

**Roundtable on Sustainable Palm Oil Certification
RSPO**

Stage-1 Stage-2 Surveillance Re-Certification

Name of Management Organisation : SARANA TITIAN PERMATA POM – PT SARANA TITIAN PERMATA subsidiary of WILMAR INTERNATIONAL LTD
 Plantation Name : PT SARANA TITIAN PERMATA - STP 1 Estate, STP 2 Estate and STP 3 Estate
 Location : Village of Tanjung Rengas, Sub District of Seruyan Hilir, District of Seruyan, Province of Kalimantan Tengah, Indonesia
 Certificate Code : **MUTU-RSPO/022**
 Date of Certificate Issue : 30 November 2012 Date of License Issue : 30 November 2016
 Date of Certificate Expiry : 29 November 2017 Date of License Expiry : 29 November 2017

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-4	13 – 17 September 2016	Oktovianus Rusmin (Lead Auditor), Arif Faisal Simatupang, Steve Muallim, Dwi Haryati.	Octo H.P.N. Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-4	24 November 2016

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Figure 1. Location Map of PT Sarana Titian Permata

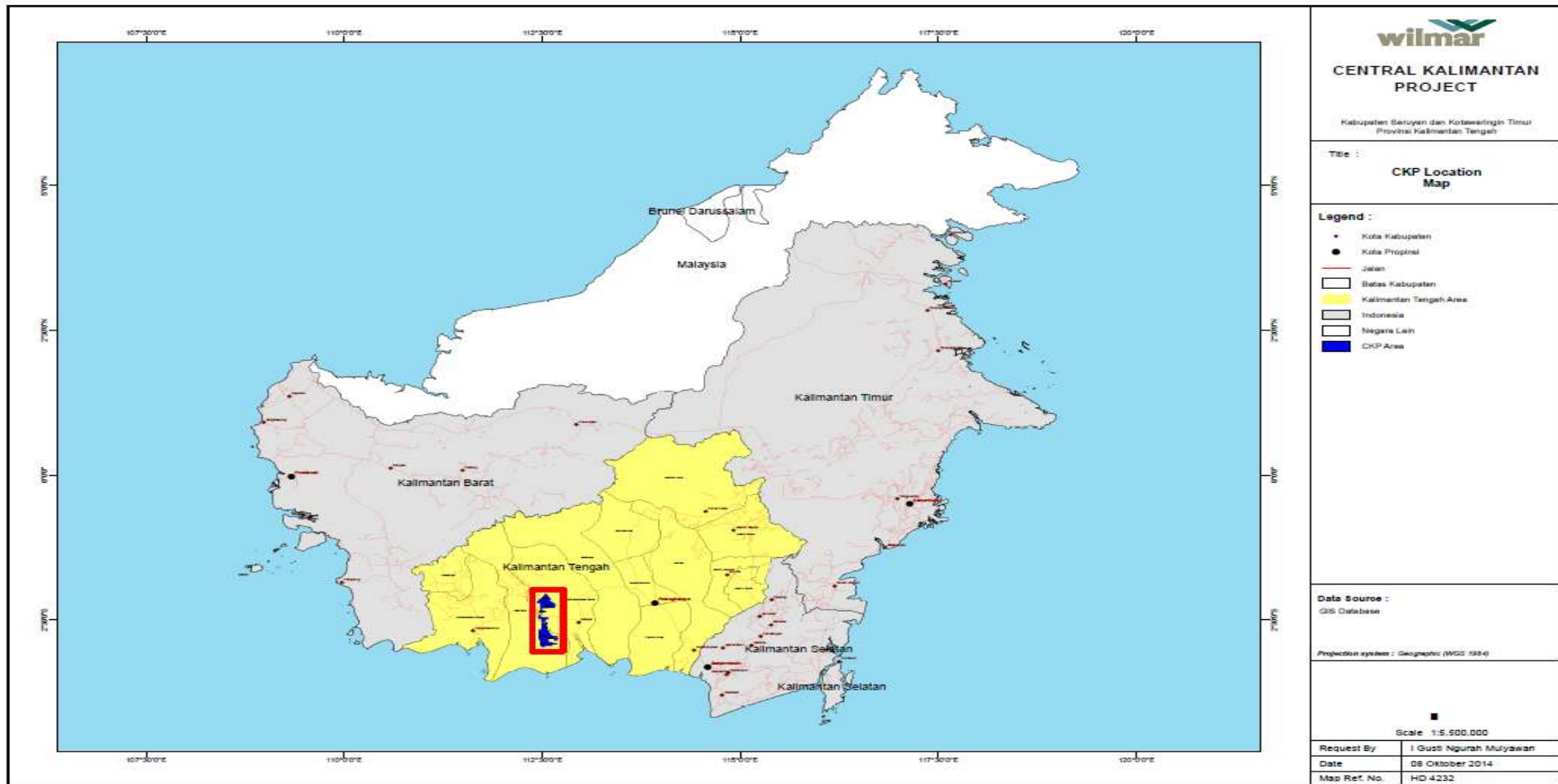
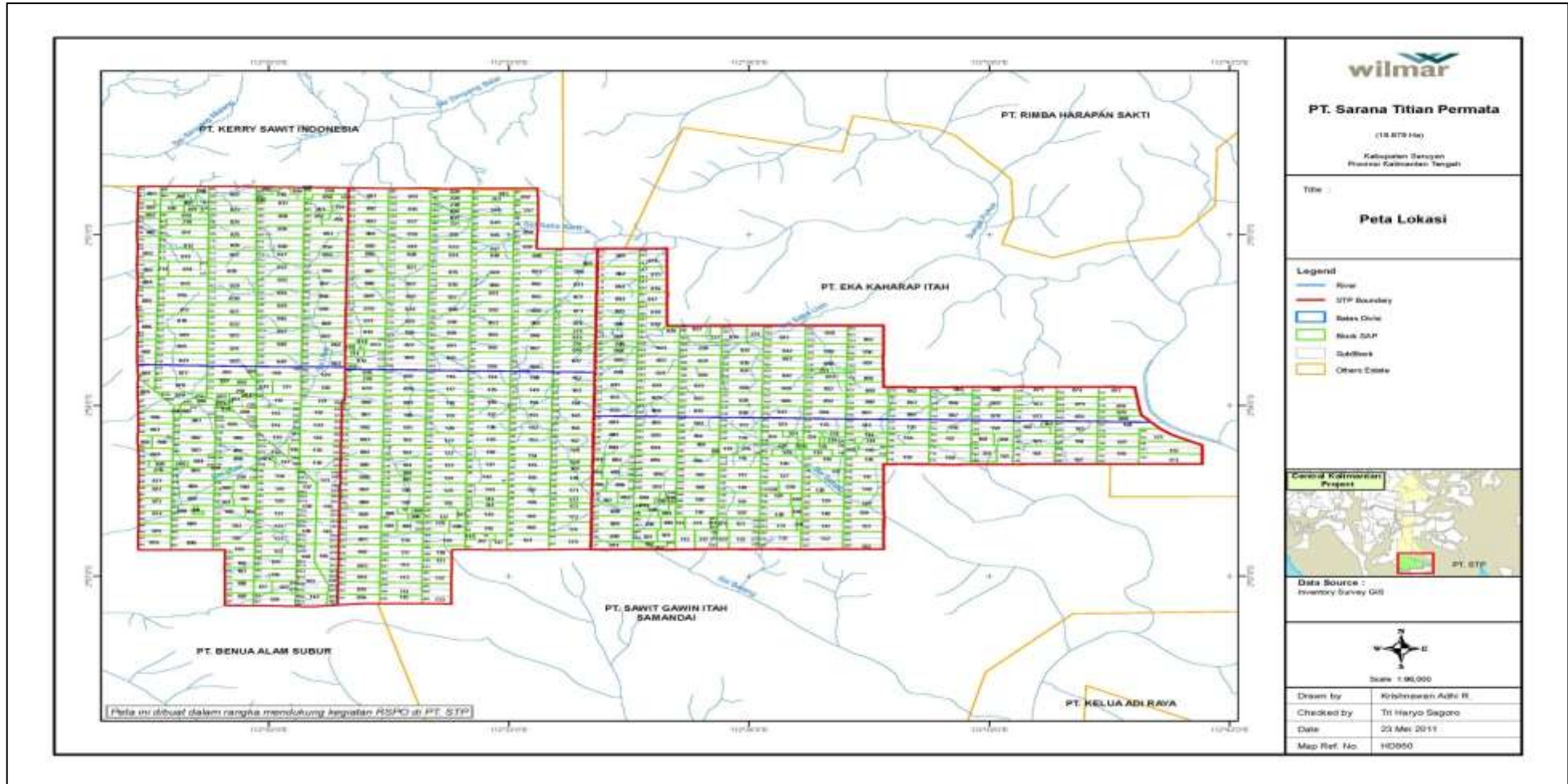


Figure 2. Operational Map of PT Sarana Titian Permata



Abbreviations Used

ASA	:	Annual Surveillance Assessment
B3	:	Poisonous and Hazardous Material
BOD	:	Biological Oxygen Demand
BPJS	:	Social Insurance Agency
CD	:	Community Development
CKP	:	Central Kalimantan Project
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
EFB	:	Empty Fruit Bunches
EIA	:	Environmental Impact Assessment
EMU	:	Ecological Management Unit
FFB	:	Fresh Fruit Bunches
FPIC	:	Free Prior for Informed Consent
GHG	:	Green House Gases
H1	:	Menstruated
H2	:	Pregnant
HCV	:	High Conservation Value
HGU	:	Land Use Title
HIRARC	:	Hazard Identification Risk Assessment and Risk Control
IK	:	Instruksi Kerja (Work Instruction)
IPM	:	Integrated Pest Management
IUP	:	Plantation Business License
ISPO	:	Indonesian Sustainable Palm Oil
JAMSOSTEK	:	Worker Social Insurance
KAN	:	National Accreditation Committee
KER	:	Kernel Extraction Rate
LC	:	Land Clearing
LD	:	Lethal Dose
LTA	:	Lost Time Accident
LSU	:	Leaf Sampling Unit
MN	:	Main Nursery
MOP	:	Muriate of Potash
MSDS	:	Material Safety Data Sheet
NGO	:	Non Government Organization
NPK	:	Nitrogen Phosphorus and Potassium (Kalium)
OER	:	Oil Extraction Rate
OHS	:	Occupational Safety and Health
P2K3	:	Occupational Health and Safety Committee
IPAL	:	Waste Water Treatment Plan
IPM	:	Integrated Pest Management
PK	:	Palm Kernel
PPE	:	Personal Protective Equipment
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PR	:	Public Relation
QAMS	:	Quantitative Agro-Management System
RaCP	:	Remediation and Compensation Procedure
RKL	:	Environment Management Plan

RPL	:	Environment Monitoring Plan
RP	:	Rock Phosphate
RTE	:	Rare, Threatened or Endangered
RSPO	:	Roundtable on Sustainable Palm Oil
SDC	:	System Development Control
SEIA	:	Social Environmental Impact Assessment
SOP	:	Standard Operating System
SSU	:	Soil Sampling Unit
STP	:	Sarana Titian Permata
STP 1 Estate	:	Sarana Titian Permata 1 Estate
STP 2 Estate	:	Sarana Titian Permata 2 Estate
STP 3 Estate	:	Sarana Titian Permata 3 Estate
WWTP	:	Waste Water Treatment Plant
ZA	:	Zwavelzure Ammoniak

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • <i>RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil – April 25th, 2013.</i> • <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</i> 	
1.2	Organisation Information		
1.2.1	Organization name listed in the certificate	PT.SARANA TITIAN PERMATA subsidiary of WILMAR INTERNATIONAL LIMITED	
1.2.2	Contact person	Simon Siburat	
1.2.3	Organisation address and site address	<u>Head Office :</u> 56 Neil Road Singapore Singapore 088 030 Multivison Tower Lt. 15 Jl. Kuningan Mulia Blok B9, Kuningan, Jakarta 12980 – Indonesia <u>Site :</u> Tanjung Rengas Village, Seruyan Hilir Sub district Seruyan District, Center Kalimantan Province	
1.2.4	Telephone	(62-21) 2938- 0777	
1.2.5	Fax	(62-21) 2938 - 0115	
1.2.6	E-mail	simonsiburat@wilmar.com	
1.2.7	Web page address	www.wilmar.co.id	
1.2.8	Management Representative who completed the application for certification	Simon Siburat (Group General Manager Sustainability)	
1.2.9	Registered as RSPO member	Registered No: 2-0017-05-000-00 Registered member:16 Augustus 2005	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	One Mill (STP POM), with FFB Suplly from 3 Estate (STP 1 Estate, STP 2 Estate and STP 3 Estate)	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Sarana Titian Permata POM	Desa Tanjung Rengas, Kecamatan Seruyan Hilir, Kabupaten Seruyan, Provinsi Kalimantan Tengah	2° 53' 40.48" S 112° 32' 37.465" E
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	STP1 Estate	Seruyan Hilir Sub District, Seruyan District, Central Kalimantan Province	2° 52' 3.649" S 112° 30' 54.415" E

	STP2 Estate	Seruyan Hilir Sub District, Seruyan District, Central Kalimantan Province	2° 53' 1.347" S	112° 32' 55.525" E			
	STP3 Estate	Seruyan Hilir Sub District, Seruyan District, Central Kalimantan Province	2° 54' 28.890" S	112° 36' 49.580" E			
1.5	Description of Area Statement						
1.5.1	Tenure						
	• State	19,979.00 Ha					
	• Community	- Ha					
1.5.2	Area Statement						
		STP 1 Estate (Ha)	STP 2 Estate (Ha)	STP 3 Estate (Ha)	TOTAL (Ha)		
	Total area	6,088.97	6,984.83	6,905.20	19,979.00		
	Mature area	5,311.09	6,304.25	5,253.20	16,868.54		
	Immature area	-	-	-	-		
	Nursery	2.41	-	-	2.41		
	Occupation	86.65	96.45	11.28	194.38		
	Not plantable	199.00	262.96	240.40	702.36		
	Mill	-	20.04	6.94	26.98		
	Roads, Drainage, Housing, Others	264.50	287.46	218.33	770.29		
	HCV	225.32	13.67	1175.05	1,414.04		
1.6	Planting Year and Cycles						
1.6.1	Age profile of planting year						
	Planting Year	Hectarage (Ha)			TOTAL (Ha)		
		STP 1 Estate (Ha)	STP 2 Estate (Ha)	STP 3 Estate (Ha)			
	2006	1,720.37	871.98	-	2,592.35		
	2007	1,856.88	2,185.13	2,151.70	6,193.71		
	2008	1,368.16	2,772.07	2,425.16	6,565.39		
	2009	272.89	330.30	652.58	1,255.77		
	2010	74.49	43.73	23.76	141.98		
	2013	18.30	72.95	-	91.25		
	2014	-	28.09	-	28.09		
	TOTAL	5,311.09	6,304.25	5,253.20	16,868.54		
1.6.2	New Planting area after January 2010		-		Ha		
1.6.3	Planting Cycle		1 st Cycle				
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	STP POM	45	195,436.22	44,129.50	22.58	8,012.89	4.10
	*Source: FFB Processing from September 2015 – August 2016						

1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	STP 1 Estate	6,088.97	5,311.09	84,469.28	15.96	51,178.44	60.58
	STP 2 Estate	6,984.83	6,304.25	100,992.81	16.28	76,235.90	75.48
	STP 3 Estate	6,905.20	5,253.20	97,103.24	18.48	68,021.88	70.05
	TOTAL	19,979.00	16,868.54	282,565.33	16.87	195,436.22	69.16
	*Source: FFB Processing from September 2015 – August 2016						
1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill			
				FFB (tonnes/year)			
	-	-	-	-			
	TOTAL						-
	*Source: FFB Processing from September 2015 – August 2016						
	* No FFB receive from other source.z						
1.7.4	Product categories			FFB, CPO, PK			
1.8	Estimate Tonnage of Certified Product						
1.8.1	Past Annual Claim Certified Product			Previous Certificate Claim 30 November 2015 to 29 November 2016 (tonnes/year)		Actual certified product 30 November 2015 to Sept 2016 (tonnes/year)	
	• FFB Production			360,417		182,474	
	• CPO Production			82,896		42,346	
	• Palm Kernel (PK) Production			14,417		7,912	
1.8.2	Estimate of Certified FFB Claim						
	Name of Estate(s)	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	STP 1 Estate	6,088.97	5,311.09	109,500	20.69		
	STP 2 Estate	6,984.83	6,304.25	132,200	21.31		
	STP 3 Estate	6,905.20	5,253.20	125,000	23.80		
	TOTAL	19,979.00	16,868.54	366,700	21.89		
	*Projected FFB production September 2016 – August 2017						
1.8.3	Estimate of Certified Palm Product Claim						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	STP POM	45	366,700	84,341	23.00	14,668	4.00
	*Projected CSPO and CSPK production 30 November 2016 – 29 November 2017						
1.9	Other Certifications						
	The company only implementing Roundtable on Sustainable Palm Oil (RSPO) certification and no other certification held.						

1.10	Time Bound Plan			
1.10.1	Time Bound Plan for Other Management Units			
No	Management Unit	Location	Time Bound Plan	Status
1	Sapi (1 + 2)	Sandakan, Sabah, Malaysia	2008	Certified
2	Sabahmas	Lahad Datu, Sabah, Malaysia	2008	Certified
3	Reka Halus	Sandakan, Sabah, Malaysia	2008	Certified
4	Saremas (1 + 2)	Miri Serawak, Malaysia	2008	Certified
5	Kaminsky	Miri Serawak, Malaysia	2008	Certified
6	Suai	Miri Serawak, Malaysia	2008	Certified
7	Segarmas	Miri Serawak, Malaysia	2008	Certified
8	Terusan (1 + 2)	Sandakan, Sabah, Malaysia	2009	Certified
9	Kiabau	Sandakan, Sabah, Malaysia	2009	Certified
10	Ribubonus	Sandakan, Sabah, Malaysia	2009	Certified
11	PT Milano (SDE, BSE & MBE)	North Sumatra	2009	Certified
12	PT Mustika Sembuluh	Central Kalimantan	2009	Certified
13	PT Kencana Sawit Indonesia	West Sumatra.	2010	Certified
14	PT Kerry Sawit Indonesia	Central Kalimantan	2010	Certified
15	PT Tania Selatan (BT & BB)	South Sumatra	2010	Certified
16	Hibumas	Sandakan, Sabah	2010	Certified
17	Sri Kamusan	Sandakan, Sabah	2010	Certified
18	Sekar Imej	Sandakan, Sabah	2010	Certified
19	Aktif Kukuh & Koerasi	Sandakan, Sabah	2010	Certified
20	PT AMP Plantation	West Sumatra	2011	Certified
21	PT Primatama Muliajaya	West Sumatra	2011	Certified
22	PT ANI (Sambas)	West Kalimantan	2012	Certified
23	PT Buluh Canang Plantations	South Sumatra	2013	Certified
24	PT Tania (Bamboo Kuning)	South Sumatra	2011	Certified
25	PT Bumi Sawit Kencana	Central Kalimantan	2012	Certified
26	PT Gersindo Minang Plantations	West Sumatra	2012	Certified
27	PT Permata Hijau Pasaman	West Sumatra	2012	Certified
28	PT Sarana Titian Permata	Central Kalimantan	2012	Certified
29	PT Daya Labuhan Indah	North Sumatra	2013	Certified
30	PT Milano (CDE)	North Sumatra	2013	Certified
31	PT Agro Palindo Sakti 1	South Sumatra	2014	1st Stage Audit 22/05/2014
32	PT Mentaya Sawit Mas	Central Kalimantan	2014	Certified Issued on 24 April 2015

33	PT Musi Banyuasin Indah	South Sumatra	2014	1st Stage Audit 28/11/2014
34	PT Mustika Sembuluh 2 (Extend Scope PT. Mustika Sembuluh I)	Central Kalimantan	2014	Certified
35	PT Kerry Sawit Indonesia 2 (Extend Scope PT. Kerry Sawit Indonesia I)	Central Kalimantan	2014	1st stage audit on 22/05/2014
36	PT Murini Sam Sam	Riau	2015	1st stage audit on 2-6 Nov 2015
37	PT Sinarsiak Dianpermai	Riau.	2015	1st stage audit on 19/09/2014
38	PT. Bumi Pratama Khatulistiwa	West Kalimantan	2015	Planning
39	PT. Agronusa Investama (Landak)	West Kalimantan	2016	Planning
40	BBPOP (Benso Plantations)	Ghana	2015	certified
41	PT. Pratama Prosentindo	West Kalimantan	2016	Planning
42	PT. Putra Indotropical	West Kalimantan	2016	Planning
43	PT Agro Palindo Sakti 2	West Kalimantan	2016	Planning
44	PT Daya Landak Plantation	West Kalimantan	2016	Planning
45	PT Indoresin Putra Mandiri	West Kalimantan	2016	Planning
46	PT Karunia Kencana Permaisejati	Central Kalimantan	2016	1st Stage Audit
47	PT Rimba Harapan Sakti	Central Kalimantan	2016	1st Stage Audit
48	PT. Agro Indah Persada 2	Bangko - Jambi	2016	Planning
	PT Asiatic Persada	Jambi	2013	Not classified, company sold
	PT Citra Riau Sarana 1	Riau	2014	Not classified, shares are being divested
	PT Citra Riau Sarana (ML) 3	Riau	2014	Not classified, shares are being divested
	PT Citra Riau Sarana 2	Riau	2014	Not classified, shares are being divested
<i>*latest update of TBP 2015 under WILMAR management</i>				
1.10.2	Progress of Associated Smallholders and Out growers for Certifiable Standard			
	PT. Sarana Titian Permata does not have engagement with associated smallholder.			

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-4	<ol style="list-style-type: none"> Oktovianus Rusmin (Lead Auditor). Bachelor's Degree in Social & Political Sciences Department of Anthropology. Specialists in the field of Social and Cultural (Social Impact & Conflict Resolution) and HCV. Already participated in Forest Management Auditor Training (FSC Standard), ISO 14001 Environmental Management System Training, SVLK (wood legality) Auditor, Indonesian Sustainable Palm Oil (ISPO) and RSPO Lead Auditor Training. He was several times involved in the assessment of Sustainable Forest Management Certification (Standard LEI) and Gap Analysis Audit (FSC Standard). Had worked at the Center for study of Anthropology University of Indonesia and Social Advisor at Tropical Forest Trust (TFT) Indonesia. He was numerously involved in Social Impact Assessment and HCV Identification in Palm Oil Plantations and Natural Forest concessions and was approved as HCV assessor by RSPO for Social Discipline Specialist. Have been involved in several palm oil certifications as Auditor and Lead Auditor. During this audit, he assigned to verify of legal, social and supply chain aspect. Steve Mualim (Auditor). Bachelor of Environmental Engineering, Islamic University of Indonesia and Master of Management & Utilization of Waste, Gadjah Mada University. He has experience in mitigation of greenhouse gas emissions. He was listed as the Social Carbon Validator for a carbon project in Indonesia. During this time he was active in various seminars and forums for the development of standards and methodology of greenhouse gases in Indonesia. In addition he has experience as document drafting team effort Environmental Management and Environmental Monitoring Effort (UKL – UPL) for 1 year at national environmental consultant. He has been involved in water sampling methodology and analysis training, waste management training, auditor training ISO (ISO 9001, ISO 14001, and ISO 14064-65), awareness training ISO 50001, awareness auditor RSPO, Auditor ISPO, Lead Auditor RSPO RED, and Safety Health Environment specialist. During this audit, he assigned to verify of environment and HCV. Arif Faisal Simatupang (Trainee Auditor). Bachelor of Agriculture, from Department of Agriculture Agronomy, Faculty of Agriculture, University of Gadjah Mada. He has attended the RSPO Awareness Training, Indonesian Sustainable Palm Oil (ISPO) Auditor Training, Training of Management System Certification ISO 9001-2008, Training of Environmental Management System, Awareness of ISO 17021 and ISO 17065, and training of Management High Conservation Value (HCV). He has been 4 years of working experience as a Field Assistant on oil palm plantation companies in Indonesia. During the assessment he assigned to verify Integrated Pest Management, Best Management Practices, Good Manufacture Practices, management and Economic aspect. Dwi Haryati (Trainee Auditor). Bachelor of Agriculture, majoring in Agriculture Cultivation. She has experienced on Palm Oil Plantation as Sustainability staff. She had attended such as Indonesian Sustainable Palm Oil (ISPO) Auditor Training, RSPO Awareness Training, Training of Management System Certification ISO 9001-2008, Training of Environmental Management System, Awareness of ISO 17021, ISO 17065, Management High Conservation Value (HCV), Occupational Health & Safety Management System. During the assessment the Auditor verified transparency, occupational health & safety and workers right/welfare.
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-4	<p>Number of auditors : 4 auditor Number of days for at site : 4 days Number of working days at site : 16 Working days</p>
2.2.2	Assessment Process
ASA-4	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Sarana Titian Permata to the requirements of RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil – April 25th, 2013 dan RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill).</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p>

	<p>Some opportunities for improvement of the results ASA-4 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase Re-Certification. Improvement of findings from main assesment findings were observed by auditors at this ASA-4 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of Re-Certification.</p> <p>The assessment program please find Appendix 2</p>
<p>2.2.3</p>	<p>Locations of Assessment</p>
<p>ASA-4</p>	<p>Number of units in this certification activity is three estates, which supply the raw material (FFB) to STP Palm Oil Mill. In conducting the assessment, the team of auditors used the 0.8√y formula to determine the management units sampling to be focused on and also considered the issues raised by stakeholder. Based on this formula, the team of auditors determined that the sampling locations are one palm oil mill (STP POM) and two estates (STP-1 estate and STP-2 estate).</p> <p><u>STP 1 Estate</u></p> <ol style="list-style-type: none"> 1. Boundary Poles Inspection: Boundary poles sampling checks consist of: Pole 120-123 Block A44 - A49 and Pole 109-113 Block C67 - C58. The poles was installed in good condition and the poles numbers can be read clearly. 2. Harvesting, block 051 Division 1A. Observation and interview with harvester and supervisor regarding to harvesting procedures, payments, PPE usage and knowledge about company's policy, wild species protection and conservation area. 3. EFB application block 047 division IIA. Observation for waste management. 4. Chemical weeding block 025 division 1A. Observation and interview with chemical applicator regarding to chemical weeding procedures, safety herbicide application, PPE usage, ex herbicides management and workers. 5. Manuring activities block 113/131 division II B. Observations and interview with workers regarding to manuring, labour worker and environment, occupational health, safety implementation. 6. HCV areas block A50. Observation realated of HCV area management that consist of natural vegetation. 7. Policlinc. Auditor conducted observation related to work accident, medicine supply/ stock, medical check up and health care for workers. 8. Workshop. Auditor conducted observation related to implementation of manpower and occupational health and safety. The workshop floor was concrete and warning signs was installed in several area. 9. Warehouse storage of land fire-protection equipment. Auditor conducted observation related to land protection equipment supply/stock. 10. Warehouse for material. Auditor conducted observation related to PPE's supply/ stock. 11. Chemical Warehouse. Auditor conducted observation related to chemical material's supply, fertilizer and pesticide storage area and implementation of environment, occupational health safety. 12. Diesel fuel tank. Observation for EHS, and hazardous/toxic materials management 13. Generator room. Auditor conducted observation related to implementation occupational health and safety. 14. Washing station for spraying tools. Auditor conducted observation related to environment and occupational health and safety implementation. 15. Pesticide mixing place. Auditor conducted observation related to occupational health and safety implementation. 16. Temporary Hazardous Waste Storage. Observed the hazardous waste storage management and building facilities and related to environment, occupational health, safety implementation. 17. Housing division 1. Observation related to facilities and infrastructure for workers. Auditor conducted observation related to the proficiency of facilities and infrastructures for personnel and their family. 18. Child care. Auditor conducted observation related to the proficiency of facilities and infrastructures for personnel and their family. 19. Landfill. Observation for domestic waste management <p><u>STP 2 Estate</u></p>

20. **Pole 091-095**, which is side by side with communities estate, was in good condition.
21. **Block 047 Division IA**. Observation on harvesting, FFB transport, OHS, and welfare aspect.
22. **Block 047 Division IA**. Observation on manual weeding, OHS, and welfare aspect.
23. **Block 116 Division IIA**. Observation on spraying weed activity, OHS, and welfare aspect.
24. **Block G32 Division IIB**. Observation on POME land application, potencial leakage/pollution to the environment, working technique.
25. **Block G18**. Observations related to zero burning activities for 2014 planting years
26. **HCV areas block O13, F24, G24**. Observations for HCV management and riparian revegetation
27. **HCV areas block F24**. Observations for HCV management and riparian revegetation
28. **Land application Block G32 division IIB**. Observations for waste utilization and waste management.
29. **Landfill**. Observation for domiestic waste management
30. **Chemical mixing storehouse**. Observed the washing for working tools, spray teams PPE and ex pesticide containers handling.
31. **Water testing sampling point block K26**. Observations for water testing coordinates.
32. **Temporary Hazardous Waste Storage**. Observed the hazardous waste storage management and completeness of the building such as waste balance sheets, symbols and labels, the availability of fire extinguisher and emergency wash.
33. **Generator set engine room**. Observations and interviews with relevant operator about fuel efficiency, understanding related workers SOP, fire emergency at the mill, first aid kit, implementation of OHS, the facilities provided by the company, medical check up, training that has given the company and employment.
34. **Workshop**. Observation and interviews related to the competence of workers, medical check up, waste management, implementation of manpower and occupational health and safety.
35. **Fire emergency response team**. Observations for facilities and infrastucture for land fire.
36. **Housing division 1**. Observation related to facilities and infrastucture for workers. Auditor conducted observation related to the proficiency of facilities and infrastuctures for personnel and their family.
37. **Policlinic**. Auditor conducted observation related to medicine supply/ stock and implementation of occupational health and safety.

STP Mill

38. **Conducting verification related to SCCS** and interview with related personnel in charge to supply chain system
39. **Weight bridge**. Observation and interview with weight bridge personnel in weigh bridge area related to FFB's acceptance, weighing, recording and reporting system.
40. **Loading ramp**. Observation and interview with personnel in loading ramp area related to FFB received mechanism and documented system.
41. **Grading Station**. Observation and interview with key personnel related to implementation of FFB grading system.
42. **All processing station (Sterilizer, Hoisting Crane, Thresher, Pressing, Digester, Clarifier)**. Observation on FFB processing.
43. **Boiler Station**. Observation of renewable fuel using Fibers and shell, and interview of OHS implementation with key personnel.
44. **Generator and Kernel Station**. Observation and interview on OHS implementations and working mechanism.
45. **Workshop**. Auditor conducted observation related to implementation of manpower and occupational health and safety.
46. **Waste water treatment plant**. Observations and interviews related to the management of the WWTP effluent ponds and wastewater pond conditions
47. **Hazardous Waste Storage**. Auditor conducted observation related to environment and occupational health and safety implementation.
48. **Hydrant No 4**. Observation emergency response procedure and infrastucture.
49. **Chemical storehouse**. Observation for chemical handling and management activities.
50. **Water treatment plant**. Observation of water treatment activities and chemicals usage.

	<p><u>STP 3 Estate</u></p> <p>51. Block 081 Division II. Observation on EFB mulching application.</p> <p>52. Block 01 Division II. Observation on peat area management system : block drainage and weirs, piezometer, and peat subsidence stake.</p> <p>53. Block L45 Division IIA. Observation on condition and occupation of barn owl box.</p>
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-4	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT. Sarana Titian Permata was held by:</p> <ul style="list-style-type: none"> • Public Notification (14 Days before ASA-04 at 26th August 2016) • Public consultation with external stakeholders by interviews of related agencies in Seruyan District (Environment, Agriculture, Labour & Transmigration and National Land agency) and local stakeholders conducted by visits to Pematang Limau village and Focus Group Discussion with local peoples on 14th September 2016. • Public consultation with internal stakeholder (gender committee and labour union) on 14th September 2016. • Public consultation with NGO by email a week before assessment. <p>Numbers of input from stakeholders were clarified by PT Sarana Titian Permata</p>
2.3.2	Stakeholder contacted
	Please find appendix 1
2.4	Determining Next Assessment
ASA-4	The next visit (Re-Certification) will be determined one year after this ASA-4 (September-2017) .

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

Mutuagung Lestari has conducted an assessment of Sarana Titian Permata POM – PT Sarana Titian Permata operation consisting of 1 (one) mill and 3 (three) oil palm estates.

During the assessment, there were 5 (five) Nonconformities were assigned against Major Indicators; o (zero) nonconformance were assigned against Minor Indicators; and 6 (six) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditors in form of documentation evidence. Those corrective actions taken that consist of 5 (five) Nonconformities were assigned against Major Compliance Indicator; o (zero) nonconformance were assigned against Minor Indicators had been closed out. The 6 (six) opportunities for improvement shall be verified during next assessment.

Mutuagung Lestari found that **Sarana Titian Permata POM – PT Sarana Titian Permata** complied with the requirements of RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil – April 25th, 2013 dan RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill).

Therefore Mutuagung Lestari Recommends RSPO Certification of compliance is **Continued**.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
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.		
<p>Indicator 1.1.1 The certificate holder has a list of stakeholders comprising local government, village heads around the company, community leaders, NGO, universities, suppliers, contractors, banks. The lists are updated periodically and are available at each estate and mill. The list will be updated at least twice a year The company has procedures to provide information to outside parties (transparency) No. Doc. SOP 47/PR/(1)0211 valid since February 2011, which was developed by PR Manager and approved by general manager. This procedure give information about commitment on transparency with the entire stakeholders. The objective of this procedure is to ensure estate and mill provide information in correct and sufficient language for stakeholders, related to environment, social, and legal issues that related to RSPOs criteria. Encuring the management document is available for public, except for confidential documents or information, which will have a bad implication if published. This procedure has been communicated to the stakeholders through a letter sent and has received a receipt in the form of a stamp and the signature of the concerned stakeholders. For example, the recording company's meeting with the local village on February 11, 2016. In this meeting described the mechanisms of communication between the company and surrounding rural communities as well as those in charge of the communication.</p> <p>Indicator 1.1.2 Documentation of stakeholder requests for information stored in the logbook “Buku Surat Masuk dan Surat Keluar” that includes proposal and donation requests. Nevertheless, until the date of the audit, there is no request from stakeholders for company’s documents (legal, environmental and social). Public consultation with Plantation Agency and Environment Agency in Seruyan District revealed that company have</p>		

developed good communication and granted information for those agencies.

Status: Comply

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.

Indicator 1.2.1

The Company has a list of documents that can be accessed by the public. It is set in SOP for information grant to external party (transparency) No. Doc. SOP 47/PR/(3)0414 valid since April 2014, which explains the accessible document for public, such as: Certificate, OHS programme, social and environmental impact assessment programme, Documentation of HCV, Plan for the reduction and prevention of pollution, Complaints and complaints in detail, Procedures Negotiations, Plan for continuous improvement, Summary overview of certification assessment for companies that have been certified and Human Rights Policy.

Status: Comply

1.3

Growers and millers commit to ethical conduct in all business operations and transactions.

Indicator 1.3.1

The company has a policy of the Company Code (Applies to Plantation and Industry). This policy is effective from December 15, 2015. No. Document 044 / DIR-KP / XII / 2015. This policy document contains background, objectives, scope of the code of ethics, etc. Code of conduct is a set of standards of behavior in the form of written rules that systematically intentionally made based on moral principles that exist and are used as a guideline in conducting business activities that includes a mechanism for the relationship between stakeholders. The policy has been communicated to employees and contractors as a third party. Socialization to workers STP-1 on April 21, 2016; STP-2 dated January 12, 2016 and STP-POM on June 30, 2016.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

There is compliance with all applicable local, national and ratified international laws and regulations.

Indicator 2.1.1

PT STP has showed the efforts of compliance with laws and regulations consist of:

Plantation aspect

- Plantation Business Permit, Decision Letter Number 188.45 / 162/2015 issued by the Regent of Seruyan on April 14, 2015. The area of plantation was 19 979 Ha and mill capacity of 120 ton/hour
- Technical recommendations of the Ministry of Environment and Forestry, dated 18 March 2015, concerning the provision of replacement land for the exchange of Forest Area in East Kalimantan province.

Environment aspect

Company already has updated and applicable laws regulations list periods 2016 listed on law register 2016. This document available in estate and mill offices including copied of new regulations. Based on document review found that company did not shown the evidence for surface water tax payment (based on Central Kalimantan province regulations no 7/2010). This become the nonconformity **No 2016.01 with major category.**

There was not yet available evidence that the company had pay the taxes in accordance with the provisions of surface water in Central Kalimantan Regional Regulation No. 7 of 2010 related to Local Taxes. **NCR 2016.01 with Major Category**

Occupational Health and Safety:

- Permit the use of equipment and periodic testing machines such as steam sterilizer, steam boilers, steam vessels, steam separators, thermal deaerator.
- Approval of the use of electrical installations in the workplace No: 566/680 / Naktrans / V / 2011.
- Permit the use of air freight lift Wheel Loader No: 566/683 / Naktrans / V / 2011.

- Ratification of the installation of fire protection. No: 566/682 / Naktrans / IV / 2011.
- Approval of the use of production machines No: 566/684 / Naktran / V / 2011.
- Certificate of use Distributors Installation of Lightning in the workplace No: 566/681 / Naktrans / V / 2011.
- Approval of Use of Motor Diesel No: 566 / 678.1 / Naktran / V / 2011.
- Approval of Use of Steam Turbine No: 566/679 / Naktran / V / 2011.
- Approval of Use of Motor Diesel No: 566 / 678.1 / Naktran / V / 2011.
- Compressor Pressure Vessel Usage License No: 566/685 / Naktrans / V / 2011.
- Delivery report Plantation Business Development (PUP) in 2016 which has been sent on July 12, 2016
- Delivery report second quarter P2K3 PT STP sent and received by the department on July 20, 2016.
- Registration BPJS Employment and Health for all workers.
- The latest wage adjustment in 2016 by decree of the Governor of Central Kalimantan in 2015 UMK 50 districts Seruyan and UMSK The agriculture, livestock, forestry, hunting and fishing, plantation and plantation.

Indicator 2.1.2

PT. STP has a list of rules and regulations (Document Number: Form 02 /SOP 08/CKP/(3)/ 0416 Revision 12, the effective since 1 May 2016 and will be updated on 1 November 2016. The document was prepared by the Legal Officer, inspected by Binamitra Department in Regional Office of Central Kalimantan Project and was approved by the General Manager. A list of rules and regulations consist of:

- Compliance with regulations estates: provides regulatory compliance to the 14 Act, 9 of Government Regulation, 1 Presidential Regulation, 8 Government Regulation, 2 Ministerial Decree, 4 Provincial Regulation Central Kalimantan and 8 Central Kalimantan Governor Rule.
- Compliance with Health and Safety regulations: provides regulatory compliance to: 6 Act, 3 of Government Regulation, 1 Presidential Decree, 11 Regulation, 10 Decree of the Minister, and the first decision of the Director General of Industrial Relations and Labor Inspection.
- Compliance with labor laws: provides regulatory compliance to: 18 Act, 8 of Government Regulation, 1 Presidential Decree, 14 Regulation, 7 Decree of the Minister, and 2 the Governor of Central Kalimantan Regulations.
- Compliance with environmental regulations: provides regulatory compliance to; 12 Law , 16 Government Regulation, 19 Minister Regulation, 11 Ministerial Decree, 2 Minister Instructions, 3 Environment Agency Decision, and 4 Central Kalimantan Regulation.

Indicator 2.1.3 & 2.1.4

PT STP has had a mechanism to ensure compliance with regulatory compliance. This mechanism is contained in SOP 08/CKP/(2) / 0111, issued in January 2011. These procedure was aim to identification of laws and regulations and mechanisms for ensuring that compliance with applicable legal requirements. Such a mechanism is applied through an internal audit. PT STP also has appointed legal staff officer on duty to conduct evaluations per six months for compliance with regulations and other adjustments to the regulations.

2.1.1	Status: Non-compliance No. 2016.1 with Major Category	Open
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2.2

The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.

Indicator 2.2.1

Until Annual Surveillance 04 the PT Sarana Titian Permata not yet have a Certificate of land use right. The certificate was still in process for issued. There was a recommendation from the Ministry of Environment and Forestry, dated 18 March 2015, concerning the provision of replacement land for the exchange - swapping forest area as one of the requirements per the concession certificate. However, until the Annual Surveillance Audit 04 (ASA 04) there was no significant progress or follow-up of these recommendations. **NCR 2016.02 with Major category**

Indicator 2.2.2

PT STP has have SOP Installation and Boundary Pole Monitoring (001 / SOP / GIS / 2014). The SOP has been referring to the Minister of Agriculture Regulation No. 03 of 1997, among others: Dimensions above ground level (30x30x60 cm), dimensional subsurface (70x70x40 cm), blue color (National Land Agency Standard). The term of the maintenance and monitoring of the boundary poles are every 3 months and no later than one year after it is installed. Based on the results of field visits to sampling checks boundary markers, it is known that the boundary poles position are in accordance with the document Verification / Monitoring of boundary markers between July 2016. Boundary poles

sampling checks consist of: STP 1 (Pole 120-123 Block A44 - A49 and Pole 109-113 Block C67 - C58) and STP 2 (Pole 091-095 Blok H 59 - K57 and 100-105, Block H 66 - F 67). The poles was installed in good condition and the poles numbers can be read clearly.

Indicator 2.2.3 & 2.2.4

Based on the verification of documents and public consultation with the related parties, consist of relevant agencies in the Seruyan District and the community in the Pematang Limau village, was known that there was no significant land dispute between PT STP with the parties. There was any evidence of land occupation resolution documentation, for example, the Official Report and the attendant list of participants in the negotiation and compensation process. Documentation was recorded evidence of meeting with the rural landless (Maspil Anang Anang Jufri / Mariam, Johan, Udin, Anto) which was held on 6 March 2015. The meeting was witnessed by official representatives from the Department of Plantation, Forestry Department, Regional Environmental Agency Head of the District, the village chief, community representatives and community leaders of Pematang Limau village.

Indicator 2.2.5

There was available documentation consist of map, agreement document that was negotiated as agreed by the parties in the period 2014 - 2015. The agreement handover of land from the previous owner has been through a process of consultation, negotiation and agreement of the parties. The negotiation process involves representatives of the company, representatives of the community (the rural landless) and Head of the village.

Indicator 2.2.6

Based on the results of consultation with employee representatives (Gender Committee and employee representative, Community in Pematang Limau Village and related agencies in the District Seruyan, there was no issues of the use of confrontation and intimidation by the company to maintain peace and order. There was also no indication of the use of military and mercenaries in the area PT STP.

Major 2.2.1	Status: Non Compliance 2016.02 with Major Category	Open
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2.3 Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.

Indicator 2.3.1

Based on Identification of High Conservation Value in 2009, there was no area around PT STP which is under the management of indigenous rights. The processes of compensation or restitution of land has been carried out with the involvement of the parties, consist of: land owners, government of village and sub district. There has been shown documents the process of discussion with the communities, the recorded evidence in the form of Attendance and photographs.

Indicator 2.3.2

There was available sample of documentation of agreements that have been negotiated in accordance FPIC (*Free Prior for Informed Consent*). These documents consist of period 2014 – 2015. The agreement handover of land from the previous owner has been through a process of consultation, negotiation and agreement of the parties. The negotiation process involves representatives of the company, representatives of the community (the rural landless) and Head of the village. Each compensation process accompanied by statement by the society has handed the land to the company and will not be demanded in the future.

Indicator 2.3.2

All of documents related to compensation process was available in each estate and can be accessed through the requests in accordance with existing procedures. These document was formatted in Indonesian language and easily to understood

Indicator 2.3.4

There was observed documentation process of land compensation. The compensation process was involved of Community representatives, Informal leader in village and Village Head.

	Status: Comply	
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PRINCIPLE #3 Commitment to long-term economic and financial viability

3.1

There is an implemented management plan that aims to achieve long term economic and financial viability.

Indicator 3.1.1

Certificate Holder has documents of corporate business plan for the long-term period of 2016 to 2020 which includes estimates of production, cost of production for plantation and mill, mills production projections of OER and KER, and other financial parameters including production cost and price forecasts.

Indicator 3.1.2

Certificate Holder has no replanting programme for next five years due to the oldest oil palm is 10 years old.

Status: Comply

PRINCIPLE #4 Use of appropriate best practices by growers and millers

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

Indicator 4.1.1

Certificate Holder has agronomic guideline document in 2015 that was approved by Group Head of Plantation. This guideline is started from land clearing, plantation maintenance, harvesting, fertilization up to monitoring over harvesting quality through audit mechanism of quantitative agro-management system (QAMS). Moreover, Certificate Holder has presented mill's SOP from sortation, loading ramp, sterilizer, thresher, digester, press, vibrating screen, vacuum dryer, oil transfer pump, depericarper, nut silo, ripple mill, clay bath, kernel silo, boiler, generator, turbin, water treatment plant, preventive maintenance, emergency, laboratorum, IPAL, land application to material store in warehouse. This SOP is effective since 1st May 2011. The entire documents related to operation procedure has been well documented and available in each management unit in english and bahasa language.

Based on a field visit of harvesting in STP 1 and STP 2, and FFB processing in STP POM, the activities has complied with the procedures issued by certificate holder. The harvester can explain well on correct harvesting procedures that particularly relevant to the criteria for fruit ripeness. Harvesters and workers in mill also explained about payment mechanism and obligation to use personal protective equipment (PPE) according to the HIRAC.

Indicator 4.1.2

Certificate holder has a procedure associated with internal audit (Doc. No. STP Manual-001). Some form of internal audit, among other Quantitative Agro-Management System (QAMS), Audit System Development Control (SDC), and agronomy internal audit (EMU Audit Report).

Indicator 4.1.3

The records of QAMS, SDC, and EMU audit report has been documented. The entire aforementioned audit activities have been implemented to check the compliance between implementation and the applicable procedure. Internal audit is part of assessment criteria for personnel' performance. Certificate Holder presented the notes of audit improvement in a form of action plan. Action plan has been well documented in action plan record or folow-up of audit findings.

Indicator 4.1.4

Based on document's review and interview with Estate Manager, Certificate Holder does not receive FFB's from third party, even though company is using mass balance (MB) supply chain system.

Until ASA 04, STP POM not purchased FFB from outside parties. All FFB supplied from the own estate (STP 1, 2 and 3). Based on information from personnel in charge in mill was knowed that occasionally from PT Rimba Harapan Sakti if the RHS POM break down, which has obtained the RSPO certification and are still in a holding (Wilmar International Limited). Based on production data there was no FFB supply from outside estate of PT Sarana Titian Permata since ASA 03 to ASA 04.

Status: Comply

4.2

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

Indicator 4.2.1

In order to manage and improve soil fertility, Certificate Holder has agronomic guideline and SOP for palm oil plantation 2015 which has include cultivation and maintenance of land cover crop, fertilization, POME land application, and empty fruit bunch mulching application.

Field observation at STP 1 Block 113 Division IIB showed that company has undertaken borate fertilizer dose 0.15 kg/tree. It is appropriate with fertilization recommendation by research center. The workers used spreading cup that has been calibrated by supervisor. The workers could demonstrate the proper fertilization procedure, moreover, they wore adequate PPE. There is no symptom of nutrient deficiency at the blocks that have been visited.

Indicator 4.2.2

Records over the utilization of organic and inorganic fertilizer have been detailed recorded in manager monthly report (WGP-Monthly Estate Report). Inorganic fertilizer used by Certificate Holder are NPK, Kieserite, Dolomite, ZA, MOP and RP. Based on document verifications, it's known that manuring activities of first semester 2016 are monitored and well documented in accordance with recommendation.

In this regard the company has an opportunity to assess the effectiveness of fertilization by calculating the usage of fertilizer per tonne of FFB.#OFI.

Indicator 4.2.3

Certificate Holder has routinely monitored the changes on the nutrient status based on the periodically soil (SSU) and leaf analysis (LSU). Leaf sampling picking is conducted annually, meanwhile, soil sampling analysis is conducted every 15 years. Soil analysis is conducted in 2007 by Param Agricultural Soil Surveys (M) SDN.BHD with an objective to find out the availability of soil nutrient, which is used as cultivation media for plam oil crop. The report attaches laboratory analysis result over soil sampling in each sampling locations with the measured parametes such as: texture, acidity (pH), the C, N, P, K, Mg, Ca, Na, BS, CEC, Al and H composition. Leaf analysis is conducted annually by EMU Laboratory Lab. The observed parameters, such as: for major element N, P, K, Mg and Ca as well as minor element such as: B, Cu, Zn and Fe. Soil analysis in 2015 has been conducted and the result has been issued on 4rd March 2016.

Indicator 4.2.4

Certificate Holder is using EFB mulching and POME land application as nutrient cycling. Based on field observation at STP 1 Block 047 Division IIA, the empty fruit bunch application with dose of 40 ton/ha arranged in a square shape between trees. Meanwhile there is no sewage leak of POME land application at STP 2 Block G32 Division IIB. Both EFB and POME application have been applied based on the procedure.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

Indicator 4.3.1

Certificate Holder has conducted semi detail soil survey with the assistance from soil mapping consultant, Param Agricultural Soil Surveys (M) SDN. BHD in 2007. Semi detail soil survey report consists of marginal soil map with scale of 1 : 20,000. There are 18 soil type in estate area that been identified, including marginal soil, group C/ sandy soil (Bso and Mri), group D (Sri), Group E/ peat area (Gli, Gdg, Slh, Ocm).

Group C is shallow to moderately, deep (0-100 cm) sandy, soils with cemented layer, flooding, poor anchorage, poor rooting, wind damage, very low moisture and nutrient holding capacity, very low fertility status amount 37.7 % or 7,528.8 Ha. Group D is Deep (0-100 cm) sandy soils, moisture stress, very low fertility, well to excessively drained, yield fluctuation. Covers 405.5 or 2.0%.

Indicator 4.3.2

Certificate Holder undertakes various efforts to conserve areas with high erosion, such as selective weed control, empty fruit bunches application, and cultivation of vertifer grass. Based on field observation, Certificate Holder has installed erosion stake at Block E61 Division IIIB. The erosion monitoring record by sustainability officer has been installed since 27th February 2013, which presented the average erosion pace is about 0.5 cm/year. Erosion monitoring is periodically conducted every 6 months.

Indicator 4.3.3

In general, from document known that the road maintenance in STP 1 Estate and STP 2 Estate has been conducting well. Current road maintenance activity is grading road by road grader. Based on field observations, main roads and collection roads are in good conditions. The drainage system is well organized to ensure passable in all weather conditions.

Indicator 4.3.4

Document's review (*Peat soil map* with a scale of 1: 28,000) showed that there is peat area in STP 3 Estate, about 497.39 Ha with a depth of <2 meter. Document's review, peat management has been conducted such as water availability in canal and in the soil within Block (water table) can be monitored through piezometer and water level parametes from the edge of canal. Meanwhile, peat subsidiency monitoring conducted by subsidence stake. Field observation at STP 3 Estate Block 01 Division II, the condition of stake subsidence is well maintained. Record of monitoing stake shows that the declining average of peat soil surface is between 2 cm per year since the first time of installation in 2013.

Indicator 4.3.5

Based on document's review, the oldest planting year in PT. Sarana Titian Permata Estate is in 2006 (cultivated age is 10 years old). Certificate Holder does not have replanting year in a short time.

Indicator 4.3.6

Based on field observation is known that Certificate Holder has several strategies to manage sandy areas with low organic material. The strategy such as EFB mulching application with a dose of 40 ton/ha/year. Cracking hard pan, which usually located in 1 – 1.5 m depth, then mounding the trees. The hard pan cracking is expected to assist water absorption and enrich the roots of plant. Moreover, soft weed management such as *Neprolephis bisserata* to maintain soil mousturiser an minimising the evaporation.

Status: Comply

4.4

Practices maintain the quality and availability of surface and ground water.

Indicator 4.4.1

Company have identified all of water source surrounding plantation areas, mapped into 1:50000 scale and water management plan are available. Feld visits on block F26 & F24 STP 2 estates found that companies managed water courses by buffer zone marking, perform revegetation with galam, and signboard placement. Riparian condition has been covered by narural vegetations.

PT Sarana Titian Permata also conducted regularly surface water and well water testing, for example semester 1 2016 surface water testing shown all tested parameters are compliance with quality standards.

Indicator 4.4.2

All management for water course and riparian was done based on water conservation procedure (SOP 20/HCV/1/2015). Identifications for water courses and wetland was done based on HCV identifications and the implementations for those procedure has been explained on 4.4.1 indicators.

Indicator 4.4.3

Field observations on STP mill found company already have 8 waste water treatment plant with total capacity 291,875 m³. Effluent produced by STP Mill processed at waste water treatment plant based on procedure SOP/STPPOM-QC-02, until it comply to standards and distributed into STP 2 estates based on decree of environmental agency Seruyan regent

No 188.45/36/2015 valid until 2020.

Effluent has been monitored every months and monitoring period June-August 2016 sighted that all of effluent testing parameters is compliant to the standards quality, for example BOD august 2016 179 mg/l (< 5000 mg/l). Effluent management and monitoring was reported and submitted regularly every 3 month to environmental agency of Seruyan regent.

Indicator 4.4.4

Monitoring for mill water usage are listed on procedure STP-POM-IK-PRO-1019-PR. standards of water usage for FFB process recorded on 2016 budget projected 1.85 m³/tonne FFB. Water usage monitoring was done periodically and recorded, for example on August 2016 FFB processed was 10995 tonne, process water usage 19164 m³, and water usage efficacy was 1.74 m³/tonne FFB process.

Status: Comply

4.5

Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.

Indicator 4.5.1

Integrated pest management program is based on agronomy guideline and SOP for palm oil plantation in 2015 Chapter 8 regarding to integrated pest and disease management. Company undertakes the management actions based on the pest detection and census. Moreover, there is palm oil pest and disease detection and census procedure (SA 02/EMU/(01)/0710 on 01st July 2010 with an objective to ensure pest and disease program can be periodically and sustainably implemented.

Based on the recapitulation of rat dan leaf eater caterpillars census on first semester 2016, it is known that there is no leaf eater caterpillars infestation, and there is rat infestation below the economic threshold. Field observations on harvesting activities in STP 1 and STP 2 Estate indicate there is no symptom of leaf eater caterpillars infestation in the canopy, nor rat infestation on FFB's harvested.

Certificate Holder has a good commitment to improve the use of pest natural predator as part of integrated pest control. One of natural predator development is the reproduction and the construction of barn owl box to control rat infestation. The barn owl box monitored at least once a month. The monitoring parameter are the existing of barn owl in the boxes, left food, sign of reproduction such as egg or owl. Field observation at STP 3 Estate Block L45 Division IIA is known that barn owl box was in good condition and occupied. Beneficial plant such as *Turnera subulata* dan *Antigonon leptopus* in main road and collection road were well maintained.

Indicator 4.5.2

Record of training has been documented and archived in each Estate. Pest and disease management training conducted in 6th June 2016, followed by 20 personnel. The training material related to detection and census, biological control, mechanical control, chemical control, as well as beneficial plant. Calibration of spraying tools and MSDS in 17th March 2016, followed by 21 personnel. The training material related to PPE utilization method, spraying technic, examination of nozzle suitability and the procedure to fill spray calibration form.

Based on observations and interviews with spraying workers at STP 2 Estate, Block 116, it is known that the workers understand about safe working practices in order to avoid exposure of chemicals, such as the use of appropriate PPE, consideration of wind direction, or stop the activity if there is strong wind.

Status: Comply

4.6

Pesticides are used in ways that do not endanger health or the environment

Indicator 4.6.1

Certificate Holder using the licensed pesticide in pesticide commission in Ministry of Agriculture. Based on document's review and observation in agrochemical warehouse, the utilized active materials are Glisat 480SL (*Isopropilamina*

glyphosate) to control broad leaf weed and narrow leaf weed, moreover Tiara 20 WG (*Metyl metsulfuron*) to control broad leaf weed. Both of pesticides license still valid until 2017 and 2018.

Indicator 4.6.2

Certificate Holder has documented pesticide utilization that recorded product name, active ingredients, LD50, percentage of active ingredients, total application, total active ingredients, hectare application and active ingredients per hectare application. This document is constantly recorded and updated by estate sustainability officer each month. For instance in STP 1 Estate, pesticide utilization of *Isopropilamina glyphosate* in January to June 2016 amount 0.88 litre/ha, whereas in STP 2 Estate 1.00 litre/ha.

Indicator 4.6.3

Certificate holder has implemented integrated pest management in order to reduce pesticide usage. Several IPM program with biological approach that has been implemented such as rat control by *Tyto alba* and leaf eater caterpillar control by planting beneficial plants. Certificate Holder applying selectively spraying and utilize *Neprolepis bisserata* as the predators host of leaf eater caterpillar. Based on document review, field observation, and interview with the workers, it's known that there is no prophylactic use of pesticide.

Indicator 4.6.4

Field observation in agrochemical warehouse and document's review revealed that company has a commitment not to use paraquat since 2011.

Indicator 4.6.5

Handling, use or application of pesticides have been done by people who have received training in handling toxic chemicals and dangerous. For example best practices spray training which was held on April 13, 2016. Training discusses how spraying in accordance with procedures, the importance of using PPE when working, also conveyed an understanding of the RSPO. Pesticides have been applied according to the label on the MSDS.

The results of the field visit, it is known that there are workers who apply pesticides active ingredient glyphosate. Based on the MSDS, PPE used is long sleeves, apron, goggles, boots and rubber gloves. However, the use of PPE is not in accordance with MSDS. Also based on the results of the site visit, it is known that there are workers who apply fertilizer active ingredient Borate use gloves made of fabric. It is not in accordance with the MSDS that these activities should be carried out by using rubber gloves. This become the nonconformity **NCR 2016.03 with major category**.

Indicator 4.6.6

Field visits at pesticides storage at STP 1 and STP 2 estates shown all pesticides are stored in safe place, waterproof floor, good ventilation, and MSDS for all kind pesticides are available. Company shown proper ways to managed pesticides based on SOP/17/EHS/0409 procedure. All ex pesticides containers has well managed, collected into temporary hazardous waste storage. Manifest for ex pesticides containers transport are available and have been checked by auditors.

Indicator 4.6.7

The results of field observation in warehouse and spraying activities in STP 1 and STP 2 Estate, it is known that the employees have been given regular training in safe work practices. This was evidenced by the employee can demonstrate the correct way to work in accordance with the procedures including how use and handling the risks in accordance with material safety sheets. There have been sheets of safety work (MSDS) and the symbols of hazardous and toxic materials are properly installed on the walls and doors of warehouse. The worker also using personal protective equipment in accordance with specified hazard identification and material safety data sheet such as mask, gloves, safety shoes, apron and goggles.

Indicator 4.6.8

Based on a review of documents and interviews with management staff, it is known that Certificate Holder did not applied any pesticide aerially.

Indicator 4.6.9

The company has been providing training to employees in relation to the handling of pesticides. Handling of Toxic Spill

eg training conducted at STP-1 on February 2, 2016. This training includes the following material such as the introduction of MSDS, ways of handling spills and the introduction of the use of PPE.

Indicator 4.6.10

Hazardous waste including ex agrochemicals containers management was done based on SOP/22 EHS/0916 procedure. PT Sarana Titian Permata showed proper ways for waste disposal for example all ex chemicals containers were kept on hazardous storage at estates. Information obtained based on interview are spraying team recognized how to properly disposed waste materials and workers have been trained by company about waste and hazardous materials handling (held on May 2016, berita acara/news event are available).

Indicator 4.6.11

Cholinesterase health checks for pesticide operator in 2016 will be conducted in late September and October in accordance with the healthy and safety program in 2016. The results of the previous inspection in 2015 stated that all workers to work in a healthy condition. Based on interviews with spraying workers in Division 1A block 8C STP-1 stated that there was no indication of irritation, skin diseases and itching.

The Company has an opportunity to evaluate medical examination procedures based on the reference of pesticides occupational health and safety (Permenakertrans No. 3 of 1986).#OFI

Indicator 4.6.12

The Company has an Internal Office Memo regarding substitution Works for Pregnant and Breastfeeding Women Workers. In connection with pregnant and lactating women at risk of the effects of pollution to the infant / child or impact trauma to the fetus in pregnant women it against them should not be employed in this type of work, such as spraying pesticides. Female workers in question should be moved / mutation temporary work to the place / the type of work that is not at risk of contamination.

Based on interviews with medical personnel in the STP-1 can be seen that every month there is a check of menstruation (H1), especially for workers spray and fertilizer. If a worker is known to have women who are pregnant and breastfeeding, will move temporarily to a job that is not related to chemicals.

4.6.5	Status: Non Compliance 2016.03 with Major Category	Open
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4.7
An occupational health and safety plan is documented, effectively communicated and implemented.

Indicator 4.7.1

The company has a policy of occupational safety and health were written in Bahasa. The policy has been legalized and updated on May, 22 2015 by Country Head of Wilmar Group. This policy is designed to control hazards in every activity to prevent accidents and occupational diseases. This policy socialized at muster morning prior to work. Management have work program of occupational health safety every year. Realization of the program of work will be monitored through regular meetings Guiding Committee of Occupational Safety & Health every month. This work program applies generally to all workers in the workplace. If the plans have been made yet on target then will be evaluated in the management review to assess effectiveness.

Indicator 4.7.2

The company has had document of risk assessment for all operational activities mill and estate. This document composed to conduct identification and analysis risk assessment where informs of potential hazards that probably might be occurred and recommendation to reduce it. Early identification activities carried out annually, the result will be reviewed and reported in corrective action records.

Based on site observation at workshop workers in STP-2 and agrochemical warehouse workers in STP-1 can be explained that the workers had been aware of potential hazards in the work place. Following up on this, the company has been reduce the potential risk by providing personal protective equipment and OHS signboard are available in workplace.

Indicator 4.7.3

The certificate holder provide training related health and safety to ensure that all workers work performed in a safe condition. Training provided include: coaching training and certification of welders (welder), Development and Certification OHS Lift Transport Aircraft Operator, training mixing of pesticides and MSDS on May 13, 2016. The

company has an opportunity to make training programs of safe working practices for OHS licensed operators.#OFI.

Based on the results of interviews and field visits in Division 1A block 8C the spraying activities can be seen that the foreman and workers have received training related jobs such as spray technique, safe working and first aid training. Companies already provide adequate PPE for workers in the workplace in accordance with the risk analysis. Based on the field in the STP-1 in the harvest, spray and empty bunch application known that the company is already providing PPE for workers in the workplace.

Based on the review of documents and interviews with workers at STP -2 spray can be known that PPE will be replaced if broken. Unit shows an example of acceptance of the PPE on August 22, 2016 has received PPE form apron, mask, goggles, rubber gloves that have been submitted on August,22 2016.

Indicator 4.7.4

Company efforts in identifying the personal responsible for monitoring the implementation of health safety in the workplace. The company through a management unit formed a Guiding Committee of Occupational Health Safety and emergency response teams. Guiding Committee of Occupational Health Safety regular meetings held every month to discuss issues related to safety, health and welfare of workers in the workplace. Implementation Meeting documented instance meeting activities in the STP-1 dan STP-2 dated June 23, 2016 that discussed the implementation of health and safety programme. In addition the unit also showed documentation Guiding Committee of Occupational Health Safety meeting at the STP Mill on June 10, 2016. Regular meeting dates are scheduled for June 10, 2016 establishment of the installation or replacement of fire extinguisher and safety first box are broken.

Field observations and interviews with the staf, regular monthly meetings Guiding Committee of Occupational Health Safety always discuss the issues related to occupational health safety.

Indicator 4.7.5

The certificate holder has a procedure in case on emergency and accident. For instance:

- SOP for acident investigation No. SOP 05/EHS/(1)/0909 valid since 01st September 2009 that was created by the EHS assistant manager, and approved by general manager. The SOP consists of information for each accident in the entire Wilmar Internasional Plantation Company – Central Kalimantan Project is responsible to be created and reported by department/ head of unit to EHS Officer/Conductor. Paramedic and the member of P2K3L create minutes of work accident.
- SOP for emergency responde procedure – management team for emergency situation No. SOP 02/EHS/(0)/0409 that was prepared by RSPO Officer and approved by General Manager in April 2009. The SOP consists of the objective of SOP, scope of SOP, definitions and diagram flow for emergency response.

Based on observation in the STP-2 Division II A block 116 spraying, first aid officer are in the field with carry bag of first aid equipment complete. Auditor took a sample by checking first aid box in the warehouse of STP-1 which is in the conditions of have been monitored completeness the content and stock can be used.

Accident investigation was conducted in order to prevent accidents happening again. Monitoring completeness of the content has been checked regularly. The unit keeps a record of work accidents through a recapitulation every month and the calculation of lost time accident in a year.

Indicator 4.7.6

Company gives accident insurance by using manpower social insurance based on company's responsibility as set by government.

- STP 1 and 2 estate. The mangement unit presents the payment receipt for manpower insurance, for instance the payment from July 2016 in a form of work accident insurance, old age insurance, death insurance and retirement insurance.
- STP Mill. The mangement unit can present the payment of manpower insurance. For instance payment from August, 2016 in a form of work accident insurance, old age insurance, death insurance and retirement insurance..

Based on interview with estate personnel (harvesting, spraying and fertilization), personnel have been registered in manpower social and health insurance (national health insurance and manpower insurance).

Indicator 4.7.7

The entire work accident has been recorded by using the lost time accident (LTA) calculation. For instance:

- STP 1 Estate: the management unit of estate present the work accident document in 2016. The document explains

<p>the lost time accident until August 2016.</p> <ul style="list-style-type: none"> • STP 2 estate : he management unit of estate present the work accident document in 2016. The document explains the lost time accident until August 2016. • STP Mill : there was no work accident in the mill. 	
Status: Comply	
4.8	
All staff, workers, smallholders and contractors are appropriately trained.	
Indicator 4.8.1.	
<p>The management unit has had training programme 2016 for staff and workers related all aspects of RSPO principles and criteria. The training programme for all employees based on identification of training needs analysis. The annual training programme consist of simulation handling oil and chemical spills, first aid, fires simulation, socialization of company policies, law register, integrated pest management, best management practices for manuring and spraying, emergency response simulation, HCV, OHS contractor.</p> <p>Based on field observation in the clinic of STP Estate-1, obtained information that all of medical workers (paramedic) has been trained.</p> <p>In this regards, POM unit management documenting the records of training that covers all aspect of RSPO P&C. #OFI.</p>	
Indicator 4.8.2	
<p>Training records are maintained for each employee in a personal folder. In the personal folder to inform the type of courses / seminars / training / workshops, trainer, date of implementation, duration, signatures and records. For example: in the name of personal folders warehouse clerk, who have been trained as handling toxic spills, introduction of MSDS, and the introduction of the use of PPE. Local contractor informed that company had invited personnel from local contractor in socialization on safe work procedure.</p>	
Status: Comply	
PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity	
5.1	
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.	
Indicator 5.1.1 & 5.1.2	
<p>Until ASA-4 there is no operational scope changes for STP mill and estates. Company had environmental impact assessment (EIA) on 2007 covered 19,202 ha areas and 120 tonne FFB/hour mill capacity. These documents explained all activities for pre construction, construction, operation, and post operation covered the palm oil mill, estates and the assessment was done by including stakeholder consultation.</p>	
Indicator 5.1.3	
<p>Plan included monitoring protocol are outlined in environmental management and monitoring plan (RKL/RPL). This monitoring protocols have been implemented by company (through periodically RKL/RPL report) to monitored effectiveness of the management activities to mitigate negative impact and enhance postive impacts. Review for RKL/RPL conducted on January 2016, resulted all aspect for environmental management/monitoring parameters are still relevant for current company activities.</p>	
Status: Comply	
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	
Indicator 5.2.1	
<p>PT Sarana Titian Permata conducted HCV assesment for the entire operatons area including surrounding landscapes by RSPO approve assessor on 2009, using HCV identification guidelines in Indonesia 2008. Identification results indicates the presence of HCV 1.3, HCV 3, HCV 4.2, and HCV 4.3 covered 1414.04 ha areas. This HCV identifications also found Rare, Threatened or Endangered (RTE) species according IUCN-Redlist such as beruang madu (<i>Helarctos malayanus</i>), owa ungko (<i>Hylobates albibarbis</i>), orang utan (<i>Pongo pygmeus</i>).</p>	

All areas that indicated as HCV have been mapped with 1:48000 scale and socialized to related stakeholders such as villagers and workers.

Indicator 5.2.2 & 5.2.3

Company have HCV management plan based on HCV identifications results. HCV management have been demonstrated by company for example HCV attribute maintenance, HCV socializations, revegetation, species monitoring, and surface water monitoring. Interview with spraying team obtained information that workers are aware with HCV areas, they also recognized the protected animals and prohibition for wild species hunting. Policy related to HCV and RTE species conservation has been develop on 2015, listed on procedure SOP 18/HCV/1/2015, and evidence for workforce educations related to RTE species are available

Company also conducted a periodically monitoring every weeks for HCV areas, species monitoring, and wild hunting by HCV officer. Field visit on block A50 STP 1 estates shown condition of swamp forest has been covered by natural vegetation without any damages .

5.2.4

Company have HCV management plan, and implemented it well. Regularly monitoring record shown company has been monitored illegal fishing, hunting, and other illegal activities. All of records for daily patrols on each estate are available and verified. For example patrols results on August 2016 found beruk and babi hutan/wild boar meanwhile wild species trap is not presence. As the results for 2015 HCV monitoring plan, company included the land fire parameters for 2016 HCV management plan and monitoring.

Indicator 5.2.5

HCV identifications and stakeholders consultation during ASA-4 results shows there are no local communities rights surrounding companies operational areas.

Status: Comply

5.3

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

Indicator 5.3.1

All waste and pollution source from mill and estate have been identified and listed on waste and pollution identification document. This document also describes the management for each waste/pollutions.

Indicator 5.3.2 & 5.3.3

Inventory for all chemicals usage and it containers are available on chemicals storehouse / temporary hazardous storage. All chemicals and their containers including hazardous waste are disposed responsibly based on procedure SOP/22 EHS/0916. Ex chemicals containers including toxic/hazardous waste were kept on temporary toxic and hazardous storage at STP Mill, STP 1 estate, and STP 2 estate based on decree of Seruyan regent no 401/2013 valid until 2018. Company sent all toxic and hazardous waste to PT Maju Asri Jaya (licensed collector by decree of national environmental minister no 144/ 2012).

Field observations on STP 1 and STP 2 temporary hazardous waste storage during audits found that all of hazardous waste are compliant with the periods in permit (< 180 days). Records shown hazardous waste were delivered on June 29th 2016, all records related to toxic/hazardous waste are available, for example manifest 0030958, carrier vehicle DA9171AO for 14 drums ex used lubricants.

During field visits on ASA-4 audits, auditor teams found some nonconformities, i.e:

- Ex oil spilled flowing into workshop drainage on STP 2 estate
- Chemical spilled from herbicides mixing tank into ground on STP 2 workshop and block 116 division II A STP 2 estates
- Leachate water from empty fruit bunch on STP POM still not well managed.

Based on objective evidence above, this become **Nonconformity No. 2016.05** raised to **Major 8.1.1**. Because these categorized as **repeated non conformity**.

5.3.3

Status: Non Compliance 2016.05 raised to 8.1.1 with Major Category

Open

5.4

Efficiency of fossil fuel use and the use of renewable energy is optimised.

Indicator 5.4.1

PT Sarana Titian Permata have implements fossil fuel reducing by shell and fiber usage for diesel fuel substitutions.

Shell and fiber usage have been monitored per month and realization of fossil fuel usage during August are 19687 litre. During the periods January-June 2016, average energy efficiency for diesel fuel are 1.91 litre/tonne CPO, for electricity are 1.07 kWh/tonne CPO, shell usage are 0.13 tonne shell/tonne CPO, and fiber usage are 0.39 tonne fiber/tonne CPO.

Status: Comply

5.5

Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.

Indicator 5.5.1 & 5.5.2

Field observation at block G18 STP 2 estate for 2014 planting years found there is no ex land burning and planting activities was done mechanically.

Until ASA-4, company have not conducted any replanting activities. Companies has zero burning commitment and policy based on WILMAR group policy issued on 2013, stated that company used zero burning practices for land clearing, and procedure SOP 31/SUS/3/2016 stated that planting/replanting activities was done mechanically without burning.

Status: Comply

5.6

Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

Indicator 5.6.1 & 5.6.2

All waste including emissions and pollutions sources from Mill and estate are identified and recorded on emission and pollution identification document. Realization of renewable energy usage have been monitored on monthly report for fiber and shell usage. Mill effluent are well managed on waste water treatment plant (based on SOP/STPPOM-QC-02) before it distributed into estate land applications.

Indicator 5.6.3

PT Sarana Titian Permata has established and implemented systems for pollution and emissions monitoring. Monitoring for emission and pollutants (air emission, ambient, odor, noise, vibration) from estate and mill was done periodically every 6 month, covered on RKL/RPL report and reported to environmental agency Seruyan regent periodically. Green house gases emission calculations 2015 periods had done by company based on RSPO GHG palm V2.1.1 and this calculation have been reported to RSPO by email on September 8th 2016. Calculations resulting GHG emissions 0.79 tCO₂e/tonne CPO product.

Status: Comply

PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills

6.1

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

Indicator 6.1.1

The management unit of PT Sarana Titian Permata has document of Social Impact Assessment. The assessment process was done on June 2010 and the scope of study is impact of plantation and mill operation to workers and community adjacent of plantation area. The assessment and reported was carry out by Indonesian Resource Institute from February 6 till August 2016 (process of data base collection, field visit, and preparation of reports). This document was explained of negative and positive impact of plantation and mill operation to social aspect and the recommendation for negative impact reduction and increasing of positive impact. There was showed also the minutes meeting of consultation process with community surround. The evidence was consisting of Attendant List of village member on Focus Group Discussion as phase of data gathering for Social Impact Assessment Report.

Indicator 6.1.2

The Social Impact Assessment has been done with involve of related party, consist of community surround, head of village and informal leader (customary leader). There was showed documentation of assessment process, consist of:

- Attendance list and photographs of the Focus Group Discussion (FGD) with internal employees of PT STP, including the staff level, dated on 4 till 5 June 2010

- Attendance list and photographs of the Focus Group Discussion (FGD) with employees of PT STP, including the level of field operations, among others: harvesting, treatment, and others, dated on 6 June 2010.
- Attendance list and photographs of the Focus Group Discussion (FGD) with community in Tanjung Rangas village, dated on 8 June 2010.
- Attendance list and photographs of the Focus Group Discussion (FGD) with community in Pematang Limau Village, dated June 9, 2010.

Indicator 6.1.3

There was available of Social Impact Assessment Review Report of PT Sarana Titian Permata period 2016 - 2018. The annex of these report was contained of Social Impact Management Plan period 2016-2018, drawn up with input from affected parties, have been described as well on schedule implementation and responsible activity. There was documentary evidence in the form of Attendance Participants Focus Group Discussion (FGD) and Photographs process of discussion with the community in the village of Tanjung Rangas which is affected villages on 11 February 2016)

Indicator 6.1.5

Until ASA 04, the PT Sarana Titian Permata not yet has Smallholder Scheme

Status: Comply

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.

Indicator 6.2.1

The company has of SOP Implementation Mechanism Communication and Consultation With Community (SOP35 / PR / 1/0614, Revision 2, dated on 5 May 2015). These procedure was explained of communication mechanism between the PT Sarana Titian Permata and related parties. In this procedure also was explained that the company will communicate or consultation with the communities, the manager unit will send the letter to Head of Village and the company will waiting for respond by the community till three weeks as deadline. There was showed record of consultation or meeting between the company and the community in related to socialization of those procedure in Tanjung Rangas village dated on 7 September 2016). The auditor was showed of Attendant List and Picture of socialization process.

Indicator 6.2.2

The company has responsible personnel for communication process with related parties. It was embedded on Public Relations staff in estate .The management of PT Sarana Titian Permata has responsible staff (CD/CSR) Officer at the Estate and Regional Office Central Kalimantan Project. These staff will be responsible as Public Speaker and communication process with the related parties.

Indicator 6.2.3

The company has of Stakeholder List and their detail address update per 2016 (Document No. 01 / BM-LS / 2016, dated on 6 June 2016). These document was categorize each of stakeholder, comprise of the Government agencies in Province and District, Sub district and Village Government level, Communities Representative, Customary Representative, Non Government Organization, Bank, Hospital, University and Local Contractors. The company also showed the documentation of communication process with related parties, for instance the documentation of annual meeting with the Government of Tanjung Rangas on 11 February 2016, Socialization of Land Fire Prevention and Handling in Tanjung Rangas village on 21 June 2016 and Awareness About Notification Information to Stakeholders on 7 September 2016.

Status: Comply

6.3

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

Indicator 6.3.1

The company has system for dealing the dispute and complaints receive. This system was refer to Wilmar Group Policy (Version 3, No. 042/DIR-KP/VIII/2015, dated 5 August 2016, The policy was contained of Form of Complaint Data

Handling. These document was explained on point 4. Objectives and Policy in Sub point 4.1 was explained that this policy aims to provide assurance to the complainant who already have a good willing to report of alleged abuse or practice of divergence. The complainant will be protected against retaliation or actions that could harm the complainant. Furthermore in point 7 related to **Confidentiality**, there was explained that the Company encourages the complainant to write clear and complete identity at the time reported the deviations that occur. All forms of reporting irregularities will be guaranteed confidentiality by the company. The complaint will process through to the RSPO if needed as RSPO requirement.

Indicator 6.3.2

Based on the verification of incoming letter documents and information from the parties when the internal stakeholder consultation (Gender Committee and workers representatives, consultation with relevant agencies in the District Seruyan and Stakeholder Consultation in Pematang Limau Village), there was no information about the complaints of the parties. The document of Complaint List was showed that any aspiration from the workers related to company facilities, for examples aspiration related to damage part of home facilities. The management unit od PT STP was follow up with maintenance the part of home facilities

Status: Comply

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.

Indicator 6.4.1 & 6.4.2

PT Sarana Titian Permata has several procedure for identifying legal rights, customary or use and procedures for identifying people who are entitled to compensation. The procedure consists of:

- SOP 43/PR/(2) - 0510 related to Recognition and Commitment to the Rights of Indigenous Communities.
- SOP Land Permit & OPS-006/(1)-1008, dated on 15 October 2008 related to Land Acquisition.
- SOP 29 / BM / (0) / 0409 of the technical guide land acquisition.

The procedure above as guidance for land compensation process. The documents requirement in land compensation shall signed by land owner, management unit representative, Head of sub District, and Head of Village. These documents shall included of photograph, Map, Letter of land release by the owner, Official Report was signed by related parties consist of land owner and management unit representative, witnessed by Head of Village and Sub District. The process of payment for land or land compensation shall completed with receive and photograph as documentation evidence.

Indicator 6.4.3

The company was documented all of land compensation process. The documentation comprise of Map, Negotiation result (minutes of meeting), Land Release Letter, Payment Receive was filled in estate office based on land location. Based on Procedure Implementation Mechanism Communication and Consultation With Community (SOP35 / PR / 1/0614, Revision 2, dated on 5 May 2015), the documentation of land compensation process are limited access and should approved by Document & Legal Department and Manager of Estate if any related parties will access this document. Theses document can access with letter of Information Request from another parties to the company.

Status: Comply

6.5

Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

Indicator 6.5.1

The company using the reference minimum wage based on Governor of Kalteng Decree No. 50 in 2015 related to minimum wage for sub-district (UMK) and minimum wage for sector in sub-district (UMSK) in 2016 for Seruyan Distric on 02th November 2015. Minimum wage for Seruyan Sub-district IDR. 2,200,950,- and minimum wage for plantation sector IDR. 2,310,998.-

Based on governor decree, hence company issued memo from General Manager No.IOM 008/GM/-CKP/XI/2015 on 23th November 2015. The memo explains that the minimum wage for sub-district is applied on the entire company's area in

CKP for 2016, such as:

- Kotawaringin Timur District, IDR. 2,277,634,- with daily wage IDR. 91,110,-;
- Seruyan District IDR. 2,311,000,- with daily wage IDR. 92,440,-

The management unit of STP 1, 2 and POM can present the list of personel salary, for instance in August 2016. Wage component in the wage receipt such as: total wage, allowance, overtime, working day, leave, jamsostek deduction, income tax, warehouse cost, total deduction and net/ take home wage. Based on interviews and verification of overtime workers sorting STP Mill can be seen that overtime obtained are in accordance with the calculation
Interview with personnel during field visit to housing STP-2 working at the applications empty fruit bunches and sortation at STP POM. It is known that workers in plantation and POM there that wages have not met the calculation weekdays in 2016 amounted to IDR 92 440 per day wage. This become the nonconformity **NCR 2016.04 with Major category**

Indicator 6.5.2

Certificate holder use the company regulation period from 2015 to 2017 are supported by the Manpower and Transmigration in Seruyan. Before starting work, the company provides letters of intent for all levels of workers. Letters of intent written in a language easily understood by workers, read, signed by both parties and workers have been given a copy of the employment agreement. Based on site visits and interviews with warehouse workers STP estate-1 have received a copy of the employment agreement.

Indicator 6.5.3

The certificate holder provides facilities for the welfare of workers, such as housing, clean water tested periodically, electricity is available, places of worship, educational facilities, clinics, sports grounds. According to field observation in STP-1 and STP-2 housing complex, auditor sighted in well conditions and functioned. i.e. sanitary, building, front yard, toilet, bedroom, rooftop, etc.

Indicator 6.5.4

Workers get easy access to decent groceries, sufficient and affordable. The Company does not prohibit grocers daily needs from the outside to sell in an housing place. Based on site visits and interviews in the housing of workers, on payday there is little market around housing which sells basic food needs and supporting a fairly complete. Furthermore, there is no difficulty to access food.

4.6.5	Status: Non Compliance 2016.04 with Major Category	Open
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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.

Indicator 6.6.1

Certificate holder has a policy to provide the rights of all worker to form join trade unions of their choice and to bargain collectively. Wilmar International Limited policy regulates the respect for human rights. The Company has decree in Disnakertranspar Seruyan District No.560/743/ DISNAKERTRANSPAR/VI/2016 about Registration Structure Bipartit Cooperation Institution PT STP that has been established on June 22, 2016. Based on internal consultation result, (the board of LKS Bipartit & gender committee in PT STP), its known that company never hinder personel freedom to join organization, which can be proved during the LKS Bipartit meeting with personnel, moreover, personnel could use office facility such as room for meeting.

Indicator 6.6.2

The meeting between the company and Bipartit Cooperative Institution is conducted periodically or where there is a significance issue raised. Some evidence for Bipartit Cooperative Institution meeting such as:

- Minutes of meeting with a theme “PPE stock for spraying”, on August 2016, attendance sheet is attached.
- Minutes of socialization a theme “domestic waste ”, on 11 August 2016.

All the records of meeting are well documented and available in place.

	Status: Comply	
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6.7
Children are not employed or exploited.

Indicator 6.7.1

Certificate holder has endeavours to provide a conducive working environment that is characterized by equality and mutual respect. The company will not tolerate the use of child or forced labour, not exploitation of children in any of its global operations and facilities.

Based on field observations in STP estate 1,2 and POM no employees who are under 18 years old. Also based on interviews of employees also understand that the minimum age for employees to be hired at least 18 years old.

Status: Comply

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.

Indicator 6.8.1

The Company has a policy regarding anti-discrimination. Policies include items to endorse the principles of fairness and non-discrimination. In particular, this policy aims not to discriminate against gender, race or ethnicity, disability, sexual orientation, age or creed but to develop a global workforce that has the ability based on an objective assessment.

Based on interviews with employees, it is known that workers are very diverse origin, ethnicity, background, education, gender, and religion. Interviews with Bipartit Cooperative Institution revealed that the company open up employment opportunities for the community. This can be considered as a positive value on the company's presence in local communities. No complaints related to discrimination of employees and the local community. The Company provides equal employment opportunities to the community.

Indicator 6.8.2

Document review and interviews with management representative, it was explained that recruitment of the employees is based on identifying the needs of manpower. It is no discrimination involving gender, religious, ethnic origin and background all meet the criteria required by the company. All prospective employees have the right to employment in accordance with the requirements specified. Moreover, interviews with workers (harvester, manual weeding, warehouse officer, paramedic, etc.), also revealed that there is no indicating of discrimination issue.

Indicator 6.8.3

Based on the study documents, the company has a policy of equal opportunity in all aspects of employment, including recruitment, training and promotion.

Based on interviews with workers in the field that the workers have an equal opportunity to obtain employment, promotion, and an objective assessment.

Status: Comply

6.9

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

Indicator 6.9.1 & 6.9.2 & 6.9.3

The company has the policy related to prevention of sexual harassment and protection of reproductive health of female workers in the company. Unit management have established a gender committee as an organization to manage complaints from women workers assigned of sexual harassment and violations of reproductive rights. According to interviews with the Gender Committee informed that no cases of sexual abuse reported in last 12 months. Socialization of this policy conducted annually, including complaint mechanism of female workers.

Results of interviews with female workers at STP estate and POM show that the workers had been aware the program of gender committee. Interviews with management units and members gender committee also stated that the company guarantees the anonymity of reporting and the revealer of the case.

Status: Comply

6.10

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

Indicator 6.10.1 & 6.10.2

Until ASA 04, STP POM not buying FFB from outside parties. All FFB supplied from the own estates (STP 1, 2 and 3) and occasionally from PT Rimba Harapan Sakti, which has obtained the RSPO certification and are still in a holding (Wilmar International Limited).

Indicator 6.10.3

There has been shown sample document Agreements Employment Contract Housing Development Type G-10 (Number: C & A 1608.15 / 2016 / STP-403, dated on 26 March 2016 between PT STP with Local Contractors CV Awa Raya Pratama. The document was basic of the cooperation of development for Housing Type G-10 in the area of Estate STP3. These document was defining the rights and obligations of each party, consist of Health & Safety aspects in Article 8 points 8.6 and time of payment in Article 7. The document was signed by both parties, and has stamped IDR 6000, and one of hard copy files held by each party.

Indicator 6.10.4

There was samples proof of payment records of PT Sarana Titian Permata to Local Contractors Awa Raya Pratama PT on August 25, 2016. These documents form Contractor Claim Form from PT STP and Invoice No. 001 / ARP / STP3 of CV Awa Raya Pratama. Based on interviews with the local contractor was known that the payment of PT STP has been timely manner in accordance with a clause in the employment contract was signed by each party.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

Indicator 6.11.1

There was observed document of Corporate Social Responsibility Program by PT Sarana Titian Permata year of 2016, These program consist education aspect, Health, Social Community, Religious Affairs and included of the total of budget. Other than also was shown sample of evidence record related to realization of CSR/CD Program by PT Sarana Titian Permata period of January till July 2016 the evidence was consist of socialization of land Fire Protection and Handling village Tanjung Rangas dated on 21 Juni 2016. These program was based input from the parties, consist of village government and community on Social Impact Assessment Review in the village of Tanjung Rangas, August 2016

Indicator 6.11.2

Until ASA 04, the PT Sarana Titian Permata did not has smallholder scheme.

Status: Comply

6.12

No forms of forced or trafficked labour are used.

Indicator 6.12.1 & 6.12.2 & 6.12.3

Document review and interviews with workers revealed that no migrant labor. There is no forced labor and illegal workers. The mechanism of human resources management system in the company shows that every worker has a work agreement and to work in accordance with the division of labor in the labor agreement. According to interviews with workers revealed that they are working with the place and the division of tasks in the work order.

Status: Comply

6.13

Growers and millers respect human rights

Indicator 6.13.1

The Company has a policy on respect for human rights. This is summarized in a set of policies Wilmar Group. In all business chain/business, Wilmar seeks to respect and protect human rights. Policies and commitments the company supporting respect for and protection of human rights such as: the policy child labor, safety and health, providing equal opportunity for everyone, reports and complaints, anti-sexual harassment, anti-violence and torture, respect for reproductive rights, and social responsibility company. This has been communicated to internal and external stakeholders such as socialization human rights policy on August 15, 2016 to contractors and May 13, 2016 to employees STP POM.

Status: Comply

PRINCIPLE #7 Responsible development of new plantings

7.1

A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into

planning, management and operations.	
<p>Indicator 7.1.1 Until ASA 04, PT Sarana Titian Permata not opening new plantation area and also no replanting activities.</p> <p>Indicator 7.1.2 & 7.1.3 Document review and field visits found that PT Sarana Titan Permata did not expand new plantations/replanting since ASA-1 activities. Company had environmental impact assessment (EIA) on 2007 covered 19,202 ha areas and 120 tonne FFB/hour mill capacity. These documents explained all activities for pre construction, construction, operation, and post operation covered the palm oil mill, estates and the assessment was done by including stakeholder consultation .</p>	
	Status: Comply
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>Indicator 7.2.1 Soil survey conducted in 2007 by Param Agriculture, covers information about topography, climate, soil type, soil fertility, the depth of soil water and drainage. The survey result is in a form of land cultivation suitability report, topography information and drainage. Apart from describing information, this report also make a documentation in a form of maps. For instance, the topography map for estate, which informs that estate is categorized to have sloping area for about 0 – 12 % (undulating), there is no landslide prone area. Furthermore, this map becomes the guideline for company to set the location for office, housing, mill, road and bridges and other facilities.</p>	
	Status: Comply
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.	
<p>Indicator 7.3.1 & 7.3.2 Land clearing activities for new planting on PT Sarana Titian Permata conducted on 2006-2008 periods. Document review shown company performed land clearing after November 1st 2005 without preceded by HCV identifications. PT Sarana Titian Permata has conducted disclosure of liability and LUC analysis in accordance with RSPO template on April 8th 2015. The validation progress of Remediation and Compensation Plan (RaCP) for the area opened since November 1, 2005 without preceded by the identification of HCV in accordance with RACP Procedure will be observed again on the next visit (OFI).</p> <p>Indicator 7.3.3 & 7.3.4 & 7.3.5 The results of document review, field visits and interviews found that PT Sarana Titian permata did not expand or conduct new planting since the activities of ASA-1.</p>	
	Status: Comply
7.4	
Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.	
<p>Indicator 7.4.1 Detailed soil survey map by Param in 2007 showed that the topography of estate has a sloping area for about 0 – 12 % (undulating), there is no landslide prone area. Field observation revealed that Certificate Holder has various strategies to manage critical areas (sandy area, peat area and area with low organic material). The strategy such as water management programme for peat area, EFB with a dose of 40 tons/ha/year for sandy area, soft fern management such as <i>Neprolephis bisserata</i> to maintain soil humidity and minimising the evaporation. Furthermore at sandy area, conducted mounding by cracking hard pan.</p>	
	Status: Comply

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.		
Indicator 7.5.1		
Until ASA 04, PT Sarana Titian Permata not opening new plantation area and also no replanting activities.		
	Status: Comply	
7.6		
Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
Indicator 7.6.1, 7.6.2, 7.6.3, 7.6.4, 7.6.5 & 7.6.6		
Until ASA 04, PT Sarana Titian Permata not opening new plantation area and also no replanting activities.		
	Status: Comply	
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.		
Indicator 7.7.1 dan 7.7.2		
Until ASA 04, PT Sarana Titian Permata not opening new plantation area and also no replanting activities.		
	Status: Comply	
7.8		
New plantation developments are designed to minimise net greenhouse gas emissions.		
7.8.1 dan 7.8.2		
Until ASA 04, PT Sarana Titian Permata not opening new plantation area and also no replanting activities.		
	Status: Comply	
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity		
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.		
Company has conducted various sustainable activities that has been well implemented, such as:		
Best Management Practices		
Certificate Holder has a commitment not to use paraquat since 2011. Mounding program in sandy area. Such as cracking hard pan, which usually located in 1 – 1.5 m depth. The hard pan cracking is expected to assist water absorption and enrich the feeding roots.		
Social Aspect:		
The PT STP has carried Review of Social Impact Assessment for period of 2016 - 2018. In the report also attached Attendance List of participants and Photographs of process of discussion with the people in the Tanjung Rangas village which was affected parties (11 February 2016).		
Environment aspect :		
Company have performed the used of renewable energy and waste reduction such shell and fiber to reduce fossil fuel usage on STP POM. Company also conducted GHG calculations and maintained the HCV areas as a part of emission reducing plan		
During field visits on ASA-4 audits, auditor teams found some nonconformities, i.e:		
<ul style="list-style-type: none"> • Ex oil spilled flowing into workshop drainage on STP 2 estate • Chemical spilled from herbicides mixing tank into ground on STP 2 workshop and block 116 division II A STP 2 estates • Leachate water from empty fruit bunch on STP POM still not well managed. 		
Based on objective evidence above, this become Nonconformity No. 2016.05 Because these categorized as repeated non conformity .		
8.1.1	Status: Non Non Compliance 2016.05 with Major Category	Open

3.2. Summary of Assessment Report of Supply Chain Requirement

Clause	(Module E) CPO Mills - Mass Balance Requirements																																											
E.1	Definition																																											
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>																																												
<p>The Sarana Titian Permata POM has a mechanism to verifying the FFB volumes entering the mill. The receiving material refers to SOP No. SOP/STPPOM-LOG (01)-003 revision 2, valid since August 09th, 2015 regarding Receiving FFB and SOP No. SOP-ISCC-01 regarding mass balance. All FFB input to mass balance calculation format.</p> <p>The procedures explained about documenting the receiving and processing FFB such as:</p> <ol style="list-style-type: none"> FFB input data; FFB process data input to be CPO; example: 																																												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="3">Date</th> <th colspan="2">Total FFB Received</th> <th colspan="2">Processed FFB (MT)</th> <th colspan="2">OER (%)</th> <th colspan="2">CPO Production (MT)</th> </tr> <tr> <th>11</th> <th>12</th> <th>13</th> <th>14</th> <th>15</th> <th>16</th> <th>17</th> <th>18</th> </tr> <tr> <th>Today</th> <th>Todate</th> <th>Today</th> <th>Todate</th> <th>Today</th> <th>Todate</th> <th>Today</th> <th>Todate</th> </tr> </thead> <tbody> <tr> <td>1/12/2010</td> <td>239.63</td> <td>239.63</td> <td>328.18</td> <td>328.18</td> <td>22.66</td> <td>22.66</td> <td>74.38</td> <td>74.38</td> </tr> <tr> <td>2/12/2010</td> <td>424.44</td> <td>664.07</td> <td>-</td> <td>328.18</td> <td>-</td> <td>22.66</td> <td>-</td> <td>74.38</td> </tr> </tbody> </table>		Date	Total FFB Received		Processed FFB (MT)		OER (%)		CPO Production (MT)		11	12	13	14	15	16	17	18	Today	Todate	Today	Todate	Today	Todate	Today	Todate	1/12/2010	239.63	239.63	328.18	328.18	22.66	22.66	74.38	74.38	2/12/2010	424.44	664.07	-	328.18	-	22.66	-	74.38
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<p>Information:</p> <ol style="list-style-type: none"> Column 11 : Own FFB received + Outsider FFB Received Column 13 : Volume of FFB Processed Column 15 : $\frac{\text{CPO Production}}{\text{FFB Processed}} \times 100$ Column 17 : Actual CPO Production yang ada di laporan Daily Production Report <ol style="list-style-type: none"> Input Data Despatch CSPO/NCSP0 Input Data Despatch CSPK/NCSPK 																																												
<p>There was observed samples of FFB Delivery Note and Weight bridge Ticket, dated September 15, 2016:</p> <p><u>Sarana Titian Permata 1 Estate</u></p> <ul style="list-style-type: none"> FFB Delivery Note, Vehicle Number KH 9132 PF, driver name: Gustani, number of bunches 446, loose fruit 585 Kg, estimated weight 5.937 kg (Estate weight). Weight bridge Ticket, Number SJTJ012247, on 15 September 2016, driver name: Gustani, number of bunches 446, loose fruit 585 Kg, Net weighing 5,650 Kg (Mill weight) <p><u>Sarana Titian Permata 2 Estate</u></p> <ul style="list-style-type: none"> FFB Delivery Note , Vehicle Number KH 9865 P, driver name Ridwan: number of bunches of 622, loose fruit 620 Kg, estimated weight 4.970 kg (Estate weight) Weight tbridge Ticket, Number SJTJ12240, on 15 September 2016, driver name: Ridwan, number of bunches 620, loose fruit 4.970 Kg, Net weighing 5.550 Kg (Mill weight) 																																												
<p>Information held by the auditor team during the assessment conducted the mill opted the Mass Balance supply chain model and not Identity Preserved, although during the last 12 month period the MILL only received all FFB from RSPO certified sources.</p> <p>The explanation given by the certified holder for using the Mass Balance Model was due to in the next license period (30 November 2016 to 29 November 2017) the mill estimate will receive FFB from non-certified out-grower.</p>																																												

Status: Comply

E.2 Explanation

E.2.1

The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.

CPO and PK data from STP POM based on estimate data since 30th November 2015 until November 29th 2016 are:

Products	Actual Certified Products period November 2015 until September 15, 2016 (Ton / Year)	Estimate Tonnage Products Certified Period 30 November 2015 to 29 November 2016 (Ton / Year)
Production CPO	42,346	82,896
Production PK	7,912	14,417

Status: Comply

E.2.2

The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).

The STP POM – PT. Sarana Titian Permata (Wilmar International Limited) has registered the RSPO certified Product that is CSPO and CSPK through RSPO IT Platform with the member registration form sub license CB20916, **Member ID: RSPO-PO1000000600**, issued on 12/29/2014, issued by Mutuagung Lestari, Start Date 1/30/2016, end date 11/29/2016.

Based on the data giving by STP POM management and explaining from related staff it was shown that there is RSPO certified product sold in November 2015 until ASA 04 (November 2016). There was product sold consist of:

CPO

Date	Buyer	Volume (Ton)
November 2015		-
December 2015		-
January 2016	SAP Kumai	500
February 2016	PT Wina Bagendang	2,271
	SAP Kumai	1,640
March 2016	PT Wina Bagendang	2,026
April 2016	PT Wina Bagendang	4,405
	SAP Kumai	147
May 2016	PT Wina Bagendang	4,364
June 2016	PT Wina Bagendang	4,020
July 2016	PT Wina Bagendang	2,378
August 2016	PT Wina Bagendang	2,120
September 2016	PT Wina Bagendang	1,710
	Total	25,581

PK

Date	Buyer	Volume (Ton)
November 2015		-
December 2015	PT Wina Bagendang	1,045
January 2016	PT Wina Bagendang	1,058
February 2016	PT Wina Bagendang	932
March 2016	PT Wina Bagendang	871
April 2016	PT Wina Bagendang	862

May 2016	PT Wina Bagendang	716
June 2016	PT Wina Bagendang	646
July 2016	PT Wina Bagendang	34
August 2016	PT Wina Bagendang	342
September 2016	PT Wina Bagendang	230
Total		6,736,163

Status: Comply

E.3 Documented procedures

E.3.1

The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:

- a. Complete and up to date procedures covering the implementation of all the elements in these requirements;**
- b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.**

The STP POM have a procedure regarding supply chain (SCCS) number SOP-ISCC-01. The procedure explaining:

- Objectives: ensure that FFB receiving until CSPO/CPO delivering performed with the correct workflow. Starting from receiving FFB, Processing FFB to become CSPO/CPO, dispatch CSPO/CPO until reporting. Thus the traceability of FFB and the products can be done easily and consistently.
- Scope: this procedure applied to every units who responsible to provide the receiving FFB data record, FFB processing and dispatch CSPO/CPO to comply the RSPO certification requirements;

Person in charge who take the responsibility based on this procedure is:

- Security officer: record all FFB and dispatch CSPO/CPO;
- Weight bridge officer: record all FFB received and delivered products and identify certified or non-certified products.
- Logistic officer: record all calculating production, dispatch, delivery reports and traceability CSPO/CPO;
- Sorting officer: conducting grading FFB to meet the standard;
- Head Clerk: monitoring all FFB received and dispatch CSPO/CPO;
- Mill head: ensure all the processing process.

There was shown records of training (refreshment training) regarding to SCCS, dated on 29 April 2016 in STP POM. The documentation was consist of Minutes of Meeting, Attendance List and Pictures of training process. Based on the results of field visits and interviews with officers in weight bridge and grading areas (loading ramp) was shown that the workers concerned in the field has been done the reception, weighing and inspection TBS corresponding predetermined by management of STP POM according to related procedures for SCCS implementation.

Status: Comply

E.3.2

The site shall have documented procedures for receiving and processing certified and non-certified FFBs.

SOP of FFB receiving (SOP/STPPOM-LOG(01)-003). The summary of procedure:

1. Purpose: To ensure that FFB was received at mill regularly and there was no contamination with goods/things or other plants so FFB can be efficiently processed in order to get high quality of CPO.
2. Coverage: This SOP is valid in the mill area of PT STP.
3. Procedure
 - FFB come with Fruit Delivery Letter and then weighted at the weighbridge by identify certified and noncertified FFB RSPO (CSPO).
 - Once it has been weighted, truck comes to loading ramp area as directed by sortation officer.
 - Officer sorting/grading fruit in accordance with the criteria of fruit that has been determined.
 - FFB at loading ramp should be 75% of total capacity of loading ramp.
 - If FFB accumulated and exceeded the capacity of loading ramp and mill is stagnant, coordination with the estate is needed to stop the delivery.

- Handover of fruit at loading ramp and grading is recorded in the report of FFB delivery.

SOP of Grading (SOP/STPPOM-PRS-01). The summary of procedure:

1. Purpose: To ensure that FFB which received by mill is in accordance with the determined criteria of CPO and PK.
2. Coverage: This SOP valid for mill area at PT STP.
3. Procedure:
 - Grading officer regulates car to be unloaded at the loading ramp by identifying certified and non-certified FFB RSPO (CSPO).
 - To record the number of vehicle, origin area of division, Block, estate, number of ticket, and entry hour.
 - Fruit Grading is conducted in accordance with the determined criteria of fruit. If the result of grading is not proper, estate will be contacted to see the condition of fruit at the loading ramp.
 - Grading officer fill the form of Minutes of Meeting of grading based on the result of grading as reported by the weight officer.

The management unit of STP POM also has SOP Traceability (SOP / STPPOM-LOG-21, Rev. 01, effective since 29 April 2016). This procedure was aim to ensure that the acceptance of FFB to dispatch CPO / PK done with right workflows, from the FFB reception, FFB processing became CPO/PK, shipments of CPO/PK until reporting, thus the FFB and the product trace back will easily and consistently. According to field visit during this audit and interview with weighbridge officer and grading officer, they can demonstrated the workflow of FFB receiving, weigh bridging and grading according to the procedure that assigned by the top management. Especially SCCS procedure above.

Status: Comply

E.4 Purchasing and goods in

E.4.1

The site shall verify and document the volumes of certified and non-certified FFBs received.

The receiving of material by using the SOP of FFB receiving (SOP/STPPOM-LOG(01)-003) Revision 2, effective from 9 August 2015 and the procedure of SOP Mass Balance (SOP-ISCC-01). All recapitulation of FFB receiving to the logistic was recorded in the Mass Balance Calculation Format. Until ASA 04, STP POM not purchased FFB from outside parties. All FFB supplied from the own estate (STP 1, 2 and 3) and occasionally from PT Rimba Harapan Sakti, which has obtained the RSPO certification and are still in a holding (Wilmar International Limited).

Month	FFB		
	RSPO Certified	Non Certified	Total
November 2015	20,519,130	-	20,519,130
Desember 2015	24,524,230	-	24,524,230
Januari 2016	22,922,700	-	22,922,700
Februari 2016	20,582,320	-	20,582,320
Maret 2016	17,578,570	-	17,578,570
April 2016	18,533,890	-	18,533,890
Mei 2016	17,956,960	-	17,956,960
Juni 2016	16,028,110	-	16,028,110
Juli 2016	9,107,520	-	9,107,520
Agustus 2016	10,826,580	-	10,826,580
September 2016	8,156,060	-	8,156,060
Total (ton)	186,736,070	-	186,736,070

Status: Comply

E.4.2

The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.

The SOP of Excessive Production (SOP/STPPOM-MR-005) stated that Mill Head must immediately report in writing (e-mail or mail) to the Certification Institute if mill will deliver excessive product of the claimed volume.

STP POM – PT. Sarana Titian Permata has allowed to claim annual certifiable product which is CPO: **82,896** ton and Palm Kernel: **14,417** ton between November 30th 2015 to November, 29th 2016. According to production data per November 2015 to October 2015, total of CPO and Kernel produced was: **CPO; 42,346** ton and **Palm Kernel; 7,912** ton. These data revealed that the production of CPO and Kernel, which can be claimed by STP POM had not exceeded the projected volume.

E.4.2 Status: Comply

E.5 Record keeping

E.5.1

- a. The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.**
- b. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.**
- c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.)**

In accordance with the SOP of Document Management (SOP/STPPOM-MR-012), records document for RSPO must be recapitulated every three months (quarter). These records are:

- Record of certified FFB receiving
- Record of non-certified FFB receiving
- Record of CSPO (CPO) selling
- Record of CSPO (Palm Kernel) selling

The data of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis are described on table below.

Month	FFB Processed	CPO		PK	
		Production	Sold	Production	Sold
Nov. 2015 to Jan 2016	68,165,920	14,730	4,411	2,815	2,103
Feb to Apr. 2016	56,655,160	12,930	6,578	2,820	2,665
May to Jul 2016	43,115,820	10,446	10,762	1,660	1,396
Aug to Sept. 2016	19,121,590	4,240	3,830	617	572
Total	187,058,490	42,346	25,581	7,912	6,736

SOP of Mass Balance (SOP-ISCC-01, on April 1st, 2012) also stated:

- a. Every three months (time for closing stock), condition of stock balance for CPO sustainable should not be negative.
- b. The arrangement of incoming and dispatch CPO make possible of sustainable CPO delivery higher than stock balance at that time. It should not be happened at the end closing stock and it can be proved that stock for sustainable CPO is positive.

Status: Comply

E.5.2

In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.

Until the the ASA 04, STP POM - PT Sarana Titian Permata not to cooperate with the independent outsource palm kernel crushers.

Status: Comply

3.3. Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	
ASA-4	STP has had approval / permit the use of the certificate with the number MUTU-RSPO/022.	✓
	Status: Full Compliance	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	
ASA-4	Not Applicable; STP does not use the logo both in the on-product and off-product.	✓
	Status: Not Applicable	
3.	Implementation of Certificate and Logo is not used on product	
ASA-4	Not Applicable; STP does not use the logo both in the on-product and off-product.	✓
	Status: Not Applicable	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	
ASA-4	Not Applicable; STP does not use the logo both in the on-product and off-product.	✓
	Status: Not Applicable	

3.4. Summary of RSPO Partial Certification

<p>Total companies observed (0.5 √Y) Where Y is the total of uncertified RSPO registered company The Management Unit name :</p> <ul style="list-style-type: none"> • PT Bumi Pratama Khatulistiwa • PT Karunia Kencana Permaisejati <p>Date of Observation: April 10^h - 12th 2014 and April 06th - 10th 2015</p>		
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	
	Based on results of verification in 2 units as an examples of the assessment, company has complied with the regulation.	✓
	Status: Complied	
2.2	The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.	
	Based on documents verification there is available legal documents of land use right and there is no land conflict in each sample units.	✓
	Status: Complied	
6.3	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	
	There is available several procedure : <ul style="list-style-type: none"> • Standard Operational Procedure of Communication, Consultation and Coordination (No. PRO-BM.BEN-001) • Standard Operational Procedure of Land Acquisition (No. SOP-IJIN LAHAN&OPS-006) • Standard Operational Procedure of Conflict Resolution Mechanism (No. PRO-BNM-004) <p>These procedures was implemented and already socialization to stakeholder.</p>	✓
	Status: Complied	
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.	
	Based on verification is available evident of land acquisition and compensation in each management unit. These process was documented and the document is signed by all parties related on compensation process.	✓
	Status: Complied	
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.	
	Based on verification there is not primary forest replaced and the management unit is still on process to identification the High Conservation Value Area.	✓
	Status: Complied	
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.	
	There is no new plantings	✓
	Status: Complied	
7.6	Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	
	There is no new plantings	✓
	Status: Complied	

3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

3.5.1 Identification of Findings, Corrective Actions and Observations at ASA-3 Assessment

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
2015.1	1.3.1	<p>Written policy that consists of company's commitment on integrity code and ethical conduct.</p> <p>Company could not present the evidence of written policy that consists of integrity code and ethical conduct on operation and transaction activities that has been documented and communicated to the entire personnel and operation level.</p>	Estate & Mill	Minor	ASA 04	<p>Company should present the written policy that consists the commitment on integrity code and ethical conducts on operation and transaction activities that has been documented and communicated to the entire personnel and operation level.</p>	<ul style="list-style-type: none"> - Root cause: Not yet available written policy commitment to the code of integrity and ethical behavior - Corrective action Companies must be able to show a written policy that contains a commitment to a code of integrity and ethical behavior in the conduct of operations and transactions that have been documented and communicated to all levels of employees and operations. - Preventive action: Create outreach programs and disseminate the policy of commitment to integrity and ethical behavior codes to all levels of employees and operations - Auditor conclusion: The company can shows the improvement evidence, including: - The policy that contains a commitment to a code of integrity and ethical behavior in the conduct of operations and transactions that have been documented and communicated. - Berita acara sosialisasi kebijakan kode etik perusahaan yang 	Closed	14 th September 2016

							<p>dilaksanakan pada tanggal 21 April 2016 di STP-1 kepada 150 pekerja pemupukan, operator semprot dan pekerja panen.</p> <ul style="list-style-type: none"> - Berita acara sosialisasi kebijakan kode etik perusahaan kepada pekerja pada tanggal 12 Januari 2016 pada 72 pekerja STP-2. - Berita acara sosialisasi kode etik perusahaan yang disampaikan pada tanggal 15 Agustus 2016 kepada kontraktor CV Randu Mas yang disampaikan oleh HRD PT SPT. 		
2015.2	2.1.1	<p>Compliance on occupational health and safety</p> <ul style="list-style-type: none"> • Tractor operator in mill and estate STP 1 have not received training on tractor operator as demanded by Manpower and Transmigration Decree No. 09 in 2010. • Generator operator neither received periodic medical examination nor special examination. • Company could not present the periodic medical examination result for mill personnel for period 2015. • Daily worker in STP 3 Estate has signed work agreement, however the work agreement does not state the duration of work, coding and numbering is unclear and the 	Estate & Mill	Major	10th January 2016	Company should ensure that the entire regulations have been fulfilled.	<ul style="list-style-type: none"> • Root cause: 1. Heavy vehicle operator have not have not received training on heavy vehicle operator as demanded by Manpower and Transmigration Decree No. 09 in 2010. 2. Generator operator neither received periodic medical examination nor special examination. 3. Daily worker in STP 3 Estate has signed work agreement. <ul style="list-style-type: none"> • Corrective action Company should ensure that the entire regulations have been fulfilled. <ul style="list-style-type: none"> • Preventive action: 1. Provide and monitoring training for 	Closed	December 17 th 2015

		<p>legality of the work agreement is stamp.</p>					<p>operators.</p> <ol style="list-style-type: none"> 2. Provide and monitoring periodical medical examination. 3. Complete Work Agreement (SPK) signed non-permanent employees on the stamp, with a work contract agreement and numbering SPK. <ul style="list-style-type: none"> • Corrective actions <p>Operators The company can shows the evidence, such as:</p> <ul style="list-style-type: none"> • Minutes of training and certification Safety and Health (K3) on December 7th 2015. Its explain that training of Health and Safety (K3) for heavy equipment operators have been held on November 26th to December 2nd 2015 by OHS service company PT. Elbana in collaboration with PT STP and manpower and transmigration agency of Seruyan District. This training was attended by 29 people from STP Estate and 4 people from STP Mill. • Photos of training. • Attendance list that informed all attendant have been complete the training. • Attendance list day of training. <p>Periodic Medical Examination of Generator Operator The company has been shows the medical</p>		
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						<p>record of Generator operator that held on November 2015 and his declared healthy. Specific medical examination also held on December 2015 where he suspected having a loss hearing. The doctor recommends allowing him to continue his job by PPE (ear plug/ear muff) and evaluated in the next year.</p> <p>Periodic Medical Examination STP Mill year 2015 The company can shows the evidence of periodic medical examination which held on November 2015. The medical examination has been done for 36 processing employee, 16 maintenance employee, 44 general affair employee and 10 security staff. The medical record shows that all employees are healthy.</p> <p>Work Agreement Revision The company can shows the improvement evidence, including:</p> <ul style="list-style-type: none"> • Minutes of meeting on November 12, 2015 about revision of agreement letter. • Agreement letter on behalf of Dahlan, Darso, Eko, Hermawan and Yunus. The agreement letter has contain period of agreement, agreement number validation both sides. <p>• Auditor conclusion: Regarding to the evidence that shows,</p>	
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							auditor concluding that noncompliance record No. 2015.2 indicator Major has been closed		
2015.3	4.1.3	<p>Monitoring record/ Audit corrective action plan over the QAMS audit finding on 21st – 30th September 2015 at Block 015 Division IA and Block 045 Division IB Estate STP 3 could not be presented.</p>	Estate	Minor	ASA 04	Company should present the corrective actions over the QAMS audit's finding.	<ul style="list-style-type: none"> • Root cause: Corrective actions over the QAMS audit's finding could not be presented. • Preventive actions QAMS auditors should verifying corrective actions. • Corrective action <ol style="list-style-type: none"> 1. Making corrective actions over the QAMS audit's finding. 2. QAMS Auditors should verifying corrective actions. • Auditor conclusion: Observation on December 17th 2015 Based on corrective actions evidence, the company (Ecological Management Unit) has been shows minutes meeting of verification of audit findings on December 12th, 2015 in block O15 division 1A and)45 division 1B. The company also shows some photos of corrective actions such as sanitation of rotten and circle weeding. Based on the evidence above, auditor concluding that noncompliance record No.2013.3 indicator minor has been 	Closed	December 17 th 2015

							closed.		
2015.4	5.3.1	Identification on pollution source Company conducted identification on pollution sources, however did not stated pollution source from WWTP.	Mill	Major	10th January 2016	Company should ensure the entire pollution sources has been identified.	<ul style="list-style-type: none"> • Root cause: Not entirely pollution sources in STP Mill contained in the document "Identification of Sources of Pollution". • Preventive action: Identifying entire pollution sources which produces from estate and mill activity. • Corrective action The company should identify entire pollution sources. <p>Observation on December 17th 2015 The company has been shows the document of identification waste and GHG emission (Document No. FRM 01/SOP/75/EHS (0)/0414) effective since April 2014. The document explained of waste sources from waste water treatment plant (WWTP).</p> <ul style="list-style-type: none"> • Auditor Conclusion Based on evidence that shows, auditor concluding that noncompliance No. 2015.4 indicator Major has been closed. 	Closed	December 17 th 2015
2015.5	5.3.3	Waste management Field visit in pond 1 WWTP revealed that there was a leakage in pond's wall.	Mill	Minor	ASA 04	Company should ensure the management of liquid waste in order to prevent pollution.	<ul style="list-style-type: none"> • Root cause: Pond's wall of WWTP 1 was leakage. • Corrective action The company should ensure the 	Closed	16 th September 2016

							<p>management of liquid waste in order to prevent pollution.</p> <ol style="list-style-type: none"> To cleaned liquid waste that leakage from WWTP and to clean soil outside of WWTP which contaminated by liquid waste. Repaired pond's wall of WWTP 1. Provide bund wall pump for pond's WWTP 1. <ul style="list-style-type: none"> Preventive action: <ol style="list-style-type: none"> Monitoring WWTP periodically. To maintenance WWTP pond's wall. Auditor conclusion: <p>The company has shown evidence of improvement the embankment in WWTP 1 leaking. The results of field observations during the ASA-4 lasted known that an WWTP in good condition and not leaking. Based on those evidence, the non compliance in this indicator was Closed.</p> 		
2015.6	6.1.4	<p>Negative impacts prevention and reduction plans in order to enhance the positive impact. monitoring plan over social activities, both with positive and negative impacts should be reviewed every 6 months.</p>	Estate & Mill	Minor	ASA 04	<p>The evidence of implementation on negative impacts prevention and reduction plans in order to enhance the positive impact.</p> <ul style="list-style-type: none"> Root cause: <p>Social activities on matrix document of Social Impact Assessment (SIA) have not been reviewed.</p> Corrective action <p>The evidence of implementation on negative impacts prevention and reduction plans in order to enhance the positive impact.</p> 	Closed	16 th September 2016	

							<ul style="list-style-type: none"> • Preventive action: Provide review Social activities on matrix document of Social Impact Assessment (SIA) at least once in two year. • Auditor conclusion: 14 September 2016 It has been shown the document 'Review Report Social Impact Assessment (Social Impact Assessment) PT Sarana Titian Permata 2016 - 2018. The document also was completed with FGD Participant Attendance List and Photographs process of discussion with the people in the village of Tanjung Rangas as affected villages (11 February 2016). Based on those evidence, the non compliance in this indicator was Closed. 		
2015.7	SCCS E.4.2	<p>Forecast on over-production Based on data from STP mill, its known that total CPO and Kernel production are exceeding the forecast, which is 7,602.587 ton and exceeding the projection quota, which is 7,016.39 ton for period 30th November 2014 to 29th November 2015.</p>	Mill	Major	10th Decem ber 2015	the over-production of certified CPO and PK should be reported to Certification Body.	<ul style="list-style-type: none"> • Root Cause: The total of CPO and Kernel production are exceeding the forecast has not reported to the Certification Body. • Corrective action: The over-production of certified CPO and PK should be reported to Certification Body. • Preventive action: Reported the over-production of CPO and PK to the Certification Body. • Auditor conclusion: Auditor's observation on 13th 	Closed	17 Desember 2015

									<p>November 2015 the management of Sarana Titian Permata POM – PT Sarana Titian Permata has sent the letter number: 021/STP/POM/XI/2015, on 12th November to operation manager sub Division of Sustainable Agriculture Certification, with a subject: notification of over-production. This over production was caused by the peak crop season and quality improvement.</p>		
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3.5.3 Opportunity for Improvement

No	Ref Std	Descriptions
1.	2.2.1 Major	Company is urged to follow up the registration process of bussiness license, including to respond the reccomendation from Ministry of Environment and Forestry on 18th March 2015 regarding the proficiency of replacement land to convert the forest area.
2.	-	Company should consider the sanitation aspect of environment within the mill's area.

3.5.4 Noteworthy Positive Components

No	Ref Std	Descriptions
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3.5.5 Identification of Findings, Corrective Actions and Observations at ASA-4 Assessment

NCR No.	: 2016. 01	Issued by	: Steve Mualim
Date Issued	: 16 September 2016	Time Limit	: 15 November 2016
NC Grade	: Major	Date of Closing	: 11 November 2016
Standard Ref. & Requirement	: 2.1.1 Evidence of compliance with relevant legal requirements		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
There is no evidence that the company has conducted tax payment of surface water, in accordance with regional regulation of Central Kalimantan Province number 7 year of 2010 related to regional taxes.			
Location : PT Sarana Titian Permata			
Root Cause Analysis <i>(filled by organization audited):</i>			
The management unit has not know clearly related obligations and procedures for tax payments surface water and there has been no dissemination from the local government related obligations and procedures for the payment.			
Corrective Action <i>(filled by organization audited):</i>			
<ol style="list-style-type: none"> 1. Creating a Road Map/Plan application for surface water tax payments. 2. Submitting a written request related to directives for procedure of Central Kalimantan Regulation No. 7 year of 2010 related on local taxes to the local government of Seruyan 3. Documentation of communication with local government concerning procedures of of Central Kalimantan No. 7 year of 2010 on local taxes (outcoming Letter of the Company and a response letter from Local Government). 4. Paying taxes groundwater use to local governmnet of Seruyan. 			
Preventive Action <i>(filled by organization audited):</i>			
The Legal Officer follow up and monitoring of the implementation of Central Kalimantan Regulation No. 7 year of 2010 about local taxes.			
Auditor Evaluation and Conclusion <i>(filled by auditor):</i>			
4 November 2016			
The management unit has showed several evidence of the improvements, consisting of:			
<ul style="list-style-type: none"> • Road Map Tax Preparation of Surface Water by PT STP • Letter No. 15 / BM-STP / IX / 2016, dated 30 September 2016 from PT STP to the Head of Technical Implementation Unit Revenue Services Region Central Kalimantan, Subject: Request Tutorial Surface Water Tax • Letter No. 973/226 / X / UTPPD / SRY / 2016, dated October 6, 2016, regarding tax Explanation of Surface Water. Based on the letter is known that water is used by PT STP is included in the category of surface water that is to be paid tax. 			
11 November 2016			
It has been shown proof of payment of taxes Groundwater PT Sarana Titian Permata to the Department of Revenue District Seruyan (Slip No. 001 835, dated 8 November 2016). Based on the evidence, the non conformane on this indicator is Closed.			
Verified by	: Oktovianus Rusmin		

NCR No.	: 2016. 02	Issued by	: Oktovianus Rusmin
Date Issued	: 16 September 2016	Time Limit	: 15 November 2016
NC Grade	: Major	Date of Closing	: 11 November 2016
Standard Ref. & Requirement	: 2.2.1 Document of legal ownership		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
<p>There is no evidence that PT Sarana Titian Permata has a certificate of land use title. There is a recommendation from the Ministry of Environment and Forestry, dated March 18, 2015, related to the provision of replacement land for the exchange of forest area, as a condition of approval the land use title. Until the implementation of the ASA 04, there is no progress or follow-up of these recommendations.</p>			
Location			
PT Sarana Titian Permata			
Root Cause Analysis <i>(filled by organization audited):</i>			
<p>Related to forest area exchange, all processes are carried out by PT. STP till to Request recommendation to the Governor and until now there is no latest information from the Governor of East Kalimantan related to the proposal on land replacement from PT STP.</p>			
Corrective Action <i>(filled by organization audited):</i>			
<p>The management unit has sent another letter of recommendation Governor's Request No. 264 / STP / LCS / IX / 2016 dated 18 September 2016 concerning Recommendation Supplementary Application of governor.</p>			
Preventive Action <i>(filled by organization audited):</i>			
<p>Legal Department to follow up the government of East Kalimantan Province to get the recommendation of the Governor.</p>			
Auditor Evaluation and Conclusion <i>(filled by auditor):</i>			
<p>4 November 2016 Unit manajemen have shown a letter number 264/STP/LCS/IX/2016, Subject: Supplementary Application for recommendation of the Governor, Dated 18 September 2016 from the Director of PT Sarana Titian Permata to the Governor of East Kalimantan received by the Regional Secretariat of East Kalimantan Province on the 29 September 2016. Based on the evidence of the has been shown the non conformance was Closed with Observation and the progress will be check on the next audit visit (Re Certification).</p>			
Verified by	: Oktovianus Rusmin		

NCR No.	: 2016. 03	Issued by	: Dwi Haryati
Date Issued	: 16 September 2016	Time Limit	: 15 November 2016
NC Grade	: Major	Date of Closing	: 4 November 2016
Standard Ref. & Requirement	: 4.6.5. Application of pesticides by trained worker, the usage of appropriate PPE based on requirement in MSDS		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
<p>Spraying activity Based on field observation, has found that there were employee using pesticide with Glyphosate active ingredient. According to the MSDS, is know that the PPE's requirement are long-sleeved shirt, apron, goggles, boots and rubber gloves. However, the employees PPE's are not in accordance with the MSDS.</p> <p>Manuring activity Based on field obseravation, has found that employee applying Borate fertilizer with fabric gloves. It is not in accordance with MSDS that required rubber gloves.</p> <p>Location : STP-1 Estate, Division IA block 8C & Division IIB block 36-37</p>			
Root Cause Analysis <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> • There is no specified life time of sleeves use, thus resulting in several was damaged but not yet replaced • Hand gloves was used is not in accordance with the MSDS (rubber gloves) 			
Corrective Action <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> • Assign a life time of sleeves and replacement of damaged every 6 months. • Adjust the PPE gloves for fertilization activities in accordance with MSDS 			
Preventive Action <i>(filled by organization audited):</i>			
The monitoring of PPE according to MSDS			
Auditor Evaluation and Conclusion <i>(filled by auditor):</i>			
<p>4 November 2016</p> <p>The Company was showed evidence:</p> <ul style="list-style-type: none"> • Identify the use of PPE of the workers according to the type of work, such as for spray workers the PPE used is rubber boots, long-sleeved shirts, eye protection (goggles), apron, particular mask and rubber gloves. While fertilize worker, PPE used was rubber boots, eye protection (goggles), apron, particular mask and rubber gloves. • Monitoring of PPE for spray and fertilize team. • Form of demand for goods (apron / long sleeves) and rubber gloves. • Proof of receipt of working tools (PPE). • Documentation of PPE monitoring and socialization of MSDS for fertilizer and spray team. <p>Based on the evidence was showed the non-conformance in this indicator is Closed. The effectiveness of the implementation will be verified on the next assessment visit.</p>			
Verified by	: Dwi Haryati		

NCR No.	: 2016. 04	Issued by	: Dwi Haryati
Date Issued	: 16 September 2016	Time Limit	: 15 November 2016
NC Grade	: Major	Date of Closing	: 4 November 2016
Standard Ref. & Requirement	6.5.1. Documentation of pay and condition		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
Based on field observation and document verification, is known that daily employees wages in Estate and POM have not met the minimum wage of year 2016 (Rp. 92,440 / day).			
Location STP 2 Estate & STP POM			
Root Cause Analysis <i>(filled by organization audited):</i>			
Low productivity of the employees (employee did not work for 7 hours), so it is not in accordance with the provisions to get the minimum target for jobs (Estate)			
Corrective Action <i>(filled by organization audited):</i>			
Analysis of the productivity of the employees concerned			
Preventive Action <i>(filled by organization audited):</i>			
Provide of additional training and motivation to increase of productivity			
Auditor Evaluation and Conclusion <i>(filled by auditor):</i>			
The company was showed evidence of Minutes of salary payment details below of minmum salary(IPM employees at STP2). Was explain that the salaries of employees in August 2016 under the minmum salary. This is because the employees working hours in August 2016 for 3 days only 5 hours/day and does not match the working hours are determined by the company that is 7 hours/day. So that the employee does not meet the target given by the company for EFB applications as much as 18 points (Rp 5,100/point) and on the third day in question only apply EFB as much as 11 points because of working hours is only 5 hours. In September HRD evaluate working hours on employees by providing the motivation that with suitable working hours will result in a reward according to minmum salary as well as the company achieved given target. The employees in question already meet the working hours are 7 hours/day so salary in September 2016 in accordance with the minmum salary.			
Based on the evidence was showed, the non conformance in this indicator is Closed The effectiveness of the implementation will be verified on the next assessment.			
Verified by	: Dwi Haryati		

NCR No.	: 2016. 05	Issued by	: Steve Mualim
Date Issued	: 16 September 2016	Time Limit	: Re-Sertifikasi
NC Grade	: Minor raised to Major 8.1 (repeated non conformity.)	Date of Closing	: 11 November 2016
Standard Ref. & Requirement	: 5.3.3 Waste management and disposal plan to avoid or reduce pollution		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
<ul style="list-style-type: none"> • Based on field observation in workshop of STP 2 Estate, has found spilled of used oil in the drainage. • Based on field observation in workshop and Block 116 Division IIA of STP 2 Estate, has found spilled of chemical mixing tank on the ground. • Based on field observation in STP POM, has found that leachate from empty fruit bunch not been well managed. 			
Location			
PT Sarana Titian Permata			
Root Cause Analysis <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> • Monitoring of oil trap is not routinely performed • Routine maintenance on the valve mixing tank not well implemented • There are no bunding and leachate catchment pit of EFB 			
Corrective Action <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> • Make a chedule for monitoring oil trap and follow up the schedule • Maintain and replace the damaged valve • Make bunding and pits to accommodate the leachate then pumped to the WWTP 			
Preventive Action <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> • Schedule and monitoring check list for all oil trap • Schedule and monitoring check list for al mixing tank • Schedule and monitoring of eachate then pump to the WWTP 			
Auditor Evaluation and Conclusion <i>(filled by auditor):</i>			
4 November 2016			
The management unit has shown evidence of:			
<ul style="list-style-type: none"> • Oil Trap and Mixing Tank inspection program 2016, Data Oil Trap PT STP 2016, Monitoring Form of Oil Trap in Division 2 STP 2 and Documentation of Oil Trap Repair in workshop area • Data of Mixing Tank PT STP 2016, Poison Mixing Tank Inspection Form and Documentation (Photographs) Tank Mixing Valve Repair at STP 2 Estate • Schedule and monitoring of leachate pumping to WWTP for 2016 and 2017 			
Based on the evidence was showed, the non conformance on this indicator is Closed			
Verified by	: Steve Mualim		

1.1. Opportunity for Improvement

No	Ref.Std	Description
1	Minor 4.2.2	The Company has an opportunity to assess the effectiveness of fertilization by calculating the usage of fertilizer per tonne of FFB.
2	Major 4.6.11	The Company has an opportunity to evaluate medical examination procedures based on the reference of pesticides occupational health and safety (Permenakertrans No. 3 of 1986).
3	Major 4.7.3	The Company training has an opportunity to make training programs of safe working practices for OHS licensed operators.
4	Major 4.8.1	POM unit management documenting the records of training that covers all aspect of RSPO P&C.
5	Minor 6.11.1	The Company has an opportunity to evaluate the effectiveness of CD/CSR programmes.
6	Major 7.3.1 & 7.3.2	Confirmation of progress related to endorsement of the Remediation and Compensation Plan (RACP) and Land Use Change Analysist for the area planted since 1 November 2005 without prior identification of HCV.

3.6 Summary of Arising Issues from Public, Management and Auditor Response

Isu dari Publik	Tanggapan Manajemen	Tanggapan Auditor
<p>Agriculture Agency of Seruyan District</p> <ul style="list-style-type: none"> • The company has good communication with the related agency. The communication was through the Department of Public Relations. • The Company has demonstrated the orderly administration to report regularly reports related to the Plantation Office, for example, report on the development of plantation (LPUP). In LPUP also include statements related to CSR and production mill. • There is no incidence of forest fires over the past year, based on public reports or documents the company. • The company has to have the means - fire-fighting infrastructure with adequate and trained human resources. • Progress maintenance Plasma PT STP reached the stage CPCL (prospective farmers prospective land). There are problems related to the status of the region in the area to be used as a plasma. 	<p>The company will always establish good communication with relevant agencies and comply with applicable regulations</p>	<p>The results of documents verification and interviews with the related parties (workers and surrounding communities) there is no indicated of negative impacts of the operational of plantation and mill</p> <p>The results of stakeholder consultation and site visits, there are no conflicts in the area of estate and mill</p>
<p>Environment Agency of Seruyan District</p> <ul style="list-style-type: none"> • The company has good communication with the related agency. The communication was through the Department of Public Relations. • Several Permit by companies such as licenses and permits land LB3 TPS application is still valid and in operation. • The company applied for the shelf life of the waste in TPS LB3 from 90 days to 180 days, the Environment Agency has given permission on storing up to 180 days, including for medical waste. • Obstacles encountered in Central Kalimantan which is not yet available company that is licensed transporters and managers of medical waste. 	<p>The company will always establish good communication with relevant agencies and comply with applicable regulations</p>	<p>The results of documents verification and interviews with the related parties (workers and surrounding communities) there is no indication of negative impacts of the operational of plantation and mill</p> <p>The results of stakeholder consultation and site visits, there are no conflicts in the area of estate and mill</p>

<ul style="list-style-type: none"> • There are no reports or complaints related to pollution caused company operations. 		
<p>Labor, Transmigratin & Tourism Agency of Seruyan District</p> <ul style="list-style-type: none"> • The company has good communication with the related agency. The communication was through the Department of Public Relations. • The company has been carrying out the reporting to related agency. For example, the HSE Committee report, report of labor required (WLTK), and so forth. • The Company has paid the wages of employees in accordance with minimum salary of 2016. • There reports of work accidents in small case. • Last year there mediation of manpower related problems severance calculations one of the employees who are retrenched. It has been resolved. • No other problems related to labor issues related to child labor or racial and gender discrimination. • The company has licenses Safety Health and has conducted regular health checks for employees. 	<p>The company will always establish good communication with relevant agencies and comply with applicable regulations</p>	<p>The result of consultation with the workers, there is no indication of labor disputes between the company and the workers</p>
<p>National Land Agency of Seruyan District Auditor has sent a notification letter of public consultation to Land Agency Office District Seruyan and receipts was showed. However during visit to the agency, there are no competent staff to carry out consultations related to PT STP.</p>	<p>The company will always establish good communication with relevant agencies and comply with applicable regulations</p>	<p>The results of stakeholder consultation and site visit, there are no significant land conflicts in area of plantation and factory</p>
<p>Pematang Limau Village, Head of Village, Head of Village Representative, Cooperation Chairman and Community Representation</p> <ul style="list-style-type: none"> • The CSR program was conducted by PT Rimba Harapan Sakti (PT RHS / Wilmar Group). Villagers expect PT STP also provides CSR program to Pematang Limau Village. Village Board in 2011 	<p>Pematang Limau and Tanjung Rangas village is the village of Patronage PT</p>	

<p>showed MoU between C Pematang Limau Village with PT STP, stating a willingness PT STP to contribute in CSR activities to the Pematang Limau Village.</p> <ul style="list-style-type: none"> • Villagers expect PT STP follow up the smallholder program for community. • There are report from community that bed POME the application sometimes overflow during the rainy season. • The company is expected to follow up cases of land disputes with H. Anang Hartani. • The Company not yet socialized on the list of documents that can be accessed by the public. 	<p>STP. In 2014 PT RHS do Social Impact Study (SIA). Geographically PT RHS include in the administrative area of Pematang Limau, therefore, the assessment at the Village Pamatang Limau Seruyan Hilir district by the PT RHS. PT STP and PT RHS is a subsidiary of the Wilmar International Plantation and any filing assistance (CD/CSR) from the target villages received and processed at the Regional Office by CD/CSR Department. Therefore, the village divide into each unit to maximize the program Management ofCD /CSR and facilitate the administrative process.</p> <p>Smallholder programme for Pematang Limau village was formed by the Makmur Sejahtera Cooperation is currently in progress.</p> <p>During the rainy season has made precautions so that wastewater in Land Application bed so that not overflow</p>	<p>Implementation of CD / CSR by the company should still consider the conditions and the basic needs of the community around the plantation area</p> <p>The results of the consultation with relevant agencies and field visit, there no are indicated leakage POME pool.</p> <p>Land disputes are being handled and has shown documents during the audit process (Minutes of the meeting and the attendance list of participants)</p> <p>It has been shown documentary evidence of socialization</p>
<p>Gender Committee</p> <ul style="list-style-type: none"> • The women's committee is active in related socialization of women workers' rights and reproductive health. • Documentation regarding the work program have been documented. • Up to the audit carried out, there has been no cases related to domestic violence, sexual abuse or violations of the rights of women workers. 	<p>The company will always trying to meet the rights of women workers</p>	<p>The results of documents verification and consultation with the gender committee and some female workers, there is no indication any violation of the rights of women</p>

<ul style="list-style-type: none"> • Outreach activities carried out through special momentum and present the muster morning before work. • Workers are pregnant and lactating women obtain their rights such as leave H1 and H2, not doing work related to chemicals. 		
<p>Bipartite Cooperation Institution (LKS Bipartit)</p> <ul style="list-style-type: none"> • Bipartite Cooperation Institution (LKS Bipartit) act as a "bridge" for communication process between management and workers. • The company has adjusted wage to the minimum wage in 2016. • Routine Agenda meeting takes place whenever there is an urgent issue to be communicated. • If there are complaints, the workers have to know the mechanism in accordance with the procedure. • Already existing grievance procedures in the case of employees. 	<p>Companies will always seek to fulfill the rights of workers</p>	<p>The results of documents verification and consultation with employees, there is no indication of labor disputes between the company and the workers</p>
<p>Local Contractor (CV Awa Raya Pratama)</p> <ul style="list-style-type: none"> • Cooperation with PT Sarana Titian Permata has been going on since 2012. This type of work that is handled is the manufacture of concrete ditch and house employees • Employment Contract Agreement is done for each type of work, eg for the construction of employee housing type G6 conducted for 6 months. • Document the employment contract signed by each party and the stamp IDR 6000. • The contractor has understand the clauses in the contract before signing 	<p>The company will always provide opportunities for local contractors in the fields of work that can be undertaken in cooperation with other parties</p>	<p>Cooperation agreements have been made and implemented in a transparent and timely payments was carried out in accordance of the cooperation agreement</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company and audit team to acknowledge a field assessment and agree for all content explained in this assessment report, included of nonconformities issues.</p> <p style="text-align: center;">Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>PT Sarana Titian Permata Sustainability Coordinator Indonesia Wimar International Ltd</p>  <p><u>Khairul Anuar</u> 11 November 2016</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Oktovianus Rusmin</u> 11 November 2016</p> </div> </div>

Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Social, Labor, and Transmigration Agency, Seruyan District Seruyan District	Kuala Pembuang, Kab. Seruyan District, Province of Kalimantan Tengah	-	Consultation Meeting	September 14 th 2016	✓	
2	Environmental Agency, Seruyan District	Kuala Pembuang, Kab. Seruyan District, Province of Kalimantan Tengah	-	Consultation Meeting	September 14 th 2016	✓	
3	Forestry and Plantation Agency, Seruyan District	Kuala Pembuang, Kab. Seruyan District, Province of Kalimantan Tengah	-	Consultation Meeting	September 14 th 2016	✓	
4.	National Land Agency Seruyan District	Kuala Pembuang, Kab. Seruyan District, Province of Kalimantan Tengah	-	Consultation Meeting	September 14 th 2016	✓	
5.	Head of Village and Community Leaders Pematang Limau	Village of Pematang Limau, Subdiistrict of. Seruyan Hilir, district of Seruyan Province of Kalimantan Tengah	-	Focus Group Discussion	September 14 th 2016	✓	
6	Sawit Watch Indonesia	Bogor	info@sawitwatch.or.id	Kuesioner via email	6 th September 2016		✓
7	Wahana Lingkungan Hidup Indonesia	Jakarta	informasi@wahalhi.or.id	Kuesioner via email	6 th September 2016		✓
8	World Wide Fund Indonesia	Jakarta	wwf-indonesia@wwf.or.id	Kuesioner via email	6 th September 2016		✓
9	AMAN	Kalimantan	rumahaman@cbn.net.id	Kuesioner via email	6 th September 2016		✓
10	LSM Duta Sampit	Kalimantan	lsm_duta@yahoo.co.id	Kuesioner via email	6 th September 2016		✓
11	Gender Committee	PT. Sarana Titian Permata Estate	-	Interview	September 14 th 2016	✓	
12	LKS Bipartit PT STP	PT. Sarana Titian Permata Estate	-	Interview	September 14 th 2016	✓	
13	Local contractor	Kuala Pembuang, Kab. Seruyan District, Province of Kalimantan Tengah		Interview	September 16 th 2016	✓	

Appendix 2. Assessment Program

DATE TANGGAL	13 th – 17 th September, 2016	
PLANNED TIME RENCANA WAKTU	PROCESSES / CLAUSES TO BE AUDITED PROSES / HAL YANG DIAUDIT	AUDITOR
<p>Selasa / Tuesday 13th Sept. 2016</p> <p>09.15 -10.30</p> <p>11.30 -15.30</p> <p>16.00-17.00</p>	<p>JAKARTA → PANGKALANBUN</p> <p>PANGKALANBUN → PT SARANA TITIAN PERMATA</p> <p>Opening Meeting</p> <ul style="list-style-type: none"> • Presentasi Auditee (Perkenalan PIC, Profil Perusahaan) // <i>Auditee Speech (Introduction of PIC, Profile of Certified Management Unit)</i> • Presentasi Tim Auditor (Perkenalan, Penjelasan Tujuan Audit, Ruang Lingkup Audit, Pembahasan Rencana Audit, Penentuan Sampel Audit, Penyampaian Transparansi dan Kerahasiaan) // <i>Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)</i> • Review hasil temuan penilaian sebelumnya // <i>Review of previous (Initial assessment) findings</i> <p>Verifikasi Informasi Dasar (PKS dan Kebun) // <i>Verification of Basic Information Mill and Estate</i></p> <p>Klarifikasi Time Bound Plan // <i>Confirmation of Time Bound Plan</i></p> <p>Informasi Pabrik & Kebun // <i>Basic Information Mill and Estate</i></p>	<p>Auditor Team</p> <p>Management Representative PT STP</p> <p>Auditor Team</p>
<p>Rabu / Wednesday 14th Sept. 2016</p> <p>08.00 – Finish</p> <p>08.00 -12.00</p>	<ul style="list-style-type: none"> • Konsultasi Stakeholder ke Instansi Terkait di Kabupaten Seruyan <i>Stakeholder Meeting and Consultation at SERUYAN Regency with Relevant Government Agencies.</i> • Konsultasi dengan Desa Pematang Limau <i>Stakeholder Consultation at Pematang Limau Village</i> <p>Observasi lapangan STP 1 ESTATE // <i>Field observation to STP 1 ESTATE:</i></p> <ul style="list-style-type: none"> • Implementasi Aspek Agronomi (Panen & Transportasi, Pemupukan, Aplikasi Pestisida, Perawatan Jalan, Monitoring Pengendali Hayati, Aplikasi Janjang Kosong) // <i>Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</i> • Implementasi Aspek Lingkungan dan Konservasi (Pengelolaan Sampah, Fasilitas Pengendali Kebakaran, Limbah dan Area HCV) // <i>Implementation of Environmental, Conservation and Waste Management Aspect (Domestic Waste Management, Fire Control Facilities and HCV Area).</i> • Implementasi Aspek Legal (Legalitas Kepemilikan Lahan, Tata Batas) // <i>Implementation of Legal Aspect (Land Ownership, Legal Boundaries)</i> • Implementasi Aspek Sosial (Komunikasi dan Transparansi, Prosedur dan Mekanisme Keluhan) // <i>Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance)</i> • Implementasi Keselamatan dan Kesehatan Kerja // <i>Implementation of Occupational Health & Safety Aspect</i> • Observasi Fasilitas Pekerja (Perumahan, Sekolah, Sarana Ibadah, Klinik, dll) // <i>Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc).</i> 	<p>AFS</p> <p>SMM</p> <p>SMM</p> <p>ORN</p> <p>ORN</p> <p>DHT</p> <p>DHT</p>

DATE TANGGAL	13 th – 17 th September, 2016	
PLANNED TIME RENCANA WAKTU	PROCESSES / CLAUSES TO BE AUDITED PROSES / HAL YANG DIAUDIT	AUDITOR
12.00 – 14.00	Istirahat siang // <i>Break</i>	All Auditor
14.00 – 17.00	<ul style="list-style-type: none"> • Wawancara dengan Komite Gender, Serikat Pekerja, Koperasi Karyawan (jika ada), <i>Interview with Gender Committee, Worker's Union, Worker's Cooperative (if any)</i> • Kontraktor Lokal Mill dan Kebun, Supplier Pihak Ketiga // <i>Local Contractor (for Mill and Estate), Third Party Supplier.</i> • Tinjauan dokumen dan melengkapi daftar periksa // <i>Document review and completing audit checklist.</i> 	DHT ORN All Auditor
Kamis / Thursday 15th Sept. 2016 08.00 – 12.00	<p>Observasi lapangan STP 2 ESTATE // <i>Field observation to STP 2 ESTATE:</i></p> <ul style="list-style-type: none"> • Implementasi Aspek Agronomi (Panen & Transportasi, Pemupukan, Aplikasi Pestisida, Perawatan Jalan, Monitoring Pengendali Hayati, Aplikasi Janjang Kosong) // <i>Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</i> • Implementasi Aspek Lingkungan dan Konservasi (Pengelolaan Sampah, Fasilitas Pengendali Kebakaran, Limbah dan Area HCV) // <i>Implementation of Environmental, Conservation and Waste Management Aspect (Domestic Waste Management, Fire Control Facilities and HCV Area).</i> • Implementasi Aspek Legal (Legalitas Kepemilikan Lahan, Tata Batas) // <i>Implementation of Legal Aspect (Land Ownership, Legal Boundaries)</i> • Implementasi Aspek Sosial (Komunikasi dan Transparansi, Prosedur dan Mekanisme Keluhan) // <i>Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance)</i> • Implementasi Keselamatan dan Kesehatan Kerja // <i>Implementation of Occupational Health & Safety Aspect</i> • Observasi Fasilitas Pekerja (Perumahan, Sekolah, Sarana Ibadah, Klinik, dll) // <i>Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc).</i> 	AFS SMM ORN ORN DHT DHT
12.00 – 14.00	Istirahat siang // <i>Break</i>	
14.00 – 17.00	<ul style="list-style-type: none"> • Verifikasi hasil konsultasi para pihak dan kunjungan lapangan // <i>Verification of stakeholder consultation result and field visit.</i> • Tinjauan dokumen dan melengkapi daftar periksa // <i>Document review and completing audit checklist.</i> 	All Auditor
Jumat / Friday 16th Sept. 2016 08.00 – 11.30	<p>Kunjungan Lapangan ke PKS STP / <i>Field visit to STP PALM OIL MILL:</i></p> <ul style="list-style-type: none"> • Alur Rantai Pasok / Supply Chain (Penerimaan TBS, Penimbangan TBS, Sortasi TBS, <i>Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting,</i> • Observasi Proses Pengolahan, Despatch CPO) // <i>Processing Activity, Despatch CPO)</i> • Aspek Keselamatan dan Kesehatan // <i>Health & Safety,</i> • Lingkungan (Inspeksi Gudang Bahan Kimia, Gudang Limbah B3, Workshop, Simulasi Fasilitas Pengendali Kebakaran, Pengelolaan Limbah Pabrik / IPAL) // <i>Environmental Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond)</i> 	ORN AFS DHT SMM
11.30 – 14.00	Istirahat siang // <i>Break</i>	
14.00 – 16.20	<ul style="list-style-type: none"> • Diskusi internal tim auditor untuk persiapan Closing Meeting // <i>Internal discussion by auditor team preparing for Closing Meeting</i> 	Auditor Team
16.30- Finish	<ul style="list-style-type: none"> • Closing Meeting 	Auditor Team & Management Representative PT STP

DATE TANGGAL	13 th – 17 th September, 2016	
PLANNED TIME RENCANA WAKTU	PROCESSES / CLAUSES TO BE AUDITED PROSES / HAL YANG DIAUDIT	AUDITOR
Sabtu / Saturday 17 th Sept. 2016 07.00 – 09.00 11.00 – 12.25	<ul style="list-style-type: none"> • Travel from Plantation area to Sampit • SAMPIT → JAKARTA 	Auditor Team