015 and 2016 shows that the realisations are in accordance with the plan/recommendation. The realisation are:</p> <p>Badang Estate 2015</p> <table border="1" data-bbox="1126 1302 1785 1372"> <thead> <tr> <th>Type of Fertiliser</th> <th>Recommendation</th> <th>Realisation</th> <th>%</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Type of Fertiliser	Recommendation	Realisation	%					YES
Type of Fertiliser	Recommendation	Realisation	%									

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR				COMPLIANCE (YES/NO)
				(kg)	(kg)		
			Hi-Kay	3,848,393	4,163,027	108	
			ZA	90,508	90,510	100	
			Kieserite	4,857	616	13	
			RP	30,930	30,929	100	
			Dolomite	42,087	50,569	120	
			HGFB	33,164	33,168	100	
			Total	4,049,939	4,368,819	108	
			EFB	17,865,080	21,160,831	118	
			2016				
			Type of Fertiliser	Recommendation (kg)	Realisation (kg)	%	
			Hi-Kay	4,458,380	4,447,740	100	
			ZA	105,239	105,239	100	
			Kieserite	-	-	-	
			RP	96,398	96,263	100	
			Dolomite	453,522	452,529	100	
			HGFB	24,928	24,927	100	
			Total	5,138,467	5,126,698	100	
			EFB	24,252,250	16,309,087	67	
			Taman Raja Estate 2015				

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR				COMPLIANCE (YES/NO)
			Type of Fertiliser	Recommendation (kg)	Realisation (kg)	%	
			Hi-Kay	4,074,255	4,139,694	102	
			ZA	132,558	133,685	101	
			Kieserite	38,027	36,672	96	
			RP	2,706	2,706	100	
			Dolomite	60,323	58,048	96	
			HGFB	32,416	31,806	98	
			Total	4,340,285	4,402,611	101	
			EFB	27,320,000	44,439,000	163	
			2016				
			Hi-Kay	4,896,052	4,312,813	88	
			ZA	132,496	132,535	100	
			Kieserite	-	-	-	
			RP	79,873	75,342	94	
			Dolomite	378,314	366,683	97	
			HGFB	23,000	22,764	99	
			Total	5,509,735	4,910,137	89	
			EFB	38,272,000	29,599,000	77	
4.2.3	Records of periodical leaf, soil and visual analysis shall be available						
	a. Is there SOPs for tissue and soil sampling? b. Is there evidence of implementation of the SOPs, including availability of	- R&D AA Work Instruction of Leaf Samling, Rev.00 January 2016. - R&D AA IK Profil Tanah (Work	SOPs of leaf and soil sampling were available at the Estate. The SOP were implemented evidenced by records of implementation such as Survey Report of Soil Semi Detail, June 2015 and Foliar Analysis Report, June 2016. Leaf sampling are taken once in a year. Soil Sampling are taken once in 6 years				YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																																																		
	records? c. Is there records of tissue and soil analysis? d. Is the results of the study incorporated into the fertilizer program?	Instruction of Soil Sampling). - Survey Report of Soil Semi Detail, June 2015 - Foliar Analysis Report, June 2016	and data valid for 7 years. As a result, leaf and soil analysis were become the basis of fertilizer recommendation.																																																			
4.2.4	A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting																																																					
	a. Is there a nutrient recycling strategy in place? b. Does the strategy include the following? <ul style="list-style-type: none"> • Clear objectives and time-bound targets • Inventory of <ul style="list-style-type: none"> - EFB - POME - Fibre - Boiler ash - Kernel shell - Palm residues from replanting • Biomass recycling program • Implementation and monitoring records <p><i>Note to auditor: Ground verification required</i></p>	<ul style="list-style-type: none"> • LUK (Estate Report) 	There was the nutrient recycling strategy performed by organisation such as land application from POME (Palm Oil Mill Effluent) and Empty fruit bunch (EFB). POME is applied using piping system and flat bed. Land application was applied in Taman Raja Estate. Land application in Taman Raja Estate in 2016 were as follow: <table border="1" data-bbox="1128 807 1767 1374" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Block</th> <th>Block area (Ha)</th> <th>Total application (Ha)</th> <th>Number of Flat Bad (Unit)</th> <th>Volume (m3)</th> </tr> </thead> <tbody> <tr> <td>C00d</td> <td>32</td> <td>8.00</td> <td>362</td> <td>1,279</td> </tr> <tr> <td>C00e</td> <td>62</td> <td>21.00</td> <td>828</td> <td>2,936</td> </tr> <tr> <td>C00f</td> <td>51</td> <td>25.00</td> <td>2,801</td> <td>2,538</td> </tr> <tr> <td>C96h/i</td> <td>49/12</td> <td>10/10</td> <td>333</td> <td>854</td> </tr> <tr> <td>E06a</td> <td>20</td> <td>15.20</td> <td>877</td> <td>2,106</td> </tr> <tr> <td>E06b</td> <td>20</td> <td>6.52</td> <td>323</td> <td>774</td> </tr> <tr> <td>E06c</td> <td>30</td> <td>14.20</td> <td>910</td> <td>2,185</td> </tr> <tr> <td>E06h</td> <td>20</td> <td>3.84</td> <td>155</td> <td>372</td> </tr> <tr> <td>E06i</td> <td>30</td> <td>3.70</td> <td>145</td> <td>348</td> </tr> </tbody> </table>	Block	Block area (Ha)	Total application (Ha)	Number of Flat Bad (Unit)	Volume (m3)	C00d	32	8.00	362	1,279	C00e	62	21.00	828	2,936	C00f	51	25.00	2,801	2,538	C96h/i	49/12	10/10	333	854	E06a	20	15.20	877	2,106	E06b	20	6.52	323	774	E06c	30	14.20	910	2,185	E06h	20	3.84	155	372	E06i	30	3.70	145	348	YES
Block	Block area (Ha)	Total application (Ha)	Number of Flat Bad (Unit)	Volume (m3)																																																		
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NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR					COMPLIANCE (YES/NO)																
			E06j	30	4.62	229	550																	
Total	356.00	122.08	6,963	13,942	<p>EFB were applied in Badang Estate and Taman Raja Estate. EFB were applied based on the recommendation in terms of dosage per ha and location. EFB application was performed as mulch ground cover and added of organic material.</p> <p>Total applications of EFB in 2016 were as follow:</p> <table border="1" data-bbox="1128 624 1908 863"> <thead> <tr> <th data-bbox="1128 624 1294 719">Estate</th> <th data-bbox="1294 624 1525 719">Recommendation (kg)</th> <th data-bbox="1525 624 1727 719">Realisation (Kg)</th> <th data-bbox="1727 624 1908 719">%</th> </tr> </thead> <tbody> <tr> <td data-bbox="1128 719 1294 767">Badang</td> <td data-bbox="1294 719 1525 767">24,252,250</td> <td data-bbox="1525 719 1727 767">16,309,087</td> <td data-bbox="1727 719 1908 767">67</td> </tr> <tr> <td data-bbox="1128 767 1294 815">Taman Raja</td> <td data-bbox="1294 767 1525 815">38,272,000</td> <td data-bbox="1525 767 1727 815">29,599,000</td> <td data-bbox="1727 767 1908 815">77</td> </tr> <tr> <td data-bbox="1128 815 1294 863">Total</td> <td data-bbox="1294 815 1525 863">62,524,250</td> <td data-bbox="1525 815 1727 863">45,908,087</td> <td data-bbox="1727 815 1908 863">73</td> </tr> </tbody> </table> <p>During site visit, it was observed that LA has been applied in the permitted area and EFB has been applied in the recommendation area.</p>				Estate	Recommendation (kg)	Realisation (Kg)	%	Badang	24,252,250	16,309,087	67	Taman Raja	38,272,000	29,599,000	77	Total	62,524,250	45,908,087	73
Estate	Recommendation (kg)	Realisation (Kg)	%																					
Badang	24,252,250	16,309,087	67																					
Taman Raja	38,272,000	29,599,000	77																					
Total	62,524,250	45,908,087	73																					
4.3	<p>Practices minimise and control erosion and degradation of soils.</p> <p>Guidance: <i>Techniques that minimize soil erosion are well known and should be adopted, where appropriate. These should include practices such as ground cover management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting.</i></p>																							
4.3.1	(M) Maps of any fragile soils shall be available.																							

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)												
	a. Is there soil maps showing presence of fragile soils and problem soils (refer to 4.3.6)? b. Are maps georeferenced and of appropriate scale (1:50,000)?	<ul style="list-style-type: none"> Maps of soil type in Badang Estate were available in scale 1 : 25,000 Maps of soil type in Taman Raja Estate were available in scale 1 : 25,000 	Based on Semi detail Soil Map and field observation at Badang Estate and Taman Raja Estate there are no peat soils in the plantation.	N/A												
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). Specific Guidance: <i>For 4.3.2: Management strategy on areas planted with steep slope may refer to the Technical Guidance for Oil Palm Development, Directorate General of Estate Crops, Agriculture Ministry (2006). Area with slope of >40% shall be avoided</i>															
	a. Is there a management strategy in place for plantings on slopes? b. Does the management strategy include the following? - Identification of steep areas not suitable for planting - Policy of planting on slopes - SOPs to minimise soil erosion based on local soil and climate conditions, e.g. ground cover management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting c. Is there proof of records of field inspection on SOP implementation?	<ul style="list-style-type: none"> Maps of soil type in Badang Estate were available in scale 1 : 25,000 Maps of soil type in Taman Raja Estate were available in scale 1 : 25,000 Field observation in Badang and Taman Raja Estate AA-APM-OP-1100.02-R1 - SOP Land Preparation LUK (Estate Report) Productivity of upkeep 2015 	Based on maps of soil in Badang Estate and Taman Raja Estate, there was area with slopes > 30% with total area 2,303 Ha. The organisation has defined the strategy for planting of slopes area in the procedure AA-APM-OP-1100.02-R1 - SOP Land Preparation. System for planting on slopes area was provided through terracing, Making the catchment where runoff water, called: "Tapak Kuda", growing of legume cover crops (LCC) and determining of planting space. To minimise and control erosion in slope area, several activities have been implemented by the organisation including terracing, Making the catchment where runoff water, called: "Tapak Kuda", growing of legume cover crops (LCC) and determining of planting space. Other activities in 2015 were conducted as described below: <table border="1" data-bbox="1126 1059 1906 1345"> <thead> <tr> <th>Activity</th> <th>Badang Estate</th> <th>Taman Raja Estate</th> </tr> </thead> <tbody> <tr> <td>Maintenance and repair of teresan (meter)</td> <td>53,154</td> <td>87,411</td> </tr> <tr> <td>Maintenance and repair of tapak kuda (meter)</td> <td>1,122</td> <td>910</td> </tr> <tr> <td>Maintenance of harvesting stair (unit)</td> <td>32,997</td> <td>29,628</td> </tr> </tbody> </table>	Activity	Badang Estate	Taman Raja Estate	Maintenance and repair of teresan (meter)	53,154	87,411	Maintenance and repair of tapak kuda (meter)	1,122	910	Maintenance of harvesting stair (unit)	32,997	29,628	YES
Activity	Badang Estate	Taman Raja Estate														
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NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)												
			<p>The organisation also measured erosion flow monthly by considering rain fall factor, type of soil and slope. The result of erosion flow was reported to related local government. So far level of erosion flow was good.</p>													
4.3.3	A road maintenance programme shall be in place.															
	<p>a. Is there a road maintenance programme in place with supporting budget and resources?</p> <p>b. Is there road maintenance records?</p>	<ul style="list-style-type: none"> Field observation in Badang and Taman Raja Estate LUK (Estate Report) Recapitulation of Road Maintenance 2016 	<p>Road maintenance program has been established. Road maintenance was conducted manually and mechanically.</p> <p>Total road maintenance in 2016 were:</p> <table border="1" data-bbox="1126 707 1906 932"> <thead> <tr> <th>Activity</th> <th>Badang Estate (meter)</th> <th>Taman Raja Estate (meter)</th> </tr> </thead> <tbody> <tr> <td>Manual Maintenance</td> <td>145,502</td> <td>1,420,707</td> </tr> <tr> <td>Grading + Compact</td> <td>263,198</td> <td>631,742</td> </tr> <tr> <td>Road hardening</td> <td>34,336</td> <td>18,744</td> </tr> </tbody> </table> <p>During field observation all main roads and collection roads were well maintained and passable for vehicle. Although in some collection roads were found slippery due to heavy rain, the organisation has program to maintain road.</p>	Activity	Badang Estate (meter)	Taman Raja Estate (meter)	Manual Maintenance	145,502	1,420,707	Grading + Compact	263,198	631,742	Road hardening	34,336	18,744	YES
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Grading + Compact	263,198	631,742														
Road hardening	34,336	18,744														
4.3.4	<p>(M) Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>Specific Guidance: <i>For 4.3.4: For existing plantings on peat, the water table should be maintained at an average of 50cm (between 40 - 60cm) below ground surface measured with groundwater piezometer readings, or an average of 60cm (between 50 - 70cm) below ground surface as measured in water collection drains as per the Manual Best Management Practices for existing oil palm cultivation on peat, June 2012 or as per existing regulation if equal or shallower measured through a network of appropriate water control structures e.g. weirs, sandbags, etc. in fields, and watergates at the discharge points of main drains (Criteria 4.4 and 7.4). Regulations regarding water table on peat may refer, but not limited, to: 1. Government Regulation No. 71 year 2014 regarding Protection and Management of Peat Ecosystem</i></p>															

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
<p>2. Regulation of Minister of Agriculture No. 14 year 2009 regarding Guideline of Oil Palm Cultivation on Peat 3. Regulation of Minister of Agriculture No. 11 year 2015 regarding Guideline of Indonesia Sustainable Palm Oil Plantation (ISPO)</p>				
	<p>a. Is there an SOP to provide guidance on subsidence management?</p> <p>b. Does the SOP make reference to the RSPO BMPs on peat?</p> <p>c. How is subsidence being monitored?</p> <p>d. Are there records of subsidence monitoring?</p> <p>e. How is subsidence being minimised?</p> <p>f. Is there a water management programme and evidence of implementation? <i>For existing plantings on peat, the water table should be maintained at an average of 50cm (between 40 - 60cm) below ground surface measured with groundwater piezometer readings, or an average of 60cm (between 50 - 70cm) below ground surface as measured in water collection drains, through a network of appropriate water control structures e.g. weirs, sandbags, etc. in fields, and watergates at the discharge points of main drains (Criteria 4.4 and 7.4).</i></p> <p>g. Is there a ground cover management programme and is there evidence of implementation?</p>	<ul style="list-style-type: none"> • Maps of soil type in Badang Estate were available in scale 1 : 25,000 • Maps of soil type in Taman Raja Estate were available in scale 1 : 25,000 	<p>Based on Semi detail Soil Map and field observation at Badang Estate and Taman Raja Estate there are no peat soils in the plantation.</p>	<p>N/A</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
4.3.5	<p>Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>Specific Guidance: <i>For 4.3.5: Where drainability assessments have identified areas unsuitable for oil palm replanting, plans should be in place for appropriate rehabilitation or alternative use of such areas. If the assessment indicates high risk of serious flooding and/or salt water intrusion within two crop cycles, growers and planters should consider ceasing replanting and implementing rehabilitation.</i></p> <p><i>Plantations on peat should be managed at least to the standard set out in the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', June 2012 (especially water management, fire avoidance, fertilizer use, subsidence and ground surface management).</i></p>			
	<p>a. Was a drainability assessment conducted before replanting on peat?</p> <p>b. Was a flood risk map provided as a result of the drainability assessment?</p> <p>c. If the drainability assessment shows that an area is unsuitable for replanting, are there alternative plans in place for rehabilitation and alternative use in accordance to the RSPO BMPs?</p>	<ul style="list-style-type: none"> • Maps of soil type in Badang Estate were available in scale 1 : 25,000 • Maps of soil type in Taman Raja Estate were available in scale 1 : 25,000 	<p>Based on Semi detail Soil Map and field observation at Badang Estate and Taman Raja Estate there are no peat soils in the plantation.</p>	<p>N/A</p>
4.3.6	<p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p>			
	<p>a. Is there a management strategy in place for other fragile and problem soils?</p> <p>b. Does the management strategy include SOPs for the management of other fragile and problem soils?</p> <p>c. Is inspection and implementation records available?</p>	<ul style="list-style-type: none"> • Maps of soil type in Badang Estate were available in scale 1 : 25,000 • Maps of soil type in Taman Raja Estate were available in scale 1 : 25,000 	<p>Based on Semi detail Soil Map and field observation at Badang Estate and Taman Raja Estate there are no other fragile or problem soils in the plantation.</p>	<p>N/A</p>
4.4	<p>Practices maintain the quality and availability of surface and ground water.</p>			



NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
4.4.1	<p>An implemented water management plan shall be in place.</p> <p>Specific Guidance: For 4.4.1: The water management plan will:</p> <p>a. Take account of the efficiency of use and renewability of sources;</p> <p>b. Ensure that the use and management of water by the operation does not result in adverse impacts on other users within the catchment area, including local communities and customary water users;</p> <p>c. <i>Aim to ensure local communities, workers and their families have access to adequate, clean water for drinking, bathing, cleaning and latrine purposes;</i></p> <p>d. Avoid contamination of surface and ground water through run-off of soil, nutrients or chemicals, or as a result of inadequate disposal of waste including Palm Oil Mill Effluent (POME).</p>			
	<p>a. Is there a water management plan in place for mill and plantation with identified actions?</p> <p>b. Does the plan include the following?</p> <ul style="list-style-type: none"> • Identification of water sources • Efficient use of water • Renewability of water source • Impacts on catchment area and local stakeholders • Access of clean drinking water all year round for stakeholders • Avoidance of surface and ground water contamination <p>c. Have the identified actions in the plan been implemented?</p>	<ul style="list-style-type: none"> • Documented procedure (AA-MPM-OP-1400.11-R1 dated February 2009) regarding water treatment • Procedure for Monitoring of Riparian Water Quality and Clean Water Quality (AA-PL-02-EFP, Revision 3 dated 1 December 2010) • License of river/surface water (SIPPA) from Head of Tanjung Jabung Barat District No. 503.30/02/KPPT/2011 dated March 22 August 2011 valid until 5 years • Water analysis measurement for period 2015 by UPTB Environment Laboratory BLH Sumatra Utara Province. • Records of water consumption period 2014 and 2015 at mill 	<p>The documented procedure defined the method of water management plan include water source and distribution identification, volume of water utilization, parameter/standards of water utilization, identify the impacts include water effluents/wastes and also the method to reduce and control.</p> <p>In Procedure for Monitoring of Riparian Water Quality and Clean Water Quality (AA-PL-02-EFP, Revision 3 dated 1 December 2010) stated that monitoring for riparian water conduct every 6 month meanwhile clean water monitoring conduct every 3 month</p> <p>The main source of water for Mill activity is surface water – Tutuhan river. Water Surface Permit “<i>Surat Izin Pengambilan dan Pemanfaatan Air (SIPPA)</i>” issued by government agency on August 22nd 2011 and valid through 5 years. License for SIPPA is in progress for extention, supporting document was reviewed such as :</p> <p>a. Request Letter from PT Dasa Anugerah Sejati No 025/R03/PT.IIS/IX/2016 dated 19 September 2016</p> <p>b. Letter from <i>Badan Penanaman Modal Daerah dan Pelayanan Perizinan Terpadu</i> dated 20 September 2016 to Kepala Dinas PU Provinsi Jambi regarding Technical Recommendation of Surface Water License Extention PT Dasa Anugerah Sejati.</p> <p>c. 8 February 2017, there is communication between BPMD-PT and Mill manager to presentation their Mill operational report as one of stage to extent their SIPPA</p>	<p>NO (Minor NCR 2017-02 OPEN)</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)												
		<p>and estate.</p> <ul style="list-style-type: none"> • Mill operations summary 2014 and 2015 • Water management programme 	<p>The water was utilize for mill operations (include boilers, processes and domestics usage) that through the water treatment plant (using physicals and chemicals method). Flow meters were installed to monitor water usage. The organization has paid retribution to local government (<i>Dinas Pendapatan Daerah Provinsi Jambi</i>). Tax for using ground water has been payed and was reviewed. In period December 2015 – November 2016, company used ground water in amout of 38.203 m³.</p> <p>Records of water usage:</p> <table border="1" data-bbox="1128 563 1641 810"> <thead> <tr> <th>Water usage (m3)</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>Estate</td> <td>38,203.00</td> </tr> <tr> <td>Mill process usage</td> <td>316,904.00</td> </tr> <tr> <td>FFB process (ton)</td> <td>302,658.00</td> </tr> <tr> <td>M3/ton FFB</td> <td>1.17</td> </tr> <tr> <td>Mill domestic usage</td> <td>36,916.00</td> </tr> </tbody> </table> <p>The organisation has program to reduce water consumption, such as: recycle the water ex heater kernel silo at kernel station; recycle condensate water discharge water dilution; minimize duration of cleaning every two weeks.</p> <p>The measurement analysis for surface water was conducted periodically against the standard of PP 82/201 for Tutuhan river, by third party laboratory (PT Sucofindo) last measurement conducted for period semester 2 of 2016. Surface water quality was analysed both for upstream and downstream. So far the results of both measurement/analysis are still within the parameters/limit value.</p> <p>Clean water quality is monitored per six months basis against the standard of Permenkes 492/2010 by third party laboratory (PT Sucofindo). Year 2016 analysis was conducted on 31 March and 30 September 2016 for emplacement, KTR and Mill. So far the results of both measurement/analysis are still within the parameters/limit value.</p> <p>Minor Non-Conformities:</p>	Water usage (m3)	2016	Estate	38,203.00	Mill process usage	316,904.00	FFB process (ton)	302,658.00	M3/ton FFB	1.17	Mill domestic usage	36,916.00	
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			a. Field observation in fertilizer sack washery, it was found water from washery is flowing into sewer that flow directly to environment. b. Analysis of clean water in Mill emplacement in March and September 2016, it was found Total coliform in Mill emplacement are above the standard																													
4.4.2	<p>(M) Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the time of or prior to replanting shall be demonstrated.</p> <p>Specific Guidance: For 4.4.2: Refer to the 'RSPO Manual On Best Management Practices (BMP) for management and rehabilitation of natural vegetation associated with oil palm cultivation on peat', July 2012.</p> <p><i>Growers and millers should address the effects of their use of water and the effects of their activities on local water resources.</i></p>																															
	a. Is there a map identifying water courses and wetlands? b. Are the water courses and wetlands protected? c. Are the riparian and buffer zones maintained and restored in existing plantation and replanting areas? d. Is there SOP for riparian and buffer zone protection? e. Has the SOP been implemented?	<ul style="list-style-type: none"> Identified water courses and wetland in PT DAS Badang Estate and Tanah Raja Estate, documented in HCV Identification report AA-APM-OP-1100.05-R1-Soil and Water Conservation Riparian restoration program Field observation 	Organization has been identifying water courses and wetland in the plantation area and documented in riparian map with scale 1:50,000. There were identified water courses and wetland in Badang and Taman Raja Estate, i.e: <table border="1" data-bbox="1182 903 1861 1353"> <thead> <tr> <th>Water courses/wetland</th> <th>Wide Area (ha)</th> </tr> </thead> <tbody> <tr><td>Waduk Bulumurti</td><td>0,2</td></tr> <tr><td>Rawa Buluh</td><td>0,8</td></tr> <tr><td>Rawa Pardede</td><td>4,3</td></tr> <tr><td>Kolam Pembibitan</td><td>0,6</td></tr> <tr><td>Waduk Sei Juang</td><td>1,3</td></tr> <tr><td>Rawa OP Selatan</td><td>0,7</td></tr> <tr><td>Rawa Indonesia Raya</td><td>8,2</td></tr> <tr><td>Rawa Merantih</td><td>0,2</td></tr> <tr><td>Rawa Setan</td><td>0,3</td></tr> <tr><td>Rawa Nias</td><td>0,2</td></tr> <tr><td>Riparian area in Tulang River</td><td>0,8</td></tr> <tr><td>Riparian area in Bulumunti River</td><td>18,1</td></tr> <tr><td>Fragmen Forest in Km 9 and spring water</td><td>3,0</td></tr> </tbody> </table>	Water courses/wetland	Wide Area (ha)	Waduk Bulumurti	0,2	Rawa Buluh	0,8	Rawa Pardede	4,3	Kolam Pembibitan	0,6	Waduk Sei Juang	1,3	Rawa OP Selatan	0,7	Rawa Indonesia Raya	8,2	Rawa Merantih	0,2	Rawa Setan	0,3	Rawa Nias	0,2	Riparian area in Tulang River	0,8	Riparian area in Bulumunti River	18,1	Fragmen Forest in Km 9 and spring water	3,0	YES (Major NCR 2017-03 CLOSED)
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			<table border="1" data-bbox="1182 280 1861 536"> <tr> <td>as upstream of Bulumurti</td> <td></td> </tr> <tr> <td>Riparian area in Buluh River</td> <td>7,4</td> </tr> <tr> <td>Riparian area in Keruh River</td> <td>11,2</td> </tr> <tr> <td>Riparian area in Berumbung River</td> <td>10,0</td> </tr> <tr> <td>Riparian area in Sei Juang River</td> <td>5,5</td> </tr> <tr> <td>Riparian area in Merantih River</td> <td>2,4</td> </tr> <tr> <td>Riparian area in Kedongkah River</td> <td>15,0</td> </tr> <tr> <td>Riparian area in Tutuhan River</td> <td>35,7</td> </tr> </table> <p>Protection of waterways and wetlands have been made by the company with the following way :</p> <ul style="list-style-type: none"> - Protection of riparian areas (20 m left and right side) with no chemical crops care activities both fertilizer and herbicide spraying - Conduct rehabilitation of riparian <p>Riparian zone were well maintain, the following was activity to maintain riparian zone such as :</p> <ul style="list-style-type: none"> - Boundary markers placement in 2 rows of palm trees (20 m) related restrictions spraying of chemicals and chemical fertilizers in the area of 20 m side of the river. There was the evidence during the audit, riparian zone was well maintain and no contamination of chemical usage and fertilizer - Warning boards placement which contain information restrictions the pesticide usage and chemical fertilizers in the riparian area. - Riparian rehabilitation by planting vetiver grass, a shade trees and barriers to erosion trees (Bamboo, Angsana, Sungkai, etc.). There was the evidence of plan and realization for riparian rehabilitation, its observed Bamboo, Angsana trees and Sungkai was planted and grow well in both side of the river. <p>Organization also has been establish the procedure for riparian and buffer zone protection which documented in AA-APM-OP-1100.05-R1-Soil and Water Conservation. During field audit, it was observed that the procedure has been implemented well and it evidenced as described above.</p>	as upstream of Bulumurti		Riparian area in Buluh River	7,4	Riparian area in Keruh River	11,2	Riparian area in Berumbung River	10,0	Riparian area in Sei Juang River	5,5	Riparian area in Merantih River	2,4	Riparian area in Kedongkah River	15,0	Riparian area in Tutuhan River	35,7	
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NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
4.4.3		<p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6)</p> <p>Specific Guidances: For 4.4.3 : The references and standard may refer, but not limited to:</p> <ul style="list-style-type: none"> a. Decree of the Minister of Environment No. 51 year 1995 regarding Industrial Effluent Quality b. Decree of the Minister of Environment No. 28 year 2003 regarding Technical Guidance Assessment Effluent Usage from Industry to Soil in Palm Oil Plantation. c. Regulation of the Minister of Environment No. 12 year 2006 regarding Requirements and Mechanism of Legal Permit to Discharge Effluent to the Sea. <p>National regulations relate to riparian strip are, such as:</p> <ul style="list-style-type: none"> 1. Government Regulation No. 38 year 2011 regarding River. 2. Government Regulation No. 37 year 2012 regarding Management of Riparian Strip. 3. Government Regulation No. 26 year 2008 regarding National Landscape, clause 56 (2) riparian strip outside settlement area is divided with following criteria: <ul style="list-style-type: none"> - Riparian strip of at least 5 meter width from the outer dike along the river bank with dike - Riparian strip of at least 100 meter from river side along main river bank without dike outside settlement area, - Riparian strip of at least 50 meter from river side along sub-main river bank without dike outside settlement area 4. Presidential Decree No. 32 year 1990 clause 16, regarding Criteria of Riparian Strip: <ul style="list-style-type: none"> a. At least 100 meter from outer main river and 50 meter from sub-main river, which is located outside settlement area. b. For river in settlement area, the riparian strip should be appropriate to build inspection path between 10 to 15 meters width. 		

NO	CRITERION / INDICATOR CHECKLIST		OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR				COMPLIANCE (YES/NO)
	No	River Type		Cross-Section Projection	Outside Settlement		Inside Settlement	
				Criteria	Minimum Riparian	Criteria	Minimum Riparian	
1	River with dike (measured from outer dike side)		-	5 m	-	3 m	Article 6	
2	River without dike (measured from river edge)		Main River (river cross-sectional area > 500 km ²)	100 m	Depth: > 20 m	30 m	Article 7 & 8	
			Sub-main River (river cross-sectional area < 500 km ²)	50 m	Depth: 3 m to 20 m	15 m	Article 7 & 8	
3	Lake/dam (measured from highest water tide to land)		-	50 m	-	50 m	Article 10	
4	Spring (around Spring)		-	200 m	-	200 m	Article 10	
5	River that influenced by tidal (from river edge)		-	100 m	-	100 m	Article 10	
5. <i>Regulation of the Minister of Public Work No. 63 year 1993 regarding Riparian Strip, River Usage Area, River Authorization Area, Criteria of Riparian Strip Line.</i>								
a.	Is the mill effluent treatment process in place?	<ul style="list-style-type: none"> Report of analysis mill effluent period January – December 2016 from UPTB Environment Laboratory BLH Sumatra Utara Province Permit of land application from <i>Kepala Kantor Pelayanan Perijinan Terpadu Kabupaten Tanjung Jabung Barat</i> No. 503.8/03/KPPT/2015 dated 23 October 2015 valid for 3 years 	<p>Taman Raja Mill waste water (POME) was processed through a series of waste water treatment ponds: one cooling pond, one acid pond, two primary anaerobic ponds, one secondary anaerobic pond, one aerobic pond, and one sediment pond. Process parameter monitoring and maintenance of the ponds were sighted.</p> <p>POME is monitored monthly as required by permit. The results of POME monitoring were reviewed including measurement of BOD for January to December 2016. The Environment Ministry Decree No. 28/2003 required that BOD of POME discharged is less than 5000 mg/litre. The result of POME quality during this period was under 5000 mg/litre (average 500 – 4.800 mg/litre).</p> <p>There is sighted the license of waste water discharge No. 503.8/03/KPPT/2015</p>	YES				
b.	Is there a process in place for checking and monitoring water discharge quality, particularly BOD?							
c.	Is the water discharge quality in compliance with national regulations?							
d.	Does the mill have a license for treatment, discharge or land application of mill effluent, and is the mill in compliant with the							

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	requirements of the license?		dated 23 October 2015 valid for 3 years from <i>Kepala Kantor Pelayanan Perijinan Terpadu Kabupaten Tanjung Jabung Barat</i> .	
4.4.4	Monitoring of mill water use per ton of FFB shall be recorded			
	a. Are there procedures to measure mill water usage, and are the procedures implemented? b. Are there records of mill water use per tonne of Fresh Fruit Bunches (FFB)?	Mill operation summary 2015 and 2016	Mill water use per tonne of FFB is monitored monthly. Result of monitoring of mill water use per tonne of FFB was sighted for 2015 and 2016. It was noted that mill water use per tonne of FFB period 2015 (1.25 m ³ /ton FFB) was still below compared with year 2014 (1, 42 m ³ /ton FFB). In 2016, It was noted that mill water use per tonne of FFB is 1.17 m ³ /ton FFB. The organisation has program to reduce water consumption, such as: recycle the water cooler turbine discharge water basin; recycle condensate water discharge water dilution; minimize duration of cleaning to be every two weeks.	YES
4.5	Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques. Guidance: <i>Growers should apply recognised IPM techniques, incorporating cultural, biological, mechanical and physical methods to minimise the use of chemicals. Native species should be used in biological control where possible.</i> <i>Regulations to be referred are such as:</i> a. <i>Guidance for Advancement of Pesticides usage, Directorate General of Infrastructure and Facilities, Ministry of Agriculture (2011)</i> b. <i>Technical Guidance for the Development of Oil Palm Plantation, Directorate General of Estate Crops, Ministry of Agriculture (2006)</i>			
4.5.1	(M) Monitoring of Integrated Pest Management (IPM) plan implementation shall be available.			
	a. Is there a documented IPM plan? b. Does the IPM plan include the following? <ul style="list-style-type: none"> • Identification of potential pests 	<ul style="list-style-type: none"> • IPM Program – Budget 2017 and Realisation 2016. • SOP AA-APM-OP-1100.10-R1 Pest and Diseases Control 	Pest and Diseases management program of oil palm plantations have been prepared in the budget 2016. The SOP describes integrated pest control (integrated pest management/IPM) plan which combines various control techniques e.g. mechanical, biological,	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																																								
	<p>and thresholds</p> <ul style="list-style-type: none"> What are the techniques used (cultural, biological, mechanical and physical methods)? What are the native species used as part of the biological control method? Does it help in reducing the use of chemicals over a period of time? Prophylactic use of pesticides Minimization of pesticide use Review on the plans to suit the present condition such as replanting? <p>c. Is there an SOP to implement the plan and monitor its effectiveness?</p> <p>d. Is there records of pest occurrence and control?</p>	<ul style="list-style-type: none"> Report of pest and diseases, December 2016 and January 2017 Recapitulation of pest census 	<p>physical and chemical, applied early warning system (EWS) through periodically census for pests.</p> <p>IPM program included:</p> <ul style="list-style-type: none"> Visual observation (e.g. broken leaves or stems and fruit rotten) Conducting a census (to determine the distribution and level of attack) Control (manual, biological or chemical), e.g hand picking, light trap, planting of <i>beneficial plant</i> (nest of natural predator for caterpillars) Minimisation of pesticide use Census of evaluation (to see the effect of control) <p>IPM plan was well implemented and documented, e.g.:</p> <ul style="list-style-type: none"> Census of caterpillar is conducted monthly. Based on result of caterpillar census in 2016, there were caterpillar attack in Badang and Taman Raja Estate, however the percentage is 1.07 %, which is under the threshold, therefore there was no pesticide use. To control rat, the organisation applied <i>Tyto alba</i> (barn owls) as predator of rat. House of barn owl was built one in 25 Ha. Condition of <i>Tyto alba</i> is monitored three times a year. Monitoring result in December 2016 in PT. Dasa Anugrah Sejati were as follow: <table border="1" data-bbox="1133 948 1910 1134"> <thead> <tr> <th rowspan="3">Estate</th> <th rowspan="3">Barn owl house</th> <th colspan="4">Amount</th> <th colspan="2">House condition</th> </tr> <tr> <th rowspan="2">Adult</th> <th colspan="2">Child</th> <th rowspan="2">Egg</th> <th rowspan="2">Good</th> <th rowspan="2">Broken</th> </tr> <tr> <th>Young</th> <th>Teen</th> </tr> </thead> <tbody> <tr> <td>Taman raja</td> <td>200</td> <td>165</td> <td>23</td> <td>8</td> <td>180</td> <td>200</td> <td></td> </tr> <tr> <td>Badang</td> <td>165</td> <td>156</td> <td>62</td> <td>24</td> <td>89</td> <td>140</td> <td>2</td> </tr> <tr> <td>Total</td> <td>365</td> <td>321</td> <td>85</td> <td>32</td> <td>269</td> <td>340</td> <td>2</td> </tr> </tbody> </table> <ul style="list-style-type: none"> There was no <i>Oryctes</i> attack. Planted the beneficial plant as the host/nest for natural predator for caterpillars (<i>Eucanticona purcelata</i>, <i>cycanus sp</i>). The beneficial plant such as: <i>Turnera subulata</i> planted in the collection and the main road. Planting and upkeep of beneficial plants in Badang Estate and Taman Raja Estate was sighted and during field observations, it was observed 	Estate	Barn owl house	Amount				House condition		Adult	Child		Egg	Good	Broken	Young	Teen	Taman raja	200	165	23	8	180	200		Badang	165	156	62	24	89	140	2	Total	365	321	85	32	269	340	2	
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			that beneficial plants were well maintained.	
4.5.2	Training records of Integrated Pest Management (IPM) shall be available.			
	a. Is there records of training provided to those involved in the implementation of IPM?	List of participant attendance	Training of implementation of IPM has been conducted several times, e.g. on 4 June 2014, 3 December 2014, 30 March 2015, 2 November 2015, 23 May 2016. Participant of training was staff and non staff from Badang Estate and Taman Raja Estate. List of participant attendance was sighted. Training material covered IPM technique and implementation.	YES
4.6	<p>Pesticides are used in ways that do not endanger health or the environment.</p> <p>Guidance: <i>The RSPO has identified some examples of alternatives to pesticide use, which include those listed in the 'Research project on Integrated Weed Management Strategies for Oil Palm; CABI, April 2011'.</i></p> <p><i>Pesticides application on peatland and swamp may use IPM methods, such as in the RSPO Manual on Management Practices (BMPs) for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat.</i></p>			
4.6.1	<p>(M) Documented evidence shall be available to show that pesticide used based on regulations and the use of pesticide is specific to target species with appropriate dosage which have minimal impact on non-target species.</p> <p>Specific Guidance: <i>For 4.6.1: Measures to avoid resistance on target species (such as application of pesticide rotations) should be applied, which consider less harmful alternatives and IPM.</i></p>			
	<p>a. Does the organization have a policy on safe use of chemicals?</p> <p>b. Does the organization have SOPs for use of selective products that are specific to target pests, weeds, or diseases and which have minimal effect on non-target species?</p> <p>i. Measures to avoid the development of resistance (such as pesticide rotation)</p>	<ul style="list-style-type: none"> • AA-APM-OP-1100.11-R1 – Pesticide management • Annual budget • LUK (Estate Report) • Distribution of pesticide use 	<p>The organisation has established procedure on safe use of chemical. Procedure described on safe use of chemical, selection, use and storage of pesticide. The procedure also described use of selective pesticides that are specific to target pests, weeds, or diseases. Each type of pesticide used have been defined specific target of pest, types of weeds, application doses per hectare which have minimal effect on non-target species and a broad plan of applications specified in the annual budget. To avoid development of resistance have been implemented by pesticides rotation. Less harmful alternatives and IPM was applied by planting of beneficial plants, building house of owl, detection and census of caterpillar.</p>	<p>YES (Major NCR 2017-04 CLOSED)</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>should be applied.</p> <p>ii. Is there a list of all pesticide with target species and justification of use?</p> <p>iii. The justification should consider less harmful alternatives and IPM.</p> <p>c. Is there evidence of implementation of SOP on the ground?</p>		<p>Pesticides used by Badang Estate and Taman Raja Estate has license and registered in the Agriculture Department as mentioned in Pesticide Commission Book "Buku Komisi Pestisida":</p> <ol style="list-style-type: none"> 1. Elang (<i>Isopropilamina glyphosate</i> 480 g/L), license RI.01030119941170, valid through January 9th 2017. 2. Gramoxone (<i>paraquat</i> 200 g/l), License RI.010301197436, valid through December 10th, 2020. 3. Kenrane (<i>floroksipir - 1 - methyl heptyl ester</i> 288 g / l), License RI.01010120103759, valid through December 10th, 2020. 4. BIONASA (<i>isopropylamine glyphosate</i> 480 g/l), License RI.01030120031806, valid through April 29th 2018. 5. Kenlon (<i>trichlopyr butoxy ethyl ester</i> : 480 g/ l), License RI.01030120062433, license is still valid based letter from Ministry of Agriculture No.1781/PI.000/A.8/2/2017 dated February 8th, 2017. 6. Metsulindo 20 WP (<i>metil metsulfuron</i>: 20%), License RI.01030119991484, valid through May 11th, 2021. 7. Solusi (<i>Floroksipir</i> 200 g/l), License RI.01030119901487, valid through April 29th, 2018. 8. Polydor 25EC (<i>lamda sihalotrin</i>: 25 g/l), License RI.01010120041994, valid through December 9th, 2018 <p>It was noted that there were no agrochemicals being used which were not registered during this audit. During audit it was evidence that procedure was implemented.</p>	
4.6.2	(M) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be available.			
	<p>a. Does the company have a pesticide application program?</p> <p>b. Is records of pesticides use available?</p> <p>c. Do the records detail the active ingredients used and their LD50,</p>	<ul style="list-style-type: none"> • Annual budget • LUK (Estate Report) • Monitoring record of Pesticide toxicity • List of chemical name and nature 	<p>The organization has defined pesticide application program in the annual budget. Record of pestiside use realisation was well recorded and reported in monthly Estate report. Records also covered active ingredients used and their LD50, area treated, amount of active ingredients applied per ha.</p> <p>Taman Raja Estate (January to December 2016)</p>	YES

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4.6.3	<p>(M) Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in Indonesia Best Practice guidelines.</p> <p>Specific Guidance: For 4.6.3: Justification of the use of such pesticides will be included in the public summary report.</p>																																																																																																																									
	<p>a. Does the company have an IPM plan?</p> <p>b. Has that plan been implemented?</p> <p>c. Is the effectiveness of the IPM plan monitored?</p> <p>d. Are there records showing that the use of pesticides have been minimised in accordance with Integrated Pest Management (IPM) plan?</p> <p>e. Has there been prophylactic use of pesticides? If so, justification must be</p>	<ul style="list-style-type: none"> IPM Program – Budget 2016 SOP AA-APM-OP-1100.10-R1 Pest and Diseases Control Report of pest and diseases, December 2015 and January 2016 Recapitulation of pest census LUK (Estate Report) Field observation 	<p>IPM program included:</p> <ul style="list-style-type: none"> Visual observation (e.g. broken leaves or stems and fruit rotten) Conducting a census (to determine the distribution and level of attack) Control (manual, biological or chemical), e.g hand picking, light trap, planting of <i>beneficial plant</i> (nest of natural predator for caterpillars) Pesticide usage as a last alternative in the control of pests and diseases Census of evaluation (to see the effect of control) <p>IPM plan was well implemented and documented, e.g.:</p> <ul style="list-style-type: none"> Census of caterpillar is conducted monthly. Based on result of caterpillar census in 2016, there was no caterpillar attack therefore there was no pesticide use. 	YES																																																																																																																						

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	<p>provided in accordance to National Best Practices.</p>		<ul style="list-style-type: none"> To control rat, the organisation applied <i>Tyto alba</i> (owls) as predator of rat. Cage of owl was built one in 25 Ha. Condition of <i>Tyto alba</i> are monitored three times a year. There was no <i>Oryctes</i> attack. Planted the beneficial plant as the host/nest for natural predator for caterpillars (<i>Eucanticona purcelata</i>, <i>cycanus sp</i>). The beneficial plant such as: <i>Turnera subulata</i> planted in the collection and the main road. Planting and upkeep of beneficial plants in Badang Estate and Taman Raja Estate was sighted and during field observations, it was observed that beneficial plants were well maintained. <p>The use of pesticides has been minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans:</p> <p>Use of pesticides in the field was always lower than the planned budget. It also shows the company's commitment to always reduce pesticide usage and give priority to the prevention of mechanical, biological and integrated pest management.</p> <p>It was evidence that there was no prophylactic use of pesticides in Badang Estate and Taman Raja Estate. Pesticide only used and apply for weeds and pest.</p>	
4.6.4	<p>The evidence shall be available to demonstrate that use of Pesticides, categorized in Class 1A or 1B by World Health Organization, or those are listed in the Stockholm and Rotterdam Conventions, and paraquat are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>Specific Guidances: <i>For 4.6.4: Use of paraquat, as one of the restricted use pesticides, shall refer to the Regulation of the Minister of Agriculture No. 24 year 2011. Operators involve in the use of restricted pesticides must be certified by Pesticide Commission (Komisi Pesticida).</i></p>			
	<p>a. Does the company have a complete listing of WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide?</p> <p>b. Is there a policy, procedure or management plan committing to minimise and eliminate use of these</p>	<ul style="list-style-type: none"> AA-APM-OP-1100.11-R1 – Pesticide management LUK (Estate Report) Program and realisation paraquat use 	<p>Organization already has a list of pesticides that are included in WHO Class 1a (extremely hazardous) 28 type, class 1B (highly hazardous) 56 types and Stockholm Rotterdam convention pesticide.</p> <p>The organisation has established procedure on safe use of pesticides. Procedure described on safe use of pesticides and selection including minimise and eliminate use of these pesticides and paraquat.</p> <p>The record of minimisation of paraquat use:</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR				COMPLIANCE (YES/NO)	
			Year	Badang Estate		Taman Raja Estate		
	pesticides and paraquat? c. Are there records of minimisation of pesticides and paraquat use? d. Where there is the use of the above pesticides or paraquat, has justification in line with national best practice guidelines been documented? e. Does physical verification of inventory in the chemical store agree back to the inventory records?		Budget	Realisation	Budget	Realisation		
			2013	10	5	4,930	590	
			2014	50	47	641	554	
			2015	25	16	3,055	757	
			2016	15	14	5,393	676	
			<p>The organisation uses paraquat to control weeds such as ferns in low land area, the justification is inline with the national best practices guideline.</p> <p>Physical verification of inventory in the chemical store was agree back to the inventory records.</p>					
4.6.5	<p>(M) Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7)</p> <p>Specific Guidance : For 4.6.5: Requirement pertaining to Personal Protected Equipment (PPE) shall refer to the Regulation of the Minister of Manpower No.8 year 2010 regarding PPE and Material Safety Data Sheet. Use of pesticides must follow guidance stated on the product's label. If there are gaps between the use of pesticides and the guidance, documented justification should be provided,</p>							
	<p>SAI Global auditor's note:</p> <ul style="list-style-type: none"> - Conducting interviews on sprayers, foreman, assistant, and a pesticide warehouse clerk associated with the diluting process, mixing, PPE washing. Ensured a consistent response from the auditee regarding the process. - Ensure PPE washing and sprayers' room carried out in the appropriate places. - Ensure that pesticide warehouse is equipped with ventilation. 	<ul style="list-style-type: none"> • AA-APM-OP-1100.11-R1 – Pesticide management • Certificate of training • Field observation to spraying activity 	<p>The organisation has established procedure on safe use of chemical. Procedure described on safe use of chemical, selection, use and storage of chemicals.</p> <p>Pesticides have been applied and handled by trained spraying workers who have received usage of limited pesticide training, except for some spraying worker mentioned in non-conformities below. Training was delivered by Pesticide and Fertilizer Controlling Commission of Agriculture Department Jambi Province on 28 August 2015, 27 November 2014, 28 May 2012, and 9 April 2013.</p> <p>Training covered handling of concentrate agrochemical and spraying method including pesticide hazard.</p> <p>Personnel interviewed (sprayer workers) can clearly explain the type of work including work methods and goals, materials used (pesticides) including the dosage and hazards and risks, personal protective equipment and first aid.</p>				<p>YES (Major NCR 2017-05 and 2017-06 CLOSED)</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>- <i>Eye wash and shower should be checked for its adequacy, such as the adequacy of the water flow, flow direction, the direction of the exhaust, ergonomic, and its access.</i></p> <p>a. Is there SOP for chemicals/pesticides handling?</p> <p>b. Is there a training plan and training records for workers who apply or handle pesticides?</p> <p>c. Is there evidence that training has been conducted in an appropriate language understood by the workers?</p> <p>d. Are pesticides handled, used or applied only by persons who have completed the necessary training?</p> <p>e. Are the workers involved in chemical handling or application able to demonstrate understanding of the hazards and risks related to chemicals used when interviewed?</p> <p>f. Are pesticides always applied in accordance with the product label?</p> <p>g. Are MSDS for pesticides used readily available for easy reference?</p> <p>h. Is appropriate safety and application equipment provided and used?</p> <p>i. Is PPE used appropriate according to</p>		<p>However it was found several pesticides sprayer were not proven have had appropriate training for work with chemical as mentioned in non-conformities below.</p> <p>Pesticides are always applied in accordance with the product label and procedure.</p> <p>Pesticides storage was locked areas with limited access. The storage was ventilated. MSDS and hazard symbol label were provided nearby of pesticides. Although it was found in field observation to spraying activity at Badang Estate MSDS was not available for easy reference as mentioned in non-conformities below.</p> <p>Emergency shower and eye washer were also provided to anticipate in case of an emergency of pesticides handling. The possible spill was managed. Secondary containment was provided around the pesticides storage area. Spill kit was also provided in the area. PPE for handling of pesticides were provided including boots, apron, safety glass, respiratory mask and hand gloves. PPE used was appropriate according to recommendations in any risk assessments. PPE provided and used can be easily replaced if damaged.</p> <p>Site visit to Block B08p Afdeling II Badang Estate and Block B95h Afdeling II Taman Raja Estate have been done to observe the spraying and pesticide application in field. Interview with spraying workers were evident that all of them has a good knowledge regarding the pesticide usage and its material usage and toxicity. All the workers have used the personal protective equipment meet with the safety rules and work instruction such as: Apron, safety goggles, mask, hand gloves and safety shoes. All precautions attached to the products properly observed, applied, and understood by workers. Mandor as person in charge to check the workers usage of appropriate PPEs.</p> <p>Major Non-conformities:</p> <ol style="list-style-type: none"> 1) During field observation to spraying activity at Badang Estate found that MSDS was not available for easy reference. 2) During field observation to spraying activity at Estate found that several sprayer were not proven have had appropriate training for work with 	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	recommendations in any risk assessments done? j. Is appropriate PPE provided and used, and can it be easily replaced if damaged? k. Does the management checked the workers usage of appropriate PPEs?		chemical.	
4.6.6	<p>(M) Storage of pesticides shall be according to recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or instructions enclosed on the containers (see criterion 5.3).</p> <p>Specific guidance: For 4.6.6: Some regulations regarding pesticides are: a. Government Regulation No. 18 year 1999 regarding Toxic and Hazardous Materials Management b. List of Toxic & Hazardous Materials from specific source, unspecific source, expired chemical, leaked chemical, residue, container, or product disposal which does not comply with the specification of Government Regulation No. 85 year 1999 regarding changes of Government Regulation No. 18 year 1999 regarding the Management of Hazardous and Poisoned Waste. c. FAO International Code of Conduct on the distribution and use of pesticides and it guidance and supported by relevant industrial guidance (see Annex 1). d. Regulation of the Minister of Agriculture No. 01/ Permentan/OT.140 /1/2007 regarding List of Banned and Restricted Pesticide (based on active ingredients). e. Regulation of the Minister of Agriculture No. 24/Permentan/SR.140/4/2011 regarding Requirement and Mechanism to Register Pesticide. f. Stockholm Convention regarding Consistent Organic Pollutant which had been ratified with Act No. 19 year 2009 g. Guidance for Advancement of Pesticides usage, Directorate General of Infrastructure and Facilities, Ministry of Agriculture (2011)</p>			
	<p>SAI Global auditor's note: Utilization jerry can for placing the same poison is still allowed. If using for other purposes, it must obtain permission from the relevant (minimum from Environmental agency)</p> <p>a. Has the SOP for pesticide storage been documented and implemented? b. Are all pesticides stored according to recognised best practices? c. Is there evidence that empty pesticide containers are properly</p>	<ul style="list-style-type: none"> • Procedure AA-KL-06-EFP – Handling of Hazardous Waste. • Procedure AA-APM-OP-1100.11-R1 dated 1 February 2009 – Management Pesticides • Field observation at central warehouse and spraying activities at estate operation • The training list of attendance and training material 	Pesticides were stored in the determined area separated from fertiliser and other chemicals. Pesticides storage was provided in central workshop. Pesticides storage was locked areas with limited access. The storage was ventilated through cross flow ventilation. MSDS and hazard symbol label were provided nearby of pesticides. Emergency shower and eyewash were also provided to anticipate in case of an emergency of chemical handling. PPE for handling of chemicals were provided including boots, apron, safety glass, respiratory mask and hand gloves. The possible spill was managed. Secondary containment was provided around the pesticides storage area. Spill kit was also provided in the area. EHS patrol was regularly performed monitor possible spill. All empty pesticides containers were triple rinsed and collected in the temporary storage of hazardous waste. Pesticides containers were transported by authorised transporter, PT Shali Riau Lestari. Records of	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>stored and disposed off and not used for other purposes?</p> <p>d. <i>Is there evidence observed in the field that pesticide containers are indiscriminately disposed (in dump site) or used for other purposes, .e.g. as waste containers, flower pots?</i></p>		<p>pesticides containers quantity were evident. Liquid waste from pesticides was reused for the next spraying applications also there are several ex-containers "jerry can" that may re-use for field application.</p>	
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and negative impacts.</p>			
	<p>a. Is there work instruction for pesticide application?</p> <p>b. Is there training provided on work instruction including risk and impacts of pesticide applications?</p>	<ul style="list-style-type: none"> • AA-APM-OP-1100.08-R1 Weeding Control • AA-APM-OP-1100.10-R1 Pest & Diseases Control • AA-APM-OP-1100.11-R1 Management Pesticides • Training and dissemination record • Field observation to spraying activity 	<p>Pesticide application was described in AA-APM-OP-1100.08-R1 Weeding Control, AA-APM-OP-1100.10-R1 Pest & Diseases Control and AA-APM-OP-1100.11-R1 Management Pesticides.</p> <p>Training and dissemination on work instruction including risk and impacts of pesticide applications has been performed by the organization regularly. Training and dissemination records were sighted.</p> <p>Site visit to Block B08p Afdeling II Badang Estate and Block B95h Afdeling II Taman Raja Estate have been done to observe the spraying and pesticide application in field. Interview with spraying workers were evident that all of them has a good knowledge regarding the pesticide usage and its material usage and toxicity. All the workers have used the personal protective equipment meet with the safety rules and work instruction such as: Apron, safety goggles, mask, hand gloves and safety shoes. All precautions attached to the products properly observed, applied, and understood by workers. Mandor as person in charge to check the workers usage of appropriate PPEs. Pesticides have been applied and handled by trained spraying workers who have received usage of limited pesticide training, except for some spraying worker mentioned in non-conformities on indicator 4.6.5. Training was delivered by Pesticide and Fertilizer Controlling Commission of Agriculture Department Jambi Province on 28 August 2015, 27 November 2014, 28 May 2012, and 9 April 2013.</p>	<p>YES (Major NCR 2017-05 and 2017-06 CLOSED)</p>
4.6.8	<p>(M) Pesticides may only be applied aerially where there is a documented justification. Surrounding communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application</p>			
	<p>a. Has aerial spray been applied? If yes, is there documented</p>	<p>Not Applicable</p>	<p>No pesticides applied aerially.</p>	<p>N/A</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	justification? b. Is the impact and risk associated with aerial application documented and made available? c. Are the identified affected communities informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application?			
4.6.9	Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available			
	a. Has the company provided information materials on pesticide handling to all employees and associated smallholders (if any) (see Criterion 4.8)? b. Is there evidence of periodic training (in appropriate language) of employees and associated smallholders on pesticide handling? <i>Note: Interview with workers and smallholders on their knowledge and skills in pesticides handling.</i>	<ul style="list-style-type: none"> • Training and dissemination record • Training certificate • Field observation to spraying activity 	<p>The organisation has provided information materials on pesticide handling to all employees. Training and dissemination on work instruction including risk and impacts of pesticide applications has been performed by the organization regularly. Training and dissemination records were sighted. However there were found that several sprayer were not proven have had appropriate training for work with chemical, as mentioned in non-conformity below. There was no smallholder associated with estate.</p> <p>Pesticides have been applied and handled by trained spraying workers who have received usage of limited pesticide training. Training was delivered by Pesticide and Fertilizer Controlling Commission of Agriculture Department Jambi Province on 28 August 2015, 27 November 2014, 28 May 2012, and 9 April 2013.</p> <p>Site visit to Block B08p Afdeling II Badang Estate and Block B95h Afdeling II Taman Raja Estate have been done to observe the spraying and pesticide application in field. Interview with spraying workers were evident that all of them has a good knowledge regarding the pesticide usage and its material usage and toxicity.</p>	YES (Major NCR 2017-06 CLOSED)
4.6.10	Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated			

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	<p><i>SAI Global auditor's note: To verify the mixing pesticide workers, pesticide packaging washers, and a warehouse clerk TPS B3 waste associated with the management of used pesticide containers. How to storage, the washing process, the used water after washing, etc.</i></p> <p>a. Is there an SOP for proper disposal of waste material?</p> <p>b. Is there training provided to workers and managers on proper waste disposal?</p> <p>c. Is there evidence of implementation of proper ways for waste disposal by the company?</p>	<ul style="list-style-type: none"> • Procedure AA-KL-06-EFP – Handling of Hazardous Waste. • Procedure AA-APM-OP-1100.11-R1 dated 1 February 2009 – Management of Pesticides • Field observation at central warehouse, spraying activities at estate operation • The training list of attendance and training material 	<p>All empty pesticides containers were triple rinsed and collected in the temporary storage of hazardous waste. Pesticides containers were transported by authorised transporter, PT Shali Riau Lestari. Records of pesticides containers quantity were evident. Liquid waste from pesticides was reused for the next spraying applications also there are several ex-containers “jerry can” that may re-use for field application.</p> <p>Training/briefing regarding disposal of waste material has been conducted to all workers and staffs. Based on interview with sprayer workers at Division II Badang Estate Block B08P, fertilizer team at Division I Badang Estate Block A07P, sprayer workers at Division II Taman Raja Estate Block B95H and fertilizer team at Division II Taman Raja Estate Block B95G. They understood the disposal of waste material.</p> <p>Record for training was available, last one was conduct on 13 April 2016.</p>	<p>YES</p>
<p>4.6.11</p>	<p>(M) Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available</p>			
	<p>a. Is there an updated list of pesticide operators?</p> <p>b. Is there records of annual medical surveillance of pesticide operators?</p> <p>c. Is there medical and treatment records of all pesticide operators?</p>	<ul style="list-style-type: none"> • Employee data of sprayers/operators • Annual medical check-up conducted on period October-2016 by internal clinic 	<p>The medical check-up package for each operator includes the cholinesterase testing to detect the toxin content within the bloods system.</p> <p>Records of annual medical surveillance of pesticide operators were sighted includes the reports at both estates conducted on October-2016. The resume of medical surveillance showed that there is no anomaly detected by the company doctor explanation.</p> <p><u>Kebun Badang Estate</u> Total 128 operators are conducted MCU (medical check-up) includes physical examination, bloods laboratory and cholinesterase dated 24 October 2016.</p> <p><u>Taman Raja Estate</u> Total 114 operators are conducted MCU (medical check-up) includes physical</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>examination, bloods laboratory and cholinesterase dated 25 October 2016.</p> <p>The resume shown that all of employees were in fit condition.</p> <p>The abnormal/suspected patient will be followed up by company doctor and monitored to ensure that the patients are proper to do the job normally.</p>	
4.6.12	<p>(M) Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women.</p>			
	<p>a. Is there a policy statement preventing pregnant and breast-feeding women from handling pesticides?</p> <p>b. Is there a lists of female workers handling pesticides available?</p> <p>c. Does the company have a system to identify pregnant and breast-feeding women?</p> <p>d. Is there evidence showing that pregnant and breast-feeding women are not allowed to handle pesticides?</p>	<ul style="list-style-type: none"> - Kebijakan Perusahaan PT Dasa Anugrah Sejati dated 1st December 2014 - Memorandum No. 070/ES-KBD/GM/XI/2013 dated Novemebr 25th, 2013 - Lists of female workers handling pesticides 2016 Badang Estate - Logbook "records pregnant and breastfeeding women" Badang Estate and Taman Raja Estate November 2016 - Interviews with female sprayer 	<p>Organisation has establish the policy statement preventing pregnant and breast-feeding women from handling pesticides which documented in "Kebijakan Perusahaan" dated December 1st 2014 and Memorandum No. 070/ES-KBD/GM/XI/2013 dated November 25th, 2013 regarding preventing pregnant and breast-feeding women from handling pesticides and child workers under 18 years. Company prevent pregnant and breast-feeding women from handling pesticides and chemical material.</p> <p>Lists of female workers handling pesticides were available and well documented.</p> <p>Female workers handling pesticides in each department/division registered and identified. Below is the number of Female workers handling pesticides(KTR) as per February 2017:</p> <ul style="list-style-type: none"> - Division I there are 10 female fertilizer workers - Division II there are 10 female fertilizer workers - Division III there are 11 female fertilizer workers - Division IV there are 7 female sprayer workers <p>Company have a system to identify pregnant and breast-feeding women. The company carries out examination of pregnant women every month at the clinic by midwives using a test pack. Data examination results of female sprayer and fertilizer workers in each division can be demonstrated.</p> <p>Company has a logbook "records pregnant and breastfeeding women" in each division. From the list can be proved that they were no pregnant and breastfeeding women assigned as sprayers and fertilizer workers.</p>	<p>YES</p>

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			Results of interviews with female sprayer workers on February 10 th also confirmed that no workers who are pregnant and breastfeeding conducting pesticide spraying.	
4.7	<p>An occupational health and safety plan is documented, effectively communicated and implemented.</p> <p>Guidance: <i>Growers and millers should ensure that the workplace, machinery, equipment, transport and processes under their control are safe and without undue risk to health. Growers and millers should ensure that the chemical, physical and biological substances and agents under their control are without undue risk to health, and appropriate measures are taken if needed. All indicators apply to all workers regardless of status.</i></p> <p><i>The health and safety plan should also refer to the Government Regulation No. 50 year 2012 regarding Application of Occupational Health and Safety Management System.</i></p>			
4.7.1	(M) A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.			
	<p>a. Is there a health and safety policy in place?</p> <ul style="list-style-type: none"> • Is it written in an appropriate language? • Has the policy been approved by an authorized personnel and dated? • Does the policy cover mitigation of risks to workers health and safety at all workplace activities? • Are the workers aware of and understand the policy? <p>b. Is there a health and safety plan in place?</p> <ul style="list-style-type: none"> • Does the plan include targets for improving occupational health and safety? • Does the plan reflect guidance provided in the ILO Convention 	<ul style="list-style-type: none"> • OHS Policy (dated 1st December 2014, approved by Managing director) • MPM (Mill Policy Manual) • APM (Agricultural Policy Manual) • OHS Objectives and programme period 2016 and 2017 • Site visit observation to estate and mill 	<p>The company policy includes occupational health and safety policy is remained unchanged. The policy written in Bahasa Indonesia language and was signed by organization director (Kelvin Tio) on 1st December 2014. The mitigation of risks to workers health and safety was included in point 4 and 5 in the policy. Policy was displayed at strategic locations of estate and mill and communicated to employees including contractor workers. The socialization of its policy by provide banner, displayed at several area within office and buildings also by conduct induction to employees.</p> <p>Several documented procedures related to OHS aspects were integrated within the MPM (Mill Policy Manual) and APM (Agricultural Policy Manual). There were also separated OHS Management systems Procedures and records established for operational activities that integrated with Environmental management system since the company certified with ISO.</p> <p>The objectives and programmes related to health and safety were established within year period 2016 2017 for each estates (Badang and Taman Raja) and Taman Raja mill as below:</p> <ul style="list-style-type: none"> • PPE inspection • Electrical safety inspection • Housekeeping 	<p>YES (Major NCR 2017-07 CLOSED)</p>

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	<p>184 (see Annex 1)?</p> <p>c. Is there evidence of implementation of the plan?</p> <p>d. Is the effectiveness of the health and safety plan monitored?</p> <p>e. Is the health and safety plan made publicly available?</p> <p>f. Is there an action plan if targets are not achieved?</p>		<ul style="list-style-type: none"> • Training OHS (Basic safety and emergency) • Medical check up • Emergency drill <p>Evidences were sighted for several OHS programmes / OHS Management system manual, such as:</p> <ul style="list-style-type: none"> • MCU (Medical check-up) at mill include physical examination; bloods laboratory; roentgen; audiometry and spirometry; last MCU at Taman Raja mill for 37 personnel for period 15th April 2016 and 02nd February 2017. For Kebun Badang and Taman Raja Estate; total 242 operators are conducted MCU (medical check-up) includes physical examination, bloods laboratory and cholinesterase dated 24 – 25 October 2016. The resume shown that all of employees was in fit condition. • Working place measurement at Taman Raja mill conducted within period 02nd – 12th June 2016 by third party lab (Sucofindo) includes indoor air ambient (CO, particulates, NH3, H2S, Methyl mercaptane, methyl sulphide and styrene); noise, vibration, and temperature. The result shown within threshold limit value. • Monthly safety inspection separated for General safety inspection (per station) and specific safety inspection(for whole mill); that consist of PPE inspection, emergency situations; working equipment; high risk area; warning signs; competency and ergonomics aspects. • OHS Trainings Kebun Badang and Taman Raja estate include Fire emergency simulation (26 August 2016) and Basic firefighting (26 May 2016). OHS Trainings at Taman Raja mill includes Basic safety (16th April 2016; 15th September 2016); First aid and emergency (25th August 2016); Basic fire safety simulation (7th September 2016); Emergency simulation (25th September 2016) <p>During audit was also conducted site observation for several activities at estates include estate routine activities such as harvesting, pesticides spraying and workshops at all estates. While at mill was also conducted observation regarding CPO processes machineries, workshop and warehouses. For general observation that several mandatory PPE are utilized by employees such as: helmet, shoes, respirators ear plugs and ear muffs. Also there were deployed several PPE symbols at the at risk area, however there are non-</p>	

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			<p>conformances for the provision of PPE such as in disciplinary, standard and availability. Moreover the working equipment is not properly control that may have risks to safe and healthy of employees.</p>	
4.7.2	<p>(M) A documented risk assessment shall be available and its implementation shall be recorded.</p> <p>Specific Guidance: <i>For 4.7.2: All precautions attached to products shall be properly observed, understood, and applied.</i></p>			
	<p>SAI Global auditor's note:</p> <ul style="list-style-type: none"> - HIRA verify that include: <ul style="list-style-type: none"> ✓ Routine and non-routine activities that exist in the organization ✓ All activities within the scope of work (contractors and visitors) ✓ All behaviour, capabilities, and the human factor ✓ External influence (earthquake, flood, tsunami, etc) ✓ External activities under the control of the organization ✓ Infrastructure, materials, and proper work equipment provided the organization or from external party 	<p>Risk analysis :</p> <ul style="list-style-type: none"> • Last revision 01- August-2016 (estate) • Last revision 01-January-2016 (mill). 	<p>The quantitative method of risk analysis was conducted for all activities at Mill and Estate.</p> <p>The mills risk analysis was covered activities such as: transportation, weighbridge receiver, FFB sorter, loading ramp, transfer carriage, sterilizer, tippler, thresher, press, clarifier, engine room, water treatment, effluent plant, workshop, warehouse, diesel tank, laboratory, offices and traffic activities.</p> <p>While the estates risk analysis were covered activities such as: Loading FFB, estate maintenance, fertilizer, pesticides & herbicides, harvesting, workshop activities at traksi and also warehousing.</p> <p>According to the procedure, at least OHS risk assessment document must be reviewed once a year and/or when incident happened will consider as review agenda. OHS risk assessment records 2016-2017 were sighted for Mill and Estates. The analysis method were described within the documented instruction that analysis was considered frequency of hazard and consequences of risks that summarized the risk level from low risk to extreme risks. Within the risk analysis was also considered the hierarchy of control to take action of risk control such as elimination, substitution, engineering, administrative and PPE. Action plan was developed as followed up the existing high risk in order to reduce to lowest residual risk analysis.</p>	YES

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	<ul style="list-style-type: none"> ✓ <i>Changes in the organization either changes in activity or a material change</i> ✓ <i>The modifications include temporary changes impacting on operations, processes, and activities</i> ✓ <i>Compliance with regulations</i> - <i>Geographic limits used for HIRA identification HIRA as the extent of HGU</i> - <i>HIRA should be equipped with the issue date and be reviewed regularly</i> - <i>To verify the implementation of the HIRA through measuring and monitoring activities, inspection, and internal audits conducted regularly (1x / year).</i> <p>a. Have risk assessments been conducted for all operations where health and safety is an issue?</p> <p>b. Does the risk assessment cover all the organization's processes and activities?</p> <p>c. If any accidents had occurred, were these included in the risk assessments with action plans to prevent further recurrence?</p> <p>d. Have the procedures and action plans been documented and</p>			

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	<p>implemented to address the identified issues?</p> <p>e. Have all precautions attached to products been properly observed and applied to the workers?</p>			
4.7.3	<p>(M) Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers.</p> <p>Specific Guidance: <i>For 4.7.3: Adequate and appropriate Personal Protective Equipment (PPE) shall be available to all workers at the workplace based on the result of Identification of Sources of Hazard and Risk Control including all potentially hazardous operations, such as the use of pesticides, operating machinery, land preparation, harvesting and if it is used, burning.</i></p>			
	<p>SAI Global auditor's note: <i>Performing verification of PPE in the organization, starting from:</i></p> <ul style="list-style-type: none"> • <i>identifying the needs and requirements of PPE can be in the form of a matrix, WI, risk assessment, program, etc.</i> • <i>amortization period APD</i> • <i>the type of PPE used</i> • <i>monitoring the stock in the warehouse</i> • <i>verification of the field condition through interviews with workers, foremen, and a warehouse clerk</i> <p>a. Are all workers involved in the operation appropriately trained in</p>	<ul style="list-style-type: none"> • Training Programme 2016-2017. • Training attendance • Licenses/certificates of trainings (licenses for boiler operator, licence for operator of generator set, licence of heavy equipment operator, pesticide training for sprayers, etc.) • Site visit observation to estate and mill 	<p>OHS training has been programmed and provided appear balanced with OHS hazard and risk at Mill and Estates. Basic OHS training performed internally by safety officer in charge at mill and estate, the training record and programme related to OHS were sighted and verified during this audit includes: OHS Trainings Kebun Badang and Taman Raja estate include Fire emergency simulation (26 August 2016) and Basic firefighting (26 May 2016). OHS Trainings at Taman Raja mill includes Basic safety (16th April 2016; 15th September 2016); First aid and emergency (25th August 2016); Basic fire safety simulation (7th September 2016); Emergency simulation (25th September 2016).</p> <p>The organisation not yet established the PPE needs identification standard and specification, as seems during site observation that PPE were lack of standard. The distribution list of PPE was kept by supervisors ("mandor") and stocks of PPE are handled by central warehouse, nevertheless there is none of safe minimum stocks of PPE.</p> <p>Observation during this audit generally concluded that PPE are not properly managed. Workers were interviewed during this audit and some PPE are</p>	<p>YES (Major NCR 2017-08 CLOSED)</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>safe working practices (see Criterion 4.8)?</p> <p>b. Are OSH training programs and training records available and conducted by qualified persons?</p> <p>c. Is adequate and appropriate protective equipment available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning?</p> <p>d. Is PPE provided to workers and replaced when damaged?</p> <ul style="list-style-type: none"> • Does the organization maintain a list of PPE distribution? • Are workers observed wearing appropriate PPE? 		<p>provided by them. Only several mandatory PPE are provided by the organization to the employees and visitors such as: helmet, gloves, ear plugs, ear muffs and respirators.</p>	
4.7.4	<p>(M) The responsible person(s) for occupational health and safety shall be identified and there shall be records of periodical meetings on health and safety issues</p> <p>Specific Guidance: <i>For 4.7.4 : Workers shall be represented in the Advisory Committee for Occupational Safety and Health (P2K3) based on the Regulation of the Minister of Manpower No. 4 year 1987.</i></p>			
	<p>a. Has the company identified the responsible person/persons to implement OSH?</p> <p>b. Are meetings between the responsible persons and workers conducted on a regular basis, or as required by law, if any?</p> <p>c. Are minutes of meeting recording attendees and issues discussed</p>	<ul style="list-style-type: none"> • Approval letter from local authority (Disnaker Tanjung Jabung Barat) regarding OHS committee (P2K3) • Periodical report P2K3 to local authority (Disnaker Tanjung Jabung Barat) 	<p>The organisation was established the OHS/Occupational Health and safety committee as per national regulation requirement which usually called P2K3 (Panitia Pembina Keselamatan dan Kesehatan Kerja) that consist of Estate/mill managers as the chairman; the safety officer/AK3 Umum as the secretary and members are representative from each functions/sections. The committee was approved by local government (DISNAKER Regent) that issued approval letter as below:</p> <p><u>Badang Estate</u></p> <p>The organisation already established the safety committee (P2K3) refer to</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>available?</p> <p>d. Are concerns of all parties about health, safety and welfare discussed at these meetings?</p> <p><i>Note to Auditor: Interviews with workers reflect compliance to a-d above.</i></p>		<p>decree No. 560/324/4.3/P2K3/DSTKT/2015 dated 9th March 2015 that the safety officer (Rachmat Firmansyah) become the secretary of the committee.</p> <p><u>Taman Raja Estate</u></p> <p>The organisation already established the safety committee (P2K3) refer to decree No. 560/1518/4.3/DSTKT/2015 dated 30th November 2015 that the safety officer (Rahmad Adventa Hutasoit) become the secretary of the committee.</p> <p><u>Taman Raja Mill</u></p> <p>The organisation already established the safety committee (P2K3) refer to decree No. 560/07/3.3/P2K3/DTK/2017 dated 2nd February 2017 that the safety officer (Okui Alfred Gowasa) become the secretary of the committee.</p> <p>The quarter report of safety committee are evident include the acceptance letter from the local authority (Disnaker Tanjung Jabung Barat); the report evident for period 2016 (January – December). Reports include the monthly meeting minutes of the safety committee. The agenda discussed within the minutes of meetings e.g. emergency equipment and first aid box availability, unsafe condition at mill, PPE availability and disciplinary also the housekeeping of workplace.</p>	
4.7.5	<p>A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas.</p> <p>Specific Guidance: For 4.7.5: <i>Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Are there SOPs for accidents and emergencies?</p> <ul style="list-style-type: none"> • Do these cover all major potential emergencies, such as, but not limited to fire, chemical spillage, and potential natural disasters specific for the region, e.g. earthquakes, volcanoes, etc.? • Are accidents investigated and action taken to prevent recurrence? • Are accident records provided to the local authority in accordance with local legal requirements, if any? • Available in the appropriate language of the workforce? <p>b. Are the instructions on emergency procedures clearly understood by all workers?</p> <p>c. Are assigned operators trained in First Aid present in both field and other operations?</p> <p>d. Is there records of training of the first aiders?</p> <p>e. Is first aid equipment available at worksites? Is the equipment available during conduct of field manual work?</p> <p>e. Are first aid kits adequately stocked and regularly checked in accordance with local legal requirements?</p> <p>f. Are records of all accidents kept and</p>	<ul style="list-style-type: none"> • Documented procedures related to emergency response (AA-EMS-447-PR) • Emergency response team form (AA-447-01-LT) • Accident reporting and investigation form of RKK (AA-SOP-OP-1400.02) • Incident statistics quarter report to local authority (Disnaker Tanjung Jabung Barat) • Site visit observation to estate clinic 	<p>There were several documented procedures related to emergency response in local language Bahasa Indonesia. The emergency conditions have been identified including general fire, land fire, chemical spillage and earth quake. The procedure described the roles and responsibilities of each emergency response team include the mechanism how to conduct medical evacuation to near hospital/local health centre, the emergency contact number of each internal emergency team and external related parties such as public fire station at local area and Public health centre were also available. The composition of emergency response team was established at forms (AA-447-01-LT) consist of ERT commander, head of transport and logistics and also several fire fighters and first aider.</p> <p>The emergency drill planed and conducted more than once in year, At Kebun Badang and Taman Raja estate the Fire emergency simulation conducted on 26 August 2016 and Basic firefighting (26 May 2016).While at Taman Raja mill there are Basic fire safety simulation on 7th September 2016 and emergency simulation dated 25th September 2016. Records are evident. Regarding accident reporting and investigation, it was available the form of RKK (AA-SOP-OP-1400.02) to conduct the reporting and investigation of accidents, which within the forms are described the accident chronology, cause and impact of the accident also to find the root causes of the accident happened and formulized the corrective and preventive action. The incident statistics were reported quarterly within a year to local authority (Disnaker Tanjung Jabung Barat) by safety officer obtained from supervisors (mandore) and clinics. Nevertheless there is found inconsistence to using the accident investigation form / RKK for every accidents happened.</p> <p>The emergency kits such as first aid box and emergency shower/eyewash were available at mill and several locations at estate. First aid kits were regularly checked as checklist was sighted. Mill and Estate was supported with one clinic centre and first aid room at each division office. The group leader (mandore) was provided with first aid kits. Certified first aiders were also available as part of emergency team structure. Nevertheless, there are founds inadequate emergency equipment at workplace, such as inadequate of first aid kits and emergency eyewash at estates and mill as this become non-conformances during this audit.</p>	<p>NO (Minor NCR 2017-09 OPEN)</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	periodically reviewed for continuous improvement?		<p>Minor Non-conformities :</p> <ul style="list-style-type: none"> • There are founds inadequate emergency equipment at workplace. • Not all accident and incidents (first aid case, medical aid case and lost time accident) are reported and investigated. 	
4.7.6	All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3).			
	<p>a. Is there evidence that all workers are provided with medical care (refer to Criterion 6.5.3), and covered by accident insurance by the company? For contract workers, the contract between the company and the contractor shall be in compliance.</p> <p>b. For accidents that have occurred, is there evidence that the affected workers received appropriate medical treatment, and was able to claim and receive compensation under the insurance policy (if relevant)?</p> <p>c. Is there evidence that the insurance policies are valid?</p>	<ul style="list-style-type: none"> • Monthly payment report to BPJS (December-2016) • Observation and interview to the workers 	<p>Organisation was providing the central of medical aid services assist by paramedics and physician as part of medical aid from the organisation to all employees.</p> <p>The employees statuses were divided into direct contract and permanent labour (SKU), daily labour (BHL) and seasonal workers (BHB). The records of monthly payment reports for national incident insurance (BPJS) are evident includes :</p> <p><u>Badang Estate</u> Last report on 27 December 2016; for percentage 0.54% for total 414 personnel at Badang Estate only for SKU employees</p> <p><u>Taman Raja Estate</u> Last report on 20 December 2016; for percentage 0.54% for total 334 personnel at Taman Raja Estate only for SKU employees</p> <p><u>Taman Raja Mill</u> Last Report on December-2016; for percentage 0.54% for total more than 100 personnel at Taman Raja Mill.</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																																									
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. Specific Guidance <i>For 4.7.7: Lost Time Accident requirements should refer to Decree of the Minister of Manpower and Transmigration No. 609 year 2012 regarding Guidance to Solve Working Accident Case and work-related Illness.</i>																																												
	a. Are occupational injuries recorded using Lost Time Accident (LTA) metrics?	<ul style="list-style-type: none"> Incident statistics quarter report to local authority (Disnaker Tanjung Jabung Barat) 	<p>The incident statistics include man-hours, lost time accident and Frequency rate (FR) and Severity rate (SR) were reported quarterly within a year to local authority (Disnaker Tanjung Jabung Barat) by safety officer as presented below for each units:</p> <p>YTD 2016 - 2017 January</p> <table border="1" data-bbox="1128 647 1908 924"> <thead> <tr> <th rowspan="2">Unit</th> <th colspan="6">Cases</th> </tr> <tr> <th>Fatality</th> <th>Disability</th> <th>Lost time injury</th> <th>Medical Aid</th> <th>First Aid</th> <th>Near miss</th> </tr> </thead> <tbody> <tr> <td>Badang Estate</td> <td>0</td> <td>1</td> <td>0</td> <td>5</td> <td>1</td> <td>0</td> </tr> <tr> <td>Taman Raja Estate</td> <td>0</td> <td>0</td> <td>17</td> <td>134</td> <td>199</td> <td>267</td> </tr> <tr> <td>Taman Raja Mill</td> <td>0</td> <td>0</td> <td>1</td> <td>5</td> <td>7</td> <td>18</td> </tr> <tr> <td>Total</td> <td>0</td> <td>1</td> <td>18</td> <td>144</td> <td>207</td> <td>285</td> </tr> </tbody> </table>	Unit	Cases						Fatality	Disability	Lost time injury	Medical Aid	First Aid	Near miss	Badang Estate	0	1	0	5	1	0	Taman Raja Estate	0	0	17	134	199	267	Taman Raja Mill	0	0	1	5	7	18	Total	0	1	18	144	207	285	YES
Unit	Cases																																												
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4.8	All staff, workers, smallholders and contract workers are appropriately trained.																																												
			<p>Guidance: Workers should be adequately trained on: the health and environmental risks of pesticide exposure; recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women); ways to minimise exposure to workers and their families; and international and national instruments or regulations that protect workers' health.</p> <p>The training programme should include productivity and best management practice, and be appropriate to the scale of the organisation.</p> <p>Training should be given to all staff and workers by growers and millers to enable them to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of these Principles, Criteria, Indicators and Guidance.</p> <p>Contract workers should be selected for their ability to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of the RSPO Principles, Criteria, Indicators and Guidance.</p> <p>Growers and millers should demonstrate training activities for schemes smallholders who provide Fresh Fruit Bunches (FFB) on a contracted basis.</p>																																										

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>Workers on smallholder plots also need adequate training and skills, and this can be achieved through extension activities of growers or millers that purchase fruit from them, This training may be conducted through smallholders' organizations, or through collaboration with other institutions and organizations (See Guidance on Scheme Smallholders', July 2009)</i></p> <p><i>The contract workers in Indonesia refer to the Fixed Term Contract (PKWT) and Non-fixed Term Contract (PKWTT) based on the Decree of the Minister of Manpower No. 100 year 2004; and the Regulation of the Minister of Manpower & Transmigration No. 19 year 2012 regarding Requirements for Transfer of Parts of Work to Other Company(ies).</i></p>			
4.8.1	(M) Records of training program related to the aspects of RSPO Principles and Criteria shall be available.			
	<p>a. Does the company maintain a list of staff, workers, smallholders and contract workers whom training must be provided to?</p> <p>b. Is there a formal training programme in place that covers all aspects of the RSPO Principles and Criteria? Does the formal training program include:</p> <ul style="list-style-type: none"> • Regular assessment of training needs of all staff, workers, smallholders and contract workers; • Training for workers on smallholder plots; • Documentation of all the training assessment needs, formal training conducted and the list of participants attending these formal training; • Does the training for workers cover, at minimum, to the following: <ul style="list-style-type: none"> ○ The health and environmental risks of pesticide exposure; 	<ul style="list-style-type: none"> • Training programme 2016 – 2017 • Training records (attendance list and certificates) • Site visit observation to estate and mill and interviews with all employees and contract workers 	<p>There was established training programme that feedbacks from regulations and basic competence as training needs identification.</p> <p>All functions and levels included contract employees within the organisation were covered by the training programme. The training needs identified appear sufficient and complete, this including training related to OHS, environmental, social, training required by regulations, training related to operation of Mill and Estates. Training programme 2016 and 2017 were sighted, the training programme was established based on the training needs identification.</p> <p>Realization of training programme 2016 were sighted for all staff, workers and contract workers, includes:</p> <p>Trainings Kebun Badang and Taman Raja estate:</p> <ul style="list-style-type: none"> • SOP fertilizer (27 April 2016) • Road maintenance simulation (22 December 2016) • Sustainability awareness code (19 April 2016) • Fire emergency simulation (26 August 2016) • Basic firefighting (26 May 2016) • Limited pesticides (20th July 2016) • Company policy socialization (06 April 2016) • HCV awareness (15 September 2016) • Kaizen (20 December 2016) <p>Trainings at Taman Raja mill :</p> <ul style="list-style-type: none"> • EMS Procedure and weighing refreshment (25 March 2016) • Basic safety (16th April 2016; 15th September 2016) • Traceability and mass balance refreshing (20th May 2016) 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> ○ recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women); ○ ways to minimise exposure to workers and their families; ○ International and national instruments or regulations that protect workers' health; and ○ Productivity and best management practice. <p><i>Note to auditor: To interview staff, workers, smallholders and contract workers to verify that the training has been conducted effectively.</i></p>		<ul style="list-style-type: none"> ● Workshop technician (25- 27 May 2016) ● Gearbox automation training (27th May 2016) ● First aid and emergency (25th August 2016) ● Basic fire safety simulation (7th September 2016) ● High Conservation value awareness (19th September 2016) ● Emergency simulation (25th September 2016) ● Hydraulic system training (15th November 2016). 	
4.8.2	Records of training for each employee shall be maintained.			
	a. Are training records maintained for each employee?	<ul style="list-style-type: none"> ● Training attendance ● Individual training history 	The system to record personal training was established-in the attendance record; the training which has been completed by each person was recorded and updated.	YES

PRINCIPLES 5: ENVIRONMENTAL RESPONSIBILITY AND CONSERVATION OF NATURAL RESOURCES AND BIODIVERSITY

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
5.1	<p>Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p> <p>Guidance: <i>Report on environmental management and monitoring may be in the form of RKL & RPL reports in accordance with the provisions of AMDAL and/or other documents as required in the Environmental Management System (ISO 14000). For environmental aspects which have not yet been included in the Environmental Impact Analysis document (in accordance with government regulation), such as Greenhouse Gas, High Conservation Value, a study may be conducted separately and in accordance with the requirements of the RSPO Principles and Criteria.</i></p> <p><i>If there are impacts identified, that may change the on-going operations, the company should implement corrective actions on the operational practices within this specified period.</i></p> <p><i>Document of environment impact assessment is the environment document based on the existing regulations, such as:</i></p> <ol style="list-style-type: none"> <i>a. Environmental Impact Assessment (Analisis Mengenai Dampak Lingkungan Hidup/AMDAL) for plantation with areas of > 3000 Ha</i> <i>b. Environmental Management Effort (Upaya Pengelolaan Lingkungan Hidup/UPL) and Environmental Monitoring Effort (Upaya Pemantauan Lingkungan Hidup/UKL) for plantation with areas of < 3000 Ha.</i> <i>c. Environmental Management Document (Dokumen Pengelolaan Lingkungan Hidup/DPLH)</i> <i>d. Environmental Evaluation Document (Dokumen Evaluasi Lingkungan Hidup/DELH)</i> <i>e. Environmental Information Performance (Penyajian Informasi Lingkungan Hidup/PIL)</i> <i>f. Environmental Evaluation Performance (Penyajian Evaluasi Lingkungan Hidup/PEL)</i> <i>g. Environmental Evaluation Study (Studi Evaluasi Lingkungan Hidup/SEL)</i> <i>h. Environment Management and Monitoring Document (Dokumen Pengelolaan dan Pemantauan Lingkungan Hidup/DPPL)</i> <i>i. Declaration Letter for Managing and Monitoring Environment (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL)</i> <i>j. And others recognised by the government.</i> <p><i>Bearing in mind the potential impacts of the development activities to the environment, it is important for the following environmental characteristics to be taken into consideration:</i></p> <ol style="list-style-type: none"> <i>a. Environment components where their functions will be sustainably preserved and protected, particularly:</i> <ul style="list-style-type: none"> <i>• Protected forest, conservation forest, and biosphere reserve;</i> <i>• Water sources;</i> <i>• Biodiversity;</i> <i>• Air quality;</i> <i>• Natural and cultural heritage;</i> <i>• Environmental comfort;</i> <i>• Cultural values in harmony with the environment</i> <i>b. Environment components which may structurally change and these changes are considered significant by the communities surrounding the operational areas, such as:</i> 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> • <i>Ecosystem function(s);</i> • <i>Land ownership and tenure;</i> • <i>Job and business opportunities;</i> • <i>Community's standard of living;</i> • <i>Public health</i> 		<p><i>The company shall submit the required periodical environmental management implementation and monitoring report to the relevant authorities. The company is responsible for providing sufficient objective evidence to the audit team demonstrating full compliance to the Environmental Impact Assessment (AMDAL) requirement covering all aspects of plantation and mills operations, as well as incorporating all changes recorded over that period of time.</i></p> <p><i>The environmental impact assessment should cover the following activities, where they are undertaken:</i></p> <ol style="list-style-type: none"> <i>a. Building new roads, processing mills or other infrastructure;</i> <i>b. Putting in drainage or irrigation systems;</i> <i>c. Replanting and/or expansion of planting areas;</i> <i>d. Management of mill effluents (Criterion 4.4);</i> <i>e. Clearing of remaining natural vegetation;</i> <i>f. Management of pests and diseases by controlled burning (referred to clause 11 of Government Regulation No. 4 year 2001 (Criteria 5.5 and 7.7)).</i> <p><i>Impact assessment can be a non-restrictive format e.g. ISO 14001 EMS and/or EIA report incorporating elements spelt out in this Criterion and raised through stakeholder consultation.</i></p> <p><i>Environmental impacts may be identified on soil and water resources (criteria 4.3 and 4.4), air quality (criterion 5.6), greenhouse gases calculation analysis, biodiversity and ecosystems, and people's amenity (Criterion 6.1), both on and off-site.</i></p> <p><i>Stakeholder consultation has a key role in identifying environmental impacts. The inclusion of consultation should result in improved processes to identify impacts and to develop any required mitigation measures.</i></p> <p><i>For smallholder schemes, the scheme management has the responsibility to undertake impact assessment and to plan and operate in accordance with the results (refer to 'Guidance on Scheme Smallholders', July 2009 or its endorsed final revision).</i></p> <p><i>The Strategic Environment Study Result (KLHS) by the government, shall be placed as main consideration while conducting replanting</i></p> <p><i>Regulations related to the environment documents, are such as:</i></p> <ol style="list-style-type: none"> <i>1. Government Regulation (PP) No. 27 of 2012 regarding Environment Permit</i> <i>2. Regulation of the Minister of Environment No. 13 year 2010 regarding Environment Management and Monitoring Effort (UKL-UPL) and Environment Management and Monitoring Effort (UKL-UPL) and Declaration Letter for Managing and Monitoring Environment (SPKL)</i> 	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
		<ul style="list-style-type: none"> 3. Regulation of the Minister of Environment No. 5 year 2012 regarding Environment Evaluation Document (DELH) 4. Regulation of the Minister of Environment No. 14 year 2010 regarding Environment Management and Monitoring Document (DPPL) 5. Regulation of the Minister of Environment No. 12 year 2007 regarding Environment Management and Monitoring Document for Business and or Activities, with Absence of Environment Management Document. 6. Regulation of the Minister of Environment No. 5 year 2012 regarding Types of Business Obligated to Have AMDAL 7. Regulation of the Minister of Environment No. 17 year 2012 regarding Involvement of Community and Information Transparency in the AMDAL Process 8. Regulation of the Minister of Environment No. 8 year 2006 regarding Guidance for AMDAL Preparation 9. Decree of the Head of Bapedal No. No. 299 of 1996 regarding Technical Guidance of Social Aspects Study in Establishing AMDAL 10. Regulation of the Minister of Environment No. 11 year 2008 regarding Competence Requirements for AMDAL Preparation Documents and Requirements for Training Institutions in Conducting Training for AMDAL competence. 11. Regulation of the Minister of Environment No. 15 year 2013 regarding Measurement, Reporting and Verification for Mitigation Action of Climate Change <p><i>In the Regulation of the Minister of Environment No. 14 year 2010, the environment document is a document covering environment management and monitoring, and may be in the form of AMDAL, Environment Management and Monitoring Efforts (UKL-UPL), Declaration Letter for Managing and Monitoring Environment (SPKL), Environment Management and Monitoring Document (DPPL), Study to Evaluation on the Environment Impacts (SEMDAL), Environment Evaluation Study (SEL), Environment Information Performance (PIL), Environment Evaluation Performance (PEL), Environment Management Document) (DPLH), Environment Management and Monitoring (RKL-RPL), Environment Evaluation Document (DELH), and Environment Audit.</i></p>		
5.1.1	(M) Environmental impact assessment document(s) shall be available.			
	<p>a. Has an EIA been conducted according to the scope of operation covering at minimum the following:</p> <ul style="list-style-type: none"> • Building new roads, processing mills or other infrastructure; • Putting in drainage or irrigation systems; • Replanting and/or expansion of planting areas; • Management of mill effluents (Criterion 4.4); • Clearing of remaining natural vegetation; • Management of pests and 	<ul style="list-style-type: none"> • Document of UKL UPL from Department of Agriculture and Perkebunan #2374/12-DAS/2000 dated 22 December 2000 • DPPL approved by Head of Tanjung Jabung Barat District #296 year 2009 dated 22 June 2009 • EMS-431-003-LT Rev.12 form updated on 1st January 2017 Identification of Environmental Aspect at Mill • EMS-431-003-LT Rev.13 	<p>Initial Environmental Impact Assessment documents (DPPL, UKL, UPL) which were approved by Department of Agriculture and Perkebunan #2374/12-DAS/2000 dated 22 December 2000, DPPL which were approved by Head of Tanjung Jabung Barat District #296 year 2009 dated 22 June 2009 for DAS Mill and Estate.</p> <p>For internal environmental aspect and evaluated its impact document, as required by the procedure AA-EMS-431-PR Rev.3 dated January 2007, the information of environmental aspect and impact was reviewed and updated at least once a year. Last review and update of environmental aspect and impact register was performed on 1st January 2017 for Taman Raja Mill and 12 June 2016 for Taman Raja and Badang Estate. Document of environmental impact assessment included:</p> <ul style="list-style-type: none"> • Processing mills or other infrastructure; • Putting in drainage or irrigation systems; 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>diseased palms by controlled burning (Criteria 5.5 and 7.7).</p> <p>b. Has the EIA been conducted and documented according to local requirements?</p> <p>c. Does the assessment include consultation with relevant stakeholders to identify impacts and to develop any mitigation measures?</p>	<p>form updated on 12 June 2016 Identification of Environmental Aspect at Taman Raja and Badang Estate</p> <ul style="list-style-type: none"> • Procedure AA-EMS-431-PR Rev.3 dated January 2007 Identification and Evaluation of Environmental Aspects. 	<ul style="list-style-type: none"> • Replanting and/or expansion of planting areas; • Management of mill effluents; • Clearing of remaining natural vegetation; • Management of pests and diseases palms by controlled burning; • Road management <p>The EIA has been included consultation with relevant stakeholders to identify impacts and to develop any mitigation measures. The assessment has state at DPPL, UKL, and UPL</p>	
5.1.2	<p>Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.</p>			
	<p>a. Is there an environmental management plan in place?</p> <p>b. Is the environmental management plan documented to include the following:</p> <ul style="list-style-type: none"> • Identification of responsible person(s); • Potential impacts from current practices; • Measures to mitigate negative impacts; • Timetable for change (where changes in current practices are required). <p>c. Has the environmental management plan been implemented?</p>	<p>a. Procedure AA-EMS-431-PR – Environmental aspect and impact identification</p> <p>b. Environment monitoring and measurement reports (RKL/RPL)</p>	<p>Taman Raja Mill and Estate implemented procedure for identifying environmental aspect and evaluating its impact based on Environmental Management System ISO 14001:2004. As required by the procedure, the information of environmental is reviewed and updated regularly. Last review and update of environmental aspect and impact register was performed on 1st January 2016 for Taman Raja Mill and 12 June 2016 for Taman Raja and Badang Estate. No changes of identification of impacts since last audit.</p> <p>Taman Raja Mill and Estate has ensured that all activities with significant environmental impacts were managed. Control measure were defined and implemented for ensuring that negative environmental impact were prevented or mitigated. There were several types of control measures defined: engineering control, administrative control and PPE. The implementation of those control measures are monitored during monthly environmental patrol and also round of internal audits. There were several types of control measures defined, among others engineering control, administrative control and PPE: availability WWT, boiler chimney, segregation of waste water, controlled land clearing.</p>	YES
5.1.3	<p>Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Does the plan incorporate a monitoring protocol?</p> <p>b. Is the monitoring protocol adaptive to operational changes?</p> <p>c. Is the monitoring protocol implemented to monitor the effectiveness of the mitigation measures?</p> <p>d. Is the plan reviewed at a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts?</p>	<p>a. Environmental management plan</p> <p>b. RKL – RPL PT Dasa Anugerah Sejati Period January – June 2016</p>	<p>PT Dasa Anugerah Sejati has programmed to reduce negative effect from their process which is summarizing at environmental management plan. These plans incorporate with monitoring protocol and adaptive to operational changes. The plans were reviewed in the end of the year to determine the effectiveness of the plan. Last review conducted on 17 December 2016.</p> <p>The plan based on EIA (RKL RPL) that covered:</p> <ul style="list-style-type: none"> • Monitoring river water quality every 6 months • Monitoring ground water quality annually • Monitoring of emission from mobile and immobile source every 6 months • Monitoring of POME every 1 months • Monitoring air ambient quality at mill and emplacement every 6 month • Monitoring of biodiversity every 6 month • Monitoring noiseness every month (internal) and every 6 month (external) 	<p>YES</p>
<p>5.2</p>	<p>The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p> <p>Guidance: <i>This information gathering should include checking available biological records and consultation with relevant government departments, research institutes and interested NGOs if appropriate. Depending on the biodiversity values that are present, and the level of available information, some additional field survey work may be required.</i></p> <p><i>Wherever HCV benefits can be realised outside of the management unit, collaboration and cooperation between other growers, governments and organisations should be considered.</i></p> <p><i>Sanctions in the protected wildlife case, may be taken through law enforcement in line with the existing regulations. The company should determine type of sanctions, based upon SOP or policy of the company, considering level of violations (capture, harm, keep, and kill) and category of the species (rare, endangered, and threatened).</i></p> <p><i>National regulations related to the protection of habitat and species, such as:</i></p> <ol style="list-style-type: none"> 1. <i>Act No. 5 year 1990 regarding Conservation on Biodiversity and its Ecosystems</i> 2. <i>Act No. 16 year 1992 regarding Quarantine for Animals, Fish and Plants</i> 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>3. Act No. 5 year 1994 regarding Ratification of the United Nations on Convention to Biodiversity</p> <p>4. Government Regulation No. 13 year 1994 regarding Wildlife Hunting</p> <p>5. Government Regulation No. 68 year 1998 regarding Areas of Natural Sanctuary and Natural Conservation</p> <p>6. Government Regulation No. 7 year 1999 regarding Preservation of Flora and Fauna (List of Protected Flora and Fauna is on the annex).</p> <p>7. Regulation of the Minister of Forestry No.: P.48/Menhut-II/2008 regarding Guideline of Conflict Resolution between Human and Wildlife</p> <p>8. Presidential Decree No. 43 year 1978 regarding Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) ratification.</p> <p>Growers need to consider a variety of land management and tenure options to secure HCV management areas in ways that also secure local people's rights and livelihoods. Some areas are best allocated to community management and secured through customary or legal tenures in certain period. In other cases, co-management options can be considered. Where communities are asked to relinquish rights so that HCVs can be maintained or enhanced by the companies or State agencies, then great care needs to be taken to ensure that communities retain access to adequate land and resources to secure their basic needs; all such relinquishment of rights must be subjected to their free, prior, and informed consent (see Criteria 2.2 and 2.3).</p>			
5.2.1	<p>(M) Record(s) on the results of High Conservation Value (HCV assessment) that includes both the planted area and the relevant wider landscape-level considerations (such as wildlife corridors) shall be available</p> <p>Specific Guidance: This information will cover:</p> <ul style="list-style-type: none"> • Presence of protected areas that could be significantly affected by the grower or miller; • Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller; • Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller; <p>HCV Identification may be conducted internally (by the company, where the team leader shall be registered in the HCVRN-Assessors Licensed Scheme (ALS), through peer-review by the competent experts, prepared in accordance to the common Guidance for the identification of HCV 2013. If the company has no expert for assessing certain HCV type(s), then it may use the external assessor(s). The HCV assessor team needs to have experience in the assessed ecosystem to minimise inaccuracy risk of the HCV assessment. If possible, each external assessor who comes from outside the assessed areas should cooperate with the local or regional expert(s). The HCV report shall describe the composition and qualification of the assessor team in biological and social aspects.</p>			
	<p>a. Has a High Conservation Value (HCV) assessment been conducted and cover the following:</p> <ul style="list-style-type: none"> • Presence of protected areas that could be significantly affected by the grower or miller; • Conservation status (e.g. IUCN 	<ul style="list-style-type: none"> - HCV assessment report PT Dasa Anugrah Sejati 2013 - Public consultation report on May 22nd, 2012 - HCV Map with scale 1 : 	<p>Identification of any protected, rare, threatened or endangered species and HCV habitat has been performed by Aksenta (Independent Consultatnt) for PT. Dasa Anugrah Sejati, Badang Estate and Taman Raja Estate. The HCV assessment field survey performed in 16th to 21st May 2012. Peer Review was conducted by Mr. Dany R (HCV RN Technical Panel) on 20 – 21 September 2012.</p> <p>HCV assessment been conducted and cover the following:</p>	<p>YES (Major NCR 2017-10 CLOSED)</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller.</p> <ul style="list-style-type: none"> • Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller; <p>b. Was the HCV assessment performed by a qualified HCV assessor?</p> <p>c. Was the HCV assessment performed in consultation with relevant stakeholders?</p> <p>d. Does the HCV assessment include checking of available biological records?</p> <p>e. Does the HCV assessment include both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors)?</p> <p>f. Was the HCV assessment performed in accordance to the latest methodology available at global and national level?</p> <p>g. Are identified HCVs mapped?</p>	<p>20.000</p>	<ul style="list-style-type: none"> • Presence of protected areas that could be significantly affected by the grower or miller; • Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller. • Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller. <p>HCV Assessment performed by a qualified HCV assessor, all assessors was approved in RSPO as HCV assessor - Discipline Specialist, coordinated by an RSPO approved HCV assessor - Team Leader. Assessor comprised of:</p> <ul style="list-style-type: none"> - Dr. Bambang Widyatmiko (Lead assessor) - Nandang Mulyana (socio culture expert) - Risa Desiana Syarif (GIS expert) - Wibowo A. Djatmiko (biodiversity expert) <p>Public consultation was carried out in May 22nd, 2012 at Club House Badang Estate, participated by 26 people representing the local community and government. It had intended to get aspiration and responses from stakeholders related identification result of HCV and its management. HCV assessment report was finalized in January 2013.</p> <p>HCV assessment were include checking of available biological records in and around of PT Dasa Anugrah Sejati, Badang Estate and Taman Raja Estate.</p> <p>Based on final report of HCV identification and analysis in PT. Dasa Anugrah Sejati it was demonstrated that the HCV assessment include both the planted area itself and relevant wider landscape-level considerations, e.g. the location of wildlife sightings.</p> <p>Assessment performed in accordance to the latest methodology available at global and national level. The method used in accordance with scientific standards and Identification Guide HCVA in Indonesia version 2 in 2008 compiled by a Indonesia consortium of HCV toolkit revision. Stages of identification</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>activities include:</p> <ul style="list-style-type: none"> - Review of the data and information that has been available - Early identification of HCV - Drafting of plans for field surveys - Secondary data collection - Field survey - Mapping and landscaping - Assessment aspect fauna - Assessment aspects of flora - Assessment aspects of social, economic and cultural - Analysis and Mapping <p>HCV identified was mapped in HCV Map with scale 1 : 20.000.</p> <p>The results of the assessment were:</p> <ul style="list-style-type: none"> - Identification of the presence of HCV in area of PT. Dasa Anugrah Sejati, Badang Estate and Taman Raja Estate. - Potential opportunities and challenges to the HCV that have been identified. - Recommendations to the company against potential identified HCVs. - Management plan for management and monitoring of HCV that have been identified. 	
5.2.2	<p>(M) Where rare, threatened or endangered (RTE) species or other HCVs are present or affected by the plantation and mill operations, an appropriate measures that are expected to maintain or enhance them shall be implemented through a management plan.</p> <p>Specific Guidance: <i>These measures will include:</i></p> <ul style="list-style-type: none"> <i>a. Ensuring that any legal requirements relating to the protection of the species or habitat are met;</i> <i>b. Avoiding damage to and deterioration of HCV habitats such as by ensuring that HCV areas are connected, corridors are conserved, and buffer zones around HCV areas are created;</i> <i>c. Controlling any illegal or inappropriate hunting, fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts (e.g. incursions by elephants)</i> <i>d. Improving HCV, if possible, through management options, such as habitat enrichment.</i> 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																																										
	<p>a. Are HCVs and/or RTEs present?</p> <p>b. If HCVs and/or RTEs are present, has a management plan containing appropriate measures that are expected to maintain and/or enhance them been prepared? The measures should include the following:</p> <ul style="list-style-type: none"> • Ensuring that any legal requirements relating to the protection of the species or habitat are met; • Avoiding damage to and deterioration of HCV habitats such as by ensuring that HCV areas are connected, corridors are conserved, and buffer zones around HCV areas are created; • Controlling any illegal or inappropriate hunting, fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts (e.g. incursions by elephants). <p>c. Are the measures contained in the management plan actively implemented to maintain and/or enhance HCV values?</p> <p>d. Are the HCV values and the presence of RTEs periodically monitored?</p> <p>e. Are the field inspections conducted regularly to ensure implementation of</p>	<ul style="list-style-type: none"> • HCV Assessment report by Aksenta in 2013 • Conservation Management Plan • HCV Management and Monitoring report 2016 Semester 1 • RTE species monitoring result 2016 Semester 1 • Field observation 	<p>There were HCV identified in PT DAS Badang Estate and Taman Raja Estate with area 127,3 ha consist of :</p> <p>HCV 1.3 :</p> <ul style="list-style-type: none"> - Fragmen Forest in Km 9 and spring water as upstream of Bulumurti river with area 3,0 ha <p>HCV 4.1:</p> <table border="1" data-bbox="1167 608 1845 959"> <thead> <tr> <th>Type of HCV area</th> <th>Wide Area (ha)</th> </tr> </thead> <tbody> <tr><td>Waduk Bulumurti</td><td>0,2</td></tr> <tr><td>Rawa Buluh</td><td>0,8</td></tr> <tr><td>Rawa Pardede</td><td>4,3</td></tr> <tr><td>Kolam Pembibitan</td><td>0,6</td></tr> <tr><td>Waduk Sei Juang</td><td>1,3</td></tr> <tr><td>Rawa OP Selatan</td><td>0,7</td></tr> <tr><td>Rawa Indonesia Raya</td><td>8,2</td></tr> <tr><td>Rawa Merantih</td><td>0,2</td></tr> <tr><td>Rawa Setan</td><td>0,3</td></tr> <tr><td>Rawa Nias</td><td>0,2</td></tr> </tbody> </table> <p>HCV 4.2:</p> <table border="1" data-bbox="1167 1023 1845 1369"> <thead> <tr> <th>Type of HCV area</th> <th>Wide Area (ha)</th> </tr> </thead> <tbody> <tr><td>Riparian area in Tulang River</td><td>0,8</td></tr> <tr><td>Riparian area in Bulumunti River</td><td>18,1</td></tr> <tr><td>Fragmen Forest in Km 9 and spring water as upstream of Bulumurti</td><td>3,0</td></tr> <tr><td>Riparian area in Buluh River</td><td>7,4</td></tr> <tr><td>Riparian area in Keruh River</td><td>11,2</td></tr> <tr><td>Riparian area in Berumbung River</td><td>10,0</td></tr> <tr><td>Riparian area in Sei Juang River</td><td>5,5</td></tr> <tr><td>Riparian area in Merantih River</td><td>2,4</td></tr> <tr><td>Riparian area in Kedongkah River</td><td>15,0</td></tr> </tbody> </table>	Type of HCV area	Wide Area (ha)	Waduk Bulumurti	0,2	Rawa Buluh	0,8	Rawa Pardede	4,3	Kolam Pembibitan	0,6	Waduk Sei Juang	1,3	Rawa OP Selatan	0,7	Rawa Indonesia Raya	8,2	Rawa Merantih	0,2	Rawa Setan	0,3	Rawa Nias	0,2	Type of HCV area	Wide Area (ha)	Riparian area in Tulang River	0,8	Riparian area in Bulumunti River	18,1	Fragmen Forest in Km 9 and spring water as upstream of Bulumurti	3,0	Riparian area in Buluh River	7,4	Riparian area in Keruh River	11,2	Riparian area in Berumbung River	10,0	Riparian area in Sei Juang River	5,5	Riparian area in Merantih River	2,4	Riparian area in Kedongkah River	15,0	<p>YES</p>
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	mitigation plan (especially along areas bordering natural area)?		<table border="1" data-bbox="1167 277 1845 309"> <tr> <td>Riparian area in Tutuhan River</td> <td>35,7</td> </tr> </table> <p>Management plan was available containing appropriate measures that are expected to maintain and/or enhance them, includes:</p> <ul style="list-style-type: none"> - Maintenance of HCV marking, manual upkeep - Placement of warning sign/sign board - Monitoring of riparian area - Monitoring the presence of wildlife (Protected animal) - Monitoring of illegal hunting and HCV Patroll <p>Management plans and monitoring of HCV was documented in “Conservation Management Plan PT DAS Grup Badang and Taman Raja Estate” breakdown in Division HCV Management Program, each Division assistant was responsible for the program and its implementation. The measure contained in the management plan was actively implemented to maintain and/or enhance HCV values.</p> <p>HCV values and the presence of RTEs were periodically monitored by organization (every six month). Monitoring the kinds of protected animals which include in category RTE (Rare, Threat and Endangered) and protected species was monitored every six month by sustainability officer and Mandor Lapangan who has been appointed by Management. Data monitoring and monitoring results were available and can be demonstrated. RTE and protected species observed in semester I 2016 were:</p> <ul style="list-style-type: none"> - Lutung (<i>Trachypithecus cristatus</i>) protected by PP No. 7 tahun 1999 - Kucing Hutan (<i>Felis bengalensis</i>) protected by PP No. 7 tahun 1999 - Egggang (<i>Bucheros rhinoceros</i>) protected by PP No. 7 tahun 1999 - Cekakak belukar (<i>Halcyon smirmensis</i>) protected by PP No. 7 tahun 1999 - Beo (<i>Graculus religiosa</i>) protected by PP No. 7 tahun 1999 - Elang ular-bido (<i>Spilornis cheela</i>) protected by PP No. 7 tahun 1999 - Biawak (<i>Varanus salvator</i>) included in Appendix II CITES 	Riparian area in Tutuhan River	35,7	
Riparian area in Tutuhan River	35,7					

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<ul style="list-style-type: none"> - Beruk (<i>Macaca nemestrina</i>) included in Vulnerable category of IUCN - Monyet ekor panjang (<i>Macaca fascicularis</i>) included in Vulnerable category of IUCN <p>From the wildlife monitoring record, species that frequently monitored in Badang and Taman Raja Estate was Beruk (<i>Macaca nemestrina</i>) and Monyet ekor panjang (<i>Macaca fascicularis</i>).</p> <p>Riparian monitoring and patrol also has been performed by organization, with the result:</p> <ul style="list-style-type: none"> - There is no interruption of people - No occupational community - There is no erosion of the riverbank - The condition of warning sign was good - The boundary conditions HCV was good <p>Field observation to HCV area and document verification "Laporan Monitoring Biodiversity" of PT DAS Badang Estate and Taman Raja Estate period semester I 2016 was available and demonstrate that the measures contained in the management plan been actively implemented.</p>	
5.2.3	<p>Program(s) to socialize the status of protected, rare, threatened or endangered (RTE) to all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species.</p>			
	<p>a. Does the company have policies or rules to protect RTE species?</p> <p>b. Is there a programme to regularly educate the workforce about the status of the RTE species?</p> <p>c. Is there evidence or action taken to implement the rules and programs? E.g. Inspections conducted to check no traps/snares put up within or nearby</p>	<ul style="list-style-type: none"> • Kebijakan Perusahaan dated 1st December 2014 • Environmental Field Procedure Conservation Area Monitoring (AA-PL-08-EFP) • Conservation Management Plan 2015 • HCV Management and 	<p>Organization has a policies or rules to protect RTE species based on UU No.5 / 1990. Penalties under the UU No.5 / 1990 "person who deliberately capture, injure, kill, keep, possess, maintain, transport, and trade in protected animals alive or dead can shall be punished with imprisonment of 5 years and a maximum fine 100.000.000, - (one hundred million). Policy also documented in Kebijakan Perusahaan dated 1st December 2014 and Environmental Field Procedure Conservation Area Monitoring (AA-PL-08-EFP).</p> <p>Penalties were communicated directly to all employees and the local community during HCV socialization and through the HCV sing borads and warnings board.</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>areas.</p> <p>d. Have appropriate disciplinary measures been imposed in accordance with company rules and national law, should any individual working for the company is found to have captured, harmed, collected or killed any RTE species?</p>	<p>Monitoring report December 2016</p> <ul style="list-style-type: none"> Field observation and interview with workers 	<p>Company has programme to regularly educate the workforce about the status of the RTE species through socialization and awareness. Socialization HCV protection and RTE species to all employees has been conducted on April 19th 2016 and August 15th, 2016. The program has been implemented, the evidence of socialization invitation, list of attendance and photographs, minutes of socialization was proved. HCV protection and wildlife protection dissemination conducted twice a year internally to employee and once a year externally to surrounding community.</p> <p>Inspections conducted regularly through HCV patrol to check no traps/snares put up within or nearby areas of HCV. Schedule and report of HCV patrol was sighted.</p> <p>Special officer (sustainability officer) has been appointed to monitor the protected animal and HCV areas based designation SK from management Asian Agri October 15th, 2014. Monitoring HCV assist by Mandor lapangan (Field foreman) who appointed by Estate Manager (GM) based on Memorandum No. 152/EST-KTR/MEMO/IX/13, dated April 5th 2013.</p> <p>Relevant laws were taken into account for determining appropriate measure including UU #5/1990 about Natural resources conservation, PP#7/1999 about List of protected plan and wildlife, Kepres #32/1990, and PP26/2008.</p>	
5.2.4	<p>Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan.</p> <p>Specific Guidance: <i>For 5.2.4: The result of HCV monitoring may become considerations while reviewing HCV management plan.</i></p>			
	<p>a. Does the management plan contain ongoing monitoring of status of HCV and RTE species that are affected by plantation or mill operations?</p> <p>b. Is the status documented and reported?</p> <p>c. Are the outcomes of monitoring fed</p>	<ul style="list-style-type: none"> Conservation Management Plan 2016 HCV Management and Monitoring report 2016 Field observation and interview with workers 	<p>Management plan of HCV has been established based on HCV assessment in 2012. Ongoing monitoring of the HCV management plan is performed regularly in monthly basis. Division Assistant is the personnel in charge for conducting the monitoring of HCV. Records of HCV monitoring were available and it was observed that monitoring was performed consistently.</p> <p>HCV management plan is updated once a year based on the outcome of the HCV monitoring that performed regularly in monthly basis.</p>	YES

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	back into the management plan?		<p>Monitoring of management plan was conducted periodically twice in a year (January – June and July – December).</p> <p>HCV and RTE species that are affected by plantation or mill operations have been monitored, documented and reported in monthly basis. A record was available in “<i>Monitoring Keberadaan Satwa Dilindungi</i>” (Monitoring of RTE species existences - SOC/Form/9.06-02). Items checked contain RTE species existence, disturbance of people hunting and warning sign condition.</p> <p>The outcomes of monitoring fed back into the management plan. HCV management plan is updated once a year based on the outcome of the HCV monitoring that performed regularly in monthly basis. Evaluation of the monitoring program has been done and has given the feedback on HCV management plan.</p>	
5.2.5	<p style="color: red;">Where HCV areas overlapped with an identified local community’s land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community’s rights</p> <p>Specific Guidance: <i>For 5.2.5: If a negotiated agreement cannot be reached, there should be evidence of sustained efforts to achieve such an agreement. These could include third party arbitration (see Criteria 2.3, 6.3 and 6.4).</i></p>			
	<p>a. Is there HCV set-asides with existing rights of local communities?</p> <p>b. Who are the affected communities?</p> <p>c. Is the identified HCV areas mapped?</p> <p>d. Is there evidence of stakeholder consultation and negotiated agreement, in accordance to FPIC principles, with local community to optimally safeguard both the HCVs and rights of local communities?</p> <p>e. If a negotiated agreement cannot be reached, is there evidence of sustained efforts to achieve an agreement? Refer to specific guidance for 5.2.5.</p>	<ul style="list-style-type: none"> • HCV Assessment report by Forestry Department, Bogor Agriculture Institute in 2013 • Conservation Management Plan 2015 • HCV Management and Monitoring report 2015 • Field observation • Public consultation with stakeholders and the local community on February 11th, 2016 	Based on HCV map and public consultation with local communities there was no HCV set-asides with existing rights of local communities.	N/A

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
5.3	<p>Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p> <p>Guidance: <i>The waste management and disposal plan should include measures for:</i></p> <ul style="list-style-type: none"> a. <i>Identifying and monitoring sources of waste and pollution.</i> b. <i>Improving the efficiency of resource utilisation and recycling potential wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes).</i> c. <i>Appropriate management and disposal of hazardous chemicals and their containers. Surplus chemical containers should be reused, recycled or disposed of in an environmentally and socially responsible way based on best available practices (e.g. returned to the vendor or cleaned using a triple rinse method) and existing regulations. This is to prevent pollutions to the water sources and risk to human health. The disposal instructions on the manufacturer's labels should be adhered to.</i> <p><i>Use of open fire for waste disposal should be avoided.</i></p> <p><i>Regulations relate to waste management, such as:</i></p> <ol style="list-style-type: none"> 1. <i>Government Regulation No. 18 year 1999 regarding Management of Toxic and Hazardous Waste (B3)</i> 2. <i>Government Regulation No. 85 year 1999 regarding Amendment of Government Regulation No. 18 year 1999 regarding Management of B3 (the annex shows a list of B3 from specific and non-specific sources, expired chemicals, leakage, remaining containers and waste of unspecified products).</i> 3. <i>Government Regulation No. 82 year 2001 regarding Management of Water Quality and Control of Water Pollution. This includes criteria for water quality, and requirements for utilising and disposing waste water)</i> 4. <i>Government Regulation No. 81 year 2012 regarding Management of Domestic Waste</i> 5. <i>Decree of the Minister of Environment No. 51 year 1995 regarding Waste Water Standard for Industries</i> 6. <i>Decree of the Minister of Environment No. 28 year 2003 regarding Technical Guidance for Study for Utilising Palm Oil Mill Effluent (POME) on Oil Palm Plantation.</i> 7. <i>Decree of the Minister of Environment No. 29 year 2003 regarding Guidance for Permit Requirements and Administration for Utilising POME on Oil Palm Plantation</i> 8. <i>Decree of the Minister of Environment No. 112 year 2003 regarding Domestic Waste Water Standard</i> 9. <i>Decree of the Head of Bapedal No. 255/Bapedal/08/1996 regarding Procedure and Requirements for Storing and Collecting Used Oil</i> 10. <i>Guidance for Use of Pesticides, Directorate General of Infrastructure and Facilities, Ministry of Agriculture, 2011</i> 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
5.3.1	(M) A documented identified source of all waste and pollution, shall be available.			
	<p>SAI Global auditor's note:</p> <p><i>To verify the identification of waste, type of waste produced, and the way it is managed. Can be seen in the procedure or Work Instruction</i></p> <p>a. Is there a registry/list of waste products produced?</p> <p>b. Is there a registry/list of pollution sources?</p>	<ul style="list-style-type: none"> • Procedure AA-KL-06-EFP – Handling of Hazardous Waste • Procedure AA-KL-07-EFP – Handling of Medical Waste. • Procedure AA-KL-11-EFP – Handling of Laboratory Waste. • Form AA-KL-601-FM – Record of Hazardous waste • Form AA-KL-602-FM – record of hazardous waste circulation • EMS-431-003-LT Rev.13 form updated on 9 May 2016 Identification of Environmental Aspect for Taman Raja and Badang Estate • EMS-431-003-LT Rev.13 form updated on 12 June 2016 Identification of Environmental Aspect for Taman Raja and Badang Estate 	<p>Identification of waste and pollution sources from Taman Raja Mill and Estate activities was evident. The source of pollution, type and control method of waste was recorded.</p> <p>The waste products from estate generally were domestics waste and also several hazardous waste from estate operations activities as detailed below (but not limited):</p> <ul style="list-style-type: none"> ✓ Ex-pesticides containers (bottles and jerry cans) ✓ Used oils ✓ Used battery from the vehicles ✓ Plastics ✓ Medical waste (first aid usage) ✓ Rags ✓ Fertilizer containers ✓ Emissions from vehicles ✓ Usage lamps ✓ Tires ✓ Usage batteries ✓ Usage oil filters <p>While at the Mill it was several hazardous waste generated from the mill operations, in detailed below (but not limited):</p> <ul style="list-style-type: none"> ✓ POME ✓ Palm shell ✓ Fibre ✓ Empty bunch ✓ Boiler ash ✓ Chemicals jerry can and bottles ✓ Gunny sacks from chemicals materials ✓ Welding materials from workshop activities ✓ Lubricants from workshop materials ✓ Contaminated rags from workshop activities ✓ Usage lamps 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<ul style="list-style-type: none"> ✓ Tires ✓ Usage batteries ✓ Usage oil filters Emissions from vehicles and other engines (generator, boilers)	
5.3.2	(M) There shall be evidence that all chemicals and their empty containers are disposed of responsibly			
	<p>SAI Global auditor's note:</p> <ul style="list-style-type: none"> - <i>All hazardous waste management process can be traced from producer to its utilization / final discharging</i> - <i>TPS satellite is not acknowledged for its existence. If hazardous waste will be stored in TPS satellite, the storage process needs a permit. Except for the temporary storage of medical waste which can be stored up to 1 month in the clinic before being transported to hazardous licensed polling stations and placed in appropriate containers.</i> <p>a. Is there an inventory of chemicals and their containers that are used and kept on site?</p> <p>b. How are chemicals and their containers stored and disposed off? Is it in accordance to best practices? (as prescribed by manufacturers' labels,</p>	<ul style="list-style-type: none"> • Procedure AA-KL-06-EFP – Handling of Hazardous Waste. • Procedure AA-KL-07-EFP – Handling of Medical Waste. • Procedure AA-KL-11-EFP – Handling of Laboratory Waste. • Form AA-KL-601-FM – Record of Hazardous waste • Form AA-KL-602-FM – record of hazardous waste circulation • Hazardous waste manifest • Observation to temporary storage of hazardous waste • Permit of temporary storage of hazardous waste for Badang Estate from <i>BLH Tanjung Jabung Barat</i> District No.660/990/XII/BLHD/2013 dated 20 December 2013 valid for 5 years • Permit of PT. Shali Riau 	<p>Procedure waste handling including hazardous waste handling has been established and implemented. The procedure required waste to be segregated from point of generation. In addition Mill and Estate also established waste register, which described wastes generated from each activity/location, its classification (organic, inorganic or hazardous), and its control measure. It was observed that organic and inorganic wastes were segregated at point of source. Mill and Estate including housing has provided different colour of waste bin for each type of waste. Organic and inorganic wastes from Mill and Estate including housing were disposed to landfill in the Estate area. Areas of organic and inorganic wastes disposal were far from housing.</p> <p>All empty agrochemical containers were triple rinsed, the jerry can were reused to spraying activities. Records of chemical containers quantity disposed were evident. Liquid waste from agrochemical was reused for the next spraying application.</p> <p>Several ex-chemicals materials containers that use at mills operations such as laboratory chemicals ex-containers and the others, such as boiler additive liquids, lubricants, workshop materials, use battery, etc. were categorized as hazardous wastes that stored at hazardous waste temporary warehouse (TPS B3) that will be managed by licensed vendor: PT Shali Riau Lestari for transporter and as used oil collector; PT Wastec as used of rags processor (used filter, used lamp, contaminated goods, medical waste), PT Non Ferindo as used battery processor and PT Berkah Anugrah Illahi as used lamp processor.</p> <p>In 2016 there are two times disposal of hazardous waste, on 10 September 2016</p>	YES (Major NCR 2017-10 CLOSED)

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>local requirement, national or international best practice)</p> <p>c. Are collection and disposal records of chemicals and their containers maintained?</p>	<p>Lestari No. 879/2016 from Minister of Environment and Forestry as hazardous waste collector dated 9 November 2016 valid for 5 years</p> <ul style="list-style-type: none"> • Permit of PT. Non Ferindo Utama No. 07.51.09/2014 from Minister of Environment as hazardous waste processor dated 3 September 2014 valid for 5 years • Permit of PT. Wastec International No. 546/2015 from Minister of Environment and Forestry as hazardous waste processor dated 19 November 2015 valid for 5 years • Permit of PT. Berkah Anugrah Ilahi from Minister of Environment as hazardous waste processor dated 5 May 2011 valid for 5 years • Permit of PT. Shali Riau Lestari No. B-14559/Dep.IV/LH/PDAL/12/2014 dated 30 December 2014 from Kementrian Lingkungan Hidup for truct BM 8431 JU valid through 5 years as hazardous waste transporter • Permit of PT Wastec as hazardous waste processor 	<p>and 29 March 2016. For disposal in 10 September 2016, hazardous waste was send to PT PT Shali Riau Lestari, PT Wastec and PT Non Ferindo. Meanwhile for PT Berkah Anugrah Ilahi, last shipment was on 29 March 2016. Manifest of disposal were sighted except manifest 7 for disposal on 10 September 2016. Others records sighted, such as: “<i>Laporan pengelolaan LB3</i>” Period January – Desember 2016. Reports have been sent to BLH Tanjung Jabung Barat Regent, BLH Jambi Province, KLH Jakarta, and PPE Sumatra.</p> <p>License of hazardous wastes temporary storage (TPS B3) as issued from <i>BLH Tanjung Jabung Barat</i> District No.660/990/XII/BLHD/2013 dated 20 December 2013 valid for 5 years.</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
		<p>from Minister of Environment and Forestry No.546/Menlhk-Setjen/2015 dated 19 November 2015 valid through 5 years</p> <ul style="list-style-type: none"> • MOU No.056/SRL-PKU/MOU/II/2016 dated February 9, 2016 between PT Dasa Anugrah Sejati and PT Shali Riau Lestari valid through 9 February 2017 • MOU No.143/BAI/SPK/VIII/2015 dated 14 August 2015 between PT Shali Riau Lestari and PT Berkah Anugrah Illahi valid through 14 August 2016 • MOU No.118/SPK/AAG.JMB-SRL-WI/IV/2015 dated 18 April 2015 between PT Shali Riau Lestari and PT Wastec International valid as long as companies have cooperation • MOU No.120/SPK/AAG.JMB-SRL-NFU/IV/2015 dated 18 April 2015 between PT Shali Riau Lestari and PT Non Ferindo Utama valid as long as companies have cooperation • 		

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
5.3.3	<i>A documented waste management plan to avoid or reduce pollution and its implementation shall be available</i>			
	<p><i>SAI Global auditor's note</i></p> <ul style="list-style-type: none"> - <i>Need to check records related to non hazardous waste disposal, compare with the capacity of landfill. Auditor need to verify how to ensure that the landfill appropriate with quantity of waste.</i> - <i>No matter how small oil spills on land are the findings</i> - <i>Auditing must verify landfill in estate to understand domestic waste management of organic and inorganic.</i> - <i>Landfill must be equipped with a note /statement of open date and due date. If time allocation is insufficient, visiting land fill in nearby house area is needed.</i> - <i>All traces burning must be identified as findings and must be re-verified</i> <p>a. Is there a documented waste management and disposal plan to avoid or reduce pollution?</p> <p>b. Does the waste management and disposal plan, at minimum, include measures for:</p> <ul style="list-style-type: none"> • Identifying and monitoring sources of waste and pollution? • Improving the efficiency of 	<ul style="list-style-type: none"> • Procedure AA-KL-06-EFP – Handling of Hazardous Waste. • Procedure AA-KL-07-EFP – Handling of Medical Waste. • Procedure AA-KL-11-EFP – Handling of Laboratory Waste. • Form AA-KL-601-FM – Record of Hazardous waste • Form AA-KL-602-FM – record of hazardous waste circulation • Observation to temporary storage of hazardous waste • EMS-431-003-LT Rev.12 form updated on 1st January 2016 Identification of Environmental Aspect 	<p>Procedure waste handling including hazardous waste handling has been established and implemented. The procedure required waste to be segregated from point of sources. In addition Mill and Estate also established waste register, which described wastes sources from each activity/location, its classification (organic, inorganic or hazardous), and its disposal, reusing or recycling.</p> <p>EFB was used as fertilizer in Taman Raja Estate. POME was applied to land application as liquid fertilizer in Taman Raja Estate and supplied to biogas. Fibre and Shell from Taman Raja Mill was used for boiler feed. It was observed that organic and inorganic waste was segregated at point of source. Mill and Estate including housing has provided different colour of waste bin for each type of waste. Organic and inorganic wastes from Mill and Estate including housing were disposed to landfill in the Estate area. Areas of organic and inorganic wastes disposal was far from housing, in the flood-free area and not in swamp area and completed with warning sign not burning wastes.</p> <p>There are evident the measurement periodical report include air ambience quality; emissions of vehicles and other engines (boilers, generators, etc.) also the programme on how to reduce the fuel usage and environmentally friendly.</p> <p>Hazardous wastes generated by Mill and Estate are used oil, used oil filter, used battery, medical waste and used lamp. Temporary storage of hazardous waste was available to collect hazardous waste prior to be transported by licensed vendor.</p> <p>Minor Non-Conformities:</p> <ul style="list-style-type: none"> a. Landfill not equipped with a note /statement of open date and due date. b. Domestic waste was discharge inappropriately, and not accordance to the SOP of Domestic Waste Management, e.g. domestic waste were discharge in the oil palm Block, not in the landfill. 	<p>NO (Minor NCR 2017-11 OPEN)</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>resource utilisation and recycling potential of wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes)?</p> <ul style="list-style-type: none"> • Appropriate management and disposal of hazardous chemicals and their containers? • Reduction, re-use and recycle of waste? <p>c. Is there evidence that the plan has been implemented?</p> <p>d. Is there evidence that waste has not been disposed off using open fire?</p>			
5.4	<p>Efficiency of fossil fuel use and the use of renewable energy is optimised.</p> <p>Guidance: <i>Renewable energy use per tonne of Crude Palm Oil (CPO) or palm product in the mill should be monitored. Direct fossil fuel use per tonne of CPO or Fresh Fruit Bunches (FFB) should be monitored. Energy efficiency should be taken into account in the construction or upgrading of all operations.</i></p> <p><i>Growers and millers should assess the direct energy use of their operations, including fuel and electricity, and energy efficiency of their operations. This should include estimation of fuel use by on-site contract workers, including all transport and machinery operations.</i></p> <p><i>If possible, the feasibility of collecting and using biogas should be studied.</i></p>			
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p>			
	<p>a. Is there a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy?</p> <p>b. Has the plan been implemented and is it monitored?</p> <p>c. Does the monitoring system encompass</p>	<ul style="list-style-type: none"> • Fossil fuels efficiency programme • Renewable energy (Fibre and shell) optimization programme • Records of diesel fuels usage • Records of fibre and shell usage 	<p>Taman Raja mill and estate has been develop the programme/plan on how to conduct efficiency for utilization of fossil fuel by develop the standard to manage the consumption each of vehicles and electricity generator within litre per hours for organization owned; the monitoring conducted by monthly and reported to technical department. In order to support the target, there are several programme executed on how to efficiency of fossils fuels, such as:</p> <ul style="list-style-type: none"> - Control hour mater of heavy vehicle with car-lock and control diesel 	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																														
	<p>the following :</p> <ul style="list-style-type: none"> Renewable energy use/tCPO or palm product; Direct fossil fuel use/tCPO or tFFB; Estimated fuel use by on-site contract workers and transport and machinery operations; Electricity use in operations. <p>d. Was energy efficiency taken into account during the construction or upgrading of all operations?</p> <p>e. Has studies on the feasibility of collecting and using biogas been carried out?</p>		<p>consumption with evidence of heavy vehicle utilisation</p> <ul style="list-style-type: none"> Decrease diesel consumption of dump truck with increase ratio utilisation 74 HM/month in 2015 to 65 HM/month in 2016. Decrease electrical consumption using photocell for lighting on road and housing; using MCB 2 Ampere for housing, using biogas <p>There are monitoring records sighted regarding the utilization of fossils fuels and fibre shell that presented as below:</p> <table border="1" data-bbox="1115 555 1783 715"> <thead> <tr> <th>Renewable Energy (Fibre and shell)</th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>Fibre (ton)</td> <td>53,908</td> <td>47,380.98</td> </tr> <tr> <td>Shell (ton)</td> <td>7,964</td> <td>6,350</td> </tr> </tbody> </table> <table border="1" data-bbox="1115 743 1783 1070"> <thead> <tr> <th>Fossil fuels</th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Mill</td> </tr> <tr> <td>Vehicles and generator (litre)</td> <td>35,249.00</td> <td>34,497.00</td> </tr> <tr> <td colspan="3" style="text-align: center;">Taman Raja Estate</td> </tr> <tr> <td>Vehicles and generator (litre)</td> <td>454,416.00</td> <td>379,854.00</td> </tr> <tr> <td colspan="3" style="text-align: center;">Badang Estate</td> </tr> <tr> <td>Vehicles and generator (litre)</td> <td>385,843.84</td> <td>332,624.00</td> </tr> </tbody> </table>	Renewable Energy (Fibre and shell)	2015	2016	Fibre (ton)	53,908	47,380.98	Shell (ton)	7,964	6,350	Fossil fuels	2015	2016	Mill			Vehicles and generator (litre)	35,249.00	34,497.00	Taman Raja Estate			Vehicles and generator (litre)	454,416.00	379,854.00	Badang Estate			Vehicles and generator (litre)	385,843.84	332,624.00	
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5.5	<p>Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p> <p>Guidance: <i>Clause 11 of the Government Regulation No. 4 year 2001 regarding Control of Environmental Damage and or Pollution associated with Forest and or Land Fire, describes that the activities causing forest and or land fire are including land clearing in forestry, plantation, agriculture, transmigration, mining, tourism which are carried out through burning. Therefore, the use of fire is prohibited in those activities, unless for unavoidable circumstances or specific purposes, such as forest fire control, pest and disease control, and habitat management of flora and fauna. Implementation of restricted burning shall be authorised by the relevant agency.</i></p>																																	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
5.5.1	(M) Records of land clearing with zero burning shall be available, referring to the ASEAN Policy on Zero Burning (2003) or other recognised techniques based on the existing regulations.			
	<p>a. Does the company have a zero burning policy or any statement on zero burning?</p> <p>b. Does the company have SOPs for land preparation which mentions zero burning?</p> <p>c. Was land prepared using the burn method? If yes, was it based on the specific situations identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?</p> <p>d. Has the policy been implemented throughout the operations?</p> <p>e. Is there training programmes for associated smallholders on zero burning where appropriate?</p>	<ul style="list-style-type: none"> • Company policy dated 1st December 2014 • Procedure of Replanting (OP-1100.20-R1). & Procedure of Land Preparation (OP-1100.20-R1) 	<p>The organization had documented company policy for zero burning dated 1st December 2014 signed by Director. It defined Point.6. Zero burning practice and actively to prevent and monitor forest smokes and fire also to conduct zero burning practices and described that land preparation of replanting is conducted by cutting and chipping.</p> <p>It was also described within the replanting procedure (AA-APM-OP-1100.20-R1) that the organisation committed to zero burning by using "chipping technique" at the <i>ganoderma</i> risks plantation by conducting topple to the palm trees, chopping and stacking using excavator by bucket modification.</p> <p>Procedure replanting mentioned that Field Assistant, Assistant Chief and Estate Manager must perform checks to ensure that the contractor does not perform burning for land preparation for replanting. All the replanting activities requires to be documented and monitored, such as: Schedule of replanting (chipping, digging and planting), progress planting LCC (<i>Legume Cover Crop</i>) and Minutes Works replanting (Progress in the Works Contractor)</p> <p>In the procedure of replanting mentioned that, the methods used are:</p> <ul style="list-style-type: none"> • Toppling trees using heavy equipment (excavators) • Chipping: cutting palm trunk, so as not infected with <i>ganoderma</i> • Planting LCC / legumes (<i>Mucuna</i> and <i>Puereria javanica</i> etc. So that the decay of the old oil palm trunks can be faster • Planting of oil palm. <p>This method has been used in replanting the whole plantation belonging to Asian Agri group.</p> <p>There was no land preparation for replanting by burning. Replanting Plan will begin in 2019. It was noted that Taman Raja and Badang Estate has not conducted replanting activities since its first plant in 1993, as defined within the procedure that the replanting are within 25 years since its first plant year.</p> <p>The training programmes for zero burning policy was conducted periodically once in a year as the last training conducted on 06th April 2016.</p>	YES
5.5.2	<p>Where fire has been used for eradication of pest during replanting, the records of the analysis of the use of fire and permit from the authorised agency shall be available</p> <p>Specific Guidance:</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
<p><i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and exceptional levels of caution should be required for use of fire on peat. This should be subject to regulatory provisions under respective national environmental legislation. This should refer to the ASEAN Policy on Zero Burning (2003) and existing national environment regulations.</i></p> <p><i>The company shall have procedure and records of emergency response to ground fire, including the means and facilities.</i></p>				
	<p>a. Where fire has been used for preparing land for replanting, is there evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?</p> <p>b. What was the justification for using fire?</p>	<p>Not Applicable</p>	<p>There is no replanting been conducted yet in PT. Dasa Anugrah Sejati.</p>	<p>N/A</p>
5.6	<p>Preamble:</p> <p><i>Growers and millers commit to report greenhouse gas emissions from their operations. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognized that to reduce or minimise these emissions is not always practical or feasible. Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO.</i></p>			
5.6	<p>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p> <p>Guidance:</p> <p><i>Where practically feasible, operations should follow best management practices to measure and reduce emissions. Advice on this is available from the RSPO.</i></p>			
5.6.1	<p>(M) Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available (see Criterion 4.4)</p> <p>Specific Guidance:</p> <p><i>For 5.6.1: Assessment document covers identification of pollutant and emission sources, and evaluation of potential pollution level.</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)												
	<p>a. Has an assessment of all polluting activities been conducted including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4)?</p> <p>b. Is there a documented list of all identified polluting activities?</p>	<p>EMS-431-003-LT Rev.10 form updated on 7 December 2015 Identification of Environmental Aspect</p>	<p>Identification of pollution and emission sources at Taman Raja Mill activities was evident. The source of pollution, type of pollution and its control was documented. The information of pollution and emission sources at Taman Raja Mill was reviewed and updated on 7 December 2015 including boiler emission, methane from Palm Oil Mill Effluent, diesel electricity generator, and vehicles and heavy equipment emission. The GHG emission calculation for PT Dasa Anugrah Sejati uses Palm GHG V 3.0.1.</p> <table border="1" data-bbox="1115 555 1904 719"> <thead> <tr> <th></th> <th>Own Crop</th> <th>Group</th> <th>Out grower</th> </tr> </thead> <tbody> <tr> <td>Total field emissions (tCO₂e)</td> <td>8,239.17</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total mill emissions (tCO₂e)</td> <td>-29,336.72</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		Own Crop	Group	Out grower	Total field emissions (tCO₂e)	8,239.17	0	0	Total mill emissions (tCO₂e)	-29,336.72	0	0	<p>YES</p>
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<p>5.6.2</p>	<p>(M) Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p>Specific Guidance: <i>For 5.6.2: Plans will include objectives, targets and timelines. These should be responsive to context and any changes should be justified. Examples of reducing greenhouse gas emission are including empty bunch application, effluent land application, efficiency of fertilizer use, fuel efficiency, compost application and or methane capture.</i></p> <p><i>For 5.6.2 and 5.6.3: The treatment methodology for POME will be recorded.</i></p>															
	<p>a. Is there a documented list of all identified significant pollutants and GHG emissions?</p> <p>b. Are there plans to reduce or minimise the identified pollutants and GHG emissions?</p> <p>c. Do the plans include objectives, targets and timelines for reduction that are responsive to context?</p> <p>d. Are the plans being implemented? Was there any changes? Is it justified?</p>	<p>Greenhouse gas emissions reduction Programme year 2017</p>	<p>The program was identify the source of greenhouse gas emissions as listed below:</p> <ol style="list-style-type: none"> 1. Methane from POME at mill 2. Fossil fuels emissions from vehicles and engines 3. Chemical fertilizer 4. Electricity usage <p>There are also established the GHG reduction plan completed with objectives, targets and timelines as below:</p> <table border="1" data-bbox="1155 1305 1861 1369"> <thead> <tr> <th>Program</th> <th>Target 2017</th> </tr> </thead> <tbody> <tr> <td>Reduce diesel consumption for</td> <td>3199 liter (538 HM) to 1188</td> </tr> </tbody> </table>	Program	Target 2017	Reduce diesel consumption for	3199 liter (538 HM) to 1188	<p>YES</p>								
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	<p>e. Is the treatment methodology for POME recorded? (refer to C 4.4.3)</p>		<table border="1" data-bbox="1155 280 1861 624"> <tr> <td>Bachoe Loader (Mill)</td> <td>liter (200 HM) per year</td> </tr> <tr> <td>Reduce diesel consumption (Estate)</td> <td>379.854 L to 370.000 L of diesel fuel</td> </tr> <tr> <td>Reduce generator usage</td> <td>0 litre/hour</td> </tr> <tr> <td>Reduce diesel consumption by gasifier technology modification</td> <td>7.38 litre/hour</td> </tr> <tr> <td>Reduce electricity consumption</td> <td>2 Ampere/door (efficiency from 460.137 kWh to 231.264 kWh)</td> </tr> <tr> <td>Efficiency of non-fossil fuel</td> <td>From 2.09% shell/FFB to 1.5% shell/FFB</td> </tr> </table> <p>The records of each programme were sighted as evident implementation.</p> <p>Taman Raja Mill waste water was processed through a series of waste water treatment ponds: cooling pond, acid pond, primary anaerobic ponds, secondary anaerobic pond, aerobic pond, and sedimentation pond. POME from primary anaerobic pond was applied in the Badang Estate. Process parameter monitoring and maintenance of the ponds were sighted. Quality of waste water effluent is monitored quarterly in line with the requirements</p> <p>The results of monitoring of waste water effluent were reviewed including measurement of BOD; the result of discharge effluent conforms to the limits for parameters.</p> <p>Taman Raja Mill has biogas plant which is produce electric 0.8 MWatt/day and supplied to Badang estate and Taman Raja Mill. POME from mill was proceeds in material storage tank (MST) with capacity 350 – 450 m³ then streamed to digester tank. In digester tank, the bacteria would produce methane gas that is converted into electricity.</p>	Bachoe Loader (Mill)	liter (200 HM) per year	Reduce diesel consumption (Estate)	379.854 L to 370.000 L of diesel fuel	Reduce generator usage	0 litre/hour	Reduce diesel consumption by gasifier technology modification	7.38 litre/hour	Reduce electricity consumption	2 Ampere/door (efficiency from 460.137 kWh to 231.264 kWh)	Efficiency of non-fossil fuel	From 2.09% shell/FFB to 1.5% shell/FFB	
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Reduce electricity consumption	2 Ampere/door (efficiency from 460.137 kWh to 231.264 kWh)															
Efficiency of non-fossil fuel	From 2.09% shell/FFB to 1.5% shell/FFB															
5.6.3	<p>A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available.</p> <p>Specific Guidance: For 5.6.2 and 5.6.3: The treatment methodology for POME (Palm Oil Mill Effluent) will be recorded.</p>															

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Is there a system in place to monitor emission of pollutants including greenhouse gases from estate (plantation) and mill operations?</p> <p>b. Is there regular reporting of the monitoring outcomes? How often and to whom is reporting done?</p> <p>c. Is the monitoring and reporting conducted using appropriate tools? What tool is being used to assess, monitor and report on GHG emissions?</p> <p>Please refer to specific guidance for GHG requirements.</p>	<p>Calculation of GHG RSPO calculation Year assessment 2016</p>	<p>Regional Office team conducted PalmGHG calculation that required by RSPO then reported it to RSPO. The company have send the PalmGHG calculation to Mr Javin Tan (RSPO) in 19 February 2017. Evidence was reviewed such as correspondencies email from company and Mr Javin Tan and PalmGHG calculation using PalmGHG Version 3.0.1. PalmGHG calculation mentioned in the executive summary of this report.</p>	<p>YES (Major NCR 2017-13) CLOSED</p>

PRINCIPLES 6: RESPONSIBLE CONSIDERATION OF EMPLOYEES AND INDIVIDUALS AND COMMUNITIES AFFECTED BY GROWERS AND MILLERS

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
6.1	<p>Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p> <p>Guidance: <i>Identification of social impacts may use AMDAL as part of the process, however it is the company's responsibility to provide objective and proper evidence to the audit team that entire requirements in the social impact assessment cover all aspects of estate and mill operations, and their changes along the time.</i></p> <p><i>Identification of social impacts should be carried out by the grower with the participation of affected parties, including women and migrant workers as appropriate to the context. The involvement of independent experts should be sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified.</i></p> <p><i>Participation in this context means that affected parties are able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans.</i></p> <p><i>Potential social impacts may result from activities such as: building new roads, processing mills or other infrastructure; replanting with different crops or expansion of planting area; disposal of mill effluents; clearing of remaining natural vegetation; changes in employee numbers or employment terms; smallholder schemes.</i></p> <p><i>Plantation and mill management may have social impacts (positive or negative) on factors such as:</i></p> <ul style="list-style-type: none"> <i>a. Access and use rights;</i> <i>b. Economic livelihoods (e.g. paid employment) and working conditions;</i> <i>c. Subsistence activities;</i> <i>d. Cultural and religious values;</i> <i>e. Health and education facilities;</i> <i>f. Other community values, resulting from changes such as improved transport /communication or arrival of substantial migrant labour force.</i> <i>g. Traditional or customary rights owned by the local community, if identifiable</i> <i>h. Welfare of workers/labour and women, children and vulnerable group</i> <i>i. Contribution to the local development, including improvement of human resources, local and customary communities.</i> <p><i>Regulations relating to identification of environmental and social key issues including indigenous rights and methodology to collect data and utilize the results, adopted from related regulations, such as:</i></p> <ul style="list-style-type: none"> <i>1. Government Regulation No. 27 year 2012 regarding Environment Permit</i> <i>2. Regulation of the Minister of Environment No. 17 year 2012 regarding Involvement of Community and Information Transparency in AMDAL Process</i> <i>3. Regulation of the Minister of Environment No. 8 year 2006 regarding Guidance for AMDAL Preparation</i> <i>4. Decree of the Head of Bapedal No. No. 299 year 1996 regarding Technical Guidance for Social Aspect Study in AMDAL Preparation</i> <i>5. Regulation of Minister of Home Affairs No.52 year 2014 regarding Guidance on the Recognition and Protection of the Indigenous People</i> <i>6. Regulation of the State Minister of Agrarian Affairs/Head of the Land National Agency No. 5 year 1999 on Guidelines for the Settlement of Problems Related to the Communal Reserved Land of the Customary Law Abiding Community</i> 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
6.1.1	(M) A social impact assessment (SIA) including records of meetings shall be documented.			
	<p>a. Has an SIA been conducted? <i>When was the last SIA conducted?</i></p> <p>b. Is the process in conducting the SIA and the findings documented?</p> <p>c. <i>Does the SIA cover all of the potential impact factors, including:</i></p> <ul style="list-style-type: none"> • <i>Access and use rights;</i> • <i>Economic livelihoods (e.g. paid employment) and working conditions;</i> • <i>Subsistence activities;</i> • <i>Cultural and religious values;</i> • <i>Health and education facilities;</i> • <i>Other community values, resulting from changes such as improved transport /communication or arrival of substantial migrant labour force.</i> 	<ul style="list-style-type: none"> - Laporan identifikasi dan Evaluasi Aspek Sosial PT. DAS, 2011 - <i>“Laporan pelaksanaan izin lingkungan di lokasi PMKS PT Dasa Anugerah Sejati Periode Semester II (Juli-Desember 2015)”</i> - Public consultation with stakeholder on February 8th, 2017 	<p>Social Impact Assessment (SIA) was conducted by external parties (Agriculture Faculty, University of Jambi) documented in SIA report. Process of SIA was described and the findings documented in SIA Report.</p> <p>Social impact assessment (SIA) including records of interview result. Scope of assessment covered villages: Desa Penyabungan, Desa Taman Raja, Desa Badang dan Desa Lubuk Bernai. Evidence of participatory action from local communities was also sighted in related SIA documentation including photos. Some aspects were considered during assessment such as:</p> <ul style="list-style-type: none"> • Access and use rights; • Economic livelihoods and working conditions; • Subsistence activities; • Cultural and religious values; • Health and education facilities; • Other community values. <p>Positive impacts on SIA were identified, such as:</p> <ul style="list-style-type: none"> - CSR program - Work opportunities/employment - Road access - New livelihoods - General infrastructure (praying facility, sport facility, etc.) <p>Negative impacts on SIA was identified, such as: Dust pollution due to a passing truck on the road.</p>	YES
6.1.2	(M) There shall be evidence that the assessment has been conducted with the participation of affected parties.			
	<p><i>SAI Global auditor’s note: Company’s evidence of participation of the affected parties (e.g. attendance register, minutes of meeting with stakeholders) must be directly confirmed during stakeholder consultation</i></p>	<ul style="list-style-type: none"> - Laporan identifikasi dan Evaluasi Aspek Sosial PT. DAS, 2011 - <i>“Laporan pelaksanaan izin lingkungan di lokasi PMKS PT Dasa Anugerah Sejati Periode Semester II (Juli-Desember</i> 	<p>Social Impact assessment involves consultation with the affected parties covered villages: Desa Penyabungan, Desa Taman Raja, Desa Badang dan Desa Lubuk Bernai. Evidence of participatory action from local communities was also sighted in related SIA documentation including photos and SIA Report <i>“Bab 5. Penilaian Masyarakat Terhadap Keberadaan PT. Dasa Anugerah Sejati”</i>.</p> <p>SIA method is done by PRA (Participatory Rural Appraisal) through</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. <i>Does the assessment involve consultation with the affected parties? Who are the affected parties?</i></p> <p>b. <i>Is there record of how the participatory assessment has been conducted? Were the affected parties able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, review of findings and planning for mitigation?</i></p>	<p>2015)”</p> <ul style="list-style-type: none"> - Public consultation with stakeholder on February 8th, 2017 	<p>participatory discussions and interviews with villagers to dig deeper into the information and the potential that has been identified during the PRA. Attendance list and photograph of social impact assessment were available. Assessment has been done with the participation of affected parties such as head of villages, village representatives, sub district police head, etc.</p> <p>Affected parties have been able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans. This is demonstrated by interview result available on social assessment report of PT. DAS, 2011.</p>	
6.1.3	<p>(M) Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.</p> <p>Specific Guidance: For 6.1.3 and 6.1.4: Plan for management and monitoring of social impacts shall be established to avoid or reduce negative impacts and promote the positive ones, and monitoring of identified impacts shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. Methodology to identify customary right and local community and social impacts assessment can be made with the following:</p> <ul style="list-style-type: none"> a. Document review b. Field observation c. Interview d. FGD (Focus Group Discussion) e. Participatory mapping <p>These involve participation of the community to define potential social impacts and management recommendation. The process refers to Regulation of the Minister of Environment No. 17 year 2012 regarding Community involvement and Information Transparency in the Process of Environment Impact Assessment (SEIA).</p>			
	<p>a. <i>Is there any documented record to outline the plan on mitigation, implementation and monitoring according to the SIA report?</i></p> <p>b. <i>Have plans for avoidance or</i></p>	<ul style="list-style-type: none"> • Laporan identifikasi dan Evaluasi Aspek Sosial PT. DAS, 2011 • “Laporan pelaksanaan izin 	<p>Plans have been documented in monitoring of monitoring of positive and negative impact implementation in Social Assessment report of PT. Dasa Anugrah Sejati, 2011.</p> <p>Plans for avoidance or mitigation of negative impacts and promotion of the</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts been developed?</i></p> <p>c. <i>Have these plans been documented, with clear timetables? Is the timeline reasonable?</i></p> <p>d. <i>Have the persons responsible for implementation of the plans been identified?</i></p>	<p><i>lingkungan di lokasi PMKS PT Dasa Anugerah Sejati Periode Semester II (Juli-Desember 2015)”</i></p> <ul style="list-style-type: none"> Public consultation with stakeholder on February 8th, 2016 	<p>positive ones, and monitoring of impacts identified has been developed in consultation with the affected parties, documented in table of negative and positive impact management plan and monitoring of positive and negative impact implementation in Social Assessment report of PT. Dasa Anugerah Sejati.</p> <p>Development management plan to increase positive impact :</p> <ul style="list-style-type: none"> Implement CSR programs Give priority employment opportunities to the local community/local Perform routine road maintenance in order to increase benefit access road can be felt by the villagers continuously Provide opportunities for people to use resources from the estate (Sticks, grass, ferns, fungi, solid, etc.) Perform maintenance of public facilities used by community <p>Management Plan to handling negative effects: conducted watering roads during the dry season.</p> <p>Plans have been documented in monitoring of monitoring of positive and negative impact implementation in Social Assessment report of PT. DAS. The target time set for the fulfillment of the program is one year. Activities have been implemented and reviewed once every year.</p> <p>SIA monitoring results 2015/2016 were documented in the report Laporan Corporate Social Responsibility</p> <p>Persons who responsible for implementation of the plans were Estate Managers and the implementing daily work were Humas (Public relation).</p>	
6.1.4	<p>The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.</p> <p>Specific Guidance: For 6.1.3 and 6.1.4: <i>Plan for management and monitoring of social impacts shall be established to avoid or reduce negative impacts and promote the positive ones, and monitoring of</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
<p><i>identified impacts shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. Methodology to identify customary right and local community and social impacts assessment can be made with the following:</i></p> <p><i>a. Document review</i> <i>b. Field observation</i> <i>c. Interview</i> <i>d. FGD (Focus Group Discussion)</i> <i>e. Participatory mapping</i></p> <p><i>These involve participation of the community to define potential social impacts and management recommendation. The process refers to Regulation of the Minister of Environment No. 17 year 2012 regarding Community involvement and Information Transparency in the Process of Environment Impact Assessment (SEIA).</i></p>				
	<p>a. <i>Is the plan reviewed every two years?</i></p> <p>b. <i>Has the plan been updated as necessary (i.e. in cases where the review has concluded that changes should be made to current practices)?</i></p> <p>c. <i>Have the changes to the plan been implemented?</i></p> <p>d. <i>Is there evidence that the review has been done with the participation of the affected parties?</i></p> <p>e. <i>Has the process been recorded/documentated?</i></p>	<ul style="list-style-type: none"> - Laporan identifikasi dan Evaluasi Aspek Sosial PT. DAS, 2011 - "Laporan pelaksanaan izin lingkungan di lokasi PMKS PT Dasa Anugerah Sejati Taman Raja Periode Semester II (Juli-Desember 2015)" - Public consultation with stakeholder on February 8th, 2016 	<p>Review SIA management and monitoring program performed minimum every 2 years by organization, was not performed by organisation.</p> <p>The management plan for negative and positive impacts was updated as necessary.</p> <p>As reviewed in Social Assessment Monitoring 2015, programs to develop positive impact has been realized such as CSR programs, access road, infrastructure and new livelihoods. The negative impact has been minimized by road maintenance and road watering.</p> <p>Action plan has been updated and adjusted to latest issue issues such as transformation of knowledge and technology, especially related to production activities, field development efforts in the field of alternative livestock production and repair roads and connecting roads between villages and districts.</p> <p>There are no differences in village monography and conditions since the first social assessment in 2011.</p> <p>This NC was recurrence from last audit so it upgraded to Major NC.</p>	<p>YES (Major NCR 2017-14) CLOSED</p>
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).			
	<p>a. Are there schemed smallholders involved?</p> <p>b. Have they been considered and</p>	Interview with unit head	According interview with unit head during audit and based on managerial report there are no scheme smallholder associated to PT Dasa Anugerah Sejati	NA

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	involved in the whole process of the SIA? c. What are the main impacts affecting these smallholders?			
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. Guidance: <i>Decisions that the growers or mills are planning to make should be made clear, so that local communities and other interested parties understand the purpose of the communication and/or consultation.</i> <i>Communication and consultation mechanisms should be designed in collaboration with local communities and other affected or interested parties. These should consider the use of appropriate existing local mechanisms and languages. Consideration should be given to the existence/formation of a multi-stakeholder forum. Communications should take into account differential access to information by women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups.</i> <i>In these communications, consideration should be given to involve third parties, such as disinterested community groups, NGOs, or government (or a combination of these), to facilitate smallholder schemes and communities, and others as appropriate.</i>	
6.2.1			(M) Communication and consultation procedures shall be documented	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Does the company maintain a list of local communities and other affected or interested parties?</p> <p>b. Is there SOP being developed by the company for communication and consultation between the company and the local communities and other affected or interested parties?</p> <p>c. Is the FPIC approach incorporated in the SOP for communication and consultation with the local communities and other affected or interested parties?</p> <p>d. Has the SOP been developed together with the local communities and other affected or interested parties using appropriate existing local mechanisms and in languages understood by these parties?</p> <p>e. Has the SOP been socialized with the local communities and other affected or interested parties taking into account the differential access to information by women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups?</p> <p>f. Have interviews with affected parties been carried out to verify that the SOPs are effective?</p>	<ul style="list-style-type: none"> - Procedure of Stakeholder information request handling SOP:AA-GL-5008.1-R0 dated 5th December 2009 Rev. 00 - SOP Community complain handling SOP:AA-GL-510.1-R0. - Minutes of socialization in October 23th 2014 to stakeholder and attendance list - Minutes of stakeholder meeting in February 2014 - Interview with stakeholder in February 11th, 2016. 	<p>Company has maintained a list of local communities and other affected or interested parties. List of local communities and other affected or interested parties was well documented and updated once a year. Record of documentation was well maintained by document controller.</p> <p>Procedure for communication and consultation with public was established by organization. Stage of communication and consultation with public was described in Procedure of Stakeholder information request handling SOP: AA-GL-5008.1-R0 dated 5th December 2009 Rev. 00 and SOP Community complain handling SOP: AA-GL-510.1-R0.</p> <p>FPIC was not applicable in PT Dasa Anugrah Sejati due to the establishment of company since 1993. However FPIC approach was incorporated in the SOP for communication and consultation with the local communities and other affected or interested parties.</p> <p>The existing communication and consultation mechanisms (SOP related to communication and consultation is described in the SOP AA-GL-50009.1-R0 - Mechanism local communication / public consultation) has been designed with consideration to the use of appropriate existing local mechanisms and languages. Consideration has been given to the existence/formation of a multi-stakeholder forum. Last stakeholder meeting has been conducted in February 2014.</p> <p>The Procedure has disseminated to the stakeholder together with public consultation of social assessment and socialization of procedures for complaints handling on November 18th, 2010. Dissemination of social communication procedure has been performed in October 23th 2014 to stakeholder. Minutes of socialization and attendance list was sighted.</p> <p>The existing communication and consultation mechanisms take into account differential access to information by women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups.</p> <p>Procedures were available in Bahasa and easily to understand and it was effective. It was verified during public consultation and interview with</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			stakeholder in February 8 th , 2017.	
6.2.2	The company shall have official(s) who is responsible for consultation and communications with parties.			
	<p>a. Who in the company is appointed to be responsible for communication and consultation with the affected parties?</p> <p>b. Has the position been made official with clear and proper job description?</p> <p>c. Have the affected parties been made aware and have access to the person in charge?</p>	<ul style="list-style-type: none"> - Humas (Public Relation) Job description - Interview with stakeholder in February 11th, 2016 - Procedure of Stakeholder information request handling SOP:AA-GL-5008.1-R0 dated 5th December 2009 Rev. 00 - SOP Community complain handling SOP: AA-GL-510.1-R0. 	<p>Company has appointed Public Relation Officer/Humas to responsible for communication and consultation with stakeholders.</p> <p>Described in Jobdesc Public relation one of the functions was develop and maintain the good social relationship with community and third parties include affected party.</p> <p>Affected parties have been aware and have access to the person in charge in accordance with Social Communication procedure. From the interview with the local community that represented by village head, they already know that the PR Officer is responsible for the communications and consultation</p>	YES
6.2.3	The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Is the following maintained?</p> <ul style="list-style-type: none"> • List of stakeholders (local communities and other affected or interested parties etc.); • Records of all communication, including confirmation of receipt or endorsement; • Evidence that efforts have been made to ensure understanding by affected parties; • Record of actions taken in response to input from stakeholders. 	<ul style="list-style-type: none"> - List Stakeholder update in December 15th, 2015 - Logbook communication and stakeholder aspiration 2016 - Public consultation with stakeholder in February 8th 2017 	<p>A list of stakeholder was documented and updated once a year. The document was available covers internal stakeholder, government institution of Tanjung Jabung Barat District, villages around PT Dasa Anugrah Sejati, labour union, FFB supplier, NGO (local, national and international) and general contractor/supplier. Last update was performed in December 15th, 2016. Record of list stakeholder can be demonstrated and well maintained.</p> <p>Records of all communication including confirmation of receipt or endorsement were well maintained, it documented in logbook of information request and community aspiration.</p> <p>Efforts were made to ensure understanding by affected parties was evident and documented in folder of information request and community aspiration as well as records of actions taken in response to input from stakeholders.</p> <p>Records of actions taken in response to input from stakeholders was evident, and verified during audit.</p>	<p>YES</p>
<p>6.3</p>	<p>There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.</p> <p>Guidance: See also to Criterion 1.2.</p> <p><i>Dispute resolution mechanisms should be established through open and consensual agreements with relevant affected parties.</i></p> <p><i>Complaints should be dealt with by mechanisms such as Joint Consultative Committees (JCC), with gender representation as necessary. Grievances may be internal (employees) or external.</i></p> <p><i>For scheme and independent smallholders, refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009.</i></p> <p><i>Where a resolution is not found mutually, complaints can be brought to the attention of the RSPO Complaints System. This refers to United Nations Commission on Human Rights (UNCHR) document to support 'Guiding Principles on Business and Human Right' to implement UN framework to "Protect, Respect and Remedy" 2011. If all the above stages of conflict resolution have been carried out but the conflict cannot be resolved, then the next process is done through legal proceedings in court.</i></p> <p><i>Conflict resolution process with the community is still continued although transfer of company's ownership occurs.</i></p>			
<p>6.3.1</p>	<p>(M) The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence.</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
<p>Specific Guidance: For 6.3.1: <i>The system should aim to reduce the risks of reprisal.</i> For 6.3.2: <i>Records can be in the form of evidence from process or end-result of the resolution</i></p>				
	<p>a. Is there an system in place to deal with complaints and grievances for all affected parties?</p> <p>b. Who in the company is responsible to receive complaints and grievances?</p> <p>c. Is the existence of the system been made known and communicated to all parties?</p> <p>d. Is there evidence that the system is understood by all parties?</p> <p>e. Is training provided to the workers on the procedures/systems?</p> <p>f. Is the system effective to ensure that complaints or grievances are addressed or resolved in an effective, timely and appropriate manner?</p> <p>g. Does the mechanism or procedure provide a way for workers to report a grievance against a supervisor to someone other than the supervisor?</p> <p>h. How is a complaint or grievance investigated, addressed and resolved? Are complaints dealt with by mechanisms such as JCC?</p> <p>i. Is there a non-retaliation or non-reprisal policy that protects</p>	<ul style="list-style-type: none"> - Procedure of Community Complaint Handling – SOP: AA-GL-510.1-R0. - Job description of Estate manager - Training and socialization record to all employee 2015 - Interview with employee in February 11th 2016 - Public consultation with stakeholder in February 11th 2016 	<p>Organization has defined the system to deal with complaints and grievances for all affected parties which documented in <i>Prosedur Penanganan Keluhan Masyarakat</i> (Procedure of Community Complaint Handling – SOP: AA-GL-510.1-R0).</p> <p>Person who responsible to receive complaints and grievances has assigned by organization that was Estate manager. In the procedure also described stages follow up of complaint, problem identification and escalation of complaint to Estate Manager, Group Manager, Region Head and Head Office (if necessary)</p> <p>The existence of the system has been communicated and made known to all parties. It has been disseminated to all parties together with public consultation of social assessment and socialization of procedures for complaints handling on November 18th, 2010. Dissemination of social communication procedure has been performed in October to stakeholder. Minutes of socialization and attendance list was sighted.</p> <p>Socialization and procedures training have been performed to all levels of employees, office workers was conducted in Dcember 2016 and January 2017 and January 2015, mill workers in August and September 2016, estate workers conducted in September and October 2016.</p> <p>The system was effective to ensure that complaints or grievances are addressed or resolved in an effective, timely and appropriate manner. Evidence that the procedures have been implemented is the logbook of complaint.</p> <p>There was no complaint were identified related to industrial relations or breach of labor law . Mostly related to infrastructure problem in the housing. All this record were available and followed up at each Estate Badang and Estate Taman Raja. Log book were sighted at each division in the Estate (Period 2017)</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>complainants or whistle-blowers?</p> <p>j. Is the privacy of parties protected?</p> <p>k. Where a resolution is not found mutually, is there a process for complaints to be brought to the RSPO Complaints System?</p>		<p>Mechanism and procedure provide a way for workers to report a grievance against a supervisor to someone other than the supervisor.</p> <p>The system was enable resolution of disputes in an effective and appropriate manner by way of classifying complaints into internal and external, appointed the person who responsible for handling complaints, including level of officials who make decisions for complaint resolution.</p> <p>Non-retaliation or non-reprisal policy that protects complainants or whistle-blowers was described in Memorandum No. 03/DAS-KBD/GM/MEMO/2/15 dated February 2nd 2015 PT Dasa Anugrah Sejati. Privacy of parties who submitted the compliant and aspiration were protected if necessary.</p> <p>Where a resolution is not found mutually by means of deliberations between two parties, the problem can be resolved through third-party mediation / authorities, be resolved through the applicable law or brought the RSPO Complaints System.</p>	
6.3.2	<p>(M) There shall be records of process and outcome of dispute resolution.</p> <p>Specific Guidance: <i>For 6.3.2: Records can be in the form of evidence from process or end-result of the resolution</i></p>			
	<p>a. Is the complaints or grievance resolution process documented?</p> <p>b. Are outcomes or decisions reported to the parties?</p> <p>c. Who has access to the documentation of the process and/or outcomes?</p>	<ul style="list-style-type: none"> - Procedure of Community Complaint Handling – SOP:AA-GL-510.1-R0 . - Job description of Estate manager - Training and socialization record to all employee 2015 - Interview with employee in February 11th 2016 - Public consultation with stakeholder in February 11th 2016 	<p>Complaints or grievance resolution process documented in the logbook of Complaint.</p> <p>Records are routinely monitored monthly, for example there was a complaint in in November 11'2016 for roof leakage, and 21 July 2016 from AFD IV, plant were closed to the house and on 02/09/2016 bath room door were broken (Afd III) (Badang Estate).</p> <p>Period January 2016 to January 2017 there were complaints submitted by the employees related infrastructure in the housing complex such as door, roof maintenance at housing G8 and G 11 Badang Estate and Taman Raja Estate to and has been addressed or resolved in an effective. It was also confirmed based on public consultation with surrounding village representative, worker, labour union and gender committee.</p> <p>Outcomes or decisions as response to followed up the complain reported to</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			affected parties as described in example above.	
6.4	<p>Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p> <p>Guidance: <i>This criterion should be considered in conjunction with Criteria 2.2 and 2.3, and the associated Guidance</i></p>			
6.4.1	<p>(M) A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>Specific Guidance: <i>For 6.4.1: Customary Right in the Local Regulation/Perda (based on Constitution Court Decision No. 35/PUU-X/2012 regarding Customary Forest) determined through participatory mapping of customary land by the customary law community who are recognized by the surrounding customary law community and refers to Regulation of the Minister of Home Affairs (Permendagri) No. 52 year 2014 regarding Guideline of Recognition and Protection of Legitimate Customary Community and Regulation of the State Minister of Agrarian Affairs/Head of National Land Agency (BPN) No. 5 year 1999 regarding Guidelines for the Settlement of Problems Related to the Communal Reserved Land of the Customary Law Abiding Community.</i></p>			
	<p>a. Are procedures for identifying legal, customary or user rights in place?</p> <p>b. Are procedures for identifying people entitled to compensation in place?</p> <p>c. Are those procedures jointly developed, agreed and accepted by local communities?</p>	<ul style="list-style-type: none"> - Procedure of Community Complaint Handling – SOP:AA-GL-510.1-R0 . - Job description of Estate manager - Training and socialization record to all employee 2016 - Interview with employee in February 9th 2017 - Public consultation with stakeholder in February 10th 2017 	<p>Procedure for identifying legal, customary or user rights has been established and available in procedure SOP AA-GL-5003.1-R1.</p> <p>The steps of the procedures to identification and calculation of land compensation , consist of:</p> <ol style="list-style-type: none"> 1. Identification of land owner 2. Measurement 3. Data input (mapping) 4. Negotiating compensation 5. Payment of compensation 6. Data documentation. <p>Procedure for identifying people entitled to compensation has been established and available also in procedure of Identification and calculation of</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>land compensation (SOP AA-GL-5003.1-R1). The steps are as described above.</p> <p>Procedures was jointly developed, agreed and accepted by local communities It has been designed with consideration to the use of appropriate existing local mechanisms and languages. Consideration has been given to the existence/formation of a multi-stakeholder forum.</p> <p>The Procedure has disseminated to the stakeholder together with public consultation of social assessment and socialization of procedures for complaints handling on November 18th, 2010. Dissemination of social communication procedure has been performed in October 23th 2014 to stakeholder. Minutes of socialization and attendance list was sighted. Meanwhile, routine meeting with the stakeholder were conducted by public relations office (HUMAS) Mr. Rochman to ensure that communication were kept closed and any update from the communities were directly followed up. Each week, Humas visiting the stake holder.</p>	
6.4.2	<p>A procedure for calculating and distributing fair compensation shall be established, implemented, monitored and evaluated in a participatory way. Corrective actions are taken as a result of this evaluation.</p> <p>Specific Guidance: For 6.4.2: Companies should make best efforts to ensure that equal opportunities have been provided to the heads of family, both female and male, to hold land titles in smallholder schemes if the land ownership is individual.</p> <p>The calculation procedure shall consider:</p> <p>a. Gender differences in the power to claim rights, ownership and access to land; b. Differences of transmigrants and long-established communities; c. c. Differences between legal ownership evidence with communal ownership of ethnical group (customary community)</p>			
	<p>a. Has a procedure for calculating and distributing fair compensation (monetary or otherwise) been established and implemented?</p> <p>b. Are the procedures jointly developed, agreed, accepted and clearly understood by affected parties?</p>	<ul style="list-style-type: none"> SOP AA-GL-5003.1-R1 - Calculation and compensation method for land. Minutes of socialization in October 23th 2014 to stakeholder 	<p>Procedure for calculating and distributing fair compensation (monetary or otherwise) has been established and available in procedure of Identification and calculation of land compensation SOP AA-GL-5003.1-R1. The steps are as described in criterion 6.4.1.</p> <p>Procedures was jointly developed, agreed and accepted by local communities It has been designed with consideration to the use of appropriate existing local mechanisms and languages. Consideration has been given to the</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>c. Is the procedure monitored and evaluated in a participatory way? Have corrective actions been taken as a result of this evaluation?</p> <p>d. Does this procedure take into account the following:</p> <ul style="list-style-type: none"> • Gender differences in the power to claim rights; • Ownership and access to land; • Differences of transmigrants and long-established communities; • Differences in ethnic groups' proof of legal versus communal ownership of land. <p>e. Where there are schemed smallholders, is there effort to ensure equal opportunity has been provided to.</p>	<p>Public consultation with Villages Head – February 11th 2016</p>	<p>existence/formation of a multi-stakeholder forum.</p> <p>The procedure monitored and evaluated in a participatory way, procedures will be revised if there is a reasonable request from stakeholders.</p> <p>This procedure take into account of the gender differences in the power to claim rights, ownership and access to land, differences of transmigrants and long-established communities, differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p>There was no smallholder scheme in PT Dasa Anugrah Sejati.</p>	
6.4.3	<p>(M) Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties.</p>			
	<p>a. Is the process and outcome of negotiated agreements and compensation claims documented?</p> <p>b. Does this documentation include evidence of the participation of affected parties? Is there any approval/signed by effected parties?</p> <p>c. Was consent obtained from all parties to make the documents</p>	<ul style="list-style-type: none"> • SOP AA-GL-5003.1-R1 - Calculation and compensation method for land. • Minutes of socialization in October 23th 2014 to stakeholder • Public consultation with Villages Head – February 10th 	<p>The organisation did not acquire any new land after 2005. It was noted that there was no ongoing progress of new land acquisition during group discussion with village head and local Government. All land acquisition process was done before 1993.</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	publicly available?	2017		
6.5	<p>Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p> <p>Guidance: <i>Labor union agreement or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official or Labor Union if any.</i></p> <p><i>Regulation related to the minimum wage such as, Regulation of the Minister of Manpower & Transmigration No. 7 year 2013 regarding Minimum Wage, shall be implemented.</i></p> <p><i>Definition of Decent Living Wage refers to the Act No. 13 year 2003 (Manpower Act) is a set of standard necessities that must be fulfilled by a worker in order to have a decent physical and social living for a month.</i></p> <p>SAI Global auditor's guidance: <i>There should be direct verification of below from all type of workers arrangement. For examples if the company has three types of workers arrangements: BHL, SKU and "borongan" then review of documented evidence and interview shall include all of those workers. Consider level of adequate sampling when arranging group discussion with each type of worker.</i></p> <p>The auditor shall ensure:</p> <ul style="list-style-type: none"> - <i>that company policy and work contract do not provide any possibility of workers aid/helper.</i> - <i>review shall also cover company rules for determining worker capability for each of type work, e.g. FFB harvester (ha/day or kg/day or FFB/day); loose fruit picker (kg-Ha/day); sprayer (Ha/day); manual upkeep (Ha/day), etc.</i> - <i>company policy and record of implementation need to be crosscheck with workers interview</i> - <i>taken into account Ministry of Workforce decree No. 100/2004, including clause 10.3 (see indicator 6.5.2 for decent living wages)</i> - <i>pay attention to type of work assign to PKWT, it can't be main activities</i> 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
<p><i>- for casual (BHL) workers, auditor need to ensure that there is no work days limit in contract so that minimum wages are impossible to be gained (e.g. when daily wages calculated based on 25 work days, while contract stated maximum work days are only 19 days)</i></p>				
6.5.1	<p>(M) Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.</p>			
	<p>a. What types of employment arrangements are there in the company? (E.g. contractual, outsourced, apprenticeships, direct hires, piecemeal basis, etc.)</p> <p>b. Is there documentation of pay and conditions for each employee?</p> <p>c. Is there a definition for living wage in the country? If not, how was the decision on wage for employees and contract workers made?</p>	<ul style="list-style-type: none"> Jambi Governor's Decree No.KPTS 15/01/2015, minimum payment of Jambi province. 	<p>Type of employment in the estate & mill were divided into permanent worker monthly based payroll (<i>SKU Bulanan</i>), permanent worker-monthly based payroll with daily calculation (<i>SKU Harian</i>) and daily workers-paid based on the day worked BHL</p> <p>BHL identified for activities harvester, pickers of fruit, plant maintenance in the estates or mill.</p> <p>Sighted for evidence payment of monthly salary (December 2016) for :</p> <ol style="list-style-type: none"> Mr.Idaman Gea, Mandor. Basic Salary (SKU-B) was Rp. 2,107,000,- Premium Rp. 6,081,610- with deduction for Social Security (<i>Jamsostek</i>) and Health social Security (<i>BPJS Kesehatan</i>), Rp.65,763,- (KTR) Mr. Menson Sinaga (SKU-H), Basic Salary (Rp.64,567/day) Total working days =22) 1,420,474) with deduction for Social Security (<i>Jamsostek</i>) and Health social Security (<i>BPJS Kesehatan</i>), Rp.60,639,- (KTR). Mr.Fiberman Gulo (BHL), Harvester. Basic Salary was Rp.76,266/day (total working days = 15) Rp.1,143,990,- Premium Rp. 1,223,497,-. with deduction for Social Security (<i>Jamsostek</i>) and Health social Security Rp 245,696,- (<i>BPJS Kesehatan</i>) Rp. 97,632,- <p>Payment of wages based on Jambi Governor Regulation on UMK 2016, No:460/Kep.Gub/DISOSSNAKERTRANS/2015, Minimum wages Rp. 1,906,650,- dated 30 October 2015 and for</p> <p>UMK 2017 , Jambi Governor Decree No:919/Kep.Gub/DISSOSNAKERTRANS/2016, dated 31 October 2016 Rp. 2,063,949,- and daily was Rp.82.558,-</p> <p>Minimum wage for period 2017w ill paid along from January to April 2017</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>waiting for decree from Top Management.</p> <p>Wage setting Premi Panen by Circular of Estate Manager on June 2, 2014, no. 124 / NPE-Staff / VI / 2014, regarding "ketentuan basis borong premi panen".</p> <p>SAP payroll system using Pay roll. Employee attendance and overtime performed using a fingerprint. Fingerprint data and then inputted into the system PRD. Recording of overtime recorded in the Book of Job foreman both at work and in the field. Overtime can only be done if there is a direct supervisor and manager approval. Payment of salaries of employees conducted twice in a month (<i>gajian kecil</i> to payment the premium and <i>gajian besar</i> for payment basic salary, allowances and salary deductions such as Social Security) recorded in Month Salary per month which includes the amount of the basic salary, overtime salary, piece worker, and rice payment.</p> <p>Salary slip in August – October 2016 (SKU Bulanan & Harian) and also proved that the payment of wages has met predetermined minimum wage. The minimum wages</p> <p>There was no statement limitation of working day for workers.</p> <p>Union was established, they offered membership for all types of workers include BHL however based on the interview with representatives of the union, and they (<i>BHL</i>) were reluctant to join the union due to busyness and fee of the union. So as the listed member showed on October 2016 consists of SKU (Bulanan & Harian).</p>	
6.5.2	<p>(M) Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers.</p> <p>Specific Guidance: For 6.5.2: <i>Collective Labor Agreement (Perjanjian Kerja Bersama/PKB) and or Company Regulation are developed by the company together with the Labor Union, if any, in the company referring to the manpower regulations, such as the Regulation of the Minister of Manpower No. 6 year 2011 regarding Procedure for Establishing and Endorsing the Company Regulation, and Developing and Registering Collective Labor Agreement.</i></p>			
	<p>a. Is the pay and conditions of employment clearly detailed in the employment or service contracts?</p>	<p>- PKB years 2015 – 2017 endorsed by the Director General of Industrial Relations</p>	<p>Pay and conditions of employment clearly detailed in the employment or service contracts. Employees contract are available for permanent employees, contract labor agreement contains agreements include: working</p>	<p>YES (Major NCR 2017-15)</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>(E.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.)</p> <p>b. Is the contract prepared in languages understood by the workers, explained carefully to workers by management officials, and signed by both the authorised signatory of the company and employee?</p> <p>c. Does the pay and conditions provided in labour laws, union agreements or direct contracts of employment comply with:</p> <ul style="list-style-type: none"> • The decent living wage as provided in the National Interpretation for the country; or • The local legal requirements in meeting the minimum wage; or • The industry minimum standard for a similar position or work responsibilities <p>d. Is the pay received by the employee consistent with the terms of the contract and the law (relates to P2)?</p> <p>e. Have there been any cases recorded of breach by the company, or complaint made by</p>	<p>Labor and Social Security RI dated June 21st April 2015</p> <ul style="list-style-type: none"> - Payment of wages in December 2016-Jan 2017 - Contract worker - Interview with employee 	<p>time, dependents, payroll and consent of both parties. Working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc described in PKB years 2015 - 2017 which have been agreed between the employees (represented by SPSI) and company and endorsed by the Director General of Industrial Relations Labor and Social Security with the decree RI dated 21st April 2015.</p> <p>Contract work by non-permanent employees (borongan) performed in accordance with the employment contract agreement. The contract includes the amount of work, duration and value of the wage contract. The contract was signed and agreed by both parties.</p> <p>Contract was prepared in languages which understood by the workers, explained carefully to workers by management officials, and signed by both the authorised signatory of the company and employee.</p> <p>Pay and conditions provided in labour laws, union agreements and direct contracts of employment has been comply with:</p> <ul style="list-style-type: none"> • The decent living wage as provided in the National Interpretation for the country; or • The local legal requirements in meeting the minimum wage; or • The industry minimum standard for a similar position or work responsibilities <p>Payment of salaries performed once a month in the beginning of each month (on dated 5th) for permanent employees. Total salaries paid are in accordance with the district minimum wage (UMK). Pay received by the employee was consistent with the terms of the contract and the law.</p> <p>Since January – December 2016, there was no complaint made by employees against the company on unjust pay and conditions. Information was based on Complaint logbook 2016.</p>	<p>CLOSED</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	employees against the company on unjust pay and conditions?			
6.5.3	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>Specific Guidance: <i>For 6.5.3: Incentives to the employees refer to Act No. 13 year 2003 regarding Manpower.</i></p>			
	<p>a. Have growers and millers provided adequate housing and other basic necessities such as that listed below to national standards or above, where no such public facilities are available or accessible?</p> <ul style="list-style-type: none"> • adequate housing; • adequate electricity; • clean water supplies (availability of clear water all year round); • medical services (distance to health care facility i.e. clinic, hospital); • children education (distance to school and schooling attendance (%) of children under 12) • welfare amenities. 	<ul style="list-style-type: none"> - List of facility for employee - Interview with employee in February 8th 2017 - Field observation in emplacement Badang Estate, Taman Raja Estate and Mill 	<p>The organization provided adequate medical, educational and welfare amenities to national standards. Public facilities were provided by the organisation with basic facilities and covered child care, kindergarten, building for prayers (Mesjid dan Gereja), sports facility (e.g. volley ball, badminton, futsal, and tennis), housing for workers and medical facilities (clinics).</p> <p>Housing for workers and medical facilities (clinics) were was provided by the organisation with basic facilities.</p> <p>The organization has provided adequate water supplies to national standards. It has been done water analysis in the employee housing facility by Sucofindo Laboratory on March & September 2016 (certificate analysis) in Mill/Factory Taman Raja</p> <p>Company also was making program for the provision of potable water that can be used by employees who will be located in the Division II and III to fulfill the needs of all divisions.</p> <ul style="list-style-type: none"> - SD Negeri elementary school was available in and around Badang and Taman Raja estate; Playground TK Iqro, and PAUD was available in division. In near surrounding village there was also available the elementary school SD, junior high school SMP and senior high school. Company support and provide the transportation (school bus) for children school in PT Dasa Anugrah Sejati. 	YES
6.5.4	<p>Specific Guidance: <i>For 6.5.4: This applies if public facility is unavailable or inaccessible to provide adequate, sufficient and affordable food. The examples of the efforts are provision of transportation, employee cooperative shop, weekly market, etc.</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Have growers and millers made demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food?</p>	<ul style="list-style-type: none"> - List of facility for employee - Interview with employee in February 8th 2017 - Field observation in emplacement Badang Estate, Taman Raja Estate and Mill 	<p>The organization made demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. There are cooperatives that provide basic needs of employees.</p> <p>Based on interviews with managers and employee, it can be demonstrated that employees bought their basic necessities from the cooperative. In addition, the location of the plantation was on near of the national road, so there is no problem for the access to the market. Based on the interview with worker representative and labour union, it was conclude that there was no problem regarding access to adequate, sufficient and affordable food. Workers also have rice "catu beras" 15 kg for the employee, 9 kg for the spouse and 7.5 kg for each child, up to 3 children.</p> <p>Employees and their dependents (children and wife) are also provided health insurance (BPJS Kesehatan) by the company.</p>	<p>YES</p>
<p>6.6</p>	<p>The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p> <p>Guidance: <i>The right of workers, including migrant and transmigrant workers (Angkatan Kerja Antar Daerah/AKAD) and contract workers, to form associations and bargain collectively with their employer should be respected, in accordance with The Act No. 21 year 2000 regarding Labor Union.</i></p> <p><i>Labour laws and collective labor agreements, or in their absence direct contracts of employment detailing payments and other conditions, should be available in the languages understood by the workers or explained comprehensively to them by a management official.</i></p> <p><i>Definition of Employer refers to the Act No. 13 year 2003 regarding Manpower.</i></p>			
<p>6.6.1</p>	<p>(M) A record of the company's policy in understandable language recognising freedom of association, shall be available</p>			
	<p>a. Has the company published a statement in local languages recognising the rights of employees to freedom of association?</p> <p>b. Are the employees, including migrant and transmigrant workers and</p>	<ul style="list-style-type: none"> - Company Policy – dated 1 December 2014. - SPSI Serikat Pekerja Independen PT Dasa Anugrah Sejati with the registration number no. 	<p>Freedom of association has been mentioned in Company Policy dated 1 December 2014. Organizations understand that workers have the right to argued, associate and organize in a labour union.</p> <p>Organization committed to provides opportunities for workers to organize in unions and express an opinion.</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>contract workers, allowed to form associations and bargain collectively with their employer?</p> <p>c. Was the outcome, if any, from the collective bargaining process between the company and the association respected, implemented and adopted in full or partially by the company?</p> <p>d. Are there Labour laws and union agreements, or in their absence direct contracts of employment detailing payments and other conditions, made available in the languages understood by the workers or explained carefully to them by a management official?</p>	<p>560/987/4.1/VI/DSTKT dated June 27th, 2012</p>	<p>Commitment covered in the policy are:</p> <p>“ Respect the right of every employee to form or join trade unions in accordance they want and to bargain collectively”</p> <p>Based on interview with labour union leader, the company has accommodated employee rights to argued, associate and organize in a labour union. Employees, including migrant and transmigrant workers and contract workers were allowed to form associations and bargain collectively with their employer.</p> <p>There were union workers represent estate and mill employee incorporated in the SPSI Serikat Pekerja Independen PT Dasa Anugrah Sejati with the registration number no. 560/987/4.1/VI/DSTKT dated June 27th, 2012. The composition of union workers officials has been ratified.</p> <p>Labour laws, union agreements which described in PKB (perjanjian kerja bersama) and direct contracts of employment detailing payments and other conditions was made available in the languages which understood by the workers and explained carefully to them by management official.</p>	
6.6.2	Records of meetings with labor unions or workers representatives shall be available.			
	<p>a. Are there documented minutes of meetings between the company and main trade unions or workers representatives?</p> <p>b. Are the minutes made readily available to employees upon request?</p>	<p>Minutes of meetings Unions worker</p>	<p>Meeting was conducted on 30 September 2016,related to decision of minimum wages from local government Kabupaten Tanjung Jabung Barat.</p> <p>Minutes of meetings with main labour unions or workers representatives been documented, e.g. bipartite meeting in regard determining workers and supervisors premi review, bonus payments, assistant ethics in communicating with subordinates meeting attended by the company representatives (head assistant, assistant, foreman and employees) and the labour union of PT DAS.</p> <p>Minutes of meeting were available, list of attendance was sighted. The minute was made readily available to employees upon request</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
6.7	<p>Children are not employed or exploited.</p> <p>Guidance: <i>Growers and millers clearly define the minimum working age and working hours, based on existing regulations, such as:</i></p> <ol style="list-style-type: none"> 1. <i>Act No. 13 year 2003 regarding Manpower.</i> 2. <i>Act No. 20 year 1999 regarding Ratification of International Labour Organization (ILO) Convention No. 138 year 1973 on Allowable Minimum Age for Work.</i> 3. <i>Regulation of the Minister of Manpower and Transmigration No. 235 year 2003 regarding Types of Work Endangering Child Health, Safety or Morale</i> <p><i>It is advisable to do socialisation to all level of operations regarding prohibition on employing children.</i></p>			
6.7.1	(M) There shall be documented evidence that minimum age requirements are met.			
	<p>a. Is the minimum working age for workers together with working hours clearly defined in the company's recruitment policy?</p> <p>b. Are workers employed above the minimum school leaving age of the country or who are at least 15 years of age?</p> <p>c. Is there evidence that the nature of work for workers under 18 is in accordance with International Labour Organisation (ILO) Convention 138?</p> <p>d. Does ground verification show evidence of employment of workers below the minimum working age?</p>	<ul style="list-style-type: none"> - Company Policy dated 1 December 2014 - Employee recruitment and selection procedure SOP:AA-HR-305.2-R0 dated 1st Februari 2009 - List of employees which updated on January 2016 - Interview with employee - Field observation 	<p>Company Policy dated 1 December 2014 and employee recruitment procedure SOP: AA-HR-305.2-R0 dated 1st February 2009 mentioned that the organization committed not to hire underage workers required by labour law that is at least 18 years. Companies ensure regulatory provisions governing the child labor were followed.</p> <p>List of employees which updated on January 2016 showed that no employee under the age of 18 years. During field observations demonstrated that there was no underage worker and no children were invited to work by their parents. This complied with UU 13/2003 and with International Labour Organisation (ILO) Convention 138.</p> <p>Ground verification through interview with the employee on February 10th 2017 demonstrated and evident that there was no worker below the minimum working age.</p>	YES
6.8	<p>Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p> <p>Guidance: <i>Examples of compliance can be appropriate documentation (e.g. job advertisements, job descriptions, appraisals, etc.), and/or information obtained via interviews with relevant stakeholders such as affected groups which may include women, local communities, foreign workers, and migrant workers, etc.</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>Notwithstanding national legislation and regulation, medical conditions should not be used in a discriminatory way.</i></p> <p><i>The grievance procedures detailed in Criterion 6.3 apply. Positive discrimination to provide employment and benefits to specific communities is acceptable as part of negotiated agreements.</i></p> <p>SAI Global auditor's guidance:</p> <p><i>There should be direct verification of below from all type of workers arrangement. For examples if the company has three types of workers arrangements: BHL, SKU and "borongan" then review of documented evidence and interview shall include all of those workers. Consider level of adequate sampling when arranging group discussion with each type of worker.</i></p> <p>The auditor shall ensure:</p> <ul style="list-style-type: none"> - <i>Review recruitment policy, check for discrimination statement, e.g. workers have to resign when refuse to be transferred to other location.</i> - <i>Review work contract including health insurance (BPJS Kesehatan) for women workers who's husband are not working.</i> - <i>Evidence of health insurance payment of the point 2 above.</i> 			
6.8.1	(M) A company's policy on equal opportunity and treatment for work shall be available and documented.			
	<p>a. Is there a company policy on non-discrimination and equal opportunities? Does it at least cover the items mentioned in the criteria (6.8)?</p> <p>b. Is the policy made publicly available for the relevant stakeholders?</p> <p>c. Is there evidence that the policy has been implemented?</p>	<ul style="list-style-type: none"> - Company Policy dated 1 December 2014 - List of employees which updated on January 2016 - Minutes of socialization on January 2015 to office workers, mill workers in July and August 2015, estate workers in September and October 2015 - Interview wit employee - Field observation 	<p>Equal opportunities has been documented in Kebijakan Perusahaan dated 1st December 2014, the document was publicly available (based on request). Its cover race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age.</p> <p>PT Dasa Anugrah Sejati believe that every worker is entitled to equal treatment and not discriminate based on ethnicity, religion, race, sexual orientation and gender. PT Dasa Anugrah Sejati committed to implementing anti-discrimination policy to all employees. Policy has been communicated to all employees on January 2015 to office wrokers, mill workers in September and October 2016, estate workers in July and August October 2016.</p> <p>Policy made was publicly available for the relevant stakeholders.</p> <p>Based on interview with stakeholders and employee in February 11th 2016 could be demonstrated that the policy has implemented well by organization.</p>	YES
6.8.2	(M) Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated.			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Is there evidence that employees and groups including local communities, women, and migrant workers have not been discriminated against?</p> <p>b. Are the employees and groups including local communities, women, and migrant workers happy with the way the company is treating them?</p> <p>c. Are there complaints against the company on issues relating to discrimination?</p> <p>d. What is the nature of complaints employees and groups including local communities, women, and migrant workers have lodged against the company, if any?</p>	<ul style="list-style-type: none"> - Company Policy dated 1 December 2014 - Logbook Complaint 2016 - Public consultation on February 10th 2017 and interview with employee 	<p>Based on public consultation on February 10th, 2016 with stakeholders and interview with employee could be demonstrated that there was no discrimination against employees and groups including local communities, women, and migrant workers. However there was no migrant worker work to company.</p> <p>The employees and groups including local communities, women, and migrant workers were happy with the way the company treating them.</p> <p>There was no complaint against the company on issues relating to discrimination based on public consultation with stakeholders and interview with employee and Complaint Logbook.</p> <p>Based on Logbook Complaint 2015 since January – December 2015 there was no complaint employee and groups including local communities, women, and migrant workers have lodged against the company.</p>	<p>YES</p>
<p>6.8.3</p>	<p>Records of evidence that equal opportunity and treatment for work shall be available</p> <p>Specific Guidance: For 6.8.3: Recruitment and promotion are based on skills, capabilities, qualities and health conditions</p>			
	<p>a. Does the company keep and maintain a record of their employees' work credentials and medical history?</p> <p>b. Does the company explicitly state the indiscriminatory policy during the recruitment selection, hiring and promotion process?</p> <p>c. Is the company's indiscriminatory policy reviewed regularly?</p> <p>d. Are the company's employees recruited and promoted based on</p>	<ul style="list-style-type: none"> - Public consultation on February 11th 2016 and interview with employee - Employee recruitment and selection procedure SOP:AA-HR-305.2-R0 dated 1st Februari 2009 - Employee promotion record PT DAS 2016 	<p>Based on public consultation on February 10th 2017 and interview with employee it could be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. Company was performed selection and recruitment employee based on "Employee recruitment and selection procedure SOP: AA-HR-305.2-R0 dated 1st Februari 2009".</p> <p>Company explicitly state the indiscriminatory policy during the recruitment selection, hiring and promotion process.</p> <p>Company's indiscriminatory policy reviewed regularly, once a year.</p> <p>Company's employees was recruited and promoted based on skills,</p>	<p>NO (minor NCR 2017-16) OPEN</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	skills, capabilities, qualities, and medical fitness necessary for the job? How is this evidenced?		capabilities, qualities, and medical fitness necessary for the job. Recording of recruitment begun from letter of application, personal data of employees, contract and medical history are stored in the file archive employees. From the record could be demonstrated that company has implemented well the procedure and the policy. Some evidence such as: employee promotion PT DAS 2016.	
6.9	<p>There is no harassment or abuse in the work place, and reproductive rights are protected.</p> <p>Guidance: <i>There should be a clear policy developed in consultation with employees, contract workers and other relevant stakeholders, and the policy should be publicly available. Progress in implementing the policy should be regularly monitored, and the results of monitoring activities should be recorded.</i></p> <p><i>Notwithstanding national legislation and regulation, reproductive rights are respected.</i></p>			
6.9.1	<p>(M) A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>Specific Guidance: For 6.9.1 and 6.9.2: <i>These policies should include education for women and awareness of the workforce.</i></p> <p><i>There should be programmes provided for particular issues faced by women and men, such as violence and sexual harassment in the workplace.</i></p> <p><i>A gender committee specifically to address areas of concern to women will be used to comply with this Criterion. This committee, which should include representatives from all areas of work, will consider matters such as: training on women's rights; counselling for women affected by violence; child care facilities to be provided by the growers and millers; women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks; and women to be given specific break times to enable effective breastfeeding.</i></p>			
	<p>a. Does the company have the policy to prohibit any form of sexual and all other forms of harassment and violence?</p> <p>b. Has this policy been documented, implemented and communicated clearly to all levels of the workforce?</p> <p>c. Is there a clear protocol for the company to deal/handle such issues/complaints received from the workforce?</p>	<ul style="list-style-type: none"> - Company Policy dated 1st December 2014 - Public consultation on February 11th 2016 and interview with employee - Minutes of socialization on March 2016 to office workers, mill workers in July and August 2016, estate workers in September and October 2016 	<p>Company have the policy to prohibit any form of sexual and all other forms of harassment and violence which described in Company Policy dated 1st December 2014. Company protect and prevent sexual harassment and violence against female and protect their reproductive right. PT Dasa Anugrha Sejati committed to preventing various forms of violence and sexual harassment of all workers.</p> <p>Company policy that described prevention of sexual and all other forms of harassment and violence has been implemented and communicated to all levels of the workforce based on public consultation and stakeholder meeting. Policy has been communicated to all employees on December 2016.</p> <p>Mitigation and complaint regarding gender and sexual harassment regulated</p>	<p>YES (Major NCR 2017-17 CLOSED)</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>d. Is there a list of awareness programs or training provided to the workforce in relation to these issues?</p> <p>e. Has the company formed a Gender Committee to address areas of concern to women? Is there a list of the members sitting in the committee? What are the Terms of Reference of the committee? Does it include the handling of issues such as:</p> <ul style="list-style-type: none"> • training on women’s rights; • counselling for women affected by violence; • child care facilities to be provided by the growers and millers; • women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks; and • women to be given specific break times to enable effective breastfeeding. <p>f. Is the policy regularly reviewed?</p>	<p>- Structure of gender committee was established on 26th November 2010</p>	<p>and defined in Procedure Sexual harassment handling and prevention SOP: AA-HR-309.01-R0 dated February 1st 2009. Complaints of gender issues can be submitted a written notification to HRD or their supervisor, complaint shall include evidence and saksi-saksi yang menyaksikan perlakuan pelecehan seksual. Investigation team will studying the complaints and mediate between the complainant with the company; for sexual harassment mediation performed between the perpetrators with the victim.</p> <p>Programs or training was provided to the workforce in relation to these issues. Ethic policy has included education for women and awareness of the workforce.</p> <p>The gender committee has also performed monthly meeting with members to identify any issues including gender awareness as necessary. Minutes of meeting were also documented monthly. The members consist of all female workers.</p> <p>Based on interview with gender committee on Februari 11th, 2016 a programme has been provided for particular issues faced by women, such as violence and sexual harassment in the workplace.</p> <p>Gender committee which includes representatives from all areas of work has been set up specifically to address areas of concern to women.</p> <p>Organisation structure of gender committee was established on October 17th 2013 and updated period 2015 – 2016 dated 13 January 2016., covering women worker representatives from all department, e.g. laboratory, spraying worker, mill, clinics, etc</p> <p>Policy regularly reviewed once a year. The first ethics policy was published in September 2010 and has been revised three times, the last revision in December 2014.</p>	
6.9.2	<p>(M) A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce</p> <p>Specific Guidance: For 6.9.1 and 6.9.2: <i>These policies should include education for women and awareness of the workforce.</i></p> <p><i>There should be programmes provided for particular issues faced by women and men, such as violence and sexual harassment in the workplace.</i></p>			

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<p><i>A gender committee specifically to address areas of concern to women will be used to comply with this Criterion. This committee, which should include representatives from all areas of work, will consider matters such as: training on women's rights; counselling for women affected by violence; child care facilities to be provided by the growers and millers; women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks; and women to be given specific break times to enable effective breastfeeding.</i></p> <p>For 6.9.2: see Indicator 4.6.12</p>				
	<p>a. Is there a policy to protect the reproductive rights of all, especially of women?</p> <p>b. Has this policy been documented, implemented and communicated clearly to all levels of the workforce?</p> <p>c. How is this policy communicated to all levels of the workforce?</p>	<ul style="list-style-type: none"> - Company Policy dated 1st December 2014 - Minutes of socialization on January 2015 to office workers, mill workers in July and August 2015, estate workers in September and October 2015 - Public consultation on February 9th 2017 and interview with employee - Field observation 	<p>Company has established the policy to protect the reproductive rights of all, especially of women which described in Kebijakan Perusahaan dated 1st December 2014. The protection of reproductive rights. PT DAS committed to recognize the reproductive rights of women and ensure women workers derives his right.</p> <p>Company policy has described the protection of the reproductive rights of all, especially of women, been implemented and communicated to all levels of the workforce. Policy has been communicated to all employees on December 2016.</p> <p>Policy communicated to all levels of the workforce directly to employees by their respective assistants and through submission and awareness which conducted by gender committee against female employees however it was not effective. Based on interview with women employee, not all were aware about the gender committee</p>	<p>YES</p>
6.9.3	<p>A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce.</p>			
	<p>a. Does the company have a mechanism to handle employment grievances, that respects anonymity and protects complainants where requested?</p> <p>b. Does the mechanism provide a way for workers to report a grievance against a supervisor to someone other than that supervisor?</p>	<ul style="list-style-type: none"> - Procedure of Social Complaint Handling - SOC/PSM/9.02) Rev.02 dated 1 September 1st, 2014 - Logbook of complaint 2015 - Public consultation on February 11th 2015 and interview with employee 	<p>Company have a mechanism to handle employment grievances, that respects anonymity and protects complainants where requested which described in "Procedure stakeholder complaint handling AA-GL-5009.1 R0 and Procedure Employee complaint handling AA-HR-308.5-R0 and also Memorandum No. 03/DAS-KBD/GM/MEMO/2/15 dated February 2nd, 2015 regarding "Security Mechanisms for Reporting and Disclosure of Case (whistleblower). Reporting and disclosure of cases that occurred in PT DAS each rapporteur must be protected to keep their identity and security in a settlement of the case or the report.</p>	<p>YES</p>

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	<p>c. Is the mechanism documented, implemented and communicated clearly to all levels of the workforce?</p> <p>d. Has the company identified personnel who will be responsible to receive and manage complaints received from the workforce?</p> <p>e. Has the company received any reports or complaints of harassment or abuse? How was it addressed or resolved?</p> <p>f. Is the policy reviewed regularly?</p>	<p>- Field observation</p>	<p>The system was enable resolution of disputes in an effective and appropriate manner by way of classifying complaints into internal and external, appointed the person who responsible for handling complaints, including level of officials who make decisions for complaint resolution. The mechanism also provides a way for workers to report a grievance against a supervisor to someone other than that supervisor.</p> <p>Mechanism has been documented in procedure as explain above. It has been implemented and communicated clearly to all levels of the workforce. Evidence that the procedures have been implemented is the logbook of complaint. Records are routinely monitored in monthly basis, no complaints during the period of January to December 2015.</p> <p>Company has been identified personnel who will be responsible to receive and manage complaints received from the workforce. Each respective assistants and supervisors were responsible to receive and manage complaints received from the workforce.</p> <p>Based on Logbook of complaint 2016 there was no complaints during the period of January to December 2016 related to harassment and abuse of workers.</p> <p>Policy regularly reviewed once a year. The first policy was published in September 2010 and has been revised three times, the last revision in December 2014.</p>	
6.10	<p>Growers and millers deal fairly and transparently with smallholders and other local businesses.</p> <p>Guidance: <i>Transactions with smallholders should consider issues such as the role of middle men, transport and storage of FFB, quality and grading. The need to recycle the nutrients in FFB (see Criterion 4.2) should also be considered; where it is not practicable to recycle wastes to smallholders, compensation for the value of the nutrients exported may be considered through the FFB price.</i></p> <p><i>Smallholders should have access to the grievance procedure under Criterion 6.3 if they consider that they are not receiving a fair price for FFB, whether or not middle men are involved.</i></p> <p><i>The need for a fair and transparent pricing mechanism is particularly important for outgrowers who are contractually obliged to sell all FFB to a particular mill.</i></p> <p><i>If mills require smallholders to change practices to meet the RSPO Principles and Criteria, consideration should be given to the costs of such changes, and the possibility of advance</i></p>			

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	<i>payments for FFB can be considered.</i>			
6.10.1	<p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>Specific Guidance: For 6.10.1: FFB pricing in Indonesia refers to the Regulation of the Minister of Agriculture No. 14/Permentan/OT.140/2/2013</p>			
	<p>a. How is the price of FFB determined?</p> <p>b. Is current and past prices paid for Fresh Fruit Bunches (FFB) publicly available? How?</p> <p>c. Was there any complaints on FFB pricing?</p> <p>d. How was the complaint handled?</p> <p>e. What was the solution?</p>	<p>- Information of FFB price on board. Interview with FFB supplier on 11 February 2016</p>	<p>The current and past FFB is publicly available by providing information on board, located at the main gate of the Mill. This price was informed from Purchasing. The price of FFB is determined by considering the current CPO and PK price, transport, OER, KER, processing cost and others.</p> <p>Based on interview with FFB supplier on 10 February 2017, they have freedom to sale FFB to any Miil other than Taman Raja Mill based on their preferred price. There is no complaint from third party FFB supplier.</p> <p>Suci, (SC), CV Kemas Bertuah,Barog Asngari was a supplier for period 2017 (February).</p>	YES
6.10.2	(M) Pricing mechanisms for Fresh Fruit Bunches (FFB) and inputs/services shall be explained and documented (where these are under the control of the mill or plantation).			
	<p>a. What is the mode of recording/documenting transactions between millers with middlemen and/or smallholders?</p> <p>b. Is there evidence that growers/millers have explained FFB pricing and pricing mechanisms for FFB?</p> <p>c. Are there any inputs/services rendered by the millers to smallholders/middle men? Are these inputs/services having any influence to the pricing and pricing mechanisms</p>	<ul style="list-style-type: none"> • Permohonan Penerimaan TBS (Proposal of FFB receiving) • Mechanism of third party FFB receiving. • Mechanism of FFB pricing • Information of FFB price on board. Interview with FFB supplier on 11 February 2016 	<p>Pricing of FFB were released Regional Office Jambi monthly. And put the price on the front entrance of the mill so it could be accessed easily for all process.</p> <p>FFB supplier proposed their FFB wanted to supply to the Mill, e.g. Barog Asngani for year 2016 mentioned in Permohonan Penerimaan TBS (Proposal of FFB receiving) dated 25 January 2016 that they will supplied ± 300 MT per month from ± 500 Ha area.</p> <p>The Mill has explained the mechanism of FFB pricing to FFB supplier. FFB price is affected by current CPO and PK price, transport, OER, KER, processing cost and others. There is no inputs/services rendered by the millers to the FFB supplier.</p>	YES

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	for FFB? d. Have inputs/services been documented (where these are under the control of the mill or plantation)? e. Where it is not practicable to smallholders to recycle waste (i.e. EFB), is there compensation for the value of the nutrients of EFB given to the smallholders? Is this translated into the pricing factors of FFB?		Sighted for evidence : Delivery Order TBS, No. 47279, dated 08-02-2017, Total 3,655 Kg, from Barog Asngari Delivery order TBS, No:ST 03,dated 08-02-2017 Total 12,250 Kg from CV Kemas Bertuah,	
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. Specific Guidance: For 6.10.3 : Referring to Regulation of the Minister of Agriculture No. 14/Permentan/OT.140/2/2013, requirements to be considered in the contract are such as: 1. <i>K Index, which is open and transparent to the smallholders or their institutions</i> 2. <i>Distributing the information about the decision of the Pricing Team to the smallholders institutions</i> 3. <i>Method of fruit sortation</i> 4. <i>4. Involvement of smallholders institutions on the evaluation of weigh instrument by authorised local agency.</i>			
	a. Is there a contractual agreement between the miller and smallholders/ middle men? b. Do all parties understand the contractual agreements they have entered into? c. Are all contractual agreements fair, legal and transparent? d. Who keeps the contractual agreements?	<ul style="list-style-type: none"> • Permohonan Penerimaan TBS (Proposal of FFB receiving) • Surat Pengantar TBS (FFB Delivery Order) 	The contractual agreement between the miller and FFB suppliers is the approved Permohonan Penerimaan TBS (Proposal of FFB receiving). Based on interview with FFB supplier, they all understood the contractual agreements they have entered into. They have freedom to sale FFB to any Mill other than Taman Raja Mill based on their preferred price. KTU (administration Head) is the personnel in charge who keep the contractual agreements. Purchasing Manager at Head Office/Regional Office responsible for releasing the regular FFB prices.	YES

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6.10.4	Agreed payments shall be made in a timely manner.			
	<p>a. How are all payments made to the smallholders/middle men?</p> <p>b. What is the mode of recording/documenting transactions between millers with middlemen and/or smallholders?</p> <p>c. Have agreed payments been made in a timely manner?</p>	<ul style="list-style-type: none"> Payment recapitulation. Slip Payment record for FFB purchase for period 30 December 2016 	<p>A review to several payment records demonstrated that the payment of FFB supply were appropriate with the agreement. The payment of FFB purchase was done daily, The realization of the payment (from the records reviewed) was appropriate with the stated agreement.</p> <p>Payment for FFB Supplier twice a week through Bank BRI</p> <p>Payment recapitulation described FFB received from CV. KEMAS BERTUAH on 30 December 2016 total price was IDR 434,273,775,-</p> <p>It was verified transfer note dated 9 February 2016 from PT. Dasa Anugrah Sejati via PT. Bank Panin Tbk regarding payment to:</p> <ul style="list-style-type: none"> Barog Asngari, account BRI Branch Pelabuhan Dagang Kuala Tungkal account Mandiri, IDR 234,556,459,- 	YES
6.11	<p>Growers and millers contribute to local sustainable development where appropriate.</p> <p>Guidance: <i>Contributions to local development should be based on the results of consultation with local communities and social impact assessment. See also Criterion 6.2 for consultation process. Such consultation should be based on the principles of transparency, openness and participation, and should encourage communities to identify their own priorities and needs, including the different needs of men and women.</i></p> <p><i>Where candidates for employment are of equal merit, preference should always be given to members of local communities. Positive discrimination should not be recognised as conflicting with Criterion 6.8.</i></p> <p><i>Private plantations refer to the Act No. 40 year 2007 regarding Limited Company (PT), clause 74 (1&2) and their explanations; Government Regulation No. 47 year 2012 regarding Environment and Social Responsibilities, clause 5 (1) and explanation whereas social and environment responsibilities shall be executed.</i></p> <p><i>State plantations refer to Act No. 19 year 2003 regarding State Owned Company (BUMN) clause 9 (1).</i></p>			
6.11.1	<p>Records of Contributions to local development based on the results of consultation with local communities shall be available.</p>			

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	<p>a. Have the local development needs and priorities been identified in consultation with local communities? (refer also to C 6.2)</p> <p>b. What are the contributions made to local development? Are they in accordance with the results of consultation?</p> <p>c. Are there efforts to improve or maximise employment opportunities at the company for local communities?</p>	<ul style="list-style-type: none"> - SIA Report PT DAS - CSR program of 2016 - Company Policy dated 1st December 2014 - Public consultation on February 8 and 9 2017 and interview with employee - Field observation 	<p>Local development needs and priorities have been identified by organization through consultation with local communities and social impact assessment. Consultation management plans and monitoring the social impact to the community has been communicated and disseminated to affected communities on October 23th, 2014.</p> <p>Contribution to local development described in the Corporate Social Responsibility (CSR) programme. CSR program of 2016 was available. CSR program consists of internal and external activities. Internal activities consist of: providing scholarships to outstanding students, national independence day, fogging etc. External activities include: enhancement of village roads around the plantation, providing clean water for community activities, building renovation of Elementary School, renovations to the village mosque around the plantation, etc. Several records of CSR implementation were evident.</p> <p>Evidence of preference always been given to members of local communities where candidates for employment are of equal merit was described in Company policy dated 1 December 2014.</p> <p>Based on interview with village head and representatives in public consultation generally there were satisfied with the plantation contribution to local communities.</p>	<p>YES</p>
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder productivity.			
	<p>a. Is there a complete registry of independent smallholders in the supply base?</p> <p>b. Have efforts been made to improve the farming practices of independent smallholders?</p> <p>c. Where there are schemed smallholders, have efforts and/or resources been allocated to improve smallholder productivity?</p>	<ul style="list-style-type: none"> - FFB sells contract with FFB supplier <p>Interview with FFB supplier in February 11th 2016</p>	<p>There is no scheme smallholder in PT. DAS. Efforts have been made to identify independent smallholders in the supply base. The third party FFB supplier was came from independent smallholders.</p> <p>Supplier has to ensure that they sells FFB from legal sources (e.g. not stolen or not from plantation that located in protected area). PT. DAS will terminate the contract immediately if it's proven that the FFB come from illegal source.</p>	<p>YES</p>

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6.12 ¹	<p>No forms of forced or trafficked labour are used.</p> <p>Guidance <i>Migrant workers should be legalised, and a separate employment agreement should be drawn up to meet immigration requirements for foreign workers and international standards. Any regulated deductions made should not jeopardise a decent living wage.</i></p> <p><i>Passports should only be voluntarily surrendered.</i></p> <p><i>There should be evidence of due diligence in applying these indicator and guidance to all sub-contract workers and suppliers.</i></p> <p><i>Definition of types of worker refers to Acts No.13 year 2003 regarding Manpower.</i></p>			
6.12.1	<p>(M) There shall be evidence that no forms of forced or trafficked labour are used.</p> <p>Specific Guidance: For 6.12.1: <i>Workers should enter into employment voluntarily and freely, without the threat of a penalty, and should have the freedom to terminate employment without penalty given reasonable notice or as per agreement.</i></p>			
	<p>a. What is the company's policy on forced or trafficked labour?</p> <p>b. How does the company define forced or trafficked labour?</p> <p>c. What is the process of recruiting foreign/ migrant workers directly and/or through licenced outsourcing</p>	<ul style="list-style-type: none"> • PKB 2015 – 2017 with SPSI • List of worker • Personal file of worker 	<p>There was no forced labour in PT DAS (Kebun Taman Raja, Badang and Taman Raja Mill). All the labour/employment has the right conform to their contract. The contract contains no forcing to the labour. The contract was agreed between labour and company. The form of labour contract such as: <i>Perjanjian Kerja Bersama (PKB)</i> and <i>PHL</i> contract.</p> <p>Interview with the employment concluded that there was no compliant and any grievances regarding the contract and their right.</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>agencies/ labour suppliers?</p> <p>d. Who is the person responsible for selecting/ screening labour suppliers/ outsourcing agents?</p> <p>e. Do the foreign workers have to pay a fee to the employment recruitment agency or labour suppliers in the workers' countries of origin? If yes, does it jeopardise decent living wage?</p> <p>f. Are there restrictions on workers from leaving the mill or estate or their housing facilities outside working hours?</p> <p>g. What is the process if a worker wants to terminate their employment before their contract expires? In this case, who pays for the return transportation?</p> <p>h. What are the penalties imposed if the workers were terminated or fired before their contract expires?</p> <p>i. Who keeps the workers passports or identity documents?</p> <p>j. If workers do not keep their passports or identity documents, is this legally allowed?</p> <p>k. What is the process for workers' to hand over their passports or identity documents to the company?</p> <p>l. Do workers have unrestricted access</p>		<p>During the audit there was no migrant workers in Kencana Estate & Kayangan Estate/Mill</p> <p>a. The company policy stated there was no forced/trafficked labour, on 1 May 2015 and also on PKB/Collective Bargain Agreement between Union (FP-SPSI) and Organisation (BKS-PPS) period 2015 – 2017</p> <p>b. Forced/trafficked labour defined for those workers with bonded and unclear contract of worked.</p> <p>c. There was no migrant/foreign workers in the company identified through interview with workers, company representatives and government agent (DinasTenaga Kerja social kabupaten Tanjung Jabung Barat).</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	to their passports or identity documents? Describe how workers are able to access their documents?			
6.12.2	<p><i>It shall be demonstrated that no contract substitution has occurred.</i></p> <p>Specific Guidance: <i>For 6.12.2: Contract substitution is the change of initial contract without prior consultation and agreement from the workers.</i></p>			
	<p>a. Is there evidence of contract substitution occurring?</p> <p>b. Are foreign workers asked to sign a contract upon arriving in the receiving country? If yes, is that contract identical to the one signed in the country of origin?</p> <p>c. Are workers given a copy of their employment contracts? If yes, is the contract identical to the one signed at the time of recruitment?</p>	<ul style="list-style-type: none"> • Interview with representative worker • Interview with head of worker union • List of worker 	List of worker was indicated there are no migrant worker in estate and mill. It has been demonstrated that no contract substitution has occurred.	YES
6.12.3	<p><i>(M) Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available.</i></p> <p>Specific Guidance: <i>For 6.12.3: The special labour policy should include:</i></p> <p>a. <i>Statement of the non-discriminatory practices;</i></p> <p>b. <i>No contract substitution;</i></p> <p>c. <i>Post-arrival orientation programme to focus especially on language, safety, labour laws, cultural practices etc.;</i></p> <p>d. <i>Decent living conditions to be provided.</i></p>			
	a. What is the company's policy and procedures for temporary or foreign/migrant workers? Does the special labour policy include:	<ul style="list-style-type: none"> • Interview with representative worker • Interview with head of worker union 	List of worker was indicated there are no migrant/foreign/honorary worker in estate and mill.	NA

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> • Statement of the non-discriminatory practices? • No contract substitution? • Post-arrival orientation programme with emphasis on language, safety, labour laws, cultural practices etc.? • The provision of decent living conditions? <p>b. Have the policies and procedures been implemented?</p>	<ul style="list-style-type: none"> • List of worker 		
6.13 ²	<p>Growers and millers respect human rights.</p> <p>Guidance: <i>See Criteria 1.2, 2.1 and 6.3</i> <i>All levels of operations include contracted third parties (e.g. those involved in security).</i> <i>Regulations related to the Human Rights refer to the Act No. 39 year 1999 regarding Human Rights.</i></p>			
6.13.1	<p>(M) A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations.</p>			
	<p>a. Is there a company policy on human rights?</p> <p>b. How is this communicated to all employees, including outsourced workers, customers and suppliers? If by training, how often is the training conducted?</p> <p>c. Who has the task of communicating the policy internally and externally?</p> <p>d. Does the company have any outstanding cases of human rights</p>	<ul style="list-style-type: none"> - Company Policy dated 1st December 2014 - Minutes of socialization on January 2015 to office workers, mill workers in July and August 2015, estate workers in September and October 2015 - Public consultation on February 11th 2016 and interview with employee 	<p>Policy to respect human rights has been documented in Kebijakan Perusahaan dated 1st December 2014. Top management has commitment to respect human right refers to internationally recognised human rights set out in the International Labour Organization's Declaration on Fundamental Principles and Rights at Work. The document has been communicated to all levels of the workforce and operations based on public consultation with labour union, worker and gender committee.</p> <p>The policy has been communicated to all employees, including outsourced workers, customers and suppliers by socialization/dissemination. Socialization was conduct regularly once a year.</p> <p>Dissemination of social communication procedure has been performed in</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	violations?	- Field observation	<p>September 2nd 2014 to stakeholder. Socialization to all levels of employees: office workers was conducted in December 2014 and January 2015, mill workers in July and August 2015, estate workers conducted in September and October 2015.</p> <p>During audit and based on verification on public consultation with stakeholders in February 8th 2017 and interview with employee could be demonstrated that there was no cases of human rights violations in PT DAS Badang Estate, Taman Raja Estate and Mill.</p>	

PRINCIPLES 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
7.1	<p>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.</p> <p>Guidance: <i>The result of Strategic Environment Study (Kajian Lingkungan Hidup Strategis/KLHS) conducted by the authority shall be a major consideration in the new land development and planting.</i></p> <p><i>See also Criteria 5.1 and 6.1.</i></p> <p><i>Implementation of independent social and environment impact assessment may use AMDAL as part of the process. However, it is the company's responsibility to provide objective and appropriate evidence to the audit team that the full requirements of a Social and Environment Impact Analysis (SEIA) are met for all aspects of plantation and mill operation, and captures all changes over time.</i></p> <p><i>The terms of reference should be defined and impact assessment should be carried out by accredited independent experts, in order to ensure an objective process. A participatory methodology including external stakeholder groups is essential to the identification of impacts, particularly social impacts. Stakeholders such as local communities, government and NGOs should be involved through interviews and meetings, and by reviewing findings and plans for mitigation.</i></p> <p><i>It is recognised that oil palm development can cause both positive and negative impacts. These developments can lead to some indirect/secondary impacts which are not under the control of individual growers and millers. To this end, growers and millers should seek to identify the indirect/secondary impacts within the SEIA, and where possible work with partners to explore mechanisms to mitigate the negative indirect impacts and enhance the positive impacts.</i></p> <p><i>Plans and field operations should be developed and implemented to incorporate the results of the assessment. One potential outcome of the assessment process is that the</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p><i>development, partially or entirely, may not proceed because of the magnitude of potential impacts.</i></p> <p><i>For smallholder schemes, the scheme management should address this criterion. For individual smallholders this criterion does not apply</i></p> <p><i>For new planting with areas ≤ 3000 Ha, the assessment may be conducted internally or externally. And for new planting with areas > 3000 Ha, the assessment shall be conducted externally.</i></p> <p><i>For new planting with area > 3000 Ha needs a comprehensive and independent assessment which may be in the form of AMDAL (SEIA) while areas ≤ 3000 Ha requires Upaya Pengelolaan Lingkungan Hidup (UKL) – Upaya Pemantauan Lingkungan Hidup (UPL). Social and Environment Assessment at minimum must cover:</i></p> <ol style="list-style-type: none"> <i>a. Assessment of the impacts of all major planned activities, including planting, mill operations, roads and other infrastructure;</i> <i>b. Assessment, including stakeholder consultation, of High Conservation Values (see Criterion 7.3) that could be negatively affected;</i> <i>c. Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems;</i> <i>d. Identification of watercourses and wetlands and assessment of potential effects on hydrology and land subsidence of planned developments. Measures should be planned and implemented to maintain the quantity, quality and access to water and land resources;</i> <i>e. Baseline soil surveys and topographic information, including the identification of steep slopes, marginal and fragile soils, areas prone to erosion, degradation, subsidence, and flooding;</i> <i>f. Analysis of type of land to be used (forest, degraded forest, cleared land);</i> <i>g. Analysis of land ownership and user rights;</i> <i>h. Analysis of current land use patterns;</i> <i>i. Assessment of potential social impacts on surrounding communities of a plantation, including an analysis of potential effects on livelihoods, and differential effects on women versus men, ethnic communities, and migrant versus long-term residents;</i> <i>j. Identification of activities which may generate significant GHG emissions.</i> <p><i>If AMDAL or UKL-UPL documents still do not cover point a to j, additional social and environment impact assessment shall be conducted.</i></p> <p><i>If internal assessment identifies sensitive social and environment issues or areas, then independent assessment shall be conducted.</i></p> <p><i>Documents of environment impact assessment are the environment documents based on the regulations, such as:</i></p> <ol style="list-style-type: none"> <i>a. Environmental Impact Assessment (Analisis Mengenai Dampak Lingkungan Hidup/AMDAL) for plantation with areas of > 3000 Ha</i> <i>b. Environmental Management Effort (Upaya Pengelolaan Lingkungan Hidup/UPL) and Environmental Monitoring Effort (Upaya Pemantauan Lingkungan Hidup/UKL) for plantation with areas of < 3000 Ha.</i> <i>c. Environmental Management Document (Dokumen Pengelolaan Lingkungan Hidup/DPLH)</i> <i>d. Environmental Evaluation Document (Dokumen Evaluasi Lingkungan Hidup/DELH)</i> <i>e. Environmental Information Performance (Penyajian Informasi Lingkungan Hidup/PIL)</i> <i>f. Environmental Evaluation Performance (Penyajian Evaluasi Lingkungan Hidup/PEL)</i> <i>g. Environmental Evaluation Study (Studi Evaluasi Lingkungan Hidup/SEL)</i> <i>h. Environment Management and Monitoring Document (Dokumen Pengelolaan dan Pemantauan Lingkungan Hidup/DPPL)</i> <i>i. Declaration Letter for Managing and Monitoring Environment (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL)</i> 	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>j. And other documents required by the regulation.</i></p> <p><i>Regulations relate to the environment documents, such as:</i></p> <p><i>a. Government Regulation No. 27 year 2012 regarding Environment Permit</i></p> <p><i>b. Regulation of the Minister of Environment No. 13 year 2010 regarding Environmental Management and Monitoring Effort (UKL-UPL) and Declaration Letter for Managing and Monitoring Environment (SPKL)</i></p> <p><i>c. Regulation of the Minister of Environment No. 5 year 2012 regarding Environmental Evaluation Document (DELH)</i></p> <p><i>d. Regulation of the Minister of Environment No. 14 year 2010 regarding Environmental Management and Monitoring Document (DPPL)</i></p> <p><i>e. Regulation of the Minister of Environment No.12 year 2007 regarding Environmental Management and Monitoring Document for Business and or Activities, with No Environmental Management Document.</i></p> <p><i>f. Regulation of the Minister of Environment No. 5 year 2012 regarding Types of Business Obligated to Have Amdal</i></p> <p><i>g. Regulation of the Minister of Environment No. 8 year 2006 regarding Guidance for AMDAL preparation</i></p> <p><i>h. Regulation of the Minister of Environment No. 17 year 2012 regarding Involvement of Community and Information Transparency in the AMDAL Process</i></p> <p><i>i. Decree of the Head of Bapedal No. No. 299 year 1996 regarding Technical Guidance of Social Aspects for AMDAL preparation</i></p> <p><i>j. Regulation of the Minister of Environment No. 11 year 2008 regarding Competence Requirements for AMDAL preparation documents and Requirements for Training Institutions in Conducting Training for AMDAL Competency</i></p>			
7.1.1	(M) An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.			
	<p>a. Is there any new plantings or operations, or expanding existing ones by the company? What is the size of the new planting area?</p> <p>b. Has an independent social and environmental impact assessment (SEIA) been documented for the new plantings?</p> <p>c. Are the impact assessments prepared by accredited independent experts?</p> <p>d. Are all environmental and social impacts adequately identified?</p> <p>e. Is the SEIA undertaken based on the scope of operation?</p>	Initial AMDAL on 22 June 2009	<p>Planted areas for 2005-2009 were covered in AMDAL area. The area was conversion from rubber plantation to oil palm plantation. As indicated in audit findings indicator 5.1.1 Documents of Environmental Impact Assessment (AMDAL) were approved by Governor of Jambi Province based on decree No. 296/2009 in June 22nd 2009. AMDAL was prepared by <i>Pusat Penelitian Lingkungan Hidup Lembaga Penelitian Universitas Jambi.</i></p> <p>PT. Dasa Anugrah Sejati – Taman Raja Mill and its supply bases have implemented procedure for identifying environmental aspect and evaluating its impact based on Environmental Management System ISO 14001:2004. The result of environmental aspect and impact identification and evaluation was documented. Last review and update of environmental aspect and impact register for Taman Raja Mill and its supply bases was performed on 12 June 2016.</p> <p>Social impact assessment result was documented in AMDAL document (released in 2009) covering some impacts such as: working opportunities,</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>f. Is the SEIA undertaken in a participatory manner, including the relevant affected stakeholders?</p> <p>g. Does the SEIA assessment include and as a minimum:</p> <ul style="list-style-type: none"> • Assessment of the impacts of all major planned activities, including planting, mill operations, roads and other infrastructure? • Assessment, including stakeholder consultation, of High Conservation Values (see Criterion 7.3) that could be negatively affected? • Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems? • Identification of watercourses and wetlands and assessment of potential effects on hydrology and land subsidence of planned developments. Measures should be planned and implemented to maintain the quantity, quality and access to water and land resources? • Baseline soil surveys and topographic information, including the identification of steep slopes, marginal and fragile soils, areas prone to erosion, degradation, subsidence, and flooding? 		<p>income, local perception, social conflict. Action plan (RKL/RPL) to address those issues were also established to address social issues such as : interview with local communities and workers, dust & noise pollution control, field survey for contagious disease, health sanitation, etc.</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> • Analysis of type of land to be used (forest, degraded forest, cleared land)? • Analysis of land ownership and user rights? • Analysis of current land use patterns? • Assessment of potential social impacts on surrounding communities of a plantation, including an analysis of potential effects on livelihoods, and differential effects on women versus men, ethnic communities, and migrant versus long-term residents? • Identification of activities which may generate significant GHG emissions? <p>h. What were the main findings of the assessment?</p> <p>i. Were secondary impacts of oil palm development identified in the SEIA?</p>			
7.1.2	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.			
	<p>a. Does the findings of the SEIA uncover any negative impacts? If yes, has a management plan and operational procedures been developed to mitigate the negative impacts?</p> <p>b. Has the management plan and operational procedures been</p>	AMDAL documents	The SEIA covered negative impacts. Management plan and operational procedures been developed to mitigate the negative impacts	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	implemented?			
7.1.3	<p>Where the development includes an outgrower scheme (<i>skema kemitraan</i>), the impacts of the scheme and the implications of the way it is managed shall be given particular attention.</p> <p>Specific guidance: For 7.1.3. : <i>Outgrower scheme is a farmer selling the FFB through exclusive contract to the growers and millers. Schemed smallholders (plasma) included into this scheme.</i></p>			
	<p>a. Are any outgrowers involved in the new plantings?</p> <p>b. Has management prepared a plan for the outgrower scheme?</p> <p>c. Does the SEIA include an assessment of impacts and the implications of the way the outgrower scheme is managed?</p>	N/A	No schemed smallholders for this certification unit	N/A
7.2	<p>Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p> <p>Guidance: <i>These activities can be linked to the Social and Environmental Impact Assessment (SEIA) (see Criterion 7.1) but need not be done by independent experts.</i></p> <p><i>Soil surveys should be appropriate to identify soil suitability of oil palm cultivation for the scale of operation.</i></p> <p><i>Maps of Soil suitability or soil survey should be established in line with the operational scale and include information on soil types, topography, hydrology, rooting depth, moisture availability, stoniness and fertility to ensure long-term sustainability of the development. Soils requiring appropriate practices should be identified (see Criteria 4.3 and 7.4). This information should be used to plan planting programs, etc. Measures should be planned to minimize erosion through appropriate use of heavy machinery, terracing on slopes, appropriate road construction, rapid establishment of land cover, protection of riverbanks, etc. Areas located within the plantation perimeters that are considered unsuitable for long-term oil palm cultivation will be delineated in plans and included in operations for conservation or rehabilitation as appropriate (see Criterion 7.4).</i></p> <p><i>Assessing soil suitability is also important for smallholders, particularly where there are significant numbers operating in a particular location. Information should be collected on soil suitability by companies planning to purchase Fresh Fruit Bunches (FFB) from outgrowers scheme (<i>skema kemitraan</i>) in certain location. Companies should assess this information and provide information to smallholders involving in the outgrowers scheme, and/or in conjunction with relevant government/public institutions and other organizations (including NGOs) provide information in order to assist independent smallholders to grow oil palm sustainably.</i></p> <p><i>One of referred guidances is on the table 1 (page. 6) regarding Land Suitability Criteria for Oil Palm in the Technical Guidance for Developing Oil Palm Estate issued by Directorate</i></p>			

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<i>General of Estate Crops, Ministry of Agriculture, 2006.</i>				
7.2.1	(M) Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.			
	<p>a. Are soil suitability/survey maps for the planted areas available or in place?</p> <ul style="list-style-type: none"> • Is the map adequate to establish the long-term suitability of land for oil palm cultivation? • Are the soil suitability maps or soil surveys appropriate to the scale of operation? • Does the soil suitability maps or soil surveys include information on soil types, topography, and hydrology, rooting depth, moisture availability, stoniness and fertility? • Do the soil suitability maps or soil surveys identify soils requiring appropriate practices? <p>b. Are there any areas located within the plantation perimeters that are considered unsuitable for long-term oil palm cultivation?</p> <ul style="list-style-type: none"> • Are such areas delineated in the plans? • Are there areas set aside for conservation? • Or are there plans for rehabilitation as appropriate? <p>c. Does the company plan to purchase Fresh Fruit Bunches (FFB) from</p>	<p>Topographic Map, Slope Class Maps and Map Soil Type and Slope Class Map scale 1: 25,000</p>	<p>Results of land surveys were presented in several maps: Topographic Map, Slope Class Maps and Map Soil Type and Slope Class Map scale 1: 40,000.</p> <p>Area of plantation has been located within the plantation perimeters that considering area for conservation.</p> <p>The organisation has plan to purchase FFB from potential developments of independent suppliers but not from independent supplier in particular location.</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>potential developments of independent suppliers in a particular location?</p> <p>d. If yes, the following information should be obtained:</p> <ul style="list-style-type: none"> • Is information on soil suitability collected and assessed? • Has the company provided information on soil suitability to the independent smallholders in order to assist them to grow oil palm sustainably? 			
7.2.2	Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available.			
	<p>a. Does the area where plantings are done require drainage or irrigation?</p> <p>b. If yes, is there adequate topographic information to guide the planning of drainage and irrigation systems?</p> <p>c. Is the topographic information and best practices taken into consideration during the development of roads and infrastructure?</p>	<p>Topographic Map, Slope Class Maps and Map Soil Type and Slope Class Map scale 1: 25,000</p>	<p>Based on the above mentioned maps, there were no fragile soils present at Taman Raja and Badang Estates. Estates were developed based on land suitability.</p> <p>The topographic information and best practices was taken into consideration during the development of roads and infrastructure.</p>	YES
7.3	<p>New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</p> <p>Guidance: <i>This Criterion applies to forests and other vegetation types. This applies irrespective of any changes in land ownership or farm management that have taken place since November 2005 unless if previous owner have conducted HCV assessment.</i></p> <p><i>HCVs may be identified in restricted areas of a landholding, and in such cases new plantings can be planned to allow the HCVs to be maintained or enhanced. This refers to the Guidance for HCV Management and Monitoring approved by the RSPO.</i></p> <p><i>The HCV assessment process requires appropriate training and expertise, and will include consultation with local communities, particularly for identifying social HCVs. HCV</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>assessments should be conducted according to the <i>Guidance for Identifying HCV in Indonesia (HCV Toolkit Indonesia) of 2008 or its revision.</i></p> <p>Developments should actively seek to utilise previously cleared and/or degraded land on mineral soil. Plantation development should not put <i>direct or indirect</i> pressure on <i>primary forests and HCV</i> through the use of all available agricultural land in an area.</p> <p><i>Although the planned development is consistent with the landscape planning by the local and national government, the requirements of protecting HCV still shall be met.</i></p> <p><i>For new planting with areas ≤ 3000 Ha, assessment of HCV can be conducted internally and externally. If the assessment of HCV is conducted internally, in accordance with the scheme of HCV RSPO using ALS system, assessor team leader of HCV shall be an assessor who has obtained license of HCV Assessor from HCVRN. Peer review from the competent party shall be conducted referring to the Common Guidance for the Identification of HCV 2013. For the new planting with the area > 3000 Ha, the assessment of HCV shall be conducted by the external party who has obtained license of HCV Assessor from HCVRN.</i></p> <p><i>In case of small areas located either in hydrologically sensitive landscapes or in HCV areas where conversion can jeopardize large areas or species, the HCV assessment shall be conducted by independent assessor who has obtained license of HCV Assessor from HCVRN (see Guidance: Criterion 7.2). HCV areas can be very small. Once established, new development should comply with Criterion 5.2.</i></p>	
7.3.1		<p>(M) There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>Specific Guidance: <i>For 7.3.1: Evidence should include historical remote sensing imagery which demonstrates that there has been no conversion of primary forest or any area required to maintain or enhance one or more HCV. HCV Assessment should apply satellite or aerial photographs, land use maps and vegetation maps should be used to inform the HCV assessment.</i></p> <p><i>Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, it will be excluded from the RSPO certification programme until an adequate HCV compensation plan has been developed and accepted by the RSPO.</i></p>		
	<p>a. Since November 2005, have any new plantings replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs)? If yes, was an adequate HCV assessment carried out prior to the clearing of the land?</p> <p>b. Where HCVs have been identified on the land that is intended for new plantings, have new plantings been planned and managed to best ensure the HCVs identified are maintained</p>	<ul style="list-style-type: none"> - Plantation Maps - HCV assessment report PT Dasa Anugrah Sejati 2013 - HCV Map with scale 1 : 20.000 	<p>Land clearing was in accordance with HCV identification, as indicated in plantation maps.</p> <p>The HCV assessment field survey performed in 16th to 21st May 2012 after conversion from rubber plantation to oil palm plantation on the period 2005 – 2009.</p> <p>There were HCV identified in PT DAS Badang Estate and Taman Raja Estate with area 127,3 ha consist of :</p> <p>HCV 1.3 :</p> <ul style="list-style-type: none"> - Fragmen Forest in Km 9 and spring water as upstream of Bulumurti river with area 3,0 ha 	YES

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	<p>and/or enhanced (see Criterion 5.2)?</p> <p>c. Are there finalised HCV maps and areas endorsed/signed off by management showing type of HCV and area coverage (ha)?</p> <p>d. Has the company comply with NPP procedures? i.e. NPP documents was submitted and put for public notification.</p> <p>e. Is CB verification of NPP documents include field verification? If not, field verification of HCV is required during certification audit.</p> <p>f. Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, is there evidence that an adequate HCV compensation plan for the affected area has been developed and accepted by the RSPO?</p>		<p>HCV 4.1:</p> <table border="1" data-bbox="1193 323 1872 679"> <thead> <tr> <th>Type of HCV area</th> <th>Wide Area (ha)</th> </tr> </thead> <tbody> <tr><td>Waduk Bulumurti</td><td>0,2</td></tr> <tr><td>Rawa Buluh</td><td>0,8</td></tr> <tr><td>Rawa Pardede</td><td>4,3</td></tr> <tr><td>Kolam Pembibitan</td><td>0,6</td></tr> <tr><td>Waduk Sei Juang</td><td>1,3</td></tr> <tr><td>Rawa OP Selatan</td><td>0,7</td></tr> <tr><td>Rawa Indonesia Raya</td><td>8,2</td></tr> <tr><td>Rawa Merantih</td><td>0,2</td></tr> <tr><td>Rawa Setan</td><td>0,3</td></tr> <tr><td>Rawa Nias</td><td>0,2</td></tr> </tbody> </table> <p>HCV 4.2:</p> <table border="1" data-bbox="1193 743 1872 1126"> <thead> <tr> <th>Type of HCV area</th> <th>Wide Area (ha)</th> </tr> </thead> <tbody> <tr><td>Riparian area in Tulang River</td><td>0,8</td></tr> <tr><td>Riparian area in Bulumunti River</td><td>18,1</td></tr> <tr><td>Fragmen Forest in Km 9 and spring water as upstream of Bulumurti</td><td>3,0</td></tr> <tr><td>Riparian area in Buluh River</td><td>7,4</td></tr> <tr><td>Riparian area in Keruh River</td><td>11,2</td></tr> <tr><td>Riparian area in Berumbung River</td><td>10,0</td></tr> <tr><td>Riparian area in Sei Juang River</td><td>5,5</td></tr> <tr><td>Riparian area in Merantih River</td><td>2,4</td></tr> <tr><td>Riparian area in Kedongkah River</td><td>15,0</td></tr> <tr><td>Riparian area in Tutuhan River</td><td>35,7</td></tr> </tbody> </table> <p>No NPP conduct for this conversion from rubber plantation to oil palm plantation.</p> <p>The Company has performed land use change analysis for plantation after November 2005 that was conversion of rubber plantation into palm oil plantation. Company has shown a map of land use change in the concession</p>	Type of HCV area	Wide Area (ha)	Waduk Bulumurti	0,2	Rawa Buluh	0,8	Rawa Pardede	4,3	Kolam Pembibitan	0,6	Waduk Sei Juang	1,3	Rawa OP Selatan	0,7	Rawa Indonesia Raya	8,2	Rawa Merantih	0,2	Rawa Setan	0,3	Rawa Nias	0,2	Type of HCV area	Wide Area (ha)	Riparian area in Tulang River	0,8	Riparian area in Bulumunti River	18,1	Fragmen Forest in Km 9 and spring water as upstream of Bulumurti	3,0	Riparian area in Buluh River	7,4	Riparian area in Keruh River	11,2	Riparian area in Berumbung River	10,0	Riparian area in Sei Juang River	5,5	Riparian area in Merantih River	2,4	Riparian area in Kedongkah River	15,0	Riparian area in Tutuhan River	35,7	
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			<p>area of PT DAS Badang Estate and Taman Raja Estate in 2005 before the rubber plant conversion to palm oil plantation and land cover maps of 2007 and 2009 (after conversion of land). From the map can be shown that land cover before the conversion into oil palm crops, land cover in March 2005 was a rubber plant. Evidence Map Landsat L7 coverage March 9, 2005 can be shown.</p> <p>Coefficient of vegetation and land liability has been analysed by the company. Evidence analysis of changes in land cover can also be shown.</p>	
7.3.2	<p>(M) Reports of comprehensive HCV assessment, which involves stakeholder consultation and includes record of land-use change since November 2005, shall be available. This HCV assessment shall be conducted prior to any conversion or new planting.</p>			
	<p>a. Is the prepared HCV assessment comprehensive? Was the assessment prepared in consultation with the affected stakeholders prior to any conversion or new planting?</p> <p>b. Do the HCV assessments include land use change analysis to determine changes to the vegetation since November 2005? (This analysis shall be used, with proxies, to indicate changes to HCV status)</p>	<ul style="list-style-type: none"> - HCV assessment report PT Dasa Anugrah Sejati 2013 - Public consultation report on May 22nd, 2011 - HCV Map with scale 1 : 20.000 	<p>Identification of any protected, rare, threatened or endangered species and HCV habitat has been performed by Aksenta (Independent Consultatnt) for PT. Dasa Anugrah Sejati, Badang Estate and Taman Raja Estate. The HCV assessment field survey performed in 16th to 21st May 2012. Peer Review was conducted by WWF Indonesia on 12th March 2012.</p> <p>HCV assessment been conducted and cover the following:</p> <ul style="list-style-type: none"> • Presence of protected areas that could be significantly affected by the grower or miller; • Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller. • Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller. <p>HCV Aesement performed by a qualified HCV assessor, all assessors was approved in RSPO as HCV assessor - Discipline Specialist, coordinated by an RSPO approved HCV assessor - Team Leader. Aesessor comprised of:</p> <ul style="list-style-type: none"> - Dr. Bambang Widyatmiko (Lead assessor) - Nandang Mulyana (socio culture expert) 	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<ul style="list-style-type: none"> - Risa Desiana Syarif (GIS expert) - Wibowo A. Djatmiko (biodiversity expert) <p>Public consultation was carried out in May 22nd, 2011 at Club House Badang Estate, participated by 26 people representing the local community and government. It had intended to get aspiration and responses from stakeholders related identification result of HCV and its management. HCV assessment report was finalized in 2012.</p> <p>HCV assessment were include checking of available biological records in and around of PT Dasa Anugrah Sejati, Badang Estate and Taman Raja Estate.</p> <p>Based on final report of HCV identification and analysis in PT. Dasa Anugrah Sejati it was demonstrated that the HCV assessment include both the planted area itself and relevant wider landscape-level considerations, e.g. the location of wildlife sightings.</p> <p>Assessment performed in accordance to the latest methodology available at global and national level. The method used in accordance with scientific standards and Identification Guide HCVA in Indonesia version 2 in 2008 compiled by a Indonesia consortium of HCV toolkit revision. Stages of identification activities include:</p> <ul style="list-style-type: none"> - Review of the data and information that has been available - Early identification of HCV - Drafting of plans for field surveys - Secondary data collection - Field survey - Mapping and landscaping - Assessment aspect fauna - Assessment aspects of flora - Assessment aspects of social, economic and cultural 	

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			<p>- Analysis and Mapping</p> <p>HCV identified was mapped in HCV Map with scale 1 : 20.000.</p> <p>The results of the assessment were:</p> <ul style="list-style-type: none"> - Identification of the presence of HCV in area of PT. Dasa Anugrah Sejati, Badang Estate and Taman Raja Estate. - Potential opportunities and challenges to the HCV that have been identified. - Recommendations to the company against potential identified HCVs. - Management plan for management and monitoring of HCV that have been identified. <p>The Company has performed land use change analysis for plantation after November 2005 that was conversion of rubber plantation into palm oil plantation. Company has shown a map of land use change in the concession area of PT DAS Badang Estate and Taman Raja Estate in 2005 before the rubber plant conversion to palm oil plantation and land cover maps of 2007 and 2009 (after conversion of land). From the map can be shown that land cover before the conversion into oil palm crops, land cover in March 2005 was a rubber plant. Evidence Map Landsat L7 coverage March 9, 2005 can be shown.</p> <p>Coefficient of vegetation and land liability has been analysed by the company. Evidence analysis of changes in land cover can also be shown.</p>	
7.3.3	Records of land preparation and clearing dates shall be available.			
	a. Are the dates of land preparation and commencement recorded?	N/A	Record of land preparation conducted on period 2005 - 2009 has not been maintained any longer. More than 5 years ago as retention time of record.	N/A
7.3.4	(M) An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2).			

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	<p>a. Has the company developed an action plan that describes operational actions consequent to the findings of the HCV assessment?</p> <p>b. Does the action plan reference the grower's relevant operational procedures (see Criterion 5.2)?</p>	<ul style="list-style-type: none"> - HCV assessment report PT Dasa Anugrah Sejati 2013 	<p>Management plan was available containing appropriate measures that are expected to maintain and/or enhance them, includes:</p> <ul style="list-style-type: none"> - Maintenance of HCV marking, manual upkeep - Placement of warning sign/sign board - Monitoring of riparian area - Monitoring the presence of wildlife (Protected animal) - Monitoring of illegal hunting and HCV Patrol <p>Management plans and monitoring of HCV was documented in "Conservation Management Plan PT DAS Grup Badang and Taman Raja Estate 2015" breakdown in Division HCV Management Program, each Division assistant was responsible for the program and its implementation. The measure contained in the management plan was actively implemented to maintain and/or enhance HCV values.</p> <p>HCV values and the presence of RTEs were periodically monitored by organization (every 3 month and evaluated/reported every six month). Monitoring the kinds of protected animals which include in category RTE (Rare, Threat and Endangered) and protected species was monitored monthly by sustainability officer and Mandor Lapangan who has been appointed by Management. Data monitoring and monitoring results were available and can be demonstrated. RTE and protected species observed in semester II 2015 were:</p> <ul style="list-style-type: none"> - Lutung (<i>Trachypithecus cristatus</i>) protected by PP No. 7 tahun 1999 - Kucing Hutan (<i>Felis bengalensis</i>) protected by PP No. 7 tahun 1999 - Egggang (<i>Bucheros rhinoceros</i>) protected by PP No. 7 tahun 1999 - Cekakak belukar (<i>Halcyon smirnensis</i>) protected by PP No. 7 tahun 1999 - Beo (<i>Graculus religiosa</i>) protected by PP No. 7 tahun 1999 - Elang bido (<i>Spilornis cheela</i>) protected by PP No. 7 tahun 1999 	<p>YES</p>

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			<ul style="list-style-type: none"> - Biawak (<i>Varanus salvator</i>) included in Appendix II CITES - Beruk (<i>Macaca nemestrina</i>) included in Vulnerable category of IUCN - Monyet ekor panjang (<i>Macaca fascicularis</i>) included in Vulnerable category of IUCN <p>From the wildlife monitoring record, species that frequently monitored in Badang and Taman Raja Estate was Beruk (<i>Macaca nemestrina</i>) and Monyet ekor panjang (<i>Macaca fascicularis</i>).</p> <p>Riparian monitoring and patrol also has been performed by organization, with the result:</p> <ul style="list-style-type: none"> - There is no interruption of people - No occupational community - There is no erosion of the riverbank - The condition of warning sign was good - The boundary conditions HCV was good <p>Field observation to HCV area and document verification “<i>Laporan Monitoring Biodiversity</i>” of PT DAS Badang Estate and Taman Raja Estate period semester I and II 2015 was available and demonstrate that the measures contained in the management plan been actively implemented.</p>	
7.3.5	<p style="color: red;">Evidence of consultation with the affected community shall be available in order to identify the area required by such community to fulfill its basic needs, by considering the positive and negative changes to the livelihood as a result of plantation operations. Such matters shall be included in the HCV analysis and management plan (see Criteria 5.2).</p> <p>Specific Guidance: For 7.3.5: The management plan will be adaptive to changes in HCV 5 and 6. Decisions will be made in consultation with the affected communities.</p>			
	<p>a. Have areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, been identified in consultation with the communities?</p>	<ul style="list-style-type: none"> - AMDAL on 22 June 2009 - HCV assessment report PT Dasa Anugrah Sejati 2013 	<p>AMDAL establishment required mandatory dissemination to relevant stakeholder including communities and regulatory body, about the activities covered in the studies including potential positive and negative changes in livelihood resulting from proposed operations.</p> <p>Areas converted from rubber plantation to oil palm plantation 2005 – 2009 have been incorporated into HCV assessments and management plans</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>b. Have these areas been incorporated into HCV assessments and management plans (see Criterion 5.2)?</p>			
<p>7.4</p>			<p>Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p> <p>Guidance: <i>The process of identifying fragile and marginal soil should be conducted after getting Plantation Business Permit (IUP)</i></p> <p><i>Total area planting on fragile soils including peat within the new development shall not be greater than 100 Ha or 20% of the total area, whichever is smallest (see Criterion 4.3). Adverse impacts may include hydrological risks or significantly increased risks (e.g. fire risk) in areas outside the plantation (see Criterion 5.5). The legal aspect of compliance within this national interpretation document shall follow the changed laws and regulations but should at least meet the above minimum limit.</i></p> <p><i>Planting on peat soils should not be conducted on peat with ≥3 m depth. If planting conducted on peat with <3 m depth, then the area (as regulated by Regulation of the Minister of Agriculture No. 14 year 2009: Guidance on Peatland Utilization for Oil Palm Cultivation) shall meet the following requirements:</i></p> <ul style="list-style-type: none"> <i>a. Within designated cultivation area</i> <i>b. Whereas the proportion of ≤ 3 m depth of peat and mineral soil (if any) is minimal 70% of the total concession area</i> <i>c. The mineral soil below peat layer is not quartz sand or acidic sulfate soil</i> <i>d. The peat soils maturity level is mature (sapric)</i> <i>e. The fertility level is eutropic</i> <p><i>Cultivation on peatland must also comply with Government Regulation No 71 year 2014 concerning the Protection and Management of Peatland Ecosystems</i></p> <p><i>Excessive slope is defined as slope more than 40% referring to Regulation of the Minister of Agriculture No.11/Permentan/OT.140/3/2015 regarding Guidance of Indonesia Sustainable Palm Oil and the Regulation of the Minister of Agriculture No. 47 year 2006 regarding General Guidance for Agriculture at Mountain Area.</i></p> <p><i>Soil conservation measures (such as terracing, individual terrace, legume cover crops, silt pit, frond stacking, etc.) should be conducted.</i></p> <p><i>Soil suitability should be determined using crop and environmental suitability criteria.</i></p> <p><i>Those identified as marginal and/or problematic should be avoided if the soil cannot be improved through agricultural cultivation.</i></p> <p><i>The risky and marginal soils may include sandy soils, low organic content soils, and potential or actual acid sulphate soils. Suitability of these soils is also influenced by other factors including rainfall, terrain and management practices.</i></p> <p><i>These areas may only be developed for new plantations which have adequate management plans based on best management practices. Failure due to extensive plantings should be avoided on these soil types.</i></p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
<p><i>Fragile soils on which extensive planting shall be avoided include peat soils, mangrove sites and other wetland areas.</i></p> <p><i>This activity should be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</i></p> <p><i>Excessive planting on fragile soil refer to Annex 2 Generic RSPO P&C, 2013.</i></p> <p><i>Wetland definition refers to RAMSAR.</i></p>				
7.4.1	<p>(M) Indicative maps showing marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p> <p><i>Minor to Major</i></p>			
	<p>a. Are there maps identifying marginal and fragile soils, including excessive gradients and peat soils?</p> <p>b. If peat is present, does the map show the extent, nature, and depth of peat?</p> <p>c. Are the maps used to identify areas that are inappropriate for planting?</p> <p>d. Have the maps been incorporated for use in the social and environmental impact assessment (SEIA)?</p> <p>e. Is there evidence that planting on extensive areas of peat soils and other fragile soils have been avoided?</p>	<p>Topographic Map, Slope Class Maps and Map Soil Type and Slope Class Map scale 1: 25,000</p>	<p>Based on Map of Soil type Unit, There are no areas of marginal land/fragile soil in Taman Raja and Badang Estate.</p>	<p>YES</p>
7.4.2	<p>(M) Where limited planting on fragile and marginal soils, including peat, is proposed, a documented plan shall be developed and implemented to protect them without incurring adverse impacts.</p>			
	<p>a. Are there plans to protect planted areas on fragile and marginal soils, including peat from adverse impacts?</p> <p>b. Does the plan take into consideration specific control and NI thresholds, including:</p> <ul style="list-style-type: none"> • Slope limits; 	<ul style="list-style-type: none"> • SOP Land Preparation (AA-APM-OP-1100.02-R1) • Consolidation (AA-APM-OP-1100.16-R1) • Soil and Water Conservation (AA-APM-OP-1100.05-R1) 	<p>The organisation has management strategy for planting on slopes above certain limit such as terracing, as referred to company's SOP and work instructions. The work instruction described preparation for planting including planting on slopes area has been developed by organisation. System for planting on slopes area was provided through terracing, levelling of terrace, planting legume cover crops and determining of planting space.</p>	<p>YES</p>

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	<ul style="list-style-type: none"> • List of soil types that need to be avoided, especially peat soil; • Proportion of plantation areas that can include marginal / fragile soil. <p>c. Has the plan been implemented?</p>		<p>Practices to control and minimize erosion have been applied by :</p> <ul style="list-style-type: none"> • Terracing • Making the catchment where runoff water, called: "Tapak Kuda". • Making the catchment where runoff water, called "Rorak". • Planting legume cover crop. 	
7.5				
7.5.1				
	<p>a. Does the new planting area include 'local people's land'?</p> <p>b. If yes, has the community given their consent?</p> <p>c. Is there evidence to demonstrate that</p>	<p>AMDAL on 22 June 2009</p>	<p>Oil palms planted in 2005 – 2009 were conversion from rubber plantation and AMDAL document was established concerning the change. AMDAL establishment required mandatory dissemination to relevant stakeholder including communities and regulatory body, about the activities covered in the studies. Since the AMDAL already approved, it was concluded that dissemination was already done by the organisation.</p>	<p>YES</p>

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	the consent/agreement has been given? d. Has the community been given the opportunity to say 'no' to the proposed development? e. Are the principles of the FPIC process followed?		Land acquisition from local communities has been done in 1995, before FPIC endorsed as one of the principle under RSPO P & C 2007. The handover and prove of payment was sighted and recorded in "Surat Persetujuan Bersama" (pact of agreement). From the interview with stakeholder it was known there was no land conflict at the time audit. The land planted between 2005 – 2009 periods was a conversion from rubber plantation.	
7.6	Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements. Guidance: <i>See Criteria 2.2, 2.3 and 6.4 and associated Guidance.</i> <i>The requirements include indigenous people, as regulated by, such as, the Act No. 5 year 1994 regarding Endorsement of UN Convention on Biodiversity.</i> <i>Please refer to FPIC guidelines approved by the RSPO (RSPO endorsed Free, Prior and Informed Consent Guide for RSPO Members, November 2015).</i>			
7.6.1	(M) Records of identification and assessment of legal, customary and user rights shall be available. Specific Guidance: For 7.6.1: <i>This activity shall be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</i>			
	a. Does the SEIA include the identification and assessment of legal, customary and user rights of the area? b. Does the company have SOPs to identify and assess any legal, customary and user rights of the local peoples? c. Is there any known notification from the stakeholders claiming to have legal, customary and/or user rights on the land for the new planting area? d. Has the claim been identified and assess according to the	NA	Land acquisition from local communities has been done in 1995, therefore the indicator 7.6 Major 1 consider as not applicable.	NA

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>protocol/SOP? Does the process follow and respect the FPIC principles?</p> <p>e. Has the process of identification and assessment been recorded/ documented and made publicly available?</p>			
7.6.2	(M) A procedure for identifying people entitled to compensation shall be available.			
	<p>a. Does the company have a system in place to identify people and/or community groups entitled to compensation?</p> <p>b. Is the system documented?</p> <p>c. Does the system follow and respect the FPIC principles?</p>	SOP AA-GL-5003.1-R1	Calculation and compensation method for land has been described in a procedure. This mechanism was explicitly defined in the same procedure of "land conflict handling". Procedure included FPIC for communication and consultation with the local communities and other affected or interested parties.	YES
7.6.3	(M) Records of calculation system and distribution of fair compensation shall be available			
	<p>a. Does the company have a system in place to calculate and distribute fair compensation (monetary or otherwise)?</p> <p>b. Is the system documented and publicly made available?</p> <p>c. Does the system follow and respect the FPIC principles?</p>	SOP AA-GL-5003.1-R1	Calculation and compensation method for land has been described in a procedure. This mechanism was explicitly defined in the same procedure of "land conflict handling". Procedure included FPIC for communication and consultation with the local communities and other affected or interested parties.	YES
7.6.4	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.			

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	a. Does the company provide communities that have lost access and rights to land for plantation expansion opportunities to benefit from plantation development?	NA	Land acquisition from local communities has been done in 1995, therefore the indicator 7.6 Minor 4 consider as not applicable.	NA
7.6.5	The process and outcome of any compensation claims shall be documented and made available to the affected communities and their representatives.			
	a. Is the process and outcome of any compensation claims documented and made publicly available?	SOP AA-GL-5003.1-R1	This procedure of Calculation and compensation has been notified to stakeholders even no possible land acquisition at current time.	YES
7.6.6	<p>Evidence shall be available that the affected communities and rights holders have access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p>Specific Guidance: <i>For 7.6.6: Growers and millers will confirm that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to Plantation Business Permit (Izin Usaha Perkebunan/IUP) and if requested, Land Title (Hak Guna Usaha (HGU)/Hak Guna Bangunan (HGB)) to the grower and miller. There is documented evidence that communities were informed prior to being asked to release lands to growers and millers that a legal consequence of the grower or miller acquiring a HGU/HGB over their lands is that this will permanently extinguish their land rights within the same area. Related to 7.6.6, the evidences can be a company's policy to give community freedom to get information, and also socialization to the affected community.</i></p>			
	<p>a. Is there record to show that the community and rights holders have freedom to access information and independent advisor(s) concerning the legal, economic, environmental and social implications of the proposed operations on their lands?</p> <p>b. Is there evidence to show that the company has sought the community and the right holders' consent to the initial planning phases of the operations prior to the new issuance</p>	<p>- "List Dokumen dan Informasi Untuk diakses Publik PT DAS"</p>	<p>Documents available to the public specified in the in "List Dokumen dan Informasi Untuk diakses Publik PT DAS". Documents available to the public and stakeholder can be provided to stakeholders according to their relevance through a written request to the organization. List of information available in Indonesian and easily understood by stakeholder. Documents available to the public placed in the respective sections within the organization. Such as land title right/ HGU certificate placed in KTU, Occupational health and safety plans document placed in Sustainability staff.</p> <p>Information provided adequate at minimum, an information summary of the document listed such as :</p> <ul style="list-style-type: none"> Land titles/user rights (Criterion 2.2) 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>of a concession or land title?</p> <p>c. Did the communities (or their representatives) give consent to the initial planning phases of the operations prior to the new issuance of a concession or land title?</p>		<ul style="list-style-type: none"> - Legal boundaries ,land use, classification, total area, grant title, permit validity , NCR rights • Occupational health and safety plans (Criterion 4.7); <ul style="list-style-type: none"> - risk assessment and mitigation, emergency response plan, training, accident records • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); <ul style="list-style-type: none"> - main social and environmental impacts and mitigation measures, • HCV documentation (Criteria 5.2 and 7.3); <ul style="list-style-type: none"> - identification on HCV areas, maps, management and monitoring HCV • Pollution prevention and reduction plans (Criterion 5.6); <ul style="list-style-type: none"> - identification of pollutants, management and reduction measures • Details of complaints and grievances (Criterion 6.3); <ul style="list-style-type: none"> - nature of complaints, parties involved, status of case • Negotiation procedures (Criterion 6.4); <ul style="list-style-type: none"> - SOP, consultative, neutral, inclusiveness, timeframe, responsibility • Continual improvement plans (Criterion 8.1); <ul style="list-style-type: none"> - for all elements under 8.1, • Public summary of certification assessment report; <ul style="list-style-type: none"> - follow RSPO format • Human Rights Policy (Criterion 6.13). 	

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			- policy statement should comply to the requirements of 6.13	
7.7	No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.			
7.7.1	(M) Records of zero burning implementation on land clearing, referring to the ASEAN Policy on zero burning (2003) and recognised techniques based on the existing regulations shall be available.			
	<p>a. Is there evidence of land preparation by burning?</p> <p>b. (The auditors shall conduct site verification of the newly planted site which will include interviews with workers).</p> <p>c. Was land prepared using the burn method due to reasons or specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burnings' 2003, or comparable guidelines in other regions?</p> <p>d. If the burn method has been used for land preparation, has the company complied with the requirements of 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?</p>	<p>Procedure replanting (AA-APM-OP-1100.20-R1)</p>	<p>Land preparation on period 2005 – 2009 during conversion from rubber plantation to oil palm plantation was zero burning.</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	e. Is document showing proper justification for such activity available?			
7.7.2	<p>In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>Specific guidance <i>For 7.7.2 : Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and exceptional levels of caution are required for use of fire on peat. This should also refer to the ASEAN Policy on Zero Burning (2003) and respective national environment regulations.</i></p>			
	<p>a. In exceptional cases where fire has to be used for preparing land for planting, is there evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?</p> <p>b. Was the activity incorporated in the SEIA report?</p> <p>c. What were the mitigation measures? Was it implemented?</p>	Not Applicable	Not Applicable	N/A
7.8	<p>Preamble</p> <p><i>It is noted that oil palm and all other agricultural crops emit and sequester greenhouse gases (GHG). There has already been significant progress by the oil palm sector, especially in relation to reducing GHG emissions relating to operations. Acknowledging both the importance of GHGs, and the current difficulties of determining emissions, the following new Criterion is introduced to demonstrate RSPO's commitment to establishing a credible basis for the Principles and Criteria on GHGs.</i></p> <p><i>Growers and millers commit to reporting on projected GHG emissions associated with new developments. However, it is recognised that these emissions cannot be projected with accuracy with current knowledge and methodology.</i></p> <p><i>Growers and millers commit to plan development in such a way to minimise net GHG emissions towards a goal of low carbon development (noting the recommendations agreed by consensus of the RSPO GHG WG2).</i></p> <p><i>Growers and millers commit to an implementation period for promoting best practices in reporting to the RSPO, and after December 31st 2016 to public reporting. Growers and millers</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			make these commitments with the support of all other stakeholder groups of the RSPO.	
7.8	<p>New plantation developments are designed to minimise net greenhouse gas emissions.</p> <p>Guidance <i>This Criterion covers plantations, mill operations, roads and other infrastructure. It is recognised that there may be significant changes between the planned and final development area, hence the assessment may need to be updated before the time of implementation.</i></p> <p><i>Public reporting is desirable, but remains voluntary until the end of the implementation period.</i></p> <p><i>Once established, new developments should report on-going operational, land use and land use change emissions under Criterion 5.6.</i></p> <p><i>According to the recommendation from RSPO GHG Working Group 2, the total carbon emission (above and below ground) from new development area ideally is not bigger than carbon that can be absorbed in one rotation period of all new developments (i.e. average of oil palm trees, riparian buffer zone, and the set aside forest area). To help achieving this, the plantation should be developed in area with low carbon stock (i.e. mineral soil, area with low biomass, etc) or within area that currently is being utilized for agriculture or intensive plantation whose owner has agreed to convert the areas into oil palm. The agreed methodology to assess and report on carbon stock and emission sources as well as default number for the both estimation is now being developed by RSPO.</i></p> <p><i>As guidance, low carbon stock areas are defined as areas with (above and below ground) carbon stores, where the losses as a result of conversion are equal or smaller to the gains in carbon stock within the new development area, including set aside areas (non- planted area) for one rotation period.</i></p>			
7.8.1			<p>(M) The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p>Specific Guidance: For 7.8.1: <i>GHG identification and estimates can be integrated into existing processes such as HCV and soil assessments.</i></p> <p><i>The RSPO carbon assessment tool for new plantings will be available to identify and estimate the carbon stocks. It is acknowledged that there are other tools and methodologies currently in use; the RSPO working group will not exclude these, and will include these in the review process.</i></p> <p><i>The RSPO PalmGHG tool or an RSPO-endorsed equivalent will be used to estimate future GHG emissions from new developments using, amongst others, the data from the RSPO carbon assessment tool for new plantings.</i></p> <p><i>Parties seeking to use an alternative tool for new plantings will have to demonstrate its equivalence to the RSPO for endorsement.</i></p>	
	a. Is there an assessment conducted to identify and estimate the carbon stock in the proposed development area and major potential sources of	Not Applicable	Conversion from rubber plantation to oil palm plantation was done on period 2005 – 2009.	N/A

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>emissions that may result directly from the development?</p> <p>b. What are the tools and methodologies used to identify and estimate the carbon stock and potential sources of emission?</p> <p>c. Has the results of the carbon stock assessment been submitted and reported to RSPO according to RSPO procedures and timeline?</p>			
7.8.2	<p>Records of a plan to minimize net GHG emissions shall be available.</p> <p>Specific Guidance: For 7.8.2: Growers are strongly encouraged to establish new plantings on mineral soils, in low carbon stock areas, and cultivated areas, which the current users are willing to develop into oil palm. Millers are encouraged to adopt low-emission management practices (e.g. better management of palm oil mill effluent (POME), efficient boilers etc.) in new developments.</p> <p><i>Growers and millers should plan to implement RSPO best management practices for the minimization of emissions during the development of new plantations</i> <i>Some efforts to minimise net GHG emissions, but not limited to:</i></p> <ul style="list-style-type: none"> <i>a. Avoiding high carbon stock area</i> <i>b. Enriching HCV</i> <i>c. Improving carbon sequestration</i> <i>d. Minimising use of fossil fuel</i> <i>e. Implementing zero burning</i> 			
	<p>a. Is there a plan to minimise net GHG emissions from new development?</p> <p>b. Does this plan take into account avoidance of land areas with high carbon stocks, sequestration options and low-emission management practices?</p>	Not Applicable	Conversion from rubber plantation to oil palm plantation was done on period 2005 – 2009.	N/A

PRINCIPLES 8: COMMITMENT TO CONTINUAL IMPROVEMENT IN KEY AREAS OF ACTIVITY

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
8.1		<p>Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p> <p>Guidance: <i>Growers should have a system to improve practices in line with new information and techniques, and a mechanism for disseminating this information throughout the workforce. For smallholders, there should be systematic guidance and training for continual improvement.</i></p> <p><i>The minimum specific performance for key indicators is based upon the existing regulations and best plantation practices (Criteria 4.2, 4.3, 4.4, and 4.5). Several standards related to Criteria 4.2, 4.3, 4.4, and 4.5:</i></p> <ul style="list-style-type: none"> • <i>Leaf analysis at least on yearly basis.</i> • <i>Soil analysis should be done periodically based on company's consideration</i> • <i>Plantable slope < 40%.</i> • <i>BOD of effluent used for Land Application is maximum 5000 ppm, and for discharging to the water body is maximum 100 ppm</i> • <i>For planting on peat, the water table should be maintained at an average of at least 50 cm (40 – 60 cm) below ground surface measured with groundwater piezometer readings, or an average of 60 cm (between 50 – 70 cm) below ground surface as measured in water collection drains as per the Manual Best Management Practices for existing oil palm cultivation on peat, June 2012 or as per existing regulation if equal or shallower measured through a network of appropriate water control structures e.g. weirs, sandbags, etc. in fields, and watergates at the discharge points of main drains (Criteria 4.4 and 7.4).</i> <p><i>Regulations regarding water table on peat may refer, but not limited, to:</i></p> <ol style="list-style-type: none"> 1. <i>Government Regulation No. 71 year 2014 regarding Protection and Management of Peat Ecosystem</i> 2. <i>Regulation of the Minister of Agriculture No. 14 year 2009 regarding Guideline of Oil Palm Cultivation on Peat</i> 3. <i>Regulation of the Minister of Agriculture No. 11 year 2015 regarding Guideline of Indonesia Sustainable Palm Oil Plantation (ISPO)</i> 		
8.1.1			<p>(M) The action plan for monitoring shall be available, based on a consideration of the social and environmental impacts and routine evaluation of the plantation and mill operations. As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • <i>Reduction in use of certain chemicals (Criterion 4.6);</i> • <i>Environmental impacts (Criteria 4.3, 5.1 and 5.2);</i> • <i>Waste reduction (Criterion 5.3);</i> • <i>Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</i> • <i>Social impacts (Criterion 6.1);</i> • <i>Optimising the yield of FFB production (Criterion 4.2)</i> 	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Is there an action plan for continual improvement?</p> <p>b. Describe the main components of the plan.</p> <p>c. Has the action plan been implemented?</p> <p>d. Provide examples of continual improvements that have been implemented.</p> <p>e. Are history records available to develop the action plan?</p> <p>f. Are records of implementation of the action plan available?</p> <p>g. Does the action plan include strategies for:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides (Criterion 4.6)? Is IPM widely implemented? • Environmental impacts (Criteria 4.3, 5.1 and 5.2)? • Waste reduction (Criterion 5.3)? • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8)? • Social impacts (Criterion 6.1)? • Optimising the yield of the supply base? <p>h. Do growers have a system to improve practices in line with new information and techniques, and a mechanism for disseminating this information throughout the workforce?</p>	<ul style="list-style-type: none"> • Continuous Improvement Report Taman Raja Group, 17 – 20 January 2017 • Visit Engineering Report No.PTR-VE-FULL 01-15 dated 28 – 30 July 2015 • Operational Audit report No.OA-13-IX-PLT.III-mill-028 • Sustainability internal audit report on 30th September 2016 • OHS Objectives and programme period 2016 and 2017 	<p>Internal audit was conducted on 30th September 2016 regarding the sustainable palm oil, covers good agriculture practices, occupational health and safety, environment, HCV and social aspects. The corrective action was followed if there are any non-conformances raised.</p> <p>Moreover the organisation conducted monitoring and checking for mill operation performance through periodic visit of corporate engineering called VE (Visit Engineering), The Report sighted; No. Report. No.PTR-VE-FULL 01-15 dated 28 – 30 July 2015 was sighted includes Mill key performance, assessment overall mill operations, process efficiency, plant maintenance, management supervision, manpower statement, production cost, EHS management system and sustainability. The corrective action plans was established and followed up by mill, the records was also evident.</p> <p>The records also sighted regarding objectives and programmes related to health and safety for each estates and mill; includes: PPE inspection; Electrical safety inspection; Housekeeping; Training OHS (Basic safety and emergency); Medical check-up and Emergency drill. Within the OHS objective and programmes was included the time frame; person in charge and cost estimation. The monitoring of each objectives and programmes were conducted periodically by the person in charge.</p> <p>Several continuous improvement programme especially for environment issue has been developed for year period 2016, some already executed and some still on progress, such as:</p> <ul style="list-style-type: none"> • Good Agriculture Practices: <ul style="list-style-type: none"> ○ Reduction in use of pesticides ○ Reduction of paraquat use • Environmental impacts: <ul style="list-style-type: none"> ○ Reduction in fossil fuel consume by implementing biogas to supply electricity ○ Reduction hour meter of backhoe loader from 74 HM/month to be 65 HM/month • Waste reduction: <ul style="list-style-type: none"> ○ Recycle the condensate water discharge water dilution • Pollution and GHG emission 	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<ul style="list-style-type: none"> ○ Use of fibre and shells for boiler fuel ○ Reduction in fossil fuel consume by implementing biogas to supply electricity ● Biodiversity conservation: <ul style="list-style-type: none"> ○ Planting riparian zone/river border with barrier to erosion plant and native species to conserve riparian zone ○ Monitoring of RTE species regularly to control the population dynamics of wildlife ○ Sign board installation for HCV protection and awareness to conserve biodiversity and HCV area ● Decrease Inventory in Taman Raja Estate: <ul style="list-style-type: none"> ○ Problem: placement of goods in the warehouse were only based on type and specification. ○ Action: marking of minimum stock ○ Result: minimum stock can be easily recognized by visual in the warehouse. ● Increase the effectivity of FFB transport prior to 7.00 PM ● Decrease circle spraying cost by increasing output. ● Increase output of EFB spreading by using material from EFB bunch press. 	

3.3.2 Mill Supply Chain Requirements

The FFB source is two (2) estates owned by PT. Dasa Anugrah Sejati and third party estates. Third party estate is excluded from certification. All FFB are processed together, both from the Taman Raja Estate, Badang Estate and third party estates. Therefore the Model selected is Mass Balance and RSPO Supply Chain Module E was used as audit criteria.

The detail of FFB processed in Taman Raja Mill is described in Table 7, Table 8 and Table 9 presented in this report.

Table 13 Delivery of CPO and PK in 2016

Month	CPO Delivered			PK Delivered		
	RSPO	ISCC	Non Certified	RSPO	ISCC	Non Certified
2016						
January	-	1,790.90	1,535.03	414.46	-	356.25
February	-	2,309.36	1,846.47	582.54	-	445.60
March	-	2,200.46	2,240.34	411.82	-	510.98
April	-	2,687.83	1,646.85	552.00	-	650.04
May	-	1,435.36	2,593.85	421.76	-	463.00
June	-	2,805.14	1,274.88	504.46	-	316.55
July	-	4,007.28	-	550.18	-	447.54
August	-	1,299.93	3,765.60	689.74	-	568.35
September	-	4,291.88	1,882.92	853.63	-	623.89
October	-	6,235.02	1,838.16	1,606.44	-	485.80
November	-	5,036.46	1,940.88	1,000.11	-	451.66
December	-	5,991.23	1,498.15	1,346.37	-	448.39
Total	-	40,090.85	22,063.13	8,933.51	-	5,768.05

3.3.2.1 Supply Chain Certification Standard

Note to auditor: Please copy the completed checklist

PART A COMPANY DETAIL

Company Name (covered by certification): PT. DASA ANUGRAH SEJATI		
RSPO member name: PT. Inti Indosawit Subur	RSPO member number: 1-0022-06-000-00	
RSPO IT Platform Registration number: RSPO_PO1000002143		
Site Address: Lubuk Bernai, Kampung Baru, Pelabuhan Dagang, Pematang Pauh Village, Tungkal Ulu District, Tanjung Jabung Regency, Jambi Province, Indonesia		
Management Representative: Helsin Amos Sinuraya (Mill Manager)		
Site type: Palm Oil Mill		
Site capacity: 60 MT per hour		
Certified palm product sold: 8,933.51 MT PK		
Certified palm product used: 178,222.17 Ton FFB		
App/Cert No: FMS40008	Audit Type: ASA2	
SAI Global Auditor/Team: Eko Purwanto	Audit Date: 10 February 2017	Activity/Audit No: WI-911477
<p>Audit objectives To verify the volume of certified and uncertified FFB entering the mill and sold volume of RSPO certified producers.</p>		

Supply Chain Model:	Module E - CPO Mills (MB) Mass Balance
Pertinent record period:	January 2016 – December 2016
Estimated tonnage of certified palm product produced:	50,258 MT CPO and 11,202 MT PK
Estimated tonnage of non certified palm product produced	24,000 MT CPO and 6,179 MT PK
String description:	Palm Oil Mill
Outsource activity(ies) (if any):	None
Independent third party(ies) performing outsource activity(ies): name, address and Capability	None

PART B SUPPLY CHAIN CERTIFICATION STANDARD

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
CPO MILLS (MB) MASS BALANCE SUPPLY CHAIN MODELS – MODULAR REQUIREMENTS		
E.1 Definition		
<p>E.1.1. Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>		
E.2 Explanation		
<p>E.2.1. The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>		
<p>a. Has the estimated tonnage of CPO and PK products (that could potentially be produced by the certified mill) been recorded by the certification body (CB) in the public summary of the P&C certification report ?</p>	<p>The estimated tonnage of CPO and PK products has been recorded by SAI Global, i.e.:</p> <p>Certification audit: Estimated CPO : 53,148 MT Estimated PK : 12,100 MT</p>	<p>C</p>

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
	ASA1: Estimated CPO : 57,271 MT Estimated PK : 12,644 MT ASA2: Estimated CPO : 50,258 MT Estimated PK : 11,202 MT	
b. Does the figure represent the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year ?	Yes, the figure does represent the total volume of certified palm oil product (CPO and PK) that the certified mill allowed to deliver in a year.	C
c. Does the actual tonnage produced have to then be recorded in each subsequent annual surveillance report ?	The actual tonnage produced has been recorded in each subsequent annual surveillance report, i.e: ASA1: Actual CPO : 54,589 MT Actual PK : 11,808 MT ASA2: Actual CPO : 40,090.42 MT Actual PK : 9,010.76 MT	C
E.2.2. The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain		

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
managing organization (RSPO IT platform or book and claim).		
a. The mill must also meet all registration requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim)?	PT. DASA ANUGRAH SEJATI – Taman Raja Mill has met all registration requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform), with register number RSPO_PO1000002143.	C
b. The mill must also meet all reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim)?	The mill also has met all reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	C
E.3 Documented Procedure		
<p>E.3.1. The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a. Complete and up to date procedures covering the implementation of all the elements in these requirements; b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard. 		
a. Does the site have written procedures and/or work instructions in place to ensure the implementation of all elements specified in these	The Site has system documentation available on site to ensure the implementation of RSPO SCC requirements. The procedures are updated and appeared to be compliance with	C

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
requirements ?	<p>current standard.</p> <ul style="list-style-type: none"> • AA-MPM-OP-1400.17-R4, dated February 25th, 2015, Procedure of Traceability. The procedure was established to ensure the production of sustainable and non-sustainable CPO/PK/CPKO produced by the Mill and shipped out could be traced to the suppliers of raw material, and also to ensure the palm oil production process could be described. • AA-MPM-OP-1400.18-R4, dated February 25th, 2015, Procedure of Mass Balance. The procedure described mechanism to monitor the supply chain of certified CPO, PK and CPK production are sustainable, from receipt of raw materials to the delivery of mill products (POM/KCP) and to ensure the record of number of "sustainable" and "non-sustainable" CPO, PK and CPKO production generated by POM/KCP and shipped out from the mill are "balance" in each 3-months period. • AA-MPM-OP-1400.02-R2, procedure of FFB Receiving • AA-MPM-OP-1400.03-R1, procedure of Sterilizer station • AA-MPM-OP-1400.06-R1, procedure of Clarifier station • AA-MPM-OP-1400.08-R1, procedure of Kernel station • AA-MPM-OP-1400.14-R2, procedure of Storage and Delivery. 	
b. Are procedures / work instructions completely covering the implementation of all the elements in these requirements?	<p>Procedures and Work Instruction are completely covering the implementation of the elements in this requirement, i.e.:</p> <ul style="list-style-type: none"> • FFB Receiving • FFB Processing 	C

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
	<ul style="list-style-type: none"> • Production Recording (CPO and PK) • Product Delivery • Mill Daily Report • Three Monthly Mass Balance Report • Certified Product Claim • Record Keeping • Shipping Announcement in e Trace 	
<p>c. Have the site had the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements?</p>	<p>Based on the Procedure of Traceability Top Management has assigned personnel who having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements, who is the Mill Manager.</p> <p>Weighing clerk responsible for data input and print out weighing card. Receiving of FFB was based on SPB (delivery note) covers whether are sustainable or non-sustainable. If sustainable then delivery note must covers:</p> <ul style="list-style-type: none"> - Estate name and block number - Year of planting - Date of harvesting - Certificate number - Batch number - Transporter identity. <p>All related personnel regarding Mill Manager, weighing clerk, security, storage keeper etc. has been trained for refreshment of Traceability and Mass Balance on 16 April 2016.</p>	C
<p>d. Is the person able to demonstrate awareness of the site's procedures for the implementation of this standard?</p>	<p>The assigned persons were able to demonstrate awareness of the site's procedures for the implementation of RSPO SCC standard.</p>	C

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
	All employees contribute to implementation of RSPO SCC have been trained by competent persons. The latest training was performed on 16 April 2016.	
E.3.2. The site shall have documented procedures for receiving and processing certified and non-certified FFBs.		
a. Has the site had documented procedures for receiving certified FFBs ?	The Procedure of Traceability (AA-MPM-OP-1400.17-R4) and Mass Balance (AA-MPM-OP-1400.18-R4) have mentioned the mechanism for receiving certified FFBs. The system has separated the recording of certified and non- certified FFB.	C
b. Has the site had documented procedures for receiving non-certified FFBs?	The Procedure of Traceability (AA-MPM-OP-1400.17-R4) and Mass Balance (AA-MPM-OP-1400.18-R4) have mentioned the mechanism for receiving non-certified FFBs. The system has separated the recording of certified and non- certified FFB.	C
c. Has the site had documented procedures for processing certified FFBs?	The Procedure of Traceability (AA-MPM-OP-1400.17-R4) and Mass Balance (AA-MPM-OP-1400.18-R4) have mentioned the mechanism for processing certified FFBs. The selected RSPO SC model is Mass Balance, so the mill does not have to separate the process of certified FFBs from non-certified FFBs.	C
d. Has the site had documented procedures for processing non-certified FFBs?	The Procedure of Traceability (AA-MPM-OP-1400.17-R4) and Mass Balance (AA-MPM-OP-1400.18-R4) have mentioned the mechanism for processing non-certified FFBs. The selected RSPO SC model is Mass Balance, so the mill does not have to separate the process of certified FFBs from non-certified FFBs.	C
E.4 Purchasing and Goods In		

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
E.4.1. The site shall verify and document the volumes of certified and non-certified FFBs received.		
<p>a. Does the site verify and document the volumes of certified FFBs received ?</p>	<p>It was verified that receiving of FFB was traceable to the supply base unit. During weighing on weighbridge the FFB sources is identified; whether received from own estate (block number and division) or from third party. Weighing slip and receiving report issued clearly stated the weight off FFB received and its source (certified or non-certified).</p> <p>The documented Mill Operation Summary has recapitulated FFB received from own estate and from third party. Based on the report, FFB received from own estate from January to December 2016 were 178,222 Ton.</p> <p>The site has two weighbridge, which are:</p> <ul style="list-style-type: none"> - Avery Weigh Tronix / E1205 / Serial No.054640452 with maximum capacity of 50 MT. The weighbridge has been calibrated by UPT Metrologi Jambi based on certificate No.745/Disperindag/BPK/IV/15 dated 7 April 2016, valid for one year. - Avery Weigh Tronix / E1205 / Serial No.074750320 with maximum capacity of 50 MT. The weighbridge has been calibrated by UPT Metrologi Jambi based on certificate No.744/Disperindag/BPK/IV/16 dated 7 April 2016, valid for one year. <p>Records of certified FFB received:</p> <ul style="list-style-type: none"> - Weighbridge card No.PTRA117104277 dated 8 February 	<p>C</p>

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
	<p>2017 described the commodity was certified FFB, sourced from Taman Raja Estate, Division 4, Block D03g. Nett tonnage was 2,910 KG. Time in 18.58, Time out 19.02. Transporter internal BH8336ME, driver Jarwono.</p> <ul style="list-style-type: none"> - Weighbridge card No.PTRA117104214 dated 8 February 2017 described the commodity was certified FFB, sourced from Badang Estate, Division 1, Block A07v. Nett tonnage was 5,770 KG. Time in 13.47, Time out 13.51. Transporter internal BH8330ME, driver Roy Manalu. - Laporan Harian Pabrik (Mill Daily Report) dated 31 January 2017, mentioned: FFB received from own estate was 776,620 KG. 	
<p>b. Does the site shall verify and document the volumes of non-certified FFBs received ?</p>	<p>It was verified that receiving of FFB was traceable to the supply base unit. During weighing on weighbridge the FFB sources is identified; whether received from own estate (block number and division) or from third party. Weighing slip and Mill Daily Report issued clearly stated the weight off FFB received and its source (certified or non-certified).</p> <p>Records of non-certified FFB received:</p> <ul style="list-style-type: none"> - Weighbridge card No.PTRA517201507 dated 8 February 2017 described the commodity was third party FFB, sourced from FFB supplier Barog Asngari (ID: ST00034). Nett tonnage was 9,710 KG minus dirt 874 KG become 8,836 KG. Time in 06.52, Time out 07.21. Transporter BE9799CD, driver Amin. - Laporan Harian Pabrik (Mill Daily Report) dated 31 January 2017, mentioned: FFB received from third party estate was 368,193 KG. 	<p>C</p>

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
E.4.2. The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.		
a. Does the site inform the CB immediately if there is a projected overproduction of certified tonnage?	The responsible person aware that the site will inform the CB immediately if there is a projected overproduction of certified tonnage (CPO and PK). No overproduction happened in 2016. Mechanism to report projected overproduction of certified tonnage to CB has been described in procedure AA-MPM-OP-1400.18-R4 dated 25 February 2015, chapter 6.5 page 6.	C
E.5 Records Keeping		
E.5.1. The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.) For further details refer to Module C.		
a. Does the site record and balance all receipts of RSPO certified FFB on a three-monthly basis ?	The site has record all receipts of RSPO certified FFB on daily basis, recapitulated it in monthly basis and balance it in three-monthly basis.	C
b. The site shall record and balance all deliveries of RSPO certified CPO and PK on a three-monthly basis ?	The site has record all deliveries of RSPO certified CPO and PK on daily basis, recapitulated it in monthly basis and balance it in three-monthly basis.	C

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
<p>c. Are all volumes of palm oil and palm kernel oil that are delivered being deducted from the material accounting system according to conversion ratios stated by RSPO ?</p>	<p>The site has clear system to implement the requirement that all volumes of palm oil and palm kernel that are delivered to be deducted from the material accounting system. i.e.: Three-monthly Mass Balance Report.</p>	<p>C</p>
<p>d. Is the site only able to deliver Mass Balance sales from a positive stock ?</p> <p>Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>The responsible person is able to demonstrate that the site only delivers Mass Balance sales from a positive stock, i.e.</p> <ul style="list-style-type: none"> - Three-monthly Mass Balance Report. - Weighbridge card #PTRC117100375 dated 9 February 2017 to PT. SARI DUMAI SEJATI for 24,540 KG of non certified CPO, based on DO #008/SKI/02/2017, seal #3827144 – 3827150. Transporter CV. SUMBER KENCANA INHU, unit BM9815BU, driver Antoni. - Mill Daily Report dated 31 January 2017 transfer of 50,000 KG RSPO certified PK from Taman Raja Mill to Taman Raja KCP with DO number KCP PTR 8 SS. To date January was 1,049,480 KG. <p>The transaction has been announced in RSPO eTrace e.g. with transaction ID: TR-8260dbb2-091a for 34.46 MT of CSPO on 23 June 2016 and transaction ID: TR-1f8fa433-405e for 444.44 MT of CSPK on 27 October 2016. Table of Mass Balance Report for 2016 described CPO and PK delivered is in Table 13.</p> <p>PT. Surya Dumai Sejati is a Bulking and Refinery located at Jalan Raya Lubuk Gaung, Kelurahan Lubuk Gaung, Kecamatan Sei Sembilan, 28826 Riau, Indonesia. PT. Surya Dumai Sejati has own RSPO certificate issued by Control Union with</p>	<p>C</p>

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
	certificate number CU-RSPO SCC-821960 and the supply chain model is IP, SG and MB. Last certificate issued on 26 August 2016.	
<p>E.5.2. In cases where a mill outsources activities to an independent (not owned by the same organization) 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 is covered through a signed and enforceable agreement.</p>		
<p>a. Does the mill outsource activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified ?</p>	<p>The Mill has its own Kernel Crushing Plant which is now certified by SAI Global Indonesia with certificate number SQUAL 40286 issued on 20 October 2016.</p>	<p>N/A</p>
<p>b. Does the mill have to ensure that the crush is covered through a signed and enforceable agreement ?</p>	<p>Not available</p>	<p>N/A</p>

3.3.2.2 Supply Chain Certification System

Supply Chain Certification System		Status (Yes / No)
5.3.1	Has the client been made aware with necessary information concerning the RSPO Supply Chain Certification and the RSPO Rules on Communication and Claims Has the client been made aware with necessary information concerning the RSPO Supply Chain Certification and the RSPO Rules on Communication and Claims? If potential clients have any further questions concerning the RSPO these shall be directed to the RSPO secretariat.	Yes
5.3.2	Has the client been made aware of the contractual agreement for certification services against the RSPO Supply Chain Standard and maintain a record of any agreement?	Yes
5.3.6	Has the organization been informed about the following items?	Yes
a.	Certification process	Yes
b.	Agree logistics for the assessment and time of exit (closing) meeting.	Yes
c.	Confirm access to all relevant documents, field sites and personnel	Yes
d.	Explain confidentiality and conflict of interest	Yes
5.3.7	Have the management documentation of the organization fully met to the requirements of the RSPO Supply Chain Certification Standard?	Yes
5.3.7	Have any issues or areas of concern been clarified to the organization?	N/A
5.3.7	Have the internal audits against RSPO supply chain standard been fully planned and underway before certification is awarded ?	Yes
5.3.8	Have the organization sufficiently and adequately implemented the organizational systems, the management systems and the operational systems, including any documented policies and procedures, to meet the intent and requirements of the RSPO Supply Chain Certification Standard?	Yes

Supply Chain Certification System		Status (Yes / No)
5.3.8	Have the client made aware that when there is outsourcing process to the third party after certification is granted therefor SAI Global shall be informed and SAI Global decides whether an interim visit is required for the next audit ?	Yes
5.3.9	Has certification audit reviewed pertinent RSPO Supply Chain records relating to the receipt, processing and supply of certified oil palm products?	Yes
5.3.10	Have all activities conducted by subcontractors complied with the intent and requirements of the RSPO Supply Chain Certification Standard	N/A
5.3.11	Have the client made aware that until they receive written confirmation of their RSPO Supply Chain certification registration and its expiry date that they are not certified and can not make any claims concerning registration?	Yes
5.3.11	Have a detail records have been compiled of the entry (opening) meeting including a list of the participants in the meeting?	Yes
5.3.11	Have the client made aware of the findings of the audit team including any deficiencies which may result in a negative certification decisions or which may require further actions to be completed before a certification decision can be taken?	Yes
5.3.11	Have the client made aware that the findings of the audit team are tentative pending review and decision making by the duly designated representatives of the certification body?	Yes

3.4 Recommendation

The recommendation from this audit is your certification continue as a producer of RSPO Certified Sustainable Palm Oil and Palm Kernel, Model: Mass Balance.

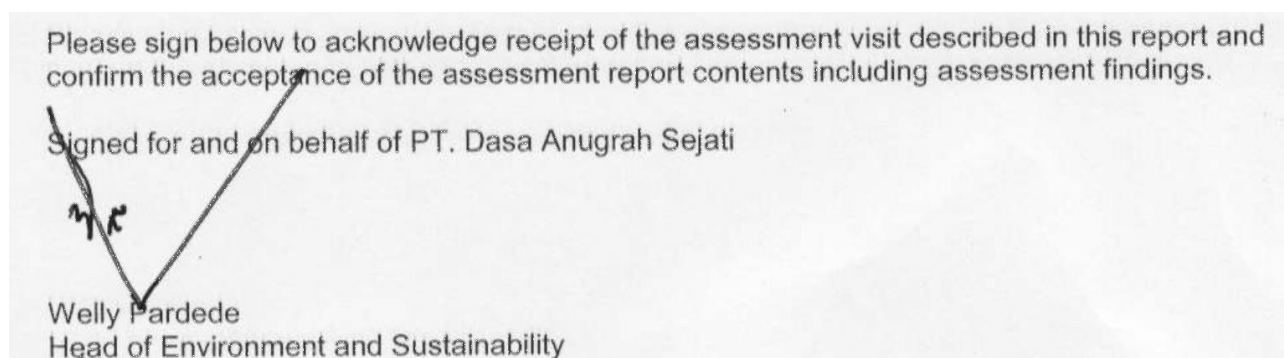
Audit recommendations are always subject to ratification by RSPO.

This report was prepared by: Eko Purwanto, Dirgantara Bayu Lazmana, Eko Prastio Ramadhan and Jarot Widyatmaka.

3.5 Environmental and social risk for this scope of certification for planning of the surveillance audit

- Environmental risk: compliance with regulations, hazardous waste management, RKL RPL reporting, GHG calculation and reporting.
- Social risk: compliance with regulations, labour issues.
- OHS: prevention of hazard and risk in all HGU area.

3.6 Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings



Date: 23 05 2017

Signed for and on behalf of PT. SAI Global Indonesia



Inge Triwulandari
Technical Manager
Date: 23 05 2017

Appendix “A” – Audit Record

Date	Auditor	Audit meetings plus functions/ processes/ areas/ *shifts audited:	# Shifts*	Times* From - To
07/02/2017	All	Traveling Jakarta – Jambi – Site <i>Flight: Garuda GA132; ETD: 11.05 – ETA: 12.30</i>		PM
08/02/2017		Day #1 - Badang Estate		
	All	Opening Meeting		08.00 – 08.30
	Eko + Ria	<p>RSPO Verification on corrective action of previous audit issues Document review and site visit: Criteria: 2.1 all indicators for best agriculture practice Criteria: 2.2.1 and 2.2.2 Criteria: 3.1 all indicator Criteria: 4.1.1 (Estate), 4.1.2, 4.1.3 Criteria: 4.2, 4.3 and 4.5 all indicator Criteria: 4.6 indicator 2, 3, 4, 5, 9, 12 Principal 7 all indicator Criterion: 8.1</p> <hr/> <p>ISPO: Tinjauan Dokumen dan Kunjungan Lapangan</p> <p>Aspek Legal dan Praktik Terbaik Agronomi</p> <ul style="list-style-type: none"> • Kriteria: 1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 1.9 • Kriteria: 2.1.1, 2.1.3, 2.1.5, 2.3, 2.4 • Kriteria: 3 • Kriteria: 2.2.1.1, 2.2.1.2, 2.2.1.3, 2.2.1.4, 2.2.1.5, 2.2.1.6.1, 2.2.1.6.3, 2.2.1.7, 2.2.2.1 • Kriteria: 7 		08.30 – 17.00
	Tara	<p>RSPO Verification on corrective action of previous audit issues Document review and site visit: Criteria: 2.1 all indicators for OHS aspects</p>		08.30 – 17.00

Audit Report

Date	Auditor	Audit meetings plus functions/ processes/ areas/ *shifts audited:	# Shifts*	Times* From - To
		<p>Criterion: 4.6.11 Criteria: 4.7 all indicators Criterion: 4.8 all indicators Criterion: 5.5 all indicators Criterion: 8.1</p> <p>ISPO: Tinjauan Dokumen dan Kunjungan Lapangan</p> <p>Aspek K3</p> <ul style="list-style-type: none"> • Kriteria: 4.5, 5.1 • Kriteria: 7 		
	Pras	<p>RSPO Verification on corrective action of previous audit issues Document review and site visit: Criteria: 2.1 all indicators for environmental and HCV aspects Criteria: 4.3 indicator 4 Criteria: 4.4 indicator 1, 3, 4 Criteria: 4.6 indicator 1, 6, 7, 8, 10 Criteria: 5.1, 5.2, 5.3, 5.4, 5.6 all indicators Criterion: 8.1</p> <p>ISPO: Tinjauan Dokumen dan Kunjungan Lapangan</p> <p>Aspek Lingkungan dan Kawasan Lindung</p> <ul style="list-style-type: none"> • Kriteria: 2.2.1.6.2, 2.2.2.4, 2.2.2.5 • Kriteria: 4.1, 4.2, 4.3, 4.4, 4.7, 4.10 • Kriteria: 4.6, 4.8, 4.9 • Kriteria: 7 		08.30 – 17.00
	Jarot	<p>RSPO: Interview with stakeholder: village head, community leader, FFB supplier, religious leader, labour union, employee cooperation, gender committee, etc. Observation to housing and general facility Document review: Criteria: 1.1; 1.2; 1.3 all indicators Criteria: 2.1.1 for social aspect Criteria: 2.2.3; 2.2.4; 2.2.5; 2.2.6; 2.3 all indicator</p>		08.30 – 17.00

Audit Report

Date	Auditor	Audit meetings plus functions/ processes/ areas/ *shifts audited:	# Shifts*	Times* From - To
		Criteria: 4.6.12 Criteria: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.11, 6.12, 6.13 Criterion: 8.1 ISPO: Interview stakeholder, Kunjungan Lapangan dan Tinjauan Dokumen Aspek Sosial <ul style="list-style-type: none"> • Kriteria: 1.5, 1.8 • Kriteria: 2.1.2, 2.1.4, 2.5 • Kriteria: 5.2, 5.3, 5.4, 5.5 • Kriteria: 6.1, 6.2, 6.3 • Kriteria: 7 		
	<i>All</i>	<i>Break</i>		<i>12.00 – 14.00</i>
09/02/2017		Day #2 – Taman Raja Estate		
	Eko	RSPO Verification on corrective action of previous audit issues Document review and site visit: Criteria: 2.1 all indicators for best agriculture practice Criteria: 2.2.1 and 2.2.2 Criteria: 3.1 all indicator Criteria: 4.1.1 (Estate), 4.1.2, 4.1.3 Criteria: 4.2, 4.3 and 4.5 all indicator Criteria: 4.6 indicator 2, 3, 4, 5, 9, 12 Principal 7 all indicator Criterion: 8.1 ISPO: Tinjauan Dokumen dan Kunjungan Lapangan Aspek Legal dan Praktik Terbaik Agronomi <ul style="list-style-type: none"> • Kriteria: 1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 1.9 • Kriteria: 2.1.1, 2.1.3, 2.1.5, 2.3, 2.4 • Kriteria: 3 • Kriteria: 2.2.1.1, 2.2.1.2, 2.2.1.3, 2.2.1.4, 2.2.1.5, 2.2.1.6.1, 		08.00 – 17.00

Audit Report

Date	Auditor	Audit meetings plus functions/ processes/ areas/ *shifts audited:	# Shifts*	Times* From - To
		<p style="text-align: center;">2.2.1.6.3, 2.2.1.7, 2.2.2.1</p> <ul style="list-style-type: none"> • Kriteria: 7 		
	Tara	<p>RSPO Verification on corrective action of previous audit issues Document review and site visit: Criteria: 2.1 all indicators for OHS aspects Criterion: 4.6.11 Criteria: 4.7 all indicators Criterion: 4.8 all indicators Criterion: 5.5 all indicators Criterion: 8.1</p> <hr/> <p>ISPO: Tinjauan Dokumen dan Kunjungan Lapangan</p> <p>Aspek K3</p> <ul style="list-style-type: none"> • Kriteria: 4.5, 5.1 • Kriteria: 7 		08.00 – 17.00
	Pras	<p>RSPO Verification on corrective action of previous audit issues Document review and site visit: Criteria: 2.1 all indicators for environmental and HCV aspects Criteria: 4.3 indicator 4 Criteria: 4.4 indicator 1, 3, 4 Criteria: 4.6 indicator 1, 6, 7, 8, 10 Criteria: 5.1, 5.2, 5.3, 5.4, 5.6 all indicators Criterion: 8.1</p> <hr/> <p>ISPO: Tinjauan Dokumen dan Kunjungan Lapangan</p> <p>Aspek Lingkungan dan Kawasan Lindung</p> <ul style="list-style-type: none"> • Kriteria: 2.2.1.6.2, 2.2.2.4, 2.2.2.5 • Kriteria: 4.1, 4.2, 4.3, 4.4, 4.7, 4.10 • Kriteria: 4.6, 4.8, 4.9 • Kriteria: 7 		08.00 – 17.00
	Jarot + Ria	<p>RSPO: Interview with stakeholder: village head, community leader, FFB supplier, religious leader, labour union, employee cooperation,</p>		08.00 – 17.00

Audit Report

Date	Auditor	Audit meetings plus functions/ processes/ areas/ *shifts audited:	# Shifts*	Times* From - To
		gender committee, etc. Observation to housing and general facility Document review: Criteria: 1.1; 1.2; 1.3 all indicators Criteria: 2.1.1 for social aspect Criteria: 2.2.3; 2.2.4; 2.2.5; 2.2.6; 2.3 all indicator Criteria: 4.6.12 Criteria: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.11, 6.12, 6.13 Criterion: 8.1 ISPO: Interview stakeholder, Kunjungan Lapangan dan Tinjauan Dokumen Aspek Sosial <ul style="list-style-type: none"> • Kriteria: 1.5, 1.8 • Kriteria: 2.1.2, 2.1.4, 2.5 • Kriteria: 5.2, 5.3, 5.4, 5.5 • Kriteria: 6.1, 6.2, 6.3 • Kriteria: 7 		
	<i>All</i>	<i>Break</i>		<i>12.00 – 14.00</i>
10/02/2017		Day #3 – Taman Raja Mill		
	Eko	<i>Document review and site visit:</i> RSPO Supply Chain RSPO Certification System Clause 4.2.4 ISPO: Tinjauan Dokumen dan Kunjungan Lapangan Aspek Legal <ul style="list-style-type: none"> • Kriteria: 1.1, 1.2, 1.3, 1.4, 1.6, 1.7, 1.9 • Kriteria: 2.1.1, 2.1.3, 2.1.5, 2.3, 2.4 		08.00 – 17.00
	Pras	RSPO: <i>Document review and site visit:</i> Criteria: 4.4.1, 4.4.2, 4.4.3, 4.4.4 Criteria: 5.1, 5.2, 5.3, 5.4, 5.6 all indicators		08.00 – 17.00

Audit Report

Date	Auditor	Audit meetings plus functions/ processes/ areas/ *shifts audited:	# Shifts*	Times* From - To
		<p>Criteria: 8.1 all indicators</p> <hr/> <p>ISPO: Tinjauan Dokumen dan Kunjungan Lapangan</p> <p>Aspek Lingkungan dan Kawasan Lindung</p> <ul style="list-style-type: none"> • Kriteria: 2.2.1.6.2, 2.2.2.4, 2.2.2.5 • Kriteria: 4.1, 4.2, 4.3, 4.4, 4.7, 4.10 • Kriteria: 4.6, 4.8, 4.9 • Kriteria: 7 		
	Tara + Ria	<p>RSPO: <i>Document review and site visit:</i> Criteria: 4.1.1 (Mill), 4.1.2, 4.1.3, 4.1.4 Criteria: 4.6 indicator 11 Criteria: 4.7, 4.8 and 6.10 all indicators Criteria: 8.1 all indicators</p> <hr/> <p>ISPO: Tinjauan Dokumen dan Kunjungan Lapangan</p> <p>Aspek K3 dan Praktik Terbaik Pabrik</p> <ul style="list-style-type: none"> • Kriteria: 2.2.2.2, 2.2.2.3 • Kriteria: 4.5, 5.1 • Kriteria: 7 		08.00 – 17.00
	Jarot	<p>RSPO: <i>Document review and stakeholder interview:</i> Criteria: 1.1; 1.2; 1.3 all indicators Criteria: 2.1.1 for social aspect Criteria: 2.2.3; 2.2.4; 2.2.5; 2.2.6; 2.3 all indicator Criteria: 4.6.12 Criteria: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.11, 6.12, 6.13 Criterion: 8.1</p> <hr/> <p>Interview with employees, labour union and committee gender</p> <hr/> <p>ISPO: Tinjauan Dokumen dan Kunjungan Lapangan</p> <p>Aspek Sosial</p>		08.00 – 17.00

Audit Report

Date	Auditor	Audit meetings plus functions/ processes/ areas/ *shifts audited:	# Shifts*	Times* From - To
		<ul style="list-style-type: none"> • Kriteria: 1.5, 1.8 • Kriteria: 2.1.2, 2.1.4, 2.5 • Kriteria: 5.2, 5.3, 5.4, 5.5 • Kriteria: 6.1, 6.2, 6.3 • Kriteria: 7 		
	<i>All</i>	<i>Break</i>		<i>12.00 – 14.00</i>
		Report Preparation/ Debrief		15.30 – 16.00
	All	Closing Meeting		16.00 – 17.00
	All	Traveling Site - Jambi		PM
11/02/2016		Traveling Jambi – Jakarta <i>Flight: Garuda GA131; ETD 08.05 – ETA 09.30</i>		AM

Appendix “B” – Previous Nonconformities and Opportunity for Improvement Summary

RSPO Principle and Criteria

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
Initial Certification Audit						
1.	RSPO Certification System clause 4.2.4	No evidence that the organisation has evaluated partial certification requirements for un certified unit.	<ul style="list-style-type: none"> • RSPO Internal Audit report for un-certified units have been shown, the report indicated that the organisation has reviewed requirements of RSPO certification system section 4.2.4. e, f, g, and h. The internal audit report indicated that partial certification requirements have been met. • Management has appointed SPO officer to ensure that all partial requirements to be covered during RSPO Internal Audit report, and to ensure that evidence of compliance with partial certification requirements are available and can be shown during audit. 	<ul style="list-style-type: none"> • Regional Office 	<ul style="list-style-type: none"> • 12 May 2014 	Closed
2.	2.1 indicator major 1	<p>Compliance with several laws and regulations have not been evaluated, e.g.</p> <ul style="list-style-type: none"> - UU 18/2008 (Pengelolaan Sampah) - PP 74/2001 (Pengelolaan Bahan Berbahaya dan Beracun) - PP 81/2012 (Pengelolaan sampah rumah tangga dan sejenisnya), - Per.MenLH 7/2007 (Baku mutu emisi dari sumber tidak bergerak) - Per.MenLH 3/2008 (Tata cara pemberian symbol dan label bahan berbahaya beracun) - Per.Men LH 21/2008 (Baku Mutu Emisi Sumber tidak bergerak), - Kep.MenLH 48/1996 (Baku tingkat kebisingan) - Kep.MenLH 50/1996 (Baku tingkat kebauan) - Per.Menkes 416/1990, Permenaker No.25/2008 (Diagnosis PAK), - KepMenaker No.609/2012 (Pedoman Penyelesaian kasus kecelakaan kerja dan PAK). - PERBUP Tanjung Jabung Barat No.31/2012 (Izin Pengumpulan Limbah B3) - Laws and Regulations of Labour 	<ul style="list-style-type: none"> a. The organization has established Memorandum No.017/GL-AAS/MEMO/10/12 that Humas (public relation) or KTU (head of administration) responsible for documenting and ensuring completeness of the content of legal compliance evaluation document through regulation updates in Legal Compliance Evaluation file. b. The management has established decree that KTU responsible for completeness and appropriateness of permits that must be owned by the organization. c. KTU has established monitoring checklist of information that has to be sent to stakeholders (Matriks Pemberian Informasi Kepada Stakeholder). d. The management has established decree that KTU responsible for registration of Jamsostek of all employees work at the organization. KTU made logbook that has to be filled by Afdeling Clerk (Kerani) if there is new addition or subtraction of PHL employees the effect on the list of Jamsostek participants. e. The management has established decree that KTU ensure all MCU identification results, if there are 	<ul style="list-style-type: none"> • Mill and Estate 	<ul style="list-style-type: none"> • 12 May 2014 	Reoccurrence Major NCR 2016-02

AUDIT REPORT

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
Initial Certification Audit						
		<p>b. The available Plantation Business Registration Letter (<i>Surat Pendaftaran Usaha Perkebunan/SPUP</i>) has not mentioned that the industry processing plant is a palm oil factory with registered and licenced capacity per hour as stated on Kepmentan no. 786/Kpts/KB.120/10/96: regarding Plantation Business Permit, e.g. During audit Plantation Business Registration Letter (<i>Surat Pendaftaran Usaha Perkebunan/SPUP</i>), No.88/Mentanhut-VII/2000 dated October 9th 2000 shown by the company. The permit did not indicate palm oil mill but only crump rubber factory.</p> <p>c. PUP (Perkembangan Usaha Perkebunan) report has not sent yet periodically (bi-annually) to local forestry authorities (Disbun) as required by Permentan No.26/Permentan/OT.140/2/2007 and Permentan No. 98/Permentan/OT.140/9/2013.</p> <p>d. Not all of PHL workers have been registered for Jamsostek benefit (insurance for injuries and death) as required by Kepmenakertrans No.150/1999, for example: 211 PHL workers in Badang Estate and 185 PHL workers in Taman Raja Estate.</p> <p>e. Based on latest resume medical check-up of audiometry test it was noted 6 mills employees and more than 20 estate employees were not in normal condition (hearing losses and had lungs restriction), however there was no further investigation (anamneses and diagnoses) from the medical doctor as stated on Permenaker article 3 point 6.</p>	<p>abnormalities of workers based on the results of the MCU then immediately performed further action, e.g. transferred to another job/position.</p>			
3.	Criterion 2.2. indicator major 2	Peg no. 09 in the map was written no. 14 in the actual, and peg no. 03 in map was written no. 04 in the actual.	Inspection and Maintenance of Peg report has included the responsibility of KTU to ensure that officers conducted Inspection and maintenance of HGU pegs has brought HGU map and GPS points list.	<ul style="list-style-type: none"> Estate 	<ul style="list-style-type: none"> 12 May 2014 	Reoccurrence Major NCR 2016-03
4.	Criterion 4.6 indicator	No evidence that 6 monthly medical check-up has been done after last check-up on June 2013.	Memorandum from the management (No.017/GS-AAS/MEMO/10/12) was available, one of which describes the responsibility of KTU to ensure that	<ul style="list-style-type: none"> Estate 	<ul style="list-style-type: none"> 12 May 2014 	Closed

AUDIT REPORT

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
Initial Certification Audit						
	minor 2		medical check-up is implemented based on schedule.			
5.	Criterion 4.7 indicator major 2	Based on the decree letter from District Agency of Manpower of Tanjung Jabung Barat, it was noted that the structure of OHS committee has not revised yet since there was a change of OHS officer (Chrisman N Sitompul) acted as OHS committee secretary and also the license of OHS officer has already expired.	OHS committee has been revised and legalized by DISNAKER Tanjung Jabung Barat. Minute of management review meeting was available in regards the next organization structure of OHS committee will be held by employee or supervisor level so that the mutation frequency is rarely.	<ul style="list-style-type: none"> Mill and Estate 	<ul style="list-style-type: none"> 12 May 2014 	Closed
6.	Criterion 4.7 indicator minor 3	Within observation during audit, it was noted the existing risk analysis are not fully covered all routine activities at mill especially at bulk storage tanks (BST), the risk handling was also not available (e.g. gas detector for confined space activities at BST has not available yet, full body harnesses for working at height activities at mill has not available yet, etc.)	<ul style="list-style-type: none"> Risk analysis in confined spaces and for work at height has been established. Gas detector and full body harness has been provided. Documented system that required job safety analysis was done before working was stated in the Job Safety Analysis format, it was also stated that Ahli K3 (OHS personnel) responsible to ensure that job safety analysis was done before working and the Manager has full responsibility for all activities in regard technical, non-technical and safety aspects. 	<ul style="list-style-type: none"> Mill 	<ul style="list-style-type: none"> 12 May 2014 	Closed
7.	Criterion 5.2 indicator major 2	<ul style="list-style-type: none"> Document of Conservation Management Plan (CMP) is the reference company to preserve species and HCV habitats, but the CMP document did not cover all HCV areas listed in the report of HCV Assessment. There are differences in the number and size of HCV areas in the CMP compare to the report of HCV assessment. In the CMP document contained only managed 4 HCV locations, while there are 17 areas HCV result of HCV assessment. There was no available documents of revised HCV report, therefore there is no map of HCV areas has been defined and declared by the company 	<ul style="list-style-type: none"> Revised Conservation Management Plan (CMP) of PT. Dasa Anugrah Sejati was available consist of all 17 HCV areas that have been identified in HCV assessment report. Revised CMP has completed with map of 17 HCV areas that overlaid in Estate Map. In the revised Conservation Management Plan has been described that Estate Manager and HCV Assistant were responsible for implementation of CMP, including periodic review and map updating. 	<ul style="list-style-type: none"> Estate 	<ul style="list-style-type: none"> 12 May 2014 	Closed
8.	Criterion 6.1 indicator minor 1	RKL-RPL report only covered environmental and management report, no other form of report established for social impact and management.	<ul style="list-style-type: none"> Coordination letter between the Manager and CSR Assistant of Regional Office Jambi was available in regard to create annual participatory identification report to the social impact value around PT. Dasa Anugrah Sejati. 	<ul style="list-style-type: none"> Mill and Estate 	<ul style="list-style-type: none"> 12 May 2014 	Closed
9.	Criterion	The latest inspection report for deep well water (at	<ul style="list-style-type: none"> The last result of analysis by SUCOFINDO dated 	<ul style="list-style-type: none"> Mill and Estate 	<ul style="list-style-type: none"> 12 May 	Closed

AUDIT REPORT

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
Initial Certification Audit						
	6.5 indicator minor 1	housing) was not obtained yet. The water sample was taken by external lab on November 2013.	<p>October 25th 2013 was available, with reference number SPK 085/PLG-III/SCI-DAS/EFM/2013.</p> <ul style="list-style-type: none"> Estate Manager of Taman Raja No. 001/EST-MGR/KTR/III/2014 dated March 1st 2014 was available regarding KTU designation as Humas (Public Relation), where one of the Humas task is to follow up the result of water quality testing. A Memorandum from Group Manager PT. DAS No.Plt/III/DAS-Group/2014 dated May 4th 2014 was available in regard the affirmation one of KTU task to follow up all reports from SUCOFINDO. 		2014	
10.	Criterion 6.5 indicator minor 2	The contract agreement with school bus provider has expired in June 2013. However the company still use this subcontractor without any contract addendum for extended time of services which require them to continue abiding the labour law.	<ul style="list-style-type: none"> The new contract of school bus rental No.023/E3KTR/14/01 was available. A Memorandum from Group Manager PT. DAS No.Plt/III/DAS-Group/2014 dated May 4th 2014 was available in regard the affirmation one of KTU task to ensure that all contracts of the subcontractor are still valid. 	<ul style="list-style-type: none"> Mill and Estate 	<ul style="list-style-type: none"> 12 May 2014 	Closed
11.	Criterion 6.9 indicator minor 1	The gender committee has not actively held regular meeting with members to discuss any issues, providing the minutes of meeting including recording of any harassment reported. Annual activity plan should be also established to ensure continuous effort to implement gender policy.	<ul style="list-style-type: none"> Memorandum from Group Manager PT. DAS No. GM-KTR/MEMO/XII/13 dated December 19th 2013 was available regarding designation of Selvia Junita Harefa as gender committee chairman. Organization Structure and work program of Gender Committee of PT. DAS was available created by the chairman and legalized by Group Manager. Attendance register and minute of Gender Committee meeting dated October 17th 2013 and February 1st 2014 were available. 	<ul style="list-style-type: none"> Mill and Estate 	<ul style="list-style-type: none"> 12 May 2014 	Closed
1st Annual Surveillance Audit						
1	Criterion 1.3 indicator minor 1	Company policy only communicated to employee and not performed to third parties contractor/supplier	Provide and file the documentation regarding company policy to contractor and FFB supplier.	Mill and Estate	08 February 2017	Closed
2	Criterion 2.1 indicator major1	<ul style="list-style-type: none"> Compliance with several laws and regulations have not been evaluated, e.g: <ul style="list-style-type: none"> Per.Men LH 21/2008 (Baku Mutu Emisi Sumber tidak 	<ul style="list-style-type: none"> Updating the new regulation and regularly evaluated the compliance of regulation document Humas has been appointment to update the new regulation and updating document of compliance of 	Mill and Estate	19 April 2016	Closed

AUDIT REPORT

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
Initial Certification Audit						
		bergerak), - PERBUP Tanjung Jabung Barat No.31/2012 (Izin Pengumpulan Limbah B3) (repeated NC) • Licence for surface water was available, but retribution payment of surface water for mill consumption period 2015 cannot be shown during audit. • Unit Instalasi Penyalur Petir di PMKS Taman Raja belum dilakukan uji riksa tahunan seperti yang tertera dalam Permenaker 02/1989 dan Akte Perijinan dari Disnaker setempat. • Compliance with several laws and regulations in Badang Estate have not been evaluated, e.g. : - UU No. 5 tahun 1990 - UU No. 41 tahun 1999 - Keppres No. 32 tahun 1990 - PP No. 7 tahun 1999 - PP No. 38 tahun 2011 tentang Sungai	regulation.			
3	Criterion 2.2 indicator minor 2	Peg no. XL in the map was written no. 20 in the actual, and peg no. LXII in map was written no. 18 in the actual. (repeated NC)	Revise table or form of monitoring of pegs according to numbering in HGU map.	Estate	29 March 2016	Closed
4	Criterion 4.2 indicator minor 3	• SOP of tissue and soil sampling could not be shown. • Only analysis report of LSU of Afdeling IV and V shown in Badang Estate.	• SOP was available • Analysis report of LSU in Afdeling I, II and III were available	Estate	08 February 2017	Closed
5	Criterion 4.6 indicator major 2	LD50 of Kenlon has not been recorded in related document	• Provide and file MSDS Kenlon at chemical/pesticide warehouse	Estate	29 March 2016	Closed
6	Criterion 5.6 indicator minor 3	GHG emission was calculated for period 2014 but not calculated yet for period 2015, GHG emission has not been reported yet to RSPO.	Filing the document of GHG calculation regularly.	Estate	-	Repeated (refer to Major NCR 2017-14)
7	Criterion 6.1 indicator	No evidence that organization performed the reviewed of social impact assessment management plan minimum	Review report of negative social impact management periodically.	Estate	-	Repeated (refer to Major NCR 2017-15)

AUDIT REPORT

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
Initial Certification Audit						
	Minor 4	once in two years.				
8	Criterion 6.3 indicator Major 2	Process complaints or grievance resolution was not documented in Form Complaint that has defined in Procedure of Community Complaint Handling – SOP:AA-GL-510.1-R0.	The organisation has mechanism to handling community or employee complaint. Community complaint handling was described in SOP: AA-GL-510.1R0 and send to Public Relation (Humas) or KTU. Employee complaint is delivered through complaint logbook.	Mill and Estate	19/04/2016	Closed
9	Criterion 7.3 indicator major 2	There was planting year 2005 to 2009. No land use change analysis to determine changes to the vegetation since November 2005.	<ul style="list-style-type: none"> The Company has performed land use change analysis for plantation after November 2005 that was conversion of rubber plantation into palm oil plantation. Company has shown a map of land use change in the concession area of PT DAS Badang Estate and Taman Raja Estate in 2005 before the rubber plant conversion to palm oil plantation and land cover maps of 2007 and 2009 (after conversion of land). From the map can be shown that land cover before the conversion into oil palm crops, land cover in March 2005 was a rubber plant. Evidence Map Landsat L7 coverage March 9, 2005 can be shown. Coefficient of vegetation and land liability has been analysed by the company. Evidence analysis of changes in land cover can also be shown. 	Estate	19/04/2016	Closed

Mill Supply Chain Certification System

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
Initial Certification Audit						
		Nil		•		
1st Annual Surveillance Audit						
1	RSPO SCC Standard E.3.1	The existing procedures for RSPO Supply Chain Certification was not updated refer to RSPO SCCS Standard and System, November 2014. The procedure of Traceability (AA-MPM-OP-1400.17-R3) and Mass Balance (AA-MPM-OP-1400.18-R3) last revised were on	Procedure of Traceability (AA-MPM-OP-1400.17-R4) and Mass Balance (AA-MPM-OP-1400.18-R4) has been updated on 1 February 2016.	Mill	29/03/2016	Closed

AUDIT REPORT

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
Initial Certification Audit						
		1 October 2013.				
2	RSPO SCC Standard E.3.1	There is no mechanism found mentioning that the site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	Mechanism to report projected overproduction of certified tonnage to CB has been described in procedure AA-MPM-OP-1400.18-R4.	Mill	29/03/2016	Closed

AUDIT REPORT
Appendix “C” – Nonconformities and Opportunity for Improvement Summary

RSPO Principe and Criteria, Indonesian National Interpretation

Section 1				Section 2		Section 3	Section 4	
NCR Nr	Standard(s) & clause(s)	Classification	Details of non-conforming situation and Objective Evidence :	SAI Verification (how and when)	Correction : (immediate fix)	Root Cause and Corrective Action : (action to prevent recurrence)	SAI Global Response Review:	SAI Global Verification of Corrective Action for Effectiveness:
01	RSPO INA-NI 2016 2.1.1	Major	<p>Non-conforming situation: There are not all regulations was updated and evaluated</p> <p>Objective evidence:</p> <ol style="list-style-type: none"> Several new OHS regulation within period 2015-2016 were not updated and evaluated yet, e.g.: <ul style="list-style-type: none"> Permenaker 12/2015 electrical safety Permenaker 09/2016 working at height Permenaker 37/2016 pressure vessel Permenaker 38/2016 production vessel The PPE (personnel protective equipment) e.g. shoes provide by workers themselves are not comply with regulation UU.1/1970. Based on payroll document review and PHL (casual) workers interview found that not all workers at Badang and Taman Raja Estate were covered by the accident insurance (Jamsostek /BPJS Ketenagakerjaan) as required by Kepmenakertrans 	<p>Due Date: 13/04/2017</p> <p>SAI Follow up Method: Onsite</p>	<ol style="list-style-type: none"> Update the Evaluation of Regulations Compliance document Delivery of shoes to workers and the arrangement of Schedule of PPE Submission Identified the daily worker(PHL) for new employee and continued to register the into the working accident insurance period February & March 2017 Coordination with related agencies regarding the determination of river borders Install the B3 symbol on knapsack a) Immediately pickup and clean up the domestic waste /garbage/trash around all worker housing at Badang Estate & Taman Raja Estate (Perum KM 17,G11,Tahap 4, OP 	<p>Root Cause :</p> <ol style="list-style-type: none"> OHS Officer as PIC of legal compliance evaluation was not active to update list of related regulation. Delay in shoes delivery from vendor to the site because the late issuance of purchase request from Purchasing Department in Regional Office Jambi. workers Daily Workers (PHL) did not aware that they already registered and paid the working accident insurance (BPJS Tenaga Kerja) because accident insurance payment were not listed in the payroll. Actually payment was evident by proof of payment to <i>BPJS Tenaga Kerja</i>. The previous Payroll Format there is no column available for listing BPJS deductions. Determination of riparian area was in accordance to HCV Assessment conducted by Aksenta but its has not received recommendation from 	<p>Response: Acceptable</p> <p>6/04/2017 Reviewer: Eko Prastio R. and Djarot W</p>	<p>Verification of Effectiveness: Evidence of correction and corrective action was sighted such as :</p> <ol style="list-style-type: none"> Regulations evaluation dated on 1 March 2017 Schedule of PPE submission and records of PPE delivery to workers on 5 April 2017 Records of B3 symbol installation in knapsack Record of B3 symbol installation in WTP area 1) All Daily Workers period March 2017 was covered with working accident insurance (JKK) as seen on payment receipt electronic banking by RO Jambi dated 5 March 2017; 2) New daily workers (PHL) were listed total 8 employee Form 1a, and 2 workers were resigned and delisted from workers list and socil security insurance. BPJS deduction have been listed in payroll March and April 2017. Letter to Forestry Agency No 022/GL-RO3/EXT-PT.DAS/IV/2017 regarding Information and Recommendation of HCV area in PT Dasa Anugrah Sejati.

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Section 1				Section 2		Section 3	Section 4	
NCR Nr	Standard(s) & clause(s)	Classification	Details of non-conforming situation and Objective Evidence :	SAI Verification (how and when)	Correction : (immediate fix)	Root Cause and Corrective Action : (action to prevent recurrence)	SAI Global Response Review:	SAI Global Verification of Corrective Action for Effectiveness:
			<p>No.150/1999. E.g. Fiberman, Risnawati Sihombing, Rosdiana. (Recurrence from initial certification audit).</p> <p>4) Riparian area border not comply to Presidential Decree No. 32 year 1990 clause 16, regarding Criteria of Riparian Strip and Government Regulation No. 38 year 2011 clause 10 regarding River</p> <p>5) It was observed in spraying activities (Block B08P Afd II, KBD and Block B95G Afd II KTR) knapsack without hazardous symbol. This not comply to Per.MenLH 3/2008 <i>(Tata cara pemberian symbol dan label bahan berbahaya beracun)</i></p> <p>6) It was observed in housing complex G11 traces of burning activities. This not comply to UU No 18/2008 <i>(Pengelolaan Sampah)</i></p> <p>7) It was observed in WTP, there are chemical substances (Aluminium Sulphate) that placed without hazardous symbol. This not comply to Per.MenLH 3/2008 <i>(Tata cara pemberian symbol dan label bahan berbahaya beracun).</i></p>		<p>Selatan, KM 9, G 11, G 8) and put in each final disposal all housing. b) Establishment of warning sign prohibition of burning domestic waste/garbage/trash at all worker complex</p> <p>7) Install B3 symbol in WTP area especially where the Aluminium Sulfate located</p>	<p>Jambi Provincial Forestry Agency</p> <p>5) Sticker for hazardous symbol was not available at the Unit. Actually hazardous symbol were available at RO Jambi, however because the lack of communication between Unit's E&S Officer and RO's E&S Officer so the hazardous stickers were not sent to the Unit.</p> <p>6) The worker at housing complex G11 did not aware that burning domestic waste is prohibited at all plantation area.</p> <p>7) Sticker of hazardous symbol for Aluminium Sulphate was not available at the Unit. Actually hazardous symbol for Aluminium Sulphate was available at RO Jambi, however because the lack of communication between Unit's E&S Officer and RO's E&S Officer so the hazardous stickers were not sent to the Unit.</p> <p>Corrective Action :</p> <p>1) Sustainability Head issued decree letter that list of</p>		<p>Respond of that letter, the Forestry Agency will conduct a ground checking to verify the data and actual condition of HCV areas. The company will be informed for further information.</p> <p>g. 1) During site verification, there was no domestic waste found burned at the housing on 6/4/2017; 2) Weekly report of taking garbage was identified on Perum KM 9, G11, G8 Taman Raja Estate.</p> <p>h. Site verification in spraying activities in Block A08D Afd 1 and in WTP Area</p> <p>All submitted evidences have been reviewed and verified, Major NCR consider as closed.</p> <p>Status : CLOSED</p> <p>Name Eko Prastio R and Djarot W.</p> <p>Date: 6/04/2017</p>

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Section 1				Section 2		Section 3	Section 4	
N C R Nr .	Standard(s) & clause(s)	Classification	Details of non-conforming situation and Objective Evidence :	SAI Verification (<i>how and when</i>)	Correction : (immediate fix)	Root Cause and Corrective Action : (<i>action to prevent recurrence</i>)	SAI Global Response Review:	SAI Global Verification of Corrective Action for Effectiveness:
						<p>relevant legal requirement made by E&S Officer should be check by Legal Department each semester.</p> <p>2) Each Unit determined a minimum stock for each PPE type, then warn the Purchasing Department if storage stock closing the minimum stock, so that the stock at the warehouse will not be empty.</p> <p>3) a. Socialisation of payment for social insurance (working accident) for all daily workers (PHL) has been paid and evident of payment (showed to them monthly); b. Each new employee (PHL) identified and reported to KTU and also registered; c. HR Department revised payroll format to accommodate the listing of BPJS deduction.</p> <p>4) Communication and Coordination (oral and written) with Forestry Agency up to recommendation letter for riparian area is out</p> <p>5) Weekly monitoring of B3 symbol in knapsack simultaneously with spraying tools calibration</p> <p>6) Monitoring of B3 symbol by</p>		

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Section 1				Section 2		Section 3	Section 4	
N C R Nr	Standard(s) & clause(s)	Classification	Details of non-conforming situation and Objective Evidence :	SAI Verification (how and when)	Correction : (immediate fix)	Root Cause and Corrective Action : (action to prevent recurrence)	SAI Global Response Review:	SAI Global Verification of Corrective Action for Effectiveness:
						<p>WTP operator</p> <p>7) a. Established schedule of pick up domestic waste/garbage for all housing in the estate; b. Waste pick up twice a day in a week on Wednesday and Friday at all housing at PT DAS consists of Perum KM 17,G11,Tahap 4,OP Selatan (Badang Estate) dan Perum KM 9, G11, G8 (Taman Raja Estate); c. Conduct socialisation of probation for burning of garbage/domestic waste in housing complex and Afdeling Office every morning; d. At the day/time for pickup domestic waste, radio operator informed to all representatives at the afdeling/housing as a reminder to personnel in charge at those area; e. appoint person in charge for each housing to manage and monitor the domestic waste.</p>		
02	RSPO INA- NI 2016 4.4.1	Minor	<p>Non-conformance : Inconsistency in water management plan</p> <p>Objective evidence : a. Field observation in fertilizer</p>	<p>Due Date: Next Audit</p> <p>SAI Follow up Method:</p>	<p>1) Closing the flow of water leading to the natural float</p> <p>2) Clearing blockage of water into the trap</p> <p>3) Separation of water</p>	<p>Root Cause :</p> <p>1) The clogging of water flow into the trap and no closure of water flow embankment to the environment. Due to lack of maintenance, there</p>	<p>Response: Acceptable</p> <p>6/04/2017</p> <p>Reviewer:</p>	<p>Verification of Effectiveness:</p> <p>Root cause analysis, correction and corrective action defined by the organisation have been accepted by auditor. Verification of correction and corrective action will be verified on next audit.</p>

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Section 1				Section 2		Section 3	Section 4	
NCR Nr	Standard(s) & clause(s)	Classification	Details of non-conforming situation and Objective Evidence :	SAI Verification (how and when)	Correction : (immediate fix)	Root Cause and Corrective Action : (action to prevent recurrence)	SAI Global Response Review:	SAI Global Verification of Corrective Action for Effectiveness:
			<p>sack washery, it was found water from washery is flowing into sewer that flow directly to environment. This condition potentially contaminate the environment</p> <p>b. Analysis of clean water in Mill emplacement in March and September 2016, it was found Total coliform in Mill emplacement are above the standard</p>	Onsite	<p>sample from other substance to avoid sample contamination</p> <p>4) Conducted re-analysis on mill emplacement water samples, the results of coliform values are in accordance with the established quality standards</p>	<p>is soil coming into the sewer</p> <p>2) At the time of sample taking, the tubes are contaminated by other substances from the soil</p> <p>Corrective Action :</p> <p>1) Monthly maintenance of water flow under responsibility of E&S Officer.</p> <p>2) Establish a Work Instruction for water samples so that sample taking would not be contaminated.</p>	Eko Prastio R	<p>STATUS : OPEN</p> <p>Name Eko Prastio R.</p>
03	RSPO INA-NI 2016 4.4.2	Major	<p>Non-conformance : Riparian area border or river reserves is not comply to RSPO Manual On Best Management Practices (BMP)</p> <p>Objective evidence : Based on field observation, it was observed that riparian area is only 20 m left and right side. Meanwhile in RSPO Manual on BMP stated that Riparian area border or called River Reserves in Indonesia are 50 m for stream, 100 m for rivers and 200 m for peat/swamp</p>	<p>Due Date: 13/04/2017</p> <p>SAI Follow up Method: Onsite</p>	<p>Remove the riparian mark to 50 m to the left and 50 m to the right of the river. Coordination with related agencies regarding the determination of river borders. Wide of riparian will be waiting for recommendation letter from BPDAS Kuala Tungkal (related agencies).</p>	<p>Root Cause : Determination of riparian area was in accordance to HCV Assessment conducted by Aksenta but its has not received recommendation from Jambi Provincial Forestry Agency</p> <p>Corrective Action : Dissemination to all workers on 21 April 2017 that fertilizing and chemical spraying must not performed at 50 m to the left and 50 m to the right of the river.</p> <p>Communication and Coordination (oral and written) with Forestry Agency up to recommendation letter for</p>	<p>Response: Acceptable</p> <p>6/04/2017</p> <p>Reviewer: Eko Prastio R.</p>	<p>Verification of Effectiveness: Evidence of correction and corrective action was sighted such as Letter to Forestry Agency No 022/GL-RO3/EXT-PT.DAS/IV/2017 regarding Information and Recommendation of HCV area in PT Dasa Anugrah Sejati. Respond of that letter, the Forestry Agency will conduct a ground checking to verify the data and actual condition of HCV areas. The company will be informed for further information</p> <p>All submitted evidences have been reviewed and verified, Major NCR consider as closed.</p> <p>Status : CLOSED</p>

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Section 1				Section 2		Section 3	Section 4	
NCR Nr	Standard(s) & clause(s)	Classification	Details of non-conforming situation and Objective Evidence :	SAI Verification (how and when)	Correction : (immediate fix)	Root Cause and Corrective Action : (action to prevent recurrence)	SAI Global Response Review:	SAI Global Verification of Corrective Action for Effectiveness:
						riparian area is out, the expected output is fixed decisions concerning streams that catagorised as rivers and streams, as well as riparian widths that accept ecological standards.		Name Eko Prastio R Date: 6/04/2017
04	RSPO INA-NI 2016 4.6.1	Major	Non-conforming situation: Not enough evidence that all pesticide used were comply to the regulations. Objective evidence: It was found that license for one pesticide material has not been updated, e.g: Elang, expired on 9 January 2017.	Due Date: 13/04/2017 SAI Follow up Method: Onsite	Ask for license of Elang to third parties	Root Cause : Licensed was not received yet from the distributor because monitoring of license expiry had not conducted by E&S Officer yet. Corrective Action : E&S Officer conduct monitoring of license expiry of agrochemical regularly in monthly basis then recorded it in Estate Monthly Report. If there is an agrochemical that will expire, E & S Officer immediately requested a new license to the Purchasing Department	Response: Acceptable 7/04/2017 Reviewer: Eko Prastio R	Verification of Effectiveness: Evidence of correction and corrective action was sighted such as : a. License of Elang in accordance to SK Kementrian Pertanian No 883/Kpts/SR.330/12/2016 dated 31 December 2016, License No RI.01030119941170 valid for 5 years b. Monitoring of pesticide license in Estate Monthly Report pages 41C sub-section Monitoring Record of Pesticides Toxicity All submitted evidences have been reviewed and verified, Major NCR consider as closed. Status : CLOSED Name Eko Prastio R Date: 7/04/2017

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Section 1				Section 2		Section 3	Section 4	
NCR Nr	Standard(s) & clause(s)	Classification	Details of non-conforming situation and Objective Evidence :	SAI Verification (how and when)	Correction : (immediate fix)	Root Cause and Corrective Action : (action to prevent recurrence)	SAI Global Response Review:	SAI Global Verification of Corrective Action for Effectiveness:
05	RSPO INA-NI 2016 4.6.5	Major	<p>Non-conforming situation: MSDS for pesticides used was not readily available for easy reference</p> <p>Objective evidence: During field observation to spraying activity at Badang Estate found that MSDS was not available for easy reference.</p>	<p>Due Date: 13/04/2017</p> <p>SAI Follow up Method: Onsite</p>	Give MSDS to spraying supervisor appropriate to chemical materials that s/he brought	<p>Root Cause : Lack of monitoring from E&S Officer</p> <p>Corrective Action : E&S Officer conduct monitoring regularly in monthly basis to the spraying activity to ensure that MSDS are available for easy reference.</p>	<p>Response: Acceptable</p> <p>7/04/2017</p> <p>Reviewer: Eko Prastio R</p>	<p>Verification of Effectiveness: Evidence was reviewed and sighted such as :</p> <p>a. Record of MSDS submission to supervisor and socialization on 16 March 2017</p> <p>b. Site verification in spraying activities in Block A08D Afd 1</p> <p>All submitted evidences have been reviewed and verified, Major NCR consider as closed.</p> <p>Status : CLOSED</p> <p>Name Eko Prastio R</p> <p>Date: 7/04/2017</p>
06	RSPO INA-NI 2016 4.6.5, 4.6.7 and 4.6.9	Major	<p>Non-conforming situation: Not enough evidence that pesticide were applied by trained person.</p> <p>Objective evidence: During field observation to spraying activity at Estate found that several sprayer were not proven have had appropriate training for work with chemical, e.g: Taman Raja Estate: - Sumiyati</p>	<p>Due Date: 13/04/2017</p> <p>SAI Follow up Method: Onsite</p>	<p>1) Temporary suspension or transfer of work for sprayer who do not yet have certificate</p> <p>2) Workers participation in training program for limited pesticides use that to be held in April 2017</p>	<p>Root Cause : ack of monitoring from E&S Officer</p> <p>Corrective Action :</p> <p>a. Arrangement of Internal memorandum regarding restriction of un-trained sprayer</p> <p>b. Coordinate with company training centre regarding training schedule for limited pesticides training</p>	<p>Response: Acceptable</p> <p>7/04/2017</p> <p>Reviewer: Eko Prastio R</p>	<p>Verification of Effectiveness: Company have made internal Memoradum No : 007/DAS-KBD/GM/MEMO/02/17 dated 24 February 2017 regarding Restriction of Un-trained sprayers and have socialized it on 22 March 2017.</p> <p>Evidences of work transfer of un-trained sprayer was reviewed and sighted such as list of sprayer team and work attendances on March and April 2017:</p> <p>Based on evidences reviewed, Mrs Samitati and Mrs Yustinah already have certificates but during audit</p>

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Section 1				Section 2		Section 3	Section 4	
NCR Nr	Standard(s) & clause(s)	Classification	Details of non-conforming situation and Objective Evidence :	SAI Verification (how and when)	Correction : (immediate fix)	Root Cause and Corrective Action : (action to prevent recurrence)	SAI Global Response Review:	SAI Global Verification of Corrective Action for Effectiveness:
			<ul style="list-style-type: none"> - Elmi - Sumantri Badang Estate: <ul style="list-style-type: none"> - Samitati - Tri Wahyuni - Wastinah - Yustinah - Ahmad Antoni 			c. E&S Officer conduct monitoring regularly in monthly basis to the spraying activity to ensure that all spraying worker are adequately trained.		can't be shown to auditor. Their certificates are : <ul style="list-style-type: none"> a. Mrs. Yustinah, No certificate : 006/KP3/VI/2012 valid until 28 May 2017 b. Mrs. Samitati, No certificate : 10/KP3/VIII/2015 valid until 28 August 2020 Site verification was conducted in Block A08D Afd 1 and there were no un-trained sprayers. All submitted evidences have been reviewed and verified, Major NCR consider as closed. Status : Closed Name Eko Prastio R Date: 7/04/2017
07	RSPO INA-NI 2016 4.7.1	Major	Non-conforming situation: The working equipment are not properly control that may had risks to safe and healthy of employees Objective evidence: <ul style="list-style-type: none"> • There are founds the knives cover (<i>sarung egrek</i>) not uniform (made by tyre rubber/ribbon may damage by 	Due Date: 13/04/2017 SAI Follow up Method: Onsite	<ul style="list-style-type: none"> - Create a same <i>sarung egrek</i> (knives cover) for all harvester which is made from PVC pipe. - Provide uniform cover of "Egrek" from PVC pipe created by Traction unit to all harvester. - Put safe work load signage and information 	Root cause : <ul style="list-style-type: none"> - There was no standard of <i>sarung egrek</i> (knives cover) yet at the estate. - There was no awareness training yet regarding the safe keeping of <i>egrek</i> (harvesting knives). - Lack of monitoring from E&S Officer regarding SWL (safe work load) capacity in 	Response: Acceptable 7/04/2017 Reviewer: Jarot W.	Verification of Effectiveness: Verification at housing complex ,cover for knives were provided using PVC material. This cover was made internally by central workshop. Distribution of cover PVC were established for all estate as stated in Receipt document dated 24/3/2017 to Afdelin I,III,V and dated 4/4/2017 to Afdeling II Kebun Taman Raja. Chain block, hydraulic jack was

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Section 1				Section 2		Section 3	Section 4	
N C R Nr	Standard(s) & clause(s)	Classification	Details of non-conforming situation and Objective Evidence :	SAI Verification (how and when)	Correction : (immediate fix)	Root Cause and Corrective Action : (action to prevent recurrence)	SAI Global Response Review:	SAI Global Verification of Corrective Action for Effectiveness:
			<p>the knives compared with PVC pipes and plastic hose material cover)</p> <ul style="list-style-type: none"> • Social auditors sighted the knives/<i>egrek</i> was not using cover during storage at harvester house • The katrol (chain block) and tyre jacks/<i>dongkrak</i> was not had SWL (safe work load) capacity information utilize at central warehouse • The grinding wheel not provide with cover at central warehouse 		<p>on the chain block.</p> <ul style="list-style-type: none"> - Installation of cover for "Grinding" in the workshop 	<p>each equipment.</p> <ul style="list-style-type: none"> - Lack of monitoring from E&S Officer regarding safety cover of each equipment in the workshop. - <p>Corrective Action :</p> <ul style="list-style-type: none"> - Established standard of safety equipment, e.g. <i>sarung egrek</i> (knives cover), then determined its minimum stock in the warehouse. - Division Assistant conduct awareness training regarding control of work equipment including its safety keeping. - E&S Officer conduct monitoring regularly in monthly basis to workshop to ensure that all equipment are equipped with SWL (safe work load). - E&S Officer conduct monitoring regularly in monthly basis to workshop to ensure that all grinding equipment are always safely covered. - - 		<p>provided with information of capacity painted in the equipment</p> <p>All submitted evidences have been reviewed and verified, Major NCR consider as closed.</p> <p>Status : CLOSED</p> <p>Name Jarot W</p> <p>Date: 7/04/2017</p>

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Section 1				Section 2		Section 3	Section 4	
NCR Nr	Standard(s) & clause(s)	Classification	Details of non-conforming situation and Objective Evidence :	SAI Verification (how and when)	Correction : (immediate fix)	Root Cause and Corrective Action : (action to prevent recurrence)	SAI Global Response Review:	SAI Global Verification of Corrective Action for Effectiveness:
08	RSPO INA-NI 2016 4.7.3	Major	<p>Non-conforming situation: The provision of PPE (Personal Protective Equipment) was found inadequate and inappropriate</p> <p>Objective evidence:</p> <ul style="list-style-type: none"> Several workers at KBD estate and Taman raja mill from several function was not utilize PPE properly (fruit picker, FFB truck loader, welding/cutting mechanic at mill and estate); contractor personnel of kernel transporter at mill also not using proper PPE during kernel loading. Damage PPE was found during observation at estate activities (tear gloves for fertilizer operator) and not directly replace. There is no safe minimum stock for PPE, as evident several PPE was out of stock (gloves and mask) The risk analysis (HIRAC) 	<p>Due Date: 13/04/2017</p> <p>SAI Follow up Method: Onsite</p>	<ul style="list-style-type: none"> Provide PPEs to related workers at Badang Estate and Taman Raja Mill, e.g. loose fruit pickers, FFB loader, welding/cutting mechanic, and contractor personnel of kernel transporter. Replace the related damaged PPE, e.g. fertilizer operator gloves. Establish minimum stock of PPE. Revise HIRAC to include specific types of PPE to be the standard of PPE for each activity in the unit, e.g. type of mask for spraying operator and harvester boots. 	<p>Root cause :</p> <ul style="list-style-type: none"> There were new workers at site and they did not have provided with socialisation of PPE, this is due to the lack of coordination between the Division Assistant and the E&S Officer at the time of employee recruitment. It should be a security job at the gate post to remind all guests entering the mill including contractors to use PPE, in which case security was negligent to remind and lends PPE to the contractor. There was no stock of PPE available in the warehouse due to the late of order made by Purchasing Department. Lack of awareness from the warehouse officer regarding the importance of minimum stock, all this time purchase request 	<p>Response: Acceptable</p> <p>7/04/2017</p> <p>Reviewer: Jarot W.</p>	<p>Verification of Effectiveness:</p> <ol style="list-style-type: none"> PPE was provided to all personnel (verified on site at KBD and KTR Afdeling I,III,V) -formula Minimum stock of PPE has been established (IK Stok Minimum di Gudang untuk APD) <p>All submitted evidences have been reviewed and verified, Major NCR consider as closed.</p> <p>Status : CLOSED</p> <p>Name Jarot W.</p> <p>Date: 7/04/2017</p>

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			was not defined the specific types of PPE (types of mask for sprayers are not uniforms; harvester boots are not uniforms: long/shorts, etc.).several kinds of masks were utilize for sprayer operators (mask cartridge without filter; thin filter of masks, etc.			<p>were made if the goods stock are empty.</p> <ul style="list-style-type: none"> - During the preparation of HIRAC, E&S Officer has not received sufficient reference on each activity in the plantation. <p>Corrective action:</p> <ul style="list-style-type: none"> - All workers prior entering the working area shall completed their PPE and checked by supervisor/ assistant. If they did not use PPE, they will not allowed entering the area. - E&S Officer conduct awareness training to all security personnel regarding the importance of using PPE for all mill guests including contractors. - Estate Manager issued decree letter that purchase request must be issued if the stock of goods approaches the minimum stock. - Created Formula of minimum stock for PPE in warehouse, which is Minimum stock = needs of material divided into lead times of material added with Stock Factor. 		

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						- Updated referral document for HIRAC, which is AA-SOP-OP.101.3.R1, (PPE Standard), Rev 0, dated 01/08/2015.		
09	RSPO INA-NI 2016 4.7.5	Minor	<p>Non-conforming situation:</p> <ul style="list-style-type: none"> There are founds inadequate emergency equipment at workplace. Not all accident and incidents (first aid case, medical aid case and lost time accident) are reported and investigated. <p>Objective evidence:</p> <ul style="list-style-type: none"> No available the saline water/boor water at the first aid box kept by mandore at KBD estate The alcohol and iodine was found expired since 2016 on the first aid box kept by sprayer mandore at KTR estate The emergency eyewash was not function properly at the central workshop No available eyewash at mill laboratory as required MSDS. Not all accident and incidents 	<p>Due Date: Next Audit</p> <p>SAI Follow up Method: Onsite</p>	<ol style="list-style-type: none"> Complete the content of first aid kits that brought by supervisor, e.g. saline/boor water. Replace the alcohol and iodine that found in first aid box in one of Mandore at Taman Raja Estate Repair the water flow to eyewash in KBD workshop. Establish eyewash facility at mill laboratory according to MSDS. Make a registry of work related accident that happen appropriate to form in procedures 	<p>Root Cause :</p> <ol style="list-style-type: none"> & 2) Lack of supervision by the Assistant Division that ought to oversee and monitor stock of first aid stock carried by each of its subordinate foremen Assistant of Traksi has not conduct regular monitoring to eyewash facility and emergency shower located in Central Workshop. Lack of awareness from Laboratory Assistant regarding MSDS directives. Lack of awareness from Division Assistant regarding accident reporting and investigation to defined action to prevent recurrence. <p>Corrective Action :</p> <ol style="list-style-type: none"> & 2) Estate Manager issued 	<p>Response: Acceptable</p> <p>6/04/2017</p> <p>Reviewer: Eko Prastio R</p>	<p>Verification of Effectiveness:</p> <p>Root cause analysis, correction and corrective action defined by the organisation have been accepted by auditor. Verification of correction and corrective action will be verified on next audit.</p> <p>Status : Open</p> <p>Name Eko Prastio R.</p>

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			(first aid case, medical aid case and lost time accident) at the Taman Raja estate were conducted reporting and investigation to defined action to prevent recurrence, as resumed there are 17 cases of lost time injury.			decree letter defining the obligation of Division Assistant to inspect and record the availability of First Aid kit in monthly basis. Division Assistant has conduct and record the monitoring on 25 March 2017 and 22 April 2017 3) Assistant of Traksi conduct regular inspection daily to eyewash facility and emergency shower located in Central Workshop and record it in the eyewash and emergency shower monitoring form. 4) E&S Officer conduct awareness training to all Mill Assistant regarding the importance of following MSDS directives. 5) E&S Officer conduct awareness training to all Field Assistant regarding the importance of accident reporting and investigation so that can defined action to prevent recurrence. 3)		
10	RSPO INA- NI 2016 5.2.1	Major	Non-conformance : The company's HCV assessment was conducted in 2012 and finalized in 2013 for each estate. HCV assessment is	Due Date: 13/04/2017 SAI Follow up	a. N/A b. Provide evidence of public consultation with such relevant stakeholders as	Root Cause : a. N/A b. Complete evidence of public consultation with such relevant	Response: Acceptable 7/04/2017	Verification of Effectiveness: a. This finding is waived since there is clarification from RSPO described that "An HCV assessment report that was

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			<p>outdated and does not meet RSPO requirements.</p> <p>Objective evidence :</p> <p>a. The company's HCV assessment was conducted in 2012 and finalized in 2013 for each estate. Since then there has been no major update and revisions in HCV assessment although RSPO requirements changed in 2013</p> <p>b. HCV assessment process didn't include consultation with such relevant stakeholders as relevant government departments, research institutes and interested NGOs</p>	<p>Method: Onsite</p>	<p>relevant government departments and research institutes, there was no NGO interested in this HCV Assessment process.</p>	<p>stakeholders during HCV Assessment were kept at the Regional Office Pekanbaru and not attached in the HCV Assessment report.</p> <p>Corrective Action :</p> <p>a. N/A</p> <p>b. Provide copy of public consultation records with such relevant stakeholders during HCV Assessment attached it in HCV Assessment report and keep it at the Unit Office (Badang Estate).</p>	<p>Reviewer: Eko Prastio R</p>	<p>conducted before 1 Jan 2015 (prior to the introduction of the HCVRN ALS scheme) for the existing RSPO certified plantation does not require an update".</p> <p>b. The company has provide copy of public consultation records with such relevant stakeholders during HCV Assessment attached it in HCV Assessment report and keep it at the Unit Office (Badang Estate).</p> <p>All submitted evidences have been reviewed and verified, Major NCR consider as closed.</p> <p>Status : Closed</p> <p>Name Eko Prastio R</p> <p>Date: 7/04/2017</p>
11	RSPO INA-NI 2016 5.3.2	Major	<p>Non-conformance :</p> <p>Not enough evidence that hazardous waste are disposed of responsibly</p> <p>Objective evidence :</p> <p>Badang Estate</p> <p>a. Based on field observation, it was found hazardous waste behind the hazardous</p>	<p>Due Date: 13/04/2017</p> <p>SAI Follow up Method: Onsite</p>	<p>1) Remove the used oil filters and ex pesticides container to the hazardous waste storage.</p> <p>2) Collect and clean the fertilizer sack</p> <p>3) Socialization to workers especially who have a vehicles regarding</p>	<p>Root Cause : Badang Estate</p> <p>1) Lack of awareness from workshop personnel regarding management of hazardous waste</p> <p>2) Lack of supervision from the Workshop Assistant.</p> <p>3) Lack of awareness from warehouse staff regarding</p>	<p>Response: Acceptable</p> <p>7/04/2017</p> <p>Reviewer: Eko Prastio R</p>	<p>Verification of Effectiveness:</p> <p>The company have socialized about hazardous waste management to all workers in 17 March 2017 (record was reviewed), workers in housing area in 14 and 22 March 2017 (record was reviewed).</p> <p>Site verification was conducted to in hazardous waste storage, landfill and mixing storage.</p>

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			<p>waste storage (used filter 2 units) and temporary landfill beside fertilizer warehouse (used filter 4 units and used pesticide container "Elang")</p> <p>b. Based on field observation, it was found used fertilizer sack dumped behind the car washery</p> <p>c. Used pesticides container keep in a drum in Chemical Mixing Storage before send to TPS LB3</p> <p>d. It was found used filter in landfill block A07T Afd II Badang Estate</p> <p>Taman Raja Estate</p> <p>a. Used pesticides container keep in a drum in Chemical Mixing Storage before send to TPS LB3 in Badang Estate</p> <p>b. It was found used battery and used filter in storage building in workshop area. It will send to TPS LB3 in Badang Estate after couple weeks or month</p>		<p>waste management</p> <p>4) Transfer hazardous waste in mixing storage, landfill and workshop to hazardous waste storage</p>	<p>management of hazardous waste, he think that used pesticides container can be kept temporary before send to hazardous waste storage.</p> <p>4) Lack of awareness from the worker that oil filter is one of hazardous waste that should be managed properly.</p> <p><u>Taman Raja Estate</u></p> <p>a. Lack of awareness from warehouse staff regarding management of hazardous waste.</p> <p>b. Lack of awareness from workshop personnel regarding management of hazardous waste.</p> <p><u>Corrective Action :</u></p> <p><u>Badang Estate</u></p> <p>a. E&S Officer give awareness training to workshop personnel at Badang Estate regarding management of hazardous waste and listed the type of hazardous waste that should be stored at hazardous waste storage</p>		<p>All submitted evidences have been reviewed and verified, Major NCR consider as closed.</p> <p>Status : Closed</p> <p>Name Eko Prastio R</p> <p>Date: 7/04/2017</p>

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						<p>after use.</p> <p>b. Workshop Assistant ensure that truck washing must be carried out upon him or Foreman supervision, so that can ensure no fertilizer sacks brought to the workshop area.</p> <p>c. E&S Officer give awareness training to warehouse staff at Badang Estate regarding management of hazardous waste and listed the type of hazardous waste that should be stored at hazardous waste storage after use.</p> <p>d. E&S Officer give awareness training to employees at housing complex of Badang Estate regarding management of hazardous waste and listed the type of hazardous waste that should be stored at hazardous waste storage after use.</p> <p><u>Taman Raja Estate</u></p> <p>a. <u>E&S Officer give awareness training to warehouse staff at Taman Raja Estate regarding management of hazardous waste and listed the type of</u></p>		

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						<p><u>hazardous waste that should be stored at hazardous waste storage after use.</u></p> <p>b. <u>E&S Officer give awareness training to workshop personnel at Taman Raja Estate regarding management of hazardous waste and listed the type of hazardous waste that should be stored at hazardous waste storage after use.</u></p>		
12	RSPO INA- NI 2016 5.3.3	Minor	<p>Non-conformance : Waste management plan in appropriate with their implementation</p> <p>Objective evidence :</p> <p>c. Landfill not equipped with a note /statement of open date and due date</p> <p>d. b. Domestic waste was discharge inappropriately, and not accordance to the SOP of Domestic Waste Management, e.g. domestic waste were discharge in the oil palm Block, not in the landfill.</p>	<p>Due Date: Next Audit</p> <p>SAI Follow up Method: Onsite</p>	<p>a. Install signboard mentioning open date and close date of the landfill.</p> <p>b. Remove domestic waste that discharge at the oil palm block to the landfill.</p>	<p>Root Cause :</p> <p>1) Information notes regarding open and closing date of landfill was not installed because lack of supervision from Division Assistant to the implementation of existing mechanism regarding domestic waste management.</p> <p>2) Lack of supervision from Division Assistant to the implementation of existing mechanism regarding domestic waste management.</p> <p>Corrective Action :</p> <p>1) Division Assistant monitor</p>	<p>Response: Acceptable</p> <p>6/04/2017</p> <p>Reviewer: Eko Prastio R</p>	<p>Verification of Effectiveness:</p> <p>Root cause analysis has been defined by organisation as well as correction and corrective action. It will be verified next audit.</p> <p>Status : Open</p> <p>Name Eko Prastio R.</p>

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						<p>all the activity of implementation of domestic waste management including the installation of signboard mentioning open and close date at the landfill, all activity recorded in the monitoring of domestic waste management.</p> <p>2) Division Assistant monitor all the activity of implementation of domestic waste management include ensuring domestic waste are discharge appropriately to the landfill, all activity recorded in the monitoring of domestic waste management.</p>		
13	RSPO INA-NI 2016 5.6.3	Major (Recurrence)	<p>Non-conformance : GHG calculation has not been reported to RSPO</p> <p>Objective evidence :</p> <p>a. GHG emission was calculated for period 2016 but using RSPO PalmGHG Calculator Version 2.1.1</p> <p>b. GHG emission has not been reported yet to RSPO interest.</p>	<p>Due Date: 13/04/2017</p> <p>SAI Follow up Method: Onsite</p>	<p>a. Regional Office team conducted PalmGHG calculation that required by RSPO</p> <p>b. Regional Office team conducted PalmGHG reporting that required by RSPO</p>	<p>Root Cause :</p> <p>a. During 2nd annual surveillance audit, the calculation is in process of re-checking at the Regional Office Pekanbaru so that cannot be shown to the auditor.</p> <p>b. During 2nd annual surveillance audit, the calculation is in process of re-checking at the Regional Office Pekanbaru so that not reported yet to the RSPO.</p>	<p>Response: Acceptable</p> <p>6/04/2017</p> <p>Reviewer: Eko Prastio R</p>	<p>Verification of Effectiveness:</p> <p>The company have send the PalmGHG calculation to Mr Javin Tan (RSPO) in 19 February 2017. Evidence was reviewed such as correspondences email from company and Mr Javin Tan and PalmGHG calculation using PalmGHG Version 3.0.1</p> <p>All submitted evidences have been reviewed and verified, Major NCR consider as closed.</p> <p>Status : Closed</p>

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						Corrective Action : Head of Sustainability issued decree letter regarding responsibility of Regional Office team to conduct PalmGHG calculation at the beginning of the year therefore it will be ready during annual surveillance audit.		Name Eko Prastio R Date: 6/04/2017
14	RSPO INA-NI 2016 6.1.4	Major (Recurrence)	Non-conforming situation: Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified has not been reviewed by organization Requirement: RSPO Criterion 6.1 indicator Minor 4 Objective evidence: No evidence that organization performed the reviewed of social impact assessment management plan minimum once in two years.	Due Date: 13/04/2017 SAI Follow up Method: Onsite	- Conducting review of social impact assessment effectivity period 2013 – 2016 for PT DAS based on social impact document matrix program develop by Asian Agri Group and University of Jambi Faculty of Agriculture	Root cause : - Lack of personnel for reviewing the social impact program in PT DAS - Unclear authorities & responsibilities for reviewing the social impact Corrective Action : Memorandum from Group Manager PT DAS dated March 2017 for appointing Assistant Public Relation (Humas) to conduct review of Social impact assessment management plan at the early year	Response: Acceptable 6/04/2017 Reviewer: Jarot W.	Verification of Effectiveness: Social impact assessment review was conducted period 2013-2016 by public relations on March 2017. Result of review was used as a based for program CSR on the next period. The organisation has issued Memorandum that Humas will conduct review of SIA management plan at early of the year. Consistency of implementation will be check on next surveillance audit. All submitted evidences have been reviewed and verified, Major NCR consider as closed. Status : Closed Name Jarot W. Date: 6/04/2017

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15	RSPO INA-NI 2016 6.5.2	Major	<p>Non-conforming situation: Inadequate evidence was found that employee understood and explained about their work contracts.</p> <p>Objective evidence:</p> <ol style="list-style-type: none"> 1) Interview with daily workers from Badang Estate, Taman Raja Estate and Taman Raja Mill found that some of PHL (casual) worker were not aware about the contract and did not have a copy of it. 2) Site observation and interview with the harvester at Badang Estate Blok A07p Afd I, Sprayer Blok B08p Afd II, Taman Raja Estate harvesting Blok D03g, Afd IV and manuring at Blok B95g, Afd II found that harvester of crop were helped by their family member during harvest without formal contract with the organisation. 	<p>Due Date: 13/04/2017</p> <p>SAI Follow up Method: Onsite</p>	<ul style="list-style-type: none"> - Contract worker will be copied and gave the copy of contract 1 set to the workers as part of socialisation - Create prohibition warning sign of fruit loose pickers was not allowed to bring their family at work in the estate area 	<ul style="list-style-type: none"> - Root cause :Previously the organisation has informed clearly to PHL worker regarding the content of contract during their contract signage, however the KTU as responsible person did not give the copy of the contract because he think that they all understood. - Previously the organization has disseminated about the prohibition of bringing family members to work, but some workers still bring family members because the lack of understanding about risk and force labour. <p>Corrective Action :</p> <ul style="list-style-type: none"> - General Manager of PT. DAS established memorandum that KTU have to give the copy of the PHL contract during their contract signage. - Create memorandum for all workers related to family workers prohibition and also continued to daily socialisation by Estate Assistant/supervisor - Assistant/Supervisor responsible to monitor 	<p>Response: Acceptable</p> <p>6/04/2017</p> <p>Reviewer: Jarot W.</p>	<p>Verification of Effectiveness:</p> <ul style="list-style-type: none"> -Contract of workers has been copied and distributed to all workers Receipt of contract were sighted on site dated March 2017 - Verified with interview workers that they have copied contract. <p>All submitted evidences have been reviewed and verified, Major NCR consider as closed.</p> <p>Status : Closed</p> <p>Name Jarot W.</p> <p>Date: 7/04/2017</p>

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						during harvest (daily) to ensure there were no family member support.		
16	RSPO INA-NI 2016 6.8.3	Minor	<p>Non-conforming situation: It was found that medical fitness for employee was not conducted during recruitment.</p> <p>Objective Evidence : There was new recruitment of workers for sprayers (3 persons) at Badang Estate (Tri Wahyuni, Wastinah, Yustinah) and 2 persons at Taman Raja Estate (Sumiati, Sumantri). However medical fitness were not conducted during recruitment.</p>	<p>Due Date: Next Audit</p> <p>SAI Follow up Method: Onsite</p>	Engage new workers in MCU program that to be conducted in April 2017	<p>Root Cause : Medical test for spraying operators is actually programmed in April 2017, however due to a shortage of spraying operators, the five workers have been hired as spraying operators since February 2017</p> <p>Corrective Action : General Manager of PT. DAS established memorandum that every prospective worker have to be checked for his/her health before starting to work. There is no reason to justify someone working before a health test.</p>	<p>Response: Acceptable</p> <p>6/04/2017</p> <p>Reviewer: Eko Prastio R</p>	<p>Verification of Effectiveness: Root cause analysis has been defined by organisation as well as correction and corrective action. It will be verified next audit.</p> <p>Status : Open</p> <p>Name Eko Prastio R.</p>
17	RSPO INA-NI 2016 6.9.1	Major	<p>Non-conforming situation: Inadequate evidence was found that gender committee activities were not implemented and communicated to all level of workers</p> <p>Objective Evidence : Based on interview with spraying operator and fertilizer workers at Taman Raja and Badang Estate, they did not aware about Gender Committee</p>	<p>Due Date: 13/04/2017</p> <p>SAI Follow up Method: Onsite</p>	Conduct regular socialisation (once a month) parallel with Posyandu activity.	<p>Root cause : Not all women worker aware of gender committee because those women workers are less participating in the gender committees activities held, as they deem their activities are uninteresting.</p> <p>Corrective action : Rearrange the gender committee program by combining it with interesting activities, for example: cooking, sewing, various skills</p>	<p>Response: Acceptable</p> <p>7/04/2017</p> <p>Reviewer: Jarot</p>	<p>Verification of Effectiveness: Based on interview with women workers, they already aware about the existence or activity of gender committee at Afdelling I, Kebun Badang and Taman Raja</p> <p>All submitted evidences have been reviewed and verified, Major NCR consider as closed.</p> <p>Status : Closed</p>

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						and child education in the family.		Name Jarot W Date: 7/04/2017

Appendix “D” – Stakeholder’s issues and comment

Date	Stakeholder	Observation
10 February 2017	Union Representatives	<p>Union representatives have been interviewed during the audit, the focus of the interview devoted related payment of wages, discrimination, and complaints, employees, communication with the company.</p> <p>Generally, no conflict of industrial relationship found so far and the company has taken actions gradually to response issues addressed in the meeting.</p> <p>Companies already gives employees' rights in accordance with regulations such as minimum wages in accordance with UMP/UMSK Jambi Province, housing and health care for employees adequate enough, etc.</p>
9-10 February 2017	Gender Committee	<p>Estate has established gender committee as facilitated by company which comprises members from several female workers in Mill and Estate. Gender committee has planned activity program such as gender policy awareness, health community female group, Posyandu, etc.</p> <p>The training program for gender committee has been established and may include training for woman rights. Some regular meeting were held regularly . Gender committee meeting was conducted periodically and attended from the representative gender committee from estate. <i>However based on interview with workers, not all of the women workers were aware about the gender committee and did not know what is the program of gender committee.</i></p> <p>Based on result from the interview to committee chief in Mill and Estate, no indication of sexual harassment issues being reported since the committee formed.</p> <p>Reproductive rights of women have been fulfilled by the company such as : menstrual leave, maternity leave and time for breastfeeding.</p> <p>Regular pregnancy test was also done monthly by each estate to ensure no pregnant/breastfeeding workers endangered with agrochemical works.</p>
8 February 2017	Community leaders	<p>Interview has been done to several community leaders in surrounding Mill and Estate (refer to “public consultation attendance register” attached in this report) such as village head of Penyabungan, Lubuk Bernai, Lubuk Lawas and Merlung.</p> <p>Based on interview result with leaders, principally the company has implemented CSR program to support peoples in term of infrastructure development, provision of education and sanitation facilities, heavy equipment support (grader), etc.</p> <p>Humas (Public relation officer) Mr.Rohman was assigned to perform communication and consultation with communities. No land conflict identified where the land was previously granted by government in form of HGU (not taken over from local communities).</p> <p>Organization has providing jobs for villagers around mill and estate, so it is reducing unemployment in surrounding community.</p> <p>As told by the leaders, there was no air or water pollution caused by the company due to continuous effort in managing the environmental risks. The company has also employed local peoples (in majority) both for Mill and Estate.</p>

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Date	Stakeholder	Observation
8,9,10 February 2017	Employees	<p>Interviews have been done to workers both in Mill and Estate with several job backgrounds such as 'harvester, fertilizing and spraying. All workers have been equipped (free of charge) with PPE freely, working equipment's, housing, electricity, clean water, medical facilities, etc.</p> <p>Wages including overtime hours, premium and bonus were also payed according to current regulation.</p> <p>Organisation provided training for Occupational Health and Safety and other training to increase and develop workers capability.</p> <p>Transportation for school children provided by the company. The company's approach and relationship to minorities was well conducted. Organization was routine conducted medical checks up for worker.</p>

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Appendix “E” – Definition of, and action required with respect to audit findings:

Major Nonconformities occur when system is failing to meet a relevant compulsory indicator.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client’s proposed correction and corrective action plans; and formally verify the effective implementation of planned corrections and corrective action. Correction and corrective action plan must be submitted to SAI Global for approval within 14 days of the audit. Follow-up action by SAI Global must ‘close out’ the NCR or reduce it to a lesser category within 90 days or less where specified. Certificate of conformance to the RSPO Criteria cannot be issued while any major nonconformity is outstanding. Major nonconformities raised during surveillance audit shall be addressed within 60 days, or the certificate will be suspended. Major nonconformities not addressed within a further 60 days will result in the certificate being withdrawn.

Minor Nonconformities occur when system is failing to meet other indicators.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client’s proposed correction and corrective action plans; and formally verify the effective implementation of planned corrections and corrective action. In this instance, a certificate may still be awarded providing the root cause of the problem is identified and an acceptable plan is put in place to achieve the outstanding requirements in an agreed time frame. Verification will be made at subsequent surveillance audits. Minor nonconformities will be raised to major if they are not addressed by the following surveillance audit.

Opportunity for Improvement is a documented statement, which may identify areas for improvement, but shall not make specific recommendation(s). Client may develop and implement solutions in order to add value to operations and management systems. SAI Global is not required to follow-up on this category of audit finding.

AUDIT REPORT

Appendix “F” – Definition of, and action required with respect to audit findings for Supply Chain Certification System:

Major Nonconformities occur when system is failing to implement and/or maintain requirements of Supply Chain Certification System.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client’s proposed correction and corrective action plans; and formally verify the effective implementation of planned corrections and corrective action.

When non-conformances rose after the certification, RSPO shall be informed of these non-conformances within 7 days since non-conformance rose. A maximum of one month is given to the certified client to satisfactorily address the non-conformances. The effectiveness of the action taken for the non-conformances shall be assessed before closing out the non-conformances. Should the non-conformances not be addressed within the one month maximum time frame, a suspension or withdrawal of the certificate and a full re-audit may be necessary.

Where objective evidence indicates that there has been a demonstrable breakdown in the supply chain caused by the certified client’s action or inactions, and that palm oil product that has been or is about to be shipped is falsely identified as RSPO certified product immediate action needs to be taken by SAI Global, and the RSPO Supply Chain certification shall be suspended until such time that it has been addressed. The RSPO shall be notified within 24 hours of this occurrence and further impacts on relevant supply chain certifications.

Area of concern issued when there is an area of the system for which the client is required to investigate potential non-conformity.

Action required: SAI Global may require client to formulate preventive action plan for approval prior to next planned audit/certification decision or alternatively may follow up client’s preventive action at the next planned audit. Lack of client attention to such issues implies that a preventive action system is not working effectively.

Opportunity for Improvement is a documented statement, which may identify areas for improvement, but shall not make specific recommendation(s). Client may develop and implement solutions in order to add value to operations and management systems. SAI Global is not required to follow-up on this category of audit finding.