

Audit Report

2nd Annual Surveillance Audit for

PT. Bumi Sawit Permai, Bumi Sawit Mill and Its Supply Base FMS40042

RSPO Membership number: 1-0096-11-000-00 - PT. Golden Agri Resources (GAR)
Including child numbers for each certification unit

Bumi Sawit Mill:

Tanjung Miring Village, Rambang Kuang District, Ogan Ilir Regency, South Sumatera
Province, Indonesia

Supply base:

Bumi Sawit Estate:

Tanjung Miring Village, Rambang Kuang District, Ogan Ilir Regency, South Sumatera
Province, Indonesia

Date of audit: 13 – 15 September 2017

Follow Up audit : 14 Oktober 2017

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Executive Overview

SAI Global has conducted the 2nd Annual Surveillance Audit on 2 – 4 August 2017 for:

Certified Units

- | | |
|---|---------------------|
| a. Mill | : Bumi Sawit Mill |
| b. Supply bases | : Bumi Sawit Estate |
| c. Model of Supply Chain Certification (IP/MB/SG) | : MB |

The audit concluded with issuance of 2 Major NCRs which one of them is a recurrence NC and upgraded to Major NCR (Indicator 4.7.5). Follow up audit was conducted on 14 October 2017 and all NCR was closed.

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

Estimated tonnage of certified CPO produced	19,761.27 MT
Estimated tonnage of certified PK produced	4,845.96 MT

The recommendations from this audit is certification can continue and Supply Chain Model changed from IP to MB.

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/ton Product
CPO	0.91
PK	0.91

Production	ton/year
FFB processed	118896.102
CPO Produced	26,104.92
PK Produced	6,953.62

Extraction	%
OER	21.96
KER	5.85

Land use	ha
OP planted area	7510.28
OP planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	281.93
Total	7,792.21

Summary of field emissions and sinks

	Own Crop		Group		3rd Party		Total	
	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB
Emissions								
Land Conversion	40,417.99	0.4	0	0	0	0	0	0
*CO ₂ Emissions from Fertilizer	2,948.38	0.03	0	0	0	0	0	0
**N ₂ O Emissions	4,051.51	0.04	0	0	0	0	0	0
Fuel Consumption	636.74	0.01	0	0	0	0	0	0
Peat Oxidation	0	0	0	0	0	0	0	0
Sinks								
Crop Sequestration	-38,847.23	-0.41	0	0	0	0	0	0
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	9,207.39	0.06	0	0	0	0	0	0

Summary of mill emissions and credits

	tCO₂e	tCo₂e/tFFB
Emissions		
POME	20,538.53	0.17
Fuel Consumption	387.15	0
Grid Electricity Utilization	0	0
Credits		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	20,925.68	0.18

Palm Oil Mill Effluent (POME) Treatment:

Divert to compost	0%
Divert to anaerobic digestion	100%

POME Diverted to Anaerobic Digestion:

Divert to anaerobic pond	100%
Divert to methane capture (flaring)	0%
Divert to methane capture (electricity generation)	0%

Abbreviations Used

AK3U	Occupational Health and Safety Expert (<i>Ahli K3 Umum</i>)
AMDAL	Environmental Impact Analysis (<i>Analisis Dampak Lingkungan</i>)
AME	Area Manager Engineering
BHL	Daily worker (<i>Buruh Harian Lepas</i>)
BKM	Log book of group leader activity (<i>Buku Kegiatan Mandor</i>)
BLH	Environmental Agency (<i>Badan Lingkungan Hidup</i>)
BLRS	Bah Lias Research
BOD	Biological Oxygen Demand
BPN	National Land Agency (<i>Badan Pertanahan Nasional</i>)
BSWE	Bumi Sawit Estate
BSWM	Bumi Sawit Mill
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DO	Delivery Order
EFB	Empty fruit bunch
EMS	Environmental Management System
EWS	Early Warning System
FFB	Fresh Fruit Bunch
GAPKI	Indonesian Palm Oil Association (<i>Gabungan Pengusaha Kelapa Sawit Indonesia</i>)
GPS	Global Positioning System
Ha	Hectare
HCV	High Conservation Value
HGU	Land Use Title (<i>Hak Guna Usaha</i>)
GHG	Green House Gases
HIPERKES	Industrial Hygienist
HO	Head Office
IDN	Indonesia
IPM	Integrated Pest Management
ISCC	International Sustainability Carbon Certification
ISO	International Standards Organisation
ISPO	Indonesia on Sustainable Palm Oil
Jamsostek	Man Power Social Assurance (<i>Jaminan Sosial Tenaga Kerja</i>)
Kepmen	Degree of Man Power Ministry (<i>Keputusan Menteri Tenaga Kerja</i>)
KTU	Head of Administration (<i>Kepala Tata Usaha</i>)
LA	Land Application
LD	Lethal Dosage
Lonsum	London Sumatera
LSU	Leaf Sampling Unit
LTI	Loss Time Incident
MCU	Medical Check-Up
MSDS	Material Safety Data Sheet
MT	Metric Ton
NCR	Non Conformance Report
NGO	Non-Government Organisation
OER	Oil Extraction Rate
OHS	Occupational Health and Safety
OHSAS	Occupational Health and Safety Assurance Services
P2K3	OHS Committee

P&C	Principle and Criteria
PEL	Environmental Evaluation Presentation (<i>Penyajian Evaluasi Lingkungan</i>)
Permen/Permenaker	Regulation of Man Power Ministry (<i>Peraturan Menteri Tenaga Kerja</i>)
Permentan	Regulation of Agricultural Ministry (<i>Peraturan Menteri Pertanian</i>)
PK	Palm Kernel
PKB	Joint Working Agreement (<i>Perjanjian Kerja Bersama</i>)
PKWT	Contracted worker (<i>Pekerja Waktu Tertentu</i>)
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PP	Government Regulation (<i>Peraturan Pemerintah</i>)
PPE	Personal Protective Equipment
PPNM	Pangkalan Panji Mill
PUK	Caretaker Unit (<i>Pengurus Unit Kerja</i>)
QC	Quality Control
R&D	Research and Development
RABQSA	Quality Society of Australia
RKH	Daily Work Plan (<i>Rencana Kerja Harian</i>)
RKL	Environmental Management Plan (<i>Rencana Pengelolaan Lingkungan</i>)
RPL	Environmental Monitoring Plan (<i>Rencana Pemantauan Lingkungan</i>)
RSPO	Roundtable on Sustainable Palm Oil
SCCS	Supply Chain Certification System
SG	Segregation
SIA	Social Impact Assessment
SIO	Operator Lisence (<i>Surai Ijin Operasi</i>)
SMK3	Occupational Health and Safety Management System (<i>Sistem Manajemen Kesehatan dan Keselamatan Kerja</i>)
SPSI	Indonesian Worker Union (<i>Serikat Pekerja Seluruh Indonesia</i>)
SOP	Standard Operational Procedure
UKL	Environmental Management Effort (<i>Upaya Pengelolaan Lingkungan</i>)
UPL	Environmental Monitoring Effort (<i>Upaya Pemantauan Lingkungan</i>)
WALHI	Indonesian NGO for Environment (<i>Wahana Lingkungan Hidup Indonesia</i>)
WWF	World Wild Fund
WWTP	Waste Water Treatment Plant

1.0 SCOPE OF THE ASSESSMENT

1.1 Introduction

SAI Global conducted the 2nd annual surveillance audit on 13 – 15 September 2017 at PT. Bumi Sawit Permai – Bumi Sawit Mill and its supply bases. Follow up audit was conducted on 14 October 2017 and all NCR was closed.

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

The purpose of this surveillance audit was to determine continuing compliance of your organization's management system with the audit criteria; and its effectiveness in achieving continual improvement and system objectives in accordance with RSPO P&C Standard INANI 2016 and RSPO Supply Chain Standard 2014.

Also to verify the volume of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers, and the implementation of any processing controls. The company has request to SAI Global Indonesia regarding change of Supply Chain model from IP to MB. This request was reviewed and verified during audit.

1.3 Scope of certification

The scope of certification is the CPO production from one (1) Palm Oil Mill and one (1) FFB supply base owned by PT. Bumi Sawit Permai.

For Mill SC, it was noted during this audit, Bumi Sawit Mill also supplied by Sawit Mas Estate Division 5 and , it was RSPO certified (audited by SAI Global Indonesia, Certificate No: FMS40039 valid until 17 September 2020). Sawit Mas Estate is one of plantation owned by PT Golden Agri Resources Tbk. Other than that, there was an area was excluded in the audit scope of 609.25 ha and 164.14 ha that located in the Bumi Sawit Estate area due to HGU was still processing.

1.4 Location of mill and estates

1.4.1 Palm Oil Mill

Bumi Sawit Mill PT. Bumi Sawit Permai

Location : Tanjung Miring Village, Rambang Kuang District, Ogan Ilir Regency, South Sumatera Province, Indonesia
GPS Location : East 104° 34' 43" and South 3° 52' 57"

1.4.2 Oil Palm Estate

Bumi Sawit Estate PT. Bumi Sawit Permai

Location : Tanjung Miring Village, Rambang Kuang District, Ogan Ilir Regency, South Sumatera Province, Indonesia
GPS Location : East - 104° 20' 05" and South 3° 30' 39"
Planted area : 4.490,95 Ha
Certified area : 8.823,90 Ha

Table 1: Mill and Estates GPS Locations

MILL AND ESTATE	EASTING	SOUTHING
Bumi Sawit Mill	104° 34' 43"	3° 52' 57"
Bumi Sawit Estate	104° 20' 05"	3° 30' 39"

1.5 Description of supply base

The FFB source is two (2) organisation owned by PT. Bumi Sawit Permai and PT Sawit Mas Sejahtera - Division 5 (RSPO certified and audited by SAI Global Indonesia, Certificate No: FMS40039 valid until 17 September 2020). Until now, there is no scheme smallholder associated with Bumi Sawit Mill neither the independent smallholders but there are FFB source from un-certified area covered of 609.25 ha and 164.14 ha that located in the Bumi Sawit Estate area. Beside that, it was found NCR Major against RSPO Supply Chain Standard where FFB from certified and un-certified area mixed in records. Therefore they have requested to change the Supply Chain Model from Identity Preseved to Mass Balance. The hectarage and Estimated FFB production of the estates are shown on Table 2.

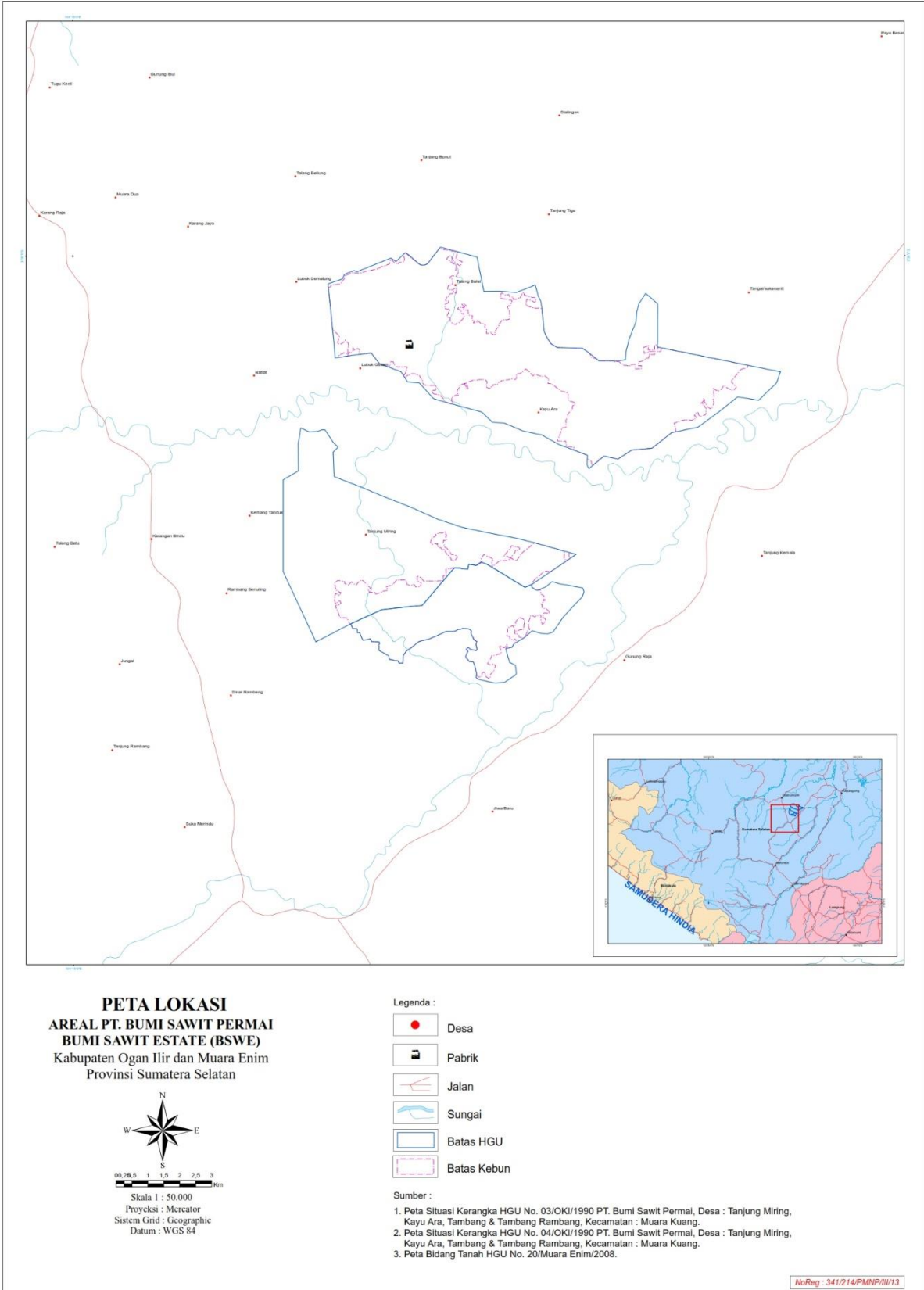
Table 2. Estimated FFB Production of the supply base

ESTATE	PLANTED AREA (HA)	ESTIMATED FFB PRODUCTION PERIOD SEPTEMBER 2017 –
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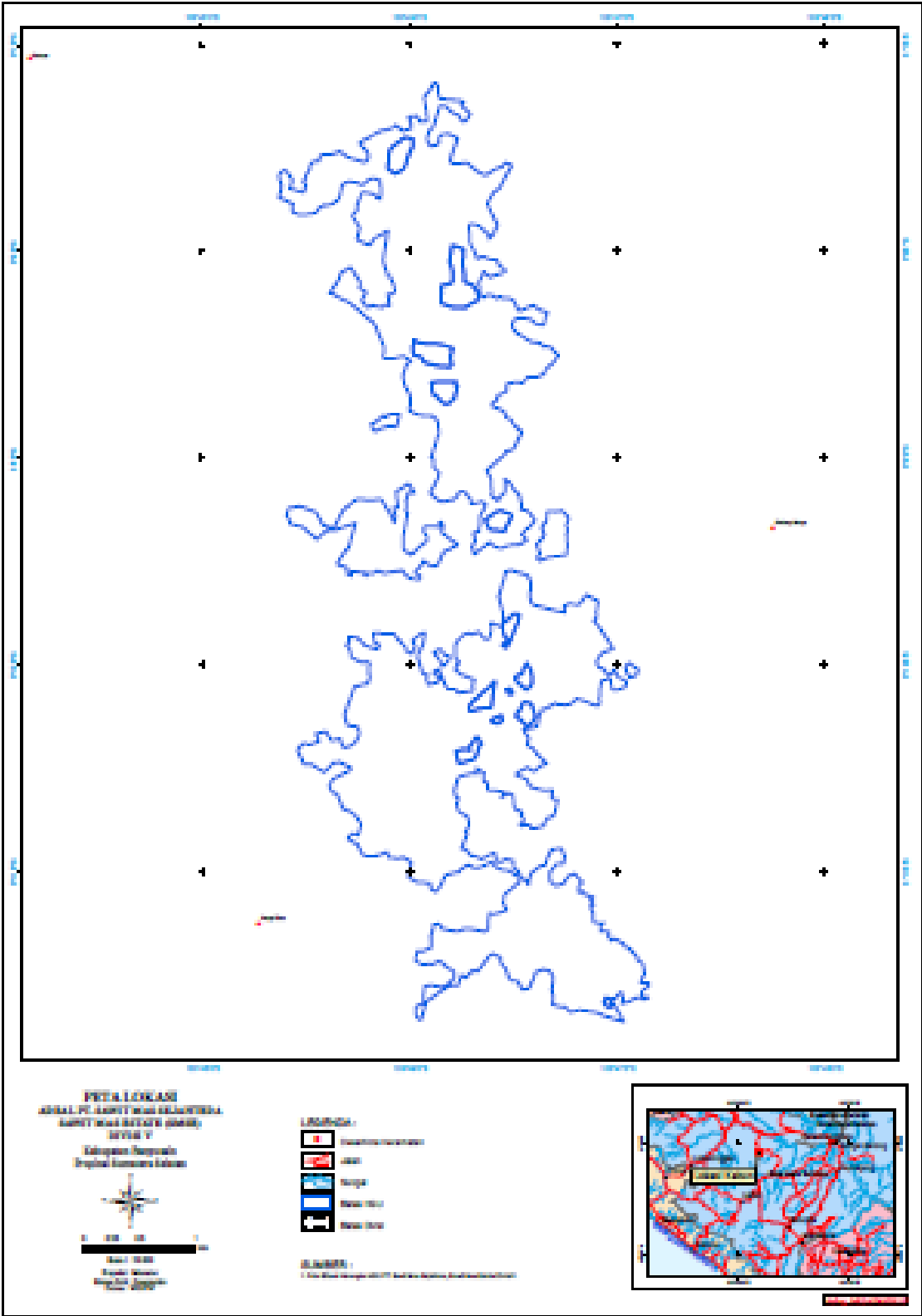
		AUGUST 2018 (TON/YEAR)
BSWE	4,490.95	83,046.50
Other (Division 5, Sawit Mas Estate, PT. Sawit Mas Sejahtera)	719.95	1,948.14
BSWE (un-certified area)	773.39	23,209.71
Total	5,984.29	108,204.35

Source : PT BSP, August 2017

Figure 1 Map of Mill and Estates Location



Sawit Mas Estate Division 5



1.6 Date of plantings

Table 3: Age Profiles of Planted Palms in 2017

Year	Estate Planted Area (Ha)		% of Planted Area	
	Mature	Immature	Mature	Immature
1995	944.35	-	21.03	-
1996	2,662.31	-	59.28	-
1997	223.47	-	4.98	-
1998	68.25	-	1.52	-
2000	266.35	-	5.93	-
2008*)	109.74	-	2.44	-
2010*)	48.81	-	1.09	-
2011*)	167.67	-	3.73	-
Total	4,490.95	-	100.00	-
Grand Total		4,490.95		100.00

Note: *) = new planting

Source: PT. BSP, August 2017

1.7 Area of plantation

Table 4: Land use description in 2017

USED AREA	HECTARES
Mature plantation area	4,490.95
Immature plantation area	0
Total area planted	4,490.95
Emplacement and Mill	78.35
Roads	190.94
Ditch/Swamp/River	195.18
Other area	89.12
Reserve area (occupied by community)	3,779.36
Total leased area	8,823.90
HCV (include in planted area)	335.43

Source: PT. BSP, August 2017

Table 5: Estates and Area Planted in 2017

ESTATE	MATURE (HA)	IMMATURE (HA)
Bumi Sawit Estate	4,490.95	-

Source: PT. BSP, August 2017

1.8 Approximate tonnages offered for certification (CPO and PK)

Approximate tonnages offered for certification is estimated based on the organisation last six years actual FFB production from Bumi Sawit Estate; also last year CPO and PK, OER and KER of Pangkalan Panji Mill.

Table 6: FFB Production Trend 2011 – 2016

Estate	Year	Actual FFB Production (MT)
Bumi Sawit Estate, PT. Bumi Sawit Permai (Certified and non-certified area)	2011	116,922.16
	2012	107,988.45
	2013	79,335.33
	2014	102,847.81
	2015	127,014.66
	2016	101,566.49
Other (Sawit Mas Estate, PT. Sawit Mas Sejahtera)	2011	12,965.63
	2012	14,343.08
	2013	11,184.66
	2014	8,816.00
	2015	4,636.21
	2016	6,912.87

Source: PT. BSP, August 2017

Table 7: Mill Total CPO and PK Production of 2016 – 2017 and Estimate Production of 2017 - 2018

Supply Base	FFB Processed	CPO Production	OER (%)	PK Production	KER
	(MT)	(MT)		(MT)	(%)
Actual production (September 2016 – August 2017)					
Own estate:	98,217.78	21,670.69	22.06	5,747.10	5.85
Bumi Sawit estate					
Bumi Sawit estate (Un-certified area)	26,437.93	5,832.02	22.06	1,547.72	5.85
Other estate:	3,450.28	773.392	22.42	213.222	6.18
Sawit Mas Estate					
Total actual production	128,105.99	28,276.11	22.07	7,508.03	5.86
Estimate production (September 2017 – August 2018)					
Own estate:	83,046.50	19,308.33	23.25	4,697.60	5.66
Bumi Sawit estate					
Bumi Sawit estate (Un-certified area)	23,209.71	5,396.23	23.25	952.54	4.10
Other estate:	1,948.14	452.94	23.25	148.36	7.62
Sawit Mas Estate					
Total estimate production	108,204.35	25,157.50	23.25	5,798.50	5.36

Source: PT. BSP, August 2017

Table 8: Mill Production of CPO and PK derived from Estates FFB in 2016 - 2017

Month	Total FFB (Ton)				CPO Produced (Ton)				PK Produced (Ton)			
	BSWE	BSWE (Un-certified)	Other Supply Bases (SMSE)	Total	BSWE	BSWE (Un-certified)	Other Supply Bases (SMSE)	Total	BSWE	BSWE (Un-certified)	Other Supply Bases (SMSE)	Total
2016												
September	8,315.01	2,921.49	404.02	11,640.52	1,703.78	614.28	83.35	2,401.41	424.13	152.92	20.75	597.8
October	12,799.50	3,528.67	-	16,328.17	2,689.69	741.50	-	3,431.19	737.77	203	-	941.17
November	15,873.93	4,206.65	-	20,080.58	3,465.19	918.29	-	4,383.48	815.78	216	-	1,031.97
December	12,708.73	3,456.17	398.59	16,563.49	2,895.79	787.52	90.82	3,774.12	684.21	186	21.46	891.74
2017												
January	10,878.63	2,596.51	602.95	14,078.09	2,537.02	605.54	140.62	3,283.17	597.26	142.56	33.12	772.94
February	5,306.59	1,312.70	640.11	7,259.40	1,189.43	294.23	143.48	1,627.14	288.14	71.28	34.76	394.18
March	4,044.50	1,006.03	543.81	5,594.34	927.22	230.64	124.67	1,282.53	243.65	60.61	32.76	337.01
April	3,965.51	1,092.48	324.22	5,382.21	879.36	242.26	71.90	1,193.51	396.76	109.31	32.44	538.50
May	5,006.94	1,299.90	213.97	6,520.81	1,118.69	290.43	47.81	1,456.93	424.90	110.31	18.16	553.36
June	4,837.02	1,269.17	174.72	6,280.91	1,061.24	278.46	38.33	1,378.03	296.01	77.67	10.69	384.37
July	7,194.68	1,919.06	147.89	9,261.63	1,578.26	420.97	32.42	2,031.65	442.08	117.92	9.09	569.08
August	7,286.74	1,829.10	-	9,115.84	1,625.04	407.91	-	2,032.96	396.41	99.51	-	495.91
Total	98,217.78	26,437.93	3,450.28	128,105.99	21,670.69	5,832.02	773.39	28,276.11	5,747.10	1,547.72	213.22	7,508.03

Source: PT. BSP, August 2017

Note : Certified FFB, CPO and PK are from BSWE and Other supply bases (SMSE)

Table 9: Estimated Mill Production of CPO and PK from Estates FFB in 2017 - 2018

Month	Total FFB (Ton)				CPO Produced (Ton)				PK Produced (Ton)			
	BSWE	BSWE (Un-certified)	Other Supply Bases (SMSE)	Total	BSWE	BSWE (Un-certified)	Other Supply Bases (SMSE)	Total	BSWE	BSWE (Un-certified)	Other Supply Bases (SMSE)	Total
2017												
September	8,386.88	2,309.11	599.43	11,295.42	1,949.95	536.87	139.37	2,626.19	461.28	29.53	74.18	564.99
October	8,386.88	2,309.11	499.52	11,195.51	1,949.95	536.87	116.14	2,602.96	461.28	29.53	27.47	518.28
November	7,548.20	2,078.20	449.57	10,075.97	1,754.96	483.18	104.52	2,342.66	415.15	26.57	24.73	466.45
December	6,709.51	1,847.29	399.62	8,956.42	1,559.96	429.49	92.91	2,082.36	369.02	23.62	21.98	414.62
2018												
January	6,387.81	1,801.09	-	8,188.90	1,485.17	418.75	-	1,903.92	367.30	103.56	-	470.86
February	5,475.26	1,543.79	-	7,019.05	1,273.00	358.93	-	1,631.93	314.83	88.77	-	403.60
March	6,387.81	1,801.09	-	8,188.90	1,485.17	418.75	-	1,903.92	367.30	103.56	-	470.86
April	6,387.81	1,801.09	-	8,188.90	1,485.17	418.75	-	1,903.92	367.30	103.56	-	470.86
May	6,387.81	1,801.09	-	8,188.90	1,485.17	418.75	-	1,903.92	367.30	103.56	-	470.86
June	7,300.36	2,058.38	-	9,358.74	1,697.33	478.57	-	2,175.90	419.77	118.36	-	538.13
July	6,387.81	1,801.09	-	8,188.90	1,485.17	418.75	-	1,903.92	367.30	103.56	-	470.86
August	7,300.36	2,058.38	-	9,358.74	1,697.33	478.57	-	2,175.90	419.77	118.36	-	538.13
Total	83,046.50	23,209.71	1,948.14	108,204.35	19,308.33	5,396.23	452.94	25,157.50	4,697.60	952.54	148.36	5,798.50

Source: PT. BSP, August 2017

Note : Certified FFB, CPO and PK are from BSWE and Other supply bases (SMSE)

Based on the above figures, the estimated of certified CPO and PK offered in 2017-2018 for certification are:

Estimated tonnage of certified CPO produced	19,761.27 MT
Estimated tonnage of certified PK produced	4,845.96 MT

1.9 Other certificates held

Table 10: Certificates Held by Mill and Estates

MILL/ESTATE	OTHER CERTIFICATION HELD
Bumi Sawit Mill	1. ISCC : EU-ISCC-Cert-DE101-16502018, certificate is valid from 29.12.2016 to 28.12.2017 2. PROPER – Blue Level: Decision of the Pollution Control and Environment Sector (<i>Bidang Pengendalian lingkungan dan pencemaran lingkungan hidup</i>) No.14 / 2015.

1.10 Organizational information/contact person

PT. SMART Tbk.

Sinar Mas Land Plaza, Tower 2, 4th floor
 Jl. MH. Thamrin No. 51 Kav. 22, Jakarta 10350

Phone : (+62-21) 50338899

Fax : (+62-21) 50389999

Contact person : Mr. Yahya Mustakim
 Head of Certification Department

Email : yahya.mustakim@sinarmas-agri.com

1.11 Time bound plan for other management units

Table 11: RSPO Certification Time Bound Plan

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
Padang Halaban (SMART)	Desa Padang Halaban, Kecamatan Aek Kuo, 21455 Kabupaten Labura, North Sumatera	Padang Halaban Estate	Kecamatan Aek Kuo, Kabupaten Labuan Batu Utara, North Sumatera, Indonesia	2011	Certified (1 st Renewal Audit in 2016)
		Pernantian Estate	Kecamatan Merbau, Kabupaten Labuan Batu Utara, North Sumatera, Indonesia		
		Adi Pati Estate	Kecamatan Merbau, Kabupaten Labuan Batu Utara, North Sumatera, Indonesia		
		Kanopan Ulu Estate	Kecamatan Kualuh Hulu, Kabupaten Labuan Batu Utara, North Sumatera, Indonesia		
Langga Payung (SMART)	Desa Huta Baru Nangka, Kecamatan Halongonan, 22753 Kabupaten Padang Lawas Utara, North Sumatera	Langga Payung Estate	Huta Baru Nangka Village, Halongonan, Padang Lawas Utara, North Sumatera	2012	Certified
		Paya Baung Estate	Huta Baringin Village, Simangambat, Padang Lawas Utara, North Sumatera		
		Normark Estate	Normark Village, Kota Pinang, Labuhanbatu Selatan, North Sumatera		
		Pernantian Estate	Kecamatan Merbau, Kabupaten Labuan Batu, North Sumatera		
Jelatang (SMART)	Desa Jelatang; Kecamatan Pamenang Kabupaten Merangin; Jambi Province 37352; Indonesia	Bangko Estate	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Jambi Province, Indonesia	2014	Certified
		Bangko Plasma	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Jambi Province, Indonesia	2017	Supply bases decided not to continue cooperation with Jelatang Mill since 2017
		Bukit Bungkul KKPA	Desa Bukit Bungkul, Kecamatan Renah Pamenang, Kabupaten Merangin, Jambi Province, Indonesia	2017	
		Pamenang Plasma	Desa Bukit Bungkul, Kecamatan Renah Pamenang, Kabupaten Merangin, Jambi Province, Indonesia	2017	
		Batang Gading Plasma	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Jambi Province, Indonesia	2017	
		Batang Gading Estate	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Jambi Province, Indonesia	2017	Main audit in September 2017

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
Langling (SMART)	Desa Langling; Kecamatan Bangko Kabupaten Merangin; Jambi Province 37351; Indonesia	Bangko Estate	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Jambi Province, Indonesia	2014	Certified
		Bangko Plasma	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Jambi Province, Indonesia	2017	Supply bases decided not to continue cooperation with Langling Mill since 2017
		Bukit Bungkul KKPA	Desa Bukit Bungkul, Kecamatan Renah Pamenang, Kabupaten Merangin, Jambi Province, Indonesia	2017	
		Pamenang Plasma	Desa Bukit Bungkul, Kecamatan Renah Pamenang, Kabupaten Merangin, Jambi Province, Indonesia	2017	
		Batang Gading Estate	Desa Bukit Kemang, Kecamatan Tanah Tumbuh, Kabupaten Muara Bungo, Jambi Province, Indonesia	2017	Main audit in September 2017
		Batang Gading Plasma	Desa Bukit Kemang, Kecamatan Tanah Tumbuh, Kabupaten Muara Bungo, Jambi Province, Indonesia	2017	Pre audit in September 2017
		Tiga Serumpun Plasma	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Jambi Province, Indonesia	2017	Main audit in September 2017
Pelakar (SMART)	Desa Tanjung; Kecamatan Bathin VIII Kabupaten Sarolangun; Jambi Province 37481; Indonesia	Pelakar Estate	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Jambi Province, Indonesia	2017	Main audit will be conducted in September - December 2017
		Tiga Serumpun KKPA	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Jambi Province, Indonesia	2017	
		Batang Merangin Estate	Desa Lidung, Kecamatan Sarolangun, Kabupaten Sarolangun, Jambi Province, Indonesia	2017	
		Batang Tembesi Estate	Desa Kasang Melintang, Kecamatan Pauh, Kabupaten Sarolangun, Jambi Province, Indonesia	2017	
		Kubang Ujo Plasma	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Jambi Province, Indonesia	2017	Supply base decided not to continue cooperation with Pelakar Mill since 2017
Sungai Bengkal (SMART)		Sungai Bengkal Estate	Kecamatan Tebo Ilir, Kabupaten Tebo, Jambi Province	2014	Certified

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
	Desa Betung Berdarah Barat ; Kecamatan Tebo Ilir Kabupaten Tebo ; Jambi Province 37572; Indonesia	Muara Kilis Estate	Kecamatan Tebo Tengah, Kabupaten Tebo, Jambi Province	2019	
		Sungai Bengkal KKPA	Kecamatan Tebo Ilir, Kabupaten Tebo, Jambi Province		
		Kilis KKPA	Kecamatan Tebo Tengah, Kabupaten Tebo, Jambi Province		
Tanjung Kembiri (GAR)	Desa Kembiri, Kecamatan Membalong 33452 Kabupaten Belitung, Kepulauan Bangka Belitung Province	Tanjung Kembiri Estate	Kembiri Village, Membalong Sub District, Belitung District, Bangka Belitung Province, Indonesia	2014	Certified
		Tanjung Rusa Estate	Kembiri Village, Membalong Sub District, Belitung District, Bangka Belitung Province, Indonesia	2014	Certified
		Tanjung Rusa KKPA	Kembiri Village, Membalong Sub District, Belitung District, Bangka Belitung Province, Indonesia	2019	
Leidong West (GAR)	Kecamatan Kelapa, Kabupaten Bangka Barat Kepulauan Bangka Belitung 33364	Leidong West Utara	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province.	2014	Certified
		Leidong West Selatan	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province.		
		Bukit Intan	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province		
		Bukit Mas	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province.		
Bukit Perak (GAR)	Kecamatan Kacung, Kabupaten Bangka Barat, Kepulauan Bangka Belitung 33364	Bukit Perak Estate	Kecamatan Kelapa, Kabupaten Bangka Barat, Bangka Belitung, Indonesia	2015	Certified 2015
		Bukit Permata Estate	Kecamatan Kelapa, Kabupaten Bangka Barat, Bangka Belitung, Indonesia		
		Bukit Permai	Sungai Selan Sub-district, Bangka Tengah Regency, Bangka Belitung Province.		
		Bukit Lestari	Sungai Selan Sub-district, Bangka Tengah Regency, Bangka Belitung Province.		

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
Sungai Buaya (SMART)	Kampung Talang Batu, Kecamatan Mesuji Timur, Kabupaten Mesuji 34697, Lampung Province	Sungai Buaya	Desa Talang Batu, Kecamatan Mesuji Timur, Kabupaten Mesuji – Lampung Province	2014	Certified
		Mesuji KKPA	Desa Brabasan, Kecamatan Tanjung Raya, Kabupaten Mesuji – Lampung Province		
		Gedung Aji Lama KKPA	Desa Paduan Rajawali, Kecamatan Meraksa Aji, Kabupaten Tulang Bawang – Lampung Province		
Sungai Merah (SMART)	Kampung Sidomukti, Kecamatan Gedung Aji, Kabupaten Tulang Bawang 34595 Kampung Sidomukti	Sungai Merah	Desa Sidang Gunung Tiga, Kecamatan Rawa Jitu Utara, Kabupaten Mesuji – Lampung Province	2014	Certified
		Gedung Aji Baru KKPA	Desa Sidoharjo, Kecamatan Penawartama, Kabupaten Tulang Bawang – Lampung Province		
		Gedung Aji Lama KKPA	Desa Paduan Rajawali, Kecamatan Meraksa Aji, Kabupaten Tulang Bawang – Lampung Province		
Kasuari (GAR)	Desa Lapua, Distrik Kaureh. Kabupaten Jayapura, Papua Province	Cendrawasih Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province	2018	Pre Audit
		Nuri Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province		
		Rajawali Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province		
		Mambruk Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province		
Pangkalan Panji (GAR)	Desa Pangkalan Panji, Kecamatan Banyuasin III, Kabupaten Banyuasin 30954, South Sumatera Province, Indonesia	Sawit Mas Estate	Pangkalan Panji and Langkan Village, Banyuasin III District, Banyuasin Regency, South Sumatera Province, Indonesia	2015	Certified 2015
		Sawit Mas Estate (Division IV of 2,291.13 ha)	Pangkalan Panji and Langkan Village, Banyuasin III District, Banyuasin Regency, South Sumatera Province, Indonesia	2020	<ul style="list-style-type: none"> HGU was still processing of 1,091 ha On behalf PT. Rawa Bangunyan of 1,200.13 ha.

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
Bumi Sawit (GAR)	Desa Tanjung Miring, Kecamatan Rambang Buang, Kabupaten Ogan Ilir, South Sumatera Province, 30869, Indonesia	Sawit Mas Estate (Division V)	Pangkalan Panji and Langkan Village, Banyuasin III District, Banyuasin Regency, South Sumatera Province, Indonesia	2015	Certified 2015
			Tanjung Miring Village, Rambang Kuang District, Ogan Ilir Regency South Sumatera Province, Indonesia		
	Tanjung Miring Village, Rambang Kuang Sub-District, Ogan Ilir Regency, South Sumatera Province, Indonesia	Bumi Sawit Estate	Tanjung Miring Village, Rambang Kuang District, Ogan Ilir Regency South Sumatera Province, Indonesia	2020	HGU processing (609.25 ha)
	Jiwa Baru Estate, Lubai Sub-District, Muara Enim Regency, South Sumatera Province, Indonesia		Jiwa Baru Estate, Lubai Sub-District, Muara Enim Regency, South Sumatera Province, Indonesia	2020	HGU processing (164.14 ha)
Muara Kandis (GAR)	Desa Lubuk Pandan, Kecamatan Muara Lakitan Kabupaten Muara Rawas, South Sumatera Province, 31666, Indonesia	Muara Kandis Estate	Karya Sakti village, Muara Lakitan Sub-district, Musi Rawas District, South Sumatera Province	2015	Certified 2015
		Muara Tawas Estate	Karya Mukti village, Muara Kelingi Sub-district, Musi Rawas District, South Sumatera Province		
		Pandawa KKPA	Karya Sakti village, Muara Kelingi Sub-district, Musi Rawas District, Sumatera Selatan Province	2018	
Batu Ampar (SMART)	Desa Serongga, Kecamatan Kelumpang Hilir, Kabupaten Kotabaru Kalimantan Selatan 72161	Batu Ampar	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan, Indonesia	2012	Certified (1 st Renewal Audit in 2017)
		Batu Mulia	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan, Indonesia		
		Sungai Panci	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan, Indonesia		
		Sungai Panci Plasma	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan, Indonesia		
Tanah Laut (SMART)	Desa Serongga, Kecamatan Kelumpang Hilir, Kabupaten Kotabaru, South Kalimantan Province 70883	Tanah Laut	Kecamatan Kintap, Kabupaten Tanah Laut, South Kalimantan Province, Indonesia	2012	Certified (1 st Renewal Audit in 2017)
		Kintapura	Kecamatan Kintap, Kabupaten Tanah Laut, South Kalimantan Province, Indonesia		

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
Sei Kupang (GAR)	Kecamatan Kelumpang Hilir, Kabupaten Kotabaru, South Kalimantan Province 72161	Sungai Kupang Estate	Desa Sangking Baru, Kecamatan Kelumpang Selatan, Kab. Kota Baru, South Kalimantan Province	2016	Main Audit, 25-29 May 2015. HGU has been released and the company is still processing the Major NCR closing.
		Sungai Kupang KKPA	Desa Sangking Baru, Kecamatan Kelumpang Selatan, Kab. Kota Baru, South Kalimantan Province		
		Sungai Panci Estate	Desa Pulau Panci, Kecamatan Kelumpang Hilir, South Kalimantan Province		
		Sungai Panci KKPA	Desa Pulau Panci Kecamatan Kelumpang Hilir, South Kalimantan Province		
Sawita (IMT)	Kabupaten Kotabaru, South Kalimantan Province	Sawita Estate	Manunggul Lama KM 6 Village, Sungai Durian Sub Distric, Kotabaru Distric, South Kalimantan Province	2018	Pre Audit in March 2015
		Sawita KKPA	Rantau Buda Village, Sungai Durian Sub Distric, Kotabaru Distric, South Kalimantan Province		
		Pamukan Estate	Manunggul Baru Village, Sungai Durian Sub Distric, Kotabaru Distric, South Kalimantan Province		
Senakin (GAR)	Desa Sangsang, Kecamatan Kelumpang Tengah, Kabupaten Kotabaru Kalimantan Selatan	Senakin Estate	Sang - Sang Village, Kelumpang Tengah sub distric, Kotabaru distric, South Kalimantan Province	-	SNKM stop operating in March 2015. Senakin estate supply to Magalau Mill.
Bukit Kapur (SMART)	Desa Bangkalan Melayu, Kecamatan KelumpangHulu, Kabupaten Kotabaru, South Kalimantan Province	Bukit Kapur Estate	Karang Liwar Village, Kelumpang Hulu sub distric, Kotabaru District, South Kalimantan Province	2020	Pre Audit in 15 – 19 February 2016
		Sungai Cantung Estate	Bangkalan Melayu Village, Kelumpang Hulu sub distric, Kotabaru District, South Kalimantan Province		

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
Muara Wahau (SMART)	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur, East Kalimantan Province 75666	Muara Wahau Estate	Makmur Jaya Village, Kongbeng Sub District, Kutai Timur District, East Kalimantan Province	2014	Certified
		Gunung Kombeng Estate	Sukamaju Village, Kongbeng Sub District, Kutai Timur District, East Kalimantan Province		
Jak Luay (SMART)	Desa Jakluay, Kecamatan Muara Wahau, Kabupaten Kutai Timur, East Kalimantan Province 75655	Jak Luay Estate	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur	2015	Certified
		Pantun Mas	Desa Karya Bakti Kecamatan Muara Wahau		
		Long Buluh Estate	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur		
		Bukit Subur Estate	Desa Juk Ayak Kecamatan Telen Kabupaten Kutai Timur	2018	
		Jak Luay KKPA	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur	2018	
		Bukit Subur KKPA	Desa Juk Ayak Kecamatan Telen Kabupaten Kutai Timur	2018	
Gunung Kombeng (SMART)	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666	Gunung Kombeng KKPA	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666	2019	GKMM currently only supplied by non certified estate
		Gunung Kombeng	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666		
Bumi Palma (IMT)	Desa Bagan Jaya, Kecamatan Tempuling, 29261 Kabupaten Indragiri Hilir, Provinsi Riau	Bumi Palma Estate	Bagan Jaya village, sub district of Tempuling, district of Indragiri Hilir, Riau Province	2014	Certified
		Bumi Sentosa Estate	Suhada village, sub district of Enok, district of Indragiri Hilir, Riau province		
		Bumi Lestari Estate	Pebenaan village, sub dictrict of Kritang, district of Indragiri Hilir, Riau province		

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
Indra Sakti (IMT)	Desa Talang Sukamaju, Kecamatan Rakit Kulim, Kabupaten Indragiri Hulu, Provinsi Riau	Indrasakti	Village Of Sungai Limau Sub District Of Rakit Kulim District Of Indragiri Hulu	2013	Certified
		Indrasakti KKPA	Village Of. Sungai Limau, Sub District Of Rakit Kulim, District Of Indragiri Hulu		
		Indralestari KKPA	Village Of Kuala Gading, Sub District Of Batang Cenaku, District Of Indragiri Hulu		
		Indragiri KKPA	Village Of Talang Bersemi, Sub District Of Batang Cenaku, District Of Indragiri Hulu		
Kijang (IMT)	Desa Kijang Makmur, Kecamatan Tapung Hilir , 28464 Kabupaten Kampar, Provinsi Riau	Kijang Mas	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau	2012	Certified (Recertification in September 2016)
		Kijang Kencana Plasma	Desa Kijang Jaya, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
Naga Sakti (IMT)	Desa Sekijang, Kecamatan Tapung Hilir 28464 Kabupaten Kampar, Provinsi Riau	Nagamas	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau	2012	Certified (Recertification in September 2016)
		Nagasakti	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
		Ramabakti	Desa Beringin Lestari, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
		Kijang Mas	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
Rama Rama (IMT)	Desa Petapahan, Kecamatan Tapung 28464 Kabupaten Kampar, Provinsi Riau	Ramarama	Petapahan Village , Tapung Sub District, Kampar District, Riau Province	2012	Certified (Recertification in September 2016)
		Amarta Jaya Plasma	Petapahan Village , Tapung Sub District, Kampar District, Riau Province		
		Sungai Tapung Plasma	Petapahan Village , Tapung Sub District, Kampar District, Riau Province		
Libo (IMT)	Desa Sam-Sam, Kecamatan Kandis 28686 Kabupaten Siak, Provinsi Riau	Libo	Village of Samsam, Sub-district of Kandis, District of Siak, Riau Province, Indonesia	2012	Certified (ASA-4 in July 2017)
		Nenggala	Village of Samsam, Sub-district of Kandis, District of Siak, Riau Province, Indonesia		
		Sungai Rokan	Village of Samsam, Sub-district of Kandis, District of Siak, Riau Province, Indonesia		

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
		Ramabakti	Village of Petapahan, Sub-district of Kampar, District of Siak, Riau Province, Indonesia		
Sam Sam (IMT)	Desa Bekalar, Kecamatan Kandis 28686 Kabupaten Siak, Provinsi Riau	Samsam	Village of Bekalar, Sub-district of Kandis, District of Siak, Riau Province, Indonesia	2012	Certified (ASA-4 in August 2017)
		Kandista	Village of Belutu, Sub-district of Kandis, Riau Province, Indonesia		
		Palapa	Village of Bekalar, Sub-district of Kandis, Riau Province, Indonesia		
		Ujung Tanjung	Sub-district of Kandis, District of Siak, Riau Province, Indonesia		
Ujung Tanjung (IMT)	Desa Kandis, Kecamatan Kandis Kota 28686 Kabupaten Siak, Provinsi Riau	Sungai Tapung Plasma	Petapahan Village , Tapung Sub District, Kampar District, Riau Province	2012	Certified (ASA-4 in August 2017)
		Ujung Tanjung	Sub-district of Kandis, District of Siak, Riau Province, Indonesia		
Hanau (SMART)	Kecamatan Hanau, Kabupaten Seruyan, 74271 Desa Derangga	Hanau	Kecamatan Hanau, Kabupaten Seruyan, Kalimantan Tengah, Indonesia	2013	Certified
		Tasik Mas	Kecamatan Hanau, Kabupaten Seruyan, Kalimantan Tengah, Indonesia		
		Tanjung Paring	Kecamatan Batu Ampar, Kabupaten Seruyan, Kalimantan Tengah, Indonesia		
		Langadang	Kecamatan Batu Ampar, Kabupaten Seruyan, Kalimantan Tengah, Indonesia		
		Medang Sari	Desa Runtuh, Kecamatan Arut Selatan, Kabupaten Kotawaringin Barat, Kalimantan Tengah, Indonesia	2018	HGU in progress until the location permit extension process in June 2016.
Semilar (SMART)	Desa Rungau Raya, Kecamatan Danau Seluluk, 74271 Kabupaten Seruyan, Central Kalimantan Province	Semilar	Rungau Raya Village, Sub District of Danau Seluluk, District of Seruyan, Province of Central Kalimantan	2013	Certified
		Sei Rindu	Tangar Village, Sub District of Mentaya, District of Kotawaringin Timur, Province of Central Kalimantan		
		Mandang	Rungau Raya Village, Sub District of Danau Seluluk, District of Seruyan, Province of Central Kalimantan		
		Puri	Biru Maju Village, Sub District of Telawang, District of Kotawaringin Timur, Province of Central Kalimantan		

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
Sungai Rungau (GAR)	Desa Rungau Raya, Kecamatan Danau Seluluk, 74271 Kabupaten Seruyan, Central Kalimantan Province	Sungai Rungau	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Central Kalimantan Province	2013	Certified
		Sungai Seruyan	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Central Kalimantan Province		
		Terawan	Selunuk Village, Seruyan Raya, Seruyan Sub district, Central Kalimantan Province		
		Tangar	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Central Kalimantan Province		
		Bukit Tiga	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Central Kalimantan Province		
Perdana (GAR)	Desa Terawan, Kec. Seruyan Raya, Kab. Seruyan, Central Kalimantan Province	Perdana Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Central Kalimantan Province	2020	Pre Audit in February 2015
		Lenggana Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Central Kalimantan Province		
		Semandau Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Central Kalimantan Province		
		Muara Dua Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Central Kalimantan Province		
		Sungai Rungau	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Central Kalimantan Province		
Kuayan (GAR)*	Jalan Ex PT.Sarpatim KM 21 Desa Keminting,Kec Bukit Santuhai Kab.Kotim, Central Kalimantan Province	Mentaya Estate	Sungai Ayawan Village, Seruyan Tengah Sub District, Seruyan District, Central Kalimantan Province	2020	Pre Audit in October 2014. LUCA has resubmitted to RSPO in July and August 2017
		Kuayan Estate	Tumbang Keminting Village, Bukit Santuai Sub District, Kotawaringin Timur District, Central Kalimantan Province		
		Bukit Santuhai Estate	Tumbang Keminting Village, Bukit Santuai Sub District, Kotawaringin Timur District, Central Kalimantan Province		
		Tajur Beras Estate	Pematang Village , Mentaya Hulu Sub District, Kotawaringin Timur District, Central Kalimantan Province		
		Seranau Estate	Sapiri Village, Mentaya Hulu Sub District, Kotawaringin Timur District, Central Kalimantan Province		

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
		Sapiri Estate	Tukang Langit Village, Metaya Hulu Sub District, Kotawaringin Timur District, Central Kalimantan Province		
Tangar (GAR)*	Desa Rungau Raya, Kecamatan Danau Seluluk, 74271 Kabupaten Seruyan, Central Kalimantan Province	Katayang Estate	Sahabu Village, Batu Ampar Sub District, Seruyan District, Central Kalimantan Province	2020	Pre Audit in October 2014. LUCA will be resubmitted in October 2017.
		Nahiyang Estate	Seibabi Village, Batu Ampar Sub District, Seruyan District, Central Kalimantan Province		
		Sulin Estate	Wanatirta Village, Batu Ampar Sub District, Seruyan District, Central Kalimantan Province		
		Sungai Nusa Estate	Gantung Pengayuh Village, Seruyan Tengah Sub District, Seruyan District, Central Kalimantan Province		
		Sulin KKPA	Wanatirta Village, Batu Ampar Sub District, Seruyan District, Central Kalimantan Province		
		Sungai Ayawan Estate	Suka Mandang Village, Seruyan Tengah Sub District, Seruyan District, Central Kalimantan Province		
Pekawai (GAR)	Kecamatan nanga Tayap, Kabupaten Ketapang, West Kalimantan Province	Kayung Estate	Desa Sungai Kelik, Kecamatan Nanga Tayap, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2018	Pre Audit in September 2014
		Pekawai Estate	Desa Sungai Kelik, Kecamatan Nanga Tayap, Kabupaten Ketapang, West Kalimantan Province, Indonesia		
		Kayung KKPA	Desa Lembah Hijau 1, Kecamatan Nanga Tayap, Kabupaten Ketapang, West Kalimantan Province, Indonesia		
		Nanga Tayap Estate	Desa Nanga Tayap, Kecamatan Nanga Tayap, Kabupaten Ketapang, West Kalimantan Province, Indonesia		
		Sungai Kelik Estate	Desa Siantau Raya, Kecamatan Nanga Tayap, Kabupaten Ketapang West Kalimantan Province, Indonesia		
Kenanga (GAR)	Dusun Bakung, Desa Randai, Kecamatan Marau, Kabupaten Ketapang, West Kalimantan Province	Kencana Kemitraan	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2018	
		Kenanga Estate	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2018	
		Cendana Estate	Desa Belaban, Kecamatan Marau, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2015	Certified
		Delima Estate	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2018	

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
		Kenari Plasma	Desa Rangkung, Kecamatan Marau, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2018	
		Kencana Estate	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2015	Certified
		Gaharu Plasma	Desa Periangan, Kecamatan Jelai Hulu, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2018	
		Kenanga Kemitraan	Desa Merabong, Kecamatan Manis Mata, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2018	
		Kenari Estate	Desa Biku Sarana, Kecamatan Jelai Hulu, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2018	
		Gaharu Estate	Desa Periangan, Kecamatan Jelai Hulu, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2018	
		KerANJI Estate	Desa Biku Sarana, Kecamatan Jelai Hulu, Kabupaten Ketapang, West Kalimantan Province, Indonesia	2018	
Belian (GAR)*	Desa Nanga Seberuang Kecamatan Semitau 78771 Kab. Kapuas Hulu, West Kalimantan Province	Belian Estate	Desa Baru (Kec. Silat Hilir), Desa Nanga Seberuang dan Desa Komplek Kenepai (Kec. Semitau), Kab. Kapuas Hulu, West Kalimantan Province	2018	LUCA will be resubmitted to RSPO in November 2017
Rantau Panjang (SMART)	East Kalimantan Province	Rantau Panjang Estate	East Kalimantan Province	2017	In progress of region exchange (<i>tukar-menukar kawasan</i>)
		Rantau Panjang KKPA	East Kalimantan Province	2017	
Sungai Magalau (GAR)*	South Kalimantan	Sungai Magalau Estate	South Kalimantan Province	2019	LUCA resubmitted to RSPO in October 2017
		Senakin Estate	Sang - Sang Village, Kelumpang Tengah sub distric, Kotabaru distric, South Kalimantan Province	2019	
Sungai Kikim (GAR)	South Sumatera Province	Sungai Kikim Estate	South Sumatera Province	2019	
		Sungai Pangi Estate	South Sumatera Province	2019	

Mill Name	Mill Address	Supply Base Name	Estate Address	Time Bound for Certification	Progress
		Sungai Musi Estate	South Sumatera Province	2019	
		Sungai Saling Estate	South Sumatera Province	2019	
		Sungai Enim Estate	South Sumatera Province	2019	
		Sungai Lematang Estate	South Sumatera Province	2019	
Jalemo (GAR)*	Central Kalimantan Province	Manuhing Estate	Central Kalimantan Province	2020	LUCA Submission has been accepted in April 2017
		Kajui Estate	Central Kalimantan Province	2020	
		Balasang Estate	Central Kalimantan Province	2020	
		Jalemo Estate	Central Kalimantan Province	2020	
Kuayan (GAR)	Central Kalimantan Province	Sungai Sambon Estate	Central Kalimantan Province	2020	
		Sungai Sambon Plasma	Central Kalimantan Province	2020	
		Bukit Dua Estate	Central Kalimantan Province	2020	
		Bukit Tunggal Estate	Central Kalimantan Province	2020	
Sako (GAR)*	Central Kalimantan Province	Sungai Ayawan	Central Kalimantan Province	2020	LUCA Re-submission plan in October 2017
		Sulin Plasma	Central Kalimantan Province	2020	
		Sapiri Plasma	Central Kalimantan Province	2020	
		Sako Plasma	Central Kalimantan Province	2020	

Source : PT BSP, August 2017

Note: *) Mill that have supply bases with planting after 1 January 2010.

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	List of Operating Company in 2017.	The management structure of the group is not complex. The following is structure sequence : Golden Agri Resources Limited → PT. Purimas Sasmita → PT. Sawit Mas Sejahtera → PT. Bumi Sawit Permai	YES

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
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;			
	1. Does the parent organisation or one of its majority ¹ 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)	- List of Operating Company in 2017. - www.rspo.org	The company is one of managed subsidiaries by Golden Agri Resources as RSPO membership. It was also stated in RSPO website (www.rspo.org) that the Golden Agri Resources as RSPO membership and have the number of 1-0096-11-000-00.	YES
3	Time bound plan			
	b. A challenging time-bound plan for certifying all its relevant entities ² 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 plan ³ , 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.			
	1. Is there a challenging time-bound plan for certifying all its relevant entities ² 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	- The updated time-bound plan on 31 January 2016 and its revision on 5 September 2017 - Public consultation on 14 September 2017	There was a challenging TBP for all its relevant entities. TBP was containing list of subsidiaries (estates and mills). There was no complaint during public consultation. During public consultation, there no comment and issue from stakeholders regarding time-bound plan.	YES

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
	<p>plan appropriate/continued to be appropriate?</p> <p>5. How is the progress towards this plan?</p>			
	<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>			
	<p>1. Is the any revision to the time-bound plan or to the circumstances of the company?</p> <p>2. When there is revision as indicated in the point 1 above, has the plan reviewed whether it is still appropriate?</p> <p>3. Can the organisation demonstrate that the revisions to the time-bound are justified?</p> <p>4. Is there any newly acquired subsidiary that already legally registered with the local notary of chamber of commerce (or equivalent)?</p> <p>5. Are the time-bound plans including the above newly acquired subsidiary?</p>	<ul style="list-style-type: none"> - The updated time-bound plan on 31 January 2016 - Revision of time-bound plan date on 5 September 2017. - Time-bound plan forecast for RSPO certification of all mills and its supply bases 	<p>There was revision of the time-bound plan for the some subsidiaries (estates and mills), date on 5 September 2017. The company has conducted review of time-bound plan. The revision are due to :</p> <ul style="list-style-type: none"> - Several unresolved licenses (HGU, Waste Management). - Contruction of the mill (Jalemo Mill) is still processing. - Remediation and compensation procedure is still process approval from RSPO. - Acquisition of new company PT Rawa Bangunyaman that will include in PT Sawit Mas Sejahtera area <p>There was newly acquired subsidiary that already legally registered with the local notary of chamber of commerce. Acquisition conducted on January 2017 based on Letter from Ministry of Law of Republic Indonesia.</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>			

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
	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	- The updated time-bound plan on 31 January 2016 - Revision of time-bound plan date on 5 September 2017 - Time-bound plan forecast for RSPO certification of all mills and its supply bases	There was no the isolated lapses in implementation of a time-bound plan. It was evidenced by TBP progress includes HGU progress, planning of pre and main audit, and RaCP progress. There was HGU progress in Medang Sari Estate, until this audit was processing the location permit extension with government institution. For more detail, please refer to Table 11.	YES
4	Requirements for uncertified management units and/or holdings			
	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). 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. g. Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3. 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. 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			
	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). b. Has the verification covered all requirements of e-f above? c. Based on the result of verification in point 1 and 2 above, please indicate is there any: i. Replacement of primary forest or any area containing HCV or required to maintain or enhance	- The updated time-bound plan on 31 January 2016 - Revision of time-bound plan date on 5 September 2017. - Time-bound plan forecast for RSPO certification of all mills and its supply bases - RSPO Internal Audit at Sungai Kupang Mill and its supply bases, date on 24 – 28 October 2016.	Verification compliance for uncertified management units were conducted by Certification Division through RSPO Internal Audit that covered all RSPO Principle and Criteria. Based on internal audit found that the companies: <ul style="list-style-type: none"> • No land conflicts • No labour disputes Several non-conformances of the RSPO internal audit were regulation compliance still in progress with other parties and RaCP (Remediation and Compensation Procedure) is also still in progress for RSPO approval, RSPO requests the organisation to prepare the report based on “RSPO Remediation and Compensation Procedures”. The organisation is still in process to prepare the report (Land Use Change Analysis) for several units and each units	YES

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
	<p>HCV in line with RSPO criterion 7.3?</p> <p>ii. Are there new planting since January 1st 2010 which was not comply with RSPO NPP?</p> <p>iii. Land conflict, which was not being resolved through a mutually agreed process in accordance with RSPO 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>	<ul style="list-style-type: none"> - RSPO Internal Audit at Kasuari Mill and its supply bases, date on 24 – 28 October 2016. - RSPO Internal Audit at Pekawai Mill and its supply bases, date on 21 – 25 November 2016 - RSPO Internal Audit at Perdana Mill and its supply bases, date on 19 – 23 December 2016 - RSPO Internal Audit at Belian Mill and its supply bases, date on 28 March – 01 April 2016 - RSPO Internal Audit at Sungai Mangalau Mill and its supply bases, date on 28 March – 01 April 2016 - RSPO Internal Audit at Rantau Panjang Mill and its supply bases, date in December 2016 - RSPO Internal Audit at Kuayan Mill and its supply bases through Monthly Monitoring of SPO Scorecard System. - RSPO Internal Audit at Tangar Mill and its supply bases through Monthly Monitoring of SPO Scorecard System. - RSPO Internal Audit at Sungai Kikim Mill and its supply bases through Monthly Monitoring of SPO Scorecard System. 	<p>have had a target time line for the completion of its reports. Other than that, there is also unit still in the process of Major NCR closing of Main Audit.</p> <p>For more detail, please refer to Table 11.</p>	

NO	CERTIFICATION SYSTEM/ CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS	COMPLIANCE (YES/NO)
		<ul style="list-style-type: none"> - RSPO Internal Audit at Jalemo Mill and its supply bases through Monthly Monitoring of SPO Scorecard System. - RSPO Internal Audit at Sako Mill and its supply bases through Monthly Monitoring of SPO Scorecard System. 		
<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: 18 September 2015

Date of previous audit: 23 – 26 August 2016 (ASA-1) and 1 March 2017 (Special 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 2- 4 August 2017. The audit programme was included in the body of report. Audit was conducted in the mill and all supply bases. 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. Inputs from stakeholders via letter, email, or other communication media were also considered for this certification audit. Particular attention has been paid to previous non-conformities. Area of potential environmental and social risk was concern. For detail of audit plan, can be seen on the page of 212.

2.3 Qualification of the lead auditor and audit team member

Eko Prastio Ramadhan, Audit Lead Auditor and audited BMP Agronomy, HCV, Supply Chain Aspect, Partial Certification

Pras, 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). Since 2016 he has had experience for audit RSPO and ISPO audit for palm oil plantation companies.

Fitria Rahmayanti – Audit Team Member and audited Environment Aspect

Fitria, owned bachelor degree majoring health nutrition from Gadjah Mada University. She has experience as nutritionist at hospital in Jakarta. She joined SAI Global Indonesia in 2012. She has followed the lead auditor training ISO 9001:2008 (2012), ISO 14001:2004 (2012), lead auditor training ISPO (2013) also registered in local government ministry of manpower AK3U. She is also the ISPO auditor who has obtained a certificate from the ISPO Commission, Ministry of Agriculture of Indonesia, in February 2013.

Jarot Widyatmaka - Audit Team Member and audited Social aspects.

Jarot, 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.

Daniel Sitompul – Audit Team Member and audited OHS (estate and mill) and Mill best practices

Daniel, graduated with Bachelor of Chemical Engineering degree from Indonesia Institute of

Technology in 1995. He has working experience as Quality, Environment and Safety Consultant for many years. She has completed ISO 14001 (2007), OHSAS 18001 (2010), Ahli K3 Umum (2007), ISO 9001 (2009), RSPO PC Training (2013), Auditor SMK3 (2013) dan ISPO Auditor Training (2013). He has also completed the training form government regarding to Safety Management System (SMK3), PROPER and AMDAL (environment). For the last 5 years she has been involved in quality (ISO 9001), Safety (OHSAS 18001) and environmental (ISO 14001) management system consultancy and audits for very broad industrial and in the palm oil sector since 2013 for several plantations and mills.

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 NGO, 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 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 216.

Table 12: List of Internal and External Stakeholder

STAKEHOLDERS	METHODS OF CONSULTATION
Internal stakeholders (mill & estates)	
Union Leader SPP-SPSI	Group discussion
Head of Gender Committee	Group discussion
Workers (fertilizing, spraying, mill processing, workshop)	Group discussion for workers with similar role, otherwise individually interviewed
Head of Independent Employee Cooperative (Koperasi Bumi Sawit Lestari)	Group discussion

STAKEHOLDERS	METHODS OF CONSULTATION
External Stakeholders (mill & estates)	
Society leaders - Sukananti Village, Gunung Raja Village, Jiwa Baru Village.	Individual discussion
Social and Labour Agency of Ogan Ilir Regency (<i>Dinas Sosial dan Tenaga Kerja Kabupaten Ogan Ilir</i>)	An invitation letter to comment was sent
Agriculture and Plantation Agency of Ogan Ilir Regency (<i>Dinas Pertanian dan Perkebunan Kabupaten Ogan Ilir</i>)	An invitation letter to comment was sent
Environment Agency of Ogan Ilir Regency (<i>BLHD Kabupaten Ogan Ilir</i>)	An invitation letter to comment was sent
National Land Agency (<i>Badan Pertanahan Nasional (BPN) Kabupaten Ogan Ilir</i>)	An invitation letter to comment was sent
Regent of Tanah Laut (<i>Bupati Ogan Ilir</i>)	An invitation letter to comment was sent
District Police (<i>Kepolisian Sektor Rambang Kuang</i>)	An invitation letter to comment was sent
District Head of Kintap (<i>Camat Rambang Kuang</i>)	An invitation letter to comment was sent
NGOs: WWF, Sawit Watch, GAPKI, AMAN	An invitation letter to comment was sent

2.5 Date of next surveillance visit

The next surveillance audit will be conducted around August 2018 or three months before datum month of the certification period.

3.0 AUDIT FINDINGS

3.1 Action taken on previous audits findings

Several non-conformances (Major and minor) from the previous audits have been followed up by taking corrective actions. There is a recurrence NC in indicator 4.7.5.

3.2 Claim and use of certification mark and or logo

Certified CPO were sold under other scheme (ISCC). During last one year period there is no certified product sold under RSPO scheme, refer to table below. Product sold under other scheme (ISCC) covered certified and un-certified product.

Table 13: Delivery of Certified and Non Certified Product

Year	Month	CPO DELIVERY (MT)			PK DELIVERY (MT)		
		RSPO	OTHER CERT (ISCC)	NON CERT	RSPO	OTHER CERT (ISCC)	NON CERT
2016	SEPT	-	1,405.82	-	-	172.31	-
	OCT	-	3,682.68	-	-	-	1,202.68
	NOV	-	3,870.25	-	-	-	874.89
	DEC	-	3,430.48	-	-	-	960.08
2017	JAN	-	3,636.37	-	-	-	879.16
	FEB	-	3,064.66	-	-	-	380.87
	MAR	-	981.99	-	-	-	643.82
	APR	-	729.76	-	-	-	198.64
	MAY	-	2,033.09	-	-	-	757.54
	JUN	-	1,194.23	-	-	-	324.04
	JUL	-	1,660.93	-	-	-	615.05
	AUG	-	1,817.91	-	-	-	526.81
TOTAL		-	27,508.17	-	-	172.31	7,363.58

Source: PT. BSP, August 2017

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 should be site specific)</p>	<ul style="list-style-type: none"> ▪ "SOP (Konsultasi dan Komunikasi) SOP/SMART/UMUM/SADV 	<p>The company has made a list of stakeholders by category (government agencies, village, religious leaders / village community and business partners). List of stakeholders is well maintained and always done</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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>//04. Logbook " Information request and its respond"</p> <ul style="list-style-type: none"> ▪ Information request about updated membership BPJS Ketenagakerjaan (Social Security) ▪ List of stakeholder, last updated in 19 August 2017 ▪ Social communication procedures SOP (<i>Konsultasi dan Komunikasi</i>) SOP/SMART/UMUM/SADV //04. ▪ Stakeholder information list dated 19 August 2017 ▪ Public consultation and interview with stakeholder. ▪ Field observation 	<p>regularly update data (6 months), the last performed update on 19 August 2017, which is responsible in this case is the SPO Officer.</p> <p>Stakeholder verification has been performed by organization (Humas (D & L-Document and liaison and Manger (Estate and mill) 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 Daftar informasi untuk stake holder SMART (F/Smart/Umum/SADV/004/003) dated 28 February 2017 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 <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 (Kab Ogan Ilir or Kotamadta Prabumulih), Dinas Kehutanan, Environment agency</p> <p>Information provided to the public and stakeholder has disseminated to the stakeholder together with social procedure (Information request and</p>	

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			<p>response procedure, environmental complain handling, land conflict resolution procedure, and social communication procedure) in February 25, 2014 and and 19 August 2016. For 2017, planned on end of September 2017. 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/Manager Estate & Mill. Responsibility and function was described in Humas/Manager Estate & Mill job description.</p> <p>SOP to describe the process of information sharing/dissemination defined in Social communication procedures SOP (<i>Konsultasi dan Komunikasi</i>) SOP/SMART/UMUM/SADV/II/04.</p> <p>. 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.</p> <p>Specific Guidance: 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>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Does the company have an SOP to ensure constructive response to stakeholders?</p> <p>b. Who is the personnel in charge (PIC)?</p> <p>c. Does the SOP cover the elements under 1.1.1?</p> <p>d. Is there a clear time frame for response to request for information?</p> <p>e. Are records of requests for information and responses maintained?</p> <p>f. Are responses to requests for information timely and appropriate?</p>	<ul style="list-style-type: none"> ▪ Procedure No. SOP/SMART/UMUM/SADV/II/004, on 1 July 2014 – Communication and Consultation Procedure (<i>Prosedur Komunikasi dan Konsultasi</i>). ▪ Register of Information Requests and Responses (<i>Daftar Permintaan Informasi untuk Stakeholder dan Tanggapannya</i>). ▪ Report of retributions / Local Tax. ▪ Report of the environment, including: EIA, RKL / RPL report RKL / RPL. ▪ Safety Committee (P2K3) Reports. 	<p>Organization has established a mechanism for receiving and providing information in the procedure No. SOP/SMART/UMUM/SADV/II/004, on 1 July 2014, about Communication and Consultation Procedure. List of stakeholder and types of information are updated every year or if there are changes. Unit Head (estate and mill) have the responsibility for response of the information request form stakeholders that assisted by SPO Officer.</p> <p>With the use of the log book Register of Information Requests and Responses (<i>Daftar Permintaan Informasi untuk Stakeholder dan Tanggapannya</i>), the organization (Estate and Mill) can monitor all of the information that is communicated to stakeholders. Stakeholders List has been compiled in Form No. F/SMART/UMUM/SADV/004/003 about Type of information and related stakeholder (<i>Jenis informasi dan stakeholder terkait</i>), on 4 August 2014, defines the type of document that is available for each stakeholder and also includes the type of report must be sent to the relevant agencies that need. Based on the list of information above, some of the information that can be accessed by stakeholders are included legal, social, environmental, production, and others, all the information is accessible must be approved by management (Regional Controller).</p> <p>Organization has established a mechanism for receiving and providing information in the No. SOP/SMART/UMUM/SADV/II/004, on 1 July 2014, about Communication and Consultation Procedure (<i>Prosedur Komunikasi dan Konsultasi</i>). The response to requests for information by the above procedure is at least 30 days or 4 weeks.</p> <p>A list of the information available to the public, as follows :</p> <ul style="list-style-type: none"> - Social and employment, including: employment list, a list of facilities and infrastructure / facilities of the company, reports the Social Impact Assessment (SIA) and its realization CSR program, etc. - Report of retributions / local tax. - Report of the environment, including EIA document, HCV assessment document, environment management and monitoring (RKL / RPL) report, HCV monitoring report, land application report, B3 reports. - Health and Safety (K3), includes: List of heavy equipment, safety committee reports, safety management and implementation. 	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
1.2	Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			
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: <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>			
	<ul style="list-style-type: none"> a. How are the management documents listed in (c) below made publicly available? b. Where are the documents placed? c. Is the information provided adequate? Note: At minimum, an information summary of the document listed below should be made available. 	<ul style="list-style-type: none"> • Site Permit (<i>Izin Lokasi</i>), • Land Use Title (HGU). • Plantation Operation Permit (IUP). • Environmental and Environment Impact Analysis document (AMDAL). • Environmental management 	<p>Publicly available document provided by the organisation has contained adequate details. List of management documents are publicly available such as:</p> <ul style="list-style-type: none"> • Land titles/user rights; <ul style="list-style-type: none"> - Site Permit (<i>Izin Lokasi</i>), Land Use Title (HGU), Plantation Operation Permit (IUP) • Occupational health and safety plans; <ul style="list-style-type: none"> - Occupational Health and Safety Management Plan 2016 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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, 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, 	<p>and monitoring report (RKL and RPL implementation reports).</p> <ul style="list-style-type: none"> • Management of hazardous wastes and toxic (LB3) report • HCV Assessment report. • Social Impact Assessment (SIA) Report. • Occupational Health and Safety Management Plan. • Corporate Social Responsibility (CSR). • Continuous Improvement Plan. • Procedure of Consultation and Communication (SOP/SPO/SMART/LH-19). • Logbook; “<i>Buku Monitoring Penanganan Keluh Kesah</i>”. • Human Right policy, signed by the President Director on 10 November 2011. 	<ul style="list-style-type: none"> • Plans and impact assessments relating to environmental and social impacts; <ul style="list-style-type: none"> - Environment Impact Analysis document (AMDAL), Environmental management and monitoring report (RKL and RPL implementation reports), Social Impact Assessment (SIA) Report, Corporate Social Responsibility (CSR) Program 2016 • HCV documentation; <ul style="list-style-type: none"> - HCV monitoring report, • Pollution prevention and reduction plans; <ul style="list-style-type: none"> - Environmental management and monitoring report (RKL and RPL implementation reports) • Details of complaints and grievances (Criterion 6.3); <ul style="list-style-type: none"> - Procedure of Consultation and Communication (SOP/SPO/SMART/LH-19), Logbook; “<i>Buku Monitoring Penanganan Keluh Kesah</i>”. • Negotiation procedures (Criterion 6.4); <ul style="list-style-type: none"> - Procedure of Land Compensation SOP/NP/SMART/VII/D&L002, dated 1 July 2010, Procedure of Consultation and Communication (SOP/SPO/SMART/LH-19) • Continual improvement plans; <ul style="list-style-type: none"> - Continuous Improvement Plan PT. Kencana Graha Permai 2017 • 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"> - Human Right policy, signed by the President Director on 10 November 2011. <p>The management documents contain all monitoring plans and reports. And also available publicly.</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> • 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>			
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:</p> <p><i>All levels of the operations will include contracted third parties (e.g those involved in security).</i></p> <p><i>The policy of ethical conduct and integrity should include:</i></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><i>The policy should be set within the framework of the UN Convention Against Corruption, in particular Article 12.</i></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>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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>	<ul style="list-style-type: none"> • Policy "Principles of Business Ethics" signed by Vice President of Agriculture (VPA), August 2014. • Interview with stakeholders on 14 September 2017 	<p>PT. GAR. has established the Policy of Principles of Business Ethics signed by VPA on 1 August 2014 that the organization commitment to responsible of the continue practicing and business ethics referring to the shared values of company namely integrity, positive attitude, commitment, continuous improvement, innovation and loyalty as well as in accordance with the rules, SPO principles and criteria. It consists of five policy which can be summarized as follows :</p> <ul style="list-style-type: none"> - Corporate practice and disseminating the shared values to all employees in all business activities - Support the implementation of the 10 principles of UNGC in which there was core value of devices that is human rights, labour, environment and anti-corruption - Company not provide for any tolerance of corruption in business practices that performed by employees - Company committed to the ethical standards of behaviour in the management of all activities of business practices - Company implement good corporate governance <p>This policy has been disseminated to all employees and company around communities in appropriate languages. Evidence of dissemination in the form of attendance list and minutes of socialization were available. The policy has been communicated to all employees. During interview with them that its policy has been directly communicated and understood.</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"> a. Land use period and right b. Labour c. Agricultural practices (e.g. chemical use) d. Environment (e.g. wildlife, pollution, environmental management and forestry) e. Storage f. Transportation and processing practices. <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 field audit. Any non-compliance should be verified during the field audit. Relevant legislation includes, but is not</i></p>	<ul style="list-style-type: none"> - Procedure "Regulations and Other Requirements" SOP/SMART/UMUM/SADV/II/002, 1st July 2014. - List of legal regulation (F/SMART/UMUM/SADV/002/001) dated 18 July 2017 - List and evaluation of environment regulation and other requirements form (F/SMART/UMUM/SADV/II/002/002), last update 28 August 2017, OHS (12 June 2017 for estate and 14 July 2017 for mill) - Hazardous waste manifest 	<p>The relevant legal requirement or regulations for PT. BSP has been established and identified. The list of legal requirements annually evaluated, including environment (e.g. hazardous waste management, pollution, and environmental management and forestry laws). The company has maintained a copy of all licenses both in hard and soft files. An overview of Evaluation of Compliance with Laws and Regulations is mentioned below, e.g.:</p> <p>Agricultural Practises</p> <p>Record was sighted on evaluation on compliance of land use period and right, agricultural practise regulation (e.g. chemical use), and integrated pest management (IPM), etc.</p> <p>Environment:</p> <p>The relevant legal requirement or regulations for Bumi Sawit Mill and estate</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>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>- Result of environmental monitoring and measurement</p>	<p>have been established and identified within the form F/SMART/UMUM/SADV/002/002 – list and evaluation of environment regulation and other requirements updated for annually. Records were sighted for period of evaluation dated 28 August 2017. The copies of environmental regulation were sighted on soft copy also on hard copy.</p> <p>OHS:</p> <p>The safety regulations were regarding to: lifting equipment, permits of machinery, safety committee, safety officer, medical insurance, monitoring of working environment, paramedic and first aid officer, clinic for workers, handling of hazardous materials including pesticides, medical check-up, firefighting team and equipment etc.</p> <p>Evaluation Records were sighted on Evaluation on Compliance of OHS Regulation and Requirements were update on 12 June 2017 for estate and 14 July 2017 for mill.</p> <p>Status of compliance with laws and regulations were evaluated, and evaluation of compliance result indicated that compliance status was justified with reference to the objective evidence of compliance.</p> <p>Social and labour:</p> <p>Employment agreement, social security, training programs, employment list, CSR program and its implementation, list of employees, payroll and over time calculations, menstruation leave, ethic policy, gender committee, etc.</p> <p>HCV</p> <p>Ministry Decision of Environmental and Forestry No. SK 130/MENLHK.SETJEN/PKL.0/2017 regarding Function Map Decision of National Peat Ecosystem. Updated on 17 June 2017</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
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 levels of management?</p>	<ul style="list-style-type: none"> • Procedure "Regulation and other requirements" SOP/SMART/UMUM/SADV/II/002, 1st July 2014. • List of legal regulation (F/SMART/UMUM/SADV/002/001) dated 18 July 2017 • List and evaluation of environment regulation and other requirements form (F/SMART/UMUM/SADV/II/002/002), last update 28 August 2017 • License of hazardous waste temporary storage (TPS B3) • License of waste water application (LA) • RKL/RPL (Environment monitoring and measurement reports) 	<p>Established procedure described mechanism for updating latest laws and regulations and required regular access to regulatory bodies to update information of laws and regulations. Update and compliance review against change of law and regulation was conducted periodically (once a year or when there was new regulation update) by SPO officer use internet access, email and/or by direct visits to the government bodies. Applicable laws and regulations were registered in Form F/SMART/UMUM/SADV/II/002/001, last updated 18 July 2017. The evaluation of compliance was conducted together with the relevant functions between SPO officer, SPO region and representative from estates and mill. Evaluation result of compliance with laws and regulations was recorded in Form F/SMART/UMUM/SADV/II/002/002 last updated 28 August 2017. The new environment regulation was identified, such as PerMen LHK 68/2016 domestic waste water quality standard.</p> <p>The administrator/document control in charge at estates/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 LB3) from Head of Ogan Ilir Regent No.416/KEP/DLHP/2017 dated 16 June 2017 valid for 5 years. • License of waste water land application (LA) from Head of Ogan Ilir Regent No.88/KEP/PELH/2014 dated 4 February 2014 valid for 5 years, coverage area 2,004 Ha. • Licence of surface water utilization (APU) from Head of Ogan Ilir Regent No.540/010/KEP/PELH/2014 dated 28 October 2014 valid for 3 years. Water intake valid for 150 m³/hour. <p>Environment monitoring and measurement reports (RKL/RPL)</p>	YES
2.1.3	A mechanism for ensuring compliance shall be implemented.			
	<p>a. Is an internal audit for legal compliance conducted annually and documented?</p>	<ul style="list-style-type: none"> • Internal audit RSPO on 27 February – 3 March 2017 at Bumi Sawit Estate and Bumi Sawit Mill • PROPER inspection on 12 May 2017 	<p>Internal audit for legal compliance are conducted periodically (once in year), internal audit against the requirement of RSPO standards include the legal compliance evaluation. Internal audit conduct by internal auditor who has trained such as Dede M Nasir, Suma Nugraha, Rachmat Hellyanto, Siti</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
		from BLH South Sumatra Province <ul style="list-style-type: none"> • OHS Internal audit 	Nazhrah, and Rosidin. The last audit was held on 27 February – 3 March 2017, there were 12 findings and all the non-conformance has been followed up with corrective action. OHS internal audit were planned annually. The last audit was conducted on 1-2 March 2017 for estate and mill. The audit checklist covered the implementation of the all applied regulations. Status of compliance with the applicable laws and regulations were evaluated, and evaluation of compliance result indicated that compliance status was justified with reference to the objective evidence of compliance.	
2.1.4	A system for tracking any changes in the law shall be available and implemented. 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.			
	a. Is there a documented methodology (e.g.: personnel in charge (PIC), source of info, frequency of update) for tracking changes and communication of changes to relevant sections of the legislation?	<ul style="list-style-type: none"> • SOP/SMART/UMUM/SADV/II/002 • F/SMART/UMUM/SADV/002/003 Contact list for updating of regulation • F/SMART/UMUM/SADV/002/004 Monitoring of regulation updating • Documented procedure (SOP/SMART/UMUM/SADV/II/002 dated 1st July 2014) regulation and other requirement compliances 	The documented procedure (SOP/SMART/UMUM/SADV/II/002) was defined that the SPO officer in charge was conducted identification, verification and registered the all legal and other requirements, also to disseminate to related function. The update frequency was conducted annually that last updated in 28 August 2017. The managers of mill and estate were responsible that the applicable regulation was implemented on the organisation. 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 PerMen LHK 68/2016 domestic waste water quality standard.	YES
2.2	The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights. Guidance: 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) Descriptions of those rights are as follows: <ul style="list-style-type: none"> a. 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. 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>b. 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.</p> <p>c. 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.</p>	<p>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 basis to fulfill the needs of their livelihood that was acquired from their ancestor or claimed ownership of communal land or customary forest.</p> <p>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</p> <p>A mechanism should be in place to resolve any conflict (Criteria 6.3 and 6.4).</p> <p>Where operations overlap with other rights holders, companies should resolve the issue with the appropriate authorities, consistent with Criteria 6.3 and 6.4.</p> <p>Historical data of land ownership should be provided by the company for a minimum of one period of ownership/control.</p> <p>If there is a claim on customary right, this shall be legally demonstrated.</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: 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.</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>	<ul style="list-style-type: none"> • Land use right (HGU) #1/1990, covering area of 2,536.30 Ha in Tanjung Miring Village, Muara Kuang District, Ogan Komering Ilir (now Ogan Ilir) Regency, South Sumatera Province. • Land Use right (HGU) #1/1990, covering area of 5,043.6 Ha in Tangai Village, Muara Kuang District, Ogan Komering Ilir (now Ogan Ilir) Regency, South Sumatera Province. • Land Use right (HGU) #5/2009, 	<p>In the beginning of 1990 the plantation started to plant hybrid coconut and cacao, under the management of PT. Bumi Sawit Permai (PT.BSP), Sinar Laut Group. In the same year the area was acquired by Sinar Mas Group, with the same company name. In 1995 the organisation changes its commodities to oil palm.</p> <p>Land acquisition has been carried out since 1988 land acquisition documents include:</p> <ul style="list-style-type: none"> - Proof of payment of compensation in the form of receipt of payment, - Certificate of Rights that have been submitted to the company. - Certificate of release rights of the people who own the land and known by the District Head <p>History of land tenure such as location permit, plantation business permit are:</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>c. Are there documents showing the actual legal use of the land available?</p> <p>d. Are the documents complete?</p>	<p>covering area of 1,244 Ha in Suka Merindu, Jiwa Baru and Gunung Raja Village, Lubai District, Muara Enim Regency, South Sumatera Province</p>	<ul style="list-style-type: none"> - Decree of South Sumatera Governor No. 108/KPTS/BKPM/1988 dated 14 December 1988 regarding approval of location permit covering ± 10.000 Ha in Muara Kuang District, Ogan Komering Ilir Regency for plantation purpose in the name of PT. Bumi Sawit Permai. - Decree of Muara Enim regent No. 943/KPTS/PERTANAHAN/2005 dated 12 October 2005 regarding approval of location permit of PT. Bumi Sawit Permai oil palm plantation covering ± 4.000 Ha in Gunung Raja, Jiwa Baru, Beringin, Pagar Gunung, Sukamerindu Village, Lubai District, Muara Enim regency. - Plantation Business Permit (Izin Usaha Perkebunan – IUP) based on Decree of South Sumatera Governor No.172/KPTS/DISBUN/2008 dated 18 March 2008 regarding permit of in the name of PT. Bumi Sawit Permai, for: <ul style="list-style-type: none"> o Type of cultivation : Oil palm o Area of nucleus estate : 10,079.90 Ha o Area of smallholder : 1,500 Ha o Location : Rambang Kuang District Ogan Ilir Regency and Lubai District Muara Enim regency o Processing unit : 1 unit of Palm Oil Mill with capacity of 30 ton FFB/hour. <p>The total land use right is 8,823.9 Ha, documents showing legal ownership are:</p> <ul style="list-style-type: none"> - Land use right (HGU) #1/1990, covering area of 2,536.30 Ha in Tanjung Miring Village, Muara Kuang District, Ogan Komering Ilir (now Ogan Ilir) Regency, South Sumatera Province, refer to Decree of BPN (National Land Agency) Head No.16/HGU/1990, dated 20 September 1990 and situation map No.03/OKI/1990 dated 20 February 1990. - Land Use right (HGU) #1/1990, covering area of 5,043.6 Ha in Tangai Village, Muara Kuang District, Ogan Komering Ilir (now Ogan Ilir) Regency, South Sumatera Province, refer to Decree of BPN (National Land Agency) Head No.16/HGU/1990, dated 20 	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>September 1990 and situation map No.04/OKI/1990 dated 20 February 1990.</p> <ul style="list-style-type: none"> - Land Use right (HGU) #5/2009, covering area of 1,244 Ha in Suka Merindu, Jiwa Baru and Gunung Raja Village, Lubai District, Muara Enim Regency, South Sumatera Province, refer to Decree of BPN (National Land Agency) Head No.97/HGU/BPN.RI/2009 dated 10 July 2009 and situation map No. 88/2009. <p>Building permit (IMB) available among others:</p> <ul style="list-style-type: none"> - IMB No. 036/I/IMB/2003 dated 23 May 2003 Ogan Komering Ilir Regency, for housing type G-1 in Tanjung Miring Village, Muara Kuang District. - IMB No. 034/I/IMB/2003 dated 23 May 2003 Ogan Komering Ilir Regency, for Askep housing in Tanjung Miring Village, Muara Kuang District. - IMB No. 035/I/IMB/2003 dated 23 May 2003 Ogan Komering Ilir Regency, for fertilizer warehouse in Tanjung Miring Village, Muara Kuang District. - IMB No. 001/I/IMB/2003 dated 23 May 2003 Ogan Komering Ilir Regency, for palm oil mill building in Tanjung Miring Village, Muara Kuang District. - IMB No. 75/2002 dated 21 November 2002 Muara Enim Regency, for additional housing Type G-1 (4 unit) and type G-2 (20 unit) in Gunung Raja Village, Lubai District. - Building permit No. 561/IB/CK/KPTS/2000 dated 4 October 2000 Muara Enim regency, for housing type G-2, Division office, cafeteria, assistant house and mosque in Gunung Raja village, Lubai district. • Buildings permit No. 335/IV/IPB/1993 Ogan Komering Ilir Regency for office building and housing in area of 2,803 m² in Tanjung Miring Village, Muara Kuang District. 	
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>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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 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>	<ul style="list-style-type: none"> • Logbook of activity (<i>Buku Kegiatan Mandor</i> – BKM). • Logbook of Pegs Maintenance • Field Observation 	<p>Legal boundaries are clearly demarcated and maintained. Signboard was available at all sites audited, indicated HGU number and operation area and land title. A review to legal boundaries maintenance records at BSWE and field observation to a number of legal boundaries demonstrated that the legal boundaries were well maintained by estate.</p> <p>Regular inspection of the boundary pegs had been established to be conducted every 6 months. It was also sighted that estate supervisors monitored the boundary pegs condition and reported in their log book (<i>Buku Kegiatan Mandor</i> – BKM). The last update on August 2017 and totally 139 pegs. Based on field visit that the pegs were well maintained i.e :</p> <ul style="list-style-type: none"> a. Pegs No 89, S 03° 31' 46.8" E 104° 23' 56.1" b. Pegs No 83, S 03° 30' 54.2" E 104° 22' 58.3" c. Pegs No 13, S 03° 29' 51.8" E 104° 21' 14.0" 	<p>YES</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"> • Public consultation with stakeholders on 14 September 2017 • Interview with company representative • Procedure of land conflict SOP/SPO/SMART/LH-04, on 01 July 2010 • Procedure of land compensation process SOP/NP/SMART/VII/D&L 002, on 01 July 2010 	<p>There was no any land dispute from the last audit to this audit at PT. BSP area. The organization has established the procedures of land conflict resolution SOP/SPO/SMART/LH-04, on 01 July 2010. 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 be a problem and there is no dispute over land ownership. Land compensation process was described and determined in SOP/NP/SMART/VII/D&L 002, on 01 July 2010.</p> <p>It was verified to stakeholders during public consultation.</p>	<p>YES</p>
2.2.4	(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.			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Does the company have cases of significant land conflict? (i.e. preventing the company from operating normally)</p> <p>b. If the company has cases of conflict, are records of the following available?</p> <ul style="list-style-type: none"> - 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"> • Public consultation with stakeholders on 14 September 2017 • Interview with company representative • Procedure of land conflict SOP/SPO/SMART/LH-04, on 01 July 2010 • Procedure of land compensation process SOP/NP/SMART/VII/D&L 002, on 01 July 2010 	<p>There was no any land dispute from the last audit to this audit at PT. BSP area. The organization has established the procedures of land conflict resolution SOP/SPO/SMART/LH-04, on 01 July 2010. 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 be a problem and there is no dispute over land ownership. Land compensation process was described and determined in SOP/NP/SMART/VII/D&L 002, on 01 July 2010.</p> <p>It was verified to stakeholders during public consultation.</p>	<p>NA</p>
2.2.5	<p>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.</p>			
	<p>a. Is there an SOP for participatory mapping of disputed area?</p> <p>b. Is a dispute map available?</p> <p>c. Is there documented evidence of involvement and acceptance by the affected parties?</p> <p><i>Note to auditor: Actual ground verification showing the accuracy of the dispute map should be conducted</i></p>	<ul style="list-style-type: none"> • Public consultation with stakeholders on 14 September 2017 • Interview with company representative • Procedure of land conflict SOP/SPO/SMART/LH-04, on 01 July 2010 • Procedure of land compensation process SOP/NP/SMART/VII/D&L 002, on 01 July 2010 	<p>There was no any land dispute from the last audit to this audit at PT. BSP area. The organization has established the procedures of land conflict resolution SOP/SPO/SMART/LH-04, on 01 July 2010. 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 be a problem and there is no dispute over land ownership. Land compensation process was described and determined in SOP/NP/SMART/VII/D&L 002, on 01 July 2010.</p> <p>It was verified to stakeholders during public consultation.</p>	<p>NA</p>
2.2.6	<p>(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.</p> <p>Specific Guidance:</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<i>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 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"> • Land Compensation Procedure, SOP/NP/SMART/VII/D&L 002, on 1 July 2010 • Land conflict resolution procedure in SOP/SPO/SMART/LH-04, on 01 July 2010 	<p>The company's policy not to be apply military means and or using intimidation in land dispute resolution procedures available and determined in SOP/NP/SMART/VII/D&L 002, on 01 July 2010, describes the steps of land acquisition from the dissemination, permits of location, an inventory of public land ownership, measuring parcels cultivated society, process of negotiating the price of compensation, compensation and payment settlement, consultation when needed.</p> <p>Also available land conflict resolution procedure in SOP/SPO/SMART/LH-04, on 01 July 2010, which describes land conflict resolution process through dialogue mechanism and explanation verbally/in writing, the remedies by facilitating local government if the first method does not find an agreement, the process to level court to obtain legal certainty if the way 1 until 3 is not reached.</p>	<p>NA</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"> • Does the company have an SOP on FPIC? • Is there evidence that the identification of legal, customary or user rights has been done through FPIC process? • 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.) • Is there a map of the extent of legal, customary or user rights? Is this map of appropriate scale (1:10,000)? • Was the map produced through participatory mapping with reference to SIA and HCV assessment? • Does the map have a title, legend, source, scale and projections/georeference? • Are the maps accepted by the relevant communities? 	<ul style="list-style-type: none"> • Public consultation with stakeholders on 14 September 2017 • Interview with company management 	<p>Company has defined the procedures on FPIC which was described in SOP AA-GL-5003.1-R0 dated 5th December 2009. Procedure explained the land compensation process through FPIC begin from identification of landowners, input data (soil mapping), negotiating compensation (according to the agreement and witnessed by a competent witness), payment of compensation, and documentation. Based on location permit, that the company has completed the document related to FPIC process, such as identification of legal, customary or user rights.</p> <p>Company already has a valid land ownership that were HGU with clear boundaries and markers HGU, also have a map of HGU and HGU boundary markers with the scale of 1:25,000 issued by BPN complete with title, legend, source, and Georeferences.</p> <p>Installation of the concession boundary markers have also been communicated and coordinated with relevant communities bordering and with the agreement of both parties, it was confirmed during the public consultation and interview with stakeholder. Maps of land title has accepted by the relevant communities.</p> <p>Based on Social Impact Assessment and public consultation there were no land conflict happen between surrounding community and company.</p>	YES
2.3.2	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: <ol style="list-style-type: none"> a. Evidence of consultation b. Statement of transfer of rights 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>c. Evidence of compensation See specific guidance 2.3.2</p> <p>Specific Guidance: For 2.3.2 : Copies of negotiated agreements shall include at minimum:</p> <p>a. 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;</p> <p>b. Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c. Evidence that the 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.</p> <p>d. Evidence that the company has informed the plan for partnership program.</p>			
	<p>a. Are copies of negotiated agreements with affected parties available?</p> <p>b. Is there evidence that the agreement is prepared through proper FPIC process?</p> <p>c. Does the agreement contain the following:</p> <ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> • Public consultation with stakeholders on 14 September 2017 • Interview with company management 	<p>Organizations have established procedures of land compensation SOP SOP/NP/SMART/VII/D&L002 dated 1 July 2010. 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 ensure not be a problem and there is no dispute over land ownership. Procedure was presented to the head of the village around the plantation.</p> <p>The company have develop a procedure about FPIC and available on SOP FPIC No SOP/SMART/SENS-CSR/SADV/II/003 dated 1 July 2014.</p> <p>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. Organizations have established procedures of land conflict resolution SOP/SPO/SMART/LH-04, on 1 July 2010. 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 not be a problem and there is no dispute over land ownership. However land acquisition has been conducted more than 20 years ago, therefore the procedure was not existed yet during land</p>	<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"> - Evidence that members of the affected communities understand and accept the implication involved in permitting/rejecting oil palm development on their land (E.g.: legal status, social, environmental, economic) - 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 		<p>acquisition. There are no customary or user right in the plantation. It has been verified during group discussion with villages head, community leader and young leader around estate.</p> <p>The results of the consultation can be seen that the legal implications, economic, and social environment so that the use of land for plantation development has been understood and accepted by the affected communities, including the implications for the legal status of their land, concessions or compensation for their land.</p>	
2.3.3	Relevant information shall be available in appropriate forms and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements.			
	<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"> • Public consultation with stakeholders on 14 September 2017 • Interview with company management Land Compensation Procedure, SOP/NP/SMART/VII/D&L 002, on 1 July 2010 • Land conflict resolution procedure in SOP/SPO/SMART/LH-04, on 01 July 2010 	<p>No land dispute based on public consultation result with stakeholder on 14 September 2017. The procedure related to assessment of impact, proposed benefit sharing, and legal arrangement with affected surrounding communities were available in Bahasa Indonesia, using simple and easy to understand terminology.</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
2.3.4	(M) Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. Specific Guidance: <i>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.</i>			
	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?	- Interview with stakeholder on 14 September 2017	Evidence shows that people have determined their representatives through the local village chief. Based on the proof of compensation delivery also visible signature of the head of the village which is also accompanied by current photo handover compensation, land acquisition has been conducted more than 20 years ago.	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	<p>There is an implemented management plan that aims to achieve long-term economic and financial viability.</p> <p>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></p>			
3.1.1	<p>(M) A documented management plan, a minimum of three years shall be available, including, where appropriate, plan for scheme smallholders.</p> <p>Specific Guidance: <i>For 3.1.1: The business or management plan should contain:</i></p> <ul style="list-style-type: none"> • <i>Attention to quality of planting materials;</i> • <i>Crop projection = Fresh Fruit Bunches (FFB) yield trends;</i> • <i>Mill extraction rates = Oil Extraction Rate (OER) trends;</i> • <i>Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends;</i> • <i>Forecast prices;</i> • <i>Financial indicators.</i> <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 	<ul style="list-style-type: none"> • Business management plan for the next 5 years and the forecast in document “Economic Feasibility Analysis of PT. Bumi Sawit Permai – Bumi Sawit Mill 2017 -2021” 	<p>The company has set up a business management plan for the next 5 years and the forecast have been well documented in the documented management plan, Economic Feasibility Analysis of PT. Bumi Sawit Permai – Bumi Sawit Mill 2017 -2021. The management plan is valid from 9 January 2017. PT Bumi Sawit Permai plantation does not have a partnership with smallholders; however information regarding the estate plans communicated to stakeholders through public consultations. The management plan include :</p> <ul style="list-style-type: none"> - FFB Production projection 2017 – 2021 	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>updated location maps. Maps should have title, legend, source, scale and projections/georeferenced</p> <ul style="list-style-type: none"> - 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 (refer to P5, P6 and P8) <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>		<ul style="list-style-type: none"> - CPO, PK, PKO, PKM projection 2017 – 2021 - CPO, PK, PKO, PKM projection 2017 – 2021 - Estate Cost, Mill Cost, KCP Cost, Selling cost, Bulking cost and Tax portion projection 2017 – 2021 - Nett Profit/Loss <p>Attention to quality of planting material is only available for estate conducting new planting or replanting, therefore it is not available in PT. BSP.</p> <p>General assumption were considered including financial indicator, such as:</p> <ul style="list-style-type: none"> - CPO and PK selling price forecast 2017 – 2021 - Inflation rate - Exchange rate - Discount Rate - Management fee, shipping fee <p>The management plan is reviewed annually and revised as appropriate; based on the achievement against the plan and other parameters may change.</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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? <p>Is new information communicated to workers and scheme smallholders (where appropriate)? How is it communicated?</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 replanting programme?</p>	Economic Feasibility Analysis of PT. Bumi Sawit Permai – Bumi Sawit Mill Mill 2014 – 2020	The oldest oil palm was planted in 1995 which the age is now around 22 years, normally replanting is necessary for the age around 25 years. So, replanting programme will start in 2020 based on Economic Feasibility Analysis. Replanting programme in 2020 covered areas of 558 ha and in 2021 covered areas of 827 ha.	YES

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		<p>Operating procedures are appropriately documented, consistently implemented and monitored.</p> <p>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). Mechanisms to check implementations could include documentation management systems and internal control procedures. 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.</p>		
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.		
	<p>a. Have the SOPs for mills and plantation been documented?</p> <p>b. Does the SOP cover key processes, harvesting, transportation, manuring, IPM, GAP, Supply Chain requirements for the mill, etc.?</p> <p>c. Is a copy of the SOP available on site and is it documented in an appropriate language?</p> <p>d. Is there evidence that SOPs are implemented and understood by workers?</p> <p>e. Are the SOPs appropriate and adequately cover all estate and mill processes and activities?</p> <p>f. How are the SOPs made available at the point of use?</p>	<p>SOP (Standard Operating Procedure) which revised on 1 September 2012. SOP consists of:</p> <ul style="list-style-type: none"> - SOP/SMART/MCAR/II/TA-PPA (Planning of New Area - Perencanaan Area Baru) - SOP/SMART/MCAR/II/TA-PRP (Planning of Replanting - Perencanaan Replanting) - SOP/SMART/MCAR/III/TA-EBT (Nursery - Pembibitan) - SOP/SMART/MCAR/IV/TA-PLB (Land Clearing of New Area - Pembukaan Lahan Baru) - SOP/SMART/MCAR/V/TA-PNM (Planting of Oil Palm - Penanaman) - SOP/SMART/MCAR/VI/TA-RPL (Replanting) - SOP/SMART/MCAR/VII/TA-HPT (Pest and Disease Control - Pengendalian Hama dan Penyakit Tanaman) 	<p>SOP (Standard Operating Procedure) which revised on 1 September 2012 new area and replanting planning, nursery, land clearing, preparation before planting, fertilising, upkeep, pest management, road maintenance, peat land management, drainage system, mature and immature upkeep, integrated pest management and harvesting. Also there were procedures for several processes including riparian zone management, application of agrochemical. Procedure also described required PPE and other safe working practices. Hardcopy of procedure are available and controlled. Interviews with the employees indicate satisfactory level of understanding and implementation in relation to their respective job function.</p> <p>Procedure of best manufacturing practice of Bumi Sawit Mill was available in document of MCMD-2013, Standard Operational Procedure of Palm Oil Process of SMART Group revision 6 issued by Head Office.</p> <p>The procedure describes operation instruction from FFB receiving through production, processing (grading, sterilization, threshing, pressing, clarification, nut and kernel processing) and dispatch of CPO and PK. Quality control check, sampling methods including its reporting from reception of FFB up to dispatch of CPO and PK was mentioned in the Laboratory procedure.</p> <p>Work Instructions has been developed and posted at work stations within the mill. Records of receiving FFB, sterilization, pressing, clarification and delivery</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
		<ul style="list-style-type: none"> - SOP/SMART/MCAR/VIII/TA-PGM (Weeding - <i>Pengendalian Gulma</i>) - SOP/SMART/MCAR/IX/TA-PPK (Fertilizing - <i>Pemupukan</i>) - SOP/SMART/MCAR/X/TA-PTB (Immature Upkeep - <i>Pemeliharaan TBM</i>) - SOP/SMART/MCAR/XI/TA-PMP (Harvesting Preparation - <i>Persiapan Menjelang Panen</i>) - SOP/SMART/MCAR/XII/TA-PTM (Mature Upkeep - <i>Pemeliharaan Tanaman Menghasilkan</i>) - SOP/SMART/MCAR/XIII/TA-PNN (Harvesting – <i>Panen</i>) - SOP/SMART/MCAR/XIV/TA-PPT (FFB Loading and Transport – <i>Pemuatan dan Pengangkutan TBS</i>) - SOP/SMART/MCAR/XV/TA-PCH (Rainfall Monitoring – <i>Pengukuran Curah Hujan</i>) <p>• Standard Operational Procedure of Palm Oil Process PT. SMART Group revision 6 2013 which is included:</p> <ul style="list-style-type: none"> • Grading • Loading Ramp • Weighing Bridge • Sterilisation Station • Threshing Station • Pressing Station • Clarification Station • Recycling CPO • Nut and Kernel • Engine Room 	<p>(January – August 2017) were evident.</p> <p>The procedure describes operation instruction from FFB receiving through production, processing (grading, sterilization, threshing, pressing, clarification, nut and kernel processing) and dispatch of CPO and PK. Quality control check, sampling methods including its reporting from reception of FFB up to dispatch of CPO and PK was mentioned in the Laboratory procedure.</p> <p>Sample of receiving FFB was taken on grading process of FFB from Bumi Sawit Estate in August 2017. The results were shown and it was observed that all the FFB received were matched to the available grading standard.</p> <p>The production log sheets for each station were evident and the process parameters such as time, pressure, temperature were controlled properly. In process Inspection reports were evident and the records were maintained properly.</p> <p>Sample of dispatch CPO was taken from delivery in January – August 2017. The target percentage of FFA, moisture and dirt were <3.00, 0.15, and 0.015. The result shown the parameters measured were matched to the target determined.</p> <p>Procedures for RSPO Supply Chain Model Identity Preserved and Mass Balance also have been established. The Procedure (IP) were established to ensure that the product produced by palm oil mill was sourced from traceable raw material (Fresh Fruit Bunch) and can be ensured that the related unit and sub unit are implementing sustainable principal and criteria as well as RSPO requirements. Meanwhile, the procedure for Mass Balance developed due to change of supply chain model from IP to MB. In the procedure stated how the records and documentation of MB supply chain.</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
		<ul style="list-style-type: none"> • Boiler • Water Treatment • Final Effluent • Laboratorium • Etc • Work Instructions of Palm Oil Process of SMART Group • Recapitulation Report of FFB Received • Tank Maintenance Records • Station Operational Records sheet May and November 2014 • Lab Daily Inspection Report of CPO Product • PT. BSP-BSWM/SOP/01 (SOP of Identification and Traceability) Rev.00, dated January 2nd, 2013. • SOP Supply Chain Product RSPO Model Mass Balance Number PT. BSP - BSWM / SOP / 27 dated September 14, 2017 		
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? 	<ul style="list-style-type: none"> • Master list of SOP • Internal Audit procedure • Operation Internal Audit (OIA) Report on March 2017 	<p>Master list of all SOPs and work instructions 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 and work instructions. SOP was provided in Indonesian language. SOPs dissemination to all of employee has been conducted through regular training, monthly briefing and morning circle. There were records of training for all level.</p> <p>The organisation have mechanism for :</p> <ul style="list-style-type: none"> - Translation of SOP into work instructions in appropriate languages - Records of training for all levels 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> - Internal control (e.g. audit and 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? 		<ul style="list-style-type: none"> - Internal control 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 <p>The organisation has well implemented internal checking and monitoring processes that check and report on the implementation of the Management Guidelines. These include independent checks of the Mill and Estates by the corporate internal audit. Operational Internal Audit has been performed to check consistent implementation of the procedures and work instructions. The audit is scheduled twice in a year and conducted by Head Office. It was observed that the findings were addressed as NC and advice. Several findings were still on progress and the monitoring of action plans was evident.</p>	
4.1.3	Records of monitoring and any follow-up actions shall be available.			
	<p>a. Have the records been maintained on the following?</p> <ul style="list-style-type: none"> - Measurements or results of internal control and monitoring activities (refer 4.1.2) - Records of corrective actions and improvement undertaken 	<p>Record of monitoring and any action taken were maintained and available, e.g. :</p> <ul style="list-style-type: none"> - BKM (<i>Buku Kegiatan Mandor</i> - Log book of group leader activity). - BPtB (<i>Buku Potong Buah</i> – Logbook of harvesting activity) - BKtB (<i>Buku Kutip Brondolan</i> – Logbook of loose fruit collecting activity) - Operation Internal Audit (OIA) Report on March 2017 	<p>Records of monitoring and any actions taken are maintained and available in Bumi Sawit Mill and Bumi Sawit Estate, as appropriate. The actions raised were monitored and followed up in related units. The records were maintained and distributed to the related parties. Several actions were related to: asset numbering, daily tank safety, stock monitoring etc. The action plans with target date were evident and all of them were considered closed.</p> <p>BKM (logbook of group leader) of several activities was reviewed, e.g. manuring, manual road maintenance, manual weeds control, census of diseases, circle and path spraying. BPtB (logbook of FFB harvesting) and BKtB (logbook of loose fruit collecting) also reviewed, demonstrated that the records are available and easily accessible.</p>	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.			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	a. Is there an SOP for third-party FFB 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?	- Interview with management / staff	Based on Recapitulation of FFB received by Bumi Sawit Mill there was no third-party FFB sourcing including scheme smallholder and independent smallholders. Nevertheless, BSWM received FFB from Sawit Mas Estate Division 5 (one of subsidiary PT. SMART Tbk). Daily record of the FFB received was available. FFB was delivered with SPB (<i>Surat Pengantar Buah</i>), the SPB was mentioned the name of estate, block, quantity, etc. Before entering the Mill area, the security guard has inspected the FFB transport unit, including its SPB. It was verified during filed observation at BSWM. All of it in accordance of SOP.	NA
4.2	<p>Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p> <p>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	(M) A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available <i>Minor to Major</i>			
	a. Are there SOPs for Good Agricultural Practices in managing soil fertility? b. Is there evidence that the SOPs have been implemented and monitored?	<ul style="list-style-type: none"> • SOP/SMART/MCAR/IX/TA-PPK (Fertilizing - <i>Pemupukan</i>) • Fertilizer Planning and Realization 2026 - 2017 	Organization has been defined the SOPs for Good Agricultural Practices in managing soil fertility which documented in SOP/SMART/MCAR/IX/TA-PPK (<i>Manuring – Pemupukan</i>). Manuring was performed manual and mechanic with EMDEK. Manual manuring performed by spreading the fertilizer by person manually and uniformly in each palm oil trees in accordance with dose which has defined by SMARTRI. Fertilizer time application considering the conditions of rainfall and crop needs based fertilizer recommendation. Estates activities are carried out based on Division Work Program which generated from annual budget. Activities program are such as manuring and other operation activity. During audit, there was no manuring activities.	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																																								
4.2.2 Records of fertilizer inputs shall be available.																																												
	<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"> Plan and Realisation of Manuring 2016-2017 Monthly Report 	<p>Annual fertilizer recommendation has been implemented and monitored. Fertilizer/manuring programme was developed by internal research and development institution, SMARTRI, for all Division in Bumi Sawit Estate based on result of soil and leaf sampling analysis. Manuring programme covers type of soil application, area and timeline of application, method of application and type and dosage of fertiliser. Manuring is performed manually and mechanically (using tractor and fertilizer spreader). Records of fertiliser inputs are well maintained in documented “<i>Rencana dan Realisasi Pemupukan</i>” (Plan and Realisation of Manuring). Fertiliser inputs recorded each semester. Record of manuring realisation in 2016 and 1st semester of 2017 shows that the realisations are in accordance with the plan/recommendation.</p> <table border="1" data-bbox="1131 746 1892 1093"> <thead> <tr> <th>Fertilizers</th> <th>Budget (Kg) 2017</th> <th>Actual (2017) Per August 2017</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Urea</td> <td>1,431,500</td> <td>726,550</td> <td>50.75</td> </tr> <tr> <td>RP</td> <td>22,150</td> <td>14,650</td> <td>66.14</td> </tr> <tr> <td>TSP</td> <td>1,184,100</td> <td>567,800</td> <td>47.95</td> </tr> <tr> <td>MOP</td> <td>2,227,550</td> <td>1,200,650</td> <td>53.90</td> </tr> <tr> <td>Dolomite</td> <td>75,050</td> <td>62,920</td> <td>83.84</td> </tr> <tr> <td>Kieserite granular</td> <td>494,550</td> <td>239,350</td> <td>48.40</td> </tr> <tr> <td>Kieserite powder</td> <td>51,850</td> <td>51,750</td> <td>99.81</td> </tr> <tr> <td>Borate</td> <td>31,677</td> <td>31,670</td> <td>99.98</td> </tr> <tr> <td>Total</td> <td>5,518,427</td> <td>2,895,340</td> <td>52.47</td> </tr> </tbody> </table>	Fertilizers	Budget (Kg) 2017	Actual (2017) Per August 2017	%	Urea	1,431,500	726,550	50.75	RP	22,150	14,650	66.14	TSP	1,184,100	567,800	47.95	MOP	2,227,550	1,200,650	53.90	Dolomite	75,050	62,920	83.84	Kieserite granular	494,550	239,350	48.40	Kieserite powder	51,850	51,750	99.81	Borate	31,677	31,670	99.98	Total	5,518,427	2,895,340	52.47	YES
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4.2.3 Records of periodical leaf, soil and visual analysis shall be available																																												
	<p>a. Is there SOPs for tissue and soil sampling?</p> <p>b. Is there evidence of implementation of the SOPs, including availability of records?</p> <p>c. Is there records of tissue and soil analysis?</p>	<ul style="list-style-type: none"> IK/SMART/MCAR/IX/TA-PPK/05-Pengambilan LSU (Leaf Sampling Unit) IK/SMART/MCAR/IX/TA-PPK/06-Pengambilan SSU (Soil Sampling Unit) SSU analysis at BSWE No. 134/TANAH/AL/ANLZ/08/16, on 31 	<p>Organization has been defined work instruction for LSU (Leaf sampling unit) IK/SMART/MCAR/IX/TA-PPK/05-<i>Pengambilan</i> LSU and for SSU (Soil Sampling Unit) IK/SMART/MCAR/IX/TA-PPK/06-<i>Pengambilan</i> SSU.</p> <p>Leaf and soil analysis done by Field Coordinator Research (Analytical Laboratory Section Head). Laboratory analysis results shown in the form of leaf nutrients content (Nitrogen, phosphor, Kalie, calcium magnesium chloride and boron) and soils (pH (H₂O) and KCl, C-organic, KA, N, P, K, Na, Ca, Mg, B, Cl, KTK etc.). Last report of leaf analysis was issued in 23 June 2016 and 30 June</p>	YES																																								

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>d. Is the results of the study incorporated into the fertilizer program?</p>	<p>August 2016</p> <ul style="list-style-type: none"> • LSU analysis at BSWE No. 273/DAUN/LAB-SMARTRI/VI/2016, on 23 June 2016 • LSU analysis at BSWE No. 314/DAUN/LAB-SMARTRI/VI/2016, on 30 June 2016 • LSU analysis at BSWE No. 235/DAUN/LAB-SMARTRI/VI/2017, on 16 May 2017 	<p>2016, which will be used as a reference for fertilizer recommendation in 2017. And also for recommendation the fertilizer dosage in 2017 has been conducted on September 2016 by system MRP (Material Requirements Planning).</p> <p>For fertilizer recommendation in 2018, the company has conducted leaf analysis issued in 16 May 2017.</p> <p>Soil sampling done in 5 year intervals, with the age of the plant used as a reference method of soil sampling, the last Bumi Sawit Estate conducted soil sampling / SSU (soil sampling units) in March 2014.</p>	
4.2.4	A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting			
	<p>a. Is there a nutrient recycling strategy in place?</p> <p>b. Does the strategy include the following?</p> <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</i></p>	<ul style="list-style-type: none"> • Document of "Rencana dan Realisasi Aplikasi JJK" (Plan and Realisation of EFB Application) year 2016 and 2017 in BSWE • Field Observation in BSWE 	<p>Some strategies for recycling nutrients contained in the soil by using:</p> <ul style="list-style-type: none"> - Organic Fertilization empty fruit bunch (EFB) - Preparation of the midrib on the path in the block <p>The strategy does include the following:</p> <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 ▪ Biomass recycling program ▪ Implementation and monitoring records <p>There was no replanting activity in 2016 – 2017.</p> <p>Record of EFB application are as follows:</p> <p><u>2016</u></p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																																			
	<i>required</i>		<table border="1" data-bbox="1133 316 1520 419"> <thead> <tr> <th rowspan="2">Estate</th> <th colspan="2">Ha</th> </tr> <tr> <th>Plan</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>BSWE</td> <td>543.51</td> <td>675.76</td> </tr> </tbody> </table> <p data-bbox="1133 467 1182 496">2017</p> <table border="1" data-bbox="1133 512 1520 616"> <thead> <tr> <th rowspan="2">Estate</th> <th colspan="2">Ha</th> </tr> <tr> <th>Plan</th> <th>Actual*</th> </tr> </thead> <tbody> <tr> <td>BSWE</td> <td>709.96</td> <td>383.01</td> </tr> </tbody> </table> <p data-bbox="1133 619 1368 647">Note: *) up to August 2017.</p> <p data-bbox="1133 660 1868 689">POME is applied only in BSWE. Record of POME application are as follows:</p> <table border="1" data-bbox="1133 705 1890 876"> <thead> <tr> <th rowspan="2">Year</th> <th colspan="2">Ha</th> <th colspan="2">M³</th> </tr> <tr> <th>Plan</th> <th>Actual*)</th> <th>Plan</th> <th>Actual*)</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>173.05</td> <td>761.87</td> <td>64.894</td> <td>95.233</td> </tr> <tr> <td>2017 (January – August)</td> <td>173.05</td> <td>584.47</td> <td>64.894</td> <td>73.059</td> </tr> </tbody> </table> <p data-bbox="1133 879 1453 908">Note: *) These figures for 3 rotations.</p>	Estate	Ha		Plan	Actual	BSWE	543.51	675.76	Estate	Ha		Plan	Actual*	BSWE	709.96	383.01	Year	Ha		M ³		Plan	Actual*)	Plan	Actual*)	2016	173.05	761.87	64.894	95.233	2017 (January – August)	173.05	584.47	64.894	73.059	
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4.3	<p data-bbox="282 975 902 1003">Practices minimise and control erosion and degradation of soils.</p> <p data-bbox="282 1034 394 1062">Guidance:</p> <p data-bbox="282 1066 2067 1126"><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.																																						
	<p data-bbox="282 1232 618 1323">a. Is there soil maps showing presence of fragile soils and problem soils (refer to 4.3.6)?</p> <p data-bbox="282 1334 640 1394">b. Are maps georeferenced and of appropriate scale (1:50,000)?</p>	<ul data-bbox="707 1232 1077 1339" style="list-style-type: none"> Semi-detail soil map of PT. BSP, scale 1 : 60,000 Field Observation at BSWE 	<p data-bbox="1133 1232 1895 1291">Soil type and topography of PT. Bumi Sawit Permai concession based on semi-detail Soil Map were as follows:</p> <p data-bbox="1133 1321 1279 1350">Division I – IV</p> <table border="1" data-bbox="1133 1350 1778 1402"> <thead> <tr> <th>Soil type</th> <th>Topography (%)</th> <th>Areas (Ha)</th> <th>%</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Soil type	Topography (%)	Areas (Ha)	%					YES																											
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4.3.2	<p>A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p> <p>Specific Guidance: 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</p>																																																							
	<p>a. Is there a management strategy in place for plantings on slopes?</p> <p>b. Does the management strategy include the following?</p> <ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> • SOP/SMART/MCAR/I/TA-PPA (Procedure Preparation of New Area Planting) • Field Observation at BSWE 	<p>Based on semi-detail soil map, table of soil characteristic and field observation there are no slopes above certain limit (15 %) in BSWE. However, the company has established procedure to manage plantation on some class of slope. The procedure describes management strategy for minimising and controlling erosion. The organisation does not recommend plantings on slopes > 40% or > 22°. When the slope area was planted, system for planting on slopes area is provided by considering soil and climate specific through terracing, determining of base line, levelling of terrace, and determining of planting space. Practices to control and minimize erosion have been applied by terracing and planting legume cover crop. Evidence of terracing and cultivation of legume cover crop</p>	YES																																																				

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	<p>management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting</p> <p>c. Is there proof of records of field inspection on SOP implementation?</p>		<p>was sight at immature areas (planting year 2011). Records of field inspection on SOP implementation were available.</p>	
<p>4.3.3 A road maintenance programme shall be in place.</p>				
	<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"> • Road Maintenance Programme of BSWE. • Field Observation at BSWE 	<p>Bumi Sawit Estate has established annual programme of mechanical road maintenance for government road, primary road, and secondary road. Besides according to annual program, road maintenance activity was also conducted according to road condition as well as manual road maintenance. Mechanical road maintenance uses heavy equipment – motor grader and compactor. The mechanical road maintenance programme was provided for all division. Manual and mechanical road maintenance realisation was recorded including complex area maintained, distance of road maintained, diesel fuel consumption and quantity of gravel.</p> <p>Plan and realisation of road hardening in 2017 (per August 2017) was available such as :</p> <ol style="list-style-type: none"> 1. Main road 50.73 km and key road 36.53 km (Hardening re-using stones) and 2. Main road 35.22 km and key road 0 km (insertion using stones). <p>Plan and Realisation of Grading and Compact for 2017 were available. Manual road maintenance programme was provided in Division Work Programme. Manual road maintenance was implemented based on Division Work Programme or road condition. During field observation it was sight that all roads, culverts and bridges were in satisfactory condition demonstrated that road maintenance was well implemented.</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
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:</i></p> <ol style="list-style-type: none"> 1. Government Regulation No. 71 year 2014 regarding Protection and Management of Peat Ecosystem 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>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?</p> <p><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</i></p>	<ul style="list-style-type: none"> • Semi-detail soil map of PT. BSP, scale 1:60,000 • Field Observation at BSWE • Interview with staff 	<p>Base on Semi-detail soil map of PT. BSP, scale 1:60,000 and field observation there were no peat soils in Bumi Sawit Estate, PT. BSP.</p>	<p>N/A</p>



NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>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>			
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. 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"> • Semi-detail soil map of PT. BSP, scale 1:60,000 • Field Observation at BSWE • Interview with staff 	<p>Base on Semi-detail soil map of PT. BSP, scale 1:60,000 and field observation there were no peat soils in Bumi Sawit Estate, PT. BSP.</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>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	a. Is there a management strategy in place for other fragile and problem soils? b. Does the management strategy include SOPs for the management of other fragile and problem soils? c. Is inspection and implementation records available?	<ul style="list-style-type: none"> Semi-detail soil map of PT. BSP, scale 1:60,000 Field Observation at BSWE Interview with staff 	Base on Semi-detail soil map of PT. BSP, scale 1:60,000 and field observation there were no fragile and problem soils in Bumi Sawit Estate, PT. BSP.	NA
4.4	Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. Specific Guidance: For 4.4.1: The water management plan will: a. Take account of the efficiency of use and renewability of sources; 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; c. Aim to ensure local communities, workers and their families have access to adequate, clean water for drinking, bathing, cleaning and latrine purposes; 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).			
	a. Is there a water management plan in place for mill and plantation with identified actions? b. Does the plan include the following? <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 	<ul style="list-style-type: none"> Documented procedure regarding SOP Management and Monitoring Water Resources (SOP/SMART/BCOS-EHSD/SADV/I/004 dated 1 July 2014) Procedure SOP/SMART/LEMS-EHSD/SADV/I/003 – environment monitoring Records of water consumption period 2016 and 2017 (YTD June) Water analysis measurement for period semester I&II 2016 and semester I 2017by UPTB 	Water management programme 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. Water management program create based on environment monitoring procedure (SOP/SMART/LEMS-EHSD/SADV/I/003) and management and monitoring water resources procedure (SOP/SMART/BCOS-EHSD/SADV/I/004). Water supplies for Bumi Sawit Mill were from surface water Rambang river while estate was using ground water. The licence of water sources at Bumi Sawit Mill has been available from Head of Ogan Ilir Regent No.540/010/KEP/PELH/2014 dated 28 October 2014 valid for 3 years. Water debit maximal 150 m ³ /hour. The records of retribution payment were sighted for period 2016 and January – August 2017. The water was utilize for mill operations (include boilers, processes and domestics usage) that through the water treatment plant (using	YES

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	<p>c. Have the identified actions in the plan been implemented?</p>	<p>environment laboratory Dinas Lingkungan Hidup South Sumatra and <i>Balai Teknik Kesehatan Lingkungan dan Pengendalian Penyakit Kelas I Palembang</i></p> <ul style="list-style-type: none"> Water management programme 2017 <p>Field observation at Bumi Sawit Estate, and Bumi Sawit Mill</p>	<p>physicals and chemicals method) and for estate operations (include housing, pesticides mixings and office operations).</p> <p>Flow meters were installed to monitor water usage. The monitoring of water volume utilization was conducted, records was also sighted that water usage was majority from Bumi Sawit Mill and supply base as below:</p> <table border="1" data-bbox="1131 486 1892 833"> <thead> <tr> <th>Site</th> <th>Water usage 2015 (m³)</th> <th>Water usage 2016 (m³)</th> <th>Water usage (to August 2017) (m³)</th> </tr> </thead> <tbody> <tr> <td>Bumi Sawit Estate</td> <td>238,939</td> <td>227,176</td> <td>143,856</td> </tr> <tr> <td>Bumi Sawit Mill</td> <td>181,145.68</td> <td>126,973.10</td> <td>91,517.01</td> </tr> <tr> <td>FFB process (ton)</td> <td>131,650.87</td> <td>104,641.82</td> <td>63,376.01</td> </tr> <tr> <td>m³/ton TBS</td> <td>1.38</td> <td>1.21</td> <td>1.44</td> </tr> </tbody> </table> <p>There were evident to ensure local communities, workers, and their families have access to adequate, clean water for drinking, cooking, bathing, and cleaning purposes by report of clean water analysis every 6 months at emplacement each division (Division I – VI). As the required government regulation related to water quality shall be refer to Regulation the ministry of health (Permenkes) No.32/2017. Analysis completed by <i>Balai Teknik Kesehatan Lingkungan dan Pengendalian Penyakit Kelas I Palembang</i>, last analysis on 9 August 2017.</p> <p>Surface water quality is monitored every six months for upstream and downstream Rambang River and Lubai River against the standard PerGub South Sumatra 16/2005. Measurement was done by third party UPTB environment laboratory Dinas Lingkungan Hidup South Sumatra, last checked on 27 April 2017. Observation was done to measurement result for period semester I and II 2016 and semester I 2017. From the result shows that all parameter were conformed within the standard.</p> <p>The organisation has program to reduce water consumption, e.g. arranging</p>			Site	Water usage 2015 (m ³)	Water usage 2016 (m ³)	Water usage (to August 2017) (m ³)	Bumi Sawit Estate	238,939	227,176	143,856	Bumi Sawit Mill	181,145.68	126,973.10	91,517.01	FFB process (ton)	131,650.87	104,641.82	63,376.01	m ³ /ton TBS	1.38	1.21	1.44	
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			water distribution to staff housing, reusing water from PPE and hazardous waste cleaner for spraying, reusing water from turbine for clarification, and flowmeter installation for all water utilization at mill.	
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. Growers and millers should address the effects of their use of water and the effects of their activities on local water resources.</p>			
	<p>a. Is there a map identifying water courses and wetlands?</p> <p>b. Are the water courses and wetlands protected?</p> <p>c. Are the riparian and buffer zones maintained and restored in existing plantation and replanting areas?</p> <p>d. Is there SOP for riparian and buffer zone protection?</p> <p>e. Has the SOP been implemented?</p>	<ul style="list-style-type: none"> • Procedure for riparian area management SOP/SPO/SMART/LH-07 and Protection of riparian zones SOP/SPO/SMART/LH-06. • Program of management and monitoring of high conservation value areas year 2016 and 2017 • Company policy and rules about protection to biodiversity (flora fauna) and high conservation value area • Site visit in Sungai Burian Block F09 – 10 Division 2 	<p>Company has established the procedure for riparian area management SOP/SPO/SMART/LH-07 and Protection of riparian zones SOP/SPO/SMART/LH-06.</p> <p>Estate has made efforts to protect water sources such as rivers, streams and reservoirs/lakes which were designated as high conservation value areas. Protection and management efforts that have been made by the company established in the program of management and monitoring of high conservation value areas, such as :</p> <ul style="list-style-type: none"> - Installation the attribute of high conservation value areas in riparian zone, springs and reservoirs/lakes - Installation of signboard/mark for riparian areas - Marking boundaries application ban pesticides/herbicides along the riparian zone - Dissemination application ban pesticides/herbicides in riparian zones to all employees - Monitoring and maintenance of riparian areas regularly - Planting plants barriers to erosion - Monitoring and maintenance of erosion control plants <p>The company has the policy and rules about protection to biodiversity (flora and fauna) and high conservation value area. It was implemented and for detail, please see Criteria 5.2.</p>	YES

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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: 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> <p>National regulations relate to riparian strip are, such as:</p> <ol 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: <ol 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. 			

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			Outside Settlement		Inside Settlement		
No	River Type	Cross-Section Projection	Criteria	Minimum Riparian	Criteria	Minimum Riparian	Article
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. 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.							
a.	Is the mill effluent treatment process in place?	<ul style="list-style-type: none"> Waste water analysis measurement period 2016 and January – June 2017 by UPTB environment laboratory Dinas Lingkungan Hidup South Sumatra License of waste water Land Application (LA) from Head of Ogan Ilir Regent No.88/KEP/PELH/2014 dated 4 February 2014 valid for 5 years, coverage area 2,004 Ha. 	Bumi Sawit Mill waste water (POME) was processed through a series of waste water treatment ponds: six active ponds with methods of anaerobic ponds. POME is monitored monthly as required by permit. The results of POME monitoring were reviewed including measurement of BOD, COD, pH, N Total, TSS, oil and fat for January to December 2016 and January to June 2017. The Environment Ministry Decree No. 28/2003 required that BOD of POME is less than 5.000 mg/litre, pH 6 – 9. The result of POME quality during this period was under 5.000 mg/litre (average 1,330 – 3,905 mg/L) for BOD and pH average 7.12 – 7.36. Quality of waste water effluent is monitored monthly by third party (UPTB environment laboratory Dinas Lingkungan Hidup South Sumatra) in line with the requirements of regulation KepMen LH. No.29/2003. There is sighted the license of land application from Head of Ogan Ilir Regent				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						

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																
	the mill in compliant with the requirements of the license?	<ul style="list-style-type: none"> Site visit to WWTP ponds at Bumi Sawit Mill Mill monthly report 	No.88/KEP/PELH/2014 dated 4 February 2014 valid for 5 years. Land application valid for 2,004 Ha at Bumi Sawit Estate. Based on observation to WWTP, land application, and wells control organization has been compliant with the license and regulation.																	
4.4.4	Monitoring of mill water use per ton of FFB shall be recorded																			
	<p>a. Are there procedures to measure mill water usage, and are the procedures implemented?</p> <p>b. Are there records of mill water use per tonne of Fresh Fruit Bunches (FFB)?</p>	<ul style="list-style-type: none"> Monthly report December 2016 Monthly report June 2017 Water management programme 2017 	<p>Water management programme defined the method of water management plan include water source and distribution identification, volume of water utilization, and the method to reduce and control. Mill water use per tonne of FFB is monitored monthly as well as raw water and domestic water supply. Actual mill water use was well recorded. Result of monitoring of mill water use per tonne of FFB was sighted for 2016 and 2017.</p> <table border="1" data-bbox="1133 852 1877 1061"> <thead> <tr> <th>Type</th> <th>2015</th> <th>2016</th> <th>2017 (August)</th> </tr> </thead> <tbody> <tr> <td>Water consumption (m³)</td> <td>181,145.68</td> <td>126,973.10</td> <td>91,517.01</td> </tr> <tr> <td>FFB process (ton)</td> <td>131,650.87</td> <td>104,641.82</td> <td>63,376.01</td> </tr> <tr> <td>M³/ton FFB</td> <td>1.38</td> <td>1.21</td> <td>1.44</td> </tr> </tbody> </table> <p>The organisation has program to reduce water consumption, e.g. arranging ground water abstraction by not all pumps are operated, arranging water distribution to staff housing, reusing water cooler turbine for process, reusing sterilizer condensate water for press station, vacuum water discharge reuse for domestics water.</p>	Type	2015	2016	2017 (August)	Water consumption (m ³)	181,145.68	126,973.10	91,517.01	FFB process (ton)	131,650.87	104,641.82	63,376.01	M ³ /ton FFB	1.38	1.21	1.44	YES
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4.5	<p>Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p> <p>Guidance:</p>																			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>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. Regulations to be referred are such as: a. Guidance for Advancement of Pesticides usage, Directorate General of Infrastructure and Facilities, Ministry of Agriculture (2011) b. Technical Guidance for the Development of Oil Palm Plantation, Directorate General of Estate Crops, Ministry of Agriculture (2006)</p>			
4.5.1	(M) Monitoring of Integrated Pest Management (IPM) plan implementation shall be available.			
	<p>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 and thresholds • 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? d. Is there records of pest occurrence and control?</p> </p>	<ul style="list-style-type: none"> - Procedures Integrated Pest Management (IPM) SOP/SMART/MCAR/VII/TA-HPT and SOP/SMART/MCAR/ VIII/TA-PGM - Census records of leaf eater caterpillar (<i>Ulat Pemakan daun kelapa sawit</i>) performed monthly, observed records for period January – December 2016 - Census records of leaf eater caterpillar (<i>Ulat Pemakan daun kelapa sawit</i>) performed monthly, observed records for period January – August 2017 - Census records of rats performed monthly, observed records for period 2016-2017 - Census records of barn owl period January – August 2017 - Recapitulation data of leaf eater Caterpillar (<i>Ulat Pemakan Daun Kelapa Sawit</i>, e.g. <i>Setora nitens</i>, <i>Setothosea asigna</i>, <i>Darna trima</i>, 	<p>IPM Plan is defined in Procedures SOP/SMART/MCAR/ VII/TA-HPT and SOP/SMART/MCAR/ VIII/TA-PGM. The procedures were established to confirm that IPM to control pests, diseases, weeds and invasive introduced species. The procedures have include:</p> <ul style="list-style-type: none"> - Identification of potential pests and thresholds - The techniques were used (cultural, biological, mechanical and physical methods). - The native species was as part of the biological control method. - Reducing of 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. - Setting out of technique to be implemented, chemical to be used, locations to be applied, and time frame for implementation. <p>BSWE have established Division Work Program annually for IPM for each division. IPM programme includes detection and census of pest and diseases, weeds controlling, planting and upkeep of beneficial plant, use of pesticide and herbicide.</p> <p>Based on Division Work Program period in year 2016 and 2017 (all Division) it was observed that all IPM program has been performed based on determined schedule. Activity audited among others detection of pest (rodent, caterpillar, <i>Tirataba</i>), detection of leaf eater caterpillar, upkeep of biological controller, monitoring of rat population, monitoring of barn owl, spraying circle and path, circle manual, weeding manual, etc.</p> <p>Pest detection is an early warning system for pests; if the results of the detection</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
		<p><i>Metisa plana, Mahasena Corbetti, etc</i> consist of census result.</p>	<p>exceed a predetermined threshold (e.g. 20% for rodents and 5% for the caterpillars) then conducted a pest's census and advanced control actions (e.g. the application of natural predator for rodents). It was observed during period of January – December 2016 and January – August 2017 there was no result in BSWE pest detection that exceeds the threshold.</p> <p>Rat damage was minimal in Bumi Sawit Permai Estate, possibly due to natural biological control of rat by development of <i>Tyto alba</i>. The monitoring was conducted on triwulan basis (January, April and July 2017). Rat damage assessment had been carried out by FFB crop checker during crop quality inspection. There was no rat found during field observation.</p> <p>Programme for planting beneficial plants (<i>Turnera subulatta</i>) had been carried out. These beneficial plants can be seen along the main road and collection road. Monitoring host plant maintenance on 2 September 2017.</p> <p>Development of barn owl (<i>Tyto alba</i>) has been maintained and controlled. Monitoring of Gupon (owl nest) per August 2017 described that there were 165 active owl nest in BSWE which include 165 pairs of adult barn owl and 36 eggs.</p> <p>During field observation, it was verified that no evidence of trees attacked by pest or disease. There were no chemical and mechanical handling.</p>	
4.5.2	Training records of Integrated Pest Management (IPM) shall be available.			
	<p>a. Is there records of training provided to those involved in the implementation of IPM?</p>	<ul style="list-style-type: none"> Training module and attendance register. 	<p>Trainings have been provided to those involve in the implementation of IPM, several training records show that the following were conducted, among others:</p> <ul style="list-style-type: none"> - Integrated Pest Management on 13 May 2017 by SMARTRI staff - Manuring on May 19th, 2016 by SMARTRI staff - Pesticide use on July 1st, 2016 	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</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<i>Vegetation Associated with Oil Palm Cultivation on Peat.</i>			
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 style="padding-left: 20px;">i. Measures to avoid the development of resistance (such as pesticide rotation) should be applied.</p> <p style="padding-left: 20px;">ii. Is there a list of all pesticide with target species and justification of use?</p> <p style="padding-left: 20px;">iii. The justification should consider less harmful alternatives and IPM.</p> <p>c. Is there evidence of implementation of SOP on the ground?</p>	<ul style="list-style-type: none"> • List of Agrochemicals used by PT. BSP (update in August 2017) which approved and registered by Agriculture Department • Record of Plan and realization for developing Beneficial plants 2017 • IPM technique implementation such as: Beneficial plant usage, Handpicking for controlling caterpillar, Application of <i>Cordyceps militaris</i> fungi and Light trap usage 	<p>The company only used approved and registered agrochemical, permitted by the relevant authority, based on “The Green Book of Pesticides 2015” issued by The Pesticides Commission of the Agricultural Ministry of the Republic of Indonesia. As seen on the records, agrochemicals used by Bumi Sawit Estate, PT. BSP were include the following:</p> <ul style="list-style-type: none"> - Erkafuron 20 WG (Metsulfuron methyl), License RI .01030120134861 expired on 12 December 2016, - Roll up 480 SL (Isopropil Amina Glifosat 480 g/l), License RI.01030120042133, Expired date 31 Dec 2018, - Starane 290 EC (Fluroxipir Methylephthyl ester 30%), License RI.0103011988854 expired date 15 April 2019, - Garlon 670 EC (Triklampir butoksi etil ester), License RI. 011984695, expired on 25 September 2018 - Rolifos 150 SL (Amonium glifosinat, Lecense RI. 01020120103683, expired on 13 May 2020 <p>It was noted that there were no agrochemicals being used which were not registered during this audit.</p> <p>Measures to avoid development of resistance have been implemented by pesticides rotation between Glyphosate and Paraquat. Less harmful alternatives been applied by developing:</p> <ul style="list-style-type: none"> - Growing beneficial plants (<i>Turnera subulatta</i>, <i>Antigonon leptopus</i> and 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																																				
			<p><i>Casia</i> sp.) as host of natural caterpillar predator.</p> <ul style="list-style-type: none"> - Developing owl cage for rodent control. - Handpicking, Application of <i>Cordyceps militaris</i> fungi and Light Trap for caterpillar control. 																																					
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, area treated, amount of active ingredients applied per ha and number of applications?</p>	<ul style="list-style-type: none"> - Annual Plan 2016 - 2017 - Monthly Report - Pesticides Toxicity Data 	<p>The company have detail pesticide application program for a year period in Annual Plan (Budget). Pesticides uses are recorded in Monthly report. Detail record contain active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications. Below is pesticide record for period 2017.</p> <table border="1" data-bbox="1205 759 1834 1187"> <thead> <tr> <th>Type of Pesticide</th> <th>LD50</th> <th>% Active Ingridient</th> <th>Volume</th> <th>Area treated (Ha)</th> <th>Amount of active ingredients applied per ha</th> </tr> </thead> <tbody> <tr> <td>Erkafuron 20 WG (gr)</td> <td>5000</td> <td>0.60</td> <td>25.45</td> <td>9,175.15</td> <td>0.002</td> </tr> <tr> <td>Rolifos 150 SL (litre)</td> <td>2000</td> <td>0.15</td> <td>26.00</td> <td>4,728.51</td> <td>0.0009</td> </tr> <tr> <td>Roll up 480 SL (litre)</td> <td>5000</td> <td>0.41</td> <td>2,207.23</td> <td>26,163.96</td> <td>0.051</td> </tr> <tr> <td>Garlon 670 EC (litre)</td> <td>3592</td> <td>0.61</td> <td>526.43</td> <td>2,102.62</td> <td>0.154</td> </tr> <tr> <td>Starane 290 EC (litre)</td> <td>2320</td> <td>0.348</td> <td>373.64</td> <td>16,382.86</td> <td>0.008</td> </tr> </tbody> </table>	Type of Pesticide	LD50	% Active Ingridient	Volume	Area treated (Ha)	Amount of active ingredients applied per ha	Erkafuron 20 WG (gr)	5000	0.60	25.45	9,175.15	0.002	Rolifos 150 SL (litre)	2000	0.15	26.00	4,728.51	0.0009	Roll up 480 SL (litre)	5000	0.41	2,207.23	26,163.96	0.051	Garlon 670 EC (litre)	3592	0.61	526.43	2,102.62	0.154	Starane 290 EC (litre)	2320	0.348	373.64	16,382.86	0.008	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>																																							

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	<p>a. Does the company have an IPM plan?</p> <p>b. Has that plan been implemented?</p> <p>c. Is the effectiveness of the IPM plan monitored?</p> <p>d. Are there records showing that the use of pesticides have been minimised in accordance with Integrated Pest Management (IPM) plan?</p> <p>e. Has there been prophylactic use of pesticides? If so, justification must be provided in accordance to National Best Practices.</p>	<ul style="list-style-type: none"> • Annual Plan 2016 - 2017 • Monthly Report • Pesticides Toxicity Data 	<p>The company have detail pesticide application program for a year period in Annual Plan (Budget). Pesticides uses are recorded in Monthly report. Detail record contain active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications.</p> <p>The use of pesticides has been minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans:</p> <p>It shows that the company's commitment to always reduce pesticide usage and give priority to the prevention of mechanical, biological and integrated pest management.</p> <p>No pesticides usage for pest control. This indicates that the use of natural enemies of owls (<i>Tyto alba</i>) was quite effective to control rats.</p> <p>There was no evidence of prophylactic use of pesticides, all pesticides only used for certain targets of weeds or pests accordance to the plan and best agriculture practice.</p>	<p>YES</p>
<p>4.6.4</p>	<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 Pestisida).</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 pesticides and paraquat?</p> <p>c. Are there records of minimisation of pesticides and paraquat use?</p>	<ul style="list-style-type: none"> - Data of Paraquat used in BSWE - Policy of Paraquat uses from Regional Controller of South Sumatera, dated July 21st, 2014, No.038/RC-SS/VII/2014. - Field observation at BSWE 	<p>The company have a completed listing of WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide. Based on interview and field observation at BSWE, that Paraquat was not used at BSWE since 2015. BSWE implemented S4 (Selective Spraying and Site Specific) which agrochemical was only used in targeted weeds, no spraying in riparian buffer zones.</p> <p>There was a Policy of Paraquat using by Regional Controller (RC) of South Sumatera, dated July 21st, 2014, the organization committed to always control aspects of the environment and prevent environmental impacts and create a safe working environment for all employees with respect to the use of Paraquat. Observations in pesticide warehouses have also verified that the physical</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>d. Where there is the use of the above pesticides or paraquat, has justification in line with national best practice guidelines been documented?</p> <p>e. Does physical verification of inventory in the chemical store agree back to the inventory records?</p>		<p>quantities are in compliance with the inventory records and there are no paraquat found in the warehouse.</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 : <i>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,</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>	<ul style="list-style-type: none"> - Training records (attendance list, certificate and module) of Limited Pesticides Using - Field observations to spraying activities in BSWE. - MSDS of All type Agrochemical 	<p>It was noted that agrochemicals were applied by qualified persons who have received limited pesticide training. All spraying operators have been trained. Training for all sprayers was conducted by SMATRI (Census Method and pest Control), The uses of Spraying Equipment on 6 March 2013 by PT. ALTAN (distributor of Knapsack Sprayer). Training of Limited Pesticides Uses by Agriculture Agency of South Sumatera Government (<i>Dinas Pertanian</i>) in October 2013. Training record such as training modules, attendance list and photograph were evident.</p> <p>Pesticides always applied in accordance with the product label and storage instruction, eg. Roll Up used in application is 3-4 litre per hectare blanket, comply with the dosage in the product label.</p> <p>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 has used the personal protective equipment meet with the safety rules and work instruction such as: Aprons, safety goggles, chemical mask, hand gloves (2 type: cotton inside and rubber outside) and safety shoes. All precautions attached to the products properly observed, applied, and</p>	<p>YES</p>

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	<ul style="list-style-type: none"> f. Are pesticides always applied in accordance with the product label? g. Are MSDS for pesticides used readily available for easy reference? h. Is appropriate safety and application equipment provided and used? i. Is PPE used appropriate according to 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? 		<p>understood by workers. All applications of agrochemicals were in accordance with the product label and storage instruction. MSDS of agrochemical used in field was understood by workers since it was presented in Bahasa Indonesia.</p>	
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:</p> <ul style="list-style-type: none"> 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) 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Has the SOP for pesticide storage been documented and implemented?</p> <p>b. Are all pesticides stored according to recognised best practices?</p> <p>c. Is there evidence that empty pesticide containers are properly stored and disposed off and not used for other purposes?</p> <p>d. Is there evidence observed in the field that pesticide containers are indiscriminately disposed (in dump site) or used for other purposes, .e.g. as waste containers, flower pots?</p>	<ul style="list-style-type: none"> • Documented work instruction ex-pesticide containers handling (IK/SMART/LEMS-EHSD/SADV/002/001 dated 2 July 2014) • The training list of attendance and training material • Field observation at warehouse Bumi Sawit Mill and Estate • Hazardous waste manifest records and logbook records 	<p>Documented procedure (IK/SMART/LEMS-EHSD/SADV/002/001 dated 2 July 2014) describes best practices for pesticides handling and storage. Pesticides were stored in the determined area separated from fertiliser and other chemicals. Pesticides storage was provided in central warehouse and each estate. 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.</p> <p>All empty pesticides containers were triple rinsed at specific area; some of the jerry cans were reused for spraying activities, while the others are collected in the temporary storage of hazardous waste. Pesticides containers were transported by authorised transporter, PT. Pramanru Jaya. 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>Valid license of temporary hazardous waste storage (TPS B3) was available from Head of Ogan Ilir Regent No.416/KEP/DLHP/2017 dated 16th June 2017 valid for 5 years that had storage time period 365 days. Licence covered some hazardous waste such as used oil, used filter, used battery, used rag, ex pesticide and chemical container, medical waste, and used lamp.</p> <p>Records of TPS B3 log book, periodical report, received notes from each division to central TPS B3 and manifest was available, sighted and complied.</p>	<p>YES</p>
4.6.7	Application of pesticides shall be by proven methods that minimise risk and negative impacts.			
	<p>a. Is there work instruction for pesticide application?</p>	<ul style="list-style-type: none"> • Document of Agrochemical usage in 2017 of BSWE, PT. BSP • PPE used by sprayers in Field observation. 	<p>Personnel interviewed can clearly explain the type of work including work methods and goals, materials used (pesticides) including the dosage and danger, personal protective equipment (PPE) and first aid. Several BKM of circle weeding spray using agrochemicals was sighted. It was noted that</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	b. Is there training provided on work instruction including risk and impacts of pesticide applications?	<ul style="list-style-type: none"> Document LD50 and toxicity in 2017, reported monthly 	<p>agrochemicals (Roll up, Rolixon and Erkafuron) used were approved and registered agrochemical. Dosage of agrochemical use, target species was in line with the procedure (SOP/SMART/MCAR/ XII/TA-PTM "Mature Upkeep" and SOP/SMART/MCAR/VIII/TA-PGM "Control of Weeds"). BKM recorded target species, dosage and trained spraying officer.</p> <p>Sprayer persons found in field observation have used the personal protective equipment meet with the safety rules and work instruction such as: Aprons, safety goggles, chemical mask, hand gloves and safety shoes. All applications of agrochemicals were in accordance with the product label and storage instruction. MSDS of agrochemical used in field was understood by workers since it was presented in Bahasa Indonesia.</p> <p>The plantation has implemented S4 (Selective Spraying and Site Specific) to minimize negative impact of agrochemical. Agrochemical is only used in targeted weeds, no spraying in riparian buffer zones. The organization committed to always control aspects of the environment and prevent environmental impacts and create a safe working environment for all employees.</p>	
4.6.8	(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			
	a. Has aerial spray been applied? If yes, is there documented 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?	<ul style="list-style-type: none"> Monthly Report 2016-2017 Field observation at BSWE 	Based on observed Monthly Report of BSWE and field observation during audit, there are no pesticides applied aerially.	N/A

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
4.6.9	Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available			
	<p>a. Has the company provided information materials on pesticide handling to all employees and associated smallholders (if any) (see Criterion 4.8)?</p> <p>b. Is there evidence of periodic training (in appropriate language) of employees and associated smallholders on pesticide handling?</p> <p><i>Note: Interview with workers and smallholders on their knowledge and skills in pesticides handling.</i></p>	<ul style="list-style-type: none"> • Training records (attendance list, certificate and module) of Limited Pesticides Uses. • MSDS of all agrochemical used • Pesticide application area warning signs, installed for 2 weeks in area applied 	<p>There was no smallholder associated with estate. Appropriate information materials on pesticide handling were provided. Every workers gets instruction from the foreman every day in <i>Lingkarán Pagi</i> (morning briefing) prior to work. MSDS was available at spraying location brought by the foreman; each spraying worker interviewed understood active material in pesticides and its danger. Applications of pesticides have considered various factors such as the environment, safety and weather. Warning sign as restricted area available at the spraying location so that anyone can't enter the location.</p>	YES
4.6.10	Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated			
	<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"> • SOP/SPO/SMART-18 – Waste handling • SOP/SMART/LEMS-EHSD/SADV1/002 – Waste handling • The training list of attendance and training material • Field observation at warehouse, hazardous temporary storage at Bumi Sawit Mill and Estate 	<p>Documented procedure (SOP/SPO/SMART-18) described all empty pesticides containers were triple rinsed and collected in the temporary storage of hazardous waste. Pesticides containers can reused for spraying activities. Pesticides containers were transported by authorised transporter, PT. Primanru Jaya. 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 workers (sprayer, harvester, warehouse clerk, hazardous waste temporary storage clerk), they understood the disposal of waste material. There was records regarding pesticide packaging washing in each division and logbook of empty pesticides that used</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			and sent to central hazardous temporary storage.	
4.6.11	(M) Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available			
	<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"> • MCU Recapitulation Report • List Of Pesticides Operator 2017 	<p>List of pesticides operator was shown and updated periodically. There were 70 operators listed.</p> <p>Specific health surveillance has been performed on 11 October 2016 and 22 August 2017 for all pesticide operators included cholinesterase, and spirometry. The surveillance was planned to be conducted twice in a year. The result of last health surveillance showed that all workers were in healthy condition. Medical records for all workers were available at polyclinic. Socialization of health surveillance results have also been conducted to the workers.</p>	YES
4.6.12	(M) Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women.			
	<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> <ul style="list-style-type: none"> • Is there evidence showing that pregnant and breast-feeding 	<ol style="list-style-type: none"> 1. Internal Memorandum No 001/MEMO-VPA PSM2/04/2011 date 8 April 2011 concerning pregnant and lactating women workers. 2. Field observation and interview to female workers 	<p>Based on list of spraying team and interview with workers, there are female workers handling pesticides. The Pregnancy analyse was conducted by organization to ensure that there are no pregnancy sprayers. It was carried out based on monthly menstruation leave records. It was observed that menstruation leave was taken overall female sprayer. According to pregnancy analysis result was indicate that there are no pregnancy female pesticide-sprayer.</p> <p>Internal Memorandum No 001/MEMO-VPA PSM2/04/2011 dated 8 April 2011 regarding the employee is pregnant and breast-feeding. It stated that Pregnant and lactating women employee are not allowed to work as a pesticide/herbicide sprayers</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	women are not allowed to handle pesticides?			
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 	<ul style="list-style-type: none"> • Occupational Health and Safety Policy dated 01 November 2013 • OHS Target and Plan 2017 • Notes of Safety Committee Meeting • Risk Assessment mill and estates (ISBPR) • Annual OHS plans and work programmes year-2016 (F/SMART/HESS-EHSD/SADV/004/001) • OHS Training Records • OHS Performance Report • Observations of OHS implementation 	<p>Occupational health and safety policy is remained unchanged. The Health and safety policy was approved / signed by organization director on 1 November 2013; written in Bahasa Indonesia, the content of policy includes risk mitigation (Hazard Identification and Risk Assessment Control has been established for all workplace activities both in estates and mill), regulation compliance and continual improvement. The policy was displayed at strategic locations of estate and mill and communicated to employees including contractor workers; the records of socialization were also evident. Base on interview to mill workers and estate workers they were aware of the health and safety policy and already benefited the result of the policy.</p> <p>OHS Target and Plan 2017 for mill and estates were evident and the records and monitoring form were maintained. Several plans intended to improving OHS performance were evident such as: safety trainings, safety inspection, safety parameters monitoring, MCU, Handling of incidents, emergency simulation, safety report, safety committee meeting etc. The OHS Target and Plan has already reflect the ILO Convention 184.</p> <p>The implementations of the programs were evident such as:</p> <ul style="list-style-type: none"> • Monthly Safety Committee meeting 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>Convention 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"> • Safety Performance Report to local authority period October – December 2016 and January-March 2017 • Safety Training • Emergency Simulation • etc. <p>Monitoring of the safety plan was conducted by regular safety meeting once in a month. Several action plans were raised for the unachieved safety targets and plans. The safety target and plan was also publicly available via company website.</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>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 implemented to address the identified issues?</p>	<ul style="list-style-type: none"> • Documented procedure (SOP/SMART/HESS-EHSD/SADV/I/002) Hazard identification and risk assessment • Documented procedure (SOP/SMART/HESS-EHSD/SADV/I/015) Safe work permit. • Documented procedure (SOP/SMK3/SMART/LH-19) Lock out tag out (LOTO) • Risk Assessment mill and estates (ISBPR) 	<p>Risk Assessment for all operations regarding to health and safety was available within the scope of oil palm mill processes activities and agricultural estate activities has already conducted, as it was considered the stages of OHS risk control hierarchy such as elimination, substitution, engineering, administrative and PPE (Personnel Protective Equipment) in order to OHS risk precautions.</p> <p>Mill risk assessment cover processes and activities attached to the realisation of product CPO such as: weighing bridge, boiler, engine room, loading ramp, sterilizer, threshing, pressing, kernel operation, clarification, office, lab, dispatch CPO, firefighting simulation, water treatment, chemical warehouse, etc.</p> <p>Estates risk assessment covers processes and activities such as: spraying, fertilizing, weeding, replanting, road maintenance, firefighting simulation harvesting, transportation, warehouse, workshop, infrastructure, polyclinic, etc. It also covered all the risk attached to the products.</p> <p>The risk assessment were reviewed yearly and should any accident had occurred. The last reviewed was on 9 March 2017 for estate and 10 January 2017 for mill.</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>e. Have all precautions attached to products been properly observed and applied to the workers?</p>		<p>Several OHS procedures related to the risk assessment were established such as:</p> <ul style="list-style-type: none"> • Fire Fighting Procedure • LOTO procedure • Emergency Response Procedure • Chemical Handling Procedure • Etc. <p>OHS induction was performed by Safety Officer at mill and estates. Utility equipment were available and installed such as boilers, sterilised, steam vessel, compressors, generator, heavy equipment and lifting equipment. This equipment has been inspected by local authority and the records were evident. Periodic monitoring was also performed internally such as boiler parameter monitoring (pressure, temperature, water quality, water level, etc. Moving parts of machine/equipment generally has been covered or guarded. Safety sign was provided to make workers aware on this hazard and risk. Electrical hazard symbol was provided at electrical panel. Inspection regarding to electrical installation has been made. Lock out tag out has also been established and implemented especially intended for risk control of maintenance activities. Access for workers to workplace in general also good e.g. stair was provided with hand rail and platform at height was provided with border to prevent fall risk. There was also detailed working instruction which described process for conducting activities including requirement concerning to OHS aspects such as requirement of PPE. Working instructions were sighted such as spraying, harvesting, pesticide preparation, etc.</p> <p>OHS control for working in confined space (e.g. cleaning of storage tank), working at height and welding. Work permit system has been implemented for these works. The cleaning of storage tank activity conducted on 25 March 2017 implemented the safety working permit process. The records were shown and maintained properly.</p> <p>Emergency Response Team has been defined and the emergency flow charts have been established for any kind of emergency situation such as earthquake, fire, flood etc. The awareness of employee was gained with the simulation of emergency response conducted on 4 September 2017 estate and 4 September</p>	

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			<p>2017 for mill. Evacuation routes and emergency flowcharts have been socialized during simulation. Emergency signs and boards were provided in several areas. Muster points for each area such as workshop, warehouse, office etc. were sighted.</p> <p>All precautions attached to products been properly observed and applied to the workers. Several controls such as providing PPE and administration control were applied to workers in some activities such as: mill maintenance process, spraying activities, handling of pesticides etc.</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: 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.</p>			
	<p>a. Are all workers involved in the operation appropriately trained in safe working practices (see Criterion 4.8)?</p> <p>b. Are OSH training programs and training records available and conducted by qualified persons?</p> <p>c. Is adequate and appropriate protective equipment available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning?</p> <p>d. Is PPE provided to workers and replaced when damaged?</p>	<ul style="list-style-type: none"> • List Attendance of Basic Safety Training • PPE Checklist Maintenance • PPE Distribution Records 	<p>All workers involved in the operation have been appropriately trained in safe working practices/Basic Safety Training. The training were conducted by Safety Officer who has been qualified as Safety Officer by the government.</p> <p>OHS training program 2017 and training records was available and conducted by qualified persons such as First Aid training on 10 January 2017, Safe Working Practices on 9 August 2017, Emergency Respond Procedure on 4 September 2017, and Fire Fighting training on 4 September 2017.</p> <p>Adequate and appropriate protective equipment was available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation and harvesting. The needs of PPE was determined from HIRAC document or related SOP.</p> <p>The type of PPE used for each activity has been determined, e.g. working at Mill, working at generator set, welder, working at laboratory, harvester, sprayer, fertilizer storage, chemical storage, etc. It also covered expire time for each PPE.</p> <p>PPE was provided by organisation to workers and replaced when damaged.</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> Does the organization maintain a list of PPE distribution? Are workers observed wearing appropriate PPE? 		<p>The evidence was sighted. The stock of PPE was listed in warehouse stock card such as googles, mask, gloves etc.</p> <p>Organization maintains a list of PPE distribution in form "List of PPE Distribution". Several records were reviewed such as:</p> <ul style="list-style-type: none"> Distribution of safety gloves, mask and safety shoes to pesticides worker on 9 June 2017 at estate Distribution of safety shoes, helm and googles to workshop worker on 12 August 2017 at mill <p>Observation during this audit (spraying area and harvesting area, etc.) generally concluded that PPE such as gloves, goggles, shoes and chemical mask has been provided to workers. However one of harvesting workers were found not wearing the appropriate safety googles. Workers interviewed during this audit were understood the risk of their work and the purpose of using PPE.</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: 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.</p>			
	<p>a. Has the company identified the responsible person/persons to implement OSH?</p> <p>b. Are meetings between the responsible persons and workers conducted on a regular basis, or as required by law, if any?</p> <p>c. Are minutes of meeting recording attendees and issues discussed available?</p> <p>d. Are concerns of all parties about health, safety and welfare discussed at these meetings?</p>	<ul style="list-style-type: none"> Approval Letter of Safety Committee (P2K3) from local government Notes of Meeting Safety Committee (P2K3) January – May 2017 	<p>Company has identified the responsible person to monitor the implementation of OHS at estate that is Mr. Kasrip as Safety Committee Leader and Mr Topik Apri Hidayat as AK3U (OHS expert) with approval letter for Safety Committee (P2K3) from local government Pemkab Ogan Ilir. Mr Topik Apri Hidayat has been certified as AK3U (OHS Expert) based on Appointment Letter from Ministry of Manpower and Transmigration as below: No. KEP.P.4129/M/DJPPK&K3/XII/2015 on 28 November 2015 and valid for 3 years.</p> <p>Company has identified the responsible person to monitor the implementation of OHS at mill that is Mr. Juhari as Safety Committee Leader and Mr Kunto Tri Atmojo as AK3U (OHS expert) with approval letter for Safety Committee (P2K3) from local government Pemkab Ogan Ilir. Mr Kunto Tri Atmojo has been certified as AK3U (OHS Expert) based on Appointment Letter from Ministry of Manpower and Transmigration as below: No. KEP.14383/M/DJPPK/VII/2015 on 14 July</p>	YES

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	<p><i>Note to Auditor: Interviews with workers reflect compliance to a-d above.</i></p>		<p>2015 and valid for 3 years.</p> <p>The safety committee (P2K3) regular meeting has been performed each month, discussed regarding OHS plan program achievement and corrective actions to achieve target and improve the program such as: Personal Protective Equipment (PPE), hazard from animal, safety notes, accidents etc. Notes of Safety Committee Regular Meeting (mill and estate) with workers were evident. Sample reports reviewed were for meeting during January – August 2017. The actions were monitored for realisation and reported to management and local authority. Concerns of all parties about health, safety and welfare were discussed at the meeting such as: review of accident, PPE Checklist update, result of internal audit, incident investigation, etc.</p> <p>Based on interview to workers (spraying workers at estate block J16 Div.03) during audit they have benefited the actions taken from the result of safety committee meeting such as: the availability of Personal Protective equipment and incident socialization.</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: Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>			
	<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? 	<ul style="list-style-type: none"> • List attendance of First Aid Training • List Attendance of Emergency Simulation • Records of accident investigation • List attendance of procedure socialization • SOP/SMART/UMUM/SADV/II/2015/R EV.00/01-Jul-14) emergency response procedure • SOP/SMART/HESS-EHSD/SADV/1/005/Rev.00/01-Jul-14) accident and occupational disease handling 	<p>Emergency Respond procedure written in Bahasa Indonesia was described in procedure SOP/SMART/UMUM/SADV/II/2015/REV.00/01-Jul-14 and covered reporting, responsibility of all members of ERP Team, handling of ERP situation, mitigating of ERP situation, etc. Some scenarios were identified such as accident, fire earthquake, and chemical spillage.</p> <p>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, also it was available the emergency contact number of each internal emergency team and external related parties. Evacuation route and muster point are available and made known to the employee.</p> <p>The structure of Emergency Response Team (ERT) has been established and consist of ERT commander, Fire Fighting Commander, Community Team, Fire</p>	<p>YES (Major NCR 2017 – 01) Recurrence CLOSED</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> • 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 periodically reviewed for continuous improvement?</p>	<ul style="list-style-type: none"> • Incident investigation reports form (F/SMART/HESS-EHSD/SADV//005/002) 	<p>Fighting Team, Transportation Team, Communication Team and Evacuation Team. The list of protection equipment for emergency was available such as fire extinguisher, fire engine etc.</p> <p>Emergency respond procedure has been socialized to workers on 4 September 2017 for estate and mill. The list of attendance was available. From workers interview it was observed that all workers were clearly understood of what is required in the procedure.</p> <p>Accident investigation procedure were documented in related procedure SOP/SMART/HESS-EHSD/SADV/1/005/Rev.00/01-Jul-14) accident and occupational disease handling. Accident and investigation reports described the accident chronology, cause and impacts of the accident and also to find the root causes of the accident happened and establish the corrective and preventive action. Records of all accidents were kept and periodically reviewed for continuous improvement.</p> <p>Accident investigation has been documented. There was none accident recorded during year 2017 and one accident in year 2016 at estate and there were no accident recorded in year 2016 and 2017 at mill.</p> <p>Last accident recorded was on behalf Mr. Jamaludin on 5 May 2017. The accident has been investigated and corrective action has been conducted. The accident has been reported to the local authority. All records were available and sighted.</p> <p>First Aid operators were available at working area as paramedic and foreman. First aid training was conducted on 10 January 2017. The First Aid kits carried by foreman were available at worksites however there was no sterilised water for eyes injury at spraying working area. The MSDS for pesticides materials which contained information for first aid handling were available at working area.</p>	
4.7.6	All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3).			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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"> Bank Slip Payment Worker Medical Records 	<p>All workers have been provided with medical care and accident insurance. Several insurance payments were reviewed such as:</p> <p>BPJS Kesehatan (medical care) September 2017</p> <ul style="list-style-type: none"> Bank slip payment on 6 September 2017 for estate workers Bank slip payment on 7 September 2017 for mill workers <p>BPJS Ketenagakerjaan (accident Insurance) August 2017</p> <ul style="list-style-type: none"> Bank slip payment on 6 September 2017 for 932 for estate workers Bank slip payment on 7 September 2017 for 108 mill workers <p>The benefit of accident insurance have been verified as sample below:</p> <p>Jamaludin as harvester division 03 received the benefit of accident insurance in September 2017. The slip payment was evident.</p>	<p>YES</p>
<p>4.7.7</p>	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics.</p> <p>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></p>			
	<p>a. Are occupational injuries recorded using Lost Time Accident (LTA) metrics?</p>	<ul style="list-style-type: none"> Frequency Rate and Severity Rate Calculation Table 	<p>Lost Time Accidents metrics were using to record the accidents and injuries during year 2017. The Lost Time accidents and injuries were determined according to Decree of the Minister of Manpower and Transmigration No. 609 year 2012. Safety performance for both mill and estates was calculated using frequency rate (FR) and severity rate (SR).</p> <p>The calculation for FR and SR as below:</p> <ul style="list-style-type: none"> FR= total lost time accident x 1.000.000/total man hour SR=total lost time hours x 1.000.000/total man hour 	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																								
			<p>The calculation for frequency rate and severity rate was generated from lost time accident (LTA) data, employee working hour's data and lost time hours/lost time day (LTH/LTD) data. The timesheet calculation for each month was shown during audit</p> <p>The calculated FR and SR for mill and estate 2016 and 2017 were stated as below:</p> <p>Estate</p> <table border="1" data-bbox="1133 563 1839 767"> <thead> <tr> <th></th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>LTA</td> <td>0</td> <td>1</td> </tr> <tr> <td>FR</td> <td>0</td> <td>0.54</td> </tr> <tr> <td>SR</td> <td>0</td> <td>5.89</td> </tr> </tbody> </table> <p>Mill</p> <table border="1" data-bbox="1133 831 1839 1035"> <thead> <tr> <th></th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>LTA</td> <td>0</td> <td>0</td> </tr> <tr> <td>FR</td> <td>0</td> <td>0</td> </tr> <tr> <td>SR</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The calculation for frequency rate and severity rate was generated from lost time accident (LTA) data, employee working hour's data and lost time hours/lost time day (LTH/LTD) data. The timesheet calculation for each month was shown during audit.</p> <p>Sampling was taken for last incident 19 July 2017 for Mr. Jamaludin as harvester with 11 lost time days.</p>		2016	2017	LTA	0	1	FR	0	0.54	SR	0	5.89		2016	2017	LTA	0	0	FR	0	0	SR	0	0	
	2016	2017																										
LTA	0	1																										
FR	0	0.54																										
SR	0	5.89																										
	2016	2017																										
LTA	0	0																										
FR	0	0																										
SR	0	0																										
4.8	<p>All staff, workers, smallholders and contract workers are appropriately trained.</p> <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</p>																											

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p><i>groups (e.g. young workers, pregnant women); ways to minimise exposure to workers and their families; and international and national instruments or regulations that protect workers' health.</i></p> <p><i>The training programme should include productivity and best management practice, and be appropriate to the scale of the organisation.</i></p> <p><i>Training should be given to all staff and workers by growers and millers to enable them to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of these Principles, Criteria, Indicators and Guidance.</i></p> <p><i>Contract workers should be selected for their ability to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of the RSPO Principles, Criteria, Indicators and Guidance.</i></p> <p><i>Growers and millers should demonstrate training activities for schemes smallholders who provide Fresh Fruit Bunches (FFB) on a contracted basis.</i></p> <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, 	<ul style="list-style-type: none"> • Training Programme 2017 • Training Identification Matrix • Training Records • (List Attendance, evaluation etc.) 	<p>Training need identification matrix 2017 were evident and covered staff, workers and contract worker. Training programme 2016 and 2017 were sighted and established based on the training needs identification and covered all aspects of the RSPO criteria such as safety, environment, social, best practice, human rights, management program, HCV and ethical.</p> <p>The list of attendance and the training handout were evident such as:</p> <ul style="list-style-type: none"> • First Aid Training: 10 January 2017 • Business Ethic Training on 10 August 2017 • Fire Fighting Training on 4 September 2017 • Safe Working Practices on 4 September 2017 • Emergency Response Training on 4 September 2017 • RSPO, ISPO, ISCC Awareness Training on 14 August 2017 • Energy Conservation Training on 14 August 2017 • Social and Environment Policy Training on 4 September 2017 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>formal training conducted and the list of participants attending these formal training;</p> <ul style="list-style-type: none"> • 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; ○ 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, and smallholders and contract workers to verify that the training has been conducted effectively.</i></p>		<ul style="list-style-type: none"> • HCV Training 16 August 2017 <p>Based on interview to workers (harvesting workers at block H16 Div. 03 and mill workers) during audit they were aware the need of the training and they were assisted by information provided during training.</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
4.8.2	Records of training for each employee shall be maintained.			
	a. Are training records maintained for each employee?	Personal Training Records	<p>Evidence of training for key persons were verified and sighted and the hard copy records were maintained for each employee such as for Mr Kasrip as estate manager and Mr Topik Apri Hidayat as AK3U (safety officer). The records were backup internally by the local computer system.</p> <p>The training which has been completed by each person was recorded in Personnel Training Records. Training realisation records are sighted such as HCV, Conflict Handling, Hazardous Substance handling, Safety Officer, Pesticides Application training, etc.</p>	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"> a. <i>Environmental Impact Assessment (Analisis Mengenai Dampak Lingkungan Hidup/AMDAL) for plantation with areas of > 3000 Ha</i> b. <i>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> c. <i>Environmental Management Document (Dokumen Pengelolaan Lingkungan Hidup/DPLH)</i> d. <i>Environmental Evaluation Document (Dokumen Evaluasi Lingkungan Hidup/DELH)</i> e. <i>Environmental Information Performance (Penyajian Informasi Lingkungan Hidup/PIL)</i> f. <i>Environmental Evaluation Performance (Penyajian Evaluasi Lingkungan Hidup/PEL)</i> g. <i>Environmental Evaluation Study (Studi Evaluasi Lingkungan Hidup/SEL)</i> h. <i>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> j. <i>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"> a. <i>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> 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>b. Environment components which may structurally change and these changes are considered significant by the communities surrounding the operational areas, such as:</p> <ul style="list-style-type: none"> • Ecosystem function(s); • Land ownership and tenure; • Job and business opportunities; • Community's standard of living; • Public health 		<p>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.</p> <p>The environmental impact assessment should cover the following activities, where they are undertaken:</p> <ol style="list-style-type: none"> a. Building new roads, processing mills or other infrastructure; b. Putting in drainage or irrigation systems; c. Replanting and/or expansion of planting areas; d. Management of mill effluents (Criterion 4.4); e. Clearing of remaining natural vegetation; 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). <p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>The Strategic Environment Study Result (KLHS) by the government, shall be placed as main consideration while conducting replanting</p> <p>Regulations related to the environment documents, are such as:</p> <ol style="list-style-type: none"> 1. Government Regulation (PP) No. 27 of 2012 regarding Environment Permit 	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ol style="list-style-type: none"> 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) 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; 	<ul style="list-style-type: none"> • Document ANDAL approved by South Sumatra Governor No.479KPTS/Bapedalda/2007 dated 25 July 2007 • Environmental aspect identification and evaluation procedure – SOP/SMART/LEMS-EHSD/SADV/001 • Environmental aspect and impact identification and evaluation form (F/SMART/LEMS-EHSD/SADV/001/001) updated 	<p>Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) for Bumi Sawit Permai Mill and Estate were available. Documents of RKL and RPL were approved by Governor of South Sumatera (No.479/KPTS/BAPEDALDA/2007) on July 25th, 2007.</p> <p>The reporting of RKL - RPL was conducted every semester that consist of analysis of wheel quality, noise quality, waste water quality and flow rate, surface water quality, the air emissions measured by third party, and social aspect.</p> <p>The EIA has been conducted and documented according to local requirements and include consultation with relevant stakeholders to identify impact and to develop any mitigation measures. The result of consultation and the mitigation measures were stated at ANDAL. Bumi Sawit Mill and Estates have 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. The implementation of those control measures are monitored during monthly environmental patrol and also round of internal audits.</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> • Management of pests and diseased palms by controlled burning (Criteria 5.5 and 7.7). b. Has the EIA been conducted and documented according to local requirements? c. Does the assessment include consultation with relevant stakeholders to identify impacts and to develop any mitigation measures? 	<p>14 July 2017</p> <ul style="list-style-type: none"> • RKL RPL report per semester that consist of analysis of surface water quality, wheel quality, noise quality, waste water quality, flow rate, air emissions measured by third party 	<p>The evident sighted regarding stakeholder consultations include government and public as the minutes of meeting within the documented of RKL RPL.</p> <p>For internal environmental aspect and evaluated its impact document, the information of environmental aspect and impact was reviewed and updated at least once a year based on Environmental Management System ISO 14001:2004. Last review and update of environmental aspect and impact register was performed on 14 July 2017.</p> <p>Document of environmental impact assessment covered:</p> <ul style="list-style-type: none"> • Water resources • Biological diversity • Air quality • Environment quality • Economic, social and culture • 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; • Clearing of remaining natural vegetation; • Management of pests and diseases palms by controlled burning; • Result of stakeholder consultation <p>Implementation of RKL - RPL is reported six monthly and sent to Ogan Ilir and Muara Enim District Environmental Agency, South Sumatra Province Environmental Agency, and Ministerial Office Environment. Receipt note was also sighted. Observation was sighted for semester I 2017 and II 2016.</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>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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>	<ul style="list-style-type: none"> • SOP/SMART/LEMS-EHSD/SADV//003 Environmental Monitoring • Environmental aspect and impact identification and evaluation form (F/SMART/LEMS-EHSD/SADV/001/001) updated 14 July 2017 • Environmental management plan 2017 • RKI RPL document of Bumi Sawit Mill and Estates • RKL RPL report semester I 2017 and II 2016 	<p>Bumi Sawit Mill and Estates implemented procedure for identifying environmental aspect and evaluating its impact based on RKL and Environmental Management System ISO 14001. 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 14 July 2017. The responsible person appointed was Environmental Officer.</p> <p>Bumi Sawit Mill and Estates 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.</p> <p>There were environmental management plan year 2017, some program has been implemented such as water measurement analysis, air ambient and emission measurement, updating environmental aspect and impact identification. There were no significant changes required in current practices as a result of identification and evaluation of environmental aspect and impact. The environmental management plan (RKL-RPL) was reported periodically to BLH Ogan Ilir and Muara Enim Regency, BLH South Sumatra Province and cc to Ministry of Environmental (KLH). Receipt note was also sighted.</p>	<p>YES</p>
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>			
	<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>	<ul style="list-style-type: none"> • Environmental management plan 2017 • SOP/SMART/LEMS-EHSD/SADV//003 Environmental Monitoring • Environmental Aspect Impact Register 2017 • RPL document of Bumi Sawit Mill and Estates 	<p>Bumi Sawit Mill and Estates has identification the environmental aspect and impact assessment (RPL) and reviewed regularly (last reviewed on 14 July 2017). The plan was include monitoring that adaptive to operational changes and effective of the mitigation measures. The plan based on RPL that covered:</p> <ul style="list-style-type: none"> • Monitoring air ambience quality and noise every 6 months • Monitoring surface water at Rambang River and Lubai River every 6 month • Monitoring control wheel at LA, non-LA, and emplacement every 6 month • Monitoring society perception annually • Monitoring flora and fauna annually 	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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>	<ul style="list-style-type: none"> RKL RPL report semester I 2017 and II 2016 		
5.2			<p>The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p> <p>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"> Act No. 5 year 1990 regarding Conservation on Biodiversity and its Ecosystems Act No. 16 year 1992 regarding Quarantine for Animals, Fish and Plants Act No. 5 year 1994 regarding Ratification of the United Nations on Convention to Biodiversity Government Regulation No. 13 year 1994 regarding Wildlife Hunting Government Regulation No. 68 year 1998 regarding Areas of Natural Sanctuary and Natural Conservation Government Regulation No. 7 year 1999 regarding Preservation of Flora and Fauna (List of Protected Flora and Fauna is on the annex). Regulation of the Minister of Forestry No.: P.48/Menhut-II/2008 regarding Guideline of Conflict Resolution between Human and Wildlife Presidential Decree No. 43 year 1978 regarding Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) ratification. <p><i>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.</i></p> <p><i>Where communities are asked to relinquish rights so that HCVs can be maintained or enhanced by the companies or State agencies, then great care needs to be taken to ensure that communities retain access to adequate land and resources to secure their basic needs; all such relinquishment of rights must be subjected to their free, prior, and informed consent (see Criteria 2.2 and 2.3).</i></p>	
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>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
<p>Specific Guidance: <i>This information will cover:</i></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 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>b. Was the HCV assessment performed by a qualified HCV assessor?</p>	<ul style="list-style-type: none"> • Report of the Identification and Analysis of the Existence of High Conservation Value (HCV) area at PT Bumi Sawit Permai, 2013". • Field visit in HCV area at BSWE 	<p>HCV assessment has been conducted and documented in the "Report of the Identification and Analysis of the Existence of High Conservation Value (HCV) area at PT Bumi Sawit Permai Region South Sumatera, Unit BSWE 2013". HCV Assessment was conducted internally (by Environmental team of PT. SMART Tbk (parent company)) and using HCV Toolkit Indonesia 2008. The team consist of four members as following :</p> <ol style="list-style-type: none"> 1. Dr. Kunkun J. Gurmaya as Lead Assessor (Biodiversity specialist) – Lead Assessor 2. Agus Budianto (flora and fauna ecology specialist) - Assistant assessor 3. Nugroho Wahyu W. (Ecology and Environmental Services specialist) - Assistant assessor 4. Yosaphat Ardilla (Economic and socio-culture specialist) - Assistant assessor <p>Lead assessor and assistant assessor have been approved by RSPO according to the list of RSPO Approved HCV Assessors date 30 May 2012. Field survey HCV identification conducted on January 12 to 15 June 2012. Presentation assessment result to management was conducted on 16 June 2012 and public consultation was held on 17 April 2013. Based on the assessment report, there are 4 types of HCV been identified such as HCV 1.1, HCV 1.2, HCV 4.1 and HCV 6 cover total area of 335,43 ha.</p> <p>Has been identified five protected wildlife species (based on PP No. 7/1999) such as Kuntul kerbau (<i>Bubulcus ibis</i>), Cangak abu (<i>Ardea cinerea</i>), Elang hitam (<i>Ictinaetus malayensis</i>), Cekakak belukar (<i>Halcyon smyrnensis</i>) and Macan akar (<i>Felis viverinus</i>). Also, has been identified one spesies that have ENDANGERED status from IUCN , Lutung simpai (<i>Presbytis melalophos</i>).</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	c. Was the HCV assessment performed in consultation with relevant stakeholders? d. Does the HCV assessment include checking of available biological records? e. Does the HCV assessment include both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors)? f. Was the HCV assessment performed in accordance to the latest methodology available at global and national level? g. Are identified HCVs mapped?		HCV assesments results has been compared to <i>Peta Kawasan dan Perairan Propinsi Sumatera Selatan</i> (Region and Water Area Map of South Sumatera Province) and overlay map between PT BSP area and IUCN protected area (based on Act No 41 Year 1999 about Forestry) HCV area has been mapped into " <i>Peta Nilai Konservasi Tinggi Areal PT Bumi Sawit Permai</i> " (Map of HCV Areas In PT Bumi Sawit Permai) scale : 1:75.000. Reports the identification results have been reviewed by internal management and peer review by Resit Sozer (Independent Consultant). Records of the results of the review and improvement recorded in the report (annex). Assessment conducted on the whole plantation that has been embedded and the areas around the plantation include rivers, forests, and others including new planting area which planted in period 2007 – 2011.	
5.2.2	(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. Specific Guidance: <i>These measures will include:</i> a. <i>Ensuring that any legal requirements relating to the protection of the species or habitat are met;</i> b. <i>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> c. <i>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> d. <i>Improving HCV, if possible, through management options, such as habitat enrichment.</i>			
	a. Are HCVs and/or RTEs present? b. If HCVs and/or RTEs are present, has a management plan containing appropriate measures that are expected to maintain and/or	<ul style="list-style-type: none"> Report HCV Assessment result in document "Identification and Analysis Report of the Existence of High Conservation Value (HCV) area at PT. Bumi Sawit 	Based on HCV assessment report there are several HCV present in the area of PT. BSP as follows:	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR				COMPLIANCE (YES/NO)	
			Type of HCV	Description	Name of HCV Area	Total area (ha)		
	<p>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 mitigation plan (especially along areas bordering natural area)?</p>	<p>Permai, 2013".</p> <ul style="list-style-type: none"> Monitoring reports Patrol reports Socialization records to employees and stakeholder Management plan HCV BSWE 2016 and 2017 						
			HCV 1.3	Areas that Contain Habitat for Viable Populations of Endangered, Restricted Range or Protected Species. There were identified a kind of protected species in Riparian area (Bunyian River and Suban River), in and around of estate such as: <i>Presbytis melalophos</i> , <i>Felis bengalensis</i> , <i>Todirhamphus chloris</i> , <i>Bubulcus ibis</i> , <i>Ardea cinerea</i> , <i>Nisaetus cirhatus</i> , <i>Elanus caeruleus</i> .	-	(overlap with other HCV area)		
			HCV 4.1	Areas or Ecosystems Important for the Provision of Water and Prevention of Floods for Downstream Communities. There was identified Water catchment area in Blok L22	Swamp at Division 3	195,97		
			HCV 4.1	Areas or Ecosystems Important for the Provision of Water and Prevention of Floods for Downstream Communities. There was identified Riparian area 50 m in left and right side Bunyian River.	Bunyian River	60,7		
			HCV 4.1	Areas or Ecosystems Important for the Provision of Water and Prevention of Floods for Downstream Communities. There was identified Riparian area 50 m in left and right side Lubai River	Suban River	78,76		
			HCV 6.	Areas Critical for Maintaining the Cultural Identity of Local Communities. There was identified Sacred graves Puyang Segagau (Simong-simong) in Blok E12.	Puyang Segagau graves	0,015		
			Total area identified as HCV				335,45	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>To manage and monitor the HCV identified in PT. Bumi Sawit Permai, Organization has established the HCV Management Plan which updated annually. The HCV Management Plan 2016 and 2017 of PT. BSP consists:</p> <ul style="list-style-type: none"> - Monitoring and maintenance of HCV attributes in all type of HCV area - Install and repair boundary markers of HCV in all type of HCV area - Dissemination of HCV to employees and contractors - Dissemination of HCV to the public stakeholders - Training HCV - Monitoring and maintenance of HCV areas - Routine Patrol - Monitoring and management of protected species (HCV 1.2) - Planting plants barriers to erosion in Riparian area (HCV 4.1) - Monitoring and maintenance of erosion control plants (HCV 4.1) <p>Evidence of the management plan implementation has been demonstrated and well documented. Parameters and indicators of success in achieving HCV management and monitoring program have been established. Some evidence that programs have been implemented such as :</p> <ul style="list-style-type: none"> - Report on patrol monthly HCV, schedule and results patrol HCV reports was sighted (Period January – August 2017) - Establishing area boundary markers of HCV - Monitoring and maintenance of HCV areas - Monitoring and management of protected species (Period January – August 2017) <p>Dissemination of HCV area and protected species to employees was performed on April and July 2017 (Division I – VI).</p> <p>Dissemination of HCV areas to stakeholder by giving stakeholder a leaflet about HCV area inside PT Bumi Sawit Permai on 5 September 2017 in Kayu Ara Village, 4 September 2017 in Sukananti Village, 5 September 2017 in Tanjung Miring Village, 5 September 2017 in Tangai Village, 7 September 2017 in Jiwa Baru Village, 7 September 2017 in Gunung Raja Village, 5 September 2017 in Tambangan Rambang Village.</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>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Does the company have policies or rules to protect RTE species?</p> <p>b. Is there a programme to regularly educate the workforce about the status of the RTE species?</p> <p>c. Is there evidence or action taken to implement the rules and programs? E.g. Inspections conducted to check no traps/snares put up within or nearby areas.</p> <p>d. Have appropriate disciplinary measures been imposed in accordance with company rules and national law, should any individual working for the company is found to have captured, harmed, collected or killed any RTE species?</p>	<ul style="list-style-type: none"> Company policy No 002/SMD OPS/II/2009 date 6 January 2009 about Protection of Riparian Buffer Zone Circulate Letter No 002/SE-SMD OPS/IX/2010 date 20 September 2010 about Protected Wildlife Internal Memo No 1231/M-Int/MDSP-VIC/XI/11 date 25 November 2011 about Zero Tolerance Policy For Endangered Animal 	<p>Internal Memo No 1231/M-Int/MDSP-VIC/XI/11 date 25 November 2011 about Zero Tolerance Policy For Endangered Animal stated:</p> <ul style="list-style-type: none"> No keeping, hurting and killing protected wildlife that found in estate and mill If anyone keeping the protected wildlife than he/she should report and hand over it to BKSDA Violation to this policy will be punish with maximum in disciplinary sanction up to authority. <p>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). No cases regarding this.</p> <p>HCV Monitoring Form has been filled monthly by a skilled and trained HCV officer. In PT BSP, such as : Mr. Muhammad Fathoni (HCV PIC BSWE), assignment letter assigned by Estate Manager, Mr. Suriono, letter No. 005/EM/XI/2015 dated 9 November 2015</p> <p>Job descriptions for HCV officer are :</p> <ul style="list-style-type: none"> Conduct and monitor HCV areas management activities In Bumi Sawit Estate Report the HCV monitoring programs to Unit Head Act as document controller about HCV management <p>Beside HCV officer, BSWE also has appointed 13 peoples as HCV Patrol Team. Job descriptions for HCV patrol team are to conduct HCV patrol and evaluate it. HCV officer has been trained by Mr. Kun Kun J Gurmaya (Sustainability HO Jakarta) in 18 November 2015 The realization of programme was well recorded and has been verified during the assessment.</p>	<p>YES</p>
<p>5.2.4</p>	<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: For 5.2.4: <i>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</p>	<ul style="list-style-type: none"> Report HCV Assessment result in document "Identification and Analysis Report of the Existence of High Conservation Value 	<p>Monitoring of HCV was conducted once a week, such as :</p> <ul style="list-style-type: none"> Monitoring of HCV attributes (Sign Boards Conditions) Monitoring of HCV conditions from any disturbance both internal and external factor 	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>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 back into the management plan?</p>	<p>(HCV) area at PT. Bumi Sawit Permai, 2013".</p> <ul style="list-style-type: none"> • Patrol reports • Socialization records to employees and stakeholder 	<p>(HCV area conditions)</p> <ul style="list-style-type: none"> - Monitoring of Animals and protected animals (recapitulation encounter animals in 1 month) - HCV Patrol Schedule (Schedule team to monitor the condition and attributes HCV) <p>The status of HCV and RTE species that are affected by plantation or mill operations was well monitored, documented and reported routinely. Monitoring results show that the conditions of HCV area and HCV attributes were in good condition and there were no destructive activities in HCV area.</p> <p>Monitoring results of protected animals (PP No. 7 year 1999, RTE species, Appendix CITES) was well documented every month. Recapitulation of wildlife existence semester 2 Y2016 and semester 1 Y2017 :</p> <ul style="list-style-type: none"> • Semester 1 Y2017 It was found <i>Burung-madu sriganti, cagak merah, elang bondol, raja-udang meninting, raja-udang biru, cekakak sungai, cekakak belukar</i> and etc • Semester 2 Y2016 It was found <i>kuntul kerbau, cagak abu, elang hitam, cekakak belukar, macan akar, lutung simpai</i> and etc. <p>Result of monitoring gives the feedback into the management plan improvement. The results from monitoring of wildlife, environmental, and socio-cultural services gives feedback advice and recommendations to the management plan, i.e.:</p> <ul style="list-style-type: none"> - Riparian buffer zone rehabilitation with local plant - Socialization to the employees and local community every year - Flora and fauna collecting data - Training for HCV team about wildlife identification <p>equipments for wildlife monitoring like binocular, camera and field guide</p>	
5.2.5	<p>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: 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).</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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 result in document "Report of the identification and analysis of the existence of high conservation value (HCV) area at PT Bumi Sawit Permai, 2013". Document of cooperation between the management and local community to take care and maintain sacred grave, dated 20 August 2016 	<p>There was HCV 6 identified in the concessions of PT BSP in the form of sacred graves. Maintenance and protection of graves area has been agreed with the local community. PT BSP facilitating to conduct care and maintenance of graves and community were not forbidden to visit or access the areas of HCV (sacred graves).</p> <p>Company has made an agreement with local communities represented by Head of Tanjung Miring village for maintenance and management of <i>Makam Keramat Puyang Segagau/simong-simong</i> (sacred graves) in Block E12 Bumi Sawit Estate, PT BSP. It was evident by document of management cooperation with the community, 20 August 2016. This agreement has been verified during public consultation.</p>	<p>YES</p>
<p>5.3</p>	<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> <p>a. <i>Identifying and monitoring sources of waste and pollution.</i></p> <p>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></p> <p>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> <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> <p>1. <i>Government Regulation No. 18 year 1999 regarding Management of Toxic and Hazardous Waste (B3)</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ol style="list-style-type: none"> 2. 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). 3. 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) 4. Government Regulation No. 81 year 2012 regarding Management of Domestic Waste 5. Decree of the Minister of Environment No. 51 year 1995 regarding Waste Water Standard for Industries 6. 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. 7. Decree of the Minister of Environment No. 29 year 2003 regarding Guidance for Permit Requirements and Administration for Utilising POME on Oil Palm Plantation 8. Decree of the Minister of Environment No. 112 year 2003 regarding Domestic Waste Water Standard 9. Decree of the Head of Bapedal No. 255/Bapedal/08/1996 regarding Procedure and Requirements for Storing and Collecting Used Oil 10. Guidance for Use of Pesticides, Directorate General of Infrastructure and Facilities, Ministry of Agriculture, 2011 			
5.3.1	(M) A documented identified source of all waste and pollution, shall be available.			
	<ol style="list-style-type: none"> a. Is there a registry/list of waste products produced? b. Is there a registry/list of pollution sources? 	<ul style="list-style-type: none"> • SOP/SMART/LEMS-EHSD/SADV/II/002 – Waste Management Procedure • List of environmental aspect and evaluation year 2017 	<p>Identification of waste and pollution sources from Bumi Sawit Mill and Estates activities was evident. The source of pollution, type and control method of waste was recorded at SOP/SMART/LEMS-EHSD/SADV/II/002 – waste management procedure.</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 battery from the heavy vehicles ✓ Plastics ✓ Medical waste (first aid usage) ✓ Polybag ✓ Rags and fertilizer containers ✓ Emissions from vehicles ✓ Welding materials from workshop activities ✓ Lubricants from workshop materials ✓ Contaminated rags from workshop activities ✓ Usage lamps ✓ Tires 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<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 ✓ Sacks resulted from fertiliser materials ✓ Welding materials from workshop activities ✓ Lubricants from workshop materials ✓ Contaminated rags from workshop activities ✓ Usage lamps ✓ Tires ✓ Usage batteries ✓ Usage oil filters ✓ Emissions from vehicles and other engines (generator, boilers <p>In addition, sources of pollution and waste were also documented in the list of environmental aspects and environmental impacts evaluation year 2017. The document described the sources of waste and pollution and the control techniques for significant impacts on important environmental aspects.</p>	
5.3.2	(M) There shall be evidence that all chemicals and their empty containers are disposed of responsibly			
	<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, local</p>	<ul style="list-style-type: none"> • SOP/SMART/LEMS-EHSD/SADV/I/002 – Waste Management Procedure • SOP/SPO/SMART/LH-18 Rev 1 – hazardous waste management procedure • Record of hazardous and non-hazardous waste • Hazardous waste manifests 	<p>All empty agrochemical containers were triple rinsed, the jerry can were reused to spraying activities, while bottles containers were stored in the designated area and categorized as hazardous waste (B3). 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 and estates operations such as laboratory chemicals ex-containers, boiler additive liquids, lubricants, workshop materials, use battery, medical waste, ex-agrochemical container, used filter, etc. were categorized as hazardous wastes that stored at hazardous waste temporary warehouse (TPS B3) that will be</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	requirement, national or international best practice) c. Are collection and disposal records of chemicals and their containers maintained?	<ul style="list-style-type: none"> • Observation to temporary storage of hazardous waste at mill and estates • Permit of temporary storage of hazardous waste for Bumi Sawit Estate and Mill • Contract documents with PT Primanru Jaya as the transporter No.081/EHSD/SPK/Pengelolaan LB3/BSP-PJ/IX/2015 date 28 September 2015 valid for 2 year and processor PT PPLI, PT Holcim Indonesia, PT Non Ferindo Utama, PT Sinkona Indonesia Lestari, PT Karya Nusa Bumi Persada as collector/exploiter of hazardous wastes • Permit of hazardous waste processor for PT PPLI, PT Holcim Indonesia, PT Non Ferindo Utama, PT Sinkona Indonesia Lestari, and PT Nusa Karya Bumi Persada • Permit of hazardous waste transporter recommendation for PT Primanru Jaya from KLH No.B-7674/Dep.IV/LH/PDAL/07/2014 date 4 July 2014 valid for 5 years • Manifest of disposal hazardous waste for period 2016 and semester I 2017 	managed by licensed vendor PT. Primanru Jaya for transporter and collector. License of hazardous wastes temporary storage (TPS B3) available for Bumi Sawit Estate and Mill license No.416/KEP/DLHP/2017 dated 16th June 2017 valid for 5 years that had storage time period 365 days. Hazardous waste that may store such as used oil, used filter, used battery, used rags, ex pesticide and chemical container, medical waste, and used lamp. Manifest of disposal were sighted for period 14 March 2016, 22 July 2016, 28 ovember 2016, and the last disposal conduct on 5 April 2017. Others records sighted, such as " <i>Laporan pengelolaan LB3</i> " Period January - December 2016, January – March 2017, and April – June 2017.	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
		<ul style="list-style-type: none"> Log book of empty pesticides and chemical containers period 2016 and semester I 2017 Field observation to Division warehouse, central warehouse, pesticides containers cleaning area, temporary storage of hazardous waste 		
5.3.3	<i>A documented waste management plan to avoid or reduce pollution and its implementation shall be available</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 resource utilisation and recycling potential of wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes)? Appropriate management and disposal of hazardous chemicals and their containers? Reduction, re-use and recycle of waste? 	<ul style="list-style-type: none"> SOP/SMART/LEMS-EHSD/SADV/II/002 – Waste Management Procedure Documented Work instruction (F/SMART/LEMS-EHSD/SADV/002/001) regarding hazardous waste and instruction of disposal Temporary storage of hazardous waste valid permit Contract documents with PT Primanru Jaya as the transporter and processor PT PPLI, PT Holcim Indonesia, PT Non-Ferindo Utama, PT Sinkona Indonesia Lestari, PT Karya Nusa Bumi Persada as collector/exploiter of hazardous wastes Manifest of disposal hazardous waste for period 2016 and semester I 2017. 	<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 Estates also established waste register, which described wastes sources from each activity/location, its classification (organic, inorganic or hazardous), and its disposal, reusing or recycling. EFB was used for fertiliser by composting in Bumi Sawit Estate. Fibre and Shell from Bumi Sawit Mill was used for boiler feed.</p> <p>It was observed that organic and inorganic waste was segregated at point of source. Mill and Estate including housing has provided waste bin for each type of waste. Organic and inorganic wastes from Mill and Estates 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. Based on observation there was open and close date at landfill. Landfill was available and observed during audit at block D09 Division IV at Bumi Sawit Estate.</p> <p>Management plan of hazardous waste and instruction of disposal was described in work instruction F/SMART/LEMS-EHSD/SADV/002/001. Hazardous wastes were segregated from point of source prior to be transferred to temporary storage of hazardous waste. Temporary storage of hazardous waste was provided in Bumi Sawit Estate and Mill to collect hazardous waste prior being disposed to licensed vendor. Mill and Estates have had permit of temporary storage of hazardous waste for used oil, used oil filter, and used battery, contaminated goods, chemical and agrochemical packaging and medical waste from Head of Ogan Ilir and valid through 5 years.</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)								
	c. Is there evidence that the plan has been implemented? d. Is there evidence that waste has not been disposed off using open fire?	<ul style="list-style-type: none"> Hazardous Waste Balance sheet of LB3 Period 2016, January – March 2017, and April – June 2017 Site visit to estate divisions offices and mill operations 	Last manifest records were sighted for 14 March 2016, 22 July 2016, 28 ovember 2016, and the last disposal conduct on 5 April 2017 at Bumi Sawit Estate and Mill by transporter PT Primanru Jaya. Others records sighted, such as Log Book LB3 Period 2016 and January – March 2017, April – June 2017 at mill and estate.									
5.4	Efficiency of fossil fuel use and the use of renewable energy is optimised. 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> <i>Growers and millers should assess the direct energy use of their operations, including fuel and electricity, and energy efficiency of their operations. This should include estimation of fuel use by on-site contract workers, including all transport and machinery operations.</i> <i>If possible, the feasibility of collecting and using biogas should be studied.</i>											
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.											
	a. Is there a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy? b. Has the plan been implemented and is it monitored? c. Does the monitoring system encompass the following : <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. 	<ul style="list-style-type: none"> Records of fossil fuel consumption 2015, 2016, and 2017 Records of renewable energy (fibre and shell) consumption 2015, 2016, and 2017 Report of environmental monitoring implementation 	Bumi Sawit mill and estates 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 both for organization owned and contractors; the monitoring conducted by monthly and reported to technical department. Also it was developed the plan/programme regarding optimization of renewable energy known as fibre and shell as boiler fuels at mills, monitoring also conducted monthly by calculate the fibre and shell and utilize as boiler fuels whether during the construction or upgrading of all operations. There are monitoring records sighted regarding the utilization of fossils fuels and fibre shell that presented as below: <table border="1" data-bbox="1064 1257 1877 1353"> <thead> <tr> <th>Renewable Energy (Fibre and shell)</th> <th>2015</th> <th>2016</th> <th>2017 (August)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Renewable Energy (Fibre and shell)	2015	2016	2017 (August)					YES
Renewable Energy (Fibre and shell)	2015	2016	2017 (August)									

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR				COMPLIANCE (YES/NO)													
	<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>		FFB processed (ton)	131,650.87	104,641.82	63,376.01														
			Shell used (ton)	7,514.91	5,787.30	3,826.88														
			Fibre used (ton)	16,395.44	12,993.29	7,898.98														
			Energy used (Kcal/ton CPO)	20,640,322.31	21,645,467.39	15,009,051.63														
			<p>Total energy generated by steam turbine generator for Bumi Sawit Mill was recorded daily and evaluated monthly as total energy (kcal) per ton of CPO produced and Kilowatt/hour for electricity usage.</p> <p>The records were sighted for monthly calculation within period 2017 (YTD January - August 2017) regarding the usage of fossil fuel at estate and mill. Fossil fuel was used for heavy equipment, diesel generator, FFB transportation, and contractor user.</p>																	
			<table border="1"> <thead> <tr> <th>Unit Consumer</th> <th>2015</th> <th>2016 (litre)</th> <th>2017 (August) (litre)</th> </tr> </thead> <tbody> <tr> <td>Bumi Sawit Estate</td> <td>127,015</td> <td>97,794</td> <td>59,217</td> </tr> <tr> <td>Bumi Sawit Mill</td> <td>128,538</td> <td>146,751</td> <td>89,580</td> </tr> </tbody> </table>				Unit Consumer	2015	2016 (litre)	2017 (August) (litre)	Bumi Sawit Estate	127,015	97,794	59,217	Bumi Sawit Mill	128,538	146,751	89,580		
Unit Consumer	2015	2016 (litre)	2017 (August) (litre)																	
Bumi Sawit Estate	127,015	97,794	59,217																	
Bumi Sawit Mill	128,538	146,751	89,580																	
			<p>Fossil fuel period 2016 increased than period 2015 it caused by decrease used of fibre and shell. So far there is a plan regarding feasibility of collecting and using biogas, however it still on management discussion.</p>																	
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"> • GAR social and environment policy dated 8 September 2015 • Procedure SOP/SMART/MCAR/II/TA-PRP – Replanting Preparation • Procedure SOP/SMART/MCAR/VI/TA-RPL – Replanting 	<p>Zero burning policy was described in "GAR Social and Environment Policy" dated 8 September 2015 that mentioned: "1.4 there was no burning to open new land/land preparation, replanting, or another expansion". Zero burning in replanting was documented in procedure of replanting – SOP/SMART/MCAR/VI/TA-RPL, the procedure mention that land preparation of replanting is conducted by cutting and chipping.</p> <p>The procedure of replanting mentioned that field assistant should do an inspection to ensure that the contractor does not doing burning for land preparation for replanting. Inspection report was evident. Contractor activities were also monitored by the organisation to ensure that they implemented zero burning. It was observed that there was no evidence of burning.</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: <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>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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>- interview with stakeholder, staff, and workers</p>	<p>Based on interview with stakeholder, staff, and workers, it verified that fire has not been used for preparing land for replanting.</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: <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: <i>For 5.6.1: Assessment document covers identification of pollutant and emission sources, and evaluation of potential pollution level.</i></p>			
	<p>a. Has an assessment of all polluting activities been conducted including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4)?</p>	<ul style="list-style-type: none"> • Documented procedure (SOP/SPO/SMART/LH-09). • Environmental aspect and impact identification updated 14 July 2017 • Report of analysis for boiler 	<p>Identification of pollution and emission sources at Bumi Sawit Mill activities was evident. The source of pollution, type of pollution and its control was documented, e.g. stack of boiler, electricity generator and heavy equipment, methane from WWTP, and fertiliser. The information of pollution and emission sources at Bumi Sawit mill and estates was reviewed and updated on 14 July 2017.</p> <p>Monitoring of pollution and emission quality of sources identified has been programmed. Monitoring and measurement results for 1st semester 2017 and 2nd semester 2016 were sighted</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	b. Is there a documented list of all identified polluting activities?	emission, generator emission, air ambience quality, noise quality from third party	for boiler emission against Environment Ministry Decree #07/2007, diesel electricity generator against Environment Ministry Decree #Per13/Menlh/2009, vehicle and heavy equipment emission against Environment Ministry Decree #05/2006, odour emission against Environment Ministry Decree #50/Menlh/11/96, ambient noise against Environment Ministry Decree #48/Menlh/11/96, also ambient air quality against Government Regulation #41/1999. For vehicle and heavy equipment emission was held annually, last measurement on 25 October 2016 to vehicles, dump truck, tractor, road grader by UPTB environment laboratory BLH South Sumatra.	
5.6.2	<p>(M) Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p>Specific Guidance: 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.</p> <p><i>For 5.6.2 and 5.6.3: The treatment methodology for POME will be recorded.</i></p>			
	a. Is there a documented list of all identified significant pollutants and GHG emissions? b. Are there plans to reduce or minimise the identified pollutants and GHG emissions? c. Do the plans include objectives, targets and timelines for reduction that are responsive to context? d. Are the plans being implemented? Was there any changes? Is it justified? e. Is the treatment methodology for POME recorded? (refer to C 4.4.3)	<ul style="list-style-type: none"> • Environmental aspect and impact identification updated 14 July 2017 • Monitoring report of waste water effluent 	The source of greenhouse gas emission has identified on Environmental aspect and impact identification, updated on 14 July 2017, as listed below: <ol style="list-style-type: none"> 1. Methane from POME and composting at mill 2. Fossil fuels emissions from vehicles and engines (generator) 3. Chemical fertilizer 4. Electricity usage 5. Chemical spraying <p>Several effort to reduce GHG emissions is prepared as follows:</p> <ol style="list-style-type: none"> 1. Zero burning 2. Utilization of waste fibre and shell as boiler fuel and electricity from turbines 3. Reduce chemical fertilizer using EFB composting <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 	YES

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			<p>The records of each programme were sighted as evident implementation. The program was include objectives, targets, and timelines for a year. There was monitoring and evaluation every 6 months to ensure target was achieved.</p> <p>Bumi Sawit Mill waste water was processed through a series of waste water treatment ponds: six active ponds with methods of anaerobic ponds. Process parameter monitoring and maintenance of the ponds were sighted. Quality of waste water effluent is monitored monthly in line with the requirements of regulation KepMen LH No.29/2003. The results of monitoring of waste water effluent were reviewed including measurement of BOD, COD, oil and fat, N total result of discharge effluent conforms to the limits for parameters period 2016 and January – August 2017.</p> <p>Records of waste water quality analysis period March – June 2017:</p> <table border="1" data-bbox="1061 746 1973 1214"> <thead> <tr> <th>Parameter</th> <th>NAB*</th> <th>March</th> <th>April</th> <th>May</th> <th>June</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>6 – 9</td> <td>7.21</td> <td>7.12</td> <td>7.12</td> <td>7.36</td> </tr> <tr> <td>BOD</td> <td>< 5.000 mg/L</td> <td>3,430</td> <td>1,330</td> <td>2,620</td> <td>3,905</td> </tr> <tr> <td>COD</td> <td>mg/L</td> <td>6,447</td> <td>4,839</td> <td>5,433</td> <td>8,918</td> </tr> <tr> <td>Oil and fat</td> <td>mg/L</td> <td>4.5</td> <td>3.6</td> <td>4.2</td> <td>12.5</td> </tr> <tr> <td>Pb</td> <td>mg/L</td> <td>0.051</td> <td><0.049</td> <td>0.049</td> <td><0.0047</td> </tr> <tr> <td>Cu</td> <td>mg/L</td> <td>0.443</td> <td>1.13</td> <td>0.09</td> <td>1.23</td> </tr> <tr> <td>Cd</td> <td>mg/L</td> <td>0.008</td> <td><0.003</td> <td>0.004</td> <td><0.003</td> </tr> <tr> <td>Zn</td> <td>mg/L</td> <td>0.805</td> <td>1.23</td> <td>0.112</td> <td>1.42</td> </tr> </tbody> </table> <p>*) PermenLH 29/2003</p>	Parameter	NAB*	March	April	May	June	pH	6 – 9	7.21	7.12	7.12	7.36	BOD	< 5.000 mg/L	3,430	1,330	2,620	3,905	COD	mg/L	6,447	4,839	5,433	8,918	Oil and fat	mg/L	4.5	3.6	4.2	12.5	Pb	mg/L	0.051	<0.049	0.049	<0.0047	Cu	mg/L	0.443	1.13	0.09	1.23	Cd	mg/L	0.008	<0.003	0.004	<0.003	Zn	mg/L	0.805	1.23	0.112	1.42	
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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:</p>																																																									

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			<p>For 5.6.2 and 5.6.3: The treatment methodology for POME (Palm Oil Mill Effluent) will be recorded.</p> <p>For 5.6.3 (GHG): For the implementation period until December 31st, 2016, an RSPO-endorsed modified version of PalmGHG which only includes emissions from operations (including land use practices) can be used as a monitoring tool.</p> <p>In addition, during the implementation period, growers will start to assess, monitor and report emissions arising from changes in carbon stocks within their operations, using the land use in November 2005 as the baseline. The implementation period for Indicator 5.6.3 is the same implementation period for Criterion 7.8.</p> <p>During the implementation period, reporting on GHG will be to a relevant RSPO working group (composed of all membership categories) which will use the information reported to review and fine tune the tools, emission factors and methodologies, and provide additional guidance for the process. Public reporting is desirable, but remains voluntary until the end of the implementation period. During the implementation period the RSPO working group will seek to continually improve PalmGHG, recognising the challenges associated with measuring GHG and carbon stock.</p> <p>PalmGHG or RSPO-endorsed equivalent will be used to assess, monitor and report GHG emissions. Parties seeking to use an alternative to PalmGHG will have to demonstrate its equivalence to the RSPO for endorsement. Methodology for calculating GHG refers to 7.8.1.</p>													
	<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>Email and calculation of GHG RSPO calculation Year assessment 2016 reporting date on 12 September 2017</p>	<p>The GHG emission calculation for Bumi Sawit Permai Mill uses PalmGHG V 3.0.1. As RSPO requirement. The reporting was conducted periodically to the RSPO interest (Ms. Devala Devi S and Javintan). Reports was sighted that summarized as below:</p> <table border="1" data-bbox="1061 906 1854 1072"> <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>9,207.39</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total mill emissions (tCO₂e)</td> <td>20,925.68</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		Own Crop	Group	Out grower	Total field emissions (tCO₂e)	9,207.39	0	0	Total mill emissions (tCO₂e)	20,925.68	0	0	<p>YES</p>
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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"> - Access and use rights; - Economic livelihoods (e.g. paid employment) and working conditions; - Subsistence activities; - Cultural and religious values; - Health and education facilities; - Other community values, resulting from changes such as improved transport /communication or arrival of substantial migrant labour force. - Traditional or customary rights owned by the local community, if identifiable - Welfare of workers/labour and women, children and vulnerable group - Contribution to the local development, including improvement of human resources, local and customary communities. <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> <ol style="list-style-type: none"> 1. Government Regulation No. 27 year 2012 regarding Environment Permit 2. Regulation of the Minister of Environment No. 17 year 2012 regarding Involvement of Community and Information Transparency in AMDAL Process 3. Regulation of the Minister of Environment No. 8 year 2006 regarding Guidance for AMDAL Preparation 4. Decree of the Head of Bapedal No. No. 299 year 1996 regarding Technical Guidance for Social Aspect Study in AMDAL Preparation 5. Regulation of Minister of Home Affairs No.52 year 2014 regarding Guidance on the Recognition and Protection of the Indigenous People 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	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			
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"> • Sosial Impact Assesment PT. Bumi Sawit Permai (Estate and Mill), 2014. • Monitoring report of social impact period 2016 • Public consultation with stakeholder on September 14th, 2017 	<p>Social Impact Assessment (SIA) was conducted by internal parties (Department Sustainability) in year 2014, documented in SIA report. Process of SIA was described and the findings documented in SIA Report, positive and negative impact. Assessment was conducted in villages such as Desa Kayu Ara, Desa Tambangan Rambang, Desa Gunung Raja, Desa Jiwa Baru, Desa Tanjung Miring, Desa Tangai.</p> <p>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:</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			Dust pollution due to a passing truck on the road.	
6.1.2	(M) There shall be evidence that the assessment has been conducted with the participation of affected parties.			
	<p>a. Does the assessment involve consultation with the affected parties? Who are the affected parties?</p> <p>b. Is there record of how the participatory assessment has been conducted? Were the affected parties able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, review of findings and planning for mitigation?</p>	<ul style="list-style-type: none"> • Sosial Impact Assesment PT. Bumi Sawit Permai (Estate and Mill), 2014. • Monitoring report of social impact period 2016 • Public consultation with stakeholder on September 14th, 2017 	<p>Based on interviews with Bumi Sawit Permai (Estate and Mill) employees, the SIA carried out with participation of affected parties such as village heads and workers. The evidences were available such as filled-in questioner by the respondent.</p> <p>Assessment is conducted PRA (participatory rural assessment), which is where the assessment is done by the village community participative discussion. Technical carried out by compiling some representatives of the villagers around the area of the garden.</p> <p>Records that can be given such as the presence or absence of Social and HCV Public Consultation conducted on 14 September 2017 and was attended by the local community.</p> <p>PRA and the results recorded in the 'Record of Social Communication and Consultation'. Suggestions and feedback are recorded in this record, From the records it appears that parties are allowed convey his aspirations through their representative.</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. BSP 2014.</p>	YES
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> <ol style="list-style-type: none"> a. Document review b. Field observation c. Interview 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>d. FGD (Focus Group Discussion) e. Participatory mapping</p> <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. Is there any documented record to outline the plan on mitigation, implementation and monitoring according to the SIA report?</p> <p>b. Have plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts been developed?</p> <p>c. Have these plans been documented, with clear timetables? Is the timeline reasonable?</p> <p>d. Have the persons responsible for implementation of the plans been identified?</p>	<ul style="list-style-type: none"> - Social Impact Monitoring Report, 2016 - Monitoring Form 2016 - Social Impact Monitoring Plan 	<p>PT, Bumi Sawit Permai has a management plan and monitoring of social impacts as contained in SIA report. Social Assessment Monitoring conducted every year as mention in <i>Rencana Pemantauan Dampak Sosial</i> that prepared by the Estate and Mill.</p> <p>Social Assessment Monitoring Report was available during audit and the evidences of involvement of affected parties has been recorded.</p> <p>Plans for avoidance or mitigation of negative impacts and promotion of the 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.Bumi Sawit Permai.</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. BSP. The target time set for the fulfillment of the program is one year. Activities have been implemented</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>and reviewed once every year.</p> <p>SIA monitoring results 2016/2017 were documented included 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: 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> <ol style="list-style-type: none"> Document review Field observation Interview FGD (Focus Group Discussion) 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>			
	<ol style="list-style-type: none"> Is the plan reviewed every two years? Has the plan been updated as necessary (i.e. in cases where the review has concluded that changes should be made to current practices)? Have the changes to the plan been implemented? Is there evidence that the review has been done with the participation of the affected parties? Has the process been recorded/documentated? 	<ul style="list-style-type: none"> - Penilaian Dampak Sosial Perkebunan dan Pabrik KElapa Sawit (2014).-Social Impact Assessment PT Bumi Sawit Permai - Laporan pemantauan pengelolaan dampak social perkebunan kelapa sawit (Social Impact program monitoring report - Public consultation with stakeholder on 14 September 2017. 	<p>SIA document has been reviewed every year alongside with Social Assessment monitoring. As reviewed in Social Assessment Monitoring 2014, programs to develop positive impact has been realized such as CSR programs, access road, infrastructure and new livelihoods. The management plan for negative and positive impacts was updated as necessary.</p> <p>As reviewed in Social Assessment Monitoring 2016 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>	YES

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			There are no differences in village monography and conditions since social assessment in 2014.	
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).			
	a. Are there schemed smallholders involved? b. Have they been considered and involved in the whole process of the SIA? c. What are the main impacts affecting these smallholders?	Interview with unit head	According interview with unit head during audit and based on managerial report there are no scheme smallholder associated to PT Bumi Sawit Permai	N/A
6.2	<p>There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p> <p>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></p> <p><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></p> <p><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></p>			
6.2.1	(M) Communication and consultation procedures shall be documented			
	a. Does the company maintain a list of local communities and other affected or interested parties? b. Is there SOP being developed by the company for communication and consultation between the company	- SOP <i>Komunikasi dan Konsultasi</i> - SOP/SMART/UMU/SADV/II/004 - Minutes of socialization in 25 February 2014 to stakeholder and attendance list - Public consultation with stakeholder and 30 December 2016 and 14 September	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. Procedure for communication and consultation with public was	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>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>	<p>2017</p>	<p>established by organization. Stage of communication and consultation with public was described in Procedure of Stakeholder information request handling SOP <i>Komunikasi dan Konsultasi</i> SOP/SMART/UMU/SADV/II/004</p> <p>FPIC was not applicable in PT Bumi Sawit Permai due to the establishment of company since 1995 (first planted). 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 <i>Komunikasi dan Konsultasi</i> SOP/SMART/UMU/SADV/II/004</p> <p>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. Last stakeholder meeting has been conducted in December 2016.</p> <p>The Procedure has disseminated to the stakeholder together with public consultation of social assessment and socialization of procedures for complaints handling on February 2014.</p> <p>Dissemination of social communication procedure has been performed in February 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 stakeholder in February 8th, 2017.</p>	
6.2.2	The company shall have official(s) who is responsible for consultation and communications with parties.			
	a. Who in the company is appointed to be responsible for communication	- Decree No. 001 / RC-Sumsel	Company has appointed Public Relation Officer/Humas to responsible for	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	and consultation with the affected parties? b. Has the position been made official with clear and proper job description? c. Have the affected parties been made aware and have access to the person in charge?	1/07/2017 - Social Expert Appointment dated 1 July 2016 - Humas and Manager Estate Job description - Interview with stakeholder in 14 September 2017 - SOP <i>Komunikasi dan Konsultasi</i> - SOP/SMART/UMU/SADV/II/00 •	communication and consultation with stakeholders. 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. 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	
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.			
	a. Is the following maintained? <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 on 31 August 2017 - Logbook communication and stakeholder aspiration 2017 - Public consultation with stakeholder in September 14th. 2017 	A list of stakeholder was documented and updated once a year. The document was available covers internal stakeholder, government institution of Ogan ilir , villages around Bumi Sawit Permai Estate, labour union, FFB supplier, NGO (local, national and international) and general contractor/supplier. Last update was performed in 31 August 2017. Record of list stakeholder can be demonstrated and well maintained. Records of all communication including confirmation of receipt or endorsement were well maintained, it documented in logbook of information request and community aspiration. 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 Records of actions taken in response to input from stakeholders was evident verified during audit. For example : <ul style="list-style-type: none"> - Request of heavy equipment rent (grader) for road maintenance on 7 June- 3 July 2017 at Desa Kayu Aro, Desa Rambang Senuling - Clean water request of village Tanjung Balai and Tanjung Miring on 12 July 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			2017	
6.3	<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>Dispute resolution mechanisms should be established through open and consensual agreements with relevant affected parties.</p> <p>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.</p> <p>For scheme and independent smallholders, refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009.</p> <p>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.</p> <p>Conflict resolution process with the community is still continued although transfer of company's ownership occurs.</p>			
6.3.1	<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> <p>Specific Guidance: For 6.3.1: The system should aim to reduce the risks of reprisal. For 6.3.2: Records can be in the form of evidence from process or end-result of the resolution</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>	<ul style="list-style-type: none"> - SOP Komunikasi dan Konsultasi - SOP/SMART/UMU/SADV/II/00 - Job description of Estate manager - Training and socialization record to all employee 2016 - Interview with employee in September 13th, 2017 Public consultation with stakeholder in September 14th, 2017 	<p>Organization has defined the system to deal with complaints and grievances for all affected parties which documented in SOP Komunikasi dan Konsultasi - SOP/SMART/UMU/SADV/II/00</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</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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 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>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 January,2017 mill workers in August and September 2017, 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 Bumi Sawit Permai Estate .Log book were sighted at each division in the Estate (Period 2017)</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 Bumi Sawit Permai. 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: For 6.3.2: Records can be in the form of evidence from process or end-result of the resolution</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	a. Is the complaints or grievance resolution process documented? b. Are outcomes or decisions reported to the parties? c. Who has access to the documentation of the process and/or outcomes?	a. Complaint and Grievances Form Period January – July 2017	SPO Region monitor the handling of complaints and grievances every month and record it in Complaint and Grievances Form Period January – July 2017 (<i>Form Monitoring Penanganan Keluhan dan Ketidakpuasan</i>) and report it to Estate/Factory Manager, after that the form will send to Head Office. Period January – July 2017, there are no complaints and grievances recorded. The complainants, SPO Region, SPO Officer, Estate/Mill Manager and KTU has access to the documentation of the process/outcomes.	YES
6.4	Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. Guidance: <i>This criterion should be considered in conjunction with Criteria 2.2 and 2.3, and the associated Guidance</i>			
6.4.1	(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. Specific Guidance: For 6.4.1: <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 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>			
	a. Are procedures for identifying legal, customary or user rights in place? b. Are procedures for identifying people entitled to compensation in place? c. Are those procedures jointly developed, agreed and accepted by local communities?	<ul style="list-style-type: none"> - Procedure of Identification and calculation of land compensation (SOC/PSM/9.05) Rev.00 dated 1 January 2010 - Record of dissemination to stakeholder and employee - Interview with employee on 13-14 September 2017 - Public consultation with stakeholder on 14 September 2017. - Job description of Estate manager 	Procedure for identifying legal, customary or user rights has been established and available in procedure (SOC/PSM/9.05) Rev.00 dated 1 January 2010 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. The Procedure has disseminated to the stakeholder together with public consultation of social assessment and socialization of procedures for complaints handling on February 2014. Dissemination of social communication procedure has been performed in February 2014 to stakeholder. Minutes of socialization and attendance list was sighted. Meanwhile, routine meeting with the stakeholder were conducted by public relations office Manager	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
		<ul style="list-style-type: none"> - Training and socialization record to all employee 2016 	Estate (Mr.Kasrip) to ensure that communication were kept closed and any update from the communities were directly followed up.	
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> <ul style="list-style-type: none"> a. Gender differences in the power to claim rights, ownership and access to land; b. Differences of transmigrants and long-established communities; c. Differences between legal ownership evidence with communal ownership of ethnical group (customary community) 			
	<ul style="list-style-type: none"> a. Has a procedure for calculating and distributing fair compensation (monetary or otherwise) been established and implemented? b. Are the procedures jointly developed, agreed, accepted and clearly understood by affected parties? c. Is the procedure monitored and evaluated in a participatory way? Have corrective actions been taken as a result of this evaluation? d. Does this procedure take into account the following: <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; 	<ul style="list-style-type: none"> • Procedure of Identification and calculation of land compensation (SOC/PSM/9.05) Rev.00 dated 1 January 2010 • Minutes of socialization in February 2017 to stakeholder <p>Public consultation with Villages Head – September 14th-2017</p>	<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 (SOC/PSM/9.05) Rev.00 dated 1 January 2010. The steps are as described in criterion 6.4.1.</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>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>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> • 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>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 Bumi Sawit Permai.</p>	
6.4.3	(M) Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties.			
	<p>a. Is the process and outcome of negotiated agreements and compensation claims documented?</p> <p>b. Does this documentation include evidence of the participation of affected parties? Is there any approval/signed by effected parties?</p> <p>c. Was consent obtained from all parties to make the documents publicly available?</p>	<ul style="list-style-type: none"> • Procedure of Identification and calculation of land compensation (SOC/PSM/9.05) Rev.00 dated 1 January 2010 • Minutes of socialization in Februaryth 2014 to stakeholder • Public consultation with Villages Head – September 14th, 2017 	<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 around 1990.</p>	YES
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> <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> <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>			
6.5.1	(M) Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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"> South Sumatera Governor's Decree No.722/KPTS/DISNAKERTRANS/2016 dated 27 December 2016 about minimum payment of Jambi province. SK Direktur PT Bumi Sawit Permai, No.029/Deputy Sumsel1/HRPSM2/1/2017. 	<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 PKWT (contracted employee)</p> <p>Payment of wages based on Sumatra Selatan Governor Regulation on UMK 2017, No:772/Kep.Gub/DISNAKERTRANS/2016, Minimum wages Rp. 2,437,500/month (SKU-H and Rp.2.430.000/month for SKU-B),- dated 27 December 2016 and for permanent workers get non fix Allowance for single worker Rp. 75,000,-/month, 1 legal wife Rp.45,000/month and child allowance Rp.37.500/month</p> <p>Foxpro 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>middle month salary</i> to pay down payment 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 June- August 2017 (SKU Bulanan & Harian) and also proved that the payment of wages has met predetermined minimum wage. There was no statement limitation of working day for workers.</p> <p>Union was established, they offered membership for all types of workers include PKWT So as the listed member showed on August 2017 consists of SKU (Bulanan & Harian).</p>	<p>YES</p>
<p>6.5.2</p>	<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</p>	<p>- PKB years 2016 – 2018 endorsed by</p>	<p>Pay and conditions of employment clearly detailed in the employment or service</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>employment or service contracts? (E.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.)</p> <p>b. Is the contract prepared in languages understood by the workers, explained carefully to workers by management officials, and signed by both the authorised signatory of the company and employee?</p> <p>c. Does the pay and conditions 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 employees against the company on unjust pay and conditions?</p>	<p>the Director General of Industrial Relations Labor and Social Security RI dated August 5, 2016.</p> <ul style="list-style-type: none"> - Payment of wages in June-August 2017 - Contract worker - Interview with employee 	<p>contracts. Employees contract are available for permanent employees, contract labor agreement contains agreements include: working 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 2016-2018 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 August 5, 2016.</p> <p>Contract work by non-permanent employees (<i>borongan</i>) 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. Type of works is for manuring and road maintenance.</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 twice a month in the middle and end of each month (on dated 5th) for permanent employees. Premium Crop, pickers, pruning maintenance was paid on middle of the month, 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. Through ATM Bank Sinar Mas since September 2017. Previously was paid in cash</p> <p>Since January – December 2016 and period January- August 2017, there was no complaint made by employees against the company on unjust pay and conditions. Information was based on Complaint logbook 2016. Based on interview with workers, there are no cases regarding payment.</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
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: For 6.5.3: <i>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 13 September 2017 - Field observation in Division I- IV BSPE and BSPM 	<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 (mosques and church), sports facility (e.g. volley ball, soccer, 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 external laboratoru</p> <p>Company also was making program for the provision of potable water that can be used by employees who will be located in all divisions.</p> <p>SD Negeri elementary school was available in and around qro, and PAUD was available in division I(Central Office) . Rambang Ruang, Desa Tanjung Miring, Oga Ilir 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 Bumi Sawit Permai.</p>	<p>YES</p>
6.5.4	<p>There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable food</p> <p>Specific Guidance: For 6.5.4: <i>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>	<p>a. List of facility for employee b. Interview with employee in 13 September 2017 c. Field observation in Division I- IV BSPE and BSPM</p>	<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.</p> <p>Workers also have allowance for Rp.75.000,-/month, Wives/husband Rp.45.000,-/month, and children until 3rd child. Rp.37.500,-</p> <p>Employees and their dependents (children and wife) are also provided health insurance (BPJS Kesehatan) by the company.</p> <p>The Organisation has made a real effort to monitor and improve workers' access to adequate food; i The plantation is located near the state road which connects Prabumulih Regency; it only took 1 hour to Prabumulih. Many vendors sight around the plantation selling vegetables and daily needs. Based on interview with workers, they were satisfied with recent condition related to adequate, sufficient and affordable food</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>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
6.6.1	(M) A record of the company's policy in understandable language recognising freedom of association, shall be available			
	<p>a. Has the company published a statement in local languages recognising the rights of employees to freedom of association?</p> <p>b. Are the employees, including migrant and transmigrant workers and contract workers, allowed to form associations and bargain collectively with their employer?</p> <p>c. Was the outcome, if any, from the collective bargaining process between the company and the association respected, implemented and adopted in full or partially by the company?</p> <p>d. Are there Labour laws and union agreements, or in their absence 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>	<ul style="list-style-type: none"> - Company Policy – dated 1 December 2014. - PUK SPPP-FSPSI PT BSP, SK No: 017/PUK.SPPP-SPSI/PT.BSP/2013, dated 21 Okt 2013. - Recording of Union on local government on Disnaker Kab Ogan Ilir, No:04/SP-SB/TEKTRA.III/2013 dated 21 Okt 2013. 	<p>Freedom of association has been mentioned in Company Policy dated 1 December 2014. Organizations understand that workers have the right to argue 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>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 PUK SPPP-FSPSI PT Bumi Sawit Permai 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) Period 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>	YES
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>Minutes of meetings Unions worker period 2017</p>	<p>Meeting was conducted on 23 July 2017,related to decision of salary payment employee through ATM.</p> <ul style="list-style-type: none"> - Minutes of meeting were available, list of attendance was sighted. The minute was made readily available to employees upon request 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	b. Are the minutes made readily available to employees upon request?			
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"> • Social and Environmental Policy GAR • Recruitment Procedures. • List of Allocation of Labor Palm Oil Mill and Estate - PT. Bumi Sawit Permai 	<p>PT. Bumi Sawit Permai has a policy for pay and conditions for employees in - <i>Kebijakan Sosial dan Lingkungan</i> GAR, dated June 1st 2014, it has been socialized to employees in October 28th 2015 and November 2nd 2015 based on evidences such as attendance list and Minutes of Meeting. It stated that PT. Bumi Sawit Permai committed to not employ underage workers required by national legislation.</p> <p>Besides that, company has a procedure "<i>Penerimaan Pekerja</i>" which stated that every candidate must have identity card (KTP), Family Card, Marriage Certificate (if married).</p> <p>Based on document review as listed in List of Allocation of Labour Palm Oil Mill and Estate - PT. Bumi Sawit Permai, there are no underage workers in estate and mill.</p> <p>Ground verification through field visit and interview with the employee on 13 September 2017 demonstrated and evident that there was no worker below the minimum working age.</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
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> <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>			
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"> - Circular letter No. 096/CEO2-SE/12/2010, 14 December 2010 - Circular letter No. 268/CEO2/HR PSM 2/10/2015, 1 October 2015 - List of information for stakeholder F/SMART/UMUM/SADV/004/003 - Interview with workers on 13 September 2017 	<p>Policies on equal opportunities and treatment to get the job described in the Circular No.096/CEO2-SE/12/2010, 14 December 2010, on the implementation in relation industrial Unit. Explained that in order to realize harmonious industrial relations, dynamic and fair company implemented industrial relations of each operational unit without distinction of race, religion, race and gender in all types of field work.</p> <p>Circular letter No. 268/CEO2/HR PSM 2/10/2015, 1 October 2015 is revision of Circular letter No. 096/CEO2-SE/12/2010, stated that "in order to realize harmonious industrial relations, dynamic and fair company implemented industrial relations of each operational unit without distinction of race, religion, race, physical condition, gender, sexual orientation, membership of union, political affiliation and age in all types of field work". This policy is publicly available and stakeholder can access it upon request. It was verified with interview to workers that there was no discrimination at PT. Bumi Sawit Permai.</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.			
	<p>a. Is there evidence that employees and groups including local communities, women, and migrant workers have not been discriminated against?</p>	<ul style="list-style-type: none"> • List of employee PT SMS per July 2016 • Circular No.096/CEO2-SE/12/2010, 14 December 2010 	<p>Based on public consultation on 13-14 September 2017 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>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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"> Public consultation with workers on 13-14 September 2017 	<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 2016-2017 there was no complaint employee and groups including local communities, women, and migrant workers have lodged against the company.</p>	
6.8.3	<p>Records of evidence that equal opportunity and treatment for work shall be available</p> <p>Specific Guidance: <i>For 6.8.3: Recruitment and promotion are based on skills, capabilities, qualities and health conditions</i></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 skills, capabilities, qualities, and medical fitness necessary for the job? How is this evidenced?</p>	<ul style="list-style-type: none"> Document of Job Description, Job competencies Job vacancy announcement Recorded of recruitment process from job announcement, selection process and test, medical test and admission Interview with workers on 13-14 September 2017 Circulate Letter No 113/HR PSM2/05/2015 dated 1 April 2015 	<p>In the recruitment process, the company has set the standard of competence that inferred in the Position Description and Job Profile. Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness. This has been arranged in Circulate Letter No 113/HR PSM2/05/2015 dated 1 April 2015.</p> <p>Job opportunities were communicated and given to surrounding villagers at first priority where no discrimination found observed during interview and related records of workers being employed. All workers are treated equally in accordance with company regulation including rights of worker as well. The compliance in accordance with national laws has been evaluated by the organisation as described in criterion 2.1.</p>	YES
6.9	<p>There is no harassment or abuse in the work place, and reproductive rights are protected.</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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> <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?</p>	<ul style="list-style-type: none"> - SE No.003/CEO2-SE/01/2011 date January 10 year 2011 - Interview with Gender Committee and workers - SOP/NP/SMART/XII/MCAR001, complaint mechanism for sexual harassment - Minutes of meeting the socialization of sexual harassment 	<p>Policy on the prevention of sexual harassment written in SE No.003/CEO2-SE/01/2011 date January 10 year 2011 regarding the sexual harassment prevention.</p> <p>Organization also establishes the sexual harassment handling procedures SOP/NP/SMART/XII/MCAR001. Describes the workflow of sexual harassment handling. Complaints and grievance can submitted orally and written addressed to gender committee ---- gender and Persis (<i>Persatuan istri staff</i>) then --- performed victim accompaniment and inform/report to unit head--- based on information, data and evidence obtained and witnesses, the unit head verify and examination in order to obtain a decision, after found a guilty offender unit head may impose appropriate sanctions or company regulations through legal action.</p> <p>Dissemination of sexual harassment policy was performed to all employees. Based on workers interview and group discussion, it was concluded that there was no sexual harassment and violence within the organisation.</p> <p>Gender committee has been established by the organisation. Each estate and mill has appointed representative for gender committee. The committee consider matters such as; dissemination on women's rights, child care facilities to be provided by the growers and millers, women to be allowed to breastfeed up to nine</p>	<p>YES</p>

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	<p>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>months before resuming chemical spraying or usage tasks, and women to be given specific break times to enable effective breastfeeding. Organization has also setting several signboards about breastfeed up to nine months before resuming chemical spraying or usage tasks. It was observed that has been assembled on main access road and crowd locations such as: division office and housing area. The policy reviewed regularly by Sustainability Departement.</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> <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: <i>see Indicator 4.6.12</i></p>			
	<p>a. Is there a policy to protect the reproductive rights of all, especially of women?</p>	<ul style="list-style-type: none"> • Circulate Letter No 095/CEO2-SE/12/2010 dated 14 December 2010 • Internal Memorandum No 001/MEMO-VPA PSM2/04/2011 date 8 April 2011 concerning pregnant and lactating 	<p>Policy to protect women reproduction rights has been also stated in Circulate Letter No 095/CEO2-SE/12/2010 dated 14 December 2010. Menstruation leave are given to female worker for 2 days-off without any salary deduction.</p> <p>Gender committee was established by the organisation. The committee has representatives from all areas of work. The committee consider matters such as; trainings on women’s rights, counselling for women affected by violence, women</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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>	<p>women workers</p> <ul style="list-style-type: none"> • PKB 2016-2018 • Gender committee • Work program Gender committee 2015 and 2016 • Minutes and attendance dissemination of company procedure and policy 	<p>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> <p>Communication to all workers pertinent to prevent sexual harassment and protect women reproduction was conducted by the gender committee team and attended by the organisation.</p> <p>Complaint handling procedure for sexual harassment was determined. All complaints can be issued verbal and or written and informed to all administrator, gender committee and Mill/Estate Manager.</p> <p>Internal Memorandum No 001/MEMO-VPA PSM2/04/2011 date 8 April 2011 concerning pregnant and lactating women workers. It stated that Pregnant and lactating women employee are not allowed to work as a pesticide/herbicide sprayers.</p>	
6.9.3	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>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> <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>	<ul style="list-style-type: none"> • SOP/SMART/SIGS-CSR/SADV/II/03 date 1 July 2014 • Public consultation with stakeholder during audit • PKB 2016 - 2018 • Complaints and Grievances Monitoring Form Period January – August 2016 • Minutes and attendance dissemination of company procedure and policy 	<p>Documented procedure for complaints and grievances was established SOP <i>Penanganan Keluhan dan Ketidakpuasan</i> (Complaints and Grievances) SOP/SMART/SIGS-CSR/SADV/II/03 date 01 July 2014. Administration Head (KTU) is the one who responsible to receive complaints and grievances, internal and external.</p> <p>Company guarantee the anonymity of the reporter and whistle blower. If, can't be settle internally then will be settle in bipartite negotiation. For external complaints will be respond in 1 month time after the complaint receive.</p> <p>SPO Region monitor the handling of complaints and grievances every month and record it in Complaints and Grievances Monitoring Form Period January – June 2016 (<i>Form Monitoring Penanganan Keluhan dan Ketidakpuasan</i>) and report it to Estate/Factory Manager, after that the form will send to Head Office. Period January – June 2016, there are no complaints and grievances recorded.</p> <p>The procedure was made already accommodate all stakeholders and with understandable language (Indonesian).</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	e. Has the company received any reports or complaints of harassment or abuse? How was it addressed or resolved? f. Is the policy reviewed regularly?		In the event of employee complaints of employment, working conditions and employment situation will be resolved amicably by direct supervisor no later than 3 days and if unresolved forwarded to higher management hierarchy longer than 7 days. If the settlement is not bringing results, the worker may submit the matter to the SPSI for being discussed with the company, if it cannot be resolved as well as internal (bipartite) the settlement efforts are channelled through the procedure of Law No. 2 in 2004.	
6.10	Growers and millers deal fairly and transparently with smallholders and other local businesses. 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. Smallholders should have access to the grievance procedure under Criterion 6.3 if they consider that they are not receiving a fair price for FFB, whether or not middle men are involved. The need for a fair and transparent pricing mechanism is particularly important for outgrowers who are contractually obliged to sell all FFB to a particular mill. If mills require smallholders to change practices to meet the RSPO Principles and Criteria, consideration should be given to the costs of such changes, and the possibility of advance payments for FFB can be considered.</i>			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. Specific Guidance: <i>For 6.10.1: FFB pricing in Indonesia refers to the Regulation of the Minister of Agriculture No. 14/Permentan/OT.140/2/2013</i>			
	a. How is the price of FFB determined? b. Is current and past prices paid for Fresh Fruit Bunches (FFB) publicly available? How? c. Was there any complaints on FFB pricing? d. How was the complaint handled? e. What was the solution?	<ul style="list-style-type: none"> • Recapitulation Report of FFB Received on 31 August 2017 • Interview with management / staff 	Based on Recapitulation of FFB received by Bumi Sawit Mill there was FFB received from external sources (SMSE Division 5) but no scheme smallholder and independent smallholders. FFB received from SMSE Division 5 treated same as BSWE FFB due to one parent company between PT BSP and PT SMS.	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
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 for FFB?</p> <p>d. Have inputs/services been documented (where these are under the control of the mill or plantation)?</p> <p>e. Where it is not practicable to smallholders to recycle waste (i.e. EFB), is there compensation for the value of the nutrients of EFB given to the smallholders? Is this translated into the pricing factors of FFB?</p>	<ul style="list-style-type: none"> • Recapitulation Report of FFB Received on 31 August 2017 • Interview with management / staff 	<p>Based on Recapitulation of FFB received by Bumi Sawit Mill there was FFB received from external sources (SMSE Division 5) but no scheme smallholder and independent smallholders. FFB received from SMSE Division 5 treated same as BSWE FFB due to one parent company between PT BSP and PT SMS.</p>	YES
6.10.3	<p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>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:</p> <ol style="list-style-type: none"> 1. K Index, which is open and transparent to the smallholders or their institutions 2. Distributing the information about the decision of the Pricing Team to the smallholders institutions 3. Method of fruit sortation 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
4. 4. Involvement of smallholders institutions on the evaluation of weigh instrument by authorised local agency.				
	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"> • Recapitulation Report of FFB Received on 31 August 2017 • Interview with management / staff 	Based on Recapitulation of FFB received by Bumi Sawit Mill there was FFB received from external sources (SMSE Division 5) but no scheme smallholder and independent smallholders. FFB received from SMSE Division 5 treated same as BSWE FFB due to one parent company between PT BSP and PT SMS.	YES
6.10.4 Agreed payments shall be made in a timely manner.				
	a. How all payments are made to the smallholders/middle men? b. What is the mode of recording/documenting transactions between millers with middlemen and/or smallholders? c. Have agreed payments been made in a timely manner?	<ul style="list-style-type: none"> • Recapitulation Report of FFB Received on 31 August 2017 • Interview with management / staff 	Based on Recapitulation of FFB received by Bumi Sawit Mill there was FFB received from external sources (SMSE Division 5) but no scheme smallholder and independent smallholders. FFB received from SMSE Division 5 treated same as BSWE FFB due to one parent company between PT BSP and PT SMS.	YES
6.11	Growers and millers contribute to local sustainable development where appropriate. 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>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>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.</p> <p>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.</p> <p>State plantations refer to Act No. 19 year 2003 regarding State Owned Company (BUMN) clause 9 (1).</p>	
6.11.1			Records of Contributions to local development based on the results of consultation with local communities shall be available.	
	<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 BSP - CSR program of 2016 - Company Policy dated 1st December 2014 - Public consultation on 13-14 September 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 asesment. Consultation management plans and monitoring the social impact to the community has been communicated and disseminated to affected communities .</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 ..</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>	YES
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.	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	a. Is there a complete registry of independent smallholders in the supply base? b. Have efforts been made to improve the farming practices of independent smallholders? c. Where there are schemed smallholders, have efforts and/or resources been allocated to improve smallholder productivity?	<ul style="list-style-type: none"> • PT. Bumi Sawit Permai - Areal Statement Map • Interview with staf and Management 	There are no smallholder in - PT. Bumi Sawit Permai, so this criteria is not applicable.	NA
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> <i>Passports should only be voluntarily surrendered.</i> <i>There should be evidence of due diligence in applying these indicator and guidance to all sub-contract workers and suppliers.</i> <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: <i>For 6.12.1: 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>			
	a. What is the company's policy on forced or trafficked labour? b. How does the company define forced or trafficked labour? c. What is the process of recruiting foreign/ migrant workers directly and/or	<ul style="list-style-type: none"> - Social and Environment Policy dated 08 September 2015 - Interview with employee on 13 September 2017 - PKB, PKWT contract. 	Organization has established and documented policy about force or trafficked labour in Social and Environment Policy article 3.1 stated Acknowledge, Respect, and Strengthen workers right. Company forbid child labour, forced labour, provide work contract in language that understand by workers and make sure the payment give to workers in simple ways, on time and clear. There was no forced labour in PT BSP. All the labour/employment has the right	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>through licenced outsourcing 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 to their passports or identity</p>		<p>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</i> (Joint Agreement), PKWT contract .</p> <p>Interview with the employment concluded that there was no compliant and any grievances regarding the contract and their right.</p> <p>During the audit there was no migrant workers in PT Bumi Sawit Permai.</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	documents? Describe how workers are able to access their documents?			
6.12.2	<p>It shall be demonstrated that no contract substitution has occurred.</p> <p>Specific Guidance: For 6.12.2: <i>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.	NA
6.12.3	<p>(M) Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available.</p> <p>Specific Guidance: For 6.12.3: <i>The special labour policy should include:</i></p> <p>a. <i>Statement of the non-discriminatory practices;</i> b. <i>No contract substitution;</i> c. <i>Post-arrival orientation programme to focus especially on language, safety, labour laws, cultural practices etc.;</i> d. <i>Decent living conditions to be provided.</i></p>			
	<p>a. What is the company's policy and procedures for temporary or foreign/migrant workers? Does the special labour policy include:</p> <ul style="list-style-type: none"> • Statement of the non-discriminatory practices? • No contract substitution? 	<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.	NA

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> • 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>			
6.13 ²	<p>Growers and millers respect human rights.</p> <p>Guidance: See Criteria 1.2, 2.1 and 6.3 <i>All levels of operations include contracted third parties (e.g. those involved in security). 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 violations?</p>	<ul style="list-style-type: none"> • Social and Environment Policy dated 08 September 2015 • Minutes and attendance of dissemination of company policy and procedure • Public consultation on 13-14 September 2017 	<p>Organization has established and documented policy about human rights in Social and Environment Policy dated 08 September 2015 article 2.2.3 stated that “We commitment to upheld and promote General Requirements of Human Rights PBB to all workers, contractor, local communities in all company operation unit</p> <p>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 to stakeholder. Socialization to all levels of employees: office,mill and estate workers was conducted in 8 September 2014 .</p> <p>During audit and based on verification on public consultation with stakeholders in</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			February 8 th 2017 and interview with employee could be demonstrated that there was no cases of human rights violations in PT BSP Estate and mill	

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> <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 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> 			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>h. Analysis of current land use patterns;</p> <p>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;</p> <p>j. Identification of activities which may generate significant GHG emissions.</p>			
	<p>If AMDAL or UKL-UPL documents still do not cover point a to j, additional social and environment impact assessment shall be conducted. If internal assessment identifies sensitive social and environment issues or areas, then independent assessment shall be conducted. Documents of environment impact assessment are the environment documents based on the regulations, such as:</p>			
	<p>a. Environmental Impact Assessment (Analisis Mengenai Dampak Lingkungan Hidup/AMDAL) for plantation with areas of > 3000 Ha</p>			
	<p>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.</p>			
	<p>c. Environmental Management Document (Dokumen Pengelolaan Lingkungan Hidup/DPLH)</p>			
	<p>d. Environmental Evaluation Document (Dokumen Evaluasi Lingkungan Hidup/DELH)</p>			
	<p>e. Environmental Information Performance (Penyajian Informasi Lingkungan Hidup/PIL)</p>			
	<p>f. Environmental Evaluation Performance (Penyajian Evaluasi Lingkungan Hidup/PEL)</p>			
	<p>g. Environmental Evaluation Study (Studi Evaluasi Lingkungan Hidup/SEL)</p>			
	<p>h. Environment Management and Monitoring Document (Dokumen Pengelolaan dan Pemantauan Lingkungan Hidup/DPPL)</p>			
	<p>i. Declaration Letter for Managing and Monitoring Environment (Surat Pernyataan Kesanggupan Pengelolaan dan Pemantauan Lingkungan Hidup/SPPL)</p>			
	<p>j. And other documents required by the regulation.</p>			
	<p>Regulations relate to the environment documents, such as:</p>			
	<p>a. Government Regulation No. 27 year 2012 regarding Environment Permit</p>			
	<p>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)</p>			
	<p>c. Regulation of the Minister of Environment No. 5 year 2012 regarding Environmental Evaluation Document (DELH)</p>			
	<p>d. Regulation of the Minister of Environment No. 14 year 2010 regarding Environmental Management and Monitoring Document (DPPL)</p>			
	<p>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.</p>			
	<p>f. Regulation of the Minister of Environment No. 5 year 2012 regarding Types of Business Obligated to Have Amdal</p>			
	<p>g. Regulation of the Minister of Environment No. 8 year 2006 regarding Guidance for AMDAL preparation</p>			
	<p>h. Regulation of the Minister of Environment No. 17 year 2012 regarding Involvement of Community and Information Transparency in the AMDAL Process</p>			
	<p>i. Decree of the Head of Bapedal No. No. 299 year 1996 regarding Technical Guidance of Social Aspects for AMDAL preparation</p>			
	<p>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</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)																																																											
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> <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 	<ul style="list-style-type: none"> • Documented procedure of Environmental aspect and impact evaluation (SOPSMART/LEMS-EHSD/SADV/001/001 dated 1 July 2014) • Environment aspect and impact list F/SMART/LEMS-EHSD/SADV/001/001 • Program and evaluation waste management (F/SMART/LEMS-EHSD/SADV/002/007) • RKL – RPL document of PT. Bumi Sawit Permai • PT BSP Areal Statement • SIA Assessment in PT BSP • HCV Assessment in PT BSP • RSPO Notification of Proposed New Planting dated 26 August 2013 • Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) approved by Governor of South Sumatera (No.479/KPTS/BAPEDALDA/2007) on July 25th, 2007. • Documented RKL and RPL approved by Governor of South Sumatera (No. 	<p>Based on Areal Statement data showed that there are New Planting in year 2008, 2010 and 2011. New planting area planted were 216.48 Ha (planted in 2010 and 2011). Details can be seen in table below.</p> <table border="1" data-bbox="1137 507 1899 943"> <thead> <tr> <th rowspan="2">Year</th> <th colspan="2">Estate Planted Area (Ha)</th> <th colspan="2">% of Planted Area</th> </tr> <tr> <th>Mature</th> <th>Immature</th> <th>Mature</th> <th>Immature</th> </tr> </thead> <tbody> <tr> <td>1995</td> <td>944,35</td> <td>-</td> <td>21.03</td> <td>-</td> </tr> <tr> <td>1996</td> <td>2.662,31</td> <td>-</td> <td>59.28</td> <td>-</td> </tr> <tr> <td>1997</td> <td>223,47</td> <td>-</td> <td>4.98</td> <td>-</td> </tr> <tr> <td>1998</td> <td>68,25</td> <td>-</td> <td>1.52</td> <td>-</td> </tr> <tr> <td>2000</td> <td>266,35</td> <td>-</td> <td>5.93</td> <td>-</td> </tr> <tr> <td>2008*)</td> <td>109,74</td> <td>-</td> <td>2.44</td> <td>-</td> </tr> <tr> <td>2010*)</td> <td>48,81</td> <td>-</td> <td>1.09</td> <td>-</td> </tr> <tr> <td>2011*)</td> <td>167,67</td> <td>-</td> <td>3.73</td> <td>-</td> </tr> <tr> <td>Total</td> <td>4,490.95</td> <td>-</td> <td>100.00</td> <td>-</td> </tr> <tr> <td>Grand Total</td> <td colspan="2">4,490.95</td> <td colspan="2">100.00</td> </tr> </tbody> </table> <p>Note: *) : New Planting</p> <p>Planted areas of 2010 - 2011 were covered in EIA area. Planted area of 2008 was covered in Environment Impact Assessment (EIA), July 2007 which legalized by the Governor of South Sumatera Decree #479/KPTS/BAPEDALDA/2007 dated 25 July 2007.</p> <p>The Social Impact Assessment has also been conducted by internal team from CSR Department of PT. SMART Tbk (parent company), consists of team member competent in their respective fields including one RSPO-approved expert. The SEIA and SIA documents covered all related issues.</p> <p>EIA covering activity begins from pre-construction (land clearing, building infrastructure and roads, drainage and irrigation system), construction (build the infrastructure, and its support facility, mill process), post construction (replanting). Land clearing was performed mechanically and zero burning.</p>	Year	Estate Planted Area (Ha)		% of Planted Area		Mature	Immature	Mature	Immature	1995	944,35	-	21.03	-	1996	2.662,31	-	59.28	-	1997	223,47	-	4.98	-	1998	68,25	-	1.52	-	2000	266,35	-	5.93	-	2008*)	109,74	-	2.44	-	2010*)	48,81	-	1.09	-	2011*)	167,67	-	3.73	-	Total	4,490.95	-	100.00	-	Grand Total	4,490.95		100.00		<p>YES</p>
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NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>whether development or expansion will increase pressure on nearby natural ecosystems?</p> <ul style="list-style-type: none"> • 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? • 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? 	<p>479/KPTS/BAPEDALDA/2007) on July 25th, 2007</p> <ul style="list-style-type: none"> • 	<p>EIA study also performed public consultation with stakeholder who affected by project PT Bumi Sawit Permai and social issue was analysed and maintain by RKL and RPL. The evident sighted regarding stakeholder consultations include government and public as the minutes of meeting dated May 16th, 2006 within the documented of ANDAL.</p> <p>SIA covering social issues begin from land acquisition, involvement of stakeholder, community development, smallholder scheme, CSR programme, waste management, potential negative effect and etc.</p> <p>RSPO requires the Free, Prior and Informed Consent (FPIC) of the local communities which influenced the development of the concession area or area that had been or would be opened. Based on BPN (National Land Agency) decree No 97/HGU/BPN.RI/2009, the company had the relevant FPIC documentation.</p>	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<ul style="list-style-type: none"> • Identification of activities which may generate significant GHG emissions? h. What were the main findings of the assessment? i. Were secondary impacts of oil palm development identified in the SEIA? 			
7.1.2	Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.			
	<ul style="list-style-type: none"> 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? b. Has the management plan and operational procedures been implemented? 	<ul style="list-style-type: none"> • Documented procedure of Environmental aspect and impact evaluation (SOPSMART/LEMS-EHSD/SADV/001/001 dated 1 July 2014) • Environment aspect and impact list F/SMART/LEMS-EHSD/SADV/001/001 updated 30 August 2016 • Program and evaluation waste management (F/SMART/LEMS-EHSD/SADV/002/007) dated 11 July 2016 • RKL – RPL document of PT. Bumi Sawit Permai 	<p>Bumi Sawit Mill and Estate implemented procedure for identifying environmental aspect and evaluating its impact. 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 14 July 2017. No changes of identification of impacts since last audit.</p> <p>There were environmental management plan year 2017, some program has been implemented such as water measurement analysis, air ambient and emission measurement, updating environmental aspect and impact identification. There were no significant changes required in current practices as a result of identification and evaluation of environmental aspect and impact</p> <p>Bumi Sawit 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.</p>	YES
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. : Outgrower scheme is a farmer selling the FFB through exclusive contract to the growers and millers. Schemed smallholders (<i>plasma</i>) included into this scheme.</p>			
	a. Are any outgrowers involved in the new plantings?	<ul style="list-style-type: none"> • Data areal statement and SEIA documents 	There are no outgrower involved in new planting area.	N/A

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	b. Has management prepared a plan for the outgrower scheme? c. Does the SEIA include an assessment of impacts and the implications of the way the outgrower scheme is managed?			
7.2			Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations. 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> <i>Soil surveys should be appropriate to identify soil suitability of oil palm cultivation for the scale of operation.</i> <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> <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 (skema kemitraan) 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> <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 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.	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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 potential developments of independent suppliers in a particular location?</p>	<ul style="list-style-type: none"> • Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) approved by Governor of South Sumatera (No.479/KPTS/BAPEDALDA/2007) on July 25th, 2007. • Documented RKL and RPL approved by Governor of South Sumatera (No. 479/KPTS/BAPEDALDA/2007) • Semi-detail soil map of PT. BSP, scale 1 : 60,000 	<p>The company have the soil suitable map and there were no fragile soils and peat land at Bumi Sawit Estate area. The map described types of soil, topography, hydrology, etc. For detail the type of soil, management strategy for minimising and controlling erosion, and practices to control and minimize erosion, please refer to Criteria 4.3. There are no areas that considered unsuitable for plantation. For HCV, the areas has been identified through HCV Assessment. Right now, the company only received FFB from BSWE (Certified and Un-certified area) and SMSE Division 5 and no planning to accept FFB from smallholders.</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	d. If yes, the following information should be obtained: <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.				
	a. Does the area where plantings are done require drainage or irrigation? b. If yes, is there adequate topographic information to guide the planning of drainage and irrigation systems? c. Is the topographic information and best practices taken into consideration during the development of roads and infrastructure?	<ul style="list-style-type: none"> • Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) approved by Governor of South Sumatera (No.479/KPTS/BAPEDALDA/2007) on July 25th, 2007. • Documented RKL and RPL approved by Governor of South Sumatera (No. 479/KPTS/BAPEDALDA/2007) • Semi-detail soil map of PT. BSP, scale 1 : 60,000 	Topography information was available in soil map and AMDAL document. The document described types of soil, topography, hydrology, etc. For detail please refer to Criteria 4.4.	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>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>The HCV assessment process requires appropriate training and expertise, and will include consultation with local communities, particularly for identifying social HCVs. HCV assessments should be conducted according to the Guidance for Identifying HCV in Indonesia (HCV Toolkit Indonesia) of 2008 or its revision.</p> <p>Developments should actively seek to utilise previously cleared and/or degraded land on mineral soil. Plantation development should not put direct or indirect pressure on primary forests and HCV through the use of all available agricultural land in an area.</p> <p>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.</p> <p>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.</p> <p>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.</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: 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.</p> <p>Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, it will be excluded from the RSPO certification programme until an adequate HCV compensation plan has been developed and accepted by the RSPO.</p>			
	<p>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</p>	<ul style="list-style-type: none"> • RSPO Notification of Proposed New Planting dated 26 August 2013 • Summary report of SIA and HCV Assessments • Summary report of Planning and Management 	<p>Three Mutuagung Lestari auditors conducted a desk study and audit of relevant documents at the head office of Sinarmas Jakarta from 16 April 2013, and also held interview with the management representatives of PT. Bumi Sawit Permai (Division Head of Sustainability, Conservation and Biodiversity Division, Certification Officer, Legal and Supervisory). The audit concluded:</p> <ol style="list-style-type: none"> 1. Social Environment Impact Assessment has been conducted by the Environment Research Centre of Sriwijaya University Research Institute, by personnel qualified in their respective field. 2. The Social Impact Assessment has also been conducted by internal team from CSR Department of PT. SMART Tbk (parent company), consists of team member competent in their respective fields including one RSPO-approved 	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)										
	<p>planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2)?</p> <p>c. Are there finalised HCV maps and areas endorsed/signed off by management showing type of HCV and area coverage (ha)?</p> <p>d. Has the company comply with NPP procedures? i.e. NPP documents was submitted and put for public notification.</p> <p>e. Is CB verification of NPP documents include field verification? If not, field verification of HCV is required during certification audit.</p> <p>f. Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, is there evidence that an adequate HCV compensation plan for the affected area has been developed and accepted by the RSPO?</p>		<p>expert.</p> <p>3. The HCV Assessment has been conducted by RSPO-approved assessors from the Environment Department of PT. SMART Tbk.</p> <p>PT. Bumi Sawit Permai has implemented the RSPO New Planting Procedure. Documentation of assessment and planning has been done completely and professionally in accordance with RSPO requirements and the RSPO Principle and Criteria for New Planting. The report is part of ongoing planting.</p>											
7.3.2	(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>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</p>	<ul style="list-style-type: none"> Land Use Change Analysis (LUCA) PT BSP year 2017 Report of the Identification and Analysis of the Existence of High Conservation Value (HCV) area at PT Bumi Sawit Permai, 2013". 	<p>PT Smart TBK (parent company) has conducted Land Use Change Analysis (LUCA) and has send its report to RSPO (Mr. Dillon Saim, Biodiversity Manager) on 29 August 2017 with Letter Subject: LUCAs and GAR/SMART Surveillance Audit. Results of LUCA can be seen in table below.</p> <table border="1" data-bbox="1137 1300 1892 1396"> <thead> <tr> <th rowspan="2">Name of Maps</th> <th colspan="2">LUCA (Ha)</th> <th rowspan="2">Remote sensing imagery</th> </tr> <tr> <th>Coefficient 0.4</th> <th>Coefficient 0</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of Maps	LUCA (Ha)		Remote sensing imagery	Coefficient 0.4	Coefficient 0					YES
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NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR				COMPLIANCE (YES/NO)	
	determine changes to the vegetation since November 2005? (This analysis shall be used, with proxies, to indicate changes to HCV status)	<ul style="list-style-type: none"> Field visit in HCV area at BSWE 	Land Use Change November 2007 – 31 December 2009 PT BSP Ogan Komering Ilir Regency South Sumatra Province Scale : 1:60.000	53,80	10,40	Citra Landsat 5 TM PATH/ROW : 124/62, 13 Maret 2009		
			Land Use Change January 2010 PT BSP Ogan Komering Ilir Regency South Sumatra Province Scale : 1:60.000	53,80	10,40	Citra Landsat 7 ETM PATH/ROW : 124/62, 24 September 2007		
For HCV assessment please refer to Criteria 5.2								
7.3.3	Records of land preparation and clearing dates shall be available.							
	a. Are the dates of land preparation and commencement recorded?	Contract of CV Dewa Sawit Mandiri (contractor)	Based on contract with contractor No BSWE/SPK/Okt-10/003-SWAB dated 5 October 2010 stated that period of land preparation start from 7 October 2010 until 15 December 2010.				YES	
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).							
	a. Has the company developed an action plan that describes operational actions consequent to the findings of the HCV assessment?	HCV documents in PT BSP	For HCV assessment, management plan and company policy or procedure please refer to Criteria 5.2				YES	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>b. Does the action plan reference the grower's relevant operational procedures (see Criterion 5.2)?</p>			
7.3.5	<p>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: <i>The management plan will be adaptive to changes in HCV 5 and 6. Decisions will be made in consultation with the affected communities.</i></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> <p>b. Have these areas been incorporated into HCV assessments and management plans (see Criterion 5.2)?</p>	<p>HCV documents in PT BSP</p>	<p>For HCV assessment, management plan and company policy or procedure please refer to Criteria 5.2</p>	<p>YES</p>
7.4	<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> <p>a. <i>Within designated cultivation area</i></p> <p>b. <i>Whereas the proportion of ≤ 3 m depth of peat and mineral soil (if any) is minimal 70% of the total concession area</i></p>			

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	<p>c. The mineral soil below peat layer is not quartz sand or acidic sulfate soil</p> <p>d. The peat soils maturity level is mature (sapric)</p> <p>e. The fertility level is eutropic</p> <p>Cultivation on peatland must also comply with Government Regulation No 71 year 2014 concerning the Protection and Management of Peatland Ecosystems</p> <p>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.</p> <p>Soil conservation measures (such as terracing, individual terrace, legume cover crops, silt pit, frond stacking, etc.) should be conducted.</p> <p>Soil suitability should be determined using crop and environmental suitability criteria.</p> <p>Those identified as marginal and/or problematic should be avoided if the soil cannot be improved through agricultural cultivation.</p> <p>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.</p> <p>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.</p> <p>Fragile soils on which extensive planting shall be avoided include peat soils, mangrove sites and other wetland areas.</p> <p>This activity should be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</p> <p>Excessive planting on fragile soil refer to Annex 2 Generic RSPO P&C, 2013.</p> <p>Wetland definition refers to RAMSAR.</p>			
7.4.1	(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>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>	<ul style="list-style-type: none"> Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) approved by Governor of South Sumatera (No.479/KPTS/BAPEDALDA/2007) on July 25th, 2007. 	<p>The company have the soil suitable map; there were no fragile soils and peat land at Bumi Sawit Estate area. The map described types of soil, topography, hydrology, etc. For detail the type of soil, management strategy for minimising and controlling erosion, and practices to control and minimize erosion, please refer to Criteria 4.3.</p>	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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>	<ul style="list-style-type: none"> • Documented RKL and RPL approved by Governor of South Sumatera (No. 479/KPTS/BAPEDALDA/2007) • Semi-detail soil map of PT. BSP, scale 1 : 60,000 		
7.4.2	(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>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; • 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>	<ul style="list-style-type: none"> • Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) approved by Governor of South Sumatera (No.479/KPTS/BAPEDALDA/2007) on July 25th, 2007. • Documented RKL and RPL approved by Governor of South Sumatera (No. 479/KPTS/BAPEDALDA/2007) • Semi-detail soil map of PT. BSP, scale 1 : 60,000 	<p>The company have the soil suitable map; there were no fragile soils and peat land at Bumi Sawit Estate area. The map described types of soil, topography, hydrology, etc. For detail the type of soil, management strategy for minimising and controlling erosion, and practices to control and minimize erosion, please refer to Criteria 4.3.</p>	YES
7.5	<p>No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p> <p>Guidance: <i>This activity should be integrated with the Social and Environmental Impact Assessment (SEIA) required by Criterion 7.1.</i></p> <p><i>Where new plantings are considered to be acceptable by the communities, management plans and operations should minimise the adverse impacts (such as disturbing sacred sites) and promote positive ones. Agreements with indigenous people, local communities and other stakeholders should be made without coercion or other undue influence (see Guidance for Criterion 2.3).</i></p> <p><i>Where communities decline to release lands rights on these terms the grower or miller must explore legal alternatives such as leasing or renting or securing community land or enclaving or other mutually agreed schemes or decide not to go ahead with its proposed development.</i></p> <p><i>Relevant stakeholders include those affected by or concerned with the new plantings.</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>Free, prior and informed consent (FPIC) should be applied to all RSPO members throughout the supply chain. Please refer to FPIC guidelines approved by the RSPO (RSPO endorsed Free, Prior and Informed Consent Guide for RSPO Members, November 2015).</i></p> <p><i>Customary and user rights shall be demonstrated through participatory mapping as part of the FPIC process.</i></p> <p><i>Verification evidence may be in the form of documents on socialization to the affected community, agreement or disagreement from the community, communication and consultation with the community.</i></p>			
7.5.1	<p>(M) Evidence shall be available that affected local peoples understand they have the right to say 'yes' or 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples (see Criteria 2.2, 2.3, 6.2, 6.4 and 7.6)</p>			
	<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 the consent/agreement has been given?</p> <p>d. Has the community been given the opportunity to say 'no' to the proposed development?</p> <p>e. Are the principles of the FPIC process followed?</p>	<ul style="list-style-type: none"> • Social Impact Assessment at PT. BSP 	<p>Based on HCV and SIA report and interview with stakeholders during audit, that there was no local people's land in plantation area.</p>	<p>NA</p>
7.6	<p>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p> <p>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></p>			
7.6.1	<p>(M) Records of identification and assessment of legal, customary and user rights shall be available.</p> <p>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></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>a. Does the SEIA include the identification and assessment of legal, customary and user rights of the area?</p> <p>b. Does the company have SOPs to identify and assess any legal, customary and user rights of the local peoples?</p> <p>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?</p> <p>d. Has the claim been identified and assess according to the protocol/SOP? Does the process follow and respect the FPIC principles?</p> <p>e. Has the process of identification and assessment been recorded/ documented and made publicly available?</p>	<ul style="list-style-type: none"> • Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) approved by Governor of South Sumatera (No.479/KPTS/BAPEDALDA/2007) on July 25th, 2007. • Documented RKL and RPL approved by Governor of South Sumatera (No. 479/KPTS/BAPEDALDA/2007) • SIA PT. BSP in 2012 • HCV Assessment PT. BSP • Land Compensation Procedure, SOP/NP/SMART/VII/D&L 002, on 1 July 2010 • Land conflict resolution procedure in SOP/SPO/SMART/LH-04, on 01 July 2010 	<p>In the SIA, EIA, and HCV Assessment documents include the identification and assessment of legal, customary and user right of the BSP area. The company has had the procedure for identify and assess any legal, customary and user rights of the local peoples in Land Compensation No. SOP/NP/SMART/VII/D&L 002, on 1 July 2010 and Land Conflict Resolution No. SOP/SPO/SMART/LH-04, on 01 July 2010.</p> <p>Based on public consultation with stakeholders on 29 September 2016, that there was no claiming to have legal, customary and/or user rights on the land for new planting area. RSPO requires the Free, Prior and Informed Consent (FPIC) of the local communities which influenced the development of the concession area or area that had been or would be opened. Based on BPN (National Land Agency) certificates No. 1/1990, on 20 September 1990 and No. 5/2009, on 10 July 2009, the company had the relevant FPIC documentation. The decree stated that the land area was land over which there was no objection from any other party. The document of identification and assessment was publicly available.</p>	<p>YES</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>	<ul style="list-style-type: none"> • Procedures of Processes land compensation described in the SOP/NP/SMART/VII/D&L 002, on 01 July 2010. 	<p>The company have a system in place to identify people and/or community groups entitled to compensation in Procedures of Processes land compensation described in the SOP/NP/SMART/VII/D&L 002. For procedure detail, please refer to 2.2.</p>	<p>YES</p>

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7.6.3	(M) Records of calculation system and distribution of fair compensation shall be available			
	a. Does the company have a system in place to calculate and distribute fair compensation (monetary or otherwise)? b. Is the system documented and publicly made available? c. Does the system follow and respect the FPIC principles?	<ul style="list-style-type: none"> Procedures of Processes land compensation described in the SOP/NP/SMART/VII/D&L 002, on 01 July 2010. 	The company have a system for calculating and distributing fair compensation (monetary or otherwise) shall be in place in Procedures of Processes land compensation described (SOP/NP/SMART/VII/D&L 002). There was no compensation for new planting area.	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.			
	a. Does the company provide communities that have lost access and rights to land for plantation expansion opportunities to benefit from plantation development?	<ul style="list-style-type: none"> Procedures of Processes land compensation described in the SOP/NP/SMART/VII/D&L 002, on 01 July 2010. 	The company provided communities that have lost access and rights to land for plantation expansion opportunities to benefit from plantation development in Procedures of Processes land compensation described (SOP/NP/SMART/VII/D&L 002). There was no compensation for new planting area.	YES
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?	<ul style="list-style-type: none"> Procedures of Processes land compensation described in the SOP/NP/SMART/VII/D&L 002, on 01 July 2010. Record of compensation claim 	The company have a system for compensation claim in Procedures of Processes land compensation described (SOP/NP/SMART/VII/D&L 002). There was no compensation for new planting area.	YES

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
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: 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.</p>			
	<p>a. Is there record to show that the community and rights holders have freedom to access information and independent advisor(s) concerning the legal, economic, environmental and social implications of the proposed operations on their lands?</p> <p>b. Is there evidence to show that the company has sought the community and the right holders' consent to the initial planning phases of the operations prior to the new issuance of a concession or land title?</p> <p>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"> • Social communication procedures SOP (<i>Konsultasi dan Komunikasi</i>) SOP/SMART/UMUM/SADV/I/04. • Public consultation with stakeholders on 14 September 2017 	<p>The company have procedure to public and stakeholder specified in Social Communication Procedures No. SOP/SMART/UMUM/SADV/I/04. The procedure explained that stakeholders have the access information (legal, economic, environmental and social). Detail of information type, Please refer to indicator 1.1.1.</p> <p>Based on public stakeholder and interview with management PT. BSP on 14 September 2017, it was confirmed that there was no land conflict found at the estate.</p>	YES
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.			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<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>e. Is document showing proper justification for such activity available?</p>	<ul style="list-style-type: none"> Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) approved by Governor of South Sumatera (No.479/KPTS/BAPEDALDA/2007) on July 25th, 2007. Documented RKL and RPL approved by Governor of South Sumatera (No. 479/KPTS/BAPEDALDA/2007) on July 25th, 2007 	<p>Planted area of 2008- 2011 was covered in AMDAL, July 2007 which legalized by the Governor of South Sumatera Decree #479/KPTS/BAPEDALDA/2007 dated 25 July 2007.</p> <p>The Social Impact Assessment has also been conducted by internal team from CSR Department of PT. SMART Tbk (parent company), consists of team member competent in their respective fields including one RSPO-approved expert. The SEIA and SIA documents covered all related issues.</p> <p>EIA covering activity begins from pre-construction (land clearing, building infrastructure and roads, drainage and irrigation system), construction (build the infrastructure, and its support facility, mill process), post construction (replanting). Land clearing was performed mechanically and zero burning</p>	<p>NA</p>
<p>7.7.2</p>	<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 For 7.7.2 : <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 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</p>	<ul style="list-style-type: none"> Initial Environmental Impact Assessment documents (ANDAL, RKL and RPL) approved by Governor of South Sumatera 	<p>Planted area of 2008 - 2011 was covered in AMDAL), July 2007 which legalized by the Governor of South Sumatera Decree #479/KPTS/BAPEDALDA/2007 dated 25 July 2007.</p>	<p>N/A</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?</p> <p>b. Was the activity incorporated in the SEIA report?</p> <p>c. What were the mitigation measures? Was it implemented?</p>	<p>(No.479/KPTS/BAPEDALDA/2007) on July 25th, 2007.</p> <ul style="list-style-type: none"> Documented RKL and RPL approved by Governor of South Sumatera (No. 479/KPTS/BAPEDALDA/2007) on July 25th, 2007 	<p>The Social Impact Assessment has also been conducted by internal team from CSR Department of PT. SMART Tbk (parent company), consists of team member competent in their respective fields including one RSPO-approved expert. The SEIA and SIA documents covered all related issues.</p> <p>EIA covering activity begins from pre-construction (land clearing, building infrastructure and roads, drainage and irrigation system), construction (build the infrastructure, and its support facility, mill process), post construction (replanting). Land clearing was performed mechanically and zero burning</p>	
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 make these commitments with the support of all other stakeholder groups of the RSPO.</i></p>			
7.8	<p>New plantation developments are designed to minimise net greenhouse gas emissions.</p> <p>Guidance</p> <p><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</i></p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p>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.</p> <p>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.</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: GHG identification and estimates can be integrated into existing processes such as HCV and soil assessments.</p> <p>The RSPO carbon assessment tool for new plantings will be available to identify and estimate the carbon stocks. It is acknowledged that there are other tools and methodologies currently in use; the RSPO working group will not exclude these, and will include these in the review process.</p> <p>The RSPO PalmGHG tool or an RSPO-endorsed equivalent will be used to estimate future GHG emissions from new developments using, amongst others, the data from the RSPO carbon assessment tool for new plantings.</p> <p>Parties seeking to use an alternative tool for new plantings will have to demonstrate its equivalence to the RSPO for endorsement.</p>			
	<p>a. Is there an assessment conducted to identify and estimate the carbon stock in the proposed development area and major potential sources of emissions that may result directly from the development?</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>	<p>GHG identification, mitigation plan and calculation in PT BSP</p>	<p>For GHG calculation, identification of sources and mitigation plan please refer to Criteria 5.6.</p>	<p>YES</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</p>			

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
	<p><i>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.</i></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></p> <p><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> 			
	<ul style="list-style-type: none"> a. Is there a plan to minimise net GHG emissions from new development? b. Does this plan take into account avoidance of land areas with high carbon stocks, sequestration options and low-emission management practices? 	<p>GHG identification, mitigation plan and calculation in PT BSP</p>	<p>For GHG calculation, identification of sources and mitigation plan please refer to Criteria 5.6.</p>	<p>YES</p>

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"> • Reduction in use of certain chemicals (Criterion 4.6); • 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 FFB production (Criterion 4.2) 	

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"> • Monitoring progress of Innovation implementation 2016 and 2017 • OIA report 3-10 December 2016 • VPM visit report on 15-21 July 2017 • Internal Audit RSPO-SCCS 10-14 July 2017 	<p>Action Plan for continual improvement has been established. Continual improvement plans have been raised also as corrective actions plan from internal audit of RSPO, PROPER. The most recent RSPO Internal Audit was performed on 27 February – 3 March 2017 at Bumi Sawit Estate and Mill. All findings have been closed and completed with evidence. Based on PROPER evaluation on 12 May 2017 PT BSP was get “BLUE” rank. The company have mechanism to improve practices in line with new information and techniques through internal audits and meetings.</p> <p>Regular management review meeting held to evaluate the adequacy and effectiveness of the management system, both for estates and mill. Several action plans for improvement have been raised, that include</p> <ul style="list-style-type: none"> • Reduction in use of certain chemicals: <ul style="list-style-type: none"> – The organisation committed not to use Paraquat based on Memorandum from President Director dated 13 August 2015. • Optimising the yield of the supply base <ul style="list-style-type: none"> – Regular evaluation of plantation and mill operation was performed through internal and external audits. The above audit reports indicated that all gaps against standard operation procedure of plantation and operation were noted. Corrective action plan was issued and implemented to demonstrate effort for compliance as well as continual improvement. – Development of shadow nest box to increase the population of barn owl (<i>Tyto alba</i>) to control pest (rat) – Create three in one equipment for harvesting administration to control FFB easier – Three in one tools for harvesting Clerk • Environmental <ul style="list-style-type: none"> Several continual improvement programme has been developed, such as: <ul style="list-style-type: none"> - Waste reduction (manage domestic waste with separated organic and inorganic waste, manage hazardous waste through licenced vendors, zero burning policy) <p>Pollution and greenhouse gas emission (reused fibre and shell as boiler feed, reused water from pesticide and PPE cleansing to next spraying, used EFB as organic fertilizer</p>	<p>YES</p>

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			<p>to reduce chemical fertilizer) There was effectivity and efficiency analysis to each innovation included parameter easy to implementation, level of equipment damage, machinery material age, operation time after implementation, and operational cost. History records available to develop the action plan. Records of implementation of the action plan were available.</p> <p>Regular evaluation of plantation and mill operation was performed through internal and external audits. The coverage of the audit including production planning, production, power generation and utilization, consumable, process control, quality control – including waste water treatment, maintenance, occupational health and safety, FFB incoming and inspection, and laboratory. The above audit reports indicated that all gaps against standard operation procedure of plantation and operation were noted. Corrective action plan was issued and implemented to demonstrate effort for compliance as well as continual improvement.</p> <p>A monitoring action plan has been established after AMDAL/social impact assessment and annual evaluation was also done to monitor result and progress of action. Most of the plans were executed and the result found was as expected (CSR, local recruitment, etc.).</p> <ul style="list-style-type: none"> • OHS <ul style="list-style-type: none"> Some innovation that implemented in 2017 such as: <ul style="list-style-type: none"> - Create emergency stop at fruit recycling conveyor press station - Create mechanic system at lock cantilever - Create bushing lori polyplus • Social <ul style="list-style-type: none"> The company has developed social procedure and policy regarding social, worker, manpower. Social impacts was monitored every year with participation of stakeholder. Social Impact Assessment was conduct in 2014 and has been review in 2016. All procedure and policy regarding stakeholder and workers has been socialized. To handle complaints and grievance from external stakeholder, company has appointed one of its staff in each site as PIC Social (Social Officer). The improvement in social are, the stakeholder easily can access information from company and can communicate directly with company 	

NO	CRITERION / INDICATOR CHECKLIST	OBSERVATIONS & OBJECTIVE EVIDENCE	SUMMARY OF FINDINGS FOR EACH INDICATOR	COMPLIANCE (YES/NO)
			management.	

3.3.2.1 RSPO Supply Chain

PART A COMPANY DETAIL

Company Name (covered by certification): PT. Bumi Sawit Permai, Bumi Sawit Mill		
RSPO member name: Golden Agri Resources	RSPO member number: 1-0096-11-000-00	
RSPO IT Platform Registration number: RSPO_PO1000001611		
Site Address: Tanjung Miring Village, Rambang Kuang District, Ogan Ilir Regency, South Sumatera Province		
Management Representative: Mr. Juhari		
Site type: Palm Oil Mill		
Site capacity: 30 MT per hour		
Certified palm product sold: No certified product sold (CPO and PK)		
Certified palm product used: 117,309.91 MT FFB		
App/Cert No: FMS40042	Audit Type: 2 nd Annual Surveillance Audit	
SAI Global Auditor/Team: Eko Prastio Ramadhan	Audit Date: 14/09/2017	Activity/Audit No: WI-856637
<p>Audit objectives</p> <p>To verify the volume of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers, and the implementation of any processing controls (for example, if identity preserved is used)</p>		
Supply Chain Model:	Module D - CPO Mills (IP)	
Pertinent record period:	October 2016 – August 2017	
Estimated tonnage of certified palm product produced:	25,548.88 MT CPO and 6,318.51 MT PK	
Estimated of tonnage of non-certified palm product produced	None	
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

3.3.2.1 Supply Chain Certification Standard

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
CPO MILLS (IP) IDENTITY PRESERVED SUPPLY CHAIN MODELS – MODULAR REQUIREMENTS		
D.1 Definition		
<p>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products.</p> <p>A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>		
D.2 Explanation		
<p>D.2.1. The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (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 shall 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 the certification body (CB) in the public summary of the P&C certification report by SAI Global as CB, e.g.:</p> <p><u>Certification audit</u> Estimated CPO : 33,430 MT Estimated PK : 8,237 MT</p> <p><u>ASA-1</u> Estimated CPO : 25,548.88 MT Estimated PK : 6,318.51 MT</p> <p><u>ASA-2</u> Estimated CPO : 19,761.27 MT Estimated PK : 4,845.96 MT</p>	C

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
<p>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?</p>	<p>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.</p> <p>In the period of certification audit to this audit, there was no delivery of RSPO certified product, both CPO and PK. Nevertheless, the company delivered RSPO certified product using other certification scheme.</p>	<p>C</p>
<p>c. Does the actual tonnage produced have to then be recorded in each subsequent annual surveillance report?</p>	<p>The actual tonnage produced has been recorded in each subsequent annual surveillance report and renewal certification report, i.e:</p> <p><u>Certification Audit</u> Actual CPO : 18,815.74 MT Actual PK : 4,753.01 MT</p> <p><u>ASA1</u> Actual CPO : 22,444.09 MT Actual PK : 5,960.32 MT</p>	<p>C</p>
<p>D.2.2. The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>		
<p>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)?</p>	<p>PT. Bumi Sawit Permai – Bumi Sawit 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_PO1000001611.</p>	<p>C</p>
<p>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)?</p>	<p>The mill also has met all reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform) as indicated in the Table 13.</p>	<p>C</p>
<p>D.3 Documented Procedure</p>		
<p>D.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> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>		

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
b) The role 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's 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 requirements?	The site has written procedure and work instruction to ensure the implementation of all elements specified in these requirements, e.g. Procedure PT. BPS-BSWE/SOP/25 SOP Supply Chain Product RSPO Model Identity Preserve date on 1 April 2015. The procedure was available in the site office.	C
b. Are procedures / work instructions completely covering the implementation of all the elements in these requirements?	<p>All Procedure of Supply Chain Certification Standard Identity Preserve (PT. BPS-BSWE/SOP/25) date on 1 April 2015 described the process of:</p> <ol style="list-style-type: none"> 1. FFB receiving and its recording 2. FFB processing and its recording 3. Recording of production results 4. Delivery of production result 5. Daily production results 6. Record keeping 7. Production report to certification body 8. Shipping announcement on eTrace 9. PIC for SCCS <p>The procedure has completely covers the implementation of all the elements in these requirements.</p> <ol style="list-style-type: none"> 1. FFB receiving and its recording 2. Weighing in Weighbridge 3. Checking the raw material quality 4. Processing 5. Monitoring the processed product 6. Calculation of quarterly report 7. Product delivery 8. Duty and responsibility 	C
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?	Mr. Juhari (Mill Manager) as management representative has overall responsibility for and authority over the implementation of RSPO SC requirements and compliance with all applicable requirements	C

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
<p>d. Is the person able to demonstrate awareness of the site's procedures for the implementation of this standard?</p>	<p>Management representative and personnel involved in implementing RSPO SC against 2014 standard have been well trained. Last training was conducted on June 2017 for security, driver, weighbridge, operation, and administration. It was observed that personnel involved in implementing RSPO SC system were able to demonstrate their awareness of the site's procedures.</p> <p>Person-in-charge of the RSPO traceability was available in Decision Letter No. 002/FM-BSWM/V/2016 on behalf Ricky Richard, on 15 June 2016</p>	<p>C</p>
<p>D.3.2. The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>		
<p>a. Has the site had documented procedures for receiving certified FFBs?</p>	<p>Procedure of Supply Chain Certification Standard Identity Preserve (PT. BSP-BSWE/SOP/25) SOP Supply Chain Product RSPO Model Identity Preserve date on 1 April 2015 has covered mechanism for receiving certified FFB.</p>	<p>C</p>
<p>b. Has the site had documented procedures for receiving non-certified FFBs?</p>	<p>The site implement supply chain certification model IP but they received non-certified FFB.</p>	<p>C (Major NCR 2017 - 02) CLOSED</p>
<p>c. Has the site had documented procedures for processing certified FFBs?</p>	<p>Procedure of Supply Chain Certification Standard Identity Preserve (PT. BPS-BSWE/SOP/25) SOP Supply Chain Product RSPO Model Identity Preserve date on 01 April 2015 has covered mechanism for processing certified FFB.</p> <p>Moreover the organization has established documented procedure/work instruction to ensure the process of certified FFB, e.g.:</p> <p>SOP for Mill best practises in document of MCMD-2013 which is included:</p> <ul style="list-style-type: none"> • Grading • Loading Ramp • Weighing Bridge • Sterilisation Station • Threshing Station • Pressing Station • Clarification Station • Recycling CPO 	<p>C</p>

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
	<ul style="list-style-type: none"> • Nut and Kernel • Engine Room • Boiler • Water Treatment • Final Effluent • Laboratory 	
d. Has the site had documented procedures for processing non-certified FFBs?	The site implement supply chain certification model IP therefore there is no processing of non-certified FFB.	C
D.4 Purchasing and Goods In		
D.4.1. The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.		
a. Is the site going to verify and document the tonnage of certified FFBs received?	FFB receiving was traceable to the supply base unit. During weighing on weighbridge the FFB sources is identified, received from own estate (block number and division). The site only receive FFB from own estate, other certified estate (Sawit Mas Estate), and will not receive FFB non-certified. Weighing slip and receiving report issued was clearly stated the weight off FFB received and its source.	C (Major NCR 2017 - 02) CLOSED
b. Is the site going to verify and document the sources of certified FFBs received?	FFB receiving was traceable to the supply base unit. During weighing on weighbridge the FFB sources is identified, received from own estate (block number and division). The site only receive FFB from own estate and will not receive FFB from other source. Weighing slip and receiving report issued was clearly stated the weight off FFB received and its source. It can be demonstrate that the site has consistently verified and documented the sources of certified FFBs received in the delivery notes and also soft recording in the computer application of weighbridge..	C
c. Is the site going to verify and document the tonnage of non-certified FFBs received?	The site implement supply chain certification model IP	C (Major NCR 2017 - 02) CLOSED
D.4.2. The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.		
a. Is the site going to inform the CB immediately if there is a projected	The site has commitment to always keep in touch with SAI Global as CB to immediately	C

Requirements	Audit Findings / Objective Evidence	STATUS (NC / AOC / C)
overproduction of certified tonnage?	inform if there is a projected overproduction of certified tonnage. This commitment has been explicitly described in the SOP IP point 6.6.	
D.5 Records Keeping		
D.5.1. The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.		
a. Is the site going to record and balance all receipts of RSPO certified FFB on a three-monthly basis?	It was observed that the site has recorded and been balancing all receipts of RSPO certified FFB on a three-monthly basis.	C
b. Is the site going to record and balance all deliveries of RSPO certified CPO and PK on a three-monthly basis?	It was observed that the site has recorded and been balancing all deliveries of RSPO certified FFB on a three-monthly basis.	C
D.6 Processing		
D.6.1. The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage.		
a. Is the site going to assure and verify through documented procedures that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage?	<p>The site has 3 storage tank with each capacity 1000 MT CPO and 6 kernel silo 3 bin with capacity total 150 MT. The storage tank and kernel silo bin were only used for Bumi Sawit Mill oil palm product only.</p> <p>The site has established procedure for Delivery of CPO and PK (PT. BSP-BSWE/SOP/25) date on 01 April 2015..</p> <p>Since the last audit up to this audit, no delivery of RSPO certified product.</p>	<p>C (Major NCR 2017 - 02) CLOSED</p>
b. The site shall assure and verify through record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage?	Major NCR has been closed by separating FFB Certified and FFB Non-certified.	<p>C (Major NCR 2017 - 02) CLOSED</p>
D.6.2. The objective is for 100 % segregated material to be reached.		
a. Is the objective for 100 % segregated material able to be reached?	Major NCR has been closed by separating FFB Certified and FFB Non-certified.	<p>C (Major NCR 2017 - 02) CLOSED</p>

3.3.2.2 RSPO Supply Chain System

Supply Chain Certification System		Status (Yes / No)
5.3.1	<p>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?</p> <p>If potential clients have any further questions concerning the RSPO these shall be directed to the RSPO secretariat.</p>	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
5.3.3	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
5.3.4	Have the management documentation of the organization fully met to the requirements of the RSPO Supply Chain Certification Standard?	YES
5.3.5	Have any issues or areas of concern been clarified to the organization?	YES
5.3.6	Have the internal audits against RSPO supply chain standard been fully planned and underway before certification is awarded?	YES
5.3.7	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
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

Supply Chain Certification System		Status (Yes / No)
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	YES
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
5.3.12	Have a detail records have been compiled of the entry (opening) meeting including a list of the participants in the meeting?	YES
5.3.13	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
5.3.14	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 recommendations from this audit is certification can continue and Supply Chain Model changed from IP to MB.

Audit recommendations are always subject to ratification by RSPO.

This report was prepared by: Eko Prastio Ramadhan, Jarot Widyatmaka, Daniel Sitompul and Fitria Rahmayanti.

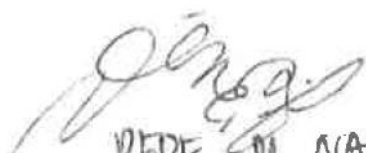
3.5 Environmental and social risk for this scope of certification for planning of the surveillance audit

- Environmental risk: compliance with regulations, hazardous waste management, handling of pesticides and chemical containers, domestic waste management.
- Social risk: compliance with regulations (includes labour condition), medical test in the recruitment process.
- OHS: investigation report, PPE, MCU Result.
- BMP: Implementation of harvesting procedure.

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

Please sign below to acknowledge receipt of the assessment visit described in this report and confirm the acceptance of the assessment report contents including assessment findings.

Signed for and on behalf of PT. Bumi Sawit Permai – Bumi Sawit Mill


 DEDE M NASIR
 Management Representative
 Date 14.01.18

Signed for and on behalf of PT. SAI Global Indonesia



Inge Triwulandari
 Technical Manager
 Date 18 January 2018

Appendix "A" – Audit Record

Date	Auditor	Audit meetings plus functions/ processes/ areas/ *shifts audited:	# Shifts*	Times* From – To
12/09/2017		Day 1 – Tuesday		
	Jarot, Daniel, Fitria	Travelling Jakarta – Palembang (GA 102)		GA 102 07.35 – 08.45
	Pras, Jarot, Daniel, Fitria	Travelling Palembang - Site		09.00 – 13.00
	Pras, Jarot, Daniel, Fitria	Opening Meeting		14.30 – 15.00
13/09/2017		Day 2 – Wednesday		
		<u>Bumi Sawit Estate</u>		
	Pras	RSPO <u>Agronomy BMP and Legality</u> <ul style="list-style-type: none"> • Criteria: 2.2.1, 2.2.2 • Criteria: 3.1 (all indicator) • Criteria: 4.1.1, 4.1.2 and 4.1.3 for estate, 4.1.4 • Criteria: 4.2. 4.3, 4.5 all indicators • Criteria: 4.6.1, 4.6.2, 4.6.3, 4.6.4, 4.6.5, 4.6.7, 4.6.8, 4.6.9 • Criteria: 5.2 (all indicators) • Criteria: 6.10 • Criteria: 7.3 if applicable • Criteria: 8.1 		08.00 – 17.00
		ISPO Aspek Best Practices Kebun dan Kawasan Lindung		
	Jarot	RSPO <u>Social and Labour</u> <ul style="list-style-type: none"> • 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 • Indicator: 4.4.2 • 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 • Criteria: 8.1 		08.00 – 17.00
		ISPO Aspek Sosial dan Tenaga Kerja Interview with employees (Bumi Sawit Estate and Bumi Sawit Mill)		15.00 – 16.00

Audit Report

Date	Auditor	Audit meetings plus functions/ processes/ areas/ *shifts audited:	# Shifts*	Times* From – To
	Fitria	RSPO <u>Environment</u> <ul style="list-style-type: none"> • Criteria: 2.1 all indicators for environmental aspects • Indicators: 4.4.1, 4.4.3, 4.4.4 • Criteria: 4.6.6, 4.6.10 • Criteria: 5.1, 5.3, 5.4, 5.5 and 5.6 all indicators • Criteria: 8.1 		08.00 – 17.00
	Daniel	ISPO Aspek Lingkungan RSPO <u>Health and Safety</u> <ul style="list-style-type: none"> • Criteria: 2.1 all indicators for OHS aspects • Criteria: 4.6.11 • Criteria: 4.7 all indicators • Criteria: 4.8 all indicators • Criteria: 8.1 		08.00 – 17.00
		Break		12.00 – 14.00
14/09/2017		Day 3 - Thursday		
		<u>Bumi Sawit Mill</u>		
	Pras	RSPO <ul style="list-style-type: none"> • Time bound plan and Partial Certification • Supply Chain • Legality 		08.00 – 12.00
	Jarot	ISPO Aspek Legalitas RSPO <u>Social</u> <ul style="list-style-type: none"> • 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: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.11, 6.12, 6.13 • Criteria: 8.1 		08.00 – 12.00
		ISPO Aspek Sosial dan Tenaga Kerja		

Audit Report

Date	Auditor	Audit meetings plus functions/ processes/ areas/ *shifts audited:	# Shifts*	Times* From – To
		Interview with Stakeholder, gender committee, cooperative and labour union (Bumi Sawit Estate and Bumi Sawit Mill)		09.00 – 11.00
	Fitria	<u>Environment</u> <ul style="list-style-type: none"> • Criteria: 2.1 all indicators for environmental aspects • Indicators: 4.4.1, 4.4.3, 4.4.4 • Criteria: 5.1, 5.3, 5.4, 5.5 and 5.6 all indicators • Criteria: 8.1 		08.00 – 12.00
		ISPO		
		Aspek Lingkungan		
	Daniel	<u>Health and Safety</u> <ul style="list-style-type: none"> • Criteria: 2.1 all indicators for OHS aspects • Criteria: 4.7 all indicators • Criteria: 4.8 all indicators • Criteria: 8.1 Processing Best Practice <ul style="list-style-type: none"> • Criteria: 2.2.1, 2.2.2 • Criteria: 3.1 (all indicator) • Criteria: 4.1.1, 4.1.2, and 4.1.3 for mill • Criteria: 6.10 		08.00 – 12.00
		ISPO		
		Aspek OHS Pabrik dan Best Practices Pabrik		
		Break		12.00 – 14.00
	All	Document review		14.00 – 15.30
	All	Auditors meeting		15.30 – 16.00
	All	Closing Meeting		16.00 – 17.00
15/09/2017		Day 4 – Friday		
	All	Travelling Site - Palembang		07.00 – 11.00
	All	Travel Palembang – Jakarta (GA 111)		GA 111 13.20 – 14.30

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

RSPO Principle and Criteria, Indonesian National Interpretation

Certification

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
1.	4.6 Indicator 6 (Major)	It was found that the ex-pesticide bottle container (agrochemical waste) was not stored at temporary hazardous waste warehouse (TPS B3) as defined within the documented Work Instruction (PT BSP-BSWE/IK/18). During field observation in Division 1, some agrochemical ex container stored in the Division warehouse not in the licensed temporary hazardous waste storage.	<ul style="list-style-type: none"> - Estate Manager has appointed personnel in charge to record the circulation of ex agrochemical container into the logbook of hazardous waste and temporary hazardous waste manifest. - Estate Manager has appointed personnel in charge to routinely conduct delivery of hazardous waste to the licensed third party (PT. Primanru Jaya) and report hazardous waste management to the environmental agency appropriate with the permit. 	SPO Officer	02/02/2015	Closed
2	6.5. indicator 3 (Minor)	<p>The condition of employee housing especially wooden barracks was not met the requirement of healthy house, other between:</p> <ul style="list-style-type: none"> - Environment condition, such as clean water installation and waste line has not been laid out well. - The Company has provided public toilets, but the occupants still create its own toilet in the barracks, so it seems slums. - Spatial related to ventilation and lighting was still inadequate (the room seems stuffy and dark) and not met the requirement of healthy housing according to the Decree of the Minister of Health No. 829/Menkes/SK/VII/1999. 	<ul style="list-style-type: none"> - Conducted dissemination regarding environmental hygiene of housing. - Established and implemented discipline of housing environment. 	SPO Officer	04/02/2015	Closed

ASA 1 in September 2016

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
1.	4.7.5	Accident and emergency procedure have not completely understood by workers.	<ul style="list-style-type: none"> - Conducting the annually knowledge evaluation of first aid, especially handling for snake bitten accident for Mandor - Make annual program of the simulation the use of APAR that will expire the pressure, replace on time the APAR that has expired, and knowledge evaluation how to operate APAR for employee - Periodically training of the fire extinguisher for all employees at Bumi Sawit Mill 	Estate	29/10/2016	OPEN (Recurrence NC in ASA2)
2	6.5.2	<ul style="list-style-type: none"> - Pay and conditions of employment is not clearly detailed in the employment or service contracts (E.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.). - The contract is not 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. 	<ul style="list-style-type: none"> - Work contract (SPK) for BHB and PKWT used the new version format. - Each recruitment of new employee, confirmed that employee understand the contents before signing process SPK by both parties. Furthermore, employee save a copy of the SPK. 	Estate	29/10/2016	Closed

Special audit in February 2017

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
1.	5.2.1	The company's HCV assessment was conducted in 2013 and the last review in July - December 2016. HCV assessment does not meet RSPO requirements.	The company released Internal Memorandum No. 008/MMS/04/2017 date on 12 April 2017 regarding Adjustment of HCV and SIA Document that since 2017 social impact implementation refer to RSPO INANI 2016. And also, disseminated to HCV Implementation Section Department date on 18 April 2017, includes how to follow up the result of peer review	Sustainability Dept	13/04/2017	Closed

AUDIT REPORT

No	RSPO Criterion	Details	Corrective Action	PIC	Completion Date	Status
2	6.1.1 and 6.1.2	The company's SIA was conducted in 2014. The last review in 2015 and in progress of review in 2016. The social impact has not covered all aspects required.	The company released Internal Memorandum No. 008/MMS/04/2017 date on 12 April 2017 regarding Adjustment of HCV and SIA Document that since 2017 social impact implementation refer to RSPO INANI 2016. And also, disseminated to SIA and Community Development Implementation Section Department date on 18 April 2017.	Sustainability Dept	13/04/2017	Closed
3	6.1.4	The SIA review in 2015 and in progress of review in 2016. The review has not covered all aspects required.	The company released Internal Memorandum No. 008/MMS/04/2017 date on 12 April 2017 regarding Adjustment of HCV and SIA Document that since 2017 social impact implementation refer to RSPO INANI 2016. And also, disseminated to SIA and Community Development Implementation Section Department date on 18 April 2017.	Sustainability Dept	13/04/2017	Closed
4	4.6.7	Application of pesticides has not been conducted by proven methods that minimize risk and negative impacts.	SPO Officer and Division Assistant conduct the monthly monitoring regarding environment contamination at sprayer room.	Estate	13/04/2017	Closed
5	6.5.1	The company has had the evaluation system for contract workers (<i>kontraktor</i>) that available in Contactor Inspection (F/SMART/UMUM/SADV/006/001) and <i>Berita Acara Pemeriksaan Pekerjaan (BAPP)</i> , but has not been implemented completely.	<ul style="list-style-type: none"> - SPO Coordinator socialized SOP No. SMART/UMUM/SADV/006 (includes labour insurance) to SPO Officer - Estate Manager and Safety Officer will socialize to candidate of <i>kontraktor</i> regarding SOP No. SMART/UMUM/SADV/006 (Handling Contractor) 	Estate	13/04/2017	Closed

Appendix “C” – Nonconformities and Opportunity for Improvement Summary

Organisation Name:		PT Bumi Sawit Permai		Location:		Tanjung Miring Village, Rambang Kuang District, Ogan Ilir Regency, South Sumatera Province, Indonesia	
Date:	14/09/2017	Audit team leader:	Eko Prastio R	Activity/Report ID:	WI - 961414	License/Certificate No.:	FMS40042
Organisation’s acknowledgement of receipt of NCR			Employee Name:	Riki and Suma Nugraha		Date NCR Accepted:	20/09/2017

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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:
2017-01	RSPO Criterion 4.7.5 (Recurrence)	Major	<p>Non-conforming situation: The emergency procedure (SOP/SMART/HESS-EHSD/SADV/I/014) was not implemented optimally at Bumi Sawit mill.</p> <p>Objective evidence: Monitoring of hydrant equipment has not been conducted optimally. Hose at one of hydrant equipment was found in broken condition (leakage) and also the checklist monitoring was not found at the hydrant unit.</p>	<p>Due Date: 13/11/2017</p> <p>SAI Follow up Method: Evidence submitted to Onsite</p>	<ol style="list-style-type: none"> 1. Repair the porous box hydrant by welding the plate on the box hydrant 2. Replacement of leaked hydrant hoses 	<p>Root Cause : PIC does not conduct inspection in accordance with SOP Design and Use of Hydrant No: SOP / SMART / HESS-EHSD / SADV / 014</p> <p>Corrective Action :</p> <ol style="list-style-type: none"> 1. Conduct re-training to the PIC regarding the procedures for hydrant inspection 2. Mill Manager and Occupational Safety Expert perform monthly supervision by using form in accordance with SOP. 	<p>Response: Acceptable (please see section 4 for details)</p> <p>Reviewer: Daniel Sitompul</p> <p>Date: 14/09/2017</p>	<p>Verification of Effectiveness: The Company has taken corrective and preventive actions with evidences such as:</p> <ol style="list-style-type: none"> 1. The Hydrant F // SMART / HESS-EHSD / SADV / 014/002 Installation Monitoring Form dated October 10, 2017. The inspected items include: electrical panel, Diesel pump (on and off), pillar and box hydrant No. 1-6, and hydrant pipes. 2. Documentation of hydrant monitoring activities 3. Documentation of hydrant box repair and replacement of torn hydrant hoses dated September 13, 2017 4. PIC re-training of Hydrant Equipment Monitoring a.n. A. Nurcholis and Kunto Tri Atmojo on October 10, 2017. <p>Status : Closed</p> <p>Name Eko Prastio Ramadhan</p> <p>Date: 13/10/2017</p>

AUDIT REPORT

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:
2017-02	RSPO SC Criteria D.3.2, D.4.1; D.6.1 and D.6.2	Major	<p>Non-conforming situation: There are non-certified FFB received by mill but in records are not separated between certified and non-certified</p> <p>Objective evidence: Based on document review and interview with company representative it was found there are no separation between certified and non-certified FFB in records/documents</p>	<p>Due Date: 13/10/2017</p> <p>SAI Follow up Method: Evidence submitted to Team Leader</p>	<ol style="list-style-type: none"> 1. RC Sumsel 1 issued a memorandum on the separation of production sent to Bumi Sawit Mill and socialized to employees 2. <i>Krani</i> weigh and <i>KTU</i> will inspect every SPB received from the garden 3. <i>KTU</i> Bumi Sawit Estate and Bumi Sawit Mill separated in their production report for TBS Certified and Non-certified 4. Due to mixed in CPO product then the remaining CPO product stock treated as MB, downgraded from IP. 	<p>Root Cause :</p> <ol style="list-style-type: none"> 1. In the SPB (<i>Surat Penerimaan Buah</i>) attribute there is no difference between SPB certified and non-certified 2. <i>KTU</i> BSWM not yet know that there is TBS from BSWE which is non-certified <p>Corrective Action :</p> <ol style="list-style-type: none"> 1. PCDV conducts internal SPO audits once a year to ensure compliance with SPO standards by the certification unit 2. Bumi Sawit Estate made changes to the Non Certified Fruit Introduction Letter (SPB) by giving NC stamp 	<p>Response: Acceptable (please see section 4 for details)</p> <p>Reviewer: Eko Prastio Ramadhan</p> <p>Date: 13/10/2017</p>	<p>Verification of Effectiveness: Evidence of corrective actions and precautions includes:</p> <ol style="list-style-type: none"> 1. RC Memorandum of Sumsel 1 No: 021 / RC-Sumsel1 / IX / 2017 dated September 11, 2017 concerning Shipping Mechanism of Non-certified TBS of Bumi Sawit Estate Plantation to Bumi Sawit Mill. Socialization 2. Revised SPB 3. Socialization of SOP RSPO SCCS Mass Balance to all factory employees 4. SOP Supply Chain Product RSPO Model Mass Balance Number PT. BSP - BSWM / SOP / 27 dated September 14, 2017. It has been socialized to all factory employees on 18 - 25 September 2017. 5. September 2017 production report separating FFB Certified and FFB Non-certified. <p>Status : Closed</p> <p>Name Eko Prastio Ramadhan</p> <p>Date: 13/10/2017</p>

Appendix “D” – Stakeholder’s issues and comment

Information gathered during consultation

Date	Stakeholder	Feedback and or request	PT Bumi Sawit Permai response and action to be taken	SAI Global audit observation	Relevant documentation
14 September 2017	Union Representatives ,Gender Committee, Koperasi Karyawan (Saving and loan Cooperative)	<ul style="list-style-type: none"> - Union representatives have been interviewed during the audit, the focus of the interview devoted related payment of wages, discrimination, complaints, employees and communication with the company. - Organization has well relationship with union workers and gender committee (<i>komisi perempuan</i>). - Gender Committee activities has been socialized to all divisions members in the complex. - The union invited organisation’s management whenever there was issued to discuss. - Wage and overtime calculation has appropriately provided in line with related regulation. - Generally, no conflict found so far and the company has taken actions gradually to response issues addressed in the meeting. - Estate has established gender committee as facilitated by company which comprises members from several female workers in Mill and Estate. - Regular pregnancy test was also have been done monthly (January – August 2017) beach estate (in the clinics) to ensure no pregnant/breastfeeding workers endangered with agrochemical works. - Based on result from the interview to committee chief, for 2016-2017 no indication of sexual harassment issues being reported since the committee formed. 		No issues raised during public consultation	-

Date	Stakeholder	Feedback and or request	PT Bumi Sawit Permai response and action to be taken	SAI Global audit observation	Relevant documentation
		<ul style="list-style-type: none"> - Menstruation leave for women worker was given. - There was saving and loan cooperative for employee, facilitated by the organisation and organized by employee. 			
13 September 2017	Employees Representative (sprayer workers, harvester, laboratory workers, security, operator and mechanic)	<ul style="list-style-type: none"> - Day-care was available for employee's children in each division housing complex maintained by organization. - Clean water provided and distributed from mill. - Electricity was provided by PLN (24 hours) and company gave subsidize monthly fee added to the salary. - Overall medical expenses covered by BPJS. - There was no complaint and grievance. - All workers have been equipped (free of charge) with PPE, working equipment's, housing, electricity, clean water, medical facilities, etc. - Wages including overtime hours, premium and bonus were also payed according to current regulation.. <p style="margin-left: 20px;">There were no daily workers since 2017 due to company policy</p>		No issues raised during public consultation	-
14 September 2017	Community leaders (Tangai Village, Sukananti Village, Kayu Ara Village, Tanjung Miring).	<ul style="list-style-type: none"> - There were changed of leaders in all village (replacement),they just 7 month held as village leader - Organization has well relationship with community around estate. - Village proposals were responded by the organisation such as infrastructure maintenance in the village (road, bridge), public facilities (football field_. - <i>Estate Manager- Mr. Kasrip</i> was assigned to perform public consultation with communities. No land conflict identified where the land was previously granted by government (not taken over from local 		No issues raised during public consultation	

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Date	Stakeholder	Feedback and or request	PT Bumi Sawit Permai response and action to be taken	SAI Global audit observation	Relevant documentation
		<p>communities).</p> <ul style="list-style-type: none"> - There was no land dispute identified during - The organization has provided donation to the village such as for Village Charity cultural religious activity (Sedekah Desa on May 2017). - The company has been informed to the local community about Conservation Program. Organization has well protected to the conservation area. - The company has also employed local peoples both for Mill and Estate. 			
14 September 2017	<p>Government representatives (Dinas Tenaga Kerja & Transmigrasi Dinas Pertanian & Ketahanan Pangan)</p>	<ul style="list-style-type: none"> - Reporting to the government unit was conducted regularly such as industrial relations, company regulations, collective bargaining agreements, and worker contracts were already acknowledged by them. - For health & safety regulation, company has been comply related with license of personnel (SIO), PPE, 		No issues raised during public consultation	

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.