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# **Roundtable on Sustainable Palm Oil**

## **Public Summary Report**

Report no.: ASA182450217055

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

**PT SAMPOERNA AGRO  
SELAPAN JAYA PALM OIL MILL,  
HIKMAH 2 ESTATE and COOPERATIVE BINA  
SEJAHTERA**

Geronggang village, East Pedamaran Sub District, Ogan Komering Ilir District,  
South Sumatera Province

Date of assessment: 23<sup>th</sup> to 27<sup>th</sup> October 2017

Report prepared by:

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Certification decision by:

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**PT SAMPOERNA AGRO**

**Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative  
Bina Sejahtera**

**Ogan Komering Ilir Subdistrict – South Sumatera Province**



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#### Ogan Komering Ilir Subdistrict – South Sumatera Province



### 1.0 SCOPE OF SURVEILLANCE ASSESSMENT.

The surveillance assessment was carried out on 1 (one) mill, 1 (one) company estate and 1 (one) cooperative under PT Sampoerna Agro (PT SA)

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

<b>Mill name</b>	Selapan Jaya Palm Oil Mill		
<b>Supply base name</b>			
Company owned Estae:	Hikmah 2 Estate		
Other operating estate owned by Company *	Cooperative Bina Sejahtera		
Other Source	1. Other company estate 2. Smallholder 3. Outgrower		
Supply Chain Model	IP	X	MB
National Intepretation used	National Interpretation for Indonesia year 2013		

Note: \*) There is addition of audit scope i.e. Cooperative Bina Sejahtera

### 2.0. Description of Certification Unit

#### 2.1 Location

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

Name of mill / es-tate	Location	GPS locations	
		Latitude	Longitude
Selapan Jaya Palm Oil Mill	Kerta Mukti village, Mesuji Raya subdistrict, Ogan Komering Ilir district, South Sumatera province.	N 105°5'49.51"	E 3°42'27.37"
Hikmah 2 Estate	Geronggang village, East Pedamaran subdistrict, Ogan Komering Ilir district, South Sumatera province.	N 105°9'42.43"	E 3°39'20.55"
Cooperative Bina Sejahtera	Kerta Mukti village, Mesuji Raya subdistrict, Ogan Komering Ilir district, South Sumatera province.	N 105°4'50.17"	E 3°42'40.29"

Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative  
Bina Sejahtera

Ogan Komering Ilir Subdistrict – South Sumatera Province

2.2. Maps

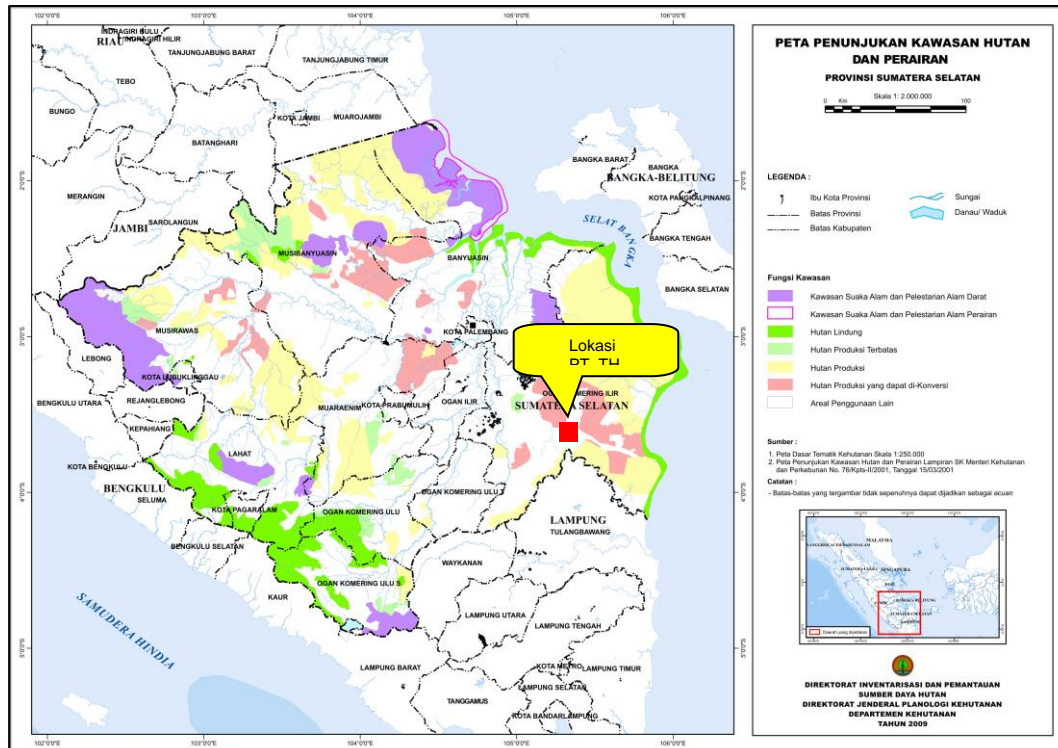


Figure 1. Location Map Selapan Jaya Palm Oil Mill and Supply Based concession Suaka area in South Sumatera Province

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## PT SAMPOERNA AGRO

### Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative Bina Sejahtera

#### Ogan Komering Ilir Subdistrict – South Sumatera Province

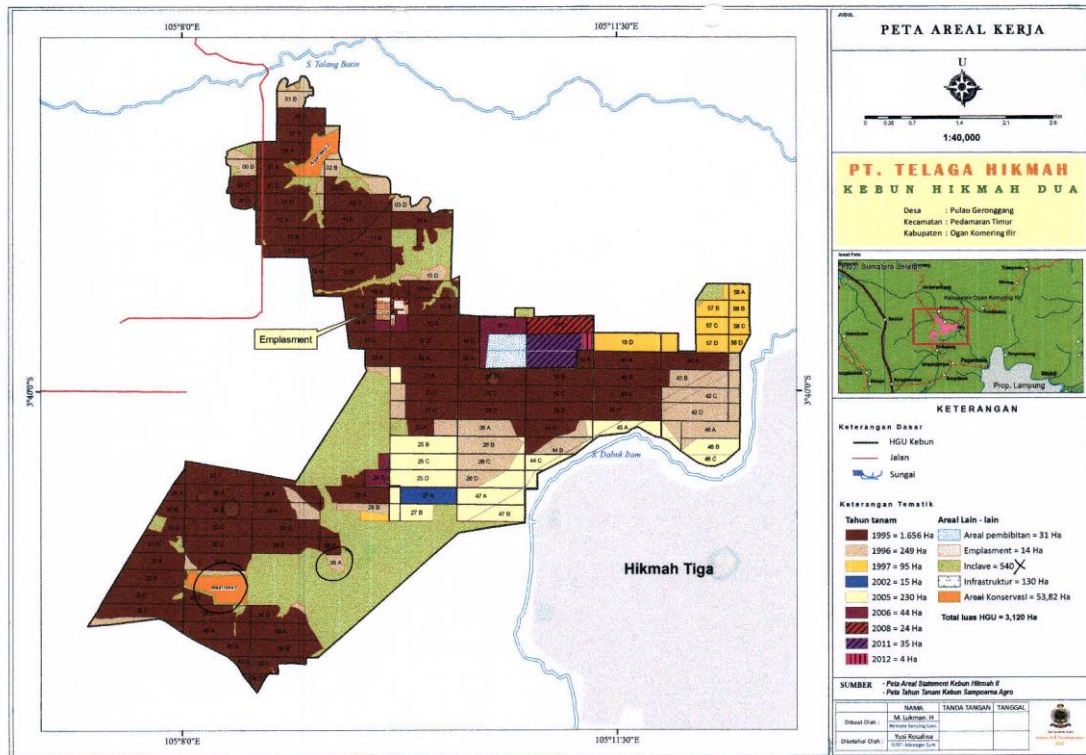


Figure 2. Hikmah 2 Estate Map

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## PT SAMPOERNA AGRO

### Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative Bina Sejahtera

#### Ogan Komering Ilir Subdistrict – South Sumatera Province



Figure 3. Cooperative Bina Sejahtera Map

### 2.3. Supply Base Composition

Table 2: FFB Supply Base Composition for Selapan Jaya Palm Oil Mill (January to December) year 2016 and year 2017 (January to September)

FFB Contributor	FFB supplied in 2016		FFB supplied in 2017	
	( Tonnes )		( Tonnes )	
	Tonnes	%	Tonnes	%
<b>Company owned estates (certified)*</b>				
Hikmah Dua estate**	27,525.10	9.79	16,995.37	9.27
<b>Sub Total</b>	<b>27,525.10</b>	<b>9.79</b>	<b>16,995.37</b>	<b>9.27</b>
<b>Company owned estates (Non-certified)</b>				
Hikmah Dua estate***	122.66	0.04	48.17	0.03
<b>Sub Total</b>	<b>122.66</b>	<b>0.04</b>	<b>48.17</b>	<b>0.03</b>
<b>Smallholder (non-certified)</b>				
Cooperative of Bina Sejahtera 3	20,559.96	7.32	16,440.02	8.97
Smallholders	212,211.22	75.51	142,365.79	77.7
<b>Sub Total</b>	<b>232,771.18</b>	<b>82.83</b>	<b>158,805.81</b>	<b>86.6</b>
<b>Others smallholder (certified)</b>				
KUD Panca Sawit Makmur	436.7	0.16	0	0
KUD Karya Makmur	585.76	0.21	0	0

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FFB Contributor	FFB supplied in 2016		FFB supplied in 2017	
	( Tonnes )		( Tonnes )	
	Tonnes	%	Tonnes	%
KUD Tekad Mandiri	581.36	0.21	0	0
<b>Sub Total</b>	<b>1,603.82</b>	<b>0.57</b>	<b>0</b>	<b>0</b>
<b>Others Company's estate (certified)</b>				
IPBD estate	99.23	0.04	0	0
Sumber Sawit estate	1,272.86	0.45	0	0
<b>Sub Total</b>	<b>1,372.09</b>	<b>0.49</b>	<b>0</b>	<b>0</b>
<b>Others Company's estate (non-certified)</b>				
Hikmah Satu estate	2,920.41	1.04	1,663.54	0.91
Hikmah Tiga estate	1,836.37	0.65	0	0
Hikmah Empat estate	3,214.77	1.14	1,244.61	0.68
Hikmah Lima estate	2,783.85	0.99	0	0
Gading Jaya estate	3,121.58	1.11	1,163.21	0.63
Mega Terang estate	245.63	0.09	179.84	0.1
Tanjung Sari estate	1,340.73	0.48	689.97	0.38
Limau Katsuri estate	538.59	0.19	0	0
Nawa Surya Satu estate	363.09	0.13	0	0
Selatan Jaya Permai	268.99	0.10	0	0
<b>Sub Total</b>	<b>16,634.01</b>	<b>5.92</b>	<b>4,941.17</b>	<b>2.7</b>
<b>Other supplier (non-certified)</b>				
Outgrower	1,008.97	0.36	2,524.70	1.38
<b>Sub Total</b>	<b>1,008.97</b>	<b>0.36</b>	<b>2,524.70</b>	<b>1.38</b>
<b>Total</b>	<b>281,037.82</b>	<b>100</b>	<b>183,315.23</b>	<b>100</b>

Note: \*) The company stated as certified since 25 January 2017

\*\*) There is FFB sent to Telaga Hikmah mill as much as 5,043.45 mt from total Hikmah Dua estate FFB production as much as 32,691.21 mt year 2016 and There is FFB sent to Telaga Hikmah mill as much as 26.114 mt and to Sumber Sawit mill as much as 24.953 mt from total Hikmah Dua estate FFB production as much as 17,043.55 mt year

\*\*\*) Total FFB from sanction area (year 2011 and 2012)



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### PT SAMPOERNA AGRO

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**Table 3: CPO and PK production previous license (2017) and projected for year 2018**

FFB supplied in (previous License Year) (Tonnes)	OER (%)	CPO (Tonnes)	KER (%)	PK (Tonnes)
55,949.760	22.10	12,365.636	5.06	2,811.650
Projection FFB supplied in next 12 months (Tonnes)*	OER (%)	CPO (Tonnes)	KER (%)	PK (Tonnes)
430,963.919	22.99	99,078.605	5.30	22,841.090

Note: \*) Total FFB projection certified and uncertified

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

**Table 4: Oil Palm Planted Area Summary, FFB Production and Average yield/ha for Sampoerna Agro**

Estate Name	Total area (ha)	Oil Palm Planted area (ha)	Mature (Production) area (ha)	Immature (Non-production) area (ha)	FFB Production* (tonnes)	Average yield/ ha
Hikmah 2**	3,120.00	2,350.79	2,350.79	0.00	32,691.21	13.91
Cooperative Bina Sejahtera	1,279.75	1,279.75	1,279.75	0.00	20,559.96	16.06
<b>TOTAL</b>	<b>4,399.75</b>	<b>3,630.54</b>	<b>3,630.54</b>	<b>0.00</b>	53,251.17	14.98

Note: \*) Year 2016

\*\*) There is FFB sent to Telaga Hikmah mill as much as 5,043.45 mt from total FFB as much as 32,691.21 mt

#### 2.5 Dates of Plantings and Replanting Cycles

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

**Table 5: Age and year of plantings of company estate supplying to Selapan Jaya Palm Oil mill**

Real Planted		Under Scope Audit		Under RSPO Sanction within 3 years		Cooperative Bina Sejahtera
Year of Plantings	Hikmah 2 Estate (ha)	Year of Plantings	Hikmah 2 Estate (ha)	Year of Plantings	Hikmah 2 Estate (ha)	
1994	-	-	-	-	-	320.50
1995	1,655.56	1995	1,655.56	2011	34.80	433.14
1996	249.11	1996	249.11	2012	4.00	526.11
1997	94.52	1997	94.52	-	-	-
2002	15.00	2002	15.00	-	-	-
2005	229.90	2005	229.90	-	-	-
2006	43.90	2006	43.90	-	-	-
2008	24.00	2008	24.00	-	-	-
2011	34.80	-	-	-	-	-
2012	4.00	-	-	-	-	-
<b>Total</b>	<b>2,350.79</b>	<b>Total</b>	<b>2,311.99</b>	<b>Total</b>	<b>38.80</b>	<b>1,279.75</b>

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**Table 6: Land use data for PT Sampoerna Agro**

Estate Name	Total area (ha)	Oil Palm Planted Area (ha)	Other commodities	HCV/Potential HCV areas* (ha)	Land used for other purposes (ha)			
					Housing, Road, other infrastructure **)	Nursery	Uncleared Area	Other Land ***)
Hikmah 2	3,120.00	2,350.79	0.00	53.82	144.00	0.00	0.00	540.00
Cooperative Bina Sejahtera	1,279.75	1,279.75	0.00	0.00	51.55	0.00	0.00	0.66
<b>TOTAL</b>	<b>4,399.75</b>	<b>3,630.54</b>	0.00	53.82	195.55	0.00	0.00	540.66

Note: \*) HCV inside of oil palm planted

\*\*) For nucleus consist of emplacement/housing, roads and for cooperative Bina Sejahtera consist of road (total of road is out of total area in the land certificate)

\*\*\*) For nucleus consist of low land area and for cooperative Bina Sejahtera consist of low land (total of low land is out of total area in the land certificate)

**Table 7 Planned and actual oil palm replanting activities for PT Sampoerna Agro**

Year	Total planned replanting area (ha)	Total planned replanting area for each estate (ha)		Actual total area replanted (ha)
		Hikmah 2	Cooperative Bina Sejahtera	
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	307.70	-
2021	-	-	506.10	-
2022	847.52	847.52	465.95	-

### 2.6 Volume of CPO and PK recommended for Certification

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

Crude Palm Oil (CPO) : 16,943.66 tonnes  
 Palm Kernel (PK) : 3,906.10 tonnes  
 FFB : 73,700.16 tonnes  
 (Telagah Hikmah Dua about 43,678.67 mt and Bina Sejahtera Cooperative about 30,021.49 mt)

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#### 2.7 Organisational Information / Contact Person

Contacts details of the company are as follows:

<b>Company Name:</b>	PT SAMPOERNA AGRO (Selapan Jaya Palm Oil Mill and Supply Based)
<b>RSPO Membership no.</b>	1-0031-07-000-00
<b>Address:</b>	Kerta Mukti Village, Mesuji Raya Sub District, Ogan Komering Ilir district, South Sumatera Province
<b>Contact Person:</b>	Yusi Rosalina
<b>Telephone:</b>	+62 812 7123 8226
<b>Email:</b>	Yusi Rosalina <yusi.rosalina@SampoernaAgro.com>

### 3.0 ASSESSMENT PROCESS

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

Name	Position	Qualifications / Experience
Naik Monang Par-lindungan Lingga	Auditor	<p><b>Education:</b> Bachelor of Forestry, Gadjah Mada University.</p> <p><b>Training attended :</b> ISPO Auditor, Quality Management System (QMS) Auditor/Lead Auditor (ISO 9001:2008) by IRCA, Environmental Management Systems Auditor/Lead Auditor Conversion Training by IRCA (ISO 14001-2004), Lead Auditor RSPO Training, HCVA Training and RSPO SCCS Training (2016)</p> <p><b>Working experience:</b> Field Assistant PT Sapta Karya Damai (2008-2013), Auditor in PT Sucofindo (2013-2015), and Auditor in PT TUV Rheinland Indonesia (2015-present).</p>
Ade Sudiana	Auditor	<p><b>Education:</b> Bachelor of Forestry, Faculty of Forestry, Bogor Agricultural University</p> <p><b>Trainings attended:</b> Awwarness training of ISO 9001, 14001 and 18001, in-house training of ISO 19011 and ISPO, Training of Lead Auditor for ISO 9001 (2016) Training of Assesorfor Sustainability Natural Forest Management (SFM) by The Indonesian Ecolabelling Institute (2008), Training of Auditor for Sustainability Forest Management By center for Educational and Training of Forestry, Department of Forestry (2010), Examination of competency for auditor of Sustainability Forest Management by Personal Certification Body-Rhino (2014), Training of Auditor For ISPO (2016) by ISPO Comission, Training of Lead Auditor for RSPO (2016), Training of lead auditor for SCCS (2017).</p> <p><b>Working experience:</b> Consultant and Trainer of : Quality Management Sys-tem (ISO 9001), Environment Management System (ISO 14001), Safety Management System (SMK3/ OHSAS 18001), ISPO (Indonesian Sustainable Palm Oil), Consultant and trainer in PT FOCUS (2008-2015 ; Auditor of: Sustainability Forest Management (SFM) for Plantation and Natural Forest (2010-now),</p>

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		RSPO & ISPO (2016-now), Auditor in PT Forestcitra Sejahtera (2008-2016), Auditor in PT TUV Rheinland Indonesia (2016-now)
Harso Yuli Antena	Auditor	<p><b>Education:</b> Bachelor of Agriculture (social and economic of agriculture) – Bogor Agriculture University.</p> <p><b>Trainings attended:</b> ISO 9001:2008 Lead Auditor training – TUV Rheinland Indonesia, Sustainable Forest Management training –Forest education and training center, ISPO training - Commission of ISPO.</p> <p><b>Working experience :</b> Social research – Indonesian Centre for Agricultural (Social Economic and Policy Studies) since 2003-2007, Social Researcher – CSR Indonesia since 2007-2010, Social Economic Expert – Mott MacDonald Indonesia since 2010-2011, Personal consultant in research and development – Colors Media Group since 2011-2013, RSPO &amp; ISPO auditor at TUV Rheinland Indonesia since 2013-2016.</p>
Panggading Nanggolan	Auditor	<p><b>Education:</b> Bachelor of Social, Institut Ilmu Sosial dan Ilmu Politik, Jakarta.</p> <p><b>Training attended:</b> RSPO in house training by Mutu Agung Lestari, ISPO Training by Komisi ISPO and <i>Awareness QHSE (management system review dan integrated management system concept ISO 9001, 14001, OHSAS, Lead Auditor RSPO Training, Lead Auditor SCCS Training</i></p> <p><b>Working experience:</b> Komisi Nasional Perlindungan Anak – Community Relationship Staff, Divison Staff of Education Program – Common Ground Indonesia, Reporter on Global Informasi Bermutu, Producer on Netwave Multimedia, Producer on Satu Visi Perkasa Produksi, Project Supervisor on Surya Solusi Informasi and Auditor PT TUV Rheinland Indonesia.</p>

### 3.2. Surveillance Assessment Agenda.

Date	Location/ Main sites	Main activities
23 October 2017	-	Travelling from Jakarta to mill / estate location
	Office	Opening Meeting Verification previous audit findings
24 October 2017	Estate Office	Verification of document relate of (estate and smallholder) : <ul style="list-style-type: none"> <li>• Environmental, agrochemical, OHS, compliance regulation issues</li> <li>• Legal land, management plan, best practices, HCV issues</li> <li>• Social and employees</li> <li>• Good Agricultural</li> <li>• OHS system (accident records, recommendation letters for transfer of work for workers found with high blood cholinesterase levels and pregnant female sprayers, evidence of transfer to other work for aforementioned workers, OSH policy, OSH committee letter of approval from the Manpower Department).</li> </ul>

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		<ul style="list-style-type: none"> <li>• Waste ( medical waste disposal records)</li> <li>• Legal requirement register</li> <li>• Insurance of worker (Jamsostek) payment records for temporary workers</li> </ul>
25 October 2017	Estate and plasma	<p>Field verification:</p> <ul style="list-style-type: none"> <li>• Good Agricultural practices in Hikmah 2 (Harvesting Block 28 Division 3), Hikmah 2 (spraying Block 30)</li> <li>• Legal land and maintenance of boundary stones/pillars No. 76, No. 77</li> <li>• HCV (Hikmah 2 Block 33A)</li> <li>• OHS system (accident records, recommendation letters for transfer of work for workers found with high blood cholinesterase levels and pregnant female sprayers, evidence of transfer to other work for aforementioned workers, OSH policy, OSH committee letter of approval from the Manpower Department).</li> <li>• Waste ( medical waste disposal records)</li> <li>• Legal requirement register</li> <li>• Insurance of worker (Jamsostek) payment records for temporary workers</li> <li>• Interview with harvesters and harvesting supervisor</li> <li>• Interview with female sprayers</li> <li>• Hazardous waste store</li> <li>• Fertilizer store</li> <li>• Sprayer's washroom</li> <li>• Chemical container and fertilizer and washing area</li> <li>• Housing compound</li> <li>• Domestic waste landfill</li> <li>• Clinic</li> <li>• Consultation with local community leader village (Mari-baya village, Pulau Geronggang village)</li> </ul>
	Mill Office	<p>Verification of document relate of :</p> <ul style="list-style-type: none"> <li>• Incoming FFB verification (security post, loading ramp)</li> <li>• Interview with mill workers (boiler supervisor)</li> <li>• Good Agricultural Practices</li> <li>• Field visit to land application site for mill effluent</li> <li>• Waste management (hazardous waste store, palm oil mill effluent treatment ponds, mill license for temporary hazardous waste storage, license for land application, land application records)</li> <li>• Pollution prevention control</li> <li>• Water management</li> <li>• OSH system (fire simulation records, medical check reports for year 2016)</li> <li>• Warehouse (mill compound, chemical store)</li> <li>• Worker facilities, medical facilities at Selapan Jaya Mill</li> <li>• Environmental document and implementation reports, environmental objectives, targets and improvement plan, greenhouse gas calculation sheet, renewable energy efficiency analysis document)</li> </ul>

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		<ul style="list-style-type: none"> <li>• Training (boiler operator training certificates and licenses)</li> <li>• Consultation with local community leader village (Maribaya village, Pulau Geronggang village)</li> <li>• SCCS</li> </ul>
26 October 2017	Mill	<p>Field verification:</p> <ul style="list-style-type: none"> <li>• Incoming FFB verification (security post, loading ramp)</li> <li>• Interview with mill workers (boiler supervisor)</li> <li>• Good Agricultural Practices</li> <li>• Field visit to land application site for mill effluent</li> <li>• Waste management (hazardous waste store, palm oil mill effluent treatment ponds, mill license for temporary hazardous waste storage, license for land application, land application records)</li> <li>• Pollution prevention control</li> <li>• Water management</li> <li>• OSH system (fire simulation records, medical check reports for year 2016)</li> <li>• Warehouse (mill compound, chemical store)</li> <li>• Worker facilities, medical facilities at Selapan Jaya Palm Oil Mill</li> <li>• Environmental document and implementation reports, environmental objectives, targets and improvement plan, greenhouse gas calculation sheet, renewable energy efficiency analysis document)</li> <li>• Training (boiler operator training certificates and licenses)</li> <li>• Consultation with local community supplier</li> <li>• SCCS</li> <li>• Closing meeting</li> </ul>

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

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

### 3.3 Assessment Methodology

The surveillance assessment was conducted between 23 to 27 October 2017 as per the assessment program above. The assessment was carried out in accordance with PT TUV Rheinland Indonesia's RSPO audit procedure as well as the RSPO Certification Systems document. During assessment, the qualified TUV Rheinland assessors used the RSPO standard as endorsed for the country in which the assessment took place and recorded their findings.

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

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

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

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

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

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

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

The interview held with stakeholders during the audit was extensive and productive, with an attendance of more than 21 people. This was followed by site inspections, including visits to the local communities, interviews with land claimants and contractors, and inspections of worker amenities and infrastructure. The list of stakeholders that attended the stakeholder consultation meeting and stakeholders interviewed during the assessment is included as (Appendix 6).

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

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

The time frame laid out below is considered to be both challenging and realistic.

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

**Tabel 8: Time Bound Plan of PT Sampoerna Agro**

<b>Name of Holding</b>	<b>Location</b>	<b>Planted (ha)</b>	<b>Proposed Year for Certification</b>
<b>Belida Mill – PT Aek Tarum</b>			
Belida POM	South Sumatera	-	Certified in 2011
Belida Estate		2747	Certified in 2011
Permata Bunda Satu Estate		540	Certified in 2016
Belida Estate Smallholder (KUD Tekad Mandiri, KUD Panca Sawit Makmur)		1837	Certified in 2016

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Mesuji Estate Smallholder (KUD Jaya Bersama)		525	Certified in 2016
Limau Sundai Smallholder (KUD Rahayu Bhakti, KUD Mulya Jaya, KUD Mekar Sari, KUD Sumber Rejeki)		3587	2017
Sari indah Smallholder (KUD Karya Makmur)		1358	2017
<b>Permata Bunda Jaya Mill – PT Mutiara Bunda Jaya</b>			
Permata Bunda Jaya POM		-	Certified in 2016
Mesuji Estate		2161	Certified in 2016
Surya Adi Estate		541	Certified in 2016
Mesuji Smallholder (KUD Bina Sawit Utama, KUD Citra Sawit Mandiri, KUD Mekar Sawit)		2559	2017
Permata Bunda Smallholder (KUD Marga Mulya, KUD Surya Bhakti)	South Sumatera	4086	2017
Harapan Bunda Smallholder (KUD Surya Adi, KUD Sinar Jaya)		4299	2017
Surya Karta Smallholder (KUD Tunas Harapan)		756	2017
<b>Sumber Sawit Mil – PT Gunung Tua Abadi</b>			
Sumber Sawit Palm Oil Mill		-	Certified in 2016
Sumber Sawit Estate		4191	Certified in 2016
Permata Bunda Dua Estate		1213	Certified in 2016
Hikmah Tiga Estate	South Sumatera	3108	2017
Hikmah Lima Estate		2220	2017
Hikmah Lima Estate Smallholder (KUD Dewa Makmur)		1947	2017
Sumber Sawit Estate Smallholder (KUD Makmur Bersama)		455	2017
<b>Selapan Jaya Mill – PT Sampoerna Agro</b>			
Selapan Jaya Palm Oil Mill		-	Certified in 2017
Hikmah Dua Estate		2351	Certified in 2017
Belida Estate Smallholder (KUD Mulya Indah Permai, KUD Jadi Mandiri, KUD Bina Sejahtera)		2986	2017
Gading Jaya Estate Smallholder/Limau Manis Smallholder (KUD Maju Lancar, KUD Madya Karya Bhakti, KUD Sedyo Mukti, KUD Jaya Makmur, KUD Intan, KUD Marga Mulya)		6950	2018
Gading Jaya Estate Smallholder (KUD Permata Bunda, KUD Karya Makmur, KUD	South Sumatera	3996	2018



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Subur Makmur)			
Gading Jaya Estate Smallholder/Sungai Pangeran Smallholder (KUD Sumber Sentosa, KUD Serba Usaha)		3177	2018
Gading Jaya Smallholder (KUD Ipoh Raya, KUD Puger Mulya, KUD Harapan Jaya Mandiri, KUD Balian Sejahtera Abadi)		4216	2019
<b>Telaga Hikmah Mill – PT Telaga Hikmah</b>			
Telaga Hikmah POM	South Sumatera	-	2017
Hikmah Satu Estate		3612	2017
Hikmah Empat Estate		2612	2017
Gading Jaya Estate		3078	2017
Mega Terang Estate		1651	2017
Tanjung Sari Estate		2855	2017
Sepucuk Estate		1172	2019
Limau Kesturi Estate		3751	2018
Jaya Permai Estate		3049	2018
Nawa Surya		3306	2018
Tanjung Sari Estate Smallholder/Rantau Durian Smallholder (KUD Tanjung Mesayu, KUD Sumber Makmur, KUD Sari Makmur)		1847	2019
Nawa Surya Estate Smallholder		1921	2019
Limau Kesturi Estate Smallholder		779	2020
<b>Sungai Rangit Mill – PT Sungai Rangit</b>			
Sungai Rangit POM	Central Kalimantan	-	2017
Baboti Estate		3522	2017
Rauk Naga Estate		2972	2017
Waringin Estate		3350	2017
Sukamar Estate		3253	2017
Telaga Bintang Estate		3118	2017
Sungai Sagu Estate		3142	2017
Sungai Rangit Smallholder		3061	2019
<b>Usaha Agro Indonesia Mill – PT Usaha Agro Indonesia</b>			
Usaha Agro Indonesia POM	West Kalimantan	-	2017
Ulin Agro Estate		3476	2017
Kruing Agro Estate		3405	2017
Meranti Agro Estate		2309	2017
PT Anugerah Palm Indonesia Estate		0	2022
Usaha Agro Indonesia Small-		1686	2019

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holder			
PT Anugerah Palm Indonesia Smallholder		0	2025
<b>Lanang Agro Bersatu Mill – PT Lanang Agro Bersatu</b>			
Lanang Agro Bersatu POM		-	2019
Bukit Subur Estate	West Kalimantan	3053	2019
Bukit Makmur Estate		3542	2019
Lanang Agro Bersatu Smallholders		1221	2021
<b>Landak Area – Wilayah I</b>			
PT Tebar Tandan Tenerah Estate	West Kalimantan	2493	2022
PT Nusantara Sarana Alam Estate		1561	2022
PT Kedurang Prakarsa Nabati Estate		0	2022
PT Tebar Tandan Tenerah Smallholders		289	2025
PT Nusantara Sarana Alam Smallholders		328	2025
PT Kedurang Prakarsa Nabati Smallholders		0	2025
<b>Landak Area – Wilayah 2</b>			
PT Pertiwi Agro Sejahtera Estate	West Kalimantan	1377	2022
PT Kusuma Mentari Makmur Estate		431	2022
PT Agro Planindo Utama Estate		547	2022
PT Pertiwi Agro Sejahtera Smallholders		1377	2025
PT Kusuma Mentari Makmur Smallholders		12	2025
PT Agro Planindo Utama Smallholders		103	2025

### 5.2. Compliance to Rules for Partial Certification

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

Partial Certification Requirements	Audit Findings
(a) The parent organization or one of its majority owned and / or managed subsidiaries is a member of RSPO.	PT GunungTua Abadi (Sumber Sawit Palm Oil Mill, Sumber sawit estate and Balian Estate); PT Mutiara Bunda Jaya (Inti Permata Bunda Dua Estate ) and PT Telaga Hikmah (Hikmah 3, Hikmah 5 and KUD Dewa Makmur Smalholder) are subsidiary of PT Sampoerna

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Partial Certification Requirements	Audit Findings
	Agro Tbk. Sampoerna Agro has been a member of RSPO since 10 January 2007 With membership no 1-0031-07-000-00.
(b-d) A challenging time-bound plan for certifying all its relevant entities is submitted to the Certification Body (CB) during the first certification audit. The time-bound plan should contain a list of subsidiaries, estates and mills. Any revision to the time-bound plan or to the circumstances of the company shall cause the plan to be reviewed. for whether it is still appropriate, such that changes to the time-bound plan are permitted only where the organisation can demonstrate that they are justified	A challenging time bound plan has been establish as determined by memorandum of PT Sampoerna Agro Management Commitment signed by CEO on June 01, 2015. This is the 2nd revised time bond plan of PT Sampoerna Agro Tbk. Considering the readiness of all subsidiaries palm oil mill and estates under PT Sampoerna Agro Tbk. During 1st surveillance, PT API and PT KPN was new subsidiary of Sampoerna Agro Tbk, and this company under NPP notification process. And during the surveillance audit, the company could show the revision of time bond plan. This time bond plan revised by company is because there are additions new estate.
(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	Then there two new company such as PT Anugrah Palm Indonesia and PT Keduran Prakarsa Nabati are under cerification process for New Planting procedure.
(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.	There are identified ongoing land conflicts in several subsidiaries of PT Sampoerna Agro such as: <ol style="list-style-type: none"> <li>1. Sumber Sawit estate with has land dispute with total area 163.19 Ha, this is consist of: land area dispute with Sidomukti (C3) village about 52.19 Ha (in division III); and division V about 27 Ha with Dabuk Makmur village, and while for 84 Ha still not identified.</li> <li>2. Sumber Sawit estate with community from Dabuk Makmur village for 75 Ha, this area was HCV area and community want transferred this area become smallholder (palm oil), and until surveillance there is no agreement to solved this, and company already carried out meeting to solved this, evidence by minutes of meeting on November 14, 2015, and the community did not want to signed the minutes of meeting.</li> </ol> <p>Some action has been taken to solve the conflict.</p>
(g) Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	In year 2015 there is no labour dispute in all subsidiaries PT Sampoerna Agro Tbk.
(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.	There are two management units under Sampoerna Agro have not complied with certain legal requirements, i.e. PT Sungai Rangit and PT Mutiara Bunda Jaya, there are issues regarding land title. The process for land title the company is taking action by inviting the National Land Agency (BPN) to remeasure the land and resolve the issue. The process is still ongoing.

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#### 5.3. Compliance to other RSPO Procedure

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

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

During the audity, the audit tema verify and confirm that:

The RSPO PalmGHG Calculator used	Palm GHG version 3.1
Accurate data has been put into the RSPO PalmGHG Calculator	Yes
Net GHG Emission Figure (tCO <sub>2</sub> e/tCPO)	0.85

#### 5.5 Plan for certification of associated smallholders

As seen from data in Table 2, the mill receives 8.96 % supply of FFB from Cooperative Bina Sejahtera year 2017. These are smallholders associated with the mill. The mill has developed a plan for certification of associated smallholders.

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## 6.0 ASSESSMENT FINDINGS

### 6.1 Summary of Findings

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

#### 1. RSPO P & C

**Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.**

##### Findings:

There is evidence that company provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. As seen on stakeholder meeting dated 20 October 2017 at Sumber Hidup village office attended by several representatives of local villages and local institutions.

Records of requests for information and responses have been keep maintain as seen on:

- Letter No. 140/09 / Em.Mes-Ry / 2017 to the management of the Hikmah II estate dated July 4, 2017 regarding the application of road reclamation and road compaction of Dusun III and IV Embacang Village, Mesuji Raya Sub didistrict. Response letter No. 0586 / HD / VII / 2017 dated July 31, 2017 regarding the follow-up submission of proposals to the company's CSR section.
- Letter No. 001 / PAN-PHBI / MRB-Pdmm-T / 2017 dated September 11, 2017 regarding the request for funds for Islamic New Year celebration 1 Muharam 1439 H, response letter No.0727 / HD / IX / 2017 dated 14 September 2017 explanation of follow-up proposal submission to the corporate CSR section.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.**

##### Findings:

The company has IMS Porcedure P-SAG-RO-CAS-08 rev.2 dated November 1<sup>st</sup>, 2015 section 7.1.4 state informations and document that can publicly available include but not limited to:

- Land titles/user rights Legal boundaries, land use, classification, total area, grant title, permit validity
- Occupational health and safety plans risk assessment and mitigation, emergency response plan, training, accident records
- Plans and impact assessments relating to environmental and social impacts main social and environmental impacts and

**Compliance status:**  Yes  No

NCR No: -

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<p>mitigation measures</p> <ul style="list-style-type: none"> <li>- identification on HCV areas, maps, management and monitoring HCV</li> <li>- identification of pollutants, management and reduction measures</li> <li>- nature of complaints, parties involved, status of case</li> <li>- SOP, consultative, neutral, inclusiveness, timeframe, Audit report</li> <li>- Human Rights Policy</li> </ul>	
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**Criterion 1.3. Growers and miller commit to ethical conduct in all business operations and transactions.**

**Findings:**

The Company has a policy of business ethics code that was drafted on July 21, 2015.

ANGGARDA PARAMITA (Towards Consummation)

- Value 1: meritocratic System "Award system on individual performance in accordance with the competence and achievement in organizational goals."
- Value 2: Requisite Organization "Organizations that promote good conditions for all parties to be able to work together effectively and the maximally, in order to reach the goals."

THE THREE-HAND PHILOSOPHY (Sustainability of the relationship between the three parties that is mutually beneficial to each other).

- Value 3: Teamwork & Flexibility "Cooperation between the employee, employer and both remain concerned with common interests than personal interests."
- Value 4: Respect "Behavior of mutual respect, both inside and outside the organization."
- Value 5: Integrity and Ethics "The consistency between the values adopted, the actions taken and the results achieved."
- Value 6: Community "Delivering value to the local community, as a stakeholder of the organization."

The policy has been available on the Bahasa and was communicated to all workers. Dissemination Code of Ethics in business on Oct 13, 2017 to 49 workers (Estate), August 08, 2017 to 3<sup>rd</sup> party (PT Damai Alam Sejahtera), October 21, 2017 to all stakeholders-villagers (Kerta Mukti, Balian, Belida) and October 20, 2017 at Mill, October 13, 2017 at Bina Sejahtera Cooperative. Policy clearly understood by staff from all level, including local business, contractor and suppliers.

**Compliance status:**  Yes  No

NCR No: -

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

**Findings:**

The company has demonstrated its compliances to legal requirements such as:

**Compliance status:**  Yes  No

**NCR RSPO 01561**

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- a. Plantation business permit number 324/KEP/D.PERKE/2011 on behalf PT Telaga Hikmah, covered area about 16,588.93 Ha, located at:
- Sumber Hidup village, Pulau Geronggang village, East Pedamaran subdistrict, about 6,872.3 Ha.
  - Embacang and Balian village, Mesuji Raya subdistrict, about 5,701 Ha.
  - Pagar Dewa village, Mesuji subdistrict, about 239,53 Ha.
  - Sido Mulyo and Talang Jaya village, Sungai Menang subdistrict, about 3,776.1 Ha.
- This plantation business permit consist of:  
Hikmah 2 estate covered area about 3,120 Ha. (audit scope).  
Hikmah 1 estate covered area about 3,752.3 Ha.  
Hikmah 3 estate covered area about 3,374 Ha.  
Hikmah 4 estate covered area about 3,776.1 Ha.  
Hikmah 5 estate covered area about 2,327 Ha.
- b. License for Hazardous waste temporary storage activities to PT. Telaga Hikmah from the Regent Ogan Komering Ilir. 705 / Kep / B.LH / 2016 December 19, 2016.
- c. Palm oil mill permit for PT Sampoerna Agro (Selapan Jaya Palm oil Mill and Gading Jaya Esteta) No.221/KEP/D.PERKE/2010 date on June 09, 2010, for palm oil mill with production capacity 120 ton FFB/hours.

List law and regulation document number FM-SAG-RO-SUS-070001 Rev 02 Issued July 01, 2014 available in place. The law and regulation list covered all law and regulation from national, international ratification and local regulation. Company has carried out the update law and regulation based on memorandum letter number 080/USU/VII/2017 dated on July 13, 2017. This letter addressed to all estate manager and mill manager under Sampoerna Group include Hikmah 2 estate manager and Selapan Jaya Palm Oil Mill manager. Law and regulation covered about plantation.

Estate has procedure for law and regulation number No.P-SAG-RO-SUS-07 issued on October 30, 2015. Procedure explained about person in charge who responsible for ensure the law and regulation identification, implementation and evaluation, i.e.:

- Sustainability responsible for law and regulation identification, evaluation and communicate the evaluation result.
- Estate manager responsible for prepared the work program to full fill the law and regulation in each work department.

The company has conduct evaluation of regulation on July 13, 2017. Evaluation carried out in every once year for all related law and regulation. Evaluation record mentioned about plan for compliance, PIC and reference also current existing compliance condition.

Based on procedure above, company has mechanism for ensuring law and regulation compliance. Law and regulation compliance will ensuring through the update and evaluation mecha-

Some condition does not appropriate with fulfill of regulation such as:

- During visit to mill found the welder on behalf Edisar and Sujali conduct welding activities but the relevant employees does not have license welder in accordance with Permenakertrans No.2 year 1982
- The company and cooperatives does not have first aid officers in the workplace who already have a first-aid license in accordance with Permenakertrans No.15 year 2008
- Hikmah 2 estate, mill and cooperative of Bina Sejahtera have not been able to show evidence related reporting the list of daily working to Labor Agency of Ogan Komering Ilir Regency. This is not in accordance with Kepmenakertrans 100 year 2004.
- During field visit (circle spraying Block 30 Division 3) found the first aid content does not in accordance with Permenakertrans No. 15 year 2008 i.e. gauze, mittella, fast plaster, safety pins, gloves, plastic bags and notebooks
- There is no evidence of medical check for pesticide operators (cholinestrase) periodically in 2017 for cooperative of Bina Sejahtera in accordance with Permenaker No. 3 year 1986

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nism every once year. Procedure also mentioned in page 7, point 7.2 "law and regulation update carried out by CAS Department (Corporate Affair Service Department). This department will responsible to carry out the updated. This department as source of law and regulation.

Some condition does not appropriate with fulfill of regulation such as:

- During visit to mill found the welder on behalf Edisar and Sujali conduct welding activities but the relevant employees does not have license welder in accordance with Permenakertrans No.2 year 1982
- The company and cooperatives does not have first aid officers in the workplace who already have a first-aid license in accordance with Permenakertrans No.15 year 2008
- Hikmah 2 estate, mill and cooperative of Bina Sejahtera have not been able to show evidence related reporting the list of daily working to Labor Agency of Ogan Komering Ilir Regency. This is not in accordance with Kepmenakertrans 100 year 2004.
- During field visit (circle spraying Block 30 Division 3) found the first aid content does not in accordance with Permenakertrans No. 15 year 2008 i.e. gauze, mitella, fast plaster, safety pins, gloves, plastic bags and notebooks
- There is no evidence of medical check for pesticide operators (cholinestrase) periodically in 2017 for cooperative of Bina Sejahtera in accordance with Permenaker No. 3 year 1986

This condition raise as **Non conformity (NCR RSPO 01561)**

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

##### **Findings:**

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

- Decree letter of Land National Agency region of South Sumatera number 01/HGU/BPN-26/2004, covered area about 126 Ha located in Mesuji subdistrict, OKI District for 35 years. Issued in Palembang on October 19, 2004. This decree letter, follow up by land use rights certificated number 12, Desa/Kel: Ogan Komering Ilir, valid until 23/11/2039, covered area about 126 Ha. Issued on November 24, 2004 in Kayu Agung.
- Decree letter of Land National Agency number 02/HGU/BPN/2004, covered area about 7,175.6 Ha located in Mesuji subdistrict, OKI District for 35 years. Issued in Jakarta on January 7, 2004. This decree letter, follow up by land use rights certificated number 07, Desa/Kel: Ogan Komering Ilir, valid until 23/01/2039, cov-

**Compliance status:**  Yes  No

##### **NCR RSPO 01562**

The Company has an initial meeting with the party conducting economic activities in the concession area but the company has not been able to show the long-term program of land dispute settlement in the area.



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ered area about 2,994 Ha. Issued on January 13, 2004 in Kayu Agung.

The cooperative has legal ownership such as:

- Land certificate No. 1871 as large as 18,565 m<sup>2</sup> on behalf Kasmuri located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002
- Land certificate No. 1620 as large as 27,980 m<sup>2</sup> on behalf Sarman located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001
- Land certificate No. 1646 as large as 17,480 m<sup>2</sup> on behalf Umiarsih located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001
- Land certificate No. 1882 as large as 30,180 m<sup>2</sup> on behalf Sokip Mukromin located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002
- Land certificate No. 2065 as large as 19,985 m<sup>2</sup> on behalf Jemingan located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002
- Land certificate No. 1925 as large as 21,345 m<sup>2</sup> on behalf Purwaji located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002
- Land certificate No. 2064 as large as 17,985 m<sup>2</sup> on behalf Bawon Prayitno located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002
- Land certificate No. 2372 as large as 11,860 m<sup>2</sup> on behalf Arfan located on Kerta Mukti village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 18 December 2013
- Land certificate No. 1877 as large as 18,565 m<sup>2</sup> on behalf Yulian Syahri located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale

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1:2,500. The land certificate issued at Kayu Agung on 30 December 2002

- Land certificate No. 1963 as large as 19,450 m<sup>2</sup> on behalf Asep Lalan Suherlan located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002
- Land certificate No. 1964 as large as 16,960 m<sup>2</sup> on behalf Rukingah located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002
- Land use certificate No. 04 as large as 22,100 m<sup>2</sup> on behalf Kas Desa located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 15 July 2002
- Land certificate No. 2171 as large as 15,470 m<sup>2</sup> on behalf Sudarman Muhtadir located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002
- Land certificate No. 1860 as large as 20,290 m<sup>2</sup> on behalf Supardi located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 15 July 2002
- Land certificate No. 1769 as large as 19,200 m<sup>2</sup> on behalf Sarmini located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001
- Land certificate No. 1733 as large as 20,250 m<sup>2</sup> on behalf Langgeng located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001
- Land certificate No. 2077 as large as 19,985 m<sup>2</sup> on behalf Siti Masitoh located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002
- Land certificate No. 1816 as large as 19,985 m<sup>2</sup> on behalf Wayan Lindri located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 15 July 2002

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- Land certificate No. 1679 as large as 19,085 m<sup>2</sup> on behalf Supriyadi located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001
- Land certificate No. 1748 as large as 17,010 m<sup>2</sup> on behalf Khanafi located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001

The company has legal map i.e. situation map No. 09/OKI/2004 dated 21 June 2004 as large as 126 hectares and No.03/OKI/2003 dated 14 April 2003 as large as 2,994 hectares. During field visit to BPN No. 77 and BPN No.76, the boundary pillars looks good and periodic maintenance. The company has procedure related installation and maintenance of boundary pillar (WI-SAG-KBN-PML-0206). The procedure stated the maintenance of boundary pillar conduct once a year. The cooperative Bina Sejahtera have procedure for maintenance and monitoring of boundary pillar. The procedure stated that the monitoring of boundary pillars conduct every 6 months. The cooperative has conduct installing the boundary pillar. The company and cooperative has maintenance record of boundary pillars. The company has program to maintenance the boundary pillars such as periodic maintenance and repairing the damaged pillars.

As observed during the surveillance confirmed that there are land disputes indication found at estate. Company's legal (HGU) area has occupied by local community. It consistent with the hectare statement that around 500 Ha of Telaga Hikmah 2 estate has status as dispute/enclave. Interview session with one of occupant has conducted during surveillance. He claimed that at around year 90s, his grandfather has farming (paddy crop) activities at the (disputes) area. On the other hand, company confirmed that the disputes areas were low wet land area. Company has engaged the occupants in order to find solution regarding the situation. The Company has an initial meeting with the party conducting economic activities in the concession area but the company has not been able to show the long-term program of land dispute settlement in the area. This condition raise as **Non conformity (NCR RSPO 01562)**

A meeting has been conducted and attended by Sampoerna agro officers and villagers (occupants) from Puger, Embacang, Maribaya and Pulo Geronggang. Based on the meeting note October 14<sup>th</sup> 2017, they stated that they will not sell their (accepting land compensation procedures) area to Sampoerna Agro. Following the FPIC principles, company respecting claimer willingness to hold the land and stated at hectare statement as enclave area. Community and company's officer also convince that there is no repression activity from both parties regarding the land disputes.

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The land owned by KUD Bina Sejahtera Members was come From Transmigration program, conducted by national government. All of members hold Land Owned Certificate (Sertifikat Hak Milik). None of the KUD Member's land has been contested by local people. Hence, there are no land disputes and/or land conflict among members and local people.

Head of Kerta Mukti Villages has been interviewed during surveillance and stated that there is no land conflict regarding the KUD Bina Sejahtera working area. Some land has hand over from the origin owner in a legal transaction and acknowledge by the Head of Village. As long as he act as head of village since 2015, there is no land conflict in Kerta Mukti and (generally) and/or KUD member's areas (specifically).

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

**Findings:**

PT Sampoerna Agro (Telaga Hikmah 2 Estate) and KUD Bina Sejahtera 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. Interviews with the village head of Pulau Geronggang explained that there are no indigenous lands or customary rights in the area of the company. Since the beginning of land acquisition for the construction of the estate, there is no customary land or customary rights in the area of the company. Legality of land in the community is SKT document issued by the village and sub-district head, SHM (Ownership Certificate), inherited land and the deed of land sale and purchase.

**Compliance status:**  Yes  No

NCR No: -

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

**Findings:**

Estate has record of business plan for 5 years (2015 – 2019), this document covered about:

- FFB estimated production for Hikmah 2 estate for 2017 about 56,233 tonnes.
- Planted area about 2,350.79 Ha
- Total stand about 291,089 palm oil tree
- Stand per Ha about 123.8/Ha.
- Budget for maintenance such as fertilizing, spraying, harvesting, manual maintenance, road maintenance, operational activity and others.

There is no long-term budget is available from 2014-2019 that explains replanting activities while the oldest planting year 1995. (Hikmah II). This condition raise as **Non conformity (NCR RSPO 01563)**

Selapan Jaya Palm Oil Mill has record of business plan for 5

**Compliance status:**  Yes  No

**NCR RSPO 01563**

There is no long-term budget is available from 2014-2019 that explains replanting activities while the oldest planting year 1995. (Hikmah II).

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years (2015 – 2019), this document covered about:

- FFB (mt) receiving projection:
  - a. 2015 about 446,980
  - b. 2016 about 423,417
  - c. 2017 about 424,713
  - d. 2018 about 417,305
  - e. 2019 about 418,633
- CPO (mt) production projection:
  - a. 2015 about 55,991
  - b. 2016 about 58,881
  - c. 2017 about 51,763
  - d. 2018 about 37,883
  - e. 2019 about 50,485
- PK (mt) production projection:
  - a. 2015 about 14,493
  - b. 2016 about 15,046
  - c. 2017 about 12,575
  - d. 2018 about 10,388
  - e. 2019 about 12,551
- OER estimation 21.99%
- KER estimation 5.00%
- Cost of production
- Forecast prices
- And others

The cooperative has a business plan document 2017-2020 that describes operational costs (honorarium, employee honor, harvest costs, FFB transport costs, maintenance, pest control, road maintenance, fertilizer, social funds, FFB sales achievement targets) of the oldest planting year 1994.

KUD Replanting Plan (Year)	Hectares
2020	307.70
2021	506.10
2022	465.95

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

##### **Findings:**

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

**Compliance status:**  Yes  No

##### **NCR RSPO 01564**

- There is not yet available evidence that cooperative of Bina Sejahtera has conducted an audit to check consistency of implementation the procedure and follow up.
- The cooperative of Bina Sejahtera does not have personnel who have been trained to conduct audits to check consistency of implementation the procedure

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all aspects of oil palm planting and management as documented on list of procedures, issued date April 1, 2016.

The Oil Mill has SOPs covering all mill operations such as FFB Grading, Sterilization Station, Press Station, Threshing Station, Oil Room, Kernel Plant, Laboratory, CPO & PK Despatch, Engine Room, Boiler Room, Electrical, Workshop as well as Raw and Boiler Water Treatment Plant. E.g. document No. P-SAG-PKS-14, Revision 1, issued date April 1, 2016, procedure of Traceability and mass balance, P-SAG-PRS-02, Revision 1, issued date September 1, 2009, procedure of loading ramp, P-SAG-PRS-62, Revision 1, issued date September 1, 2009, procedure of clarification.

In order to ensure consistent implementation of the SOPs among all levels of the workforce in the field, the following mechanisms are utilized internal audit. For Mill and Estate, Internal audit as determined on SOP of internal audit, No. Doc. P-SAG-RO-SUS-03, Rev1, Effective date June 1, 12. For KUD Bina Sejahtera, Internal audit as determined on SOP of internal audit, SA-Plasma-PP-SUST-01, Rev:0, Issued Date April, 2016. In the procedure has regulated that audit schedule once time audits per year.

Hikmah 2 Estate has conducted internal audit on date May 18, 2017, while Selapan Jaya Mill conducted internal audit on date May 20, 2017. There is not yet available evidence that cooperative of Bina Sejahtera has conducted an audit to check consistency of implementation the procedure and follow up. This condition raise as **Non conformity (NCR RSPO 01564)**.

The cooperative of Bina Sejahtera does not have personnel who have been trained to conduct audits to check consistency of implementation the procedure and follow up. This condition raise as **Non conformity (NCR RSPO 01564)**.

Records of monitoring and any actions taken has maintained and available, as appropriate. Hikmah 2 Estate and Selapan Jaya maintain record of internal audit in 2017.

Cooperative of Bina Sejahtera has not kept the audit result to check the consistency of implementation the procedure and the evidence of its follow-up. This condition raise as **Non conformity (NCR RSPO 01565)**.

The company has procedure of recording and weighing (No.P-SAG-PKS-PRS-01 revision 3 issued dated 1 January 2014). The company has list of approved third party FFB supplier both of certified and non-certified. The company has conduct evaluation the supplier in accordance with procedure. The company has daily and summary record of volume and origins of third-party FFB received. The company has record of FFB receipt year 2016 as much as 1,008,967 kg and year 2017 until September as much as 2,524,704 kg. The FFB record has been verified against the document.

and follow up.

#### **NCR RSPO 01565**

Cooperative of Bina Sejahtera has not kept the audit result to check the consistency of implementation the procedure and the evidence of its follow-up

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

**Findings:**

Practices that maintain or enhance soil fertility to ensure sustained yield are contained in SOP for fertilizing palm with document number P-SAG-KBN-PML-21 Revision 01 issued on March 16, 2012 for Hikmah 2 estate and SOP for fertilizing with document number SA-PLASMA-PPKS-03, Issued on April 1, 2016 for Bina Sejahtera cooperative.

Actual fertilizer applications are recorded monthly and compared against fertilizer recommendations in the monthly estate manager's report with summary of reconciliation of fertilizer application schedule in the Realization of inorganic fertilizer, No Doc. FM-SAG-KBN-PML-210001

Fertilizer application schedule and records for each field is available and maintained at the respective estate offices. Sample records for year 2017 showed that fertilizer application is done according to the Expert recommendation. Hikmah 2 Estate maintain fertilizer plan and record of fertilizer usage 2017 i.e. Hikmah 2 estate conducted fertilizer input about 14,962.75 Kg of NPK into 428 ha.

Foliar sampling is conducted on an annual basis and its results and corresponding fertilizer recommendations are contained in the Report of Tissue analysis No. 012/FL/2016 issued dated on March 30, 2016 for Hikmah 2 estate. The leaf nutrient assessment to determine the levels of nitrogen, phosphorus, potassium, calcium, magnesium and boron in the palms was conducted. The results of this assessment provided the input for fertilizer recommendations for 2017 which is now being followed by the estates. However, cooperative of Bina Sejahtera has not yet conducted leaf sampling and leaf analysis in 2017. This condition raise as **Non conformity (NCR RSPO 01566)**. There is no evidence of fertilizer recommendation based on leaf and soil analysis for cooperative of Bina Sejahtera. This condition raise as **Non conformity (NCR RSPO 01566)**.

Soil analysis is also conducted on an annual basis by an external laboratory with soil samples taken from each estate field. Record of a soil analysis presented in report of soil analysis No. 066/SL/2016, issued dated October 31, 2016 for Hikmah 2 estate and report of soil analysis No. 005/SL/2013 for Bina Sejahtera cooperative.

As part of the nutrient recycling strategy, the company implement Empty Fruit Bunches (EFB) application. Record of EFB application is available and maintain very well in 2017. Data of EFB application was reviewed such as:

- Hikmah 2 Estate: January until October 2017 was applied 558.172 ton of EFB into 428 ha
- KUD Bina Sejahtera: January until October 2017 was applied 368.30 ton of EFB into 487.11 ha

**Compliance status:**  Yes  No

**NCR RSPO 01566**

- Cooperative of Bina Sejahtera has not yet conducted leaf sampling and leaf analysis in 2017.
- There is no evidence of fertilizer recommendation based on leaf and soil analysis for cooperative of Bina Sejahtera.

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

**Findings:**

The company has maps of any fragile soils detailing their soil profile. As seen on the map, the soil types in Hikmah 2 estate are dominated by Typic Kandiodults, Typic Hapludults, and Typic Dystrudept as large as 1,369.07 Ha. Other soil types are Typic Endoaquepts and Aquic Dystrudepts as large as 977.72 ha. Bina Sejahtera Cooperative has also map of soil. As seen the map, the soil types in Bina Sejahtera Cooperative are dominated by Typic hapludults, Plintic hapludults and Ass. Lithic hapludults.

The company has no strategy to manage and control the operation at fragile soil, because no fragile soil in hikmah 2 estate and KUD Bina Sejahtera. The company has no mechanism in place for plantings on slopes above a certain limit, because there is no area with slope above limit (>40%). Based on the map of the slope, that the level of each slope in the Estate is as follows

- Hikmah 2: slope class 1 (0 – 8<sup>0</sup>)
- Bina Sejahtera Cooperative : slope class 1 (0 – 8<sup>0</sup>)

There is a road maintenance programme. The road maintenance programme covers the distribution of gravel stones, grading and compacting and levelling of estate roads. There are record of road maintenance program implementation such as : main road maintenance by grader, collecting road maintenance by grader, road maintenace by manual technique

**Compliance status:**  Yes  No

NCR No: -

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

**Findings:**

The company has water management plan for Hikmah Estate 2017 i.e.:

Identify Water Source	Plan
Reservoir	Establish a water machine usage schedule, watering the seedlings as needed, planting plants around the reservoir
Ground water	Create working schedule of water pump machine, checking the volume of water by the operator not to exceed capacity, performing clean water test to environmental service laboratory, flowmeter pair, attaching water-saving sticker.

**Compliance status:**  Yes  No

NCR No: -

Testing result of water quality of Dabuk Putih river, according to



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certificate of test result No. 660/0964 / SHU-LAB / VI / 2017 issued in June 2017 with the result that the quality standard according to the governor of South Sumatera regulation No. 16 of 2005, certificate of test result No. 660/1734 / SHU-LAB / X / 2017 issued October 09, 2017 with the test results of water wells housing Hikmah II, still below the standard set by the governor of South Sumatera regulation No. 16 of 2005,

Mill performs waste water management by conducting the test because the waste is discharged into the river.

Result of Regional environmental laboratory, Province Sumsel Certificate No. 660/1626 / SHU-LAB / IX / 2017 dated September 18, 2017

Parameter	Criterion	Analysis Result			Standard
		July	August	September	
Ph	-	8.57	8.5	8.65	6-9
BOD	mg/l	79	93.8	46.7	100
COD	mg/l	227	201	84	350
TSS	mg/l	12.2	18.9	7.75	250
N-Total	mg/l	14.5	14.9	10	50
Oil and Fat	mg/l	4.3	1.6	1.4	25

Based on the results of the inspection, the water quality in the river, the wells of the employee and waste households are still not exceeding the environmental feasibility standards.

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

#### **Findings:**

The company has program of Integrated Pest Management (IPM) plans as documented on Working plan for Integrated pest management in 2017. The implementation of IPM has monitored every month as seen on records of summary of rat pest census, dated September 28, 2017 and summary of leaf pest census, dated September 9, 2017 for Hikmah 2 estate. While Bina Sejahtera Cooperative maintain the implementation of IPM as seen on record of summary of rat pest census dated September 13, 2017 and summary of leaf pest census dated September 21, 2017.

Training of those involved in IPM implementation has been demonstrated as stated on document Realization of training of IPM such as:

- Hikmah 2 has conducted a training for IPM on August 29, 2017 attend by 28 participant
- KUD Bina sejahtera has conducted a training for IPM on November 16, 2016 attend by 21 participant

**Compliance status:**  Yes  No

NCR No: -

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

##### Findings:

Considering the nature of company's condition and target pest, weed or disease, and following recommendation from Procedure of weed control for immature plant with document number P-SAG-KBN-PML-12 revision 1 dated March 16, 2012 and Procedure of weed control for mature plant with document number P-SAG-KBN-PML-22 revision 1 dated March 16, 2012 for Hikmah 2 Estate. While Bina Sejahtera cooperative has procedure of pest, weed or disease controlling such as procedure of pest and disease control, SA-PLASMA-PP-KS-01, revision 0, date April 1, 2016 and procedure of weed control, SA-PLASMA-PP-KS-01.

The company use some listed pesticide as determine on document list of Pesticide usage. All pesticides used shall be demonstrated. The list of pesticide has been approved as seen on document of justification of pesticide use of PT Sampoerna Agro in 2017. The use of selective products that can prove have minimal effect on non-target species shall be used where available.

Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) is provided. The company (Hikmah 2 estate and Bina Sejahtera cooperative) has record of pesticide usage from January until September 2017 i.e: Prima Up (Isopropilamina Glifosat 480 Gr/ Lt ), Metsulindo (Metil Metsuron 20%), Garlon (triklopir butoxi etil ester 670 g/las), Lindomin (2.4-D Dimetil), Round Up (Glifosat), Topzone (paraquat dichloride )

Any use of pesticides has minimised as part of a plan and in accordance with Integrated Pest Management (IPM) plans. There have not prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.

There is record of use of paraquat in 2017. However Hikmah 2 estate has planned to minimised use of paraquat 2017. Bina Sejahtera cooperative has not use paraquat for weed control.

Hikmah 2 estate and Bina Sejahtera Coperative maintain record of pesticide usage in 2017 such as:

- Prima Up (Isopropilamina Glifosat 480 gr/liter) as much as 807 liter with total application as large as 13,111 hektar
- Metsulindo (Metil Metsuron 20%) as much as 18 liter with total application as large as 2,115 hektar
- Topzone ( paraquat dichloride ) as much as 313 ltr, with total application as large as 2,092 ha
- Ratgone ( brodifacum 0005 %) as much as 240 liter with total application as large as 740 ha
- Garlon (triklopir butoxi etil ester 670 g/l) as much as 3 liter with total application as large as 38 hektar

**Compliance status:**  Yes  No

##### **NCR RSPO 01567**

There is no evidence of medical check for pesticide operators (cholinestrase) periodically in 2017 for cooperative of Bina Sejahtera.

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- Lindomin (2.4-D Dimetil) much as 804 l with total application as large as 435.12 ha ,
- Round Up (Glifosat) amount 276.15 l with total application as large as 1,117.5 ha.

Pesticides has been handled, used or applied by persons who have completed the necessary training and always be applied in accordance with the product label. Company has record of training for pesticide handling such as Training for limited pesticide on September 18, 2014 by pesticide and fertilizer commission of South Sumatera Province.

Appropriate safety and application equipment has been provided and used. All precautions attached to the products were properly observed, applied and understood by workers as observed during field audit at group 73, Bina Sejahtera cooperative.

Storage of all pesticides were according to recognised best practices. All pesticide containers has properly disposed of and not used for other purposes. There is record of pesticide container about 334 kg on September 22, 2017 has transport by third party.

Application of pesticides has proven methods that minimise risk and impacts. As seen on Procedure of handling of hazardous and toxic materials with document number P-SAG-RO-PCR-05 revision 1 dated October 1, 2012.

Pesticides is not applied aerially.

Maintenance of employee and associated smallholder knowledge and skills on pesticide handling has demonstrated, including provision of appropriate information materials as seen on training records attended by 30 participant.

Proper disposal of waste material, according to procedures that are fully understood by workers and managers has been demonstrated

Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, has been demonstrated, as seen on records of Cholinestrase check result on May 5, 2017 for Hikmah 2 estate. There is no evidence of medical check for pesticide operators (cholinestrase) periodically in 2017 for cooperative of Bina Sejahtera. This condition raise as **Non conformity (NCR RSPO 01567)**.

There is evidence that worker with pesticides were undertaken by pregnant or breast-feeding women, as seen on health and pregnant check report on September 12, 2017.

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

**Findings:**

The company has policy related a health and safety policy including in the Sampoerna Agro policy which approved by Chief Executive Officer (Marc Louette) dated 5 July 2015. The policy has cover mitigation of risk to workers health and safety at all work activities. The company has conduct socialization of OSH policy i.e. dated 14 October 2017 (contractor of Selapan Jaya POM), 11 October 2017 (worker of Selapan Jaya POM).

The cooperative has policy and commitment including safety and health which approved by Head of Cooperative (H. Azhar SP) dated 31 December 2016. The policy has cover mitigation of risk to workers health and safety at all work activities. The cooperative has conduct socialization of OSH policy i.e. dated 21 October 2017.

The company (Hikmah 2 estate ) has a matrix of health and safety program year 2017 such as socialization of safety and health and the mechanism of PPE used, training of first aid, socialization of material safety data sheet, simulation of emergency and monitoring of emergency equipment, socialization of health in the work site, OSH inspection to worker, inspection of field activity (estate and mill), review of HIRAC, investigation of work accident and calculation of lost time accident, OSH committee meeting, reporting of OSH, review of work program and monitoring of lifetime of PPE and PPE used. The program described about work program, target, timeline and PIC.

The cooperative Bina Sejahtera has a program related health and safety year 2017 such as meeting of OSH committee, providing PPE, socialization of OSH, training related OSH, PPE inspection, monitoring of first aid kit, medical checkup, monitoring of pregnant woman, providing medical care and simulation of emergency. The program described about work program, target, timeline and PIC.

The company has record of implementation the program such as:

- Inspection of safety and health and environmental on 12 January 2017 and 28 April 2017 (Hikmah 2 estate)
- Calculation of lost time accident on 10 February 2017 and 10 May 2017 (Hikmah 2 estate)
- Socialization of OSH to woreker and Material Safety Data Sheet on 16 February 2017 and 18 May 2017 (Hikmah 2 estate)
- Meeting of OSH committee on 31 March 2017 and 30 June 2017 (Hikmah 2 estate)
- Socialization of OSH policy on 11 & 14 October 2017 (Selapan Jaya POM)
- Socialization of material safety data sheet on 27 February 2017 (Selapan Jaya POM)
- Socialization of OSH and PPE used on processing employee on 10 February 2017 (Selapan Jaya POM)
- Socialization of OSH and PPE used on sortation employ-

**Compliance status:**  Yes  No

**NCR RSPO 01568**

During visit to field and mill found:

- Hoisting crane does not have a warning alarm.
- The company has memorandum No.076/MD/VI/2016 dated 22 June 2016 about life-time of PPE. Based on document verification and field visit to spraying activity Block 30 Division 3 seen that the company does not provide the mask every 3 month in accordance to the memorandum

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ee on 15 July 2017 (Selapan Jaya POM)

- Socialization of OSH and PPE used on laboratorium employee on 17 April 2017 (Selapan Jaya POM)
- Socialization of first aid of emergency condition on 23 January 2017 (Selapan Jaya POM)

The cooperative has record of implementation the program such as:

- Socialization related OSH on 9 October 2017
- Socialization of policy and commitment OSH on 7 October 2017
- Monitoring of pregnant woman on 24 October 2017

The company conduct inspection and audit to monitor the effectiveness of the health and safety program. The health and safety plan made publicly. The company conduct evaluation if any program does not achieved and including into the next year program.

The company and cooperative has risk assessment conduct for all operation stated in identification assessment for impact aspect of environmental, risk and dangerous potential and risk management (issued on 17 October 2017 revision 07). The risk assessment has cover all processes and activities. The company has conduct evaluation for the risk assessment where the last risk assessment conduct on 17 October 2017. The company has procedure for safety and health related risk assessment (P-SAG-RO-SUS-08 revision 01 dated 1 June 2012). The procedure has implemented to address the identified issues for entire activity for mill and plantation.

The company conduct inspection related PPE every month. Based on inspection result of September 2017 seen that the worker used the appropriate PPE. The cooperative has program to inspection the PPE starting from November 2017.

The company has memorandum from Managing Director (076/MD/VI/2016 dated 22 June 2015) related lifetime of PPE. The company has logbook related list of PPE distribution to worker. For example: dated 21 May 2017 to harvester (safety shoes, helmet, and glasses), dated 6 June 2017 to sprayer (safety shoes and paron) dated 25 October 2017 to fertilizer worker (gloves and apron). The company has memorandum No.076/MD/VI/2016 dated 22 June 2016 about life-time of PPE. Based on document verification and field visit to spraying activity Block 30 Division 3 seen that the company does not provide the mask every 3 month in accordance to the memorandum. This condition raise as **Non conformity (NCR RSPO 01568)**.

During visit to field and mill found hoisting crane does not have a warning alarm. This condition raise as **Non conformity (NCR RSPO 01568)**.

The cooperative has minutes of PPE handover such as on 14 October 2017 for sprayer (helmet, safety shoes, apron, glasses, gloves and mask), harvester (safety shoes, gloves, glasses, helmet), fertilizing worker (helmet, safety boot, gloves, mask and glasses).

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### PT SAMPOERNA AGRO

#### Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative Bina Sejahtera

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The company has the responsible person to implemented OSH that stated on OSH committee.

- Hikmah 2 Estate: Head decree of Labor and transmigration agency of Ogan Komering Ilir No. KEP.52/D.Nakertrans/BW/2015 dated May 2015 related approval of OSH committee PT Telaga Hikmah.
- POM Selapan Jaya: Head decree of Labor and transmigration agency of South Sumatera Province No. 1837/SK/Nakertrans/2017 dated 5 September 2017 related approval of OSH committee PT Sampoerna Agro
- The cooperative has set the OSH committee to implemented safety and health. The cooperative has the program to approved the OSH committee to related agency on December 2017

The company (Selapan Jaya POM: dated 27 September 2017; 17 June 2017 and 18 March 2017 and cooperative (21 October 2017) has conduct regular meeting on a regular basis and in accordance with regulation. The company and cooperative has minutes of meeting and discussed issue related safety, health and worker welfare. The company and cooperative has conduct discussing related safety, health and worker welfare.

The company has procedure for emergencies (P-SAG-KBN-DRR-01 effective date 14 September 2015). The work instruction has cover major potential emergencies such as fire, chemical spillage, earthquakes, flooding, and demonstration. The procedure stated on Indonesian language. The company has accident record and periodic reporting to local government. Based on interview, the worker understood the emergency procedure. The company and smallholder has list of worker that assigned as first aid officer such as dr. Lidya and dr. Daniel Pasaribu. The company and smallholder does not has first aid license for first aid officer that has assigned in accordance with Permenaker No. 15 year 2008. The cooperative has assigned Mr. Heru Prastyo as First Aid officer but the person does not have first aid license in accordance with Permenaker No. 15 year 2008. The company and cooperative has record of first aid training such as 22 November 2016 at Cooperative office.

The company has evidence that all workers are provide medical care such as BPJS Ketenagakerjaan and BPJS Kesehatan. Based on record payment of September 2017:

- PT Sampoerna Agro: BPJS Ketenagakerjaan as much as IDR. 129,099,436 for 401 workers through Bank Mandiri on 16 October 2017 and BPJS Kesehatan as much as 44,587,900 through Bank Mandiri on 7 September 2017
- PT Telaga Hikmah: BPJS Ketenagakerjaan as much as IDR. 309,458,355 for 3,624 workers through Bank Mandiri on 16 October 2017 and BPJS Kesehatan as much as IDR. 96,974,250 through Bank Mandiri on 7 September 2017
- Cooperative Bina Sejahtera: The cooperative has a program to including the worker into medical care starting from November 2017

The insurance policies still valid until annual surveillance audit.

## RSPO Surveillance Assessment Report

### PT SAMPOERNA AGRO

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Bina Sejahtera

Ogan Komering Ilir Subdistrict – South Sumatera Province

The company and cooperative has record of injuries using lost time accident.

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

#### Findings:

The company has formal training programme for all staff/worker and cooperative workers for 2017

#### Mill and Estate

Training	Plan	Participants
Awareness RSPO dan ISCC	January, May, September	All staf
Heavy Equipment Operator	January	Mill workers
FINON	January	Manager,GM
Problem solving & Decision Making	Feb, April	All Staf
HSE Specialist Officer	May	Assistant
Leadership fo Assistant	June	Assistant
GIS and Land survey	September	GIS Team
Pesonality Development	September	Manager, GM
IPM	October	Estate Staf
Electrician	October	Electrician
Boiler Operator	November	Mill workers
Welder	December	Welder

#### Cooperative (KUD Bina Sejahtera)

Training	Plan	Participants
Health and Safety	October	Group Manager, Foreman
Waste Management	October	Clerk,, Warehouse
Communication mechanism	October	Secretary
Fire Brigade	February	Fire Bigade Team
HCV	October	HCV Team

There are recordings of training activities held by companies and cooperatives i.e.:

#### Estate

- Spraying conduct on February 18, 2017 attended by 75 participants
- Heavy equipment operator conduct on March 02-03,

**Compliance status:**  Yes  No

NCR No: -

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<p>2017 attended by 3 participants</p> <ul style="list-style-type: none"><li>• Harvest supervised conduct on August 14-19, 2017 attended by 1 participants.</li></ul> <p><b>Mill</b></p> <ul style="list-style-type: none"><li>• Communcation skills conduct on August 23-24, 2017 attended 5 participants</li><li>• Awareness RSPO conduct on May 10, 2017 attended by 2 participants Mill manager, Estate Manager (Hikmah II)</li></ul> <p><b>Cooperative</b></p> <ul style="list-style-type: none"><li>• Fire training Forest and land in KUD office conduct on 20-22 February 2017 attendaed by 31 participants.</li><li>• HCV dissemination at KUD Bina Sejahtera office conduct on October 13, 2017 attended by 57 participants.</li><li>• SIA dissemination at KUD Office conduct on October 13, 2017 attended by 87 participants.</li><li>• Chemical and Hazardous waste conduct on October 09, 2017 attended by 15 participants</li><li>• Limited Pesticides use conduct on September 6, 2016 attended by 12 participants.</li></ul> <p>The company and cooperative has the records of training for each worker.</p>	
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***Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.***

**Findings:**

The company (Hikmah 2 Estate) has EIA document (ANDAL) year 1996. The EIA document has approved by Department of Agriculture No. 142/BA.5/IV/1996 dated 18 June 1996. The EIA document covering activity such as pra construction (legal land), construction including estate activity (land clearing, road building, land cover crop, drainage, nursery, planting) and infrastructure (emplacement, office building, mill, general facility), operational activity (labor recruitment, fertilizing, circle weeding, harvesting, pest and disease, pruning) and pasca construction (harvesting, FFB transportation, mill processing). Then in 2004, estate revised their EIA document, approved by Environmental Official Government of Ogan Komering Ilir. This revised because Land application program plan was changed from Hikmah 2 estate to Hikmah 1 estate.

The cooperative and Selapan Jaya POM has EIA document including in the EIA document of PT Selapan Jaya. The EIA document has approved by Minister of Agriculture No.025/ANDAL/RKL-RPL/3A/XII/1997 dated 31 December 1997. The EIA document has conducted according to government regulation (PP No. 51 year 1983). The EIA assessment has conduct consultation with relevant stakeholder to identify and to develop mitigation measure. The consultant conduct consultation with local community of Padamaran Sub District

**Compliance status:**  Yes  No

NCR No: -



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and Mesuji Sub District for PT Telaga Hikmah.

The company (Hikmah 2) and cooperative Bina Sejahtera has environmental plan stated in the environmental monitoring plan (RPL) and environmental management plan (RKL). The management plan explained about source of impact, environmental parameter to monitoring, aim of environmental monitoring plan, monitoring method of environmental (method of collecting and data analysis, location of monitoring, due date and monitoring frequent) and person incharge. The company (Hikmah 2 Estate) has implemented environmental management plan. The implementation of environmental management plan explained in the report of environmental monitoring plan and environmental management plan period 1<sup>st</sup> semester 2017. The report has been reporting to environmental agency of Ogan Komering Ilir District on 29 August 2017 with document number 089/SUS/TH/VIII/2017 dated 25 August 2017.

The environmental monitoring plan and environmental management plan has incorporate wit monitoring protocol. The monitoring protocol adaptive to operational changes. The company has implemented monitoring protocol to monitor the effectiveness the mitigation measures. The company has conduct reviewed on June 10, 2016.

***Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.***

#### **Findings:**

The company has conduct HCV assessment on September 23-28, 2012 by Bogor Agriculture University, Forest Faculty. The HCV assessment cover the presence of protected area that significantly affected by the plantation and mill, conservation status and identification of HCV habitats. Especially in Hikmah 2 estate, based on HCV identification found HCV 4.1 (swamp area) about 53,82 Ha. Based on HCV assessment identification no found any species (flora and fauna) categorized as RTE species. Only LC categorized found. Based on HCV assessment identification, in concession company are, found 1 mammal, and 3 birds protected by national law, 5 species under CITES Appden-dix II (1 mammal and 2 reptilian) and 1 mammal under Appendix III. There is no found any species cate-gorized as VU, EN, CR accordance to IUCN Redlist. The HCV assessment conduct by qualified HCV assessor. The company has conduct HCV assessment performed in consultation with relevant stakeholder on September 28, 2012 attendant by 60 person from all related community and internal workers. The HCV assessment has including to checking the biological. The HCV assessment has include both the planted area itself and relevant wider landscape-level considerations. The HCV assessment conduct used the Common Guidance for Identification of HCV, HCV assessment manual (HCVRN 2013) and Guidance of identification of HCV in Indonesia (HCV Toolkit Indonesia,

**Compliance status:**  Yes  No

#### **NCR RSPO 01569**

During field visit to HCV area 4.1 in Block 33 there is no any boundary mark for the management of HCV in accordance with the company procedures.

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#### Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative Bina Sejahtera

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2008). The company has HCV map.

Based on HCV report seen that there is no found RTE present in company concession area. The company has management and monitoring plan to maintain HCV value such as Demarcation and demarcated the HCV area along of outside boundary, through the pillars installement, Signboard installement, Fire control, Flora and fauna protection, Land cover inventarization and enrichment area. The company and smallholder has implemented the program to maintain the HCV value such as monitoring of flora and fauna, monitoring and maintenance the signboard, restoration area, monitoring of erosion and socialization of HCV to worker and local community. The company conduct monitoring periodically in accordance with the management and monitoring plan. The company conduct regular inspection and controlling the HCV area. During field visit to HCV area 4.1 in Block 33 there is no any boundary mark for the management of HCV in accordance with the company procedures. This condition raise as **Non conformity (NCR RSPO 01569)**.

The company has rules to protect RTE species that stated on procedure of Konservasi Satwa dan Tumbuhan Dilindungi (SOP-AGR-052-R03 dated 1 August 2017) and work instruction of Penanganan Orang Utan dan Satwa Liar (IK-AGR-SHE-11-R00 dated 1 August 2017). The cooperative has policy to protect HCV area which sign by entire group head and approved by Head of Cooperative on 1 March 2017. The company and smallholder management and monitoring program to educate the worker and local company about the status RTE species by periodic socialization of HCV value. The company conduct periodic controlling to inspection the trap nearby HCV areas. In the procedure has been stated the disciplinary sanction if any worker and local community found to have captured, harmed, collected or killed RTE species in accordance with government regulation.

The company and smallholder has management and monitoring plan that contain the HCV and RTE species that affected by plantation and mill. The company and smallholder has report of conservation management year 2016 and reported to Balai Konservasi Sumberdaya Alam. The company use the outcomes of monitoring as a feedback into the management plan.

Based on HCV report, there is HCV set-asides with existing right of local communities such as Geronggang village, Maribaya village and Embacang village. Based on HCV report, there is HCV set-asides with existing right of local communities such as Geronggang village, Maribaya village and Embacang village. The company has a map of HCV area. The company as record of consultation and socialization with local community. The company has conduct socialization on 25-26 July 2016 for Embacang village attend by 73 people and 30-31 August 2016 for

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## PT SAMPOERNA AGRO

Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative  
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Maribaya village and Geronggang village attend by 19 people. The company and local community has an agreement to protect the HCV area

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

**Findings:**

The company has procedure of Integrated Management System (IMS) about Waste Management (P-SAG-KBN-LMB-01 revision 02 issued date October 30, 2015). The procedure consists of 4R system (Reduce, Reuse, Recycle and Recovery). Management and waste disposal plan has been include about identification and monitoring the waste and pollution source and hazardous and toxic waste disposal to third parties.

There is document identification of the source of waste and its control in Hikmah II Estate and Mill set in January 2017.

**Estate**

Source	Waste
Office	Catridge, lamp, tonner
Fertilizer warehouse	Fertilizer bag, inner plastic, lamp, contaminate PPE
Pesticides warehouse	Pesticides waste
Gasoline warehouse	Oil drum
Genset room	Oil waste, use rags, used oil packaging
Workshop	Used batteries, used oil, oil filters, used oil packaging, use rags
Temporary storage of hazardous materials	Used batteries, used oil, oil filters, oil packaging, use rags
Health care	Spuilt, nald, vial, ampoule, use cotton bandage

**Mill**

Source	Waste
Office	Catridge, lamp, tonner
warehouse	Uses lamp, contaminate PPE
Chemical waehouse	Pesticides waste, contaminate PPE
Laboratorium	Used lamp, contaminate PPE
Genset room	Oil waste, use rags, used oil packaging
Mill	Used batteries, used oil, oil filters, used lamp, use rags
Workshop	Used batteries, used oil, oil filters, used oil packaging, use

**Compliance status:**  Yes  No

NCR No: -

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**Ogan Komering Ilir Subdistrict – South Sumatera Province**

	bags
Housing	Paper, plastic

The company has been conduct hazardous and toxic waste disposal to third parties who have licensed. The Company also has license for Hazardous waste temporary storage activities to PT. Telaga Hikmah from the Regent Ogan Komering Ilir. 705 / Kep / B.LH / 2016 December 19, 2016.

And Hazardous waste temporary storage activities permit for Sampoerna Agro's plasma plantation No. 382 / KEP / D.LH / 2017 on June 19, 2017

There is balance sheet for hazardous waste from January to September 2017.

Example:

Balance sheet on September 2017 i.e. ex-herbicide bottle 24 kg, used drum 10 kg, used filter 5 kg, inner plastic 300 kg and waste delivery manifest to the transporter and the beneficiaries PT. Dame Alam Sejahtera license from Ministry of Transportation Directorate General of Transportation No. SK.395 / AJ.309 / DJPD / 2017 / 3201500525BB-0026 validity period until 11 February 2018 (type of waste, TL lamp, used oil, hazardous packing, used batteries, use rags).

Company also has soil and water pollution management program such as prevent soil and water contamination, EFB application, Management of liquid waste that contaminates river water.

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

##### **Findings:**

The mill has plan to minimize the use of fossil fuel for mill activities and optimized the used of fibre and shell i.e.:

Programme	Realization	Target
Construction of Methane Capture Installation and Bio Gas Power Plant	It has been operated from January 2016, so the methane gas from POME is not released into the air	Achieved
Sale of electrical energy to PLN.	Year 2016 has distributed electrical energy to Private Electric company network of 5,563,770 kwh. So as to 3reduce the fossil fuel used by PLN to generate electricity.	Achieved

**Compliance status:**  Yes  No

NCR No: -

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Fossil fuel efficiency	For 2016, it has been used 10,390.5 kg of shells & 34.435 kg of fiber to produce 5,359,220 kwh electric and has replaced 3,099,854.88 litre Solar	Achieved
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The mill has recapitulation use of fossil fuel and waste of mill from January to October 2017 i.e.:

Solar/liter	Fibre/tonnes	Shell/tonnes
141.610	5,980	24,289

The summary of efficiency fossil fuel use also fibre and shell use, however it still can not justified the level of effectiveness of fossil fuel reduction. It will be finalized after dec 2017.

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

**Findings:**

All estates do not conduct open burning for land clearing, This is in accordance to the Zero Burn Method under the section on Land Clearing, Preparation and Planting listed in Policy of Sampoerna agro on July 1, 2015. There were no open burning sighted in any of the replanting areas, landfills as well as workers and staff quarters during the field visits.

**Compliance status:**  Yes  No

NCR No: -

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

**Findings:**

The company and smallholder has conduct assessment to identified the activities which earn the emission and pollution stated in the identification assessment of aspect and impact for environmental, dangerous potential and safety and health risk and controlling. The company has list of activities which earn the pollution.

The company has list of significant pollutant and GHG emission stated in the identification assessment of aspect and impact for environmental, dangerous potential and safety and health risk and controlling. The company has mitigation plan. The mitigation plan consist of source of emission, type of emission, target and mitigation program. The company has implemented the program such as testing of waste water, testing of air quality, equipment maintenance, EFB application, used of fibre and shell. The company has conduct POME treatment at effluent pond. The company also conduct effluent testing that conduct

**Compliance status:**  Yes  No

NCR No: -

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by UPTD Laboratorium Lingkungan of Environmental Agency of South Sumatera Province. The record of effluent testing such as:

- Report of analysis with certificate number 660/0062/SHU-LAB/II/2017 dated January 25, 2017. The result of waste water testing is BOD as much as 48 mg/liter and pH is 8.45
- Report of analysis with certificate number 660/0263/SHU-LAB/II/2017 dated February 20, 2017. The result of waste water testing is BOD as much as 60.2 mg/liter and pH is 8.61
- Report of analysis with certificate number 660/0412/SHU-LAB/III/2017 dated March 17, 2017. The result of waste water testing is BOD as much as 54.4 mg/liter and pH is 8.64
- Report of analysis with certificate number 660/0581/SHU-LAB/IV/2017 dated April 21, 2017. The result of waste water testing is BOD as much as 55.10 mg/liter and pH is 8.35
- Report of analysis with certificate number 660/0775/SHU-LAB/V/2017 dated May 19, 2017. The result of waste water testing is BOD as much as 53.3 mg/liter and pH is 8.47
- Report of analysis with certificate number 660/1034/SHU-LAB/VI/2017 dated June 21, 2017. The result of waste water testing is BOD as much as 77.6 mg/liter and pH is 7.64
- Report of analysis with certificate number 660/1245/SHU-LAB/VII/2017 dated July 20, 2017. The result of waste water testing is BOD as much as 79.00 mg/liter and pH is 8.57
- Report of analysis with certificate number 660/1433/SHU-LAB/VIII/2017 dated August 18, 2017. The result of waste water testing is BOD as much as 93.80 mg/liter and pH is 8.5
- Report of analysis with certificate number 660/1626/SHU-LAB/IX/2017 dated September 18, 2017. The result of waste water testing is BOD as much as 46.70 mg/liter and pH is 8.56

Based on report of analysis, the result of waste water testing still below of threshold from government regulation (Governor Regulation No.08 year 2012).

The company has a system to monitoring of emission of pollutants came from estate and mill activity. The company has been conduct reporting of GHG calculation to RSPO. The company has been conduct GHG calculation in accordance with Palm GHG version 3.0.1.

The result of GHG calculation describe in the table below:

#### **Summary of Net GHG Emissions**

Emissions per Product	tCO <sub>2</sub> e/t Product
CPO	0.85

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PK	0.85
<b>Production</b>	
	<b>t/year</b>
FFB processed	251,287.397
CPO Produced	58,491.000
<b>Extraction</b>	
	<b>%</b>
OER	23.28
KER	5.42
<b>Land use</b>	
	<b>Ha</b>
OP planted area	35,321.58
OP planted on peat	7,740.1766
Conservation area	1,541.77
<b><u>Summary of Field Emissions and Sinks</u></b>	
Land coverson:	
<ul style="list-style-type: none"> <li>• Own crop: 2,367.25 tCO<sub>2</sub>e or 8.44 tCO<sub>2</sub>e/ha</li> <li>• Group: 30,858.80 tCO<sub>2</sub>e or 7.04 tCO<sub>2</sub>e/ha</li> <li>• 3<sup>rd</sup> party: 13,380.56 tCO<sub>2</sub>e or 9.88 tCO<sub>2</sub>e/ha</li> </ul>	
CO <sub>2</sub> Emissions from Fertilizer:	
<ul style="list-style-type: none"> <li>• Own crop: 148.84 tCO<sub>2</sub>e or 0.53 tCO<sub>2</sub>e/ha</li> <li>• Group: 1,826.02 tCO<sub>2</sub>e or 0.45 tCO<sub>2</sub>e/ha</li> <li>• 3<sup>rd</sup> party: 1,917.00 tCO<sub>2</sub>e or 1.42 tCO<sub>2</sub>e/ha</li> </ul>	
N <sub>2</sub> O Emissions	
<ul style="list-style-type: none"> <li>• Own crop: 1,808.35 tCO<sub>2</sub>e or 0.98 tCO<sub>2</sub>e/ha</li> <li>• Group: 5,748.73 tCO<sub>2</sub>e or 2.21 tCO<sub>2</sub>e/ha</li> <li>• 3<sup>rd</sup> party: 1,612.87 tCO<sub>2</sub>e or 1.19 tCO<sub>2</sub>e/ha</li> </ul>	
Fuel Consumption:	
<ul style="list-style-type: none"> <li>• Own crop: 66.37 tCO<sub>2</sub>e or 0.24 tCO<sub>2</sub>e/ha</li> <li>• Group: 822.56 tCO<sub>2</sub>e or 0.13 tCO<sub>2</sub>e/ha</li> <li>• 3<sup>rd</sup> party: 78.26 tCO<sub>2</sub>e or 0.06 tCO<sub>2</sub>e/ha</li> </ul>	
Peat Oxidation:	
<ul style="list-style-type: none"> <li>• Own crop: -</li> <li>• Group: 32,281.97 tCO<sub>2</sub>e or 13.68 tCO<sub>2</sub>e/ha</li> <li>• 3<sup>rd</sup> party: -</li> </ul>	
Sinks:	
<ul style="list-style-type: none"> <li>• Own crop: -</li> <li>• Group: -</li> <li>• 3<sup>rd</sup> party: -</li> </ul>	
Crop Sequestration:	
<ul style="list-style-type: none"> <li>• Own crop: -2,625.91 tCO<sub>2</sub>e or -9.36 tCO<sub>2</sub>e/ha</li> </ul>	

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- Group: -36,055.90 tCO<sub>2</sub>e or -9.36 tCO<sub>2</sub>e/ha
- 3<sup>rd</sup> party: -12,683.00 tCO<sub>2</sub>e or -9.36 tCO<sub>2</sub>e/ha

#### Conservation Sequestration:

- Own crop: -7.1 tCO<sub>2</sub>e or -0.03 tCO<sub>2</sub>e/ha
- Group: -
- 3<sup>rd</sup> party: -

#### Total:

- Own crop: 1,757.80 tCO<sub>2</sub>e or 0.8 tCO<sub>2</sub>e/ha
- Group: 35,482.18 tCO<sub>2</sub>e or 14.14 tCO<sub>2</sub>e/ha
- 3<sup>rd</sup> party: 26,949.95 tCO<sub>2</sub>e or 3.18 tCO<sub>2</sub>e/ha

#### Summary of Mill Emissions and Credits

	tCO <sub>2</sub>	tCo <sub>2</sub> e/t FFB
Emissions		
POME	5,122.7	0.02
Fuel Consumption	620.02	0
Grid Electricity Utilization	0	0
Credits		
Export of Grid Electricity	-4,502.15	-0.02
Sales of PKS	-4,161.98	-0.02
Sales of EFB	0	0
<b>Total</b>	<b>-2,921.41</b>	<b>-0.01</b>

#### Palm Oil Mill Effluent (POME) Treatment

Divert to compost	0 %
Divert to anaerobic digestion	100 %

#### POME Diverted to Anaerobic Digestion

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

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



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### PT SAMPOERNA AGRO

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**Findings:**

Social Impact Assessment for PT SA Telaga Hikmah 2 estate and Jaya Selapan POM were carried out on 2014. The assessment includes details of positive and negative social effects that may be caused by plantations and mills and documents participation of affected parties and local communities. The SIA was conducted through participatory method involving all relevant affected parties and stakeholder. KUD Bina Sejahtera SIA Assessments conducted by PT Sono Keling in March 2017. There were 2 assessors sent to assess the impacts of All PT SA 17 schemed smallholder and Cooperative Bina Sejahtera has included in the scope. There are list of attendace of SIA process such as FGD, HCVA, SIA and CSA stakeholder consultation at Kerta Mukti Villages, conducted at February 16th 2017 attended by 11 local community leaders (cooperative, traditional and local leader).

The SIA Action Plans for avoidance or mitigation of negative impacts and promotion of the positive ones as well as monitoring of impacts has developed in consultation with the affected parties. It was well documented and timetabled, including responsibilities for implementation as seen on document below:

- a. Social Impact Management Plan PT SA, December 17<sup>th</sup> 2015. Company has reviewed the social impact plan taking into account the social problems occurring usually around company. Reviewing has occurred through stakeholder meeting. Company also has given its concern to the farmers which were done by counseling activity about how to cultivate palm oil.
- b. Tabel 7.11. On the SIA Documents February 16<sup>th</sup> 2017 shows Smallholder (KUD Bina Sejahtera) Social Impacts Management Plan. Impacts that has identified and will be managed are: a) Impacts to Natural Resources; b) Impacts to Human Resources; c) Impacts to Economic Resources; d) Social and Culture; e) infrastructure. No specific time table such as date regarding activities, the document mentioned "all time" as the time in order to manage social impacts.

There are social issues and impacts (positive and negative) have assessed regarding the smallholder (KUD Bina Sejahtera) plantation operations. Impacts covered in the documents are: a) Access to use the rights (road has open the access); b) Economic livelihood (working and business opportunities); c) Subsistence activities (paddy, maze, and vegetables crop culture); d) Culture and religious values (working ethos and social envy); e) Health and education (the level education of local community); f) Infrastructure and accessibilities.

**Compliance status:**  Yes  No

NCR No: -

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

**Findings:**

There is a consultation and communication procedures documented as SOP of Communication and Consultation Proce-

**Compliance status:**  Yes  No

NCR No: -

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dure, P-SAG-HO-CA&L-08 Revision 02 in February 1, 2016 (Communication, Participation and Consultation Procedure). KUD Bina Sejahtera has also documented a procedure No. SA-PLASMA-PP-CA&L-01, Communication, Participation and Grievances. Management official responsible for communications and consultations with stakeholders were appointed by both, PT SA and KUD Bina Sejahtera.

Company still consistently maintains a list of stakeholders which include suppliers, contractors, and government agencies. Records of all communication, including confirmation of receipt and that effort are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained, as documented on March 20th 2017. KUD Bina Sejahtera has also maintains a list of stakeholders, documented as Stakeholder list of KUD Bina Sejahtera, 2017 consist of: a) local government from village to province level; b) Banks; c) Health Care Facilities; d) PT SA and Subsidiaries; e) Consultants; f) other KUDs; f) Farmer Groups; g) Suppliers. A Meeting Note, October 13th 2017, at KUD Office, Attended by 87 attendants consist of cooperation boards, members and workers proof that the procedure has communicated to stakeholders.

**Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.**

#### **Findings:**

The system, open to all affected parties, to resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested has been established as recorded on document:

- a. PT Sampoerna Agro, No P-SAG-RO-CAS-08 dated April 1<sup>st</sup> 2012. Internal complaints and grievances are resolved according to the Mutual Working Agreement (Perjanjian Kerja Bersama 2015-2017). Company also has policy to protect identity reporter as mentioned in policy reporter violation PT Sampoerna Agro dated on September 27 th, 2013. On point no. 5.2 stated: "Identity Reporter will be confidential. These procedures have been communicated to all stakeholders at each mill and estates. It was noted that the responses from stakeholders have been positive.
- b. KUD Bina Sejahtera, No. SA-PLASMA-PP-CA&L-01, Communication, Participation and Grievances. Its cope covering internal and external stakeholde communication.

There is also an option for complaints to remain anonymous, by keeping the complaints in a confidential file kept in manager's office with an undertaking that information would be kept confidential. These procedures are being exhibited at estate office. A briefing on the grievance procedure was carried out on A Meeting Note, October 13th 2017, at KUD Office, Attended by 87 attendants consist of cooperation boards, members and workers proof that the procedure has communicated to stakeholders.

**Compliance status:**  Yes  No

NCR No: -

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Documentation of both the process by which a dispute was resolved and the outcome is available. Complaint feedback logbook where complaints are recorded and filed was reviewed. It contains complaints from workers and external parties such as complaint about housing facility from workers. The Complaints Form have details such as name of complainant, date of complaint, types of complaint, and signature of person receiving the complaint, and an action column which states the actions carried out. The Complaints Form also has a note underneath stating that in cases which require anonymity. Evidences checked during surveillance were:

- a. Stakeholder list of KUD Bina Sejahtera, 2017. Consist of:
  - a) local government from village to province level;
  - b) Banks;
  - c) Health Care Facilities;
  - d) PT SA and Subsidiaries;
  - e) Consultants;
  - f) other KUDs;
  - f) Farmer Groups;
  - g) Suppliers.
- b. Yes. a) Logbook of Communication; b) logbook of guests; c) Written Communication examples: 1) letter from Orphan foundation, may 15th 2017, responded by sending loan of IDR 10.000.000,-; 2) Letter from BAZIS regarding charities, Juli 25th 2017, responded at august 2nd 2017.
- c. Affected parties aware of KUD positives impacts to them (Orphan foundations, BAZIS and Local Government).
- d. Record of acceptance showed during surveillance

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

**Findings:**

Company still maintain procedure to identify the legal right, tradition and the people who has right to get the compensation SOP No. P-SAG-RO-SUS-14, dated 1-8-2012 about Evaluation and Acquisition Land Estate and also has SOP No. P-SAG-RO-CAS-03 about implementation of land compensation and or crops grows. The procedure has been communicated to the stakeholders during the stakeholder meeting. A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation as well as for calculating and distributing fair compensation (monetary or otherwise) has also established by KUD Bina Sejahtera, known as land own acknowledgement procedure. The purpose of document is to provide guidance on members and land exchanges, and managing any dispute encountered by KUD Members with any third parties claiming interests on the land, gathering of information and documents such land titles and development plans, appointment of land surveyors and legal practitioners and consultation with land authorities in negotiation process.

The implementaion of procedure has monitored and evaluated in a participatory way. This procedure has taken into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrates and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.

**Compliance status:**  Yes  No

NCR No: -

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

**Findings:**

PT. SA still maintain their workforce management system regarding Pay and conditions, and still consistently maintain documentation on this surveillance. Pay slips are provided to workers as confirmed from worker interviews. Pay slips for field workers show breakdown for all work done allowances received, deductions, number of days worked and overtime hours performed. As seen on sample of payment slip on behalf: a) Yuni K, September 2017, basic wage IDR 2.343.000; b) Rista, September 2017, office support, basic wage IDR 2.343.000; c) Sularno, daily un-permanent worker, 27 working days, IDR 2.624.000; d) Poniman, daily worker, basic wage IDR 2.430.000. KUD Bina sejahtera has also developed workforce management system that complies to all workforce regulation. Evidences showed was (example) pay slip of KUD Bina Sejahtera Worker (Galung Priyadi and Basori), chemist Supervisor, October 2017.

There are working contract, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday/off day, paid leave, maternity leave, reasons for dismissal, period of notice, etc.) that is available in the languages understood by the workers or explained carefully to them by a management official. Document showed were: a) Collective Working Agreement 2016 – 2017; b) List of Temporary Daily Worker List (KHL Contract document, consist of daily basic salary) 2017, reported to Workforce District Office of OKI at October 20th 2017. c) Working Contracts, No. 0782/PKS-SJ/X/2017, October 1st 2017, Sularno, daily un-permanent worker, maintenance. KUD BS has also develop fair contracts with their workers as shown by evidences as follow: a) Worker Contract No 186/KPKSR-BS/II/2017, between KUD and Un-permanent Daily workers (collective), signed by 21 workers; b) Worker Contract No 183/KPKSR-BS/II/2017, between KUD and Un-permanent Daily workers (collective), signed by 101 workers; c) Worker Contract No 184/KPKSR-BS/II/2017, between KUD and Un-permanent Daily workers (collective), signed by 16 workers.

The company (mill and estate) has provide adequate housing, water supplies, medical, educational and welfare as required by government regulation, where no such public facilities are available or accessible. KUD BS only provides clean water for consumptions. All KUD workers are local villagers that no obligation for KUD in providing housing facilities. But, KUD provide their worker with Health Facilities Service. There is a Program Agreement between KUD with Village Health Center (Puskemas) Kerta Mukti, contract No. 182/KPKSR-BS/II/2017, Feb-

**Compliance status:**  Yes  No

NCR No: -

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ruary 28th 2017. The contracts stated that Puskesmas Kerta Mukti will serve all KUD Members and Workers, and KUD will pay the claims.

Both, PT. SA and Bina Sejahtera cooperative locations are not in remote area. All food supplies are easily access by workers. On the other hand, PTSA has rice allowances program for their workers to assure the basic food supplies for the workers.

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

**Findings:**

The company and KUD Bina Sejahtera has documented Policy on Freedom of Association & Right to Collective Bargaining: a) "Visi, Misi, dan Kebijakan PT. Sampoerna Agro". The policy includes freedom of association, respect for every worker to have the right to form and to be a member of labour union; b) Policy and Commitment of KUD Bina Sejahtera, December 31<sup>st</sup> 2016, point (d) consists of "Respecting Human Rights including the freedom of joining worker union".

The language is appropriate for workers as most are local Sumatera Selatan Province and Ogan Komering Ilir Estate. There is no documented restriction of workers to join associations or organizations in other documents found. In practice, trade unions are established and run their activity programs. There are evidences showed regarding Labor Union Activities (SPSA): a) Labor Union Meeting Note, May 17th 2017, Collective Working Agreement (PKB) preparation; b) Labor Union Management Meeting Note, September 15th 2017, LKS Bipartite Formation.

Company has also established bipartite organization as communication channel between management and workers. On the other side, KUD Bina sejahtera workers have no labor union. As the communication channel with management regarding aspirations, KUD Bina Sejahtera accommodates it in Annual members Meeting. Most of workers are also KUD members that have bargaining power on the meeting.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 6.7: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes. Children are not exposed to hazardous working conditions.**

**Findings:**

The company and Cooperative, both have a Child Labor Policy: a) Memorandum: 016/DMD/XII/2010 regarding Prohibition of Employing Children (under 18 years old); b) Policy and Commitment of KUD Bina Sejahtera, December 31st 2016, point (e) consists of "Protecting reproductive rights and preventing sexual harassment and children worker employment". Both policies states that the organization shall not employ under aged workers. The minimum working age is specifically defined in company's Child Labor policy. Requirement to hire workers on-

**Compliance status:**  Yes  No

NCR No: -

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ly 18 years and above.

Master lists of workers from the mill, estates and KUD Bina Sejahtera, including dates of birth and date of hiring of all workers was checked, and sampled workers were cross checked against personal identification records. It was found any worker under 18 years old. The youngest worker was born at October 11<sup>th</sup> 1997 (joining date January 1<sup>st</sup> 2017).

**Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.**

**Findings:**

The company and KUD Bina Sejahtera has an Equal Opportunities Policy (Memorandum: 0025/DMD/XII/2010 regarding Policy of Equal Opportunity on Work for PTSA and Policy and Commitment of KUD Bina Sejahtera, December 31st 2016, point (c) consists of “Prohibiting any violence and intimidate actions” for KUDBS). The policies state that equal opportunities for hiring, promotions, benefits, etc shall be provided to all workers regardless of race, religion or gender.

There is no complaints regarding discrimination were received from all workers interviewed. Both permanent and casual workers confirmed that pay and benefits received were the same regardless of job functions and there was no evidence of discrimination during recruitment. Vacancies for field workers are usually made known by word of mouth to locals, and hiring is based on skill, qualities, capabilities and medical fitness, while vacancy notices for higher positions do not contain any discriminatory elements.

**Compliance status:**  Yes  No

NCR No: -

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

**Findings:**

The company has policy regarding Prevention of Eradication of Sexual Harassment at the Workplace’ (Memorandum: 0034/MD/VII/2010 regarding policy of preventing sexual harassment and protection to reproductive rights and the Mechanism of Complaint handling) which contains guarantees of protection against acts of sexual harassment and violence, definitions, and complaint procedures. KUD Bina Sejahtera has also published the same policy, known as Policy and Commitment of KUD Bina Sejahtera, December 31st 2016, point (e) consists of “Protecting reproductive rights and preventing sexual harassment and children worker employment”.

Both, company and KUD have a documented SOP for making complaints regarding sexual harassment and violence. In addition, the company and KUD Bina Sejahtera has documented reproductive rights policy, dated which specifies that the policy aims to improve the health and well being of nursing mothers and new-born babies, to reduce sexually transmitted diseases,

**Compliance status:**  Yes  No

NCR No: -

including HIV, and other reproductive related diseases, that the company respects the reproductive rights of women in accordance with national legislation and the policy will be communicated to all workers. Documents showed during audit such as:

- a. Memorandum: 044/MD/VIII/2010 regarding Prohibition of Employing Pregnant and maternity period woman at chemist and fertilizing area.
- b. Leave Permit January 15th 2015, regarding Maternity Leave of Rudisyani.
- c. Leave Permit March 17th 2017, regarding Maternity Leave of Maryati.

PTSA and KUDBS has develop Gender Committee in order to maintain the compliance to the policy and act as specific complaint handling. Evidences showed during audit were:

1. PT Sampoerna Agro
  - a. Gender Committee Structure of PT Sampoerna Agro, Salapan Jaya POM, June 16<sup>th</sup> 2017.
    - PT SA Memorandum, June 12th 2017, regarding Appointment to Yuni K (Staff) to act as Gender Committee Coordinator.
    - PT SA Memorandum, June 12th 2017, regarding Appointment to Rista P (Staff) to act as Gender Committee Service.
  - b. Gender Committee Work Program 2017, 8 activities.
  - c. Meeting Note, January 9<sup>th</sup> 2017, attended by 19 commissioners.
2. KUD Bina Sejahtera
  - a. KUD Management Decree, No. 192/KPKSR-BS/C/2017, regarding Gender Committee Formation, released at October 24th 2017. Consist of 9 commissioners.
  - b. KUD Bina Sejahtera Appointment Letter No. 160/KPKSR-BS/III/2017, March 1st 2017, regarding Special Appointment to Dulariyah (KUD Managerial Worker) to act as Sexual Harassment Complaint and Grievances Management Officer

It was confirmed from interviews from all female mill and estates and KUDBS female workers that briefings regarding sexual harassment, violence and reproductive rights are regularly conducted by the female office staff (gender committee). Female employees have been briefed on what constitutes as sexual harassment/violence, and reproductive rights who to report such cases to, maternity benefits entitled to them, and requirement that women working with chemicals should inform the company if they are pregnant so they are allocated to other work. There are no reported cases of sexual harassment or violence from all workers interviewed. The gender committee head was also able to describe the procedure for ensuring the anonymity of workers who reported such cases.

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

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#### Findings:

Current and past prices paid for Fresh Fruit Bunches (FFB) have publicly available. As seen on the board in front of POM and KUD Office. The company and KUD BS has provide sufficient evidence that FFB pricing, and pricing Mechanisms has been explained for FFB and inputs/services and has been documented. The evidences showed during surveillance such as:

- a. Copy of Official FFB Price 2017 from OKI District Office of Plantation.
- b. FFB Supplies Contract Agreement, No. 163/SA/SPK/I/2017, KUD Intan, January 2nd 2017.
- c. FFB Payment List, From KUD to Farmers, October 2016 to September 2017, total amount IDR 26.959.462.764.

The company and KUD provide sufficient evidence that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. Contractors interviewed during the stakeholder consultations meeting informed that they understand contractual agreements with the company and there have no issues of late payments from the company.

**Compliance status:**  Yes  No

NCR No: -

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

#### Findings:

The company and KUD have prove their contributions to local development that are based on the results of consultation with local communities. Evidences showed during surveillance such as:

1. PTSA
  - a. CSR Realization List 2016, consist of 99 activities with total IDR 267.618.643
  - b. CSR Activities Plan 2017 of Selapan Jaya POM, consist of 12 activities with total IDR 165.557.379
2. KUDBS:
  - a. List of Implemented Social Contribution, October 24<sup>th</sup> 2017. There are 11 social contribution activities to local development with total values of IDR 617.438.000,00.
  - b. Land Tax Payment Slip 2017, Daily Worker Payments 2017 and FFB Transport Payment 2017.

The company has proved their contribution for existing scheme smallholders to improve smallholder productivity such as FFB Payment List, from PT Sampoerna Agro to KUD Bina Sejahtera, September 2016 to September 2017. The payment complies with the contract regarding payment period.

**Compliance status:**  Yes  No

NCR No: -

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



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#### Findings:

PTSA has Procedure and Policy of commitments not to recruit labor-traded and do not employ labor by force, it was contained in the policy of meet all customer requirements, legal requirements and other relevant legislation, which is applicable in local, national and ratified international. This procedure has applied to recruitment procedures. Base on interview with HRS management and workers, PT Sampoerna Agro has not recruit foreign and or transmigrate (in a term of Angkatan Kerja Antar Daerah – Workforce Across Region Regulation) worker. KUD Bina Sejahtera proven only local OKI workforce as the workers. This finding indicates that there will be a low indications and possibilities of trafficked worker and/or substituted contract worker.

From workers interviews, there was no evidence of forced labor found. Mill and estate including KUDBS Estates workers interviewed informed that there is no obligation for worker to submit their original copy of credentials (such as ID Card, Passport etc) to the company and/or KUD. Means that there's a low possibility for company and/or KUD in order to force their workers willingness to work or not to work.

**Compliance status:**  Yes  No

NCR No: -

#### ***Criterion 6.13: Growers and millers respect human rights.***

#### Findings:

The company has a policy to respect human rights. The policy is stated in Visi Misi Kebijakan Sampoerna Agro, dated 2 Mei 2015. Point 4: "Respecting Human Rights issue, included Rights of all workers to association and negotiate collectively and give same opportunity in working. This policy has been communicated to workers. Documentary evidence of socialization and communication of the policy since 2015 is available and stored properly.

KUD Bina Sejahtera has also the shame policy, "Policy and Commitment of KUD Bina Sejahtera, December 31<sup>st</sup> 2016, point (e) consists of "Respecting Human Rights including the freedom of joining worker union". The policy has communicated to stakeholders, an example of evidence showed as follow:

- a. Meeting Note, October 13th 2017, Socialization: Policy and Commitment of KUD Bina Sejahtera. Meeting list of attendant with members.
- b. Meeting Note, October 21st 2017, Socialization: Policy and Commitment of KUD Bina Sejahtera. Meeting list of attendant with workers (chemist, harvesting, and FFB Load and Transport).

Both, PTSA and KUDBS has no case regarding Human Rights Violation. Interview result with workers found that their supervisor has treaded them properly. No prohibition for worker to implement of they believes and/or religious view.

**Compliance status:**  Yes  No

NCR No: -

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

**Findings:**

Based on SEIA document review, the document for SIA and EIA already cover about social impact and environmental impact assessment from palm oil development from land clearing until ongoing activity also after if palm oil activity end. The explanation of environmental and social impact already mentioned in NPP notification draft and still under RSPO review process.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.**

**Findings:**

There are soil suitability maps or soil surveys for the new development area that used to establish the longterm suitability of land for oil palm cultivation, i.e. Report of soil survey and land mapping issued by. FQA Department approved by R&D Director of Sampoerna Agro on September 2012. According to the report, the company's new development areas are categorized as suitable for oil palm plantation.

According to the topographic information the company's new development area included on class 1 (0-8°). The company established not adequate mechanism to guide the planning of drainage and irrigation systems, roads and other infrastructure that will be implemented during plans and operations, because the area slope is flat.

**Compliance status:**  Yes  No

NCR No: -

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

**Findings:**

The company has conduct HCV assessment on September 23-28, 2012 by Bogor Agriculture University, Forest Faculty. The HCV assessment cover the presence of protected area that significantly affected by the plantation and mill, conservation status and identification of HCV habitats. Especially in Hikmah 2 estate, based on HCV identification found HCV 4.1 (swamp area) about 53,82 Ha. Based on HCV assessment identification no found any species (flora and fauna) categorized as RTE species. Only LC categorized found. Based on HCV assessment identification, in concession company are, found 1 mammal, and 3 birds protected by national law, 5 species under CITES Appden-dix II (1 mammal and 2 reptilian) and 1 mammal under Appendix III. There is no found any species categorized as VU, EN, CR accordance to IUCN Redlist. The HCV assessment conduct by qualified HCV assessor. The company has conduct HCV assessment performed in consultation with relevant stakeholder on September 28, 2012 attendant by 60 person from all related community and internal workers. The HCV assessment has including to checking the biological. The HCV

**Compliance status:**  Yes  No

NCR No: -

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assessment has include both the planted area itself and relevant wider landscape-level considerations. The HCV assessment conduct used the Common Guidance for Identification of HCV, HCV assessment manual (HCVRN 2013) and Guidance of identification of HCV in Indonesia (HCV Toolkit Indonesia, 2008). The company has HCV map.

During the surveillance audit, the company has sent liability disclosure to RSPO but has not any answer from RSPO so the company still have sanction area especially for planting on year 2011 and 2012.

Based on HCV report seen that there in no found RTE present in company concession area. The company has management and monitoring plan to maintain HCV value such as Demarcation and demarcated the HCV area along of outside boundary, through the pillars installement, Signboard installement, Fire control, Flora and founa protection, Land cover inventarization and enrichment area. The company and smallholder has implemented the program to maintain the HCV value such as monitoring of flora and fauna, monitoring and maintenance the signboard, restoration area, monitoring of erotion and socialization of HCV to worker and local community. The company conduct monitoring periodically in accordance with the management and monitoring plan. The company conduct regular inspection and controlling the HCV area.

The company has rules to protect RTE species that stated on procedure of Konservasi Satwa dan Tumbuhan Dilindungi (SOP-AGR-052-R03 dated 1 August 2017) and work instruction of Penanganan Orang Utan dan Satwa Liar (IK-AGR-SHE-11-R00 dated 1 August 2017). The cooperative has policy to protect HCV area which sign by entire group head and approved by Head of Cooperative on 1 March 2017. The company and smallholder management and monitoring program to educate the worker and local company about the status RTE species by periodic socialization of HCV value. The company conduct periodic controlling to inspection the trap nearby HCV areas. In the procedure has been stated the disciplinary sanction if any worker and local community found to have captured, harmed, collected or killed RTE species in accordance with government regulation.

The company and smallholder has management and monitoring plan that contain the HCV and RTE species that affected by plantation and mill. The company and smallholder has report of conservation management year 2016 and reported to Balai Konservasi Sumberdaya Alam. The company use the outcomes of monitoring as a feedback into the management plan.

Based on HCV report, there is HCV set-asides with existing right of local communities such as Geronggang village, Maribaya village and Embacang village. The company has a map of HCV area. The company as record of consultation and socialization with local community. The company has conduct sociali-

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zation on 25-26 July 2016 for Embacang village attend by 73 people and 30-31 August 2016 for Maribaya village and Geronggang village attend by 19 people. The company and local community has an agreement to protect the HCV area

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

**Findings:**

There is a maps identifying marginal and fragile soils, including excessive gradients and peat soils, i.e. issued by. FQA Department approved by R&D Director of Sampoerna Agro on September 2012. Base on the report, there is marginal area.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 7.5: No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.**

**Findings:**

Based on SIA document and public consultation, there is no any information that planting since November 2005 until December 31, 2009 was reducing the local rights, or, local communities. All process for land compensation already finished since Telaga Hikmah get the location permit and land use rights.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 7.6: Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreement**

**Findings:**

Based on SIA document and public consultation, there is no any information that planting since November 2005 until December 31, 2009 all process for land compensation already finished since Telaga Hikmah get the location permit and land use rights, and compensation process carry out by affected parties complete with land compensation evidence such as letter agreement for land compensation and photograph. The land compensation process already finished in 2003. And when NPP assessment carry out through PT Telaga Hikmah there is no land compensation proses found.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 7.7: Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.**

**Findings:**

According to company's working plan for new development area, the company has procedure for land preparation with number: P-SAG-KBN-PML-01 revision 01 dated March 16, 2012. All estates do not conduct open burning for land clearing, This is in accordance to the Zero Burn Method under the section on Land Clearing, Preparation and Planting listed in a policy of

**Compliance status:**  Yes  No

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<p>Sampoerna Agro on date July 1, 2015. There were not open burning sighted in any of the replanting areas, landfills as well as workers and staff quarters during the field visits.</p>	
<p><b>Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.</b></p>	
<p><b>Findings:</b></p> <p>Telaga Hikmah 2 estate under PT Telaga Hikmah was create the green house gasess mitigation and also carbon stock assessment. The mitigation already explained in P&amp;C 5.6</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
<p><b>Criterion 8.1: Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.</b></p>	
<p><b>Findings:</b></p> <p>PT Sampoerna Agro Selapan Jaya Palm Oil Mill and Hikmah 2 estate has effort to continuous improvement for all activity in mill and estate. The company has methane trap. The company also implement the IPM to control the pest and desease by biological control mechanism, such as <i>Turnera subulata</i> planting and <i>Tyto alba</i>. For community relationship, the Selapan Jaya palm oil mill and estate also has effort to maintained relationship between the communities, although some land conflict has been detected in company land use rights area. In riparian managemen plan, the Selapan Jaya palm oil mill and supply based could show the evidence that they already maintain the riparian river bank thourgh the kept the riparian rivers from activity will damage the river bank.</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>

The following is a summary of findings made for the criteria listed in the RSPO Supply Chain Certification version 2 November 2016 with selected supply chain model Mass Balance (MB)

## 2. RSPO SCCS

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

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#### E.2 Explanation

##### Findings:

From the table 3 above, the estimated tonnage of CPO and PK products that could potentially be produced from all incoming certified FFB in license periode 2018 (from 25 January 2018 to 24 January 2019) is 16,943.667 Mt (CPO) and 3,906.108 MT (PK) with total certified FFB as much as 73,700.160 mt

The estimated tonnage of CPO and PK products will be recorded in the RSPO IT platform. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year 2018 is 16,943.667 Mt (CPO) and 3,906.108 MT (PK).

The mill have meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).

**Compliance status:**  Yes  No

NCR No: -

#### E.3 Documented procedures

##### Findings:

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

The mill have documented procedures for receiving and processing certified FFBs i.e. procedure of traceability and mass balance (P-SAG-PKS-PRS-14 Rev02 issued date on February 1, 2017)

**Compliance status:**  Yes  No

NCR No: -

#### E.4 Purchasing and goods in

##### Findings:

The mill have mechanism to verify and document the tonnage and sources of certified FFBs received i.e. procedure of traceability and mass balance (P-SAG-PKS-PRS-14 Rev02 issued date on February 1, 2017) To know the quantity or volume of incoming certified material, the FFB truck will stop at the weighbridge and the operator will check relevant

**Compliance status:**  Yes  No

NCR No: -

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documents and issue a weighbridge ticket. The document to be verified from certified sources include delivery note stamped at the origin estate, as well as certificate code including selected SCC Model.

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

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

#### E.5 Record Keeping

##### Findings:

The mill have record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. Example as seen on material balance document, i.e. mass balance record year 2017 until September.

Total incoming FFB in year 2017 is 183,315.234 mt  
Certified FFB is 13,521.888 mt  
Non certified FFB is 169,793.346 mt  
Total FFB procesed in year 2017 is 182,891.931 mt  
Certified FFB processed is 13,506.253 mt  
Non certified FFB processed is 169,385.677 mt  
Total CPO/PK produce in year 2017 is 39,214.059 mt CPO and 9,002.068 mt Palm Kernel  
Total CSPO/CSPK produce in year 2017 is 2,874.645 mt CSPO and 657.141 mt CSPK  
Total non CSPO/CSPK produce in year 2017 is 36,339.414 mt non CSPO and 8,344.927 mt non CSPK  
Total CSPO/CSPK sold in year 2017 is zero.  
The OER and KER for certified FFB is 21.28% (OER) and 4.86% (KER)  
The OER and KER for non certified FFB is 21.45% (OER) and 4.92% (KER)

Within three months periode e.g from January to March 2017, the mill does not sales CSPO and CSPK.

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

**Compliance status:**  Yes  No

NCR No: -

## 7.0 Status of Previously Identified Non-conformities

During certification assessment, there are total of 14 nonconformances were identified for RSPO P&C and SCCS. These consisted of 7 major nonconformities and 7 minor non-conformities.

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

NCR No.	Clause & status	Nonconformity	Auditee response		Verification result during this audit	Conclusion (Open/ Closed)
			Correction	Corrective Action		
RSPO 00546	2.1.1 (Major)	<p>Found some nonconformity related law and regulation noncompliance, i.e.:</p> <ul style="list-style-type: none"> <li>Environmental management and monitoring report for mill and estate not fully accordance to environmental management and monitoring matrix plan.</li> <li>Found some hazardous was exceed from the time limit storage time, i.e.: ex-oil/lubricant.</li> <li>Found several dump truck operator did not have license accordance to the Ministry of Man Power decree No.09/2010.</li> </ul>	<ul style="list-style-type: none"> <li>Revised the environmental management and monitoring report (RKL/RPL) with guided to the RKL/RPL matrix.</li> <li>Carry out hazardous identification accordance to the regulation No.101/2014 and No.14/2013 based on hazardous types, and keep in hazardous store and dispose to the hazardous transport license.</li> <li>Carry out evaluation against to the regulation about heavy equipment operator accordance to the La-</li> </ul>	<ul style="list-style-type: none"> <li>Will carry out review for every RKL/RPL report to ensure that report is comply to the matrix.</li> <li>Will ensure all hazardous type will keep in temporary hazardous storage and ensure every hazardous will disposed to transporter licensed with timely.</li> <li>Will ensure every heavy equipment operator include dump truck operator will provide training and have license.</li> </ul>	<p>During 1<sup>st</sup> surveillance audit, the company show evidence such as:</p> <ul style="list-style-type: none"> <li>Environmental Report has been reporting to Environmental agency of Ogan Komering Ilir District on 29 August 2017 with document number 089/SUS/TH/VIII/2017 dated 25 August 2017. The report has been accordance to matrix of environmental management plan and environmental monitoring plan.</li> <li>Based on balance of waste on September 2017, there is no hazardous waste exceed from the storage time limit. The company has conduct transporting the hazardous and toxic waste on 7 August 2017.</li> <li>The company has conduct training for dump-truck operator from 7-9 September 2016. The company show evidence of license for dumptruck operator on behalf Nury-</li> </ul>	Closed



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			<p>bour Ministry Decree No.9/2010 Clause 30.</p> <ul style="list-style-type: none"> <li>• Make request to human resource for heavy equipment operator training include for dump truck operator also.</li> </ul>		<p>oto, Tugiman, M.Saifudin, Saiful Bahtiar, Tugino, Syafriansyah</p>	
RSPO 00547	2.2.3 (Minor)	<p>Found land dispute about 540 Ha based on current existing condition work map of Hikmah 2 estate. Based on interview with operational officer, land compensation process finished in 2003, and land claimed by community was in 2005 firstly. There is no record who was claimed the company land and no record of progress of FPIC process also.</p>	<p>Carry out identification and mapping process use FPIC method against to community who claimed the company concession area in Hikmah 2 estate. Company also submit record letter of statement, whereas this letter explained about total area company claimed by local community, when this area will bring to court by the company because this area has been compensation by</p>	<p>Carry out verification and periodically monitoring against to total area claimed by local community, and make program to carry out FPIC process every found potential conflict will happened.</p>	<p>There are some documents showed during surveillance:</p> <ol style="list-style-type: none"> <li>1. Company Statement regarding the history of land conflicts, signed by Director.</li> <li>2. Land Occupation Resolution Plan, August 2016.</li> <li>3. List of Occupant of Block 22, 24, 28, 22, 34.</li> <li>4. Map of Telaga Hikmah area, showing the conflict area.</li> </ol> <p>Acquisition process has only entering the stakeholder engagement phase. PT SA has made a meeting that attended by occupants at October 14<sup>th</sup> 2017. Occupants and Community Leader (formal and traditional) attended to the meeting. Based on the</p>	Closed

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			the company on 2015.		<p>meeting record, Occupants that registered as villager of 4 different villages (Embacang, Maribaya and Geranggong) stated that they won't sell their (claimed) land. The meeting has also communicated the company's plan in order to conduct participative measurements on the occupied land.</p> <p>Most of occupants have been identified by PT SA. Company has also prepared (but not yet appointed by top management) a program of Land conflict resolution, and the complete process of land occupants identification process would be part of the program.</p>	
RSPO 00548	2.2.4 (Major)	There is no record found that the company procedure for conflict resolution has been communicate to all affected parties or related stakeholders.	Carry out briefing to all related stakeholders about company procedure understanding No.P-SAG-RO-CAS-09 Rev0 date on August 1, 2013 and documented the briefing process.	Ensure every new stakeholders and all stakeholders aware and understand about company procedure, and company will provide briefing related that procedure for new stakeholder if any.	PT SA showed a meeting record with stakeholder in October 20 <sup>th</sup> 2017, at Village Office of Sumber Hidup (SP1). There are five agendas of the meeting and one of them was socialization of Communication, Participation and Consultation Procedure. The meeting has attended by stakeholders from various village include Embacang, Maribaya and Geronggang (related HGU occupation issue). Field visit to the secretary of Maribaya found that	Closed

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					<p>they also invited and attended the meeting.</p> <p>Procedure for conflict resolutions has been communicated to strategic stakeholders, especially to stakeholders from Maribaya, Embacang and Geronggang Villages.</p>	
RSPO 00549	2.2.5 (Minor)	There is no record that participatory mapping carried out by the company and the result acceptance by the affected parties.	Carry out identification and mapping process for company concession area claimed by the local community use FPIC process method. Company submit statement letter explain about identification process and FPIC process for company land use rights has been claimed by local community. This statement letter signed by Top Management.	Carry out verification and periodically monitoring against to total area claimed by local community, and make program to carry out FPIC process every found potential conflict will happened.	<p>The participation mapping is on developing process, none of the occupant has met the compensation from the company. Occupant's engagement process conducted by PT SA officers still on progress to meet occupant's willingness to participate on land identification, measurement and mapping. During field visit, one of the occupant's family members has communicated the expectation of occupants regarding the resolution. The officer promised that this good information will communicate to top management.</p> <p>Participatory mapping on HGU's occupied land process still on progress.</p>	Closed
RSPO 00550	4.1.1 (Major)	During onsite visit in loading ramp activity, the person in charge for grading	Revise the work instruction No. WI-SAG-PKS-PRS-	Ensure the work instruction will implemented in work	<p>The company has submit the evidence, i.e.:</p> <ul style="list-style-type: none"> <li>New work instruction No.WI-</li> </ul>	Closed

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		process, not taking the sampling accordance to the work instruction No.WI-SAG-PKS-PRS-0103.	0103.	location and carry out periodically evaluation procedure and work instruction implementation.	SAG-PKS-PRS-0103 Rev02 issued date on August 01, 2016. This work instruction explain about sampling grading process in loading ramp based on FFB origin, i.e.: nucleus estate and smallholders, when the sample should take it by loading ramp officer about 100 FFB for nucleus and smallholders. <ul style="list-style-type: none"><li>Records of document distribution. Where's this document explained about distribution of new work instruction to Selapan Jaya palm oil mill and withdrawal old work instruction from Selapan Jaya palm oil mill</li></ul>	
RSPO 00551	4.6.4 (Minor)	The company could not show the justification of paraquat usage where the company is still using paraquat until today.	Ask to Research Development Department (R&D) about paraquat justification use.	Ask to R&D department to search others herbicide and to replace the paraquat, also make for program to reduce the paraquat use.	Company has set the justification of paraquat usage in 2016. Evidence of the justification presented in the justification of pesticide usage in 2016.	Closed
RSPO 00552	4.7.3 (Major)	Based on mill visit, there are employees and third parties who are not wearing PPE that is required if they are in the mill area;	<ul style="list-style-type: none"><li>Create a letter of reprimand for all wokers if found they not used PPE</li></ul>	<ul style="list-style-type: none"><li>Ensure that all level workers will use complete PPE during on du-</li></ul>	Based on mill visit, there is evidence i.e.: <ul style="list-style-type: none"><li>Entire employee and third parties has wearing PPE</li></ul>	Closed

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		<p>fire extinguisher do not have the pressure (workshop), welded tube does not have a safety, loader (back alarm goes off, not have a rearview mirror); the pressure of water pump does not maximum at the station in the area of bio-gas station; LOTO system does not run when there is an improvement in boiler station; laying of hydrant box does not have a water source; conveyor is not closed permanently.</p>	<p>during on duty and also give PPE briefing to all workers level.</p> <ul style="list-style-type: none"> <li>• Create a service letter request accordance to the procedure No.P-SAG-BC-TAB-02.</li> <li>• Replace the fire extinguisher with good pressure.</li> <li>• Carry out LOTO briefing accordance to the procedure No.P-SAG-PKS-PRS-15.</li> <li>• Carry out installation identification of hydrant point in Selapan Jaya palm oil mill.</li> <li>• Instruct to workshop unit to built conveyor cover.</li> </ul>	<p>ty.</p> <ul style="list-style-type: none"> <li>• Ensure all heavy equipment sparepart will complete.</li> <li>• Ensure the hydrant line completely installation.</li> <li>• Ensure the LOTO installation will comply to procedure No.P-SAG-PKS-PRS-15.</li> <li>• Ensure all conveyor machinery and other machine with high risk potential will complete with cover to minimize the potential risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Entire fire extinguisher has pressure. For example: fire extinguisher No.1 has pressure and conduct monitoring periodically</li> <li>• Welded tube has a safety by tied with chains</li> <li>• Wheel loader has fulfil with rear mirror and back alarm</li> <li>• Based on hydrant drill seen that the hydrant has high pressure</li> <li>• There is available LOTO if any maintenance. During the audit, there is no maintenance but the company has provide LOTO</li> <li>• The hydrant has placed near the water source</li> <li>• The company has repair the conveyor and install the permanent cover conveyor</li> </ul>	
RSPO	5.1.1	Selapan Jaya Palm Oil Mill	Submit request let-	Ensure all activity	The company has record of pro-	Closed

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00553	(Major)	could not show new update process for revision of environmental feasibility license.	ter for environmental feasibility document revision to the related official government.	in mill and estate will cover in EIA document, and ensure every revision and new activity in mill and estate also cover in EIA document.	gress such as: <ul style="list-style-type: none"> <li>Request letter for environmental feasibility document revision with letter No.454/SA/VI/16/RO/GC dated on June 22, 2016.</li> <li>Evidence of letter acceptance from Official Government against to the request letter</li> <li>Letter from Environment Assessment Commission of Ogan Komering Ilir District No.18/Sek-AMDAL/D.LH/2017 dated 25 August 2017 regarding meeting invitation of technical team of Environment Assessment to conduct meeting on August 29, 2017</li> <li>Letter from Environment Assessment Commission of Ogan Komering Ilir District No.19/Sek-AMDAL/D.LH/2017 dated 25 August 2017 regarding meeting invitation of commission team of Environment Assessment to conduct meeting on August 30, 2017</li> </ul> <p>Until surveillance audit, the progress still on going process.</p>	
RSPO 00554	5.2.5 (Minor)	During field assessment, found HCV area namely	Carry out HCV briefing to all level	Carry out HCV area boundary	The company as record of consultation and socialization with	Closed

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		Rawa 1, set-asides with community land, but the company could not show the evidence of MoU or others agreement with local community to protect together of the HCV area.	workers and local community, and also signboard installment in HCV location area, complete with HCV boundary pillars.	pillars maintenance and also develop MoU with local community to build together commitment to maintain and protect the HCV area.	local community. The company has conduct socialization on 25-26 July 2016 for Embacang village attend by 73 people and 30-31 August 2016 for Maribaya village and Geronggang village attend by 19 people. The company and local community has an agreement to protect the HCV area	
RSPO 00555	5.6.3 (Minor)	The company has a system to monitor GHG emission with used the RSPO Palm GHG Calculator version 2.1. The Company has not reported the calculation of RSPO Palm GHG Calculator version 2.1 year 2015 to RSPO.	Report the GHG calculation result to the RSPO board.	Ensure the GHG calculation will used GHG tools by RSPO Version 2.1 and will reported periodically every year.	The company has reporting the GHG Calculation to RSPO on 22 August 2016. The company has calculating the latest GHC calculation and has been explained in this report.	Closed
RSPO 00556	6.5.3 (Minor)	There is no any evidenced that water consumption for housing was analyzed the water quality for consumption.	Carry out water quality analysis accordance to the Ministry Decree of Healthy No. 492/2010. The company submitted result of water analysis quality certificate No.660/1166/SHU-LAB/VII/2016 date on July 15, 2016. From all 29 water quality paramters	Ensure all water for consumption in mill and estate should be complie to the regulation.	PT SA analyzed the water quality for consumption refers to Permenkes No. 492/2010. The analyses conducted by UPBTD Laboratorium Lingkungan, Environment Body, Palembang. The analyses result found that the water quality has passed the minimum requirement for consumption.	Closed

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			was comply to the regulation parameters.			
RSPO 00557	6.9.1 (Major)	The company and gender committee could not show the evidence of procedure briefing and work program.	Carry out briefing about sexual harassment and violence handling accordance to the internal memmo letter No.0034/MD/VII/2010 about Sexual harassment prevention and reproduction policy. Also carry briefing about gender committee organization structure accordance memorandum letter No.065/MD/V/2016, and create the gender committee management work plan related women empowerment.	<ul style="list-style-type: none"> <li>Ensure all woman workers has get briefing about sexual harassment and violence handling procedure accordance to the memmo letter No.0034/MD/VII/2010.</li> <li>Ensure all workers aware about gender committee and they know how to communication with the committee, also ensure the gender committee work plan will implemented and recorded very well.</li> </ul>	There are documents showed and verified at surveillance: <ol style="list-style-type: none"> <li>Meeting note OF Telaga Hikmah Dua Estate, August 16th 2016. The meeting attended by 28 workers, and 29 worker's spouse. The Meeting Agenda are:                             <ol style="list-style-type: none"> <li>Socialization of Memorandum No. 034/MD/VII/2010 regarding "Sexual Harassment Prevention, reproduction protection and complaint handling mechanism.</li> <li>Gender Committee Structure Formation</li> <li>Gender Committee Program Development</li> </ol> </li> <li>Gender Committee Structure of PT Telaga Hikmah 2016 – 2017.</li> <li>Gender Committee Program Matrix 2016 – 2017. Consist of 8 activities regarding worker awareness to sexual harassment and reproduction Rights.</li> <li>Communication Procedure</li> </ol>	Closed



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					<p>applied regarding briefing were direct socialization of related policy, such as:</p> <ul style="list-style-type: none"><li>• Memorandum: 044/MD/VIII/2010 regarding Prohibition of Employing Pregnant and maternity period woman at chemist and fertilizing area.</li><li>• The Company has a policy of preventing sexual harassment, drafted on July 21, 2015, that is the protection of women workers in working place by preventing sexual harassment and violence, as well as the protection of reproductive rights. Do not employ minors and facilitate the care of children. The policy has been disseminated to all levels of employees on January 5, 2016. The Company was also displayed the policy in the office and housing area.</li></ul> <p>Document check showing that PT SA has conducting activities to make sure their worker aware to the policy. Interview result with</p>	
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					workers found that they were aware to this policy and their reproductive rights, including prohibition of woman in pregnancy and/or maternity period working with chemist materials.	
RSPO 00558	6.10.4 (Minor)	Company need mentioned in the Mou or procedure about timely manner for payment process between companies with smallholder who are supplied FFB to Selapan Jaya palm oil mill.	Revised the SOP and MoU and added ne information about timely manner.	Ensure all MoU about FFB trading will complete with timely manner.	<p>A document showed during audit was A letter from PT SA to KUD (all partners), No. 050/GMP/VIII/2016 regarding PT SA commitment to pay the KUD (partners) every 15th day in a month and/or every 20th as the latest. Company also showed MoUs such as:</p> <ul style="list-style-type: none"> <li>a. FFB Supplies Contract Agreement, No. 163/SA/SPK/I/2017, KUD Intan, January 2nd 2017.</li> <li>b. Procedure No. P-SAG-PKS-PRS-14 regarding Traceability and Mass balance, April 1st 2016, point 7.3 stated about the legality of FFB from supplier and supplier requirement.</li> <li>c. Copy of Official FFB Price 2017 from OKI District Office of Plantation.</li> <li>d. List of FFB Payment from PT Sampoerna</li> </ul>	Closed

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					Agro to KUD Bina Sejahtera, September 2016 to September 2017.	
RSPO 00559	E.3 (Major)	Not all person in charge for RSPO SCCS implementation in Selapan Jaya palm oil mill has been training by the company.	Carry out RSPO SCCS training to all person incharge who responsible for RSPO SCCS implementation.	Ensure all person in charge understood very well against to the RSPO SCCS requirement November 2014, and implemented well documented.	The company has conduct awareness training for SCCS on 18 October 2017. There is evidence of awareness training such as material, attendant list of participant and photo documentation.	Closed

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

A total 9 nonconformances were identified during the 1<sup>st</sup> surveillance assessment. These consisted of 4 major non-conformities and 5 minor non-conformities. For the major non-conformances, the company has taken the necessary corrective action to close these non-conformances within 90 days from completion of the assessment time (closing meeting), and this was verified by the audit team through checks of documents submitted by the company. For the minor non-conformances, the company has taken corrective action against these as well, and for those which could not be verified as closed through document checks, the closure of these minor non-conformities will be assessed during the next surveillance audit. A summary of all identified non-conformances, corrective actions taken and auditor conclusions is as explained below:

### 8. 1. Major non-conformities

Ref	NCR No.	Evidence Observed /NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Correction	Corrective Action		
1	RSPO 01561	<p>Some condition does not appropriate with fulfill of regulation such as:</p> <ul style="list-style-type: none"> <li>During visit to mill found the welder on behalf Edisar and Sujali conduct welding activities but the relevant employees does not have license welder in accordance with Permenakertrans No.2 year 1982</li> <li>The company and cooperatives does not have first aid officers in the workplace who already have a first-aid license in accordance with Permenakertrans No.15 year 2008</li> <li>Hikmah 2 estate, mill and cooperative of Bina Sejahtera have not been able to show evidence related reporting the list of daily working to Labor Agency of Ogan Komer-</li> </ul>	<ul style="list-style-type: none"> <li>Unit of Selapan Jaya palm oil mill request the welding training on behalf Edisar and Sujali to Human Resources</li> <li>Human resources create a program / plan and schedule of welding training</li> <li>The estate and mill units propose first aid officers to be included in the training to HRS</li> <li>Cooperative of Bina Sejahtera proposed first aid officers to be included in training to Plasma Manager</li> <li>The Plasma Manager submits first aid officers of co-</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all welders are already in training and have a welder license</li> <li>Ensure all first aid officers are already trained and have a first aid licenses</li> <li>Ensure the list of casual worker has been reported to the Labor agency</li> <li>Ensure the contents of first aid box according to Permenaker No. 15 year 2008.</li> </ul>	<p>The company has sent evidence of continous improvement such as:</p> <ul style="list-style-type: none"> <li>The request letter of welding training (No.0824/PKS SJ/X/2017 dated 27 October 2017) on behalf Edisar and Sujali to Regional Head of HR Services</li> <li>Training plan program conduct on November 2017</li> <li>Attendant list of participant related welding training conduct on November 22 to 27, 2017</li> <li>The documentation of welding training such as material and photo documentation</li> <li>The request letter of</li> </ul>	27 December 2017

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		<p>ing Ilir Regency. This is not in accordance with Kepmenakertrans 100 year 2004.</p> <ul style="list-style-type: none"> <li>• During field visit (circle spraying Block 30 Division 3) found the first aid content does not in accordance with Permenakertrans No. 15 year 2008 i.e. gauze, mittella, fast plaster, safety pins, gloves, plastic bags and notebooks</li> <li>• There is no evidence of medical check for pesticide operators (cholines-trase) periodically in 2017 for cooperative of Bina Sejahtera in accordance with Permenaker No. 3 year 1986</li> </ul>	<p>operative to be included in the training along with the first aid officers of company to Human Resources in accordance to Permenakertrans No. 15 of 2008</p> <ul style="list-style-type: none"> <li>• Human Resources creates a program / plan and schedule of first aid training</li> <li>• Unit submit a list of casual labor to Human Resources to be reported to the Labor agency</li> <li>• The cooperative of Bina Sejahtera create recapitulation of employee and reporting to Labor agency</li> <li>• Medical officers re-socialize the completeness of first aid box contents to the spray foreman and complete the first-aid box according to the Permenaker No. 15 of 2008</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperative of Bina Sejahtera and Plasma manager make a schedule and conduct periodic medical check every year.</li> </ul>	<p>first aid training (No.0825/PKS SJ/X/2017 dated 27 October 2017) on behalf Muhammad Wiranata to Regional Head of HR Services</p> <ul style="list-style-type: none"> <li>• The request letter of first aid training (No.0915/HD/X/2017 dated 27 October 2017) on behalf Yessi Angraini to Regional Head of HR Services</li> <li>• The request letter of first aid training (No.076/KPKSR-BS/XI/2017 dated 3 November 2017) from Cooperative of Bina Sejahtera on behalf Heru Prasetyo to Plasma Manager PT Sampoerna Agro</li> <li>• The request letter of first aid training (No.088/MP.III-V/XI/2017 dated 7 November 2017) from Plasma Manager on behalf Heru Prasetyo to Plasma</li> </ul>	
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			<ul style="list-style-type: none"> <li>• The cooperatibf of Bina Sejahtera coordinates with the plasma manager to conduct periodic inspection activities against spraying employees</li> <li>• The plasma manager coordinates with the Hyperkes to schedule and conduct health surveillance in conjunction to spraying workers in accordance with Permenaker No. 3 year 1986</li> </ul>		<p>Manager PT Sampoerna Agro</p> <ul style="list-style-type: none"> <li>• The request letter of first aid training (No.088/MP.III-V/XI/2017 dated 7 November 2017) from Plasma Manager to SM HRS PT Sampoerna Agro. The letter explained that the first aid officer attend the first aid training i.e. Heru Prasetyo (Cooperative of Bina Sejagh-tera), Joko Susilo (Cooperative of Ma-ju Lancar), Wijimad Asori, SE (Cooperative of Madya Karya Bhakti) and Nur-jamil, S.Pd (Coop-erative of Sedya Mukti)</li> <li>• Letter from Head of HR Operation (0322/HRS/XI/2017 dated 10 November 2017) to Senior Manager, Mill Manager, Estate Manager to inform that the first aid training conduct on 14-15</li> </ul>	
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					<p>November 2017</p> <ul style="list-style-type: none"><li>• The documentation of first aid training such as attendant list of participant and photo documentation</li><li>• Record work agreement of casual worker for each unit such as Nursery (Hikmah II estate), Division II (IHDS), Plasma, Office</li><li>• Letter from PT Sampoerna Agro No.0247/HRS/XI/2017 dated 7 November 2017 related registration of work agreement for casual worker to Labor and Transmigration agency of Ogan Komering Ilir District on behalf PT Sampoerna Agro (Selapan Jaya palm oil mill) consist of up-keep is 3 people, office boy is 1 people and sortation is 1 people.</li><li>• Letter from Labor agency related</li></ul>	
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					<p>proof of registration (work agreement of casual worker) No.056/D.Nakertrans/2017 on November 2017 on behalf PT Sampoerna Agro (Selapan Jaya palm oil mill)</p> <ul style="list-style-type: none"><li>• Letter from PT Telaga Hikmah No.075/HRS/XI/2017 dated 7 November 2017 related registration of work agreement for casual worker to Labor and Transmigration agency of Ogan Komering Ilir District on behalf PT Telaga Hikmah consist of upkeep is 228 people, harvesting is 93 people and office boy is 11 people.</li><li>• Letter from Labor agency related proof of registration (work agreement of casual worker) No.057/D.Nakertrans/2017 on November 2017 on behalf</li></ul>	
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					<p>PT Telaga Hikmah.</p> <ul style="list-style-type: none"><li>• Record of obliged report about employment with number of registration 181/Nakertrans/2017 dated 24 November 2017 and valid until 24 November 2018</li><li>• Documentation of socialization related first aid content to spraying foreman such as minutes of socialization, attendant list of participant and photo documentation. The socialization conduct on 24 October 2017</li><li>• Minutes of handover related first aid kit to spraying foreman on 24 October 2017</li><li>• Letter form cooperative of Bina Sejahtera No.077/KPKSR-BS/XI/2017 dated 3 November 2017 to Plasma Manager PT Sampoerna</li></ul>	
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					<p>Agro related medical checkup for spraying team for 24 people</p> <ul style="list-style-type: none"> <li>Letter from Plasma Manager No.060/MP.III-V/XI/2017 dated 7 November 2017 to Head of Hyperkes of South Sumatera Province related periodic medical checkup with total employee as much as 24 people</li> <li>Letter from Labor agency No.070/099/UPTD/BHP/2017 dated 9 November 2017 related periodic medical checkup. The medical checkup will conduct on 21 November 2017 consist of checking of cholinesterase is IDR.80.000/people and spirometri is IDR. 70.000/people.</li> </ul>	
<b>2</b>	<b>RSPO 01567</b>	There is no evidence of medical check for pesticide operators (cholinesterase) periodically in	<ul style="list-style-type: none"> <li>The cooperative of Bina Sejahtera coordination with</li> </ul>	The cooperative of Bina Sejahtera and plasma	The company has sent evidence of continuous improvement such as:	<b>27 December 2017</b>

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		<p>2017 for cooperative of Bina Sejahtera.</p>	<p>plasma manager to conduct periodic medical check-up</p> <ul style="list-style-type: none"> <li>Plasma manager coordination with Hyperkes to scheduling and conducting periodic medical check-up for spraying worker</li> </ul>	<p>manager make a schedule and conduct periodic medical checkup every year</p>	<ul style="list-style-type: none"> <li>Letter form cooperative of Bina Sejahtera No.077/KPKSR-BS/XI/2017 dated 3 November 2017 to Plasma Manager PT Sampoerna Agro related medical checkup for spraying team for 24 people</li> <li>Letter from Plasma Manager No.060/MP.III-V/XI/2017 dated 7 November 2017 to Head of Hyperkes of South Sumatera Province related periodic medical checkup with total employee as much as 24 people</li> <li>Letter from Labor agency No.070/099/UPTD/BHP/2017 dated 9 November 2017 related periodic medical checkup. The medical checkup will conduct on 21 November 2017 consist of checking</li> </ul>
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					of cholinesterase is IDR.80.000/people and spirometri is IDR. 70.000/people.	
<b>3</b>	<b>RSPO 01568</b>	<p>During visit to field and mill found:</p> <ul style="list-style-type: none"> <li>• Hoisting crane does not have a warning alarm.</li> <li>• The company has memorandum No.076/MD/VI/2016 dated 22 June 2016 about life-time of PPE. Based on document verification and field visit to spraying activity Block 30 Division 3 seen that the company does not provide the mask every 3 month in accordance to the memorandum</li> </ul>	<ul style="list-style-type: none"> <li>• Adding a warning alarm installation at the time of transporting and pouring to crane housting</li> <li>• Fulfill the PPE for spraying worker in accordance with memorandum No: 076/MD/VI/2016 dated 22 June 2016.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring the warning alarm well function</li> <li>• Ensuring to-providing PPE to spraying worker in accordance with memorandum No: 076/MD/VI/2016 dated 22 June 2016.</li> </ul>	<p>The company has sent evidence of continous improvement such as:</p> <ul style="list-style-type: none"> <li>• Record of work order (FM-SAG-PKS-MTC-010104 revision 0 effective date 1 November 2017). The work order explain about installing the warning alarm of Hoisting Crane on 27 October 2017</li> <li>• Record of mechanic daily report (FM-SAG-PKS-MTC-010107 revision 0 dated 1 November 2017). The mechanic daily report explained about installing the warning alarm of hoisting crane conduct by Sudaryo on 27 October 2017</li> <li>• Minutes of installing warning alarm of hoisting crane on</li> </ul>	<b>27 December 2017</b>

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					<p>Supriono</p> <ul style="list-style-type: none"> <li>• Photo documentation of installing the warning alarm of hoisting crane</li> <li>• Planning for PPE handover i.e. mask for sprayer period 2017-2018</li> <li>• Minutes of PPE handover for sprayer in Hikmah Dua estate on 25 October 2017 for 17 worker</li> <li>• Photo documentation of PPE handover</li> </ul>	
<b>4</b>	<b>RSPO 01569</b>	During field visit to HCV area 4.1 in Block 33 there is no any boundary mark for the management of HCV in accordance with the company procedures.	Conducting boundary marking for management of HCV in accordance with procedure P-SAG-KBN-NKT-02	Ensure all boundary marking installations for HCV management are installed according to P-SAG-KBN-NKT-02	<p>The company has sent evidence of continuous improvement such as:</p> <ul style="list-style-type: none"> <li>• Minutes of installing boundary marker of HCV area conduct on 3 November 2017 at Hikmah Dua (Division 3) Block 33 B dan 32 C as large as 29.61 ha with range of installing the boundary pillar is 50 meter</li> <li>• Photo documenta-</li> </ul>	<b>27 December 2017</b>

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					tion of installing boundary marker	
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It is recommended by the lead auditor to award the system of the company with a certificate pursuant to the above-mentioned RSPO standards after eliminating the non-conformities rated as “major”.

#### 8.2. Minor non-conformities

Ref	NCR No.	Evidence Observed /NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Correction	Corrective Action		
1	RSPO 01562	The Company has an initial meeting with the party conducting economic activities in the concession area but the company has not been able to show the long-term program of land dispute settlement in the area.	Running the land dispute resolution program that already exists.	Create the progress reports related the implementation of land dispute resolution programs and the documentation.	The company has sent correction and corrective action request. The implementation of this CAR will be seen in the next surveillance.	27 December 2017
2	RSPO 01563	There is no long-term budget is available from 2014-2019 that explains replanting activities while the oldest planting year 1995. (Hikmah II).	Reviewing the existing business plan by adding replanting activities.	Distributing the business plan that has been reviewed to entire unit.	The company has sent correction and corrective action request. The implementation of this CAR will be seen in the next surveillance.	27 December 2017
3	RSPO 01564	<ul style="list-style-type: none"> <li>There is not yet available evidence that cooperative of Bina Sejahtera has conducted an audit to check consistency of implementation the procedure and follow up.</li> <li>The cooperative of Bina Se-</li> </ul>	<ul style="list-style-type: none"> <li>Make a Decision Letter in the implementation of RSPO P&amp;C for cooperative of Bina Sejahtera</li> <li>Creating a pro-</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the RSPO P&amp;C implemented</li> <li>Ensure an internal audit activity conduct every</li> </ul>	The company has sent correction and corrective action request. The implementation of this CAR will seen in the next surveillance.	27 December 2017

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		jahtera does not have personnel who have been trained to conduct audits to check consistency of implementation the procedure and follow up.	gram and audit plan related the implementation of procedure for cooperative of Bina Sejahtera <ul style="list-style-type: none"> <li>The cooperative of Bina Sejahtera coordination with Plasma Manager to given an education to internal auditor</li> <li>Make appointment decree related implementation the RSPO P &amp; C for cooperative of Bina Sejahtera</li> </ul>	year		
<b>4</b>	<b>RSPO 01565</b>	Cooperative of Bina Sejahtera has not kept the audit result to check the consistency of implementation the procedure and the evidence of its follow-up	Make appointment decree related implementation the RSPO P & C for cooperative of Bina Sejahtera	Ensure of entire document well documented	The company has sent correction and corrective action request. The implementation of this CAR will seen in the next surveillance.	<b>27 December 2017</b>
<b>5</b>	<b>RSPO 01566</b>	<ul style="list-style-type: none"> <li>Cooperative of Bina Sejahtera has not yet conducted leaf sampling and leaf analysis in 2017.</li> <li>There is no evidence of fertilizer recommendation based on leaf and soil analysis for cooperative of Bina Sejahtera.</li> </ul>	<ul style="list-style-type: none"> <li>The cooperative of Bina Sejahtera coordiantion with plasma manager to conduct leaf sampling and leaf analysis</li> <li>Plasma manager coordination with</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the report of leaf analysis available and documented in the cooperative</li> <li>Ensure the recommenda-</li> </ul>	The company has sent correction and corrective action request. The implementation of this CAR will seen in the next surveillance.	<b>20 November 2017</b>

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			<p>ACI Department to scheduling and conducting leaf sampling and leaf analysis</p> <ul style="list-style-type: none"><li>• The cooperative of Bina Sejahtera coordination with plasma manager to conduct leaf analysis and soil analysis</li><li>• Plasma manager coordination with ACI Department to scheduling and conducting leaf sampling and soil sampling</li></ul>	<p>tion of fertilizer documented in the cooperative</p>		
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It is recommended by the lead auditor to award the system of the company a certificate pursuant to the above-mentioned RSPO standards. The non-conformities identified shall be audited again in line with the timeframe during the next surveillance audit



## 9.0 Noteworthy Positive Components and Potential for Improvement

### 9.1. Positive Observation:

No.	Ref.	Positive Comments
1.	-	The company has a good commitment to implement the principles of palm oil.

### 9.2. Potential for Improvement:

No.	Ref.	Potential for improvement
1	SCCS	To be consent that starting from 1 January 2018 to use the latest SCCS standards in which the latest standards will be audited on the General Requirement
2	4.1.1	Monitor the condition of document procedures / Work instructions that installed at the mill and there are work instruction documents that some of the conditions have been damage eg. Boiler station
3	5.3.2	Cooperatives need to conduct cooperation of hazardous and toxic waste transporting to third party that has license of transporting, utilization and destruction.

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

### 10.1 Issues Raised during Stakeholder Consultation Meeting

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

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

No.	Issues Raised	Audit Verification
-	-	-

## 11.0 Certification Decision

### 11.1 Recommendation for Certification

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

PT TUV Rheinland Indonesia recommends that PT Sampoerna Agro be approved as a producer of RSPO Certified Sustainable Palm Oil.

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

The scope of the certificate covers production of palm oil from PT Sampoerna Agro and its supply base, which includes Hikmah Dua estate and Cooperative Bina Sejahtera.

The date of certificate issued is 17 March 2018. Further details of the certificate are as per Appendix 1.

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### 11.3 Date of Next Surveillance Visit

The next surveillance visit is planned for 2018

### 12.0 Acknowledgements of Internal Responsibility and Formal Sign-Off by Client

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

Signed on behalf of PT Sampoerna Agro

.....  
Yusi Rosalina  
System and Certification Manager  
Date: 23 February 2018

Signed on behalf of PT TUV Rheinland Indonesia

.....  
Naik Monang Parlindungan Lingga  
Lead Auditor  
Date: 23 February 2018

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**APPENDICES**

Appendix 1: Details of Certificate

# Certificate

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

Certificate Registr. No. : 824 502 17055

Certificate Holder : PT TUV Rheinland Indonesia certifies :  
**PT Sampoerna Agro Tbk – Selapan Jaya Mill**  
Geronggang Village, East Pedamaran Subdistrict,  
Ogan Komering Ilir District,  
South Sumatera Province, Indonesia



Sampoerna Agro

and its company owned estates according to the annex

RSPO number : -  
Scope : Palm Oil Production and Plantation Management System

An audit was performed, Report No. ASA182450217055. Proof has been furnished that the requirements according to Indonesian National Interpretation of RSPO Principles & Criteria for Sustainable Palm Oil Production; July, 2016 are fulfilled.

Validity: The due date for all future surveillance audits is 25-11 (dd.mm).

The certificate is valid from 25-01-2017 until 24-01-2022.

The certificate shall remain valid in period stipulated above provided that the certificate holder mentioned here continues to comply with the RSPO P&C requirements. Status of compliance of the certificate holder shall be based on the annual inspections conducted by PT TUV Rheinland Indonesia.

RSPO registered parents company\* : PT Sampoerna Agro Tbk  
(RSPO Member No. : 1-0031-07-000-00)

\* Name of the RSPO registered member company of which the certificate holder is a subsidiary (if applicable)

Date of first certificate : January 25, 2017



Indonesia, 17-03-2018

PT TUV Rheinland Indonesia  
Director

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

## Annex to certificate

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

Certificate Registr. No.: 824 502 17055

Location: **PT Sampoerna Agro Tbk – Selapan Jaya Mill**  
Address: **Geronggang Village, East Pedamaran Subdistrict, Ogan Komering Ilir District, South Sumatera Province, Indonesia**



Name of mill / estate	Location	GPS locations	
		Latitude	Longitude
Selapan Jaya Mill	Geronggang Village, East Pedamaran Subdistrict, Ogan Komering Ilir District, South Sumatera Province, Indonesia	N 105°5'49.51"	E 3°42'27.37"
Hikmah 2 Estate	Geronggang Village, East Pedamaran Subdistrict, Ogan Komering Ilir District, South Sumatera Province, Indonesia	N 105°9'42.43"	E 3°39'20.55"
Cooperative Bina Sejahtera	Kerta Mukti village, Mesuji Raya subdistrict, Ogan Komering Ilir district, South Sumatera province.	N 105°4'50.17"	E 3°42'40.29"

CPO Tonnage Total Production: 99,078.60 tonnes  
 PK Tonnage Total Production: 22,841.09 tonnes  
 Company Estates FFB Tonnages: 73,700.16 tonnes  
 FFB Tonnages from other sources: 357,263.75 tonnes  
 CPO Tonnage claimed for certification: 16,943.66 tonnes  
 PK Tonnage claimed for certification: 3,906.10 tonnes

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

Identity Preserved  
 Mass Balance

Indonesia, 17-03-2018

Issued by PT TUV Rheinland Indonesia

PT TUV Rheinland Indonesia  
Director

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### Appendix 2: Certification Audit Plan

<b>Client :</b>	<b>PT Sampoerna Agro</b> Jalan Basuki Rahmat No. 788 Palembang- South Sumatera	<b>If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved</b>
<b>Location(s) / Production facility (facilities) :</b>	<b>Hikmah 2 Estate, KUD Bina Sejahtera and Selapan Jaya Palm Oil Mill</b> Kerta Mukti village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province.	
<b>Scope of application :</b>	Palm Oil Plantation and Palm oil Mill	
<b>Applicable standard(s) :</b>	RSPO Principle INA NI 2013 and RSPO SCCS Nov 2014 Version 2 (Nov 2016)	
<b>Type of audit :</b>	1 <sup>st</sup> Surveillance Assessment	
<b>Auditee representative :</b>	Yusi Rosalina	
<b>Manual No. and publication date :</b>		
<b>Audit language(s) :</b>	Indonesia	<b>Order number:</b> 130321xxx
<b>Audit leader :</b>	Naik Monang P L (NM)	<b>Auditor(s):</b> Panggading (PN), Ade Sudiana (AS), Harso Yuli Antena (HYA)
<input type="checkbox"/> External, company:		<input type="checkbox"/> external,company:
<b>Environmental verifier:</b>		<b>Expert(s):</b>
<input type="checkbox"/> external, company:		<input type="checkbox"/> external,company:

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

#### Audit Appeal System

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

Jakarta, October 18,

**Place, date**

Naik Monang P L

**Name**

**Signature**

# RSPO Surveillance Assessment Report

## PT SAMPOERNA AGRO

Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative  
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Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
<b>Monday, October 23, 2017</b>				
07.35-08.45	Flight from Jakarta to Palembang	All Auditor		<b>GA 102</b>
08.45-13.00	Travelling from Palembang to site	All auditor		
14.00-17.00	<ul style="list-style-type: none"> <li>Opening meeting</li> <li>Team audit introduction</li> <li>Presentation of nonconformity progress</li> </ul>	All auditor	Management Representative/ Related PIC/Manager	
End of 1 <sup>st</sup> day audit				
<b>Tuesday, October 24, 2017</b>				
08.00 – 12.00 Hikmah 2 Estate and Smallholder	Document check verification, related: <ul style="list-style-type: none"> <li>Law and regulation compliance</li> <li>Legality</li> <li>FFB source</li> <li>OSH</li> <li>EIA</li> <li>HCV</li> <li>GHG</li> <li>NPP (if any)</li> <li>Continuous improvement</li> </ul>	NM	Estate Manager	Principle 2 Criteria 2.1.1; 2.2.1; 2.2.2 Principle 4 Criteria 4.1.4; 4.7 Principle 5 Criteria 5.1; 5.2; 5.6 Principle 7 Criteria 7.3; 7.8 Principle 8 Criteria 8.1
08.00 – 12.00 Hikmah 2 Estate and Smallholder	Document check verification, related: <ul style="list-style-type: none"> <li>Transparency</li> <li>Code of conduct</li> <li>Law and regulation compliance</li> <li>Long term economic and financial viability</li> <li>Water management plan</li> <li>Environmental management</li> <li>Training</li> <li>Waste management</li> <li>Continuous improvement</li> </ul>	PN	Estate Manager	Principle 1 Criteria 1.1; 1.2; 1.3 Principle 2 Criteria 2.1.1-2.1.4 Principle 3 Criteria 3.1 Principle 4 Criteria 4.4; 4.8 Principle 5 Criteria 5.3 Principle 8 Criteria 8.1
08.00 – 12.00 Hikmah 2 Estate and Smallholder	Document check verification, related: <ul style="list-style-type: none"> <li>Law and regulation compliance</li> <li>Procedure and evalua-</li> </ul>	AS	Estate Manager	Principle 2 Criteria 2.1.1 Principle 4 Criteria 4.1.1-4.1.3; 4.2; 4.3; 4.5; 4.6

# RSPO Surveillance Assessment Report

## PT SAMPOERNA AGRO

### Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative Bina Sejahtera

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Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
er	<ul style="list-style-type: none"> <li>• Soil fertility</li> <li>• Erosion and soil degradation</li> <li>• IPM</li> <li>• Pesticide</li> <li>• Use of fire</li> <li>• NPP (if any)</li> <li>• Continuous improvement</li> </ul>			Principle 5 Criteria 5.5 Principle 7 Criteria 7.2; 7.4; 7.7 Principle 8 Criteria 8.1
08.00 – 12.00 Hikmah 2 Estate and Smallholder	Document check verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Land conflict</li> <li>• SIA</li> <li>• Transparency</li> <li>• Complaints and grievances</li> <li>• Compensation</li> <li>• Worker welfare</li> <li>• NPP (if any)</li> <li>• Continuous improvement</li> </ul>	HYA	Estate Manager	Principle 2 Criteria 2.1.1; 2.2.3 - 2.2.6; 2.3 Principle 6 Criteria 6.1-6.13 Principle 7 Criteria 7.1; 7.5; 7.6 Principle 8 Criteria 8.1
12.00 - 14.00	Break Lunch and Pray	All Auditor		
14.00 – 17.00	Continue previous agenda			
End of 2 <sup>nd</sup> day audit				
<b>Wednesday, October 25, 2017</b>				
08.00 – 12.00 Hikmah 2 Estate and Smallholder	Field check verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Legality</li> <li>• FFB source</li> <li>• OSH</li> <li>• EIA</li> <li>• HCV</li> <li>• GHG</li> <li>• NPP (if any)</li> <li>• Continuous improvement</li> </ul>	NM	Estate Manager	Principle 2 Criteria 2.1.1; 2.2.1; 2.2.2 Principle 4 Criteria 4.1.4; 4.7 Principle 5 Criteria 5.1; 5.2; 5.6 Principle 7 Criteria 7.3; 7.8 Principle 8 Criteria 8.1
08.00 – 12.00 Hikmah 2	Field check verification, related: <ul style="list-style-type: none"> <li>• Transparency</li> </ul>	PN	Estate Manager	Principle 1 Criteria 1.1; 1.2; 1.3



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Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
Estate and Smallholder	<ul style="list-style-type: none"> <li>Code of conduct</li> <li>Law and regulation compliance</li> <li>Long term economic and financial viability</li> <li>Water management plan</li> <li>Environmental management</li> <li>Training</li> <li>Waste management</li> <li>Continuous improvement</li> </ul>			Principle 2 Criteria 2.1.1-2.1.4 Principle 3 Criteria 3.1 Principle 4 Criteria 4.4; 4.8 Principle 5 Criteria 5.3 Principle 8 Criteria 8.1
08.00 – 12.00 Hikmah 2 Estate and Smallholder	Field check verification, related: <ul style="list-style-type: none"> <li>Law and regulation compliance</li> <li>Procedure and evaluation</li> <li>Soil fertility</li> <li>Erosion and soil degradation</li> <li>IPM</li> <li>Pesticide</li> <li>Use of fire</li> <li>NPP (if any)</li> <li>Continuous improvement</li> </ul>	AS	Estate Manager	Principle 2 Criteria 2.1.1 Principle 4 Criteria 4.1.1-4.1.3; 4.2; 4.3; 4.5; 4.6 Principle 5 Criteria 5.5 Principle 7 Criteria 7.2; 7.4; 7.7 Principle 8 Criteria 8.1
08.00 – 12.00 Hikmah 2 Estate and Smallholder	Field check verification, related: <ul style="list-style-type: none"> <li>Law and regulation compliance</li> <li>Land conflict</li> <li>SIA</li> <li>Transparency</li> <li>Complaints and grievances</li> <li>Compensation</li> <li>Worker welfare</li> <li>NPP (if any)</li> <li>Continuous improvement</li> </ul>	HYA	Estate Manager	Principle 2 Criteria 2.1.1; 2.2.3 - 2.2.6; 2.3 Principle 6 Criteria 6.1-6.13 Principle 7 Criteria 7.1; 7.5; 7.6 Principle 8 Criteria 8.1
12.00 – 14.00	Break Lunch and Pray	All Auditor		
14.00 – 17.00 Mill	Document check verification, related: <ul style="list-style-type: none"> <li>Law and regulation compliance</li> <li>Mill legality</li> </ul>	NM	Mill Manager	Principle 2 Criteria 2.1.1; 2.2.1-2.2.2 Principle 4 Criteria 4.1.4; 4.7 Principle 5 Criteria 5.1; 5.6

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Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
	<ul style="list-style-type: none"> <li>• FFB source</li> <li>• EIA</li> <li>• GHG</li> <li>• Continuous improvement</li> <li>• SCCS</li> </ul>			Principle 8 Criteria 8.1 SCCS Module E
14.00 – 17.00 Mill	Document check verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Land conflict</li> <li>• SIA</li> <li>• Transparency</li> <li>• Complaints and grievances</li> <li>• Compensation</li> <li>• Worker welfare</li> <li>• NPP (if any)</li> <li>• Continuous improvement</li> </ul>	HYA	Estate Manager	Principle 2 Criteria 2.1.1; 2.2.3 - 2.2.6; 2.3 Principle 6 Criteria 6.1-6.13 Principle 7 Criteria 7.1; 7.5; 7.6 Principle 8 Criteria 8.1
14.00 – 17.00 Mill	Document check verification, related: <ul style="list-style-type: none"> <li>• Transparency</li> <li>• Code of conduct</li> <li>• Law and regulation compliance</li> <li>• Long term economic and financial viability</li> <li>• Water management plan</li> <li>• Training</li> <li>• Environmental management</li> <li>• Waste management</li> <li>• Efficiency of fossil fuel</li> <li>• Continuous improvement</li> </ul>	PN	Mill Manager	Principle 1 Criteria 1.1; 1.2; 1.3 Principle 2 Criteria 2.1.1-2.1.4 Principle 3 Criteria 3.1 Principle 4 Criteria 4.4; 4.8 Principle 5 Criteria 5.3; 5.4 Principle 8 Criteria 8.1
14.00 – 17.00 Mill	Document check verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Procedure and evaluation</li> <li>• Continuous improvement</li> </ul>	AS	Mill Manager	Principle 2 Criteria 2.1.1 Principle 4 Criteria 4.1.1-4.1.3 Principle 8 Criteria 8.1
End of 3rd day audit				
<b>Thursday, October 26, 2017</b>				
08.00 – 12.00	Document check and field verification, related:	NM	Mill Manager	Principle 2 Criteria 2.1.1; 2.2.1-2.2.2

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

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Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
14.00		Auditor		
14.00 – 14.30	Preparation for closing meeting	All Auditor		
14.30 – 15.30	Closing meeting	All Auditor	Auditee	
15.30 – 20.00	Travelling from site to Palembang	All Auditor		<b>Stay overnight at Palembang</b>
End of 4th day audit				
<b>Friday, October 27, 2017</b>				
09.30-10.35	Flight from Palembang to Jakarta	All Auditor		<b>GA 107</b>
End of audit				

(1) Please avoid any changes!

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

**Distribution for the client:**

(established by the client)

**Distribution for the audit plan:**

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

**Appendix 3: List of Abbreviations**

## RSPO Surveillance Assessment Report

### PT SAMPOERNA AGRO

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AMDAL	<i>Analisis Dampak Lingkungan &amp; Sosial</i> (Social & Environmental Impacts Assessment)
BPN	Land used Agency (Badan Pertanahan nasional)
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
EIA	Environmental Impact Assessment
ERTs	Endangered, Rare & Threatened species
ESH	Environmental Safety & Health
FFB	Fresh Fruit Bunches
EFB	Empty Fruit Bunches
GHG	Green Houses Gases
HCV	High Conservation Value
HGU	Hak Guna Usaha (Land Use Rights)
HIRARC	Hazard Identification, Risk Assessment and Risk Control
HPL	Land Manage Right (Hak Pengelolaan Lahan)
IPM	Integrated Pest Management
IK	<i>Instruksi Kerja</i> (Work Instruction)
LTA	Lost Time Accident
LUCA	Land Usae Change Analysis
MSDS	Material Safety Data Sheets
MB	Mass Balance
NGO	Non-Government Organization
NIB	Building Identification Number (Nomor Indentifikasi Bangunan)
OSH	Occupational Safety & Health
PKO	Palm Kernel Oil
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
PPKS	<i>Pusat Penelitian Kepala Sawit</i> (Oil Palm Research Institute)
RKL	<i>Rencana Pengelolaan Lingkungan</i> (Environmental Management Plan)
RPL	<i>Rencana Pemantauan Lingkungan</i> (Environmental Monitoring Plan)
SIA	Social Impact Assessment
SBU	Stragtegitic Business Unit
SMK3	<i>Sistem Manajamen Kesehatan dan Keselamatan Kerja</i> (Occupational Safety & Health Management System)
SOP	Standard Operating Procedure
SPBUN	<i>Serikat Pekerja Perkebunan</i> (Estate Workers Union)
UKL	<i>Upaya Pengelolaan Lingkungan</i> (Environmental Management Efforts)
UPL	<i>Upaya Pemantauan Lingkungan</i> (Environmental Monitoring Efforts)

#### Appendix 4: Other Achievement s and Certification Helds

**RSPO Surveillance Assessment Report**

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<b>Name of mill / estate</b>	<b>Certification Standard / Award achieved</b>	<b>Certification Body / Awarder</b>	<b>Date Achieved</b>
PT. Sampoerna Agro	ISO 14001 : 2004	TUV Nord	23 October 2007
	ISO 9001 : 2008	TUV Nord	22 May 2007
	ISPO	TUV Nord	07 December 2014

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#### Appendix 5: Audit Checklist

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<b>Principle 1: Commitment To Transparency</b>		
1.1	<p>Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p> <p><b>Guidance :</b></p> <p><i>Growers and millers should have a Standard Operating Procedure (SOP) to respond constructively to stakeholders, including a specific timeframe to respond to requests for information. Growers and millers should respond constructively and promptly to requests for information from stakeholders. Growers and millers should ensure that sufficient objective evidence exists to demonstrate that the response is timely and appropriate.</i></p> <p><i>See Criterion 1.2 for requirements relating to publicly available documentation.</i></p> <p><i>See Criterion 6.2 on consultation.</i></p> <p><i>See Criterion 4.1 on SOPs.</i></p>		
	<p><b>1.1.1</b> There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p><b>Specific Guidance:</b></p> <p><b>For 1.1.1:</b> <i>Evidence should be provided that information is received in appropriate form(s) and language(s) by relevant stakeholders. Information will include information on the RSPO mechanisms for stakeholder involvement, including information on their rights and responsibilities.</i></p>		
	<p>a. Does the company maintain a list of stakeholders? (E.g. listed by category and stakeholders listed should be site specific)</p> <p>b. What is the frequency of updating the stakeholder list?</p> <p>c. Is there evidence of stakeholder verification?</p>	<p>a. List of stakeholder see in 6.2.3</p> <p>b. Updating once a year</p>	C

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	d. What type of information is provided? (E.g. Environmental, social and legal) e. What is the frequency and level of access to this information? f. How and where is the information disseminated? g. Who is responsible for providing & updating information? h. Is there an SOP available to describe the process (of information sharing/dissemination)? i. Are stakeholders aware of the type of information available and the procedures for accessing the information?		
	<b>1.1.2 (M) Records of requests for information and responses shall be maintained.</b>		
	a. Does the company have an SOP to ensure constructive response to stakeholders? b. Who is the personnel in charge (PIC)? c. Does the SOP cover the elements under 1.1.1? d. Is there a clear time frame for response to request for information? e. Are records of requests for information and responses maintained? f. Are responses to requests for information timely and appropriate?	The company has list of updating stakeholder. There is records of information such as: <ul style="list-style-type: none"> <li>Letter No. 140/09/Em.Mes-Ry/2017 to management of Hikmah II dated 4 July 2017 about request of road maintenance of Dusun III and Dusun IV, Embacang village, Mesuji Raya Sub District. The company has response with letter No. 0586/HD/VII/2017 dated 31 July 2017 about response of request information to CSR unit</li> <li>Letter No. 001/PAN-PHBI/MRB-Pdmr-T/2017 to management of Hikmah II dated 11 September 2017 about request of donation for 1 Muharam 1439 H. The company has response with letter No. 0727/HD/IX/2017 dated 14 September 2017 about explanation of response of request information to CSR unit</li> </ul>	C
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.		



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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p><b>Guidance:</b></p> <p><i>This concerns management documents relating to environmental, social and legal issues that are relevant to compliance with RSPO Criteria. Management documents will include monitoring reports.</i></p> <p><i>The auditors will comment on the adequacy of each of the documents listed in the public summary of the assessment report.</i></p> <p><i>Examples of commercially confidential information include financial data such as costs and income, and details relating to customers and/or suppliers. Data that affects personal privacy should also be confidential.</i></p> <p><i>Ongoing disputes (within or outside of a legal mechanism) can be considered as confidential information where disclosure could result in potential negative outcomes for all parties involved. However, affected stakeholders and those seeking resolution to conflict should have access to relevant information.</i></p> <p><i>Examples of information where disclosure could result in potential negative environmental or social outcomes include information on sites of rare species where disclosure could increase the risk of hunting or capture for trade, or sacred sites which a community wishes to maintain as private.</i></p> <p><i>Growers and millers should ensure that sufficient objective evidence exists to demonstrate that the level of measuring and monitoring of the management plan, and information, is appropriate and made available.</i></p>		
	<p><b>1.2.1 (M)</b> Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. How are the management documents listed in (c) below made publicly available?</p> <p>b. Where are the documents placed?</p> <p>c. Is the information provided adequate? Note: At minimum, an information summary of the document listed below should be made available.</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2) <ul style="list-style-type: none"> <li>- Legal boundaries ,land use, classification, total area, grant title, permit validity , NCR rights,</li> </ul> </li> <li>• Occupational health and safety plans (Criterion 4.7); <ul style="list-style-type: none"> <li>- risk assessment and mitigation ,emergency response plan, training, accident records</li> </ul> </li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); <ul style="list-style-type: none"> <li>- main social and environmental impacts and mitigation measures,</li> </ul> </li> <li>• HCV documentation (Criteria 5.2 and 7.3); <ul style="list-style-type: none"> <li>- identification on HCV areas, maps, management and monitoring HCV</li> </ul> </li> <li>• Pollution prevention and reduction plans (Criterion 5.6); <ul style="list-style-type: none"> <li>- identification of pollutants, manage-</li> </ul> </li> </ul>	<p>The cooperative has list of information year 2017. The cooperative has document such as:</p> <ul style="list-style-type: none"> <li>• Legal entity such as letter of estblishment, letter of own certificate, letter of business usch as SIUP, SITU, TDP, letter of noise, NPWP, plantation map, data of areal statement and list of regulation.</li> <li>• Best Management Practise (work instruction, procedure, realization of fertilizing, pesticide used, IPM)</li> <li>• Environmental (Environmental document, HCV, SIA, employee data and policy of cooperative)</li> <li>• Finance (annual meeting report, business plan and FFB price)</li> </ul>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>ment and reduction measures</p> <ul style="list-style-type: none"> <li>• Details of complaints and grievances (Criterion 6.3);                             <ul style="list-style-type: none"> <li>- nature of complaints, parties involved, status of case</li> </ul> </li> <li>• Negotiation procedures (Criterion 6.4);                             <ul style="list-style-type: none"> <li>- SOP, consultative, neutral, inclusiveness, timeframe, responsibility</li> </ul> </li> <li>• Continual improvement plans (Criterion 8.1);                             <ul style="list-style-type: none"> <li>- for all elements under 8.1,</li> </ul> </li> <li>• Public summary of certification assessment report;                             <ul style="list-style-type: none"> <li>- follow RSPO format</li> </ul> </li> <li>• Human Rights Policy (Criterion 6.13).                             <ul style="list-style-type: none"> <li>- policy statement should comply to the requirements of 6.13</li> </ul> </li> </ul> <p>d. Do the management documents contain monitoring plans and reports? e. Are all monitoring reports publicly available?</p>		
1.3	Growers and millers commit to ethical conduct in all business operations and transactions.		
	<p><b>1.3.1</b> There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p><b>Guidance:</b></p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p><i>All levels of the operations will include contracted third parties (e.g. those involved in security).</i></p> <p><i>The policy should include as a minimum:</i></p> <ul style="list-style-type: none"> <li>• <i>A respect for fair conduct of business;</i></li> <li>• <i>A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources;</i></li> <li>• <i>A proper disclosure of information in accordance with applicable regulations and accepted industry practices.</i></li> </ul> <p><i>The policy should be set within the framework of the UN Convention Against Corruption, in particular Article 12.</i></p>		
	<p>a. Is there a written policy committing to a code of ethical conduct and integrity in all operations and transactions?</p> <p>b. Does the policy include as a minimum:</p> <ul style="list-style-type: none"> <li>• A respect for fair conduct of business?</li> <li>• A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources?</li> <li>• A proper disclosure of information in accordance with applicable regulations and accepted industry practices?</li> </ul> <p>c. Is the policy documented and communicated to all levels of the workforce and operations, including contracted third parties? How is it communicated?</p> <p>d. Are the documentation and communication done in the appropriate languages?</p> <p><b>Note to auditor :</b></p> <p>The workforce should be interviewed to determine level of understanding of policy</p>	<p>Socialization related company policy of Hikmah II (Kerta Mukti village, Balian village and Belida village) conducted on 21 October 2017 and 8 August 2017.</p> <p>Mill: Socialization code of ethic conducted on 30 January 2017 with total employee is 121 people and for stakeholder on 20 October 2017 with total participant is 80 people.</p> <p>The cooperative has conduct socialization of policy on 13 October 2017 on cooperative village with total participant is 230 people.</p>	C
<b>Principle 2: Compliance With Applicable Laws and Regulations</b>			

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2.1	<p>There is compliance with all applicable local, national and ratified international laws and regulations.</p> <p><b>Guidance:</b></p> <p><i>Implementing all legal requirements is an essential baseline requirement for all growers whatever their location or size. Relevant legislation includes, but is not limited to: regulations governing land tenure and land-use rights, labour, agricultural practices (e.g. chemical use), environment (e.g. wildlife laws, pollution, environmental management and forestry laws), storage, transportation and processing practices. It also includes laws made pursuant to a country's obligations under international laws or conventions (e.g. the Convention on Biological Diversity (CBD), ILO core Conventions, UN Guiding Principles on Business and Human Rights). Furthermore, where countries have provisions to respect customary law, these will be taken into account.</i></p> <p><i>Key international laws and conventions are set out in Annex 1</i></p> <p><i>Contradictions and inconsistencies should be identified and solutions suggested.</i></p>		
	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><b>Note to auditor :</b></p> <p>A due diligence on the company/area or management unit on legal compliance should be conducted prior to field audit. Any non-compliance should be verified during the field audit.</p> <p>Relevant legislation includes, but is not limited to: regulations governing land tenure and land-use rights, labour, agricultural practices (e.g. chemical use), environment (e.g. wildlife laws, pollution, environmental management and forestry laws), storage, transportation</p>	<p>a. Company has list of legal requirement presented in list of regulation. There is evidence of company's compliance to legal requirements. Sample of company's compliance to legal requirements such as :</p> <ul style="list-style-type: none"> <li>• Decree of Head of Ogan Komering Ilir District No.370/Kep/D.LH/2017 dated 12 June 2017 about disposal permit related palm oil mill effluent to PT Sampoerna Agro</li> <li>• Decree of South Sumatera Governor No. 327/PTSP-BP3MD/VIII/2016 dated 16 June 2016 about surface taking water and water utilization</li> </ul> <p>b. Company maintain copies of legal requirement</p> <p>Some condition does not appropriate with fulfill of regulation such as:</p> <ul style="list-style-type: none"> <li>• During visit to mill found the welder on behalf Edisar and Sujali conduct welding activities but the relevant employees does not have license welder in accordance with Permenakertrans No.2 year 1982</li> <li>• The company and cooperatives does not have first aid officers in the workplace who already have a first-aid license in accordance with Permenakertrans No.15 year 2008</li> <li>• Hikmah 2 estate, mill and cooperative of Bina Sejahtera have not</li> </ul>	NC

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	<p>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).</p>	<p>been able to show evidence related reporting the list of daily working to Labor Agency of Ogan Komering Ilir Regency. This is not in accordance with Kepmenakertrans 100 year 2004.</p> <ul style="list-style-type: none"> <li>• During field visit (circle spraying Block 30 Division 3) found the first aid content does not in accordance with Permenakertrans No. 15 year 2008 i.e. gauze, mitella, fast plaster, safety pins, gloves, plastic bags and notebooks</li> <li>• There is no evidence of medical check for pesticide operators (cholinestrase) periodically in 2017 for cooperative of Bina Sejahtera in accordance with Permenaker No. 3 year 1986</li> </ul>	
	<p><b>2.1.2</b> A documented system, which includes written information on legal requirements, shall be maintained.</p>		
	<p>a. Is there a document system which includes the following?</p> <ul style="list-style-type: none"> <li>- Personnel in charge to manage</li> <li>- Set of legal documents</li> <li>- Comprehensive list of international, national, sub-national and provincial laws which details the requirements of specific to the mill and estate operations.</li> <li>- Relevant sections within the law that is identified and linked to activities</li> </ul> <p>b. Are the documents available to all levels of management?</p>	<p>a. Company has a document system for identification regulation presented in SOP of identification of laws and other legal requirements P-SAG-RO-SUS-07 issued on October 30, 2015.</p> <ul style="list-style-type: none"> <li>• Based on the procedure, there are Personal in charge to manage e.i CAS Department (Corporate Affair Service Department).</li> <li>• There is list of legal and requirement document, namely Summary List of laws and regulations, No. FM-SAG-RO-SUS-070001 Rev 02 Issued July 01, 2014</li> <li>• The list covering international, national, sub national and provincial laws and including plantation, safety, health, legal, enviroment, worker.</li> <li>• The list covering law that is identified and linked to activities</li> </ul> <p>b. Base on verification document, copy of law and regulation is available in each place/office (Estate, Mill and Smallholder)</p>	C
	<p><b>2.1.3</b> A mechanism for ensuring compliance shall be implemented.</p>		
	<p>Is an internal audit for legal compliance conducted annually and documented?</p>	<p>The company has conducted monitoring and evaluation to ensure legal compliance on June 30, 2017. Beside that, the company has conducted internal audit on August 22-23, 2017 including for legal compliance</p>	C

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	<p><b>2.1.4</b> A system for tracking any changes in the law shall be implemented.</p> <p><b>Specific Guidance:</b> <i>For 2.1.4: The systems used for tracking any changes in laws and regulations should be appropriate to the scale of the organisation.</i></p>		
	<p>Is there a documented methodology (e.g.: personnel in charge (PIC), source of info, frequency of update) for tracking changes and communication of changes to relevant sections of the legislation?</p>	<p>Based on procedure of identification of laws and other legal, the company conducted updating law and regulation on 13 July 2017. In the procedure mentioned, that CAS Department (Corporate Affair Service Department) are as PIC, information source are internet, newspaper and government agencies. Company has list of government agencies.</p> <p>There is evidence updating legal and regulatin presented in Summary of law ang regulation.</p>	C
<b>2.2</b>	<p>The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p> <p><b>Guidance</b></p> <ul style="list-style-type: none"> <li>• <i>Where there is a conflict on the condition of land use as per land title, growers should show evidence that necessary action has been taken to resolve the conflict with relevant parties.</i></li> <li>• <i>A mechanism should be in place to resolve any conflict (Criteria 6.3 and 6.4).</i></li> <li>• <i>Where operations overlap with other rights holders, companies should resolve the issue with the appropriate authorities, consistent with Criteria 6.3 and 6.4.</i></li> </ul>		
	<p><b>2.2.1 (M)</b> Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p>		
	<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)</p>	<p>a. The company has showing legal ownership such as:</p> <ul style="list-style-type: none"> <li>• Decree letter of Land National Agency region of South Sumatera number 01/HGU/BPN-26/2004, covered area about 126 Ha located in Mesuji subdistrict, OKI District for 35 years. Issued in Palembang on October 19, 2004. This decree letter, follow up by land use rights certificated number 12, Desa/Kel: Og-</li> </ul>	C

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	<p>reports, HCV assessment reports) c. Are there documents showing the actual legal use of the land available? d. Are the documents complete?</p>	<p>an Komering Ilir, valid until 23/11/2039, covered area about 126 Ha. Issued on November 24, 2004 in Kayu Agung.</p> <ul style="list-style-type: none"> <li>Decree letter of Land National Agency number 02/HGU/BPN/2004, covered area about 7,175.6 Ha located in Mesuji subdistrict, OKI District for 35 years. Issued in Jakarta on January 7, 2004. This decree letter, follow up by land use rights certificated number 07, Desa/Kel: Ogan Komering Ilir, valid until 23/01/2039, covered area about 2,994 Ha. Issued on January 13, 2004 in Kayu Agung.</li> </ul> <p>The cooperative has legal ownership such as:</p> <ul style="list-style-type: none"> <li>Land certificate No. 1871 as large as 18,565 m2 on behalf Kas-muri located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002</li> <li>Land certificate No. 1620 as large as 27,980 m2 on behalf Sar-man located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001</li> <li>Land certificate No. 1646 as large as 17,480 m2 on behalf Umi-arsih located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001</li> <li>Land certificate No. 1882 as large as 30,180 m2 on behalf Sokip Mukromin located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002</li> <li>Land certificate No. 2065 as large as 19,985 m2 on behalf Jemingan located on Kerta Mukti village, Mesuji Sub District,</li> </ul>	



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		<p>Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002</p> <ul style="list-style-type: none"> <li>• Land certificate No. 1925 as large as 21,345 m2 on behalf Purwaji located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002</li> <li>• Land certificate No. 2064 as large as 17,985 m2 on behalf Bawon Prayitno located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002</li> <li>• Land certificate No. 2372 as large as 11,860 m2 on behalf Arfan located on Kerta Mukti village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 18 December 2013</li> <li>• Land certificate No. 1877 as large as 18,565 m2 on behalf Yulian Syahri located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002</li> <li>• Land certificate No. 1963 as large as 19,450 m2 on behalf Asep Lalan Suherlan located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002</li> <li>• Land certificate No. 1964 as large as 16,960 m2 on behalf Rukingah located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Land use certificate No. 04 as large as 22,100 m2 on behalf Kas Desa located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 15 July 2002</li> <li>• Land certificate No. 2171 as large as 15,470 m2 on behalf Sudarman Muhtadir located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002</li> <li>• Land certificate No. 1860 as large as 20,290 m2 on behalf Supardi located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 15 July 2002</li> <li>• Land certificate No. 1769 as large as 19,200 m2 on behalf Sarmini located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001</li> <li>• Land certificate No. 1733 as large as 20,250 m2 on behalf Langgeng located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001</li> <li>• Land certificate No. 2077 as large as 19,985 m2 on behalf Siti Masitoh located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 30 December 2002</li> <li>• Land certificate No. 1816 as large as 19,985 m2 on behalf Wayan Lindri located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land</li> </ul>	

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		<p>certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 15 July 2002</p> <ul style="list-style-type: none"> <li>• Land certificate No. 1679 as large as 19,085 m2 on behalf Supriyadi located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001</li> <li>• Land certificate No. 1748 as large as 17,010 m2 on behalf Khanafi located on Kerta Mukti village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province. The land certificate equipped map with scale 1:2,500. The land certificate issued at Kayu Agung on 26 February 2001</li> </ul> <p>b. The company can showing history of land tenure such as EIA document, SIA document, HCV document etc</p> <p>c. The documents showing the actual legal use of the land available in place</p> <p>d. The documents showing the actual legal use of the land available in place and completed</p>	
	<ul style="list-style-type: none"> <li>• <b>2.2.2</b> Legal boundaries shall be clearly demarcated and visibly maintained.</li> <li>• <b>Specific Guidance:</b></li> </ul> <p><i>For 2.2.2: Plantation operations should cease on land planted beyond the legally determined area and there should be specific plans in place to address such issues for associated smallholders.</i></p>		

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	<p>a. Is there a legal map showing location of boundary markers? b. Is there physical presence of boundary markers? c. Is there an SOP for boundary demarcation and maintenance? <b>Note to auditor :</b> Ground verification of boundary markers using GPS should be conducted. Priority should be on boundaries with other estates, community areas, protected area and rivers  <u>In the case of Associated Smallholders:</u> a. Are there documents showing that the boundaries of associated smallholders have been recorded and verified by the mill? b. In case of boundary breach, is there proof of a mitigation plan being implemented?</p>	<p>a. The company has legal map i.e. situation map No. 09/OKI/2004 dated 21 June 2004 as large as 126 hectares and No.03/OKI/2003 dated 14 April 2003 as large as 2,994 hectares. b. During field visit to boundary pillar No. 76 and No. 77, the boundary pillars looks good and periodic maintenance c. The company has procedure related installation and maintenance of boundary pillar (WI-SAG-KBN-PML-0206). The procedure stated the maintenance of boundary pillar conduct once a year. The cooperative Bina Sejahtera have procedure for maintenance and monitoring of boundary pillar. The procedure stated that the monitoring of boundary pillars conduct every 6 months. The cooperative has conduct installing the boundary pillar. d. The cooperative has minutes of installing boundary pillar suc as:  <ul style="list-style-type: none"> <li>• Dated 30 September 2017 at group 72 as much as 73 pillars, group 76 as much as 59 pillars and group 77 as much as 49 pillars</li> <li>• Dated 29 September 2017 at group 70 as much as 54 pillars</li> <li>• Dated 28 September 2017 at group 79 as much as 50 pillars</li> <li>• Dated 26 September 2017 at group 73 as much as 36; group 80 as much as 46 pillars and group 81 as much as 46 pillars</li> <li>• Dated 25 September 2017 at group 68 as much as 51 pillars and group 74 as much as 58 pillars</li> <li>• Dated 27 July 2017 at group 67 as much as 37 pillars and group 78 as much as 60 pillars</li> <li>• Dated 2 April 2017 at group 84 as much as 63 pillars and group 83 as much as 36 pillars</li> <li>• Dated 1 April 2017 at group 69 as much as 70 pillars, group 75 as much as 64 pillars and group 65 as much as 59 pillars</li> <li>• Dated 18 March 2017 at group 63 as much as 68 pillars, group 64 as much as 66 pillars and group 71 as much as 70 pillars</li> <li>• Dated 11 March 2017 at group 82 as much as 14 pillars, group 61 as much as 48 pillars, group 66 as much as 72 pillars and group 62 as much as 61 pillars</li> </ul> </p>	<p>C</p>

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		<ul style="list-style-type: none"> <li>• Dated 9 March 2017 at group 57 as much as 35 pillars, group 59 as much as 36 pillars and group 60 as much as 51 pillars</li> <li>• Dated 7 March 2017 at group 55 as much as 29 pillars, group 56 as much as 39 pillars and group 58 as much as 29 pillars</li> </ul> <p>e. The company and cooperative has program to maintenance and monitoring the boundry pillars year 2017</p>	
	<p><b>2.2.3</b> Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).</p>		
	<p>a. Are there, or have there been any land disputes?</p> <p><b>Note to auditor:</b> Due diligence should be conducted on the management to provide evidence that there has been no historical or current land dispute</p> <p>b. If there are or have been disputes, are there:</p> <ul style="list-style-type: none"> <li>- Documents to proof legal acquisition?</li> <li>- Records of FPIC process?</li> </ul> <p>c. If there has been acquisition involving compensation, are there:</p> <ul style="list-style-type: none"> <li>- Records that Fair compensation has been provided and accepted by parties involved?</li> </ul>	<p>a. Land Disputes:</p> <ol style="list-style-type: none"> <li>1. Hikmah 2 Estate:</li> <li>2. Bina Sejahtera Cooperation: No Land Dispute</li> </ol> <p>b. Documentation</p> <ol style="list-style-type: none"> <li>1. Hikmah 2 Estate:</li> <li>2. Bina Sejahtera Cooperation:</li> </ol> <p>c. Compensation</p> <ol style="list-style-type: none"> <li>1. Hikmah 2 Estate</li> <li>2. Bina Sejahtera Cooperation:</li> </ol> <p>Verification to affected parties</p> <ol style="list-style-type: none"> <li>1. Hikmah 2 Estate: A meeting has conducted with Village Secretary of Mari-baya, who knows and has deep attention of the land occupation. Long time ago, in about 1984 – 1987, his parents has cultivate swamp paddy at the land. In about 1995, cooperation (Tania Selatan) entered and precessing the area surround their wet field for palm oil plantation. Cooperation has not precess their land because of feasibility reasons, the swamd was too deep.</li> <li>2. Bina Sejahtera Cooperation: Head Of Kerta Mukti Villages has been interviewed during surveillance and stated that there is no land conflict regarding</li> </ol>	<p>NC</p>

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	<ul style="list-style-type: none"> <li>- Records that all affected parties are consulted and represented?</li> <li>- Documents of negotiations/discussion available?</li> </ul> <p><b>Note to auditor :</b> There should be direct verification of above with the affected parties</p>	<p>the Cooperation working area. Some land has hand overed from the origin owner in a legal transactions and acknowledge by the Head of Village. As long as he act as head of village since 2015, there is no land conflict in Kerta Mukti and (generally) and/or Cooperation areas (specifically).</p> <p>The Company has an initial meeting with the party conducting economic activities in the concession area but the company has not been able to show the long-term program of land dispute settlement in the area.</p>	
	<p><b>2.2.4 (M)</b> There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p>		
	<p>a. Does the company have cases of significant land conflict? (i.e. preventing the company from operating normally)</p> <p>b. If the company has cases of conflict, are records of the following available?</p> <ul style="list-style-type: none"> <li>- Status of conflict</li> <li>- SOP/ mechanism for conflict resolution</li> <li>- Implementation of SOP/mechanism</li> <li>- Acceptance of the procedures by all parties</li> <li>- Records of conflict resolution</li> </ul>	<p>a. Significant case:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate: Yes. Some of PT SA HGU areas planted by local community. Regarding secretary's (who has families that affected by the land conflict), the case has been escalate to provincial levels, and on status quo stated, means that no parties allowed to use the land. On the other hand, PT SA has sent some officers to make engagements to the land owner/claimer. A meeting has conducted with all affected parties. During surveillance, an officer has asking if the owner/claimer could meet any negotiation process, what would be the requirements that mas be full fill by the PT SA. The officer promise to let the management know the values expecting by the owner/claimer.</li> <li>• Bina Sejahtera Cooperation. No Land conflict</li> </ul> <p>b. Records</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate: a) Meeting records with Affected Parties; b) Land Conflict Negotiation and Compensation program.</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul>	C
	<p><b>2.2.5</b> For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p>		

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	<p>a. Is there an SOP for participatory mapping of disputed area?</p> <p>b. Is a dispute map available?</p> <p>c. Is there documented evidence of involvement and acceptance by the affected parties?</p> <p><b>Note to auditor :</b> Actual ground verification showing the accuracy of the dispute map should be conducted</p>	<p>a. Participatory Mapping Procedure:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate: Yes</li> <li>• Bina Sejahtera Cooperation: No Land Dispute</li> </ul> <p>b. Participatory Map</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate: The land conflict mapping progress is on affected parties engagements.</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul> <p>c. Record Of Participatory Mapping</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate: The land conflict mapping progress is on affected parties' engagement. Meeting Record with affected parties at October 14th 2017.</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul>	C
	<p><b>2.2.6 (M)</b> To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.</p> <p><b>Specific Guidance:</b> <i>For 2.2.6: Company policy should prohibit the use of mercenaries and para-militaries in their operations. Company policy should prohibit extra-judicial intimidation and harassment by contracted security forces (see Criterion 6.13).</i></p>		
	<p>a. Does the company have a policy to circumvent instigated violence to maintain peace and order in current and planned operations?</p> <p>b. Is there any evidence of:</p> <ul style="list-style-type: none"> <li>- The use of confrontation and intimidation by the company to maintain peace and order?</li> <li>- Use of para-militaries and mercenaries in the plantation?</li> </ul>	<p>a. Land Disputes:</p> <ul style="list-style-type: none"> <li>• <b>Hikmah 2 Estate: Yes</b></li> <li>• <b>Bina Sejahtera Cooperation: No Land Dispute</b></li> </ul> <p>b. Documentation</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate: The land conflict mapping progress is on affected parties engagements.</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul>	C

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2.3	<p>Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.</p> <p><b>Guidance:</b></p> <p><i>All indicators will apply to current operations, but there are exceptions for long-established plantations which may not have records dating back to the time of the decision making, in particular for compliance with Indicators 2.3.1 and 2.3.2.</i></p> <p><i>Where there are legal or customary rights over land, the grower should demonstrate that these rights are understood and are not being threatened or reduced. This Criterion should be considered in conjunction with Criteria 6.4, 7.5 and 7.6. Where customary rights areas are unclear these should be established through participatory mapping exercises involving affected parties (including neighbouring communities and local authorities).</i></p> <p><i>This Criterion allows for sales and negotiated agreements to compensate other users for lost benefits and/or relinquished rights. Negotiated agreements should be non-coercive and entered into voluntarily, carried out prior to new investments or operations, and based on an open sharing of all relevant information. The representation of communities should be transparent and in open communication with other community members. Adequate time should be given for customary decision making and iterative negotiations allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts. Establishing certainty in land negotiations is of long-term benefit for all parties.</i></p> <p><i>Companies should be especially careful where they are offered lands acquired from the State by its invoking the national interest (also known as ‘eminent domain’).</i></p> <p><i>Growers and millers should refer to the RSPO approved FPIC guidance (‘FPIC and the RSPO: A Guide for Companies’, October 2008)</i></p>		
	<p><b>2.3.1 (M)</b> Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p>		
	<p>a. Does the company have an SOP on FPIC?</p> <p>b. Is there evidence that the identification of legal, customary or user rights has been done through FPIC process?</p> <p>c. Is there evidence that the FPIC process has been implemented in accordance to the company SOP? Where is this evidence recorded? (E.g.: Documents, Minutes of meeting, Records, Agreements, Maps etc.)</p> <p>d. Is there a map of the extent of legal, cus-</p>	<p>a. SOP on FPIC:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: Yes</li> <li>• Bina Sejahtera Cooperation: Yes</li> </ul> <p>b. Prove of FPIC implementation</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: The land conflict mapping progress is on affected parties engagements.</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul> <p>c. Compliance to FPIC Procedure:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: Yes</li> <li>• Bina Sejahtera Cooperation: No Land Dispute</li> </ul> <p>d. Map of Legal, or Cutomary rights</p>	C



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	<p>tomary or user rights? Is this map of appropriate scale (1: 10,000)?</p> <p>e. Was the map produced through participatory mapping with reference to SIA and HCV assessment?</p> <p>f. Does the map have a title, legend, source, scale and projections/georeference?</p> <p>g. Are the maps accepted by the relevant communities?</p>	<ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: The land conflict mapping progress is on affected parties engagements.</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul> <p>e. Proof of Mapping Participatory:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: Yes</li> <li>• Bina Sejahtera Cooperation: No Land Dispute</li> </ul> <p>f. Map Standard Compliance</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: The land conflict mapping progress is on affected parties engagements.</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul> <p>g. Mapping Result acceptance</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: The land conflict mapping progress is on affected parties engagements.</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul>	
	<p><b>2.3.2</b> Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p>		
	<p>a. Are copies of negotiated agreements with affected parties available?</p> <p>b. Is there evidence that the agreement is prepared through proper FPIC process?</p> <p>c. Does the agreement contain the fol-</p>	<p>a. Copies Of Agreements:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: -</li> <li>• Bina Sejahtera Cooperation:</li> </ul> <p>b. Evidence</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: -</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul> <p>c. Contain:</p>	<p>C</p>

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	<p>lowing:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- Evidence of options to give or withhold consent for development</li> <li>- Evidence that members of the affected communities understand and accept the implication involved in permitting/rejecting oil palm development on their land (E.g.: legal status, social, environmental, economic)</li> <li>- Evidence that the negotiated agreement was entered voluntarily without coercion by all parties</li> <li>- Evidence that adequate time was given for customary decision making and iterative negotiations</li> <li>- Clause which states that the negotiated agreement is legally binding</li> </ul>	<ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: -</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul>	
	<p><b>2.3.3</b> All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p>		
	<p>Is there evidence that all the information (maps, agreement, records, impact assessment, benefit sharing and legal arrangements) is available in</p>	<ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: -</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul>	<p>C</p>

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	<p>appropriate forms and languages, understood and accessible to affected parties?</p> <p><b>Note to auditor:</b> this should be cross checked to a sample of the affected parties</p>		
	<p><b>2.3.4 (M)</b> Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p><b>Specific Guidance:</b> <i>For 2.3.4: Evidence should be available from the companies, communities or other relevant stakeholders.</i></p>		
	<p>a. Who is the representative of the community in the negotiation process?</p> <p>b. Is the representative accepted by the community?</p> <p>c. Is the record of appointment to represent the community available and shared with other parties?</p>	<p>a. Community Representative:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: -</li> <li>• Bina Sejahtera Cooperation:</li> </ul> <p>b. Representative Acceptance</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: -</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul> <p>c. Appointment of Community Representative</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: -</li> <li>• Bina Sejahtera Cooperation: NA</li> </ul>	<p><b>C</b></p>
<p><b>Principle 3: Commitment to Long-term Economic and Financial Viability</b></p>			
<p><b>3.1</b></p>	<p>There is an implemented management plan that aims to achieve long-term economic and financial viability.</p> <p><b>Guidance:</b></p> <p><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></p> <p><i>Consideration of smallholders should be inherent in all management planning where applicable (see also Criteria 6.10 and 6.11). For scheme small-</i></p>		

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	<p><i>holders the content will vary from that suggested (refer to RSPO Guidance on Scheme Smallholders, July 2009).</i></p> <p><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></p> <p><i>This Criterion is not applicable to independent smallholders (refer to RSPO Guidance for Independent Smallholders under Group Certification, June 2010)</i></p>		
	<p><b>3.1.1 (M)</b> A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p><b>Specific Guidance:</b></p> <p><i>For 3.1.1: The business or management plan should contain:</i></p> <ul style="list-style-type: none"> <li>• <i>Attention to quality of planting materials;</i></li> <li>• <i>Crop projection = Fresh Fruit Bunches (FFB) yield trends;</i></li> <li>• <i>Mill extraction rates = Oil Extraction Rate (OER) trends;</i></li> <li>• <i>Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends;</i></li> <li>• <i>Forecast prices;</i></li> <li>• <i>Financial indicators.</i></li> </ul> <p><i>Suggested calculation: trends in 3-year running mean over the last decade (FFB trends may need to allow for low yield during major replanting programmes).</i></p>		
	<p>a. Does the company have a documented business or management plan with a minimum planning period of 3 years?</p> <p>b. Does it include the following:</p> <ul style="list-style-type: none"> <li>- Land area statement (planting years, non-planted areas, i.e. HCV, conservation areas, fragile soils, enclaves) with updated location maps. Maps should have title, legend, source, scale and projec-</li> </ul>		C

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	<p>tions/georeferenced</p> <ul style="list-style-type: none"> <li>- Plan for management of scheme small-holders (where appropriate)</li> <li>- Quality of planting materials</li> <li>- Crop projection = Fresh Fruit Bunches (FFB) yield trends</li> <li>- Mill extraction rates = Oil Extraction Rate (OER) trends</li> <li>- Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends</li> <li>- Forecast prices</li> <li>- Financial indicators – profitability forecast (income vs cost)</li> <li>- Projected expansion (area, mill capacity, infrastructure, social amenities)</li> <li>- General strategy and allocation for environmental and social management (refer to P5, P6 and P8)</li> </ul> <p>c. Is this management document subjected to an annual review?</p> <p>d. For plantations on peat, is there a long term viability plan – e.g. flooding, drainability assessments and subsidence issues? (see 4.3.5)</p> <p>e. Does the grower have a system to improve practices in line with new information and techniques?</p>		

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	<ul style="list-style-type: none"> <li>- Has the personnel in charge (PIC) been identified?</li> <li>- How is the information updated?</li> <li>- Is there a documented SOP which requires monitoring and updating information to improve practices?</li> <li>- Is new information communicated to workers and scheme smallholders (where appropriate)? How is it communicated?</li> </ul>		
	<b>3.1.2</b> An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.		
	<ul style="list-style-type: none"> <li>a. Is there an annual replanting programme projected for a minimum of five years?</li> <li>b. Has it been documented?</li> <li>c. Is the progress of implementation documented?</li> <li>d. How does the programme take into consideration fragile soils such as peat? Is there a longer projection period (see C4.3)?</li> <li>e. Is there evidence of a yearly review of the replanting programme?</li> </ul>	There is no long-term budget is available from 2014-2019 that explains re-planting activities while the oldest planting year 1995. (Hikmah II).	NC
<b>Principle 4: Use of Appropriate Best Practices by Growers and Millers</b>			
4.1	Operating procedures are appropriately documented, consistently implemented and monitored.  <b>Guidance:</b>		

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	<i>Mechanisms to check implementations could include documentation management systems and internal control procedures.</i>		
	<p><b>4.1.1 (M)</b> Standard Operating Procedures (SOPs) for estates and mills shall be documented.</p> <p><b>Specific Guidance:</b> <b>For 4.1.1 and 4.1.4:</b> SOP and documentation for mills should include relevant supply chain requirements (see RSPO Supply Chain Certification Standard, Nov 2011).</p>		
	<p>a. Have the SOPs for mills and plantation been documented?</p> <p>b. Does the SOP cover key processes, harvesting, transportation, manuring, IPM, GAP, Supply Chain requirements for the mill, etc.?</p> <p>c. Is a copy of the SOP available on site and is it documented in an appropriate language?</p> <p>d. Is there evidence that SOPs are implemented and understood by workers?</p> <p>e. Are the SOPs appropriate and adequately cover all estate and mill processes and activities?</p> <p>f. How are the SOPs made available at the point of use?</p>	<p>a. Mill and plantation (estate) have SOPs presented in Integrated Management System Procedure for Sampoerna Agro.</p> <p>b. The SOP covers key process such as, Harvesting, transportation, manuring, IPM, GAP, supply chain. e.i. : procedure for harvesting, P-SAG-KBN-PRD-02, procedure for transfortation, P-SAG-KBN-PRD-03, manuring, P-SAG-KBN-PRD-22, pprocedure of Tracebility and mass balance, P-SAG-PRS-02, etc.</p> <p>c. All copy of SOP is available on site (mill and estate office) and documented in an Bahasa</p> <p>d. There is evidence that SOP are implemented such as : harvesting report daily, Realization of inorganic fertilizer etc</p> <p>e. SOP cover all estate and mill process and activities such as land preparation, nursery, planting, manuring, IPM, transportation, grading, weed control, etc</p> <p>f. SOPs are made by management representative and each department</p> <p><b>KUD Bina Sejahtera</b></p> <p>a. KUD Bina Sejahtera has SOPs presented list of document issued on april 1, 2016</p> <p>b. The SOP covers key process such as Harvesting, manuring, IPM transportation etc. i.e. procedure for harvesting, SA-PLASMA-PP-KS-04, procedure weed control, SA-PLASMA-PP-KS-04, procedure for IPM, SA-PLASMA-PP-KS-02 etc.</p> <p>c. All copy of SOP is available on site ( KUD office) and documented in an Bahasa</p> <p>d. There is evidence thath SOP are implemented such as : realization of</p>	<p>C</p>

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		spraying, data of typo alba census, summary of rat pest census e. SOP cover all estate and mill process and activities such as land preparation, nursery, planting, manuring, IPM, transportation, grading weed control, orunning, nursery, replanting, Hazardous waste handling and waste control, correction action, preventive action, internal audit f. SOPs are made by management of KUD and management of Sampoerna Agro	
<b>4.1.2</b> A mechanism to check consistent implementation of procedures shall be in place.			
	a. Is there a master list of all SOPs? b. How does the company keep track of revisions? c. Is there mechanism for: - Translation of SOP into work instructions in appropriate languages? - Records of training for all levels? - 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? d. Procedure to address non-compliance	a. Mill and Plantation have list of procedure, namely list of documnet, No. form : FM-SAG-RO-SUS -010004, No Rev : 1, Efective date on : August 01, 2012 b. Company has procedure for keep track of revisions as stated in procedure of document control, SAG-RO-SUS-01, Issued : June 1, 20 12, No Revisi : 1. c. Company has SOP equipped with work intruction in Bahasa <ul style="list-style-type: none"> <li>• Company has procedur for to monitor consistent implementation of SOPs, namely SOP for internal audit, No. Doc. P-SAG-RO-SUS-03, Rev1, Effective date June 1, 12</li> <li>• There are record of training such as : training of maintenance on process, grading, laboratory activities on March 4, 2017 attended by 83 partisipant, Training of work instruction to process workers on April 22, 2017 attendd by 7 partisipant,</li> <li>• Implementation audits has conducted by competent personnel. There is record of competency of personnel such as : certificate of training of auditor</li> <li>• Hikmah 2 Estate has conducted internal audit on date May 18, 2017, while Selapan Jaya Mill conducted internal audit on date May 20, 2017 including covering implementation of all the SOPs.</li> </ul> d. Company has procedur e to address non compliace and corrective action , namely procedure for Corrective action, P-SAG-RO-SUS-04, Rev1, Effective date June 1, 12 and Procudure for preventive action, P-SAG-	NC



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	<p>and corrective action for continuous improvement?</p>	<p>RO-SUS-05, Rev1, Effective date June 1, 12.</p> <p>Smallholder (KUD Bina Sejahtera)</p> <ol style="list-style-type: none"> <li>a. KUD has a master list of all SOPs, namely list of document, date April 1, 2016</li> <li>b. KUD has set up revision on all procedure</li> <li>c. There are record of training such as : training of pruning and spraying on February 20, 2016, training of fertilizer application, on March 21, 2016, training of harvesting on October 17, 2016.                             <ul style="list-style-type: none"> <li>• Company has procedure to monitor consistent implementation of SOPs, namely SOP of internal audit, SA-Plasma-PP-SUST-01, Rev:0, Issued Date April, 2016</li> <li>• There is no competent personnel to Implementation audits and KUD has not conducted internal audit. This is raise as non conformity</li> <li>• KUD Bina Sejahtera has not conducted implementation of internal audit in 2017.</li> </ul> </li> <li>d. KUD has procedure to address non compliance and corrective action, namely procedure of corrective action in KUD, SA-Plasma-pp-sust-02 and procedure of preventive action, PLASMA-PP-SUST-03, date April 1, 2016.</li> </ol> <ul style="list-style-type: none"> <li>• There is not yet available evidence that cooperative of Bina Sejahtera has conducted an audit to check consistency of implementation the procedure and follow up.</li> <li>• The cooperative of Bina Sejahtera does not have personnel who have been trained to conduct audits to check consistency of implementation the procedure and follow up.</li> </ul>	

**4.1.3** Records of monitoring and any actions taken shall be maintained and available, as appropriate.

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	<p>a. Have the records been maintained on the following?</p> <ul style="list-style-type: none"> <li>- Measurements or results of internal control and monitoring activities (refer 4.1.2)</li> <li>- Records of corrective actions and improvement undertaken</li> </ul>	<p>a. Selapan Jaya mill and Hikmah 2 estate maintain record of internal audit and correction action.</p> <p>Cooperative of Bina Sejahtera has not kept the audit result to check the consistency of implementation the procedure and the evidence of its follow-up</p>	NC
<p><b>4.1.4 (M)</b> The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).</p> <p><b>Specific Guidance:</b> <b>For 4.1.1 and 4.1.4:</b> SOP and documentation for mills should include relevant supply chain requirements (see RSPO Supply Chain Certification Standard, Nov 2011).</p>			
	<p>a. Is there an SOP for third-party FFB sourcing?</p> <p>b. Is there a list of approved third-party FFB suppliers?</p> <p>c. Is there proof of observed implementation of SOP?</p> <p>d. Is there daily and summary records of volume and origins of third-party FFB received?</p> <p>e. Have these records been verified against the available document?</p>	<p>a. The company has procedure of recording and weighing (No.P-SAG-PKS-PRS-01 revision 3 issued dated 1 January 2014).</p> <p>b. The company has list of approved third party FFB supplier both of certified and non-certified.</p> <p>c. The company has conduct evaluation the supplier in accordance with procedure</p> <p>d. The company has daily and summary record of volume and origins of third-party FFB received. The company has record of FFB receipt year 2016 as much as 1,008,967 kg and year 2017 until September as much as 2,524,704 kg</p> <p>e. The FFB record has been verified against the document.</p>	C
4.2	<p>Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p> <p><b>Guidance:</b> <i>Long-term fertility depends on maintaining the structure, organic matter content, nutrient status and microbiological health of the soil. Nutrient efficiency should take account of the age of plantations and soil conditions. The nutrient recycling strategy should include any use of biomass for by-products or energy production.</i></p>		
	<p><b>4.2.1</b> There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil</p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	fertility to a level that ensures optimal and sustained yield, where possible.		
	<p>Are there SOPs for Good Agricultural Practices in managing soil fertility?</p> <p>Is there evidence that the SOPs have been implemented and monitored?</p>	<p>Company has a SOPs for Good Agricultural Practices in managing soil fertility, namely procedure for fertilizing palm, number document. P-SAG-KBN-PML-21 Rev 01 issued on date March 16, 2012 for Hikmah 2 estate and SOP for fertilizing, number document, SA-PLASMA-PPKS-03, Issued on date April 1, 2016 for Bina Sejahtera cooperative.</p> <p>There is evidence that the SOP have been implemented and monitored e.i. realization of fertilizer usage.</p>	C
	<b>4.2.2</b> Records of fertiliser inputs shall be maintained.		
	<p>a. Is records of fertiliser inputs maintained?</p> <p>b. Is there records to proof that the fertiliser program is linked to the agronomic report?</p> <p>c. Is there records of fertilizer usage per tonne of FFB production (&gt;in Summary Table, specific types of fertilizers)?</p>	<p>a. Hikmah 2 maintain record of fertilizer usage in 2017</p> <p>b. Hikmah 2 has fertilizer program such types fertilizer consist of NPK, MOP, Phospate, Borate</p> <p>c. There is record of fertilizer usage per tonne of FFB in 2017 (until October) such as :</p> <ul style="list-style-type: none"> <li>• Borate: total application on January-October 2017 amounted to 5,400.22 kg with FFB produced much as 32691.21 tonnes so that the application of fertilizers per ton of FFB is 0.02 kg / ton of FFB</li> <li>• MOP: total application on January-October 2017 amounted to 101.25 kg with FFB produced much as 32691.21 tonnes so that the application of fertilizers per ton of FFB is 0.031 kg / ton of FFB</li> <li>• Phospate: total application on January-October 2017 amounted to 4,1795 kg with FFB produced much as 32691.21 tonnes so that the application of fertilizers per ton of FFB is 0.01 kg / ton of FFB</li> <li>• NPK SA TM: total application on January-October 2017 amounted to 1352,04775 kg with FFB produced much as 32691.21 tonnes so that the application of fertilizers per ton of FFB is 4 kg / ton of FFB</li> </ul> <p>KUD Bina Sejahtera</p> <p>a. Hikmah 2 maintain record of fertilizer usage in 2017</p>	C

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		b. Hikmah 2 has fertilizer program 2017, fertilizer type consist of NPK, Urea, kaptan. c. There is record of fertilizer usage per tonne of FFB in 2017 such as : <ul style="list-style-type: none"> <li>• Urea: total application on January-October 2017 amounted to 161,400.00 kg with FFB produced much as 16,446.759 tonnes so that the application of fertilizers per ton of FFB is 9.8 kg / ton of FFB</li> <li>• NPK: total application on January-October 2017 amounted to 161,400.00 kg with FFB produced much as 16,446.759 tonnes so that the application of fertilizers per ton of FB is 9,95 kg / ton of FFB</li> </ul>	
	<b>4.2.3</b> There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.		
	a. Is there SOPs for tissue and soil sampling? b. Is there evidence of implementation of the SOPs, including availability of records? c. Is there records of tissue and soil analysis? d. Is the results of the study incorporated into the fertilizer program?	a. Company has SOPs for tissue and soil sampling, namely SOP for fertilizing palm, number documnet. P-SAG-KBN-PML-21 Rev 01 issued on date March 16, 2012. In these document including work instruction for anorganic fertilizer application, Number Document, WI-SAG-KBN-PML-2012 Rev 0 Issued on date March 16, 2012. b. There is evidence that SOP implemented such as realization leaf sampling unit annual on March 1-2, 2016. c. Hikmah 2 maintain record of tissue and soil as seen on : <ul style="list-style-type: none"> <li>• Report of Tissue analysis Number: No. 012/FL/2016 dated Issued on March 30, 2016 by Bina sawit analytical laboratory Integrated laboratory</li> <li>• Report of soil analysis Number: No. 066/FL/2016 dated Issued on October 31, 2016</li> </ul> d. Hikmah 2 has fertilizer recommendation by agronomy and continuous improvement Deapartment (FCQA) for fertilizer program 2017.  KUD Bina Sejahtera <ul style="list-style-type: none"> <li>a. Implementation of tissue and soil sampling is conducted by management of Sampoerna Agro</li> <li>b. There is no evidence that KUD has conducted implementation the SOPs for tissue sampling, while SOPs for soil sampling implemented.</li> <li>c. There is record of soil analysis i.e. report of soil analysis, Number: No.</li> </ul>	NC

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		<p>005/SL/2013, however Cooperative of Bina Sejahtera has not yet conducted leaf sampling and leaf analysis in 2017.</p> <p>d. There is no evidence of fertilizer recommendation based on leaf and soil analysis for cooperative of Bina Sejahtera.</p>	
	<p><b>4.2.4</b> A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.</p>		
	<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"> <li>• Clear objectives and time-bound targets</li> <li>• Inventory of                             <ul style="list-style-type: none"> <li>- EFB</li> <li>- POME</li> <li>- Fibre</li> <li>- Boiler ash</li> <li>- Kernel shell</li> <li>- Palm residues from replanting</li> </ul> </li> <li>• Biomass recycling program</li> <li>• Implementation and monitoring records</li> </ul> <p><b>Note to auditor :</b> Ground verification required</p>	<p>a. Hikmah 2 estate and Bina sejahtera has a nutrient recycling strategy through EFB application There is mechanism for EFB application as seen on work instruction for organic fertilizer application, WII-SAG-KBN-PML-2104 , rev : 2 effective date march 2, 2016</p> <p>b. Hikmah 2 Estate maintain plan and realization EFB applization 2017 containing location, amount and hectare area There is record of EFB application 2017 (until October)</p> <p>Hikmah 2 estate :</p> <ul style="list-style-type: none"> <li>• January-September 2017, was applied 558.172 ton of EFB into 428 Hectares</li> </ul> <p>KUD Bina Sejahtera :</p> <ul style="list-style-type: none"> <li>• January-September 2017, was applied 368.30 ton of EFB into 487.11 Hectares</li> </ul>	<p>C</p>
<p><b>4.3</b></p>	<p>Practices minimise and control erosion and degradation of soils.</p>		
	<p><b>4.3.1</b> (M) Maps of any fragile soils shall be available.</p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)																				
	<p>a. Is there soil maps showing presence of fragile soils and problem soils (refer to 4.3.6)?</p> <p>b. Are maps georeferenced and of appropriate scale (1:50,000)?</p>	<p>a. Hikmah 2 estate has soil map with scale 1:50.000 (semi detail map). Base on the map, soil types consist of:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>Seri soil</th> <th>Sub Group</th> <th>Ha</th> <th>%</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Asosiasi Seri Tolan (TLN) and Sawahan (SWN)</td> <td>Typic Endoaquepts dan Aquic Dystrudepts</td> <td style="text-align: center;">977,72</td> <td style="text-align: center;">41,66</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Asosiasi Berlian Jaya (BJA), Jaro (JRO) and Cempaka (CPK)</td> <td>Typic Kandudults, Typic Hapludults, Typic Dystrudepts</td> <td style="text-align: center;">1.369,07</td> <td style="text-align: center;">58,34</td> </tr> <tr> <td></td> <td style="text-align: center;">Total</td> <td></td> <td style="text-align: center;">2.346,79</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p>KUD Bina Sejahtera has soil map with scale 1:50.000. Base on the map, soil types consist of Typic hapludults, plintic hapludults and Ass. Lithic hapludults</p> <p>Based on the map, there is no found fragile soil in Hikmah 2 estate and KUD Bina Sejahtera.</p>	No	Seri soil	Sub Group	Ha	%	1	Asosiasi Seri Tolan (TLN) and Sawahan (SWN)	Typic Endoaquepts dan Aquic Dystrudepts	977,72	41,66	2	Asosiasi Berlian Jaya (BJA), Jaro (JRO) and Cempaka (CPK)	Typic Kandudults, Typic Hapludults, Typic Dystrudepts	1.369,07	58,34		Total		2.346,79	100	C
No	Seri soil	Sub Group	Ha	%																			
1	Asosiasi Seri Tolan (TLN) and Sawahan (SWN)	Typic Endoaquepts dan Aquic Dystrudepts	977,72	41,66																			
2	Asosiasi Berlian Jaya (BJA), Jaro (JRO) and Cempaka (CPK)	Typic Kandudults, Typic Hapludults, Typic Dystrudepts	1.369,07	58,34																			
	Total		2.346,79	100																			
	<p><b>4.3.2</b> A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).</p> <p><b>Guidance:</b> <i>Techniques that minimise soil erosion are well known and should be adopted, where appropriate. These should include practices such as ground cover management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting.</i></p>																						
	<p>a. Is there a management strategy in place for plantings on slopes?</p> <p>b. Does the management strategy include the following?</p> <ul style="list-style-type: none"> <li>- Identification of steep areas not</li> </ul>	<p>Hikmah 2 estate has not a management strategy in place for plantings on slopes, because there is no area with slope above limit (&gt;40%). Base on slope map, Hikmah 2 estate has slope consist of between 0-8°</p> <p>Based on slope map, Bina Sejahtera cooperative has slope level consist of 0-8° =</p>	C																				

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	<p>suitable for planting</p> <ul style="list-style-type: none"> <li>- Policy of planting on slopes</li> <li>- SOPs to minimise soil erosion based on local soil and climate conditions, e.g. ground cover management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting</li> </ul> <p>c. Is there proof of records of field inspection on SOP implementation?</p>	<p>1,354. 77 ha</p> <p>Hikmah 2 and Bina Sejahtera has no management strategy in place for plantings on slopes. Because area slope is flat.</p>	
<b>4.3.3</b> A road maintenance programme shall be in place.			
	<ul style="list-style-type: none"> <li>a. Is there a road maintenance programme in place with supporting budget and resources?</li> <li>b. Is there road maintenance records?</li> </ul>	<ul style="list-style-type: none"> <li>a. Hikmah 2 estate and KUD Bina Sejahtera have a road maintenance programme 2017 such as:                             <ul style="list-style-type: none"> <li>• Hikmah 2 estate : road maintenance by grader, manual road pile, distribution of gravel stone</li> <li>• Bina Sejahtera Cooperative: road maintenance by grader &amp; becho loader, manual road pile, culvert maintenance, distribution of gravel stones.</li> </ul> </li> <li>b. There is record of road maintenance program implementation in 2017 (until October) such as                             <ul style="list-style-type: none"> <li>• Hikmah 2 estate : Collection road by grader = 165,629 m, collection road by manual = 949,027 m, main road by grader = 121,333 m by manual, main road by grader = 122,000 m</li> <li>• Bina Sejahtera cooperative : road maintenance at group 56 until 84 by becho loader = 15,125 m, road maintenance at group 63 until 84 by road loader = 4,100 m, culvert maintenance = 1 unit at group 62, distribution of gravel stones = 150 m at group 70, 64, 71 = 150 m</li> </ul> </li> </ul>	C
<b>4.3.4</b> (M) Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.			

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p><b>Guidance:</b> <i>Plantations on peat should be managed at least to the standard set out in the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', June 2012 (especially water management, fire avoidance, fertiliser use, subsidence and vegetation cover).</i></p> <p><b>Specific Guidance:</b> <b>For 4.3.4:</b> <i>For existing plantings on peat, the water table should be maintained at an average of 50cm (between 40 - 60cm) below ground surface measured with groundwater piezometer readings, or an average of 60cm (between 50 - 70cm) below ground surface as measured in water collection drains, through a network of appropriate water control structures e.g. weirs, sandbags, etc. in fields, and watergates at the discharge points of main drains (Criteria 4.4 and 7.4).</i></p>		
	<p>a. Is there an SOP to provide guidance on subsidence management?</p> <p>b. Does the SOP make reference to the RSPO BMPs on peat?</p> <p>c. How is subsidence being monitored?</p> <p>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 water collection drains, through a network of appropriate water control structures e.g. weirs, sandbags, etc. in</i></p>	<p>Based on the map, there is no found peat soil in the area Hikmah 2 estate and Bina sejahtera cooperative)</p>	<p>C</p>



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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p><i>fields, and watergates at the discharge points of main drains (Criteria 4.4 and 7.4).</i></p> <p>g. Is there a ground cover management programme and is there evidence of implementation?</p>		
	<p><b>4.3.5</b> Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p><b>Specific Guidance:</b></p> <p><b>For 4.3.5:</b> <i>Where drainability assessments have identified areas unsuitable for oil palm replanting, plans should be in place for appropriate rehabilitation or alternative use of such areas. If the assessment indicates high risk of serious flooding and/or salt water intrusion within two crop cycles, growers and planters should consider ceasing replanting and implementing rehabilitation.</i></p>		
	<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>	<p>Based on the map, there is no found peat soil in the area Hikmah 2 estate and Bina sejahtera cooperative)</p>	<p>C</p>
	<p><b>4.3.6</b> A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p>		
	<p>a. Is there a management strategy in place for other fragile and problem soils?</p>	<p>There is no found fragile and problem soil. There is mineral soil in the area</p>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	b. Does the management strategy include SOPs for the management of other fragile and problem soils?  c. Is inspection and implementation records available?		
4.4	Practices maintain the quality and availability of surface and ground water.		
	<p><b>4.4.1</b> An implemented water management plan shall be in place.</p> <p><b>Specific Guidance:</b></p> <p><b>For 4.4.1:</b> <i>The water management plan will:</i></p> <ul style="list-style-type: none"> <li>• <i>Take account of the efficiency of use and renewability of sources;</i></li> <li>• <i>Ensure that the use and management of water by the operation does not result in adverse impacts on other users within the catchment area, including local communities and customary water users;</i></li> <li>• <i>Aim to ensure local communities, workers and their families have access to adequate, clean water for drinking, cooking, bathing and cleaning purposes;</i></li> <li>• <i>Avoid contamination of surface and ground water through run-off of soil, nutrients or chemicals, or as a result of inadequate disposal of waste including Palm Oil Mill Effluent (POME).</i></li> </ul> <p><b>Guidance:</b></p> <p><i>Growers and millers should address the effects of their use of water and the effects of their activities on local water resources.</i></p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)						
	<p>a. Is there a water management plan in place for mill and plantation with identified actions?</p> <p>b. Does the plan include the following?</p> <ul style="list-style-type: none"> <li>• Identification of water sources</li> <li>• Efficient use of water</li> <li>• Renewability of water source</li> <li>• Impacts on catchment area and local stakeholders</li> <li>• Access of clean drinking water all year round for stakeholders</li> <li>• Avoidance of surface and ground water contamination</li> </ul> <p>c. Have the identified actions in the plan been implemented?</p>	<p>Water management plan on Hikmah II year 2017</p> <table border="1" data-bbox="862 622 1702 986"> <thead> <tr> <th data-bbox="862 622 1281 683">Identification of water source</th> <th data-bbox="1281 622 1702 683">Plan</th> </tr> </thead> <tbody> <tr> <td data-bbox="862 683 1281 794">Reservoir</td> <td data-bbox="1281 683 1702 794">Establish a water machine usage schedule, streamline watering as needed, plant crops around the reservoir</td> </tr> <tr> <td data-bbox="862 794 1281 986">Underground water</td> <td data-bbox="1281 794 1702 986">Work schedule of the use of a water pump machine, checking the volume of water by the operator so as not to exceed the capacity, conduct a clean water test to the BLH laboratory, attach the flowmeter, and attach water-saving stickers.</td> </tr> </tbody> </table> <p>Result of water quality test of Dabuk Putih river, yellow bridge as per certificate of test result No. 660/0964 / SHU-LAB / VI / 2017 issued June 2017 with the results under the quality standard of the Governor Regulation of South Sumatera No. 16 of 2005, SHU no. 660/1734 / SHU-LAB / X / 2017 issued October 09, 2017 with the test results of water wells housing Hikmah II, still below the quality standards set by the Governor Regulation of South Sumatra.</p>	Identification of water source	Plan	Reservoir	Establish a water machine usage schedule, streamline watering as needed, plant crops around the reservoir	Underground water	Work schedule of the use of a water pump machine, checking the volume of water by the operator so as not to exceed the capacity, conduct a clean water test to the BLH laboratory, attach the flowmeter, and attach water-saving stickers.	C
Identification of water source	Plan								
Reservoir	Establish a water machine usage schedule, streamline watering as needed, plant crops around the reservoir								
Underground water	Work schedule of the use of a water pump machine, checking the volume of water by the operator so as not to exceed the capacity, conduct a clean water test to the BLH laboratory, attach the flowmeter, and attach water-saving stickers.								
	<p><b>4.4.2 (M) Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</b></p> <p><b>Specific Guidance:</b></p> <p><b>For 4.4.2:</b> Refer to the 'RSPO Manual On Best Management Practices (BMP) for management and rehabilitation of natural vegetation associated with oil palm cultivation on peat', July 2012.</p>								

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)																																													
	<ul style="list-style-type: none"> <li>a. Is there a map identifying water courses and wetlands?</li> <li>b. Are the water courses and wetlands protected?</li> <li>c. Are the riparian and buffer zones maintained and restored in existing plantation and replanting areas?</li> <li>d. Is there SOP for riparian and buffer zone protection?</li> <li>e. Has the SOP been implemented?</li> </ul>	Hikmah II estate has map of water source	C																																													
<p><b>4.4.3</b> Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).</p>																																																
	<ul style="list-style-type: none"> <li>a. Is the mill effluent treatment process in place?</li> <li>b. Is there a process in place for checking and monitoring water discharge quality, particularly BOD?</li> <li>c. Is the water discharge quality in compliance with national regulations?</li> <li>d. Does the mill have a license for treatment, discharge or land application of mill effluent, and is the mill in compliant with the requirements of the license?</li> </ul>	<p>Mill</p> <p>The mill conduct waste water management by conducting wastewater quality testing. Result of UPTD Test of Environmental Laboratory of South Sumatera Province Certificate no. 660/1626 / SHU-LAB / IX / 2017 dated September 18, 2017.</p> <table border="1"> <thead> <tr> <th rowspan="2">Paramater</th> <th rowspan="2">Unit</th> <th colspan="3">Analysis results</th> <th rowspan="2">Regulation</th> </tr> <tr> <th>July</th> <th>August</th> <th>September</th> </tr> </thead> <tbody> <tr> <td>Ph</td> <td>Unit</td> <td>8.57</td> <td>8.5</td> <td>8.65</td> <td>6-9</td> </tr> <tr> <td>BOD</td> <td>mg/l</td> <td>79</td> <td>93.8</td> <td>46.7</td> <td>100</td> </tr> <tr> <td>COD</td> <td>mg/l</td> <td>227</td> <td>201</td> <td>84</td> <td>350</td> </tr> <tr> <td>TSS</td> <td>mg/l</td> <td>12.2</td> <td>18.9</td> <td>7.75</td> <td>250</td> </tr> <tr> <td>N-Total</td> <td>mg/l</td> <td>14.5</td> <td>14.9</td> <td>10</td> <td>50</td> </tr> <tr> <td>Oil an fat</td> <td>mg/l</td> <td>4.3</td> <td>1.6</td> <td>1.4</td> <td>25</td> </tr> </tbody> </table>	Paramater	Unit	Analysis results			Regulation	July	August	September	Ph	Unit	8.57	8.5	8.65	6-9	BOD	mg/l	79	93.8	46.7	100	COD	mg/l	227	201	84	350	TSS	mg/l	12.2	18.9	7.75	250	N-Total	mg/l	14.5	14.9	10	50	Oil an fat	mg/l	4.3	1.6	1.4	25	C
Paramater	Unit	Analysis results			Regulation																																											
		July	August	September																																												
Ph	Unit	8.57	8.5	8.65	6-9																																											
BOD	mg/l	79	93.8	46.7	100																																											
COD	mg/l	227	201	84	350																																											
TSS	mg/l	12.2	18.9	7.75	250																																											
N-Total	mg/l	14.5	14.9	10	50																																											
Oil an fat	mg/l	4.3	1.6	1.4	25																																											

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	4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.		
	<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>	The mill has a record of water usage per ton of FFB in September 2017 with an average use of 1.28 m <sup>3</sup> / ton FFB	C
4.5	Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
	<p>4.5.1 (M) Implementation of Integrated Pest Management (IPM) plans shall be monitored.</p> <p><b>Guidance:</b> 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.</p>		
	<p>a. Is there a documented IPM plan?</p> <p>b. Does the IPM plan include the following?</p> <ul style="list-style-type: none"> <li>• Identification of potential pests and thresholds</li> <li>• What are the techniques used (cultural, biological, mechanical and physical methods)?</li> <li>• What are the native species used as part of the biological control method?</li> <li>• Does it help in reducing the use of chemicals over a period of time?</li> <li>• Prophylactic use of pesticides</li> <li>• Minimization of pesticide use</li> </ul>	<p>a. Hikmah 2 Estate has a documented IPM presented in IPM work plan 2017 including census of pest, leaf pest control, Biological control through beneficial plant and tyto alba</p> <p>b. There is IPM such as : census of pest, leaf pest control, Biological control through beneficial plant and tyto alba, rat control through chemical</p> <p>c. The company has SOP related integrated Pest Management such as :</p> <ul style="list-style-type: none"> <li>• Procedure for pest monitoring, No doc. P-SAG-KBN-PML-15 rev. 1 issued on date March 16, 2012</li> <li>• Procedure for leaf pest control, No. doc. P-SAG-KBN-PML-16 issued on date March 16, 2012</li> <li>• Procedure for controlling of tirataba, No. doc. P-SAG-KBN-PML-17 issued on date March 16, 2012</li> <li>• Procedure for rat control for mature and immature oil palm, No. doc. P-SAG-KBN-PML-18 issued on date March 16, 2012</li> </ul> <p>d. Hikmah 2 estate maintain record of pest cobtrol such as leaf pest census on September 2017, rat pest census on September 2017, record of turnera</p>	C

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	<ul style="list-style-type: none"> <li>• Review on the plans to suit the present condition such as replanting?</li> <li>c. Is there an SOP to implement the plan and monitor its effectiveness?</li> <li>d. Is there records of pest occurrence and control?</li> </ul>	<p>subulata planting. Summary of pest census montly. Base on report of pest census, there is found rat pest attack above threshold. Hikmah 2 estate has conducted rat control through chemical application (ratgone = 240 liter).</p> <p><b>KUD Bina Sejahtera</b></p> <ol style="list-style-type: none"> <li>a. KUD has a documented IPM presented in IPM work plan 2017</li> <li>b. There is IPM plan such as : census of pest, leaf pest control, Biological control through beneficial plant and tyto alba</li> <li>c. KUD has SOP related integrated Pest Management such as :procedure for Pest and disease control, SA-PLASMA-PP-KS-02</li> <li>d. KUD maintain record of pest cobtrol such as : leaf pest census on October 2017, rat pest census on October 2017, summary of pest control montly. Base on report of pest census, there is no pest attack above threshold, record of turnera spp plant (1920 m). During field check at group 73 and 70 estate, there is turnera subulata plant at field.</li> </ol>	
	<p><b>4.5.2</b> Training of those involved in IPM implementation shall be demonstrated.</p>		
4.6	<p>Is there records of training provided to those involved in the implementation of IPM?</p>	<p>Hikmah 2 has conducted a training for IPM on August 29, 2017 follwed by attend- ed 28 partisipant</p> <p>KUD Bina sejahtera has conducted a training for IPM on November 16, 2016 fol- lowed by 21 partisipant</p>	C
4.6	<p>Pesticides are used in ways that do not endanger health or the environment.</p>		
	<p><b>4.6.1 (M)</b> Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p><b>Specific Guidance:</b></p> <p><b>For 4.6.1:</b> Measures to avoid the development of resistance (such as pesticide rotations) should be applied. The justification should consider less harmful alternatives and IPM.</p> <p><b>Guidance:</b></p>		

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	<p><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>Due to problems in the accuracy of measurement, monitoring of pesticide toxicity is not applicable to independent smallholders (refer to 'Guidance for Independent Smallholders under Group Certification', June 2010).</i></p>		
	<p>a. Does the organization have a policy on safe use of chemicals?</p> <p>b. Does the organization have SOPs for use of selective products that are specific to target pests, weeds, or diseases and which have minimal effect on non-target species?</p> <p>i. Measures to avoid the development of resistance (such as pesticide rotation) should be applied.</p> <p>ii. Is there a list of all pesticide with target species and justification of use?</p> <p>iii. The justification should consider less harmful alternatives and IPM.</p> <p>c. Is there evidence of implementation of SOP on the ground?</p>	<p>a. The company has policy about application and limited pesticide usage from Managing Director with document number 084/MD/VI/2013 dated June 20, 2013</p> <p>b. The company has procedure related with pesticide usage for integrated pest management such as:</p> <ul style="list-style-type: none"> <li>• Procedure of weed control for immature plant with document number P-SAG-KBN-PML-12 revision 1 dated March 16, 2012</li> <li>• Procedure of weed control for mature plant with document number P-SAG-KBN-PML-22 revision 1 dated March 16, 2012</li> </ul> <p>c. <i>There is evidence of implementation of SOP such as: record of herbicide usage.</i></p> <p><b>KUD Bina Sejahtera</b></p> <p>a. KUD has a policy about application and limited pesticide usage, issued by head of KUD Bina Sejahtera, on December 16, 2016</p> <p>b. The company has procedure related with pesticide usage for integrated pest management such as Procedure for weed control, SA-PLASMA-PP-KS-06, issued April 16, 2016</p> <p>c. There is evidence of implementation of SOP such as : record of herbicide usage</p>	<p>C</p>
	<p><b>4.6.2 (M)</b> Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p>		

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	<p>a. Does the company have a pesticide application program?</p> <p>b. Is records of pesticides use available?</p> <p>c. Do the records detail the active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications?</p>	<p>a. Hikmah 2 Estate maintain a pesticide application program presented in</p> <p>b. Hikmah 2 estate maintain record of pesticide usage 2017</p> <p>c. Hikmah 2 estate maintain records detail the active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications, such as Prima Up (Isopropilamina Glifosat 480 Gr/ Lt ) amount 807 ltr, applied 13,111 ha, Metsulindo (Metil Metsuron 20%), amount 18 l applied 2,115 ha, Garlon (triklopir butoxi etil ester 670 g/las) amount 3 ltr applied 39 ha., Topzone ( paraquat dichloride ) amount 313 ltr, applied 2,092 ha, Ratgone ( brodifacum 0005 %) amount 240 liter applied 740 ha.</p> <p>KUD Bina Sejahtera :</p> <p>a. KUD maintain a pesticide application program presented in</p> <p>b. KUD estate maintain record of pesticide usage 2017</p> <p>c. KUD maintain records detail the active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications, such as : Lindomin (2.4-D Dimetil) amount 804 l applied 435.12 ha , Round Up (Glifosat) amount 276.15 l with total application as large as 1,117,5 ha.</p>	<p>C</p>
	<p><b>4.6.3 (M)</b> Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p> <p><b>Specific guidance for 4.6.3:</b> Justification of the use of such pesticides will be included in the public summary report.</p>		
	<p>a. Does the company have an IPM plan?</p> <p>b. Has that plan been implemented?</p> <p>c. Is the effectiveness of the IPM plan monitored?</p> <p>d. Are there records showing that the use of pesticides have been minimised in</p>	<p>a. Hikmah 2 estate has an IPM plan, contain leaf pest control, rat pest control, disease control, beneficial plant maintenance.</p> <p>b. There is evidence that the plan implemented such as record of rat pest census, leaf pest census, summary of pest and rat census.</p> <p>c. Hikmah 2 estate has conducted monitore effectinenee of the IPM plan</p> <p>d. Hikmah 2 estate has plan for pesticide usage in IPM plan, such as rat pest control.</p> <p>e. There is no prophylactic use of pesticides in place</p>	<p>C</p>



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	<p>accordance with Integrated Pest Management (IPM) plan?</p> <p>e. Has there been prophylactic use of pesticides? If so, justification must be provided in accordance to National Best Practices.</p>	<p>KUD Bina Sejahtera</p> <p>a. KUD has an IPM plan, contain leaf pest control, rat pest control, disease control, beneficial plant maintenance.</p> <p>b. There is evidence that the plan implemented such as record of rat pest census, leaf pest census, summary of pest and rat census.</p> <p>c. KUD has conducted monitore effectinenee of the IPM plan</p> <p>d. KUD has plan for pesticide usage in IPM plan, such as rat pest control.</p> <p>e. There is no prophylactic use of pesticides in place</p>	
<p><b>4.6.4</b> Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p>			
	<p>a. Does the company have a complete listing of WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide?</p> <p>b. Is there a policy, procedure or management plan committing to minimise and eliminate use of these pesticides and paraquat?</p> <p>c. Are there records of minimisation of pesticides and paraquat use?</p> <p>d. Where there is the use of the above pesticides or paraquat, has justification in line with national best practice guidelines been documented?</p> <p>e. Does physical verification of inventory in the chemical store agree back to the</p>	<p>a. Hikmah2 estate have a complete listing of WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide</p> <p>b. Hikmah 2 has a policy, procedure or management plan committing to minimise and eliminate use of these pesticides and paraquat presented in a policy of Managing Director with document number 084/MD/VI/2013 dated June 20, 2013</p> <p>c. There is paraquat usage in 2017. Hikmah 2 maintain record of pesticide in 2017 such as : Prima Up (Isopropilamina Glifosat 480 Gr/ Lt ) amount 807 ltr, applied 13,111 ha, Metsulindo (Metil Metsuron 20%), amount 18 l applied 2,115 ha, Garlon (triklopir butoxi etil ester 670 g/las) amount 3 ltr applied 39 ha., Topzone ( paraquat dichloride ) amount 313 ltr, applied 2,092 ha</p> <p>d. Hikmah 2 estate has planned to minimised use of paraquat presented in paraquat usage plan 2017: plan 2017 = 488, 93 ltr. : Realization usage of paraquat 2016 = 934.33 liter. There is a decrease in the amount of paraquat usage from 2016 to 2017.</p> <p>e. Base on verification field check at pesticide warehouse, there is evidence that chemical container back to the inventory records</p>	<p>C</p>

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	inventory records?	<p><b><u>KUD Bina Sejahtera</u></b></p> <ul style="list-style-type: none"> <li>a. KUD have a complete listing of WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide</li> <li>b. KUD has a policy about application and limited pesticide usage, issued by head of KUD Bina Sejahtera, on December 16, 2016</li> <li>c. There is no paraquat usage in 2017. KUD Bina Sejahtera maintain record of pesticide usage in 2017 such as : Lindomin (2.4-D Dimetil) amount 804 l applied 435.12 ha, Round Up (Glifosat) amount 276.15 l with total application as large as 1,117,5 ha</li> <li>d. There is no paraquat usage in 2017</li> <li>e. Base on verification field check at pesticide warehouse, there is evidence that chemical container back to the inventory records</li> </ul>	
	<p><b>4.6.5 (M)</b> Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p>		
	<ul style="list-style-type: none"> <li>a. Is there SOP for chemicals/pesticides handling?</li> <li>b. Is there a training plan and training records for workers who apply or handle pesticides?</li> <li>c. Is there evidence that training has been conducted in an appropriate language understood by the workers?</li> <li>d. Are pesticides handled, used or applied only by persons who have completed the necessary training?</li> <li>e. Are the workers involved in chemical handling or application able to demonstrate understanding of the hazards and risks related to chemicals used when in-</li> </ul>	<ul style="list-style-type: none"> <li>a. Hikmah 2 estate for chemicals/pesticides handling such as :                             <ul style="list-style-type: none"> <li>• Procedure about handling of hazardous and toxic materials with document number P-SAG-RO-PCR-05 revision 1 dated October 1, 2012</li> <li>• Work instruction about handling of pesticide spills with document number P-SAG-RO-PCR-04 revision 0 dated October 1, 2012</li> </ul> </li> <li>b. Company has conducted training for pesticide handling to workers such as :                             <ul style="list-style-type: none"> <li>• Training for pesticide application on September 18, 2014 by pesticide and fertilizer commission, south Sumatera province.</li> <li>• Training for spraying to workers on October 10, 2017</li> </ul> </li> <li>c. Company maintain record of training for pesticide handling in Bahasa such as photo of training, list of participant, module of training.</li> <li>d. Company conducted Pesticide handling by persons who have completed the necessary training.</li> <li>e. Pesticide operator has understand of the hazards and risks related to chem-</li> </ul>	C

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	<p>interviewed?</p> <p>f. Are pesticides always applied in accordance with the product label?</p> <p>g. Are MSDS for pesticides used readily available for easy reference?</p> <p>h. Is appropriate safety and application equipment provided and used?</p> <p>i. Is PPE used appropriate according to recommendations in any risk assessments done?</p> <p>j. Is appropriate PPE provided and used, and can it be easily replaced if damaged?</p> <p>k. Does the management checked the workers usage of appropriate PPEs?</p>	<p>icals used.</p> <p>f. Pesticide operator applied pesticide in accordance with the product label</p> <p>g. Company maintain MSDS for pesticide used for easy reference for each pesticide product</p> <p>h. Base on interview to staff, PPE provided and used during work for spraying.</p> <p>i. PPE is used appropriate according recommendation in any risk assessments done such as helmet, gloves, mask, safety boot, and apron.</p> <p>j. Base on interview to staff, company has replace PPE once a year.</p> <p>k. Company maintain list of PPE for pesticide operator 2017</p> <p>KUD Bina Sejahtera :</p> <p>a. KUD for chemicals/pesticides handling such as :</p> <ul style="list-style-type: none"> <li>• Procedure about handling of hazardous and waste control with document number SA-PLASMA-PP-LMB-01 revision 1 dated april 1, 2016</li> </ul> <p>b. KUD has conducted training for pesticide handling to workers such as :</p> <ul style="list-style-type: none"> <li>• Training for spraying to workers on October 2, 2017</li> </ul> <p>c. KUD maintain record of training for pesticide handling in Bahasa such as: photo of training, list of participant, module of training.</p> <p>d. KUD conducted Pesticide handling by persons who have completed the necessary training.</p> <p>e. During field check at group 73 (KUD bina sejahtera), pesticide operator has understand of the hazards and risks related to chemicals used</p> <p>f. Pesticide operator applied pesticide in accordance with the product label, base on during field verification at chemical warehouse</p> <p>g. KUD maintain MSDS for pesticide used for easy reference for each pesticide product</p> <p>h. Base on interview to pesticide operator, PPE provided and used during work for spraying.</p> <p>i. PPE is used appropriate according recommendation in any risk assessments done such as helmet, rubber gloves, mask, safety boot, and apron.</p> <p>j. Base on interview to pesticide operator, company has replace PPE once a year.</p>	

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		k. KUD maintain list of PPE for pesticide operator 2017	
	<p><b>4.6.6 (M)</b> Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed off and not used for other purposes (see Criterion 5.3).</p> <p><b>Specific guidance for 4.6.6:</b> <i>Recognised best practice includes: Storage of all pesticides as prescribed in the FAO International Code of Conduct on the distribution and use of pesticides and its guidelines, and supplemented by relevant industry guidelines in support of the International Code (see Annex 1).</i></p>		
	<p>a. Has the SOP for pesticide storage been documented and implemented?</p> <p>b. Are all pesticides stored according to recognised best practices?</p> <p>c. Is there evidence that empty pesticide containers are properly stored and disposed off and not used for other purposes?</p> <p>d. Is there evidence observed in the field that pesticide containers are indiscriminately disposed (in dump site) or used for other purposes, .e.g. as waste containers, flower pots?</p>	<p>a. Hikmah 2 estate has SOP for pesticide storage been documented and implemented such as :</p> <ul style="list-style-type: none"> <li>• Procedure about handling of hazardous and toxic materials with document number P-SAG-RO-PCR-05 revision 1 dated October 1, 2012.</li> <li>• Work instruction about handling of fertilizer spills with document number: WI-SAG-RO-PCR-0502 revision 0 dated October 1, 2012.</li> <li>• Work instruction about handling of pesticide spills with document number P-SAG-RO-PCR-04 revision 0 dated October 1, 2012</li> </ul> <p>b. Company has pesticide product according in list of pesticide issued Agricultural Department</p> <p>c. Hikmah 2 estate maintain pesticide container at hazardous waste warehouse and send to third party. Record of pesticide containers such as : pesticide container about 334 kg on date September 22, 2017 by third party</p> <p>d. Hikmah 2 estate maintain pesticide container at hazardous waste warehouse and send to third party. Record of pesticide containers such as : pesticide container about 334 kg on date September 22, 2017 by third party</p> <p><b>KUD Bina Sejahtera :</b></p> <p>a. KUD has SOP for pesticide storage been documented and implemented such as :</p>	C

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		<ul style="list-style-type: none"> <li>• Procedure about handling of hazardous and waste control with document number SA-PLASMA-PP-LMB-01 revision 1 dated april 1, 2016</li> <li>b. KUD has pesticide product according in list of pesticide issued Agricultural Department</li> <li>c. KUD maintain pesticide container at hazardous waste warehouse.</li> <li>d. During field verification at hazardous waste warehouse, there is record of container pesticide</li> </ul>	
<b>4.6.7</b> Application of pesticides shall be by proven methods that minimise risk and impacts.			
	<ul style="list-style-type: none"> <li>a. Is there work instruction for pesticide application?</li> <li>b. Is there training provided on work instruction including risk and impacts of pesticide applications?</li> </ul>	<ul style="list-style-type: none"> <li>a. Company have mechanism for pesticide application such as : Procedure for weed control No. P-SAG-KBN-PML-22 Rev : 0, Effective date March 16, 2012</li> <li>b. Hikmah 2 estate has conducted training for pesticide application including risk and impacts such as : Training for spraying to workers on October 10, 2017</li> </ul> <p>KUD Bina sejahretra</p> <ul style="list-style-type: none"> <li>a. KUD has mechanism for pesticide application such as Procedure for weed control, SA-PLASMA-PP-KS-06, issued April 16, 2016.</li> <li>b. KUD has conducted training for pesticide application including risk and impacts such as : Training for spraying to workers on October 2, 2017</li> </ul>	C
<b>4.6.8 (M)</b> Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.			

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	<ul style="list-style-type: none"> <li>a. Has aerial spray been applied? If yes, is there documented justification?</li> <li>b. Is the impact and risk associated with aerial application documented and made available?</li> <li>c. Are the identified affected communities informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application?</li> </ul>	Not Applicable	NA
	<p><b>4.6.9</b> Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8).</p>		
	<ul style="list-style-type: none"> <li>a. Has the company provided information materials on pesticide handling to all employees and associated smallholders (if any) (see Criterion 4.8)?</li> <li>b. Is there evidence of periodic training (in appropriate language) of employees and associated smallholders on pesticide handling?</li> </ul> <p><b>Note for auditor :</b> Interview with workers and smallholders on their knowledge and skills in pesticides handling.</p>	<ul style="list-style-type: none"> <li>a. Hikmah 2 estate has provided information materials on pesticide handling for employee through Training about pesticide application on September 18, 2014 By pesticide and fertilizer commission, south Sumatera province., Training for spraying to workers on October 10, 2017</li> <li>b. Evidence of training in Bahasa such as list of participant, module of training,</li> </ul> <p>KUD Bina Sejahtera</p> <ul style="list-style-type: none"> <li>a. KUD has provided information materials on pesticide handling for employee through Training about pesticide application, Training for spraying to workers on October 2, 2017</li> <li>b. Evidence of training in bahasa such as list of participant, module of training, During interview to pesticide operator, Training has conducted by management of Sampoerna Agro in Bahasa</li> </ul>	C
	<p><b>4.6.10</b> Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).</p>		
	<ul style="list-style-type: none"> <li>a. Is there an SOP for proper disposal of waste material?</li> <li>b. Is there training provided to workers and managers on proper waste disposal?</li> </ul>	<ul style="list-style-type: none"> <li>a. Company has a SOP for proper disposal of waste material such as Procedure about handling of hazardous and toxic materials with document number P-SAG-RO-PCR-05 revision 1 dated October 1, 2012.</li> <li>b. Hikmah 2 estate has conducted training provided to workers and managers on proper waste disposal such as Training for spraying to workers on Octo-</li> </ul>	C

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	<p>c. Is there evidence of implementation of proper ways for waste disposal by the company?</p>	<p>ber 10, 2017</p> <p>c. During document verification, Hikmah 2 estate store containers pesticide at temporary of hazardous waste.</p> <p>KUD Bina Sejahtera</p> <p>a. KUD has SOP for proper disposal of waste material such as Procedure about handling of hazardous and waste control with document number SA-PLASMA-PP-LMB-01 revision 1 dated april 1, 2016</p> <p>b. KUD has conducted training provided to workers and managers on proper waste disposal such as : : Training for spraying to workers on October 2, 2017</p> <p>c. During document verification, KUD store containers pesticide at temporary of hazardous waste, such as number of container pesticide round up on March 9, 2017 as much as 1 piece, number of container pesticide round up on March 27, 2017</p>	
	<p><b>4.6.11 (M)</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p>		
	<p>a. Is there an updated list of pesticide operators?</p> <p>b. Is there records of annual medical surveillance of pesticide operators?</p> <p>c. Is there medical and treatment records of all pesticide operators?</p>	<p>a. Company maintain list of pesticide operators in 2017 as much as 24 person.</p> <p>b. Hikmah 2 estate has conducted annual medical surveillance on May 5, 2017 by Hiperkes, labor and transmigration services office.</p> <p>c. Base on annual medical surveillance result, all pesticide operator condition are good (normal)</p> <p>KUD Bina Sejahtera:</p> <p>a. KUD maintain list of pesticide operators in 2017 : 21 person</p> <p>b. KUD has not conducted annual medical surveillance to pesticide operator</p> <p>c. There is no evidence of medical check for pesticide operators (cholines-trase) periodically in 2017 for cooperative of Bina Sejahtera.</p>	<p>NC</p>

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	<p><b>4.6.12 (M)</b> No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p>		
	<p>a. Is there a policy statement preventing pregnant and breast-feeding women from handling pesticides? b. Is there a lists of female workers handling pesticides available? c. Does the company have a system to identify pregnant and breast-feeding women? d. Is there evidence showing that pregnant and breast-feeding women are not allowed to handle pesticides?</p>	<p>a. Hikmah 2 estate has a policy statement preventing pregnant and breast-feeding women from handling pesticides e.i Memorandum of preventing pregnant and breast-feeding women from handling pesticides from HRS manager on April 25, 2016 b. Company maintain a list of female workers handling pesticides ; 16 person c. Base on memo from HRS manager, company would conducted health check every month to female workers handling pesticides by company doctor/paramedic. There is record of health check on September 2017. Base on record of health check, there no female workers handling pesticides is pregnant and breast-feeding condition d. Base on record of health check, there no female workers handling pesticides who is pregnant and breast-feeding conditon</p> <p>KUD Bina Sejahtera :</p> <p>a. KUD has a policy statement preventing pregnant and breast-feeding women form kead of KUD, No. 178/KPKSR-BS/II/2017 issued date October 2017. b. KUD maintain a list of female workers handling pesticides ; 8 person c. KUD conducted health check every month to female workers handling pesticides by company doctor/paramedic. There is record of health check on October 24, 2017. Base on record of health check, there no female workers handling pesticides is pregnant and breast-feeding conditon d. Base on record of health check, there no female workers handling pesticides who is pregnant and breast-feeding conditon</p>	<p>C</p>
<p>4.7</p>		<p>An occupational health and safety plan is documented, effectively communicated and implemented.</p>	
	<p><b>4.7.1 (M)</b> A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p><b>Guidance:</b></p> <p><i>Growers and millers should ensure that the workplace, machinery, equipment, transport and processes under their control are safe and without undue</i></p>		



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		<p><i>risk to health. Growers and millers should ensure that the chemical, physical and biological substances and agents under their control are without undue risk to health when appropriate measures are taken. All indicators apply to all workers regardless of status.</i></p> <p><i>The health and safety plan should also reflect guidance in ILO Convention 184 (see Annex 1).</i></p>	
	<p>a. Is there a health and safety policy in place?</p> <ul style="list-style-type: none"> <li>• Is it written in an appropriate language?</li> <li>• Has the policy been approved by an authorized personnel and dated?</li> <li>• Does the policy cover mitigation of risks to workers health and safety at all workplace activities?</li> <li>• Are the workers aware of and understand the policy?</li> </ul> <p>b. Is there a health and safety plan in place?</p> <ul style="list-style-type: none"> <li>• Does the plan include targets for improving occupational health and safety?</li> <li>• Does the plan reflect guidance provided in the ILO Convention 184 (see Annex 1)?</li> </ul> <p>c. Is there evidence of implementation of the plan?</p> <p>d. Is the effectiveness of the health and safety plan monitored?</p>	<p>a. The company has policy related a health and safety policy including in the Sampoerna Agro policy which approved by Chief Executive Officer (Marc Louette) dated 5 July 2015. The policy has cover mitigation of risk to workers health and safety at all work activities. The company has conduct socialization of OSH policy i.e. dated 14 October 2017 (contractor of Selapan Jaya POM), 11 October 2017 (worker of Selapan Jaya POM) The cooperative has policy and commitment including safety and health which approved by Head of Cooperative (H. Azhar SP) dated 31 December 2016. The policy has cover mitigation of risk to workers health and safety at all work activities. The cooperative has conduct socialization of OSH policy i.e. dated 21 October 2017</p> <p>b. The company (Hikmah 2 estate ) has a matrix of health and safety program year 2017 such as socialization of safety and health and the mechanism of PPE used, training of first aid, socialization of material safety data sheet, simulation of emergency and monitoring of emergency equipment, socialization of health in the work site, OSH inspection to worker, inspection of field activity (estate and mill), review of HIRAC, investigation of work accident and calculation of lost time accident, OSH committee meeting, reporting of OSH, review of work program and monitoring of lifetime of PPE and PPE used. The program described about work program, target, timeline and PIC. The cooperative Bina Sejahtera has a program related health and safety year 2017 such as meeting of OSH committee, providing PPE, socialization of OSH, training related OSH, PPE inspection, monitoring of first aid</p>	<p>C</p>

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	<p>e. Is the health and safety plan made publicly available? f. Is there an action plan if targets are not achieved?</p>	<p>kit, medical checkup, monitoring of pregnant woman, providing medical care and simulation of emergency. The program described about work program, target, timeline and PIC.</p> <p>c. The company has record of implementation the program such as:</p> <ul style="list-style-type: none"> <li>• Inspection of safety and health and environmental on 12 January 2017 and 28 April 2017 (Hikmah 2 estate)</li> <li>• Calculation of lost time accident on 10 February 2017 and 10 May 2017 (Hikmah 2 estate)</li> <li>• Socialization of OSH to woreker and Material Safety Data Sheet on 16 February 2017 and 18 May 2017 (Hikmah 2 estate)</li> <li>• Meeting of OSH committee on 31 March 2017 and 30 June 2017 (Hikmah 2 estate)</li> <li>• Socialization of OSH policy on 11 &amp; 14 October 2017 (Selapan Jaya POM)</li> <li>• Socialization of material safety data sheet on 27 February 2017 (Selapan Jaya POM)</li> <li>• Socialization of OSH and PPE used on processing employee on 10 February 2017 (Selapan Jaya POM)</li> <li>• Socialization of OSH and PPE used on sortation employee on 15 July 2017 (Selapan Jaya POM)</li> <li>• Socialization of OSH and PPE used on laboratorium employee on 17 April 2017 (Selapan Jaya POM)</li> <li>• Socialization of first aid of emergency condition on 23 January 2017 (Selapan Jaya POM)</li> </ul> <p>The cooperative has record of implementation the program such as:</p> <ul style="list-style-type: none"> <li>• Socialization related OSH on 9 October 2017</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Socialization of policy and commitment OSH on 7 October 2017</li> <li>• Monitoring of pregnant woman on 24 October 2017</li> </ul> <p>d. The company conduct inspection and audit to monitored the effective-ness of the health and safety program</p> <p>e. The health and safety plan made publicly</p> <p>f. The company conduct evaluation if any program does not achieved and including into the next year program.</p>	
	<p><b>4.7.2 (M)</b> All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and imple-mented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p>		
	<p>a. Have risk assessments been conduct-ed 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 re-currence?</p> <p>d. Have the procedures and action plans been documented and implemented to address the identified issues?</p> <p>e. Have all precautions attached to prod-ucts been properly observed and ap-plied to the workers?</p>	<p>a. The company and cooperative has risk assessment conduct for all op-eration stated in identification assessment for impact aspect of environ-mental, risk and dangerous potential and risk management (issued on 17 October 2017 revision 07).</p> <p>b. The risk assessment has cover all processes and activities</p> <p>c. The company has conduct evaluation for the risk assessment where the last risk assessment conduct on 17 October 2017</p> <p>d. The company has procedure for safety and health related risk assess-ment (P-SAG-RO-SUS-08 revision 01 dated 1 June 2012). The proce-dure has implemented to address the identified issues for entire activity for mill and plantation</p> <p>e. Based on field visit and mill visit seen that the worker has wearing the properly PPE in accordance with risk assessment</p>	C
	<p><b>4.7.3 (M)</b> All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p>		

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	<p>a. Are all workers involved in the operation appropriately trained in safe working practices (see Criterion 4.8)?</p> <p>b. Are OSH training programs and training records available and conducted by qualified persons?</p> <p>c. Is adequate and appropriate protective equipment available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning?</p> <p>d. Is PPE provided to workers and replaced when damaged?</p> <ul style="list-style-type: none"> <li>• Does the organization maintain a list of PPE distribution?</li> </ul> <p>e. Are workers observed wearing appropriate PPE?</p>	<p>a. The company has record of implementation the program such as:</p> <ul style="list-style-type: none"> <li>• Inspection of safety and health and environmental on 12 January 2017 and 28 April 2017 (Hikmah 2 estate)</li> <li>• Calculation of lost time accident on 10 February 2017 and 10 May 2017 (Hikmah 2 estate)</li> <li>• Socialization of OSH to worker and Material Safety Data Sheet on 16 February 2017 and 18 May 2017 (Hikmah 2 estate)</li> <li>• Meeting of OSH committee on 31 March 2017 and 30 June 2017 (Hikmah 2 estate)</li> <li>• Socialization of OSH policy on 11 &amp; 14 October 2017 (Selapan Jaya POM)</li> <li>• Socialization of material safety data sheet on 27 February 2017 (Selapan Jaya POM)</li> <li>• Socialization of OSH and PPE used on processing employee on 10 February 2017 (Selapan Jaya POM)</li> <li>• Socialization of OSH and PPE used on sortation employee on 15 July 2017 (Selapan Jaya POM)</li> <li>• Socialization of OSH and PPE used on laboratorium employee on 17 April 2017 (Selapan Jaya POM)</li> <li>• Socialization of first aid of emergency condition on 23 January 2017 (Selapan Jaya POM)</li> </ul> <p>b. The company conduct inspection related PPE every month. Based on inspection result of September 2017 seen that the worker used the appropriate PPE. The cooperative has program to inspection the PPE starting from November 2017.</p> <p>c. The company has memorandum from Managing Director (076/MD/VI/2016 dated 22 June 2015) related lifetime of PPE. The company has logbook related list of PPE distribution to worker. For example: dated 21 May 2017 to harvester (safety shoes, helmet, glasses), dated 6 June 2017 to sprayer (safety shoes and paron), dated 25 October 2017 to fertilizer worker (gloves and apron). The company does not conduct the memorandum instruction where the memorandum said the mask for fertilizer provide each 3 month. Based on logbook of PPE distribution seen that the company</p>	<p>NC</p>

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		<p>does not provide mask for fertilizing worker yaer 2016. This is raised as Non-conformity.</p> <p>The cooperative has minutes of PPE handover such as on 14 October 2017 for sprayer (helmet, safety shoes, apron, glasses, gloves and mask), harvester (safety shoes, gloves, glasses, helmet), fertilizing worker (helmet, safety boot, gloves, mask and glasses)</p> <p>d. Ok e. Ok</p>	
	<p><b>4.7.4 (M)</b> The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p>		
	<p>a. Has the company identified the responsible person/persons to implement OSH?</p> <p>b. Are meetings between the responsible persons and workers conducted on a regular basis, or as required by law, if any?</p> <p>c. Are minutes of meeting recording attendees and issues discussed available?</p> <p>d. Are concerns of all parties about health, safety and welfare discussed at these meetings?</p> <p><b>Note to Auditor:</b> Interviews with workers reflect compliance to a-d above.</p>	<p>a. The company has the responsible person to implemented OSH that stated on OSH committee.</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate: Head decree of Labor and transmigration agency of Ogan Komering Ilir No. KEP.52/D.Nakertrans/BW/2015 dated May 2015 related approval of OSH committee PT Telaga Hikmah.</li> <li>• POM Selapan Jaya: Head decree of Labor and transmigration agency of South Sumatera Province No. 1837/SK/Nakertrans/2017 dated 5 September 2017 related approval of OSH committee PT Sampoerna Agro</li> <li>• The cooperative has set the OSH committee to implemented safety and health. The cooperative has the program to approved the OSH committee to related agency on December 2017</li> </ul> <p>b. The company (Selapan Jaya POM: dated 27 September 2017; 17 June 2017 and 18 March 2017 and cooperative (21 October 2017) has conduct regular meeting on a regular basis and in accordance with regulation.</p> <p>c. The company and cooperative has minutes of meeting and discussed issue related safety, health and worker welfare</p> <p>d. The company and cooperative has conduct discussing related safety, health and worker welfare</p>	C

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	<p><b>4.7.5</b> Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>		
	<p>a. Are there SOPs for accidents and emergencies?</p> <ul style="list-style-type: none"> <li>• Do these cover all major potential emergencies, such as, but not limited to fire, chemical spillage, and potential natural disasters specific for the region, e.g. earthquakes, volcanoes, etc.?</li> <li>• Are accidents investigated and action taken to prevent recurrence</li> <li>• Are accident records provided to the local authority in accordance with local legal requirements, if any</li> <li>• Available in the appropriate language of the workforce?</li> </ul> <p>b. Are the instructions on emergency procedures clearly understood by all workers?</p> <p>c. Are assigned operators trained in First Aid present in both field and other operations?</p> <p>d. Is there records of training of the first aiders?</p> <p>e. Is first aid equipment available at worksites? Is the equipment available during conduct of field manual work?</p> <p>f. Are first aid kits adequately stocked</p>	<p>a. The company has procedure for emergencies (P-SAG-KBN-DRR-01 effective date 14 September 2015). The work instruction has cover major potential emergencies such as fire, chemical spillage, earthquakes, flooding, and demonstration. The procedure stated on Indonesian language. The company has accident record and periodic reporting to local government.</p> <p>b. Based on interview, the worker understood the emergency procedure</p> <p>c. The company and smallholder has list of worker that assigned as first aid officer such as dr. Lidya and dr. Daniel Pasaribu. The company and smallholder does not has first aid license for first aid officer that has assigned in accordance with Permenaker No. 15 year 2008. The cooperative has assigned Mr. Heru Prastyo as First Aid officer but the person does not have first aid license in accordance with Permenaker No. 15 year 2008</p> <p>d. The company and cooperative has record of first aid training such as 22 November 2016 at Cooperative office</p> <p>e. Not Ok</p> <p>f. The company and smallholder has conduct regularly checked for first aid stocked</p> <p>g. The company has record of all accident and periodically review for continuous improvement.</p>	<p>NC</p>

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	and regularly checked in accordance with local legal requirements? g. Are records of all accidents kept and periodically reviewed for continuous improvement?		
<b>4.7.6</b> All workers shall be provided with medical care, and covered by accident insurance.			
	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. 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)? c. Is there evidence that the insurance policies are valid?	a. The company has evidence that all workers are provide medical care such as BPJS Ketenagakerjaan and BPJS Kesehatan. Based on record payment of September 2017: PT Sampoerna Agro: BPJS Ketenagakerjaan as much as IDR. 129,099,436 for 401 workers through Bank Mandiri on 16 October 2017 and BPJS Kesehatan as much as 44,587,900 through Bank Mandiri on 7 September 2017 PT Telaga Hikmah: BPJS Ketenagakerjaan as much as IDR. 309,458,355 for 3,624 workers through Bank Mandiri on 16 October 2017 and BPJS Kesehatan as much as IDR. 96,974,250 through Bank Mandiri on 7 September 2017 Cooperative Bina Sejahtera: The cooperative has a program to including the worker into medical care starting from November 2017 b. The company has record of medical treatment for an accident seen at clinic. The company has record of medical treatment for each worker that has injured c. The insurance policies still valid until annual surveillance audit.	C
<b>4.7.7</b> Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics.			
<i>Specific Guidance for 4.7.7: The National Interpretation will define the metrics for LTA. For countries where there are no national interpretations, the growers will determine their own metrics.</i>			

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	Are occupational injuries recorded using Lost Time Accident (LTA) metrics?	<p>The company has record of injuries using lost time accident. Based on record of injuries year 2017 can seen:</p> <ul style="list-style-type: none"> <li>• POM Selapan Jaya has lost time accident until September 2017, there is no accident.</li> <li>• Hikmah 2 estate has lost time accident until September 2017 as much as 7 days. The company has conduct investigation for the accident (FM-SHE-06-R00) and evaluated the risk assessment to preventirve the accident reoccur.</li> <li>• Cooperative Bina Sejahtera: There is no accident until September 2017</li> </ul>	C
4.8	All staff, workers, smallholders and contract workers are appropriately trained.		
	<p><b>4.8.1 (M)</b> A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p><b>Guidance:</b></p> <p><i>Workers should be adequately trained on: the health and environmental risks of pesticide exposure; recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women); ways to minimise exposure to workers and their families; and international and national instruments or regulations that protect workers' health.</i></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</i></p>		



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	<p><i>purchase fruit from them, by smallholders' organisations, or through collaboration with other institutions and organisations (refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009)</i></p> <p><i>For individual smallholder operations, training records should not be required for their workers, but anyone working on the farm should be adequately trained for the job they are doing (refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009).</i></p>																																						
	<p>a. Does the company maintain a list of staff, workers, smallholders and contract workers whom training must be provided to?</p> <p>b. Is there a formal training programme in place that covers all aspects of the RSPO Principles and Criteria? Does the formal training program include:</p> <ul style="list-style-type: none"> <li>• Regular assessment of training needs of all staff, workers, smallholders and contract workers;</li> <li>• Training for workers on smallholder plots;</li> <li>• Documentation of all the training assessment needs, formal training conducted and the list of participants attending these formal training;</li> <li>• Does the training for workers cover, at minimum, to the following:                             <ul style="list-style-type: none"> <li>○ The health and environmental risks of pesticide exposure;</li> <li>○ recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women);</li> <li>○ ways to minimise exposure to workers and their families;</li> <li>○ International and national instruments or regulations that protect workers'</li> </ul> </li> </ul>	<p>Program pelatihan KUD Bina Sejahtera tahun 2017</p> <p>K3: Oktober 2017                      Penanganan Limbah: Oktober 2017                      Mekanisme komunikasi: Oktober 2017                      Tanggap darurat kebakaran: Februari 2017                      HCV: Oktober 2017                      SIA: Oktober 2017                      Pestisida terbatas: Desember 2017</p> <p>PKS</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Training</th> <th style="text-align: center;">Plan</th> <th style="text-align: center;">Participants</th> </tr> </thead> <tbody> <tr> <td>Awareness RSPO dan ISCC</td> <td>Januari, Mei , September</td> <td>All staf</td> </tr> <tr> <td>Opt angkat angkut</td> <td>Januari</td> <td>Mill workers</td> </tr> <tr> <td>FINON</td> <td>Jananuari</td> <td>Manager,GM</td> </tr> <tr> <td>Problem solving &amp; Decision Making</td> <td>Februari, April</td> <td>All Staf</td> </tr> <tr> <td>AK 3 Umum</td> <td>Mei</td> <td>Assistant</td> </tr> <tr> <td>Leadership fo Assistant</td> <td>Juni</td> <td>Assistant</td> </tr> <tr> <td>GIS and Land survey</td> <td>September</td> <td>GIS Team</td> </tr> <tr> <td>Pesonality Development</td> <td>September</td> <td>Manager, GM</td> </tr> <tr> <td>PHT</td> <td>Oktober</td> <td>Estate Staf</td> </tr> <tr> <td>K3 listrik</td> <td>Oktober</td> <td>Electrician</td> </tr> <tr> <td>Operator Boiler</td> <td>November</td> <td>Mill workers</td> </tr> </tbody> </table>	Training	Plan	Participants	Awareness RSPO dan ISCC	Januari, Mei , September	All staf	Opt angkat angkut	Januari	Mill workers	FINON	Jananuari	Manager,GM	Problem solving & Decision Making	Februari, April	All Staf	AK 3 Umum	Mei	Assistant	Leadership fo Assistant	Juni	Assistant	GIS and Land survey	September	GIS Team	Pesonality Development	September	Manager, GM	PHT	Oktober	Estate Staf	K3 listrik	Oktober	Electrician	Operator Boiler	November	Mill workers	C
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	health; and o Productivity and best management practice. <b>Note to auditor</b> : To interview staff, workers, smallholders and contract workers to verify that the training has been conducted effectively.	Welder	Desember	Welder	
<b>4.8.2</b> Records of training for each employee shall be maintained.					
	a. Are training records maintained for each employee?	Kebun Hikmah II <ul style="list-style-type: none"> <li>Semprot tanggal 18 Juli 2017 dengan jumlah peserta sebanyak 75 peserta tim sprayer dan mandor</li> <li>Operator angkat angkut tanggal 02-03 Maret 2017 yaitu operator dump truck sebanyak 3 karyawan</li> <li>Supervisi panen tanggal 14-19 Agustus 2017 dengan jumlah peserta sebanyak 1 peserta</li> </ul> PKS Communcation skill tanggal 23-24 Agustus 2017 dengan perwakilan Hikmah II yaitu Dedi Riswandi, PKS yaitu Anjur Halomoan Naibaho dan Sangkot Sitorus.  Awareness RSPO tanggal 10 Meic2017 dengan peserta antara lain Mat Fery Aguscik (Mill Manager), Muh Danial (Manager Hikmah II)  KUD <ul style="list-style-type: none"> <li>Pelatihan kebakaran Hutan dan lahan di kantor KUD tanggal 20-22 Februari 2017 dengan jumlah peserta sebanyak 31 peserta.</li> <li>Sosialisasi NKT di kantor KUD Bina Sejahtera tanggal 13 Oktober 2017 dengan jumlah peserta sebanyak 57 peserta.</li> <li>Sosialisasi SIA di kantor KUD tanggal 13 Oktper 2017 dengan jumlah peserta sebanyak 87 peserta.</li> <li>Sosialisasi B3 dan LB3 tanggal 09 Oktober 2017 dengan jumlah peserta sebanyak 15 peserta</li> <li>Pesetisida terbatas tanggal 6 September 2016 dengan jumlah peserta</li> </ul>			C

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		sebanyak 12 peserta. <ul style="list-style-type: none"> <li>• Pupuk tanggal 4 Oktober 2017</li> <li>• Pruning</li> </ul>	
<b>Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity</b>			
5.1	Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
	<p><b>5.1.1 (M)</b> An environmental impact assessment (EIA) shall be documented.</p> <p><b>Guidance</b></p> <p><i>The EIA should cover the following activities, where they are undertaken:</i></p> <ul style="list-style-type: none"> <li>• Building new roads, processing mills or other infrastructure;</li> <li>• Putting in drainage or irrigation systems;</li> <li>• Replanting and/or expansion of planting areas;</li> <li>• Management of mill effluents (Criterion 4.4);</li> <li>• Clearing of remaining natural vegetation;</li> <li>• Management of pests and diseased palms by controlled burning (Criteria 5.5 and 7.7).</li> </ul> <p><i>Impact assessment can be a non-restrictive format e.g. ISO 14001 EMS and/or EIA report incorporating elements spelt out in this Criterion and raised through stakeholder consultation.</i></p> <p><i>Environmental impacts should be identified on soil and water resources (Criteria 4.3 and 4.4), air quality, greenhouse gases (Criterion 5.6), biodiversity and ecosystems, and people's amenity (Criterion 6.1), both on and off-site.</i></p> <p><i>Stakeholder consultation has a key role in identifying environmental impacts. The inclusion of consultation should result in improved processes to identify impacts and to develop any required mitigation measures.</i></p> <p><i>For smallholder schemes, the scheme management has the responsibility to undertake impact assessment and to plan and operate in accordance with the results (refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009).</i></p>		

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	<p>a. Has an EIA been conducted according to the scope of operation covering at minimum the following:</p> <ul style="list-style-type: none"> <li>• Building new roads, processing mills or other infrastructure;</li> <li>• Putting in drainage or irrigation systems;</li> <li>• Replanting and/or expansion of planting areas;</li> <li>• Management of mill effluents (Criterion 4.4);</li> <li>• Clearing of remaining natural vegetation;</li> <li>• Management of pests and diseased palms by controlled burning (Criteria 5.5 and 7.7).</li> </ul> <p>b. Has the EIA been conducted and documented according to local requirements?</p> <p>c. Does the assessment include consultation with relevant stakeholders to identify impacts and to develop any mitigation measures?</p>	<p>a. The company (Hikmah 2 Estate) has EIA document (ANDAL) year 1996. The EIA document has approved by Department of Agriculture No. 142/BA.5/IV/1996 dated 18 June 1996. The EIA document covering activity such as pra construction (legal land), construction including estate activity (land clearing, road building, land cover crop, drainage, nursery, planting) and infrastructure (emplacement, office building, mill, general facility), operational activity (labor recruitment, fertilizing, circle weeding, harvesting, pest and disease, pruning) and pasca construction (harvesting, FFB transportation, mill processing). Then in 2004, estate revised their EIA document, approved by Environmental Official Government of Ogan Komering Ilir. This revised because Land application program plan was changed from Hikmah 2 estate to Hikmah 1 estate The cooperative and Selapan Jaya POM has EIA document including in the EIA document of PT Selapan Jaya. The EIA document has approved by Minister of Agriculture No.025/ANDAL/RKL-RPL/3A/XII/1997 dated 31 December 1997.</p> <p>b. The EIA document has conducted according to government regulation (PP No. 51 year 1983)</p> <p>c. The EIA assessment has conduct consultation with relevant stakeholder to identify and to develop mitigation measure. The consultant conduct consultation with local community of Padamaran Sub District and Mesuji Sub District for PT Telaga Hikmah.</p>	<p>C</p>
<p><b>5.1.2</b> Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p>			

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	<p>a. Is there an environmental management plan in place?</p> <p>b. Is the environmental management plan documented to include the following:</p> <ul style="list-style-type: none"> <li>• Identification of responsible person(s);</li> <li>• Potential impacts from current practices;</li> <li>• Measures to mitigate negative impacts;</li> <li>• Timetable for change (where changes in current practices are required).</li> </ul> <p>c. Has the environmental management plan been implemented?</p>	<p>a. The company (Hikmah 2) and cooperative Bina Sejahtera has environmental plan stated in the environmental monitoring plan (RPL) and environmental management plan (RKL).</p> <p>b. The management plan explained about source of impact, environmental parameter to monitoring, aim of environmental monitoring plan, monitoring method of environmental (method of collecting and data analysis, location of monitoring, due date and monitoring frequent) and person incharge</p> <p>c. The company (Hikmah 2 Estate) has implemented environmental management plan. The implementation of environmental management plan explained in the report of environmental monitoring plan and environmental management plan period 1st semester 2017. The report has been reporting to environmental agency of Ogan Komering Ilir District on 29 August 2017 with document number 089/SUS/TH/VIII/2017 dated 25 August 2017.</p>	C
	<p><b>5.1.3</b> This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p>		
	<p>a. Does the plan incorporate a monitoring protocol?</p> <p>b. Is the monitoring protocol adaptive to operational changes?</p> <p>c. Is the monitoring protocol implemented to monitor the effectiveness of the mitigation measures?</p> <p>d. Is the plan reviewed at a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive</p>	<p>a. The environmental monitoring plan and environmental management plan has incorporate wit monitoring protocol</p> <p>b. The monitoring protocol adaptive to operational changes</p> <p>c. The company has implemented monitoring protocol to monitor the effectiveness the mitigation measures</p> <p>d. The company has conduct reviewed on June 10, 2016.</p>	C

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	and negative environmental impacts?		
5.2	The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.		
	<p><b>5.2.1 (M)</b> Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p><b>Specific Guidance:</b></p> <p><i>This information will cover:</i></p> <ul style="list-style-type: none"> <li>• Presence of protected areas that could be significantly affected by the grower or miller;</li> <li>• Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller;</li> <li>• Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller;</li> </ul> <p><b>Guidance:</b></p> <p><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>a. Has a High Conservation Value (HCV) assessment been conducted and cover the following:</p> <ul style="list-style-type: none"> <li>• Presence of protected areas that could be significantly affected by the grower or miller;</li> <li>• Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of</li> </ul>	<p>a. The company has conduct HCV assessment on September 23-28, 2012 by Bogor Agriculture University, Forest Faculty. The HCV assessment cover the presence of protected area that significantly affected by the plantation and mill, conservation status and identification of HCV habitats. Especially in Hikmah 2 estate, based on HCV identification found HCV 4.1 (swamp area) about 53,82 Ha. Based on HCV assessment identification no found any species (flora and fauna) categorized as RTE species. Only LC categorized found. Based on HCV assessment identification, in concession company are, found 1 mammal, and 3 birds pro-</p>	C

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	<p>rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller.</p> <ul style="list-style-type: none"> <li>• Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller;</li> </ul> <p>b. Was the HCV assessment performed by a qualified HCV assessor?</p> <p>c. Was the HCV assessment performed in consultation with relevant stakeholders?</p> <p>d. Does the HCV assessment include checking of available biological records?</p> <p>e. Does the HCV assessment include both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors)?</p> <p>f. Was the HCV assessment performed in accordance to the latest methodology available at global and national level?</p> <p>g. Are identified HCVs mapped?</p>	<p>tected by national law, 5 species under CITES Appendix II (1 mammal and 2 reptilian) and 1 mammal under Appendix III. There is no found any species categorized as VU, EN, CR accordance to IUCN Redlist</p> <p>b. The HCV assessment conducted by qualified HCV assessor.</p> <p>c. The company has conducted HCV assessment performed in consultation with relevant stakeholder on September 28, 2012 attended by 60 persons from all related community and internal workers.</p> <p>d. The HCV assessment includes checking the biological</p> <p>e. The HCV assessment includes both the planted area itself and relevant wider landscape-level considerations</p> <p>f. The HCV assessment conducted used the Common Guidance for Identification of HCV, HCV assessment manual (HCVRN 2013) and Guidance of identification of HCV in Indonesia (HCV Toolkit Indonesia, 2008)</p> <p>g. The company has HCV map</p>	
	<p><b>5.2.2 (M)</b> Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p><b>Specific Guidance:</b></p> <p><i>These measures will include:</i></p> <ul style="list-style-type: none"> <li>• Ensuring that any legal requirements relating to the protection of the species or habitat are met;</li> <li>• Avoiding damage to and deterioration of HCV habitats such as by ensuring that HCV areas are connected, corridors are conserved, and buffer</li> </ul>		

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	<p><i>zones around HCV areas are created;</i></p> <ul style="list-style-type: none"> <li>Controlling any illegal or inappropriate hunting, fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts (e.g. incursions by elephants).</li> </ul>		
	<p>a. Are HCVs and/or RTEs present?</p> <p>b. If HCVs and/or RTEs are present, has a management plan containing appropriate measures that are expected to maintain and/or enhance them been prepared? The measures should include the following:</p> <ul style="list-style-type: none"> <li>Ensuring that any legal requirements relating to the protection of the species or habitat are met;</li> <li>Avoiding damage to and deterioration of HCV habitats such as by ensuring that HCV areas are connected, corridors are conserved, and buffer zones around HCV areas are created;</li> <li>Controlling any illegal or inappropriate hunting, fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts (e.g. incursions by elephants).</li> </ul> <p>c. Are the measures contained in the management plan actively implemented to maintain and/or enhance HCV values?</p> <p>d. Are the HCV values and the presence of RTEs periodically monitored?</p>	<p>a. Based on HCV report seen that there in no found RTE present in company concession area</p> <p>b. The company has management and monitoring plan to maintain HCV value such as Demarcation and demarcated the HCV area along of outside boundary, through the pillars installement, Signboard installement, Fire control, Flora and founa protection, Land cover inventarization and enrichment area</p> <p>c. The company and smallholder has implemented the program to maintain the HCV value such as monitoring of flora and fauna, monitoring and maintenance the signboard, restoration area, monitoring of erotion and socialization of HCV to worker and local community</p> <p>d. The company conduct monitoring periodically in accordance with the management and monitoring plan</p> <p>e. The company conduct regular inspection and controlling the HCV area</p> <p>During field visit to HCV area 4.1 in Block 33 there is no any boundary mark for the management of HCV in accordance with the company proce-dures.</p>	<p>NC</p>



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	<p>e. Are the field inspections conducted regularly to ensure implementation of mitigation plan (especially along areas bordering natural area)?</p>		
	<p><b>5.2.3</b> There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p>		
	<p>a. Does the company have policies or rules to protect RTE species? b. Is there a programme to regularly educate the workforce about the status of the RTE species? 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. d. Have appropriate disciplinary measures been imposed in accordance with company rules and national law, should any individual working for the company is found to have captured, harmed, collected or killed any RTE species?</p>	<p>a. The company has rules to protect RTE species that stated on procedure of Konservasi Satwa dan Tumbuhan Dilindungi (SOP-AGR-052-R03 dated 1 August 2017) and work instruction of Penanganan Orang Utan dan Satwa Liar (IK-AGR-SHE-11-R00 dated 1 August 2017). The cooperative has policy to protect HCV area which sign by entire group head and approved by Head of Cooperative on 1 March 2017. b. The company and smallholder management and monitoring program to educate the worker and local company about the status RTE species by periodic socialization of HCV value c. The company conduct periodic controlling to inspection the trap nearby HCV areas d. In the procedure has been stated the disciplinary sanction if any worker and local community found to have captured, harmed, collected or killed RTE species in accordance with government regulation.</p>	<p>C</p>
	<p><b>5.2.4</b> Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> <li>The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>Outcomes of monitoring shall be fed back into the management plan.</li> </ul>		

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	<ul style="list-style-type: none"> <li>a. Does the management plan contain ongoing monitoring of status of HCV and RTE species that are affected by plantation or mill operations?</li> <li>b. Is the status documented and reported?</li> <li>c. Are the outcomes of monitoring fed back into the management plan?</li> </ul>	<ul style="list-style-type: none"> <li>a. The company and smallholder has management and monitoring plan that contain the HCV and RTE species that affected by plantation and mill</li> <li>b. The company and smallholder has report of conservation management year 2016 and reported to Balai Konservasi Sumberdaya Alam</li> <li>c. The company use the outcomes of monitoring as a feedback into the management plan</li> </ul>	C
	<p><b>5.2.5</b> Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p><b>Specific Guidance:</b></p> <p><i>For 5.2.5: If a negotiated agreement cannot be reached, there should be evidence of sustained efforts to achieve such an agreement. These could include third party arbitration (see Criteria 2.3, 6.3 and 6.4).</i></p> <p><b>Note:</b></p> <p><i>Operators need to consider a variety of land management and tenure options to secure HCV management areas in ways that also secure local peoples' rights and livelihoods. Some areas are best allocated to community management and secured through customary or legal tenures, in other cases co-management options can be considered. Where communities are asked to relinquish rights so that HCVs can be maintained or enhanced by the companies or State agencies, then great care needs to be taken to ensure that communities retain access to adequate land and resources to secure their basic needs; all such relinquishment of rights must be subjected to their free, prior, and informed consent (see Criteria 2.2 and 2.3).</i></p>		
	<ul style="list-style-type: none"> <li>a. Is there HCV set-asides with existing rights of local communities?</li> <li>b. Who are the affected communities?</li> <li>c. Is the identified HCV areas mapped?</li> <li>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?</li> <li>e. If a negotiated agreement cannot be</li> </ul>	<ul style="list-style-type: none"> <li>a. Based on HCV report, there is HCV set-asides with existing right of local communities such as Geronggang village, Maribaya village and Embacang village..</li> <li>b. Based on HCV report, there is HCV set-asides with existing right of local communities such as Geronggang village, Maribaya village and Embacang village..</li> <li>c. The company has a map of HCV area</li> <li>d. The company as record of consultation and socialization with local community. The company has conduct socialization on 25-26 July 2016 for Embacang village attend by 73 people and 30-31 August 2016 for Maribaya village and Geronggang village attend by 19 people.</li> </ul>	C

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	reached, is there evidence of sustained efforts to achieve an agreement? Refer to specific guidance for 5.2.5.	e. The company and local community has an agreement to protect the HCV area																																	
<b>5.3</b>	Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.																																		
	<b>5.3.1 (M)</b> All waste products and sources of pollution shall be identified and documented.																																		
	a. Is there a registry/list of waste products produced? b. Is there a registry/list of pollution sources?	According to Waste control procedures in the estate No. P-SAG-KBN-LBM-01 dated 30 October 2015, there is identification of waste source and the management of Hikmah II estate set on January 2017  Estate <table border="1" data-bbox="864 874 1736 1204"> <thead> <tr> <th>Source</th> <th>Waste</th> </tr> </thead> <tbody> <tr> <td>Office</td> <td>Catridge, lamp, tonner</td> </tr> <tr> <td>Fertilizer warehouse</td> <td>Fertilizer bag, inner plastic, lamp, contaminate PPE</td> </tr> <tr> <td>Pesticides warehouse</td> <td>Pesticides waste</td> </tr> <tr> <td>Gasoline warehouse</td> <td>Oil drum</td> </tr> <tr> <td>Genset room</td> <td>Oil waste, rag, oil container</td> </tr> <tr> <td>Workshop</td> <td>Accu, oil, filter oil, oil container, rag</td> </tr> <tr> <td>Temporary storage of hazardous and toxic waste</td> <td>Accu, oil, filter oil, oil container, rag</td> </tr> <tr> <td>Health care</td> <td>Spuilt, nald, vial, ampul, cotton bandage</td> </tr> </tbody> </table> Mill <table border="1" data-bbox="864 1257 1736 1476"> <thead> <tr> <th>Source</th> <th>Waste</th> </tr> </thead> <tbody> <tr> <td>Office</td> <td>Catridge, lamp, tonner</td> </tr> <tr> <td>Fertilizer warehouse</td> <td>Fertilizer bag, inner plastic, lamp, contaminate PPE</td> </tr> <tr> <td>Pesticides warehouse</td> <td>Pesticides waste</td> </tr> <tr> <td>Gasoline warehouse</td> <td>Oil drum</td> </tr> <tr> <td>Genset room</td> <td>Oil waste, rag, oil container</td> </tr> <tr> <td>Workshop</td> <td>Accu, oil, filter oil, oil container, rag</td> </tr> </tbody> </table>	Source	Waste	Office	Catridge, lamp, tonner	Fertilizer warehouse	Fertilizer bag, inner plastic, lamp, contaminate PPE	Pesticides warehouse	Pesticides waste	Gasoline warehouse	Oil drum	Genset room	Oil waste, rag, oil container	Workshop	Accu, oil, filter oil, oil container, rag	Temporary storage of hazardous and toxic waste	Accu, oil, filter oil, oil container, rag	Health care	Spuilt, nald, vial, ampul, cotton bandage	Source	Waste	Office	Catridge, lamp, tonner	Fertilizer warehouse	Fertilizer bag, inner plastic, lamp, contaminate PPE	Pesticides warehouse	Pesticides waste	Gasoline warehouse	Oil drum	Genset room	Oil waste, rag, oil container	Workshop	Accu, oil, filter oil, oil container, rag	C
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		Temporary storage of hazardous and toxic waste	Accu, oil, filter oil, oil container, rag	
		Health care	Spuilt, nald, vial, ampul, cotton bandage	
		Procedure handling of hazardous and toxic waste at mill with document number NO.P-SAG-PKS-LMB-01 dated 30 October 2015		
	<b>5.3.2 (M)</b> All chemicals and their containers shall be 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 requirement, national or international best practice)</p> <p>c. Are collection and disposal records of chemicals and their containers maintained?</p>	<p>There is management permit for temporary storage activities to PT. TH about temporary storage of hazardous and toxic waste from Head District of Ogan Komering Ilir No. 705 / Kep / B.LH / 2016 dated December 19, 2016.</p> <p>There is management permit for temporary storage activities to Sampoerna Agro smallholder dated 19 June 2017 with No. 382/KEP/D.LH/2017</p> <p>There is a hazardous and toxic waste balance sheet for the period of January to September 2017 and the manifest of hazardous and toxic waste to the transporter and the beneficiary of PT. Dame Alam S-jahtera (waste type: TL lamp, used oil, hazardous and toxic waste packing, used batteries, use rags)</p> <p>Permit for the operation of special transport of goods to transport the dangerous goods from the Ministry of Transportation of the Directorate General of Land Transportation no. SK.395 / AJ.309 / DJPD / 2017 / 3201500525BB-0026 validity period until 11 Feb February 2018 with vehicle number T.9645 DD</p> <p>Collecting, processing and utilizing for 3rd party is PT. Pengolahan Limbah Industri Bekasi, Non Ferindo Utama. PT Lut Putra Solder and letter of work agreement with third party PT. Terang Jaya Sejahtera.</p> <p>Example: hazardous and toxic waste balance in September 2017 i.e. 24 kg ex-herbicide bottle, 10 kg of used drums, filter used 5 kg, inner plastic 300 kg</p>		C

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		<p>Mill: used oil, used jerry, filter used. clinic waste, used light bulb, used drum, hazardous and toxic waste used packaging.</p> <p>Mill</p> <p>Quarterly report on wastewater: liquid waste test materials July-September 2017, daily liquid waste disposal report data, hazardous and toxic waste balance, hazardous and toxic waste balance recapitulation to KLHK dated October 12, 2017.</p>	
	<p><b>5.3.3</b> A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p><b>Guidance:</b></p> <p><i>The waste management and disposal plan should include measures for:</i></p> <ul style="list-style-type: none"> <li>• <i>Identifying and monitoring sources of waste and pollution.</i></li> <li>• <i>Improving the efficiency of resource utilisation and recycling potential wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes).</i></li> <li>• <i>Appropriate management and disposal of hazardous chemicals and their containers. Surplus chemical containers should be reused, recycled or disposed of in an environmentally and socially responsible way using best available practices (e.g. returned to the vendor or cleaned using a triple rinse method), such that there is no risk of contamination of water sources or risk to human health. The disposal instructions on the manufacturers' labels should be adhered to.</i></li> </ul> <p><i>Use of open fire for waste disposal should be avoided.</i></p>		
	<p>a. Is there a documented waste management and disposal plan to avoid or reduce pollution?</p> <p>b. Does the waste management and disposal plan, at minimum, include measures for:</p>	<p>Soil and water pollution management program i.e.:</p> <ol style="list-style-type: none"> <li>1. Prevent soil and water contamination</li> <li>2. Application of EFB</li> <li>3. Liquid waste that contaminates river water</li> </ol>	C

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	<ul style="list-style-type: none"> <li>• Identifying and monitoring sources of waste and pollution?</li> <li>• Improving the efficiency of re-source utilisation and recycling potential of wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes)?</li> <li>• Appropriate management and disposal of hazardous chemicals and their containers?</li> <li>• Reduction, re-use and recycle of waste?</li> </ul> <p>c. Is there evidence that the plan has been implemented?</p> <p>d. Is there evidence that waste has not been disposed off using open fire?</p>		
5.4	Efficiency of fossil fuel use and the use of renewable energy is optimised.		
	<p><b>5.4.1</b> A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p><b>Guidance:</b></p> <p><i>Renewable energy use per tonne of Crude Palm Oil (CPO) or palm product in the mill should be monitored.</i></p> <p><i>Direct fossil fuel use per tonne of CPO or Fresh Fruit Bunches (FFB) should be monitored.</i></p> <p><i>Energy efficiency should be taken into account in the construction or upgrading of all operations.</i></p> <p><i>Growers and millers should assess the direct energy use of their operations, including fuel and electricity, and energy efficiency of their operations.</i></p> <p><i>This should include estimation of fuel use by on-site contract workers, including all transport and machinery operations.</i></p>		

# RSPO Surveillance Assessment Report

## PT SAMPOERNA AGRO

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Bina Sejahtera

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)																		
	<i>The feasibility of collecting and using biogas should be studied if possible.</i>																				
	<p>a. Is there a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy?</p> <p>b. Has the plan been implemented and is it monitored?</p> <p>c. Does the monitoring system encompass the following :</p> <ul style="list-style-type: none"> <li>• Renewable energy use/tCPO or palm product;</li> <li>• Direct fossil fuel use/tCPO or tFFB;</li> <li>• Estimated fuel use by on-site contract workers and transport and machinery operations;</li> <li>• Electricity use in operations.</li> </ul> <p>d. Was energy efficiency taken into account during the construction or upgrading of all operations?</p> <p>e. Has studies on the feasibility of collecting and using biogas been carried out?</p>	<p>Selapan Jaya Palm Oil mill has plan to minimize the use of Solar for mill activities and optimized the used of fibre and shell</p> <table border="1" data-bbox="864 692 1736 1144"> <thead> <tr> <th>Programme</th> <th>Realization</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Construction of Methane Capture Installation and Bio Gas Power Plant</td> <td>It has been operated from January 2016, so the methane gas from POME is not released into the air</td> <td>Achieved</td> </tr> <tr> <td>Sale of electrical energy to PLN.</td> <td>Year 2016 has distributed electrical energy to Private Electric Company network of 5,563,770 kWh. So as to reduce the fossil fuel used by PLN to generate electricity.</td> <td>Achieved</td> </tr> <tr> <td>Fossil fuel efficiency</td> <td>For 2016, it has been used 10,390.5 kg of shells &amp; 34.435 kg of fiber to produce 5,359,220 kwh electric and has replaced 3,099,854.88 litre Solar</td> <td>Achieved</td> </tr> </tbody> </table> <p>Recapitulation use of fossil fuel and Mill waste from January to October 2017</p> <table border="1" data-bbox="904 1257 1742 1347"> <thead> <tr> <th>Solar/liter</th> <th>Fibre/tonnes</th> <th>Shell/tonnes</th> </tr> </thead> <tbody> <tr> <td>1,355,687</td> <td>5,980</td> <td>24,289</td> </tr> </tbody> </table> <p>The summary of efficiency fossil fuel use also fibre and shell use however it still can not justified the level of effectiveness of fossil fuel reduction. It will be finalized after December 2017.</p>	Programme	Realization	Target	Construction of Methane Capture Installation and Bio Gas Power Plant	It has been operated from January 2016, so the methane gas from POME is not released into the air	Achieved	Sale of electrical energy to PLN.	Year 2016 has distributed electrical energy to Private Electric Company network of 5,563,770 kWh. So as to reduce the fossil fuel used by PLN to generate electricity.	Achieved	Fossil fuel efficiency	For 2016, it has been used 10,390.5 kg of shells & 34.435 kg of fiber to produce 5,359,220 kwh electric and has replaced 3,099,854.88 litre Solar	Achieved	Solar/liter	Fibre/tonnes	Shell/tonnes	1,355,687	5,980	24,289	C
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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
5.5	Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		
	<p><b>5.5.1 (M)</b> There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p><b>Guidance:</b></p> <p><i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimising the risk of severe pest and disease outbreaks, and exceptional levels of caution should be required for use of fire on peat. This should be subject to regulatory provisions under respective national environmental legislation.</i></p> <p><i>Extension/training programmes for associated smallholders may be necessary.</i></p>		
	<ul style="list-style-type: none"> <li>a. Does the company have a zero burning policy or any statement on zero burning?</li> <li>b. Does the company have SOPs for land preparation which mentions zero burning?</li> <li>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?</li> <li>d. Has the policy been implemented throughout the operations?</li> <li>e. Is there training programmes for associated smallholders on zero burning where appropriate?</li> </ul>	<ul style="list-style-type: none"> <li>a. Company has a zero burning policy or any on zero burning as stated on Policy of Sampoern agro point 9 yaitu mencegah pencemaran lingkungan dan melakukan pembukaan lahan tanpa bakar, issued date on July 1, 2015.</li> <li>b. The company has land preparation procedure with number: P-SAG-KBN-PML-01 revision 01 dated March 16, 2012. In the procedure stated that land preparation conduct without burning (zero burning). The company does not conduct land preparation with burning</li> <li>c. There is no using the burn method for land preparing</li> <li>d. There is no using the burn method for land preparing</li> <li>e. There is record of training for zero burning</li> </ul> <p>KUD Bina Sejahtera</p> <ul style="list-style-type: none"> <li>a. KUD has a zero burning policy or any on zero burning as stated on Decision letter, no 191/KPKSR-BS/11/2017., issued October 2, 2017</li> <li>b. KUD has procedure for replanting with number: SA-PLASMA-PP-KS-13 revision 0 dated April 16, 2016. In the procedure stated that land preparation conduct without burning (zero burning).</li> <li>c. During field verification at group 73, There is no using the burn method for land preparing</li> <li>d. There is no using the burn method for land preparing</li> <li>e. KUD has conducted socialization of zero burning for land preparation on</li> </ul>	C



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		July 17, 2017.	
	<b>5.5.2</b> Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.		
	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? b. What was the justification for using fire?	No burning for preparing land at hikmah 2 estate and KUD Bina Sejahtera	C
<b>5.6</b>	Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.  <b>Preamble:</b>  <i>Growers and millers commit to reporting on operational greenhouse gas emissions. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognised that it is not always feasible or practical to reduce or minimise these emissions.</i>  <i>Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO.</i>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p><b>5.6.1 (M)</b> An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p> <p><b>Guidance:</b></p> <p><i>Where practically feasible, operations should follow best management practices to measure and reduce emissions. Advice on this is available from the RSPO.</i></p>		
	<p>a. Has an assessment of all polluting activities been conducted including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4)?</p> <p>b. Is there a documented list of all identified polluting activities?</p>	<p>a. The company and smallholder has conduct assessment to identified the activities which earn the emission and pollution stated in the identification assessment of aspect and impact for environmental, dangerous potential and safety and health risk and controlling.</p> <p>b. The company has list of activities which earn the pollution</p>	<b>C</b>
	<p><b>5.6.2 (M)</b> Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p><b>Specific Guidance:</b></p> <p><i>For 5.6.2: Plans will include objectives, targets and timelines. These should be responsive to context and any changes should be justified.</i></p> <p><i>For 5.6.2 and 5.6.3: The treatment methodology for POME will be recorded.</i></p>		
	<p>a. Is there a documented list of all identified significant pollutants and GHG emissions?</p> <p>b. Are there plans to reduce or minimise the identified pollutants and GHG emissions?</p> <p>c. Do the plans include objectives, targets and timelines for reduction that are responsive to context?</p> <p>d. Are the plans being implemented? Was there any changes? Is it justified?</p> <p>e. Is the treatment methodology for POME recorded? (refer to C 4.4.3)</p>	<p>a. The company has list of significant pollutant and GHG emission stated in the identification assessment of aspect and impact for environmental, dangerous potential and safety and health risk and controlling</p> <p>b. The company has long term plan for green house gassess mitigation from 2015 to 2019.</p> <p>c. The mitigation plan consist of source of emission, type of emission, target and mitigation program</p> <p>d. The company has implemented the program such as testing of waste water, testing of air quality, equipment maintenance, EFB application, used of fibre and shell.</p> <p>e. The company has conduct POME treatment at effluent pond. The company also conduct effluent testing that conduct by UPTD Laboratorium Lingkungan of Environmental Agency of South Sumatera Province. The record of effluent testing such as:</p>	<b>C</b>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		<ul style="list-style-type: none"> <li>• Report of analysis with certificate number 660/0062/SHU-LAB/I/2017 dated January 25, 2017. The result of waste water testing is BOD as much as 48 mg/liter and pH is 8.45</li> <li>• Report of analysis with certificate number 660/0263/SHU-LAB/II/2017 dated February 20, 2017. The result of waste water testing is BOD as much as 60.2 mg/liter and pH is 8.61</li> <li>• Report of analysis with certificate number 660/0412/SHU-LAB/III/2017 dated March 17, 2017. The result of waste water testing is BOD as much as 54.4 mg/liter and pH is 8.64</li> <li>• Report of analysis with certificate number 660/0581/SHU-LAB/IV/2017 dated April 21, 2017. The result of waste water testing is BOD as much as 55.10 mg/liter and pH is 8.35</li> <li>• Report of analysis with certificate number 660/0775/SHU-LAB/V/2017 dated May 19, 2017. The result of waste water testing is BOD as much as 53.3 mg/liter and pH is 8.47</li> <li>• Report of analysis with certificate number 660/1034/SHU-LAB/VI/2017 dated June 21, 2017. The result of waste water testing is BOD as much as 77.6 mg/liter and pH is 7.64</li> <li>• Report of analysis with certificate number 660/1245/SHU-LAB/VII/2017 dated July 20, 2017. The result of waste water testing is BOD as much as 79.00 mg/liter and pH is 8.57</li> <li>• Report of analysis with certificate number 660/1433/SHU-LAB/VIII/2017 dated August 18, 2017. The result of waste water testing is BOD as much as 93.80 mg/liter and pH is 8.5</li> <li>• Report of analysis with certificate number 660/1626/SHU-LAB/IX/2017 dated September 18, 2017. The result of waste water testing is BOD as much as 46.70 mg/liter and pH is 8.56</li> <li>• Based on report of analysis, the result of waste water testing still below of threshold from government regulation (Governor Regulation No.08 year 2012)</li> </ul>	
	<p><b>5.6.3</b> A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p>		

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	<p><b>Specific Guidance:</b></p> <p><b>For 5.6.3 (GHG):</b> For the implementation period until December 31<sup>st</sup> 2016, an RSPO-endorsed modified version of PalmGHG which only includes emissions from operations (including land use practices) can be used as a monitoring tool.</p> <p><b>For 5.6.3:</b> In addition, during the implementation period, growers will start to assess, monitor and report emissions arising from changes in carbon stocks within their operations, using the land use in November 2005 as the baseline. The implementation period for Indicator 5.6.3 is the same implementation period for Criterion 7.8.</p> <p>During the implementation period, reporting on GHG will be to a relevant RSPO working group (composed of all membership categories) which will use the information reported to review and fine tune the tools, emission factors and methodologies, and provide additional guidance for the process. Public reporting is desirable, but remains voluntary until the end of the implementation period.</p> <p>During the implementation period the RSPO working group will seek to continually improve PalmGHG, recognising the challenges associated with measuring GHG and carbon stock.</p> <p>PalmGHG or RSPO-endorsed equivalent will be used to assess, monitor and report GHG emissions. Parties seeking to use an alternative to PalmGHG will have to demonstrate its equivalence to the RSPO for endorsement.</p>		
	<ul style="list-style-type: none"> <li>a. Is there a system in place to monitor emission of pollutants including greenhouse gases from estate (plantation) and mill operations?</li> <li>b. Is there regular reporting of the monitoring outcomes? How often and to whom is reporting done?</li> <li>c. Is the monitoring and reporting conducted using appropriate tools? What tool is being used to assess, monitor and report on GHG emissions?</li> </ul> <p>Please refer to specific guidance for GHG requirements.</p>	<ul style="list-style-type: none"> <li>a. The company has a system to monitor emission of pollutant from estate and mill operation using the Palm GHG calculator version 3.</li> <li>b. The company conduct regular reporting related the calculation GHG emission</li> <li>c. The company using Palm GHG calculator version 3.0 to calculated the GHG emission</li> </ul>	<p><b>C</b></p>

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<b>Principle 6: Responsible Consideration of Employees and of Individuals and Communities Affected by Growers and Millers</b>			
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><b>6.1.1 (M)</b> A social impact assessment (SIA) including records of meetings shall be documented.</p> <p><b>Guidance:</b></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 situation. The involvement of independent experts should be sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified.</i></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"> <li>• Access and use rights;</li> <li>• Economic livelihoods (e.g. paid employment) and working conditions;</li> <li>• Subsistence activities;</li> <li>• Cultural and religious values;</li> <li>• Health and education facilities;</li> <li>• Other community values, resulting from changes such as improved transport /communication or arrival of substantial migrant labour force.</li> </ul> <p><i>m. The review can be done (once every two years) internally or externally.</i></p>		

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	<p>a. Has an SIA been conducted? When was the last SIA conducted?</p> <p>b. Is the process in conducting the SIA and the findings documented?</p> <p>c. Does the SIA cover all of the potential impact factors, including:</p> <ul style="list-style-type: none"> <li>• Access and use rights;</li> <li>• Economic livelihoods (e.g. paid employment) and working conditions;</li> <li>• Subsistence activities;</li> <li>• Cultural and religious values;</li> <li>• Health and education facilities;</li> <li>• Other community values, resulting from changes such as improved transport /communication or arrival of substantial migrant labour force.</li> </ul>	<p>a. Social Impact Assesment:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes, in 2014.</li> <li>• Bina Sejahtera Cooperation: Yes, in 2017.</li> </ul> <p>b. Documentation</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate, And Selapan Jaya Mill: -</li> <li>• Cooperative of Bina Sejahtera: The SIA Assessments conducted by PT Sono Keling, in March 2017. There were 2 assessors sent to assess the impacts of entire PT Sampoerna Agro as much as 17 Plasma (smallholder), and Cooperation Bina Sejahtera has included in the scope. There are social issues and impacts (positive and negative) has assessed regarding the smallholder plantation operations.</li> </ul> <p>c. Impacts Factors Covered by SIA:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: -</li> <li>• Cooperative of Bina Sejahtera: a) Access to use the rights (road has open the access); b) Economic livelihood (working and business opportunities); c) Susistance activities (paddy, maze, and vegetables crop culture); d) Culture and religious values (working ethos and social envy); e) Health and education (the level education of local community); f) Infrastructure and accesabilities</li> </ul>	C
	<p><b>6.1.2 (M) There shall be evidence that the assessment has been done with the participation of affected parties.</b></p>		
	<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>	<p>a. Social Impact Assesment Public Consultation:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes, in 2014.</li> <li>• Cooperative of Bina Sejahtera: Yes. Kerta Mukti Villages</li> </ul> <p>b. Record and Documentation</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: -</li> <li>• Cooperative of Bina Sejahtera: There are list of attendace of SIA process such as FGD, HCVA, SIA and CSA stakeholder consultation at Kerta Mukti Villages, conducted at February 16th 2017, and attended by 11 local community leader (cooperation, traditional and local leader).</li> </ul>	C

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	<p><b>6.1.3 (M)</b> Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</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>	<p>a. Plan of Mitigation:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: -</li> <li>• Cooperative of Bina Sejahtera: Yes. Tabel 7.11. on the SIA Documents</li> </ul> <p>b. Plan of Avoidance</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: -</li> <li>• Cooperative of Bina Sejahtera: Impacts are: a) Impacts to Natural Resources; b) Impacts to Human Resources; c) Impacts to Economic Resources; d) Social and Culture; e) infrastructure</li> </ul> <p>c. Documentation timetable</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: -</li> <li>• Cooperative of Bina Sejahtera: All Time</li> </ul> <p>d. Persons responsible:</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: -</li> <li>• Cooperative of Bina Sejahtera: Cooperative</li> </ul>	C
	<p><b>6.1.4</b> The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p>		
	<p>a. Is the plan reviewed every two years?</p> <p>b. Has the plan been updated as necessary (i.e. in cases where the review has concluded that changes should be made to current practices)?</p> <p>c. Have the changes to the plan been implemented?</p> <p>d. Is there evidence that the review has been done with the participation of the affected parties?</p> <p>e. Has the process been recorded/documentated?</p>	<p>Document Collected:</p> <ol style="list-style-type: none"> <li>1. PT. Sampoerna Agro                             <ol style="list-style-type: none"> <li>a. Reviewed Social Impact Management Plan 2017 (5 main impacts).</li> <li>b. Report of Social Impact Management and Monitoring Plan Implementation 2017.</li> </ol> </li> <li>2. Cooperative of Bina Sejahtera                             <ol style="list-style-type: none"> <li>a. SIA Management Plan 2017</li> <li>b. There are list of attendace of SIA process such as FGD, HCVA, SIA and CSA stakeholder consultation at Kerta Mukti Villages, conducted at February 16<sup>th</sup> 2017, and attended by 11 local community leader (cooperation and farmer Group members, traditional and local leader).</li> <li>c. Access to use the rights (road has open the access); b) Economic liveli-</li> </ol> </li> </ol>	C

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		hood (working and business opportunities); c) Susistance activities (paddy, maze, and vegetables crop culture); d) Culture and religious values (working ethos and social envy); e) Health and education (the level education of local community)	
	<b>6.1.5</b> Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).		
	<ul style="list-style-type: none"> <li>a. Are there schemed smallholders involved?</li> <li>b. Have they been considered and involved in the whole process of the SIA?</li> <li>c. What are the main impacts affecting these smallholders?</li> </ul>	<ul style="list-style-type: none"> <li>a. Opening Meeting Note, December 5<sup>th</sup> 2014, attended by 14 internal and 24 external stakeholders.</li> <li>b. Attendant list of internal and external stakeholder at the Opening Meeting.</li> <li>c. Visiting Note, signed by 13 head of villages surrounding PT Sampoerna Agro.</li> <li>d. Closing Meeting Note, December 23<sup>rd</sup> 2014.</li> </ul>	C
<b>6.2</b>	There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.		
	<p><b>6.2.1 (M)</b> Consultation and communication procedures shall be documented.</p> <p><b>Guidance:</b></p> <p><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>Consideration should be given to involving third parties, such as disinterested community groups, NGOs, or government (or a combination of these), to facilitate smallholder schemes and communities, and others as appropriate, in these communications.</i></p>		



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	<p>a. Does the company maintain a list of local communities and other affected or interested parties?</p> <p>b. Is there SOP being developed by the company for communication and consultation between the company and the local communities and other affected or interested parties?</p> <p>c. Is the FPIC approach incorporated in the SOP for communication and consultation with the local communities and other affected or interested parties?</p> <p>d. Has the SOP been developed together with the local communities and other affected or interested parties using appropriate existing local mechanisms and in languages understood by these parties?</p> <p>e. Has the SOP been socialized with the local communities and other affected or interested parties taking into account the differential access to information by women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups?</p> <p>f. Have interviews with affected parties been carried out to verify that the SOPs are effective?</p>	<p>1. PT Sampoerna Agro</p> <p>a. PT Sampoerna Agro has an effective Communication and Consultation Procedure, P-SAG-HO-CA&amp;L-08 Rev. 02 in February 1, 2016 (Communication, Participation and Consultation Procedure). The procedure covers the scope, purpose of the procedure, internal and external communication method, documentation and follow-up action.</p> <p>b. List Of Information: legalities, compliance with environmental regulations, best practice, OSHA, Management Policies, Social Compliances.</p> <p>c. List of Stakeholder 2017; consist of smallholder/community, NGO, Government, internal.</p> <p>d. Logbook of Communication (LB-SAG-RO-CAS-080001).</p> <p>2. Cooperative of Bina Sejahtera</p> <p>a. Recapitulation of Stakeholder Communication 2017. There are 20 letters from stakeholders that has been responded in timely manner. The document consist detail information such as: incoming date, number, name, stakeholders, position, purposes, response, letter number, and PIC.</p> <p>b. A Letter from Sub District Office of Mesuji Raya, No. 970/254/Kec.MesRy/X/2017, October 18th 2017, asking for Land Tax Target achievements. KUD has responded by sending a list of Members Payment to Land Tax and a letter No. 071/KPKSR-BS/X/2017, October 20th 2017, regarding Tax Payment 2017. KUD showed evidence of Tax payment, pay slip at BABEL BANK, August 16th 2017.</p> <p>c. Annual Report of Cooperative of Bina Sejahtera, January 30th 2017. The report has recognized by local District office of Cooperative by document of Certificate "Recognizing Member Annual Meeting (RAT), Cooperative of Bina Sejahtera". This document consist of:</p> <ul style="list-style-type: none"> <li>• Balance Sheet per December 31<sup>st</sup> 2017.</li> <li>• Cooperative Legalities Papers</li> </ul> <p>Checklist:</p> <p>a. Yes, both PTSA and KUD Bina Sejahtera</p> <p>b. Yes</p> <p>c. Yes</p>	<p>C</p>

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		d. Yes, by communicating to stakeholders. e. Yes f. Yes, consultation public with: Head of Villages and Local traditional leaders.	
	<b>6.2.2</b> A management official responsible for these issues shall be nominated.		
	a. Who in the company is appointed to be responsible for communication 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?	a. Yes: 1) PT Sampoerna Agro: MR, CD and Unit Head; 2) Cooperative of Bina Sejahtera: Cooperative Managers b. Yes, with appointment Letters c. Yes	C
	<b>6.2.3</b> A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.		
	a. Is the following maintained? <ul style="list-style-type: none"> <li>List of stakeholders (local communities and other affected or interested parties etc.);</li> <li>Records of all communication, including confirmation of receipt or endorsement;</li> <li>Evidence that efforts have been made to ensure understanding by affected parties;</li> <li>Record of actions taken in response to input from stakeholders.</li> </ul>	1. Hikmah 2 Estate and Selapan Jaya Mill: Yes 2. Cooperative of Bina Sejahtera: Yes. <ul style="list-style-type: none"> <li>Stakeholder list of Cooperative of Bina Sejahtera, 2017. Consist of: a) local government from village to province level; b) Banks; c) Health Care Facilities; d) PT Sampoerna Agro and Subsidiaries; e) Consultants; f) other cooperative; f) Farmer Groups; g) Suppliers.</li> <li>Yes. a) Logbook of Communication; b) logbook of guests; c) Written Communication examples: 1) letter from Orphan foundation, May 15th 2017, responded by sending loan of IDR 10.000.000,-; 2) Letter from BAZIS regarding charities, July 25th 2017, responded at August 2, 2017.</li> <li>Affected parties aware of cooperative positives impacts to them (Orphan foundations, BAZIS and Local Government).</li> <li>Record of acceptance showed during surveillance.</li> </ul>	C
<b>6.3</b>	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.		

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	<p><b>6.3.1 (M)</b> The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistle-blowers, where requested.</p> <p><b>Specific Guidance:</b></p> <p><b>For 6.3.1:</b> <i>The system should aim to reduce the risks of reprisal.</i></p> <p><b>Guidance:</b></p> <p><i>See also to Criterion 1.2.</i></p> <p><i>Dispute resolution mechanisms should be established through open and consensual agreements with relevant affected parties.</i></p> <p><i>Complaints should be dealt with by mechanisms such as Joint Consultative Committees (JCC), with gender representation as necessary. Grievances may be internal (employees) or external.</i></p> <p><i>For scheme and independent smallholders, refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009.</i></p> <p><i>Where a resolution is not found mutually, complaints can be brought to the attention of the RSPO Complaints System.</i></p> <p><i>Refer to helpful texts for guidance, such as the Human Rights Commission (HRC) endorsed 'Guiding Principles on Business and Human Rights: Implementing the UN "Protect, Respect and Remedy" Framework', 2011.</i></p>		
	<ol style="list-style-type: none"> <li>a. Is there an system in place to deal with complaints and grievances for all affected parties?</li> <li>b. Who in the company is responsible to receive complaints and grievances?</li> <li>c. Is the existence of the system been made known and communicated to all parties?</li> <li>d. Is there evidence that the system is</li> </ol>	<ol style="list-style-type: none"> <li>1. PT Sampoerna Agro             <ol style="list-style-type: none"> <li>a. PT Sampoerna Agro has an effective Communication and Consultation Procedure, P-SAG-HO-CA&amp;L-08 Rev. 02 in February 1, 2016 (Communication, Participation and Consultation Procedure). The procedure covers the scope, purpose of the procedure, internal and external communication method, documentation and follow-up action.</li> <li>b. List Of Information: legalities, compliance with environmental regulations, best practice, OSHA, Management Policies, Social Compliances.</li> <li>c. List of Stakeholder 2017; consist of smallholder/community, NGO, Government, internal.</li> </ol> </li> </ol>	C

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	<p>understood by all parties?</p> <p>e. Is training provided to the workers on the procedures/systems?</p> <p>f. Is the system effective to ensure that complaints or grievances are addressed or resolved in an effective, timely and appropriate manner?</p> <p>g. Does the mechanism or procedure provide a way for workers to report a grievance against a supervisor to someone other than the supervisor?</p> <p>h. How is a complaint or grievance investigated, addressed and resolved? Are complaints dealt with by mechanisms such as JCC?</p> <p>i. Is there a non-retaliation or non-reprisal policy that protects 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>2. Cooperative of Bina Sejahtera There is no land disputes</p> <p>Checklist:</p> <p>a. Yes</p> <p>b. Personnel: 1) PT Sampoerna Agro: Labor Union, Unit Head, MR and CD Officer, Gender Commissioner; 2) Cooperative Managers and Gender Commissioners</p> <p>c. Yes, outdoor public ation</p> <p>d. Yes</p> <p>e. Procedure dissemination/induction</p> <p>f. Yes base on internal and external interviews</p> <p>g. Yes, and there is an anonimus protection.</p> <p>h. Procedurely yes</p> <p>i. Yes</p> <p>j. Yes</p> <p>k. Not yet mentioned in any documents, but management informed to workers and stakeholders.</p>	
	<p><b>6.3.2 (M)</b> Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p>		
	<p>a. Is the complaints or grievance resolution process documented?</p> <p>b. Are outcomes or decisions reported to the parties?</p> <p>c. Who has access to the documentation of the process and/or outcomes?</p>	<p>Document:</p> <p>1. PT Sampoerna Agro: Logbook of Communication (LB-SAG-RO-CAS-080001).</p> <p>2. Cooperative of Bina Sejahtera: Logbook of Stakeholder Communication</p> <p>Checklist:</p> <p>a. Yes: PT Sampoerna Agro mostly regarding housing facilities repairmen and working tools; Cooperative of Bina Sejahtera mostly asking for the support</p>	<p>C</p>

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		b. Yes c. Managers	
<b>6.4</b>	Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
	<p><b>6.4.1 (M)</b> A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.</p> <p><b>Guidance:</b></p> <p><i>This criterion should be considered in conjunction with Criteria 2.2 and 2.3, and the associated Guidance.</i></p>		
	<p>a. Are procedures for identifying legal, customary or user rights in place?</p> <p>b. Are procedures for identifying people entitled to compensation in place?</p> <p>c. Are those procedures jointly developed, agreed and accepted by local communities?</p>	<p>Document:</p> <ol style="list-style-type: none"> <li>1. PT Sampoerna Agro:                             <ol style="list-style-type: none"> <li>a. Company has a procedure to identify the legal right, tradition and the people who has right to get the compensation SOP No. P-SAG-RO-SUS-14, dated 1-8-2012 about Evaluation and Acquisition Land Estate.</li> <li>b. And also has SOP No. P-SAG-RO-CAS-03 about implementation of land compensation and or crops grows. That procedure has taken into account the gender differences in the ability to claim rights, ownership and access to land; the difference between migrants and communities that had long existed; and the difference between the proof of legal ownership and communal ownership of ethnic groups or indigenous peoples. The procedure has been communicated to the stakeholders during the stakeholder meeting.                                     <ol style="list-style-type: none"> <li>a. Procedure No. P-SAG-RO-CAS-03, December 03<sup>rd</sup> 2013 regarding Compensation for Land and/or growth plants.</li> </ol> </li> </ol> </li> <li>2. Cooperative of Bina Sejahtera: Procedure of Land own exchange among members and/or with non member, 2017.</li> </ol> <p>Checklist:</p> <ol style="list-style-type: none"> <li>a. Yes</li> <li>b. Yes</li> <li>c. Not exactly jointly but trough public consultation.</li> </ol>	C

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	<p><b>6.4.2</b> A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land.</p> <p><b>Specific Guidance:</b></p> <p><b>For 6.4.2:</b> Companies should make best efforts to ensure that equal opportunities have been provided to both female and male heads of households to hold land titles in smallholder schemes.</p>		
	<p>a. Has a procedure for calculating and distributing fair compensation (monetary or otherwise) been established and implemented?</p> <p>b. Are the procedures jointly developed, agreed, accepted and clearly understood by affected parties?</p> <p>c. Is the procedure monitored and evaluated in a participatory way? Have corrective actions been taken as a result of this evaluation?</p> <p>d. Does this procedure take into account the following:</p> <ul style="list-style-type: none"> <li>• Gender differences in the power to claim rights;</li> <li>• Ownership and access to land;</li> <li>• Differences of transmigrants and long-established communities;</li> <li>• Differences in ethnic groups' proof of legal versus communal owner-</li> </ul>	<p>a. Calculation</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: No. Following government procedures and market price based negotiations</li> </ul> <p>b. Jointly Develop</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: Common</li> </ul> <p>c. SOP Monitoring</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: -</li> </ul> <p>d. Account</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: -</li> </ul> <p>e. Smallholder</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: -</li> </ul>	<p>C</p>

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	<p>ship of land.</p> <p>e. Where there are schemed smallholders, is there effort to ensure equal opportunity has been provided</p>		
	<p><b>6.4.3 (M)</b> The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p>		
	<p>a. Is the process and outcome of negotiated agreements and compensation claims documented?</p> <p>b. Does this documentation include evidence of the participation of affected parties? Is there any approval/signed by effected parties?</p> <p>c. Was consent obtained from all parties to make the documents publicly available?</p>	<p>a. Documentation</p> <ul style="list-style-type: none"> <li>Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>Cooperative of Bina Sejahtera: Acknowdegment records of members land transactions</li> </ul> <p>b. Evidence</p> <ul style="list-style-type: none"> <li>Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>Cooperative of Bina Sejahtera: Yes. ID and Family card, copy of land title, head of vellage acknowledgment letter.</li> </ul> <p>c. Procedure Monitoring</p> <ul style="list-style-type: none"> <li>Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>Cooperative of Bina Sejahtera: -</li> </ul>	C
<b>6.5</b>	<p>Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
	<p><b>6.5.1 (M)</b> Documentation of pay and conditions shall be available.</p>		
	<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 con-</p>	<p>PT Sampoerna Agro</p> <p>a. Minimum Wage Standard:</p> <ul style="list-style-type: none"> <li>Governor of South Sumatera Decree No. 772/KPTS/Disnakertrans/2016, regarding minimum wage plantation sector 2017. The minimum wage is IDR 2.430.000 per month (IDR 97.200 per day, and/or IDR 13.886 per hour).</li> <li>Memorandum: 009/MD/I/2017 regarding Basic Wage Adjustment for Monthly Worker 2017.</li> <li>Memorandum: 008/MD/I/2017 regarding Basic Wage Adjustment for Daily permanent and non-permanent Worker 2017.</li> <li>- List of Wage adjustment 2017.</li> </ul>	C

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	tract workers made	<p>b. Worker Payment List :</p> <ul style="list-style-type: none"> <li>• Worker Payment list of Telaga Hikmah Estate 2 Division, September 2017. The list consist detail of income (Basic Wage, Overtime) and Deduction (Retirement, Health and workforce Insurance).</li> <li>• Worker Payment list of Estate Telaga Hikmah 2 Office Division, September 2017. The list consist detail of income (Basic Wage, Overtime) and Deduction (Retirement, Health and workforce Insurance).</li> <li>• Worker Payment list of Estate Telaga Hikmah 2 Office Division 1, September 2017. The list consist detail of (daily un-permanent workh 2016er) harvester payment, such as: income (Daily Basic, off day allowance, harvesting and palm loose pick premium) and Deduction (installment and fine).</li> <li>• Salary Payment Slyp: a) Yuni K, September 2017, basic wage IDR 2.343.000; b) Rista, September 2017, office support, basic wage IDR 2.343.000; c) Sularno, daily un-permanent worker, 27 working days, IDR 2.624.000; d) Poniman, daily worker, basic wage IDR 2.430.000</li> <li>• Rice Allowances Payment List, Selapan Jaya POM, September 2017.</li> <li>• Annual Workforce Report 2017, received by Workforce District Office of Ogan Komering Ilir at October 20th 2016.</li> <li>• Overtime Agreement Letter, September 3rd 2017, driver, 3 hours. Overtime recapitulation, Eni H, General Support, May to July 2017</li> </ul> <p>Cooperative of Bina Sejahtera Worker Payment:</p> <ul style="list-style-type: none"> <li>• Governor of South Sumatera Decree No. 772/KPTS/Disnakertrans/2016, regarding minimum wage plantation sector 2017. The minimum wage is IDR 2.430.000 per month (IDR 97.200 per day, and/or IDR 13.886 per hour).</li> <li>• Cooperative Decree, No. 180/KPKSR-BS/II/2017, regarding Un-permanent Daily Worker Wage.</li> <li>• Cooperative Decree, No. 179/KPKSR-BS/II/2017, regarding Managerial and Office Worker Wage.</li> <li>• Worker Payment Pocket Book Cooperative of Bina Sejahtera, August –</li> </ul>	



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		<p>October 2017.</p> <ul style="list-style-type: none"> <li>• Chemist Worker Payment Pocket Book of Tumunem J (Cooperative of Bina Sejahtera), August – October 2017.</li> <li>• Pay slip Cooperative of Bina Sejahtera Worker (Galung Priyadi and Basori), chemist Supervisor, October 2017.</li> <li>• Recapitulation of Chemist (Maintenance) Worker List payment, January – September 2017, with total amount of IDR 315.037.500.</li> <li>• Recapitulation of Fertilizing (Maintenance) Worker payment List, January – September 2017, with total amount of IDR 371.060.000.</li> <li>• Recapitulation of Palm Loose picker (Production) Worker payment List, October 2016 – September 2017, with total amount of IDR 1.339.053.700.</li> <li>• Recapitulation of Harvesting (Production) Worker payment List, October 2016 – September 2017, with total amount of IDR 1.888.467.950.</li> <li>• Recapitulation of Managerial Worker payment List, October 2016 – September 2017, with total amount of IDR 2.204.825.000.</li> <li>• Working Attendant List of Chemist, fertilizing, harvesting and managerial worker, September 2017.</li> </ul> <p>a. Type of Employment</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: a) Managerial Workers (contract); b) Operational Workers (Un-permanent Daily/piece rate worker).</li> </ul> <p>b. Documentation of pay and Conditions</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: -</li> </ul> <p>c. Definition of Living Wage</p> <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera Cooperation: -</li> </ul>	
	<p><b>6.5.2 (M) Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages</b></p>		

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		understood by the workers or explained carefully to them by a management official.	
	<p>a. Is the pay and conditions of employment clearly detailed in the employment or service contracts? (E.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.)</p> <p>b. Is the contract prepared in languages understood by the workers, explained carefully to workers by management officials, and signed by both the authorised signatory of the company and employee?</p> <p>c. Does the pay and conditions provided in labour laws, union agreements or direct contracts of employment comply with:</p> <ul style="list-style-type: none"> <li>• The decent living wage as provided in the National Interpretation for the country; or</li> <li>• The local legal requirements in meeting the minimum wage; or</li> <li>• The industry minimum standard for a similar position or work responsibilities</li> </ul> <p>d. Is the pay received by the employee consistent with the terms of the contract and the law (relates to P2)?</p> <p>e. Have there been any cases recorded of breach by the company, or complaint made by employees against the com-</p>	<p>Document:</p> <ol style="list-style-type: none"> <li>1. PT Sampoerna Agro             <ol style="list-style-type: none"> <li>a. Workers Contracts:                 <ul style="list-style-type: none"> <li>• Collective Working Agreement 2016 – 2017.</li> <li>• List of Temporary Daily Worker List (KHL Contract document, consist of daily basic salary) 2017, reported to Workforce District Office of OKI at October 20<sup>th</sup> 2017. Attached to this documents a document of “KHL Induction”, consist of worker pay and conditions. This document communicated to every KHL in order to build worker’s awareness to their rights and obligations during the contract period.</li> <li>• Working Contracts, No. 0782/PKS-SJ/X/2017, October 1<sup>st</sup> 2017, Sularno, daily un-permanent worker, maintenance. The contract consist conditions such as: minimum wage, working hour, job description, general requirements (rule), duration.</li> </ul> </li> <li>b. Worker Insurance allowances and benefits                 <ul style="list-style-type: none"> <li>• Payment Slip of workforce insurance, 592 workers, September 2017.</li> <li>• Payment Slip of Health Insurance, September 7, 2017.</li> <li>• List of Rice Allowances Payment, September 2017.</li> <li>• Work attendance list, July – September 2017.</li> </ul> </li> </ol> </li> <li>2. Cooperative of Bina Sejahtera             <ol style="list-style-type: none"> <li>a. Worker Contracts:                 <ul style="list-style-type: none"> <li>• Worker Contract No 186/KPKSR-BS/II/2017, between cooperative and Un-permanent Daily workers (collective), signed by 21 workers, consist information of: working hours (5 hours per day and 5 days per week), payment and allowance (comply to minimum), facilities (health and working accidents cover), contract period (will b reviewed at cooperative Members Annual Meeting).</li> <li>• Worker Contract No 183/KPKSR-BS/II/2017, between cooperative and Un-permanent Daily workers (collective), signed by 101 workers, consist information of: working hours (5 hours per day and 5 days per week), payment and allowance (comply to minimum), facilities</li> </ul> </li> </ol> </li> </ol>	C

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**PT SAMPOERNA AGRO**

**Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative  
Bina Sejahtera**

**Ogan Komering Ilir Subdistrict – South Sumatera Province**



CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	pany on unjust pay and conditions?	<p>(health and working accidents cover), contract period (will b reviewed at cooperative Members Annual Meeting).</p> <ul style="list-style-type: none"> <li>• Worker Contract No 184/KPKSR-BS/II/2017, between cooperative and Un-permanent Daily workers (collective), signed by 16 workers, consist information of: working hours (5 hours per day and 5 days per week), payment and allowance (comply to minimum), facilities (health and working accidents cover), contract period (will b reviewed at cooperative Members Annual Meeting).</li> <li>b. Health Facilities Service Program Agreement between cooperative with Village Health Center (Puskesmas) Kerta Mukti, contract No. 182/KPKSR-BS/II/2017, February 28<sup>th</sup> 2017. The contracts stated that Puskesmas Kerta Mukti will serve all cooperative Members and Workers, and cooperative will pay the claims.</li> </ul> <p>Checklist:</p> <ul style="list-style-type: none"> <li>a. Calculation <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: No. Following government procedures and market price based negotiations</li> </ul> </li> <li>b. Jointly Develop <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: Common</li> </ul> </li> <li>c. Procedure Monitoring <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: -</li> </ul> </li> <li>d. Account <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: -</li> </ul> </li> <li>e. Smallholder <ul style="list-style-type: none"> <li>• Hikmah 2 Estate and Selapan Jaya Mill: Yes</li> <li>• Cooperative of Bina Sejahtera: -</li> </ul> </li> </ul>	

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	<b>6.5.3</b> Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible		
	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? <ul style="list-style-type: none"> <li>• adequate housing;</li> <li>• adequate electricity;</li> <li>• clean water supplies (availability of clear water all year round);</li> <li>• medical services (distance to health care facility i.e. clinic, hospital);</li> <li>• children education (distance to school and schooling attendance (%) of children under 12)</li> <li>• Welfare amenities.</li> </ul>	a. Yes for PT Sampoerna Agro but No for cooperative of Bina Sejahtera. Co-operative of Bina Sejahtera only provide clean water for consumption.	C
	<b>6.5.4</b> Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food		
	Have growers and millers made demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food?	PT Sampoerna Agro provide rice Allowance. Both PT Sampoerna Agro and Co-operative of Bina Sejahtera locations are not at remote areas. Food supplies is easily accessed by all worker.	C
<b>6.6</b>	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.		
	<b>6.6.1</b> (M) A published statement in local languages recognising freedom of association shall be available.  <b>Guidance:</b>		

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	<p><i>The right of employees, including migrant and transmigrant workers and contract workers, to form associations and bargain collectively with their employer should be respected, in accordance with Conventions 87 and 98 of the International Labour Organisation (ILO).</i></p> <p><i>Labour laws and union agreements, or in their absence direct contracts of employment detailing payments and other conditions, should be available in the languages understood by the workers or explained carefully to them by a management official.</i></p>		
	<ul style="list-style-type: none"> <li>a. Has the company published a statement in local languages recognising the rights of employees to freedom of association?</li> <li>b. Are the employees, including migrant and transmigrant workers and contract workers, allowed to form associations and bargain collectively with their employer?</li> <li>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?</li> <li>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?</li> </ul>	<p>Document Collected:</p> <ul style="list-style-type: none"> <li>1. PT Sampoerna Agro                             <ul style="list-style-type: none"> <li>a. PT Sampoerna Agro has policy regarding the recognition of freedom of association under policy: “Visi, Misi, dan Kebijakan PT. Sampoerna Agro”. The policy includes freedom of association, respect for every worker to have the right to form and to be a member of labour union.</li> <li>b. The Union and management of PT SA negotiate the Perjanjian Kerja Bersama, or Mutual Working Agreement, every 2 years, according Surat Keputusan Dinas Tenaga Kerja dan Transmigrasi No. 146/Nakertrans/2011 dated 01.01.2011. This Agreement allows them to establish a labor union in accordance with national legislation UU No.13 2003.</li> <li>c. Member List of Sampoerna Agro Labor Union 2017.</li> <li>d. Labor Union Meeting Note, May 17th 2017, Collective Working Agreement (PKB) preparation.</li> <li>e. Labor Union Management Meeting Note, September 15<sup>th</sup> 2017, LKS Bipartite Formation.</li> </ul> </li> <li>2. Cooperative of Bina Sejahtera                             <ul style="list-style-type: none"> <li>a. Policy and Commitment of KUD Bina Sejahtera, December 31<sup>st</sup> 2016, point (d) consists of “Respecting Human Rights including the freedom of joining worker union”</li> <li>b. Policy Socialization:</li> <li>c. Meeting Note, October 13th 2017, Socialization: Policy and Commitment of Cooperative of Bina Sejahtera. Meeting list of attendant with members.</li> <li>d. Meeting Note, October 21st 2017, Socialization: Policy and Commitment of Cooperative of Bina Sejahtera. Meeting list of attendant with workers (chemist, harvesting, and FFB Load and Transport).</li> </ul> </li> </ul>	<p>C</p>

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		Checklist a. Yes b. Yes c. Yes: PKB for PT Sampoerna Agro and annual member meeting for co-operative of Bina Sejahtera d. Yes	
	6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.		
	a. Are there documented minutes of meetings between the company and main trade unions or workers representatives? b. Are the minutes made readily available to employees upon request?	a. Yes b. Yes	C
6.7	Children are not employed or exploited.		
	6.7.1 (M) There shall be documentary evidence that minimum age requirements are met.  <b>Guidance:</b>  <i>Growers and millers should clearly define the minimum working age, together with working hours. Only workers above the minimum school leaving age in the country or who are at least 15 years old may be employed. The minimum age of workers will not be less than stated under national regulations. Any hazardous work should not be done by those under 18, as per International Labour Organisation (ILO) Convention 138.</i>  <i>Please refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009 for additional guidance on family farms</i>		
	a. Is the minimum working age for workers together with working hours clearly defined in the company's recruitment policy? b. Are workers employed above the minimum school leaving age of the country	Document Collected: 1. PT Sampoerna Agro a. Memorandum: 016/DMD/XII/2010 regarding Prohibition of Employing Children (under 18 years old). b. PT Sampoerna Agro has a policy on child and female workers (Memorandum No. 0016/DMD/XII/2010" in 9.12.2010) signed by a Director and so-	C

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	<p>or who are at least 15 years of age?</p> <p>c. Is there evidence that the nature of work for workers under 18 is in accordance with International Labour Organisation (ILO) Convention 138?</p> <p>d. Does ground verification show evidence of employment of workers below the minimum working age?</p>	<p>cialized in agreements with suppliers/contractors No one under 18 years of age is to be employed. Records of personal data of employees-age, marital status, position and rank, location of work, date of commencing employment-are kept. Checking the records per January 2016 confirmed that no one under 18 years old has been employed-in compliance with Indonesian national legislation UU RI No.13 Tahun 2003, article 68.</p> <p>c. The Company has a policy of working age, drafted on July 21, 2015, that is the protection of women workers in working place by preventing sexual harassment and violence, as well as the protection of reproductive rights. Do not employ minors and facilitate the care of children.</p> <p>2. Cooperative of Bina Sejahtera</p> <p>a. Policy and Commitment of Cooperative of Bina Sejahtera, December 31, 2016, point (e) consists of "Protecting reproductive rights and preventing sexual harassment and children worker employment".</p> <p>b. Policy Socialization:</p> <ul style="list-style-type: none"> <li>- Meeting Note, October 13, 2017, Socialization: Policy and Commitment of Cooperative of Bina Sejahtera. Meeting list of attendant with members.</li> <li>- Meeting Note, October 21, 2017, Socialization: Policy and Commitment of Cooperative of Bina Sejahtera. Meeting list of attendant with workers (chemist, harvesting, and FFB Load and Transport).</li> </ul> <p>c. Worker List of Cooperative of 2017. The list Consisting information of: a) Name; b) Position; c) Joining Date; d) Birth Place and Date; e) Gender; f) Religion; g) Education Background; h) Address. The youngest worker was born at October 11, 1997 (joining date January 1, 2017).</p> <p>Checklist:</p> <ul style="list-style-type: none"> <li>a. Yes</li> <li>b. No worker under 18 years old</li> <li>c. No worker under 18 years old</li> <li>d. No worker under 18 years old found at field</li> </ul>	
6.8	Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation,		

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	or age, is prohibited.		
	<p><b>6.8.1 (M)</b> A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p> <p><b>Guidance:</b></p> <p><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>		
	<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>	<p>Document:</p> <p>1. PT Sampoerna Agro</p> <p>a. Policy</p> <ul style="list-style-type: none"> <li>• Memorandum: 0025/DMD/XII/2010 regarding Policy of Equal Opportunity on Work.</li> <li>• The Company has a policy of equal opportunities to obtain employment that was drafted on July 21, 2015. It was about respecting human rights, including the right of all workers to organize and conferred collectively as well as provides opportunities for equal treatment in employment.</li> </ul> <p>b. The policy has been disseminated to all levels of employees on January 5, 2016. The Company also put these policies in offices and housing. Based on the interview results with unions, it was noted that there is no discrimination against workers. Company is not discriminatory in treating workers since acceptance till work in all types of jobs.</p> <p>c. Report of Loading and Harvesting Worker Plan year 2017.</p> <p>d. Work Evaluation, Ujang, Harvesting, July 2017. Evaluation indicators consist of: Skill and knowledge, quality, volume, responsibility, associa-</p>	C



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		<p>tions, attitude, and attendances.</p> <p>2. Cooperative of Bina Sejahtera</p> <p>a. Policy and Commitment of cooperative Bina Sejahtera, December 31, 2016, point (c) consists of “Prohibiting any violence and intimidate actions”.</p> <p>b. Policy Socialization:</p> <ul style="list-style-type: none"> <li>• Meeting Note, October 13th 2017, Socialization: Policy and Commitment of Cooperative of Bina Sejahtera. Meeting list of attendant with members.</li> <li>• Meeting Note, October 21st 2017, Socialization: Policy and Commitment of Cooperative of Bina Sejahtera. Meeting list of attendant with workers (chemist, harvesting, and FFB Load and Transport).</li> </ul> <p>c. Worker List of Cooperative year2017. The list Consisting information of: a) Name; b) Position; c) Joining Date; d) Birth Place and Date; e) Gender; f) Religion; g) Education Background; h) Address. Document shows that there is no indication regarding discrimination issues.</p> <p>Checklist:</p> <p>a. Yes</p> <p>b. Yes</p> <p>c. Yes, general socialization and personal induction to each worker</p>	
	<p><b>6.8.2 (M)</b> Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.</p>		

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	<p>a. Is there evidence that employees and groups including local communities, women, and migrant workers have not been discriminated against?</p> <p>b. Are the employees and groups including local communities, women, and migrant workers happy with the way the company is treating them?</p> <p>c. Are there complaints against the company on issues relating to discrimination?</p> <p>d. What is the nature of complaints employees and groups including local communities, women, and migrant workers have lodged against the company, if any?</p>	<p>a. Yes, based on interviews</p> <p>b. Yes, based on interviews</p> <p>c. No</p> <p>d. Complaints nature:</p> <ul style="list-style-type: none"> <li>• Working Benefits between permanent and non-permanent daily worker</li> <li>• Housing Facilities maintenance</li> </ul>	C
	<p><b>6.8.3</b> It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.</p>		
	<p>a. Does the company keep and maintain a record of their employees' work credentials and medical history?</p> <p>b. Does the company explicitly state the indiscriminatory policy during the recruitment selection, hiring and promotion process?</p> <p>c. Is the company's indiscriminatory policy reviewed regularly?</p> <p>d. Are the company's employees recruited and promoted based on skills, capabilities, qualities, and medical fitness necessary for the job? How is this evidenced?</p>	<p>a. Yes</p> <p>b. Yes</p> <p>c. Yes</p> <p>d. Yes</p>	C

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6.9	There is no harassment or abuse in the work place, and reproductive rights are protected.		
	<p><b>6.9.1 (M)</b> A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p> <p><b>Specific Guidance:</b></p> <p><b>For 6.9.1 and 6.9.2:</b> These policies should include education for women and awareness of the workforce. There should be programmes provided for particular issues faced by women, such as violence and sexual harassment in the workplace. A gender committee specifically to address areas of concern to women will be used to comply with this Criterion. This committee, which should include representatives from all areas of work, will consider matters such as: training on women's rights; counselling for women affected by violence; child care facilities to be provided by the growers and millers; women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks; and women to be given specific break times to enable effective breastfeeding.</p> <p><b>Guidance:</b></p> <p>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.</p> <p><i>Notwithstanding national legislation and regulation, reproductive rights are respected.</i></p>		
	<ul style="list-style-type: none"> <li>a. Does the company have the policy to prohibit any form of sexual and all other forms of harassment and violence?</li> <li>b. Has this policy been documented, implemented and communicated clearly to all levels of the workforce?</li> <li>c. Is there a clear protocol for the company to deal/handle such issues/complaints received from the workforce?</li> <li>d. Is there a list of awareness programs or training provided to the workforce in relation to these issues?</li> </ul>	<p>Document:</p> <ul style="list-style-type: none"> <li>1. PT Sampoerna Agro                             <ul style="list-style-type: none"> <li>a. Memorandum: 0034/MD/VII/2010 regarding policy of preventing sexual harassment and protection to reproductive rights and the Mechanism of Complaint handling.</li> <li>b. The Company has a policy of preventing sexual harassment, drafted on July 21, 2015, that is the protection of women workers in working place by preventing sexual harassment and violence, as well as the protection of reproductive rights. Do not employ minors and facilitate the care of children. The policy has been disseminated to all levels of employees on January 5, 2016. The Company was also displayed the policy in the office and housing area.</li> <li>c. Gender Committee Structure of PT Sampoerna Agro, Salapan Jaya</li> </ul> </li> </ul>	C

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	<p>e. Has the company formed a Gender Committee to address areas of concern to women? Is there a list of the members sitting in the committee? What are the Terms of Reference of the committee? Does it include the handling of issues such as:</p> <ul style="list-style-type: none"> <li>• training on women's rights;</li> <li>• counselling for women affected by violence;</li> <li>• child care facilities to be provided by the growers and millers;</li> <li>• women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks; and</li> <li>• women to be given specific break times to enable effective breast-feeding.</li> </ul> <p>f. Is the policy regularly reviewed?</p>	<p>POM, June 16, 2017.</p> <ul style="list-style-type: none"> <li>• PT Sampoerna Agro Memorandum, June 12, 2017, regarding Appointment to Yuni K (Staff) to act as Gender Committee Coordinator.</li> <li>• PT Sampoerna Agro Memorandum, June 12, 2017, regarding Appointment to Rista P (Staff) to act as Gender Committee Service.</li> <li>• PT Sampoerna Agro Memorandum, June 12, 2017, regarding Appointment to Lailan F (Staff) to act as Gender Committee Research and Development Coordinator.</li> <li>• PT Sampoerna Agro Memorandum, June 12, 2017, regarding Appointment to Siti S (Staff) to act as Gender Committee Secretary.</li> <li>• PT Sampoerna Agro Memorandum, June 12, 2017, regarding Appointment to Rudsyani S (Staff) to act as Gender Committee Head.</li> </ul> <p>d. Gender Committee Work Program 2017 as much as 8 activities.</p> <p>e. Meeting Note, January 9, 2017, attended by 19 commissioners.</p> <p>2. Cooperative of Bina Sejahtera</p> <p>a. Policy and Commitment of Cooperative of Bina Sejahtera, December 31, 2016, point (e) consists of "Protecting reproductive rights and preventing sexual harassment and children worker employment".</p> <p>b. Policy Socialization:</p> <ul style="list-style-type: none"> <li>• Meeting Note, October 13, 2017, Socialization: Policy and Commitment of Cooperative of Bina Sejahtera. Meeting list of attendant with members.</li> <li>• Meeting Note, October 21, 2017, Socialization: Policy and Commitment of Cooperative of Bina Sejahtera. Meeting list of attendant with workers (chemist, harvesting, and FFB Load and Transport).</li> </ul> <p>c. Cooperative Management Decree, No. 192/KPKSR-BS/C/2017, regarding Gender Committee Formation, released at October 24th 2017 consist of 9 commissioners.</p> <p>d. Cooperative of Bina Sejahtera Appointment Letter No. 160/KPKSR-BS/III/2017, March 1, 2017, regarding Special Appointment to Dulariyah (KUD Managerial Worker) to act as Sexual Harassment Complaint and Grievances Management Officer</p>	

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		Checklist: a. Yes b. Yes c. Yes d. Not yet, only Gender Committee program e. Yes	
	<p><b>6.9.2 (M)</b> A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p><b>Specific Guidance:</b></p> <p><b>For 6.9.2:</b> see Indicator 4.6.12.</p> <p><b>Guidance:</b>  <i>Notwithstanding national legislation and regulation, reproductive rights are respected.</i></p>		
	a. Is there a policy to protect the reproductive rights of all, especially of women? b. Has this policy been documented, implemented and communicated clearly to all levels of the workforce? c. How is this policy communicated to all levels of the workforce?	Document: 1. PT Sampoerna Agro Reproductive Rights Protection. a. Memorandum: 044/MD/VIII/2010 regarding Prohibition of Employing Pregnant and maternity period woman at chemist and fertilizing area. b. Leave Permit January 15, 2015, regarding Maternity Leave of Rudisyani. c. Leave Permit March 17, 2017, regarding Maternity Leave of Maryati. d. Leave Permit May 16, 2017, regarding Woman Periods Leave of Siti Sundari. 2. Cooperative of Bina Sejahtera Worker List 2017. The list Consisting information of: a) Name; b) Position; c) Joining Date; d) Birth Place and Date; e) Gender; f) Religion; g) Education Background; h) Address. The youngest worker was born at October 11, 1997 (joining date January 1, 2017).	C

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		Checklist: a. Yes b. Yes c. PKB, Morning Call , Induction and Gender Committee activities	
	<b>6.9.3</b> A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce		
	a. Does the company have a mechanism to handle employment grievances, that respects anonymity and protects complainants where requested? b. Does the mechanism provide a way for workers to report a grievance against a supervisor to someone other than that supervisor? c. Is the mechanism documented, implemented and communicated clearly to all levels of the workforce? d. Has the company identified personnel who will be responsible to receive and manage complaints received from the workforce? 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?	a. Yes b. Yes c. Yes. But there's no specific reported sexual harassment case d. Yes e. No report yet f. Yes	C
6.10	Growers and millers deal fairly and transparently with smallholders and other local businesses		
	<b>6.10.1</b> Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.  <b>Guidance:</b>  <i>Transactions with smallholders should consider issues such as the role of middle men, transport and storage of FFB, quality and grading. The need to recycle the nutrients in FFB (see Criterion 4.2) should also be considered; where it is not practicable to recycle wastes to smallholders, compensation</i>		

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	<p><i>for the value of the nutrients exported can be made through the FFB price.</i></p> <p><i>Smallholders should have access to the grievance procedure under Criterion 6.3 if they consider that they are not receiving a fair price for FFB, whether or not middle men are involved.</i></p> <p><i>The need for a fair and transparent pricing mechanism is particularly important for outgrowers who are contractually obliged to sell all FFB to a particular mill.</i></p> <p><i>If mills require smallholders to change practices to meet the RSPO Principles and Criteria, consideration should be given to the costs of such changes, and the possibility of advance payments for FFB can be considered.</i></p>		
	<ul style="list-style-type: none"> <li>a. How is the price of FFB determined?</li> <li>b. Is current and past prices paid for Fresh Fruit Bunches (FFB) publicly available? How?</li> <li>c. Was there any complaints on FFB pricing?</li> <li>d. How was the complaint handled?</li> <li>e. What was the solution?</li> </ul>	<p>Document:</p> <ul style="list-style-type: none"> <li>1. PT Sampoerna Agro                             <ul style="list-style-type: none"> <li>a. Copy of Official FFB Price year 2017 from OKI District Office of Plantation.</li> <li>b. FFB Supplies Contract Agreement, No. 163/SA/SPK/I/2017, KUD Intan, January 2, 2017.</li> <li>c. Procedure No. P-SAG-PKS-PRS-14 regarding Traceability and Mass balance, April 1, 2016, point 7.3 stated about the legality of FFB from supplier and supplier requirement.</li> </ul> </li> <li>2. Cooperative of Bina Sejahtera                             <ul style="list-style-type: none"> <li>a. FFB Payment List, from PT Sampoerna Agro to Cooperative of Bina Sejahtera, September 2016 to September 2017. The payment complies with the contract regarding payment period.</li> <li>b. FFB Payment List from cooperative to Farmers, October 2016 to September 2017, total amount IDR 26.959.462.764.</li> </ul> </li> </ul> <p>Checklist:</p> <ul style="list-style-type: none"> <li>a. FFB Price: a) PT Sampoerna Agro: Official District price for Schemed Smallholder and Close negotiations considering quality with other (grower); b) Based on official price to members.</li> <li>b. Yes</li> <li>c. No</li> <li>d. –</li> </ul>	<p>C</p>

**RSPO Surveillance Assessment Report**

**PT SAMPOERNA AGRO**

**Selapan Jaya Palm Oil Mill – Hikmah 2 Estate & Cooperative  
Bina Sejahtera**

**Ogan Komering Ilir Subdistrict – South Sumatera Province**



CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		e. -	
	<b>6.10.2</b> (M) Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation)		
	<ul style="list-style-type: none"> <li>a. What is the mode of recording/documenting transactions between millers with middlemen and/or smallholders?</li> <li>b. Is there evidence that growers/millers have explained FFB pricing and pricing mechanisms for FFB?</li> <li>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?</li> <li>d. Have inputs/services been documented (where these are under the control of the mill or plantation)?</li> <li>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?</li> </ul>	<ul style="list-style-type: none"> <li>a. Traceability and Mass Balance procedure for PT Sampoerna Agro</li> <li>b. Yes</li> <li>c. Franco</li> <li>d. -</li> <li>e. -</li> </ul>	C
	<b>6.10.3</b> Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent		



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	<ul style="list-style-type: none"> <li>a. Is there a contractual agreement between the miller and smallholders/ middle men?</li> <li>b. Do all parties understand the contractual agreements they have entered into?</li> <li>c. Are all contractual agreements fair, legal and transparent?</li> <li>d. Who keeps the contractual agreements?</li> </ul>	<ul style="list-style-type: none"> <li>a. Yes</li> <li>b. Yes</li> <li>c. Yes</li> <li>d. Both</li> </ul>	C
<b>6.10.4</b> Agreed payments shall be made in a timely manner			
	<ul style="list-style-type: none"> <li>a. How are all payments made to the smallholders/middle men?</li> <li>b. What is the mode of recording/documenting transactions between millers with middlemen and/or smallholders?</li> <li>c. Have agreed payments been made in a timely manner?</li> </ul>	<ul style="list-style-type: none"> <li>a. Time Periods</li> <li>b. Invoice and Bank Transferred</li> <li>c. Yes</li> </ul>	C
<b>6.11</b>	Growers and millers contribute to local sustainable development where appropriate		
	<p><b>6.11.1</b> Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p> <p><b>Guidance:</b></p> <p><i>Contributions to local development should be based on the results of consultation with local communities. See also Criterion 6.2. Such consultation should be based on the principles of transparency, openness and participation, and should encourage communities to identify their own priorities and needs, including the different needs of men and women.</i></p> <p><i>Where candidates for employment are of equal merit, preference should always be given to members of local communities. Positive discrimination should not be recognised as conflicting with Criterion 6.8.</i></p> <p><i>Efforts should be made to identify independent smallholders in the supply base.</i></p>		

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	<p><i>Where sourcing of fruit is from identified independent smallholders, efforts should be made to contribute to the improvement of their farming practices.</i></p> <p>a. Have the local development needs and priorities been identified in consultation with local communities? (refer also to C 6.2)</p> <p>b. What are the contributions made to local development? Are they in accordance with the results of consultation?</p> <p>c. Are there efforts to improve or maximise employment opportunities at the company for local communities?</p>	<p>Document:</p> <ol style="list-style-type: none"> <li>1. PT Sampoerna Agro                             <ol style="list-style-type: none"> <li>a. CSR Realization List 2016, consist of 99 activities with total IDR 267.618.643</li> <li>b. CSR Realization List 2017, consist of 99 activities with total around 688 million rupiah.</li> <li>c. CSR Activities Plan 2017 of Selapan Jaya POM, consist of 12 activities with total IDR 165.557.379</li> <li>d. FFB Payment List, from PT Sampoerna Agro to Cooperative of Bina Sejahtera, September 2016 to September 2017. The payment complies with the contract regarding payment period.</li> <li>e. FFB Payment List from cooperative to farmers, October 2016 to September 2017, total amount IDR 26.959.462.764.</li> </ol> </li> <li>2. Cooperative of Bina Sejahtera:                             <ol style="list-style-type: none"> <li>a. List of Implemented Social Contribution, October 24, 2017. There are 11 social contribution activities to local development with total values of IDR 617.438.000.</li> <li>b. Land Tax Payment Slip year 2017.</li> <li>c. Daily Worker Payments year 2017.</li> <li>d. FFB Transport Payment year 2017.</li> </ol> </li> </ol>	C
	<p><b>6.11.2</b> Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity</p>		
	<p>a. Is there a complete registry of independent smallholders in the supply base?</p> <p>b. Have efforts been made to improve the farming practices of independent smallholders?</p>	<p>a. Yes</p> <p>b. Yes. Training facilitation activities for Complying RSPO Standard</p> <p>c. Yes, A Manager and Staff for Schemed Smallholder.</p>	C

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	c. Where there are schemed smallholders, have efforts and/or resources been allocated to improve smallholder productivity?		
6.12	No forms of forced or trafficked labour are used. (Forced labour refers to situations in which persons are coerced to work through the use of violence or intimidation, or by more subtle means such as accumulated debt, retention of identity papers or threats of denunciation to immigration authorities)		
	<p><b>6.12.1 (M)</b> There shall be evidence that no forms of forced or trafficked labour are used.</p> <p><b>Specific Guidance:</b></p> <p><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> <p><b>Guidance</b></p> <p><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 deductions made should not jeopardise a decent living wage.</i></p> <p><i>Passports should only be voluntarily surrendered.</i></p> <p><i>There should be evidence of due diligence in applying this to all sub-contract workers and suppliers.</i></p> <p><i>National guidance should be used on contract substitution.</i></p>		
	<p>a. What is the company's policy on forced or trafficked labour?</p> <p>b. How does the company define forced or trafficked labour?</p> <p>c. What is the process of recruiting foreign/ migrant workers directly and/or through licenced outsourcing agencies/ labour suppliers?</p> <p>d. Who is the person responsible for se-</p>	<p>Document:</p> <p>1. PT Sampoerna Agro</p> <p>a. Procedure Policy of commitments not to recruit labor-traded and do not employ labor by force, it was contained in the policy of meet all customer requirements, legal requirements and other relevant legislation, which is applicable in local, national and ratified international.</p> <p>b. Recruitment Procedure</p> <p>c. Worker list year 2017</p>	C

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	<p>lecting/ 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 documents? Describe how workers are able to access their documents?</p>	<p>2. Cooperative of Bina Sejahtera</p> <p>a. Policy and Commitment of Cooperative of Bina Sejahtera, December 31<sup>st</sup> 2016, point (e) consists of "Respecting Human Rights including the freedom of joining worker union".</p> <p>b. Policy Socialization:</p> <ul style="list-style-type: none"> <li>- Meeting Note, October 13, 2017, Socialization: Policy and Commitment of Cooperative of Bina Sejahtera. Meeting list of attendant with members.</li> <li>- Meeting Note, October 21st 2017, Socialization: Policy and Commitment of Cooperative of Bina Sejahtera. Meeting list of attendant with workers (chemist, harvesting, and FFB Load and Transport).</li> </ul> <p>c. Policy 1) PT Sampoerna Agro: a) Respecting Human Rights including worker rights to join union, and giving equal opportunities; b) Recruitment Procedure (no foreign migrant worker, no personal credentials holded); b) only recruit local resource.</p> <p>d. Human Rights violation.</p> <p>e. PT Sampoerna Agro scknowledge procedure of Transmigrant worker that follow national regulation of AKAD – Angkatan Kerja Antar Daerah (Human Resourch among region). This procedure only documented but not yet implemented.</p> <p>f. Head Office HRS for Staff and Unit Managers for KHL and KHT for PT Sampoerna Agro and Cooperative Managers for cooperative of Bina Sejahtera</p> <p>g. No Foreidn workers employ</p>	
<p><b>6.12.2</b> Where applicable, it shall be demonstrated that no contract substitution has occurred</p>			

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	a. Is there evidence of contract substitution occurring? 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? 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?	NA	NA
	<p><b>6.12.3 (M)</b> Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.</p> <p><b>Specific Guidance:</b></p> <p><b>For 6.12.3:</b> The special labour policy should include:</p> <ul style="list-style-type: none"> <li>• Statement of the non-discriminatory practices;</li> <li>• No contract substitution;</li> <li>• Post-arrival orientation programme to focus especially on language, safety, labour laws, cultural practices etc.;</li> </ul> <p><i>Decent living conditions to be provided.</i></p>		
	a. What is the company's policy and procedures for temporary or foreign/migrant workers? Does the special labour policy include: <ul style="list-style-type: none"> <li>• Statement of the non-discriminatory practices?</li> <li>• No contract substitution?</li> <li>• Post-arrival orientation programme with emphasis on language, safety, labour laws, cultural practices etc.?</li> <li>• The provision of decent living condi-</li> </ul>	NA	NA

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

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	<p>a. Is there a company policy on human rights?</p> <p>b. How is this communicated to all employees, including outsourced workers, customers and suppliers? If by training, how often is the training conducted?</p> <p>c. Who has the task of communicating the policy internally and externally?</p> <p>d. Does the company have any outstanding cases of human rights violations?</p>	<p>Document:</p> <ol style="list-style-type: none"> <li>1. PT Sampoerna Agro                             <ol style="list-style-type: none"> <li>a. The company has a policy to respect human rights. The policy is stated in Visi Misi Kebijakan Sampoerna Agro, dated 2 Mei 2015. Point 4: “Respecting Human Rights issue, included Rights of all workers to association and negotiate collectively and give same opportunity in working.</li> <li>b. This policy has been communicated to workers. Documentary evidence of socialization and communication of the policy on May 16, 2015 is available and stored properly.</li> </ol> </li> <li>2. Cooperative of Bina Sejahtera                             <ol style="list-style-type: none"> <li>a. Policy and Commitment of Cooperative of Bina Sejahtera, December 31, 2016, point (e) consists of “Respecting Human Rights including the freedom of joining worker union”.</li> <li>b. Policy Socialization:                                     <ul style="list-style-type: none"> <li>• Meeting Note, October 13, 2017, Socialization: Policy and Commitment of cooperative of Bina Sejahtera. Meeting list of attendant with members.</li> <li>• Meeting Note, October 21, 2017, Socialization: Policy and Commitment of cooperative of Bina Sejahtera. Meeting list of attendant with workers (chemist, harvesting, and FFB Load and Transport).</li> </ul> </li> </ol> </li> </ol> <p>Checklist:</p> <ol style="list-style-type: none"> <li>a. Yes</li> <li>b. Socialization and induction</li> <li>c. Unit Head, MR and Cooperative Managers</li> <li>d. No</li> </ol>	<p>C</p>
<b>Principle 7: Responsible Development of New Plantings</b>			
7.1	A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.		

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	<p><b>7.1.1 (M)</b> An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p> <p><b>Guidance:</b> See also <i>Criteria 5.1 and 6.1.</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. Both should not be done by the same body. A participatory methodology including external stakeholder groups is essential to the identification of impacts, particularly social impacts. Stakeholders such as local communities, government departments and NGOs should be involved through the use of interviews and meetings, and by reviewing findings and plans for mitigation.</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>The potential impacts of all major proposed activities should be assessed in a participatory way prior to development. The assessment should include, in no order of preference and as a minimum:</i></p> <ul style="list-style-type: none"> <li>• <i>Assessment of the impacts of all major planned activities, including planting, mill operations, roads and other infrastructure;</i></li> <li>• <i>Assessment, including stakeholder consultation, of High Conservation Values (see Criterion 7.3) that could be negatively affected;</i></li> <li>• <i>Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems;</i></li> <li>• <i>Identification of watercourses and wetlands and assessment of potential effects on hydrology and land subsidence of planned developments. Measures should be planned and implemented to maintain the quantity, quality and access to water and land resources;</i></li> <li>• <i>Baseline soil surveys and topographic information, including the identification of steep slopes, marginal and fragile soils, areas prone to erosion, degradation, subsidence, and flooding;</i></li> <li>• <i>Analysis of type of land to be used (forest, degraded forest, cleared land);</i></li> <li>• <i>Analysis of land ownership and user rights;</i></li> <li>• <i>Analysis of current land use patterns;</i></li> <li>• <i>Assessment of potential social impacts on surrounding communities of a plantation, including an analysis of potential effects on livelihoods, and differential effects on women versus men, ethnic communities, and migrant versus long-term residents;</i></li> </ul>		



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	<ul style="list-style-type: none"> <li>• <i>Identification of activities which may generate significant GHG emissions.</i></li> </ul> <p><i>Plans and field operations should be developed and implemented to incorporate the results of the assessment. One potential outcome of the assessment process is that the development may not proceed because of the magnitude of potential impacts.</i></p> <p><i>For smallholder schemes, the scheme management should address this Criterion. For individual smallholders, this Criterion does not apply.</i></p> <p><i>Where there is no National Interpretation, for land areas greater than 500ha, a full independent assessment will be required. For land areas less than 500ha, an internal assessment using selected components of SEIA and HCV assessments can be used. Where such internal assessments identify significant environmentally or socially sensitive areas or issues, an independent assessment will be undertaken.</i></p>		
	<ol style="list-style-type: none"> <li>Is there any new plantings or operations, or expanding existing ones by the company? What is the size of the new planting area?</li> <li>Has an independent social and environmental impact assessment (SEIA) been documented for the new plantings?</li> <li>Are the impact assessments prepared by accredited independent experts?</li> <li>Are all environmental and social impacts adequately identified?</li> <li>Is the SEIA undertaken based on the scope of operation?</li> <li>Is the SEIA undertaken in a participatory manner, including the relevant affected stakeholders?</li> <li>Does the SEIA assessment include and as a minimum: <ul style="list-style-type: none"> <li>• Assessment of the impacts of all major planned activities, including planting, mill operations, roads and other infrastructure?</li> </ul> </li> </ol>	<p>Based on SEIA document review, the document for SIA and EIA already cover about social impact and environmental impact assessment from palm oil development from land clearing until on going activity also after if palm oil activity end. The explanation of environmental and social impact already mentioned in NPP notification draft and still under RSPO review process.</p>	C

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	<ul style="list-style-type: none"><li>• Assessment, including stakeholder consultation, of High Conservation Values (see Criterion 7.3) that could be negatively affected?</li><li>• Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems?</li><li>• Identification of watercourses and wetlands and assessment of potential effects on hydrology and land subsidence of planned developments. Measures should be planned and implemented to maintain the quantity, quality and access to water and land resources?</li><li>• Baseline soil surveys and topographic information, including the identification of steep slopes, marginal and fragile soils, areas prone to erosion, degradation, subsidence, and flooding?</li><li>• Analysis of type of land to be used (forest, degraded forest, cleared land)?</li><li>• Analysis of land ownership and user rights?</li><li>• Analysis of current land use patterns?</li><li>• Assessment of potential social impacts on surrounding communities</li></ul>		

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	<p>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> <ul style="list-style-type: none"> <li>• Identification of activities which may generate significant GHG emissions?</li> </ul> <p>h. What were the main findings of the assessment?</p> <p>i. Were secondary impacts of oil palm development identified in the SEIA?</p>		
	<p><b>7.1.2</b> Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p>		
	<p>a. Does the findings of the SEIA uncover any negative impacts? If yes, has a management plan and operational procedures been developed to mitigate the negative impacts?</p> <p>b. Has the management plan and operational procedures been implemented?</p>	-	C
	<p><b>7.1.3</b> Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention</p>		
	<p>a. Are any outgrowers involved in the new plantings?</p> <p>b. Has management prepared a plan for the outgrower scheme?</p> <p>c. Does the SEIA include an assessment of impacts and the implications of the way the outgrower scheme is managed?</p>	-	C

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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		
	<p><b>7.2.1 (M)</b> Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.</p> <p><b>Guidance:</b></p> <p><i>These activities can be linked to the Social and Environmental Impact Assessment (SEIA) (see Criterion 7.1) but need not be done by independent experts.</i></p> <p><i>Soil suitability maps or soil surveys should be appropriate to the scale of operation and should include information on soil types, topography, hydrology, rooting depth, moisture availability, stoniness and fertility to ensure long-term sustainability of the development. Soils requiring appropriate practices should be identified (see Criteria 4.3 and 7.4). This information should be used to plan planting programmes, etc. Measures should be planned to minimise erosion through appropriate use of heavy machinery, terracing on slopes, appropriate road construction, rapid establishment of cover, protection of riverbanks, etc. Areas located within the plantation perimeters that are considered unsuitable for long-term oil palm cultivation will be delineated in plans and included in operations for conservation or rehabilitation as appropriate (see Criterion 7.4).</i></p> <p><i>Assessing soil suitability is also important for smallholders, particularly where there are significant numbers operating in a particular location. Information should be collected on soil suitability by companies planning to purchase Fresh Fruit Bunches (FFB) from potential developments of independent smallholders in a particular location. Companies should assess this information and provide information to independent smallholders on soil suitability, and/or in conjunction with relevant government/public institutions and other organisations (including NGOs) provide information in order to assist independent smallholders to grow oil palm sustainably.</i></p>		
	<p>a. Are soil suitability/survey maps for the planted areas available or in place?</p> <ul style="list-style-type: none"> <li>• Is the map adequate to establish the long-term suitability of land for oil palm cultivation?</li> <li>• Are the soil suitability maps or soil surveys appropriate to the scale of operation?</li> <li>• Does the soil suitability maps or soil surveys include information on soil types, topography, and hydrology?</li> </ul>	<p>a. Hikmah 2 estate has conducted soil survey in 2012 presented in report of soil survey and land mapping. 2012 Including soil types, topography, and hydrology, rooting depth, moisture availability, stoniness and fertility. soil surveys identify soils requiring appropriate practices</p> <p>b. Based of the report, no any area that are considered unsuitable for long-term oil palm cultivation</p> <p>c. Company has not purchase FFB from independent supplier</p>	C

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	<p>ogy, rooting depth, moisture availability, stoniness and fertility?</p> <ul style="list-style-type: none"> <li>• Do the soil suitability maps or soil surveys identify soils requiring appropriate practices?</li> </ul> <p>b. Are there any areas located within the plantation perimeters that are considered unsuitable for long-term oil palm cultivation?</p> <ul style="list-style-type: none"> <li>• Are such areas delineated in the plans?</li> <li>• Are there areas set aside for conservation?</li> <li>• Or are there plans for rehabilitation as appropriate?</li> </ul> <p>c. Does the company plan to purchase Fresh Fruit Bunches (FFB) from potential developments of independent suppliers in a particular location?</p> <p>d. If yes, the following information should be obtained:</p> <ul style="list-style-type: none"> <li>• Is information on soil suitability collected and assessed?</li> <li>• Has the company provided information on soil suitability to the independent smallholders in order to assist them to grow oil palm sustainably?</li> </ul>		
	<p><b>7.2.2</b> Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations</p>		

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	<ul style="list-style-type: none"> <li>a. Does the area where plantings are done require drainage or irrigation?</li> <li>b. If yes, is there adequate topographic information to guide the planning of drainage and irrigation systems?</li> <li>c. Is the topographic information and best practices taken into consideration during the development of roads and infrastructure?</li> </ul>	<p>Based on report of soil survey and land mapping, Hikmah 2 estate has slope 0-8% (flat). Therefore, Hikmah 2 estate use not drainage or irrigation for planting.</p>	<p><b>C</b></p>
<p><b>7.3</b></p>	<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><b>7.3.1 (M)</b> There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p><b>Specific Guidance:</b></p> <p><i>For 7.3.1: Evidence should include historical remote sensing imagery which demonstrates that there has been no conversion of primary forest or any area required to maintain or enhance one or more HCV. Satellite or aerial photographs, land use maps and vegetation maps should be used to inform the HCV assessment.</i></p> <p><i>Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, it will be excluded from the RSPO certification programme until an adequate HCV compensation plan has been developed and accepted by the RSPO.</i></p> <p><b>Guidance:</b></p> <p><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. 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.</i></p> <p><i>The HCV assessment process requires appropriate training and expertise, and will include consultation with local communities, particularly for identifying social HCVs. HCV assessments should be conducted according to the National Interpretation of the HCV criteria or according to the Global HCV Toolkit if a National Interpretation is not available (see Definitions).</i></p>		

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	<p><i>Developments should actively seek to utilise previously cleared and/or degraded land on mineral soil. Plantation development should not put indirect pressure on forests through the use of all available agricultural land in an area.</i></p> <p><i>Where landscape level HCV maps have been developed, these should be taken into account in project planning, whether or not such maps form part of government land use plans.</i></p> <p><i>In case of small areas located either in hydrologically sensitive landscapes or in HCV areas where conversion can jeopardise large areas or species, an independent assessment will be required. HCV areas can be very small.</i></p> <p><i>Once established, new developments should comply with Criterion 5.2.</i></p>		
	<p>a. Since November 2005, have any new plantings replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs)? If yes, was an adequate HCV assessment carried out prior to the clearing of the land?</p> <p>b. Where HCVs have been identified on the land that is intended for new plantings, have new plantings been planned and managed to best ensure the HCVs identified are maintained 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</p>	<p>The company has planted area from 2005 – 2012 about 265.78 Ha. This area based on EIA document 1996, page IV-21, mentioned that the company concession area came from forest production conversion (HPK) secondary forest, shrubs, and swamp.</p>	<p><b>C</b></p>

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	<p>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><b>7.3.2 (M)</b> A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.</p>																													
	<p>a. Is the prepared HCV assessment comprehensive? Was the assessment prepared in consultation with the affected stakeholders prior to any conversion or new planting?</p> <p>b. Do the HCV assessments include land use change analysis to determine changes to the vegetation since November 2005? (This analysis shall be used, with proxies, to indicate changes to HCV status)</p>	<p>While accordance to LUC Analysis 2015, carried out by external consultant from Bogor Agriculture University, Forest Departement, mentioned that the Hikmah 2 estate LUC from:</p> <table border="1" data-bbox="864 1034 1731 1238"> <thead> <tr> <th rowspan="2">Land cover condition</th> <th colspan="3">Year/Ha</th> </tr> <tr> <th>2002</th> <th>2006</th> <th>2007</th> </tr> </thead> <tbody> <tr> <td>Old thickets</td> <td>27.15</td> <td>0.00</td> <td>261.89</td> </tr> <tr> <td>Opened land</td> <td>646.79</td> <td>136.69</td> <td>701.03</td> </tr> <tr> <td>Palm oil</td> <td>2,174.47</td> <td>2,436.59</td> <td>2,137.94</td> </tr> <tr> <td>Swamp</td> <td>271.59</td> <td>546.72</td> <td>19.15</td> </tr> <tr> <td>Shurbs</td> <td>3,120.00</td> <td>3,120.00</td> <td>3,120.00</td> </tr> </tbody> </table> <p>LUC analysis not mentioned any compensation and remediation or coefficient from every land use change in concession area.</p> <p>HCV assessment identification covered all area under Hikmah 2 estate, and planting since 2005 until 2012 not replaced any primary forest and HCV area.</p>	Land cover condition	Year/Ha			2002	2006	2007	Old thickets	27.15	0.00	261.89	Opened land	646.79	136.69	701.03	Palm oil	2,174.47	2,436.59	2,137.94	Swamp	271.59	546.72	19.15	Shurbs	3,120.00	3,120.00	3,120.00	C
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	<b>7.3.3</b> Dates of land preparation and commencement shall be recorded		
	Are the dates of land preparation and commencement recorded?	Then, some area in Telaga Hikmah 2 estate since YoP 1st January 2010 up, found area about 38.80 Ha (YoP 2010 up) and this is will under RSPO sanction for three (3) years, whereas the area and the FFB produced from that area could not claim as a certified.  While YoP since November 2005 until December 31, 2009 about 226.98 accordance to the RSPO NPP procedure should comply with P&C 7 requirement. And the Telaga Hikmah 2 estate already effort to comply to the P&C.	C
	<b>7.3.4 (M)</b> An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2)		
	<ul style="list-style-type: none"> <li>a. Has the company developed an action plan that describes operational actions consequent to the findings of the HCV assessment?</li> <li>b. Does the action plan reference the grower's relevant operational procedures (see Criterion 5.2)?</li> </ul>	Based on HCV report seen that there in no found RTE present in company concession area. The company has management and monitoring plan to maintain HCV value such as Demarcation and demarcated the HCV area along of outside boundary, through the pillars installement, Signboard installement, Fire control, Flora and founa protection, Land cover inventarization and enrichment area. The company and smallholder has implemented the program to maintain the HCV value such as monitoring of flora and fauna, monitoring and maintenance the signboard, restoration area, monitoring of erotion and socialization of HCV to worker and local community. The company conduct monitoring periodically in accordance with the management and monitoring plan. The company conduct regular inspection and controlling the HCV area	C
	<p><b>7.3.5</b> Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).</p> <p><b>Specific Guidance:</b></p> <p><b>For 7.3.5:</b> <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>		

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	<p>a. Have areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, been identified in consultation with the communities?</p> <p>b. Have these areas been incorporated into HCV assessments and management plans (see Criterion 5.2)?</p>	<p>a. Based on HCV report, there is HCV set-asides with existing right of local communities such as Geronggang village, Maribaya village and Embacang village.. Based on HCV report, there is HCV set-asides with existing right of local communities such as Geronggang village, Maribaya village and Embacang village.. The company has a map of HCV area The company as record of consultation and socialization with local community. The company has conduct socialization on 25-26 July 2016 for Embacang village attend by 73 people and 30-31 August 2016 for Maribaya village and Geronggang village attend by 19 people.</p> <p>b. The company and local community has an agreement to protect the HCV area</p>	C
7.4	Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.		
	<p><b>7.4.1</b> Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p> <p><b>Guidance:</b></p> <p><i>This activity should be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</i></p> <p><i>Planting on extensive areas of peat soils and other fragile soils should be avoided (see Criterion 4.3). Adverse impacts may include hydrological risks or significantly increased risks (e.g. fire risk) in areas outside the plantation (see Criterion 5.5).</i></p>		

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	<p>a. Are there maps identifying marginal and fragile soils, including excessive gradients and peat soils?</p> <p>b. If peat is present, does the map show the extent, nature, and depth of peat?</p> <p>c. Are the maps used to identify areas that are inappropriate for planting?</p> <p>d. Have the maps been incorporated for use in the social and environmental impact assessment (SEIA)?</p> <p>e. Is there evidence that planting on extensive areas of peat soils and other fragile soils have been avoided?</p>	<p>a. Hikmah 2 estate has soil map with scale 1:50.000. Based on the map, no found fragile soils, including peat soil. Soil types consist of Typic Kandudults, Typic Hapludults, and Typic Dystrudepts about 1.369,07 Ha. Other soil types are Typic Endoaquepts and Aquic Dystrudepts about 977.72 ha.</p> <p>b. There is no found peat soil</p> <p>c. Based on the map, no areas that are inappropriate for planting</p> <p>d. The map been incorporated for use in the social and environmental impact assessment (SEIA).</p> <p>e. There is no found peat soil and fragile soil.</p>	C
	<p><b>7.4.2 (M)</b> Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.</p>		
	<p>a. Are there plans to protect planted areas on fragile and marginal soils, including peat from adverse impacts?</p> <p>b. Does the plan take into consideration specific control and NI thresholds, including:</p> <ul style="list-style-type: none"> <li>• Slope limits;</li> <li>• List of soil types that need to be avoided, especially peat soil;</li> <li>• Proportion of plantation areas that can include marginal / fragile soil.</li> </ul> <p>c. Has the plan been implemented?</p>	<p>Based on soil map and soil survey, no found peat soil and other fragile in Hikmah 2 estate area</p> <p>Based on soil survey, Hikmah 2 estate has slope 0-8°. Therefore Hikmah 2 estate has no plan to plant at slope limit</p>	C
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><b>7.5.1 (M)</b> Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.</p>		

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	<p><i>Refer also to criteria 2.2, 2.3, 6.2, 6.4 and 7.6 for Indicators and Guidance on compliance.</i></p> <p><b>Guidance:</b> <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, management plans and operations should maintain sacred sites. Agreements with indigenous peoples, local communities and other stakeholders should be made without coercion or other undue influence (see Guidance for Criterion 2.3).</i></p> <p><i>Relevant stakeholders include those affected by or concerned with the new plantings.</i></p> <p><i>Free, prior and informed consent (FPIC) is a guiding principle and should be applied to all RSPO members throughout the supply chain. Refer to RSPO approved FPIC guidance ('FPIC and the RSPO; A Guide for Companies', October 2008).</i></p> <p><i>Customary and user rights will be demonstrated through participatory user mapping as part of the FPIC process.</i></p>		
	<ul style="list-style-type: none"> <li>a. Does the new planting area include 'local people's land'?</li> <li>b. If yes, has the community given their consent?</li> <li>c. Is there evidence to demonstrate that the consent/agreement has been given?</li> <li>d. Has the community been given the opportunity to say 'no' to the proposed development?</li> <li>e. Are the principles of the FPIC process followed?</li> </ul>	<p>Based on SIA document and public consultation, there is no any information that planting since November 2005 until December 31, 2009 was reduce the local rights, or, local communities. All process for land compensation already finished since Telaga Hikmah get the location permit and land use rights.</p>	C
7.6	<p>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>		
	<p><b>7.6.1 (M)</b> Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p> <p><b>Specific Guidance:</b></p> <p><b>For 7.6.1:</b> <i>This activity shall be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</i></p>		

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	<p><b>Guidance:</b></p> <p>Refer to Criteria 2.2, 2.3 and 6.4 and associated Guidance.</p> <p>This requirement includes indigenous peoples (see Annex 1).</p> <p>Refer to RSPO approved FPIC guidance ('FPIC and the RSPO; A Guide for Companies', October 2008)</p>		
	<ul style="list-style-type: none"> <li>a. Does the SEIA include the identification and assessment of legal, customary and user rights of the area?</li> <li>b. Does the company have SOPs to identify and assess any legal, customary and user rights of the local peoples?</li> <li>c. Is there any known notification from the stakeholders claiming to have legal, customary and/or user rights on the land for the new planting area?</li> <li>d. Has the claim been identified and assess according to the protocol/SOP? Does the process follow and respect the FPIC principles?</li> <li>e. Has the process of identification and assessment been recorded/documentated and made publicly available?</li> </ul>	<p>Based on SIA document and public consultation, there is no any information that planting since November 2005 until December 31, 2009 all process for land compensation already finished since Telaga Hikmah get the location permit and land use rights, and compensation process carry out by affected parties complete with land compensation evidence such as letter agreement for land compensation and photograph. The land compensation process already finished in 2003. And when NPP assessment carry out through PT Telaga Hikmah there is no land compensation process found</p>	<p>C</p>
	<p><b>7.6.2 (M)</b> A system for identifying people entitled to compensation shall be in place.</p>		

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	<ul style="list-style-type: none"> <li>a. Does the company have a system in place to identify people and/or community groups entitled to compensation?</li> <li>b. Is the system documented?</li> <li>c. Does the system follow and respect the FPIC principles?</li> </ul>	Based on SIA document and public consultation, there is no any information that planting since November 2005 until December 31, 2009 all process for land compensation already finished since Telaga Hikmah get the location permit and land use rights, and compensation process carry out by affected parties complete with land compensation evidence such as letter agreement for land compensation and photograph. The land compensation process already finished in 2003. And when NPP assessment carry out through PT Telaga Hikmah there is no land compensation procces found	C
	<b>7.6.3 (M)</b> A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.		
	<ul style="list-style-type: none"> <li>a. Does the company have a system in place to calculate and distribute fair compensation (monetary or otherwise)?</li> <li>b. Is the system documented and publicly made available?</li> <li>c. Does the system follow and respect the FPIC principles?</li> </ul>	Based on SIA document and public consultation, there is no any information that planting since November 2005 until December 31, 2009 all process for land compensation already finished since Telaga Hikmah get the location permit and land use rights, and compensation process carry out by affected parties complete with land compensation evidence such as letter agreement for land compensation and photograph. The land compensation process already finished in 2003. And when NPP assessment carry out through PT Telaga Hikmah there is no land compensation procces found	C
	<b>7.6.4</b> Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development		
	Does the company provide communities that have lost access and rights to land for plantation expansion opportunities to benefit from plantation development?	Based on SIA document and public consultation, there is no any information that planting since November 2005 until December 31, 2009 all process for land compensation already finished since Telaga Hikmah get the location permit and land use rights, and compensation process carry out by affected parties complete with land compensation evidence such as letter agreement for land compensation and photograph. The land compensation process already finished in 2003. And when NPP assessment carry out through PT Telaga Hikmah there is no land compensation procces found	C
	<b>7.6.5</b> The process and outcome of any compensation claims shall be documented and made publicly available		

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	Is the process and outcome of any compensation claims documented and made publicly available?	Based on SIA document and public consultation, there is no any information that planting since November 2005 until December 31, 2009 all process for land compensation already finished since Telaga Hikmah get the location permit and land use rights, and compensation process carry out by affected parties complete with land compensation evidence such as letter agreement for land compensation and photograph. The land compensation process already finished in 2003. And when NPP assessment carry out through PT Telaga Hikmah there is no land compensation procces found	C
	<p><b>7.6.6.</b> Evidence shall be available that the affected communities and rights holders have access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p><b>Specific Guidance:</b></p> <p><b>For 7.6.6:</b> Growers and millers will confirm that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the new issuance of a concession or land title to the operator.</p>		
	<ul style="list-style-type: none"> <li>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?</li> <li>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?</li> <li>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</li> </ul>	Based on SIA document and public consultation, there is no any information that planting since November 2005 until December 31, 2009 all process for land compensation already finished since Telaga Hikmah get the location permit and land use rights, and compensation process carry out by affected parties complete with land compensation evidence such as letter agreement for land compensation and photograph. The land compensation process already finished in 2003. And when NPP assessment carry out through PT Telaga Hikmah there is no land compensation procces found	C

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	land title?		
<b>7.7</b>	No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice		
	<p><b>7.7.1 (M)</b> There shall be no land preparation by burning, other than in specific situations, as identified in the '<i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i>' 2003, or comparable guidelines in other regions.</p> <p><b>Guidance:</b></p> <p><i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and exceptional levels of caution are required for use of fire on peat. This should be subject to regulatory provisions under respective national environmental legislation. Extension/training programmes for smallholders may be necessary.</i></p>		
	<p>a. Is there evidence of land preparation by burning? (The auditors shall conduct site verification of the newly planted site which will include interviews with workers).</p> <p>b. Was land prepared using the burn method due to reasons or specific situations, as identified in the '<i>Guidelines for the Implementation of the ASEAN Policy on Zero Burnings</i>' 2003, or comparable guidelines in other regions?</p> <p>c. If the burn method has been used for land preparation, has the company complied with the requirements of '<i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i>' 2003, or comparable guidelines in other regions?</p> <p>d. Is document showing proper justifica-</p>	<p>Hikmah 2 estate has not conducted land preparation by burning. Hikmah 2 estate has a policy of Sampoerna Agro on date July 1, 2015 about zero burning for land preparation.</p> <p>The company has procedure for land preparation without burning with number: P-SAG-KBN-PML-01 revision 01 dated March 16, 2012</p> <p>There were not open burning sighted in any of the replanting areas, landfills as well as workers and staff quarters during the field visits at year planting 2010.</p>	C



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	tion for such activity available?		
	<p><b>7.7.2</b> In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p><b>Specific Guidance:</b></p> <p><b>For 7.7.2:</b> This activity shall be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</p>		
	<p>a. In exceptional cases where fire has to be used for preparing land for planting, is there evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?</p> <p>b. Was the activity incorporated in the SEIA report?</p> <p>c. What were the mitigation measures? Was it implemented?</p>	No buring for land preparation	C
7.8 <sup>1</sup>	<p>New plantation developments are designed to minimise net greenhouse gas emissions.</p> <p><i>Preamble :</i></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>		

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

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p><i>Growers and millers commit to plan development in such a way to minimise net GHG emissions towards a goal of low carbon development (noting the recommendations agreed by consensus of the RSPO GHG WG2).</i></p> <p><i>Growers and millers commit to an implementation period for promoting best practices in reporting to the RSPO, and after December 31<sup>st</sup> 2016 to public reporting. Growers and millers make these commitments with the support of all other stakeholder groups of the RSPO.</i></p>		
	<p><b>7.8.1 (M)</b> The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p><b>Specific Guidance:</b></p> <p><b>For 7.8.1:</b> GHG identification and estimates can be integrated into existing processes such as HCV and soil assessments.</p> <p><i>The RSPO carbon assessment tool for new plantings will be available to identify and estimate the carbon stocks. It is acknowledged that there are other tools and methodologies currently in use; the RSPO working group will not exclude these, and will include these in the review process.</i></p> <p><i>The RSPO PalmGHG tool or an RSPO-endorsed equivalent will be used to estimate future GHG emissions from new developments using, amongst others, the data from the RSPO carbon assessment tool for new plantings.</i></p> <p><i>Parties seeking to use an alternative tool for new plantings will have to demonstrate its equivalence to the RSPO for endorsement.</i></p> <p><b>Guidance</b></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>During the implementation period until December 31<sup>st</sup> 2016 (as specified in Criterion 5.6), reporting on GHG will be to a relevant RSPO working group (composed of all membership categories) which will use the information reported to review and fine tune the tools, emission factors and methodologies, and provide additional guidance on the process. During the implementation period the RSPO working group will seek to further develop and continually improve the RSPO carbon assessment tool for new plantings, recognising the challenges associated with estimating carbon stocks and projecting GHG emissions from new developments.</i></p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p><i>Thereafter growers and millers will ensure that new plantation developments are designed to minimise net GHG emissions and commit to reporting publicly on this.</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>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>Telaga Hikmah 2 estate under Telaga Hikmah PT was create the green house gases mitigation and also carbon stock assessment. The mitigation already explained in P&amp;C 5.6</p>	<p><b>C</b></p>
	<p><b>7.8.2</b> There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.</p> <p><b>Specific Guidance:</b></p> <p><b>For 7.8.2:</b> Growers are strongly encouraged to establish new plantings on mineral soils, in low carbon stock areas, and cultivated areas, which the current users are willing to develop into oil palm. Millers are encouraged to adopt low-emission management practices (e.g. better management of palm oil mill effluent (POME), efficient boilers etc.) in new developments.</p> <p><i>Growers and millers should plan to implement RSPO best management practices for the minimisation of emissions during the development of new plantations.</i></p>		

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	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?	Telaga Hikmah 2 estate under Telaga Hikmah PT was create the green house gasses mitigation and also carbon stock assessment. The mitigation already explained in P&C 5.6	NA
<b>Principle 8: Commitment To Continual Improvement In Key Areas of Activity.</b>			
8.1	Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
	<p><b>8.1.1 (M)</b> The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul> <p><b>Guidance:</b></p> <p><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>		
	a. Is there an action plan for continual improvement? b. Describe the main components of the plan. c. Has the action plan been implemented? d. Provide examples of continual improvements that have been implement-	The company and smallholder has effort to continuous improvement for all activity in mill and estate such as methane trap, implement the IPM to control the pest and desease by biological control mechanism, such as <i>Turnera subulata</i> planting and <i>Tyto alba</i> . For community relationship, the Selapan Jaya palm oil mill and estate also has effort to maintained relationship between the communities, although some land conflict has been detected in company land use rights area. In riparian managemen plan, the Selapan Jaya palm oil mill and supply based could show the evidence that they already maintain the riparian river bank thorough the kept	C

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	<p>ed.</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"><li>• Reduction in use of pesticides (Criterion 4.6)? Is IPM widely implemented?</li><li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2)?</li><li>• Waste reduction (Criterion 5.3)?</li><li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8)?</li><li>• Social impacts (Criterion 6.1)?</li><li>• Optimising the yield of the supply base?</li></ul> <p>Do growers have a system to improve practices in line with new information and techniques, and a mechanism for disseminating this information throughout the workforce?</p>	<p>the riparian rivers from activity will damage the river bank.</p>	

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

No.	Name of Stakeholder	Institution / Position	Remarks
<b>Stakeholders Interviewed during Public Consultation Meeting</b>			
-	-	-	-
<b>Stakeholders Interviewed On-Site</b>			
1	Bintang Soma Perdana	Smallholder staff	
2	Sangkot Sitorus	Assisstant Mill	
3	Ferry	Mill Manager	
4	Asih	Laboratory staff	
5	Anita	Sustainability staff	
6	Yanto	Harvester/KUD Bina Sejahtera	
7	Maryanto	Harvester/KUD Bina Sejahtera	
8	Supriatin	Operator Pesticide/KUD Bina Sejahtera	
9	Kasih	Operator Pesticide/KUD Bina Sejahtera	
10	Fatmawati	Operator Pesticide/KUD Bina Sejahtera	
11	Anis Komariah	Mill QC staff	
12	Heru Prasetyo	KUD secretary	
13	H Azhar SP	KUD Head	
14	Kadar Rohman	KUD Staff	
15	I wayan Saren	Smallholder Manager	
16	Syarif Hidayat	Head village of Kerta Mukti	
17	Edi W	Head of Clinic	
18	H. Azhar	Haed of cooperative Bina Sejahtera	
19	Deki Raymond	OSH Officer	
20	Riswanto	Spraying foreman	
21	Mega Priani	Sprayer	
22	Rosinah	Sprayer	
23	Edisar	Welder	
24	Husini	Sterilizer operator	