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## **Roundtable on Sustainable Palm Oil**

### **Public Summary Report**

Report no.: Report no. : 1FU\_82450216037

1<sup>st</sup> Surveillance assessment against the

RSPO Principles & Criteria Generic year 2013, RSPO P&C INA-NI year 2016 and RSPO Supply Chain Certification System year 2014

### **PT Aek Tarum – Belida Mill**

Head Office :

Jalan Basuki Rahmat Nomor 788, Palembang, South Sumatera

Site:

Sumber Baru Village, Mesuji Raya Sub-district, Ogan Komering Ilir District,  
South Sumatera Province, Indonesia

Date of 1<sup>st</sup> Surveillance assessment: March 20-24, 2017

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## 1.0 SCOPE OF 1<sup>ST</sup> SURVEILLANCE ASSESSMENT

### 1.1 National Interpretation Used

The operations of the palm oil mill(s) and its supply base of FFB were assessed against RSPO P&C year 2013, Indonesian Nasional Interpretation (INA-NI) year 2016 and RSPO Supply Chain year 2014. Selected Supply Chain Model according to company's FFB supply base are IP & MB

### 1.2 Type of Assessment

Type of assessment is 1<sup>st</sup> surveillance audit where it was carried out on 1 (one) mill (Belida Mill under PT Aek Tarum), 2 (two) estates under PT Aek Tarum (Belida estate) and PT Mutiara Bunda Jaya (Inti Permata Bunda Satu (IPBS) estate) which owned by PT Sampoerna Agro and 8 (eight) smallholder's estates are village cooperative (KUD) of Tekad Mandiri, Panca Sawit Makmur, Jaya Bersama, Karya Makmur, Rahayu Bhakti, Mulya Jaya, Mekar Sari and Sumber Rejeki.

### 1.3 Location and Maps

PT Aek Tarum location is in Sumber Baru Village, Mesuji Raya Sub-district, Ogan Komering Ilir District, and South Sumatera Province. This location is 100 km or 4 hours by drive from Palembang City the capital of South Sumatera.

**Table 1.a : GPS locations for all estates and mills included in certification assessment**

Name of mill / estate	Location	GPS locations	
		Latitude	Longitude
Belida Mill	Sumber Baru C1 Village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 50' 13.93" S	104° 58' 09.82" E
Belida Estate		03° 49' 04.27" S	105° 01' 27.40" E
IPBS Estate		03° 49' 04.27" S	105° 01' 27.40" E

**Table 1.b : GPS locations for all smallholders' estates**

Name of estates	Location	GPS locations	
		Latitude	Longitude
KUD Tekad Mandiri	Kemang Indah SP2 Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 46' 55.86" S	105° 02' 28.18" E
KUD Panca Sawit Makmur	Balian Makmur SP5 Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 48' 17.56" S	105° 06' 16.71" E
KUD Jaya Bersama	Cahaya Mulya SP6 Village, Mesuji Makmur Sub District, Ogan Komering Ilir District, South Sumatera Province	04° 00' 57.77" S	104° 56' 24.82" E
KUD Karya Makmur	Sumbu Sari Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 46' 38.60" S	105° 00' 10.50" E
KUD Rahayu Bhakti	Sumber Baru Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 50' 02.40" S	104° 59' 44.20" E
KUD Mulya Jaya	Mulya Jaya Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 51' 05.60" S	105° 02' 53.30" E
KUD Mekar Sari	Mekar Wangi Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 50' 47.20" S	105° 05' 12.30" E

Name of estates	Location	GPS locations	
		Latitude	Longitude
KUD Sumber Re- jeki	Karya Mukti Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 52' 34.30" S	105° 04' 13.40" E

Whereas, location & estate map has showed in **Figure 1 to 4**.

**Figure 1: Location PT Aek Tarum & PT Mutiara Bunda Jaya in South Sumatera Province Indonesia**



**Figure 2: Location of PT Aek Tarum, Belida Palm Oil Mill, Belida Estate**

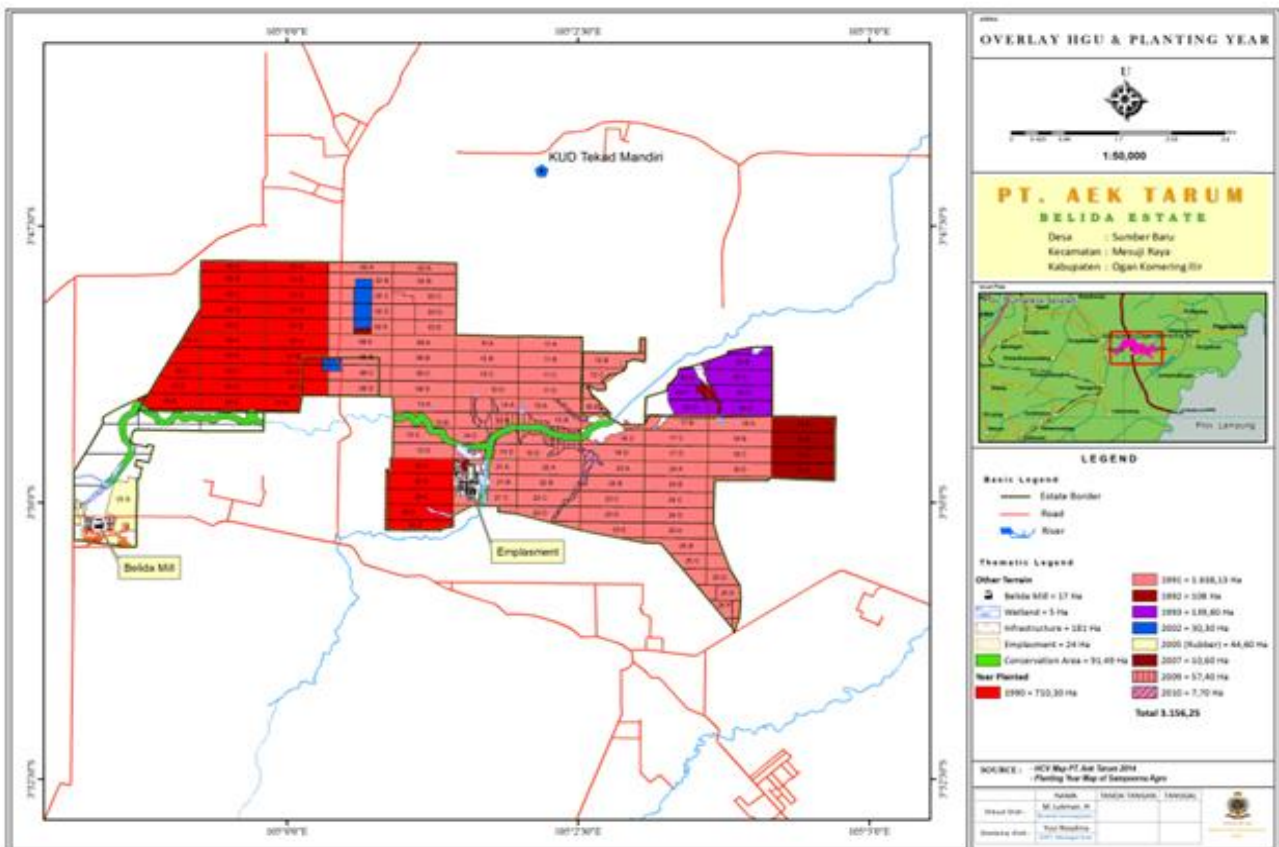


Figure 3: Location of IPBS Estate (PT Mutiara Bunda Jaya)

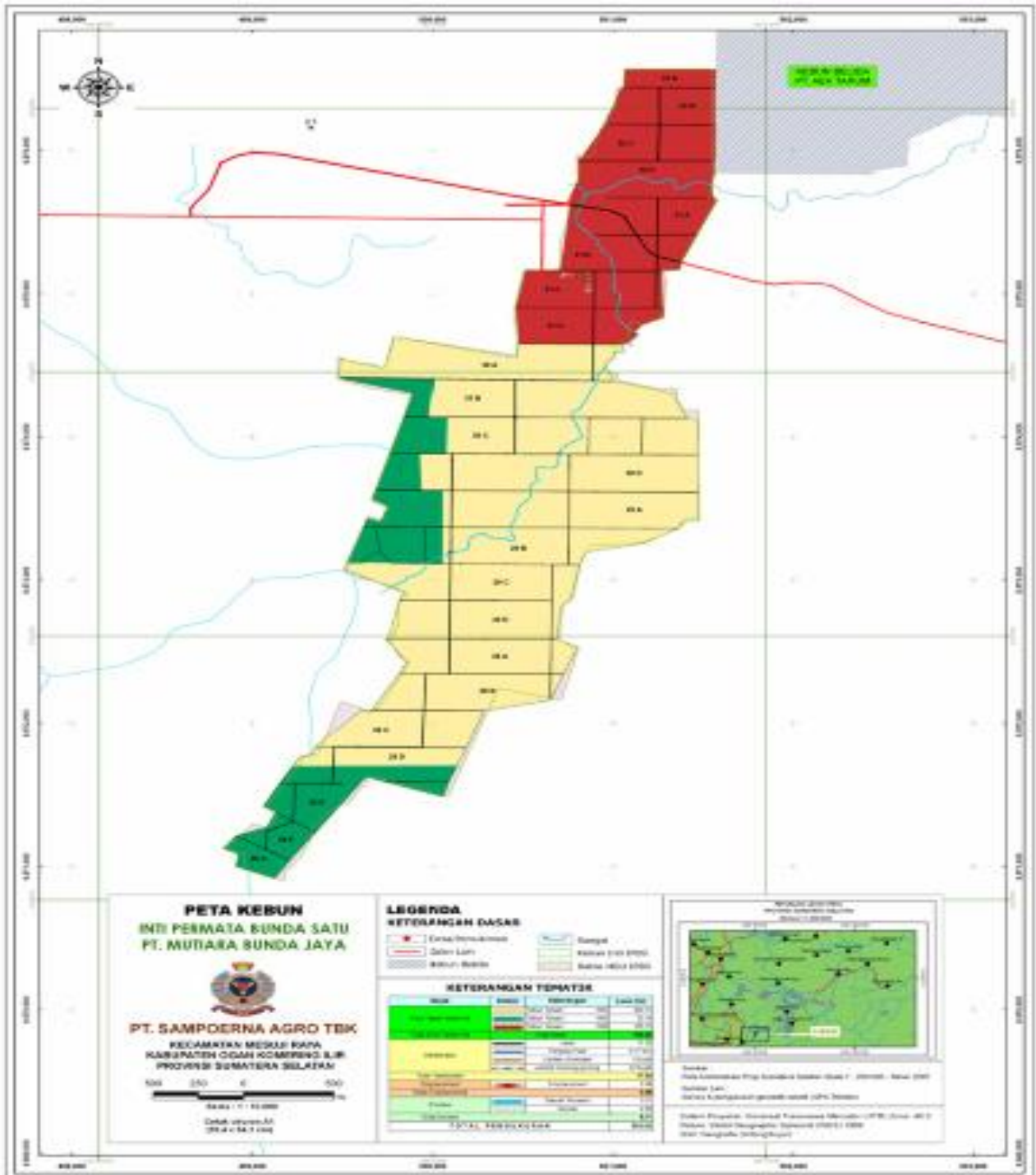
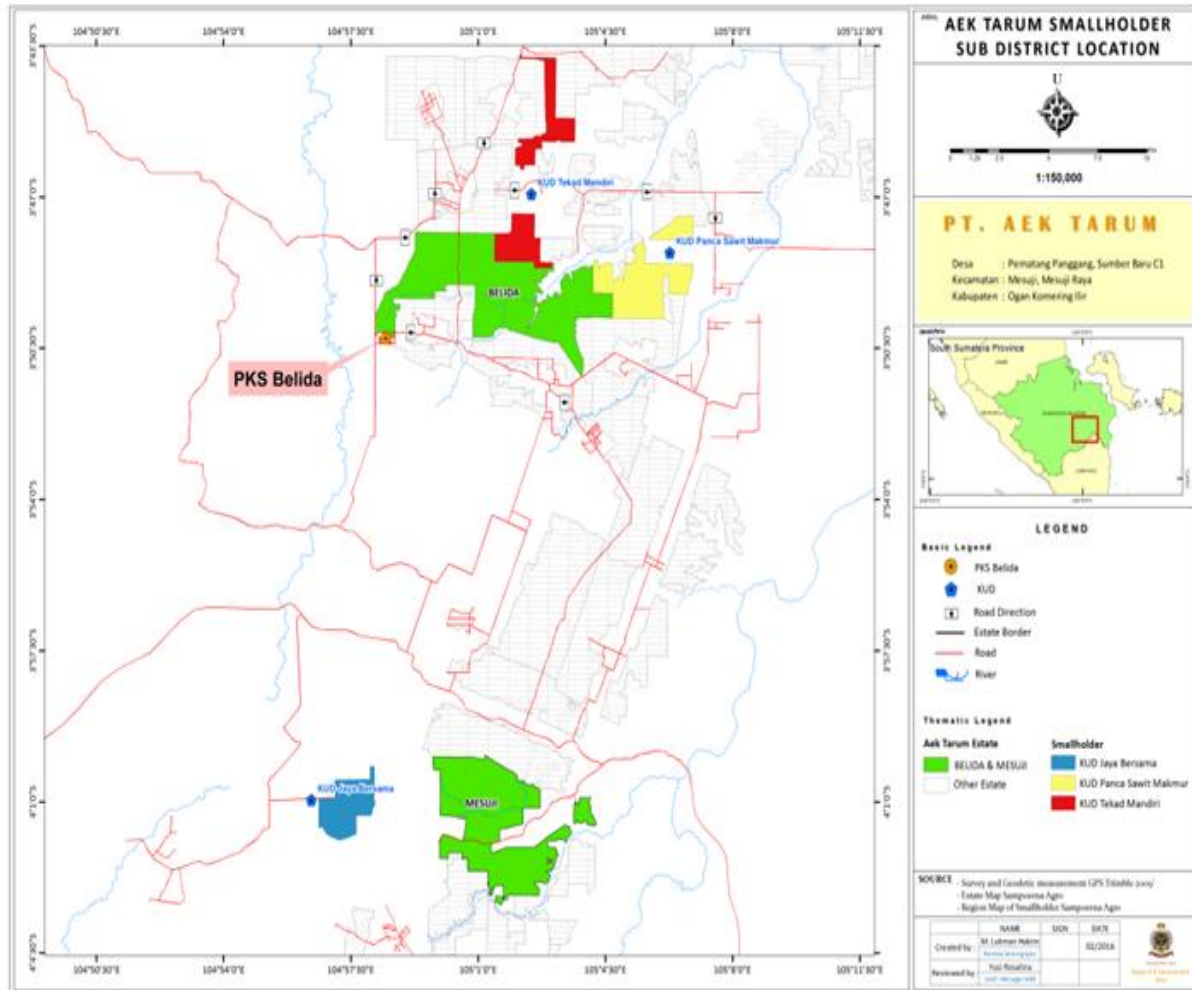


Figure 4. Smallholders area included on certification scope.



#### 1.4 Description of Supply Base

Table 2: FFB Supply Information for Belida mill in year 2016 and 2017

FFB Contributors	FFB supplied year 2016 *		FFB supplied year 2017 (projection)**	
	Tonnes	%	Tonnes	%
<b>Company owned (certified) estates :</b>				
Belida Estate	23,804	14.13	47,813	27.36
IPBS Estate	5,769	3.43	8,763	5.01
<b>Sub Total</b>	<b>29,573</b>	<b>17.56</b>	<b>56,576</b>	<b>32.38</b>
<b>Other's company estates :</b>				
Mesuji Estate	138	0.08	0	0.00
Surya Adi Estate	47	0.03	0	0.00
Sumber Sawit Estate	2,109	1.25	0	0.00
IPBD Estate	428	0.25	0	0.00
<b>Sub Total</b>	<b>2,722</b>	<b>1.62</b>	<b>0</b>	<b>0.00</b>
<b>Scheme Smallholder estates (include scope):</b>				

FFB Contributors	FFB supplied year 2016 *		FFB supplied year 2017 (projection)**	
	Tonnes	%	Tonnes	%
KUD Tekad Mandiri	10,729	6.37	12,515	7.16
KUD Panca Sawit Makmur	12,978	7.71	14,559	8.33
KUD Jaya Bersama	8,217	4.88	9,634	5.51
KUD Rahayu Bhakti	0.00	0.00	15,649	8.96
KUD Mulya Jaya	0.00	0.00	17,954	10.27
KUD Mekar Sari	0.00	0.00	21,831	12.49
KUD Sumber Rejeki	0.00	0.00	9,013	5.16
KUD Karya Makmur	0.00	0.00	17,015	9.74
<b>Sub Total</b>	<b>31,924</b>	<b>18.96</b>	<b>118,170</b>	<b>67.62</b>
<b>Scheme Smallholder estates (out of scope):</b>				
KUD Rahayu Bhakti	12,380	7.35	0	0.00
KUD Mulya Jaya	15,217	9.04	0	0.00
KUD Mekar Sari	17,443	10.36	0	0.00
KUD Sumber Rejeki	8,384	4.98	0	0.00
KUD Karya Makmur	13,308	7.90	0	0.00
KUD Balian Sejahtera Abadi	761	0.45	0	0.00
KUD Bina Sawit Utama	1,418	0.84	0	0.00
KUD Citra Sawit Mandiri	557	0.33	0	0.00
KUD Marga Mulya	4,334	2.57	0	0.00
KUD Mekar Sawit	641	0.38	0	0.00
KUD Permata Bunda	5,178	3.07	0	0.00
KUD Sinar Jaya	4,468	2.65	0	0.00
KUD Subur Makmur	3,145	1.87	0	0.00
KUD Surya Adi	5,141	3.05	0	0.00
KUD Surya Bhakti	1,484	0.88	0	0.00
KUD Tunas Harapan	290	0.17	0	0.00
<b>Sub Total</b>	<b>94,149</b>	<b>55.89</b>	<b>0</b>	<b>0.00</b>
<b>Independent Outgrower :</b>	<b>10,046</b>	<b>5.97</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL</b>	<b>168,414</b>	<b>100.00</b>	<b>174,746</b>	<b>100.00</b>

**Note:** \*) Data from January to December 2016

\*\*\*) Data from January to December 2017 (projection)

**Table 3a: CPO and PK production from Belida Mill in year 2016 (certified only)**

FFB Contributor	FFB supplied in 2016 (Tonnes)	OER (%)	CPO (Tonnes)	KER (%)	PK (Tonnes)
<b>Company owned estates:</b>					
Belida Estate	23,804	22.36	5,323	5.39	1,283
IPBS Estate	5,769	22.36	1,290	5.39	311
<b>Sub-total</b>	<b>29,573</b>	<b>22.36</b>	<b>6,613</b>	<b>5.39</b>	<b>1,594</b>
Smallholders*	31,924	22.36	7,138	5.39	1,721
<b>GRAND TOTAL</b>	<b>61,497</b>	<b>22.36</b>	<b>13,751</b>	<b>5.39</b>	<b>3,315</b>

**Note :** \* consist of KUD Tekad Mandiri, KUD Panca Sawit Makmur & KUD Jaya Bersama



**Table 3b: CPO and PK production from Belida Mill in year 2016 (non-certified only)**

FFB Contributor	FFB supplied in 2016 (Tonnes)	OER (%)	CPO (Tonnes)	KER (%)	PK (Tonnes)
Others company estate	2,722	22.36	608.64	5.39	146.72
Smallholders	94,149	22.36	21,051.72	5.39	5,074.63
Independent outgrowers	10,046	22.36	2,246.29	5.39	541.48
<b>GRAND TOTAL</b>	<b>106,917</b>	<b>22.36</b>	<b>23,906.65</b>	<b>5.39</b>	<b>5,762.83</b>

**Table 4: CPO and PK production from period 2016 and projected for year 2017**

FFB supplied in 2016 (Tonnes)	OER (%)	CPO (Tonnes)	KER (%)	PK (Tonnes)
168,414	22.36	37,657.37	5.39	9,077.52
Projection FFB supplied in 2017 (Tonnes)	OER	CPO (Tonnes)	KER	PK (Tonnes)
174,746	21.87	38,216.95	5.40	9,436.28

### 1.5 Dates of Plantings and Replanting Cycles

The company follows a replanting cycle of 28 years for Belida estate and 24 & 27 year for IPBS estate. Information on the dates of plantings are as per the table below.

**Table 5a: Age and year of plantings of company estate and KUD supplying to Belida Mill**

Age & Year of Plantings	Oil palm planted area at each estate within scope of certification (ha)				
	Belida Estate*	IPBS Estate*	KUD Tekad Mandiri	KUD Panca Sawit Makmur	KUD Jaya Bersama
0 – 5 yrs (2012 – 2016)	0.00	0.00	0.00	0.00	0.00
5-10 yrs (2007 – 2011)	75.70	0.00	0.00	0.00	0.00
10-15 yrs (2002 – 2006)	74.90	0.00	0.00	0.00	0.00
15-20 yrs (1997 – 2001)	0.00	0.00	0.00	0.00	0.00
20-25 yrs (1992 – 1996)	247.60	539.50	0.00	1,013.30	524.50
25-30 yrs (1986-1991)	2,348.43	0.00	824.10	0.00	0.00
<b>TOTAL</b>	<b>2,746.63</b>	<b>539.50</b>	<b>824.10</b>	<b>1,013.30</b>	<b>524.50</b>

Remarks: \* Company's owned estate

**Table 5b: Age and year of plantings of company estate and KUD supplying to Belida Mill**

Age & Year of Plantings	Oil palm planted area at each estate within scope of certification (ha)				
	KUD Rahayu Bhakti	KUD Mulya Jaya	KUD Mekar Sari	KUD Sumber Rejeki	KUD Karya Makmur
0 – 5 yrs (2012 – 2016)	0.00	0.00	0.00	0.00	0.00
5-10 yrs (2007 – 2011)	0.00	0.00	0.00	0.00	0.00
10-15 yrs (2002 – 2006)	0.00	0.00	0.00	0.00	0.00
15-20 yrs (1997 – 2001)	0.00	0.00	0.00	0.00	0.00
20-25 yrs (1992 – 1996)	751.60	1,044.70	1,234.10	556.40	1,357.90
25-30 yrs (1986-1991)	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>751.60</b>	<b>1,044.70</b>	<b>1,234.10</b>	<b>556.40</b>	<b>1,357.90</b>

**Table 6: Planned and actual oil palm replanting activities for PT Aek Tarum**

Year	Total planned replanting area (ha)	Total planned replanting area for each estate (ha)		Actual total area replanted (ha)
		Belida Estate	IPBS Estate	
2017	0	0	0	0
2018	1,032.80	1,032.80	0	0
2019	432.50	432.50	0	0
2020	1,210.5	671.00	539.50	0
2021	610.33	610.33	0	0

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

**Table 7: Oil Palm Planted Area Summary, FFB Production and Average yield/ha for PT Aek Tarum**

Estate Name	Total area (ha)	Oil Palm Planted area (ha)	Mature (Production) area (ha)	Immature (Non-production) area (ha)	FFB Production (tonnes)		Average yield year 2016 (tonnes/ha)
					2016	2017*	
Belida	3,156.25	2,746.63	2,746.63	0.00	23,803.88	8,564.54	8.67
IPBS	552.24	539.50	539.50	0.00	5,769.38	2,347.26	10.69
<b>Sub Total</b>	<b>3,708.49</b>	<b>3,286.13</b>	<b>3,286.13</b>	<b>0.00</b>	<b>29,573.26</b>	<b>10,911.80</b>	<b>8.99</b>
KUD Tekad Mandiri	824.10	824.10	824.10	0.00	10,729.40	176.53	13.02
KUD Panca Sawit Makmur	1,013.30	1,013.30	1,013.30	0.00	12,978.32	81.71	12.81
KUD Jaya Bersama	524.50	524.50	524.50	0.00	8,217.95	72.18	15.67
KUD Rahayu Bakti	751.60	751.60	751.60	0.00	12,379.55	159.74	16.47
KUD Mulya Jaya	1,044.70	1,044.70	1,044.70	0.00	15,216.83	215.75	14.57
KUD Mekar Sari	1,234.10	1,234.10	1,234.10	0.00	17,442.65	199.78	14.13

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Estate Name	Total area (ha)	Oil Palm Planted area (ha)	Mature (Production) area (ha)	Immature (Non-production) area (ha)	FFB Production (tonnes)		Average yield year 2016 (tonnes/ha)
					2016	2017*	
KUD Sumber Rezeki	556.40	556.40	556.40	0.00	8,383.76	104.80	15,07
KUD Karya Makmur	1,357.90	1,357.90	1,357.90	0.00	13,308.17	264.18	9,80
<b>Sub Total</b>	<b>7,306.60</b>	<b>7,306.60</b>	<b>7,306.60</b>	<b>0.00</b>	<b>98,656.63</b>	<b>1,274.67</b>	<b>13.50</b>
<b>TOTAL</b>	<b>11,015.09</b>	<b>10,592.73</b>	<b>11,015.09</b>	<b>0.00</b>	<b>128,229.89</b>	<b>12,186.47</b>	<b>11.64</b>

Note : Until 1<sup>st</sup> surveillance audit

**Table 8: Land use data for PT Aek Tarum**

Estate Name	Total area (ha)	Oil Palm Planted Area (ha)	HCV/ Potential HCV areas (ha)		Land used for other purposes (ha)		
			Inside in the planted area	Outside planted area	Office, Housing & Road	Nursery	Other Land (Non Plantable)
<b>Company owned estate</b>							
Belida Estate	3,156.25	2,746.63	91.88	0.00	133.47	-	276.15
IPBS Estate	552.54	539.50	26.30	2.25	1.95	-	8.84
<b>Total</b>	<b>3,708.79</b>	<b>3,286.13</b>	<b>118.18</b>	<b>2.25</b>	<b>135.42</b>	<b>-</b>	<b>284.99</b>
<b>Smallholder estates</b>							
KUD Tekad Mandiri	824.10	824.10	4.43	0.00	-	-	-
KUD Panca Sawit Makmur	1,013.30	1,013.30	1.29	0.00	-	-	-
KUD Jaya Bersama	524.50	524.50	5.49	0.00	-	-	-
KUD Rahayu Bakti	751.60	751.60	136,65 (Targabung dalam KUD : Serba Usaha, Maju Lancar, Sedyta Mukti, Subur Makmur, Karya Makmur, Mulya Jaya, Sumber Rezeki, Permata Bunda)	0.00	-	-	-
KUD Mulya Jaya	1,044.70	1,044.70		0.00	-	-	-
KUD Mekar Sari	1,234.10	1,234.10		0.00	-	-	-
KUD Sumber Rezeki	556.40	556.40		0.00	-	-	-
KUD Karya Makmur	1,357.90	1,357.90		0.00	-	-	-
<b>TOTAL</b>	<b>7,306.60</b>	<b>7,306.60</b>		<b>147.86</b>	<b>0.00</b>	<b>-</b>	<b>-</b>

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**1.7 Organisational Information / Contact Person**

Contacts details of the company are as follows:

<b>Company Name:</b>	<b>PT Aek Tarum – Belida Mill</b>
<b>RSPO Membership no.</b>	1-0031-07-000-00
<b>Address:</b>	<b>Head office :</b> Jl. Basuki Rachmat No. 788 Palembang 30127 Sumatera Selatan – Indonesia
	<b>Site :</b> Sumber Baru Village, Mesuj Raya Sub District, Ogan Komering Ilir District, South Sumatera Province - Indonesia
<b>Contact Person:</b>	Mrs Yusi Rosalina
<b>Telephone:</b>	+6281-271-238226
<b>Email:</b>	yusi.rosalina@sampoernaagro.com

**1.8 Time Bound Plan for Other Management Units**

The time frame laid out below is considered to be both challenging and realistic. The company will be using the experience of this recertification assessment to ensure that the other management units conform to the RSPO Principles & Criteria.

The audit team is satisfied that the company conforms to the RSPO requirements for partial certification as laid out in Clause 4.2.4 of the RSPO Certification Systems document.

Mill	FFB Supplier	Location	Planted (Ha)	Proposed Year
				for certification
Belida Mill - PT. Aek Tarum	Belida Palm Oil Mill	South Sumatera	-	Certified in 2011
	Belida Estate	South Sumatera	2.747	Certified in 2011
	Permata Bunda Satu Estate	South Sumatera	540	Certified in 2016
	Belida Estate Smallholder (KUD Tekad Mandiri, KUD Panca Sawit Makmur)	South Sumatera	1.837	Certified in 2016
	Mesuji Estate Smallholder (KUD Jaya Bersama)	South Sumatera	525	Certified in 2016
	Limau Sundai Smallholder (KUD Rahayu Bhakti, KUD Mulya Jaya, KUD Mekar Sari, KUD Sumber Rezeki)	South Sumatera	3.587	2017
	Sari Indah Smallholder (KUD Karya Makmur)	South Sumatera	1.358	2017
Permata Bunda Mill - PT. Mutiara Bunda Jaya	Permata Bunda Palm Oil Mill	South Sumatera	-	Certified in 2016
	Mesuji Estate	South Sumatera	2.161	Certified in 2011
	Surya Adi Estate	South Sumatera	541	Certified in 2016
	Mesuji Estate Smallholder (KUD Bina Sawit Utama, KUD Citra Sawit Mandiri, KUD Mekar Sawit)	South Sumatera	2.559	2017
	Permata Bunda Smallholder (KUD Marga Mulya, KUD Surya Bhakti)	South Sumatera	4.086	2017
	Harapan Bunda Smallholder (KUD Surya Adi, KUD Sinar)	South Sumatera	4.299	2017

Mill	FFB Supplier	Location	Planted (Ha)	Proposed Year
				for certification
	Jaya)			
	Surya Karta Smallholder (KUD Tunas Harapan)	South Sumatera	756	2017
Sumber Sawit Mill – PT. Gunung Tua Abadi	Sumber Sawit Palm Oil Mill	South Sumatera	-	Certified in 2016
	Sumber Sawit Estate	South Sumatera	4.191	Certified in 2016
	Permata Bunda Dua Estate	South Sumatera	1.213	Certified in 2016
	Hikmah Tiga Estate	South Sumatera	3,108	2017
	Hikmah Lima Estate	South Sumatera	2,220	2017
	Hikmah Lima Estate Smallholder (KUD Dewa Makmur)	South Sumatera	1.947	2017
	Sumber Sawit Estate Smallholder (KUD Makmur Bersama)	South Sumatera	455	2018
Selapan Jaya Mill - PT. Sampoerna Agro	Selapan Jaya Palm Oil Mill	South Sumatera	-	Certified in 2017
	Hikmah 2 Estate	South Sumatera	2.351	Certified in 2017
	Belida Estate Smallholder (KUD Mulya Indah Permai, KUD Jadi Mandiri, KUD Bina Sejahtera)	South Sumatera	2.986	2017
	Gading Jaya Estate Smallholder /Limau Manis Smallholder (KUD Maju Lancar, KUD Madya Karya Bhakti, KUD Sedyta Mukti, KUD Jaya Makmur, KUD Intan, KUD Marga Mulya)	South Sumatera	6.95	2018
	Gading Jaya Estate Smallholder /Sari Indah Smallholder (KUD Permata Bunda, KUD Karya Makmur, KUD Subur Makmur)	South Sumatera	3.996	2018
	Gading Jaya Estate Smallholder /Sungai Pangeran Smallholder (KUD Sumber Sentosa, KUD Serba Usaha)	South Sumatera	3.177	2018
	Gading Jaya Smallholder (KUD Ipoh Raya, KUD Puger Mulya, KUD Harapan Jaya Mandiri, KUD Balian Sejahtera Abadi)	South Sumatera	4.216	2019
Telaga Hikmah Mill - PT. Telaga Hikmah	Telaga Hikmah Palm Oil Mill	South Sumatera	-	2017
	Hikmah Satu Estate	South Sumatera	3.612	2017
	Hikmah Empat Estate	South Sumatera	2.612	2017
	Gading Jaya Estate	South Sumatera	3.078	2017
	Mega Terang	South Sumatera	1.651	2017
	Tanjung Sari	South Sumatera	2.855	2017
	Sepucuk	South Sumatera	1.172	2019
	Limau Kesturi	South Sumatera	3.751	2018
	Jaya Permai	South Sumatera	3.049	2018
	Nawa Surya	South Sumatera	3.306	2018
	Tanjung Sari Estate Smallholder - Rantau Durian Smallholder (KUD Tanjung Mesayu, KUD Sumber	South Sumatera	1.847	2019

Mill	FFB Supplier	Location	Planted (Ha)	Proposed Year
				for certification
	Makmur, KUD Sari Makmur)			
	Nawa Surya Estate Small-holders	South Sumatera	1.921	2019
	Limau Kesturi Estate Small-holders	South Sumatera	779	2020
Sungai Rangit Mill - PT.Sungai Rangit	Sungai Rangit POM	Central Kalimantan	-	2017
	Baboti Estate	Central Kalimantan	3.522	2017
	Rauk Naga Estate	Central Kalimantan	2.972	2017
	Waringin Estate	Central Kalimantan	3.35	2017
	Sukamara Estate	Central Kalimantan	3.253	2017
	Telaga Bintang Estate	Central Kalimantan	3.118	2017
	Sungai Sagu Estate	Central Kalimantan	3.142	2017
	Sungai Rangit Smallholder	Central Kalimantan	3.061	2019
Usaha Agro Indonesia Mill - PT. Usaha Agro Indonesia	Usaha Agro Indonesia POM	West Kalimantan	-	2017
	Ulin Agro Estate	West Kalimantan	3.476	2017
	Kruing Agro Estate	West Kalimantan	3.405	2017
	Meranti Agro Estate	West Kalimantan	2.309	2017
	PT Anugrah Palm Indonesia Estate	West Kalimantan	0	2022
	Usaha Agro Indonesia Smallholder	West Kalimantan	1.686	2019
	PT Anugrah Palm Indonesia Smallholder	West Kalimantan	0	2025
Lanang Agro Bersatu Mill - PT. Lanang Agro Bersatu	Lanang Agro Bersatu Mill	West Kalimantan	-	2019
	Bukit Subur Estate	West Kalimantan	3.053	2019
	Bukit Makmur Estate	West Kalimantan	3.542	2019
	Lanang Agro Bersatu Smallholders	West Kalimantan	1.221	2021
Landak Area Wilayah 1	PT Tebar Tandan Tenerah Estate	West Kalimantan	2.493	2022
	PT Nusantara Sarana Alam Estate	West Kalimantan	1.561	2022
	PT Kedurang Prakarsa Nabati Estate	West Kalimantan	0	2022
	PT Tebar Tandan Tenerah Smallholders	West Kalimantan	289	2025
	PT Nusantara Sarana Alam Smallholders	West Kalimantan	328	2025
	PT Kedurang Prakarsa Nabati Smallholders	West Kalimantan	0	2025
Landak Area Wilayah 2	PT Pertiwi Agro Sejahtera Estate	West Kalimantan	1.377	2022
	PT Kusuma Mentari Makmur Estate	West Kalimantan	431	2022
	PT Agro Planindo Utama Estate	West Kalimantan	547	2022
	PT Pertiwi Agro Sejahtera Smallholders	West Kalimantan	1.377	2025
	PT Kusuma Mentari Makmur Smallholders	West Kalimantan	12	2025
	PT Agro Planindo Utama Smallholders	West Kalimantan	103	2025

**1.9 Compliance to Rules for Partial Certification**

Compliance of the uncertified management units of PT Sampoerna Agro TBK against the rules for partial certification according to RSPO Certification System clause 4.2.4 was assessed by verification of company's internal audit.

A summary of findings is as stated below.

Partial Certification Requirements	Audit Findings	Status (Comply/not Comply)
(a) The parent organization or one of its majorities owned and / or managed subsidiaries is a member of RSPO.	PT Aek Tarum and PT Mutiara Bunda Jaya (Inti Permata Bunda Dua Estate) are subsidiary of PT Sampoerna Agro Tbk. Sampoerna Agro has been a member of RSPO since 10 January 10, 2007 With membership no 1-0031-07-000-00.	Comply
(b-d) A challenging time-bound plan for certifying all its relevant entities is submitted to the Certification Body (CB) during the first certification audit. The time-bound plan should contain a list of subsidiaries, estates and mills.  Any revision to the time-bound plan or to the circumstances of the company shall cause the plan to be reviewed. for whether it is still appropriate, such that changes to the time-bound plan are permitted only where the organisation can demonstrate that they are justified	A challenging time bound plan has been establish as determined by memorandum of PT Sampoerna Agro Management Commitment signed by CEO on March 19, 2017. (see appendix 6)  This is the latest revision time bond plan of PT Sampoerna Agro Tbk. Considering the readiness of all subsidiaries palm oil mill and estates under PT Sampoerna Agro Tbk.	Comply
(e) No replacement of primary forest or any area identified as containing High Conservation Values (HCVs) or required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure	There is no evidence of replacement primary forest in subsidiaries under sampoerna Argo. Some new development area under subsidiaries of PT Sampoerna Agro i.e.  PT Sungai Rangit, PT Mutiara Bunda Jaya; PT Telaga hikmah and PT Sampoerna Agro are under verification process for New Planting procedure.	Comply
(f) Land conflicts, if any, are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	There is documented evidenced of land conflicts reslves in some subsidiaries of PT Sampoerna Agro such as:  1. PT Mutiara Bunda Jaya (MBJ) with community of Sungai Menang and Rantau Durian I Village. The conflict has mediated by government of District OKI & Sub District Lempuing Jaya, and Plantation Agency of OKI. Based on documents verification and fields observation, found that the Rantau Durian I Village is not located at PT MBJ, so Rantau Durian I village claim to develop plasma plantation can't accepted. This result was documented on letter of Government of OKI District No. 0645/III/2012, dated August 28, 2012, "Rantau Durian I Village is not located at location of PT MBJ.  2. PT Aek Tarum with Mataram Jaya and Community of Kemang Indah Village. There are let-	Comply

Partial Certification Requirements	Audit Findings	Status (Comply/not Comply)
	<p>ters from Head of OKI District No. 0978/III/2016, dated December 01, 2016 and letter form Land Agency of OKI District No. 1.639/300-16.02/XII/2016 dated December 14, 2016. The spitulated letters confrmed that claim that was proposed by Mr. Prawiro Mulkti, S.H can't accepted and proved that letter proposed by claimer was false.</p> <p>3. Mega Terang Estate with community from Sungai Menang Village for 600 ha located at blocks 14, 15 &amp; 16. This conflict has has been clear. For area ± 350 ha has been solved with all claimers. And for area ± 250 ha, claimer (Mrs. Ely Rosa) has verdicted fault by court.</p>	
(g) Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	There is no labour dispute in all subsidiaries PT Sampoerna Agro Tbk for year 2016 and 2017.	
(h) Legal non-compliance, if any, are being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	Some of management units under Sampoerna Agro have not complied with certain legal requirements, for example in PT Sungai Rangit, PT Mutiara Bunda Jaya and others, there is an issue with the land area stated in the land use right certificate (HGU). However, the company is taking action by inviting the National Land Agency (BPN) to re-measure the land and resolve the issue. The process is still ongoing.	

**1.10 Compliance to other RSPO Procedure** (this part not applicable)

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

**1.11 Compliance to RSPO Guidance on GHG calculation**

During the audit, the audit team verify and confirm that

The RSPO PalmGHG Calculator used	Version 3.01
Accurate data has been put into the RSPO PalmGHG Calculator	Monitoring of the Emission are using ISCC Methodlogy.as per Standard operation procedure ( <i>Inventarisasi and Mitigasi rumah Kaca 20 March 2016</i> ). In the SOP has been mention on the data that need to use, i.e.: data of usage chemical, fertilizer, use of electricity, waste water, fossil fuel consumption, soil information, and EFB transportation. Reporting is using data of last 12 month and will reporting once per year.



	Data that has been use for GHG calculation is from January 2016 untill December 2016 and data has been put into RSPO PalmGHG Calculator. The data consist of FFB received by mill, milling production, milling extraction rate, mill fuel consumption, and etc. The calculation has been send to RSPO Secretariat to approval thru email dated May 16, 2017. The secretariat RSPO has responded the email on the same date.
Net GHG Emission Figure (tCO <sub>2</sub> e/tCPO)	1.1 tCO <sub>2</sub> e/tCPO

### 1.12. Plan for certification of associated smallholders

As seen from data in Table 2, the mill has received FFB from smallholders' scheme, there are 19 gorups of smallholders.8 from 19 group smallholder has been included in this certiefication scope, while the the others 11 group will be included partially in next year surveillence audit. This audit is also extension/addition scopes of 5 (five) smallholders i.e. KUD Karya Makmur, Rahayu Bhakti, Mulya Jaya, Mekar Sari & Sumber Rejek. It was confirmed by sustainable maneger of PT Sampoerna Agro.

### 1.13 Approximate Tonnages Certified

The approximate tonnages certified, based projection of FFB production in 2017 for company owned estates and certified smallholders only amount of 174,746 tonnes are as follows:

Crude Palm Oil (CPO) : 38,216.95 tonnes  
 Palm Kernel (PK) : 9,436.28 tonnes

Projection of volume of certified product above based on extraction rate is 21.87% (OER) and 5.40% (KER)

### 1.14 Recommendation for Certification

PT Aek Tarum has established and maintains an effective system to ensure compliance with the RSPO principles and criteria. The audit team has confirmed through the audit process that the company's practices complies with, adequately maintains and implements the requirements of RSPO Principles and Criteria INA-NI 2016

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

### 1.15 Date of Certificate Issued and Scope of Certificate

Scope of this 1<sup>st</sup> surveillence audit different with previous audit (re-certification audit). During 1<sup>st</sup> surveillence audit, there are new 5 (five) smallholders was included on the scope, that is KUD Rahayu Bhakti, KUD Mulya Jaya, KUD Mekar Sari, KUD Sumber Rejek, and KUD Karya Makmur.

The scope of the certificate covers production of palm oil from PT Aek Tarum (Belida Mill) (a subsidiary of PT Sampoerna Agro, Tbk) and its supply base, which includes:

- Belida estate,
- IPBS estate,
- KUD Tekad Mandiri,
- KUD Panca Sawit Makmur
- KUD Jaya Bersama
- KUD Rahayu Bhakti
- KUD Mulya Jaya

- KUD Mekar Sari
- KUD Sumber Rejeki
- KUD Karya Makmur

Moreover, the extension scope due to additional supply chain model from Mass Balance (MB) only be **IP & MB**.

Based on explain above and sub section 1.13 so that date of certificate revision issued is **September 12, 2017**.

#### 1.16 Other Achievement s and Certification Helds

**Table 7: Details of other certifications or awards held by PT Aek Trum**

<b>Name of mill / estate</b>	<b>Certification Stand-ard/Award achieved</b>	<b>Certification Body / Awarder</b>	<b>Date Achieved</b>
PT. Aek Tarum – Belida Mill	ISCC EU	GUT Cert	30 Sept 2016
PT. Aek Tarum (Kebun Belida, Kebun Mesuji, Bengkel Sentral, PKS Belida)	ISO 9001 : 2008	TUV Nord	18 Januari 2016
PT. Aek Tarum (Kebun Belida, Kebun Mesuji, Bengkel Sentral, PKS Belida)	ISO 14001 : 2004	TUV Nord	18 Januari 2016
PT. Aek Tarum (Kebun Belida, Kebun Mesuji, PKS Belida)	ISPO	TUV Nord	16 Januari 2014
PT. Aek Tarum	Proper - Biru	Kementerian LH&K	2016

## 2.0 ASSESSMENT PROCESS

### 2.1 Certification Body

PT TUV Rheinland Indonesia is member of Group TÜV Rheinland Group, a global leader in independent testing and assessment services. The TÜV Rheinland Group was established in 1872 with offices located in over 490 locations in 62 countries on all five continents. PT TUV Rheinland Indonesia offers certification for a wide range of management systems according to established international standards including ISO 9001, ISO 14001, OHSAS 18001, SA 8000, as well as CDM Validations and Verifications. PT TUV Rheinland Indonesia's office is located in Jakarta, Indonesia.

### 2.2 Qualifications of Lead Assessor and Assessment Team

Name	Position	Qualifications / Experience
Wahyu	Lead Auditor	<p><b>Education:</b> Bachelor degree of Mechanical Engineering - University of Indonesia and Magister of Manufacturing - Pancasila University</p> <p><b>Trainings attended:</b> ISO 9001 and ISO 14001 IRCA Lead Auditor Training, Training of ISO 28000, TOT of Maritime Security, ISO 22000, and OHSAS 18001, SVLK Lead Auditor Training, COC – LEI Lead Auditor Training, VLO &amp; RIL Training, ISPO Lead Auditor Training, and RSPO Lead Auditor Training.</p> <p><b>Working experience:</b> Around 8 (eight) years as technician and engineer at manufacturing industries, 3 (three) years as QHSE Head at independent surveyor and inspection services company, 3 (three) years as QHSE Consultant, and 6 (six) years as auditor of ISO 9001, ISO 14001, OHSAS 18001, SVLK, COC – LEI, SVLK for Industry, ISPO and RSPO.</p>
Ibrohim Pray-ethno	Auditor	<p><b>Education :</b> Bachelor Degree of Forestry, Faculty of Forestry, IPB</p> <p><b>Trainings attended:</b></p> <ul style="list-style-type: none"> <li>- ISO 9001 2008 : IRCA Approved Course</li> <li>- ISPO, Lead Auditor Course, Komisi ISPO</li> <li>- HCV ALS Training ; Approve Course HCVNetwork</li> <li>- IFCC (PEFC) Auditor Training, Approved Course</li> <li>- PHPL &amp; VLK Auditor Training, Ministry of Forestry</li> <li>- LEI Auditor, Approved Course</li> <li>- Reduced Impact Logging, In-house Training</li> <li>- FSC Auditor awareness, TUV Rheinland Indonesia</li> </ul> <p><b>Working experience :</b>                      Environmental Staff-Forestry Division Manager of Forestry Management Unit (1996-2006), Forestry, CoC, Auditor (2006-2015), ISPO auditor (2015) Educa-tion :Education: Bachelor of Agriculture (social and economic of agriculture) – Bogor Agriculture University.</p> <p>Trainings attended :attended: ISO 9001:2008 Lead Auditor training – TUV Rheinland Indonesia, Sustainable Forest Management training – Forest edu-cation and training centrecenter, ISPO training - - ComissionCommission of ISPO.</p> <p>Working experience :experience: Social research – Indonesian Centre for Agricultural (Social Economic and Policy Studies) since 2003-2007, Social Researcher – CSR IndonesaIndonesia since 2007-2010, Social Economic Expert – Mott MacDonald Indonesia since 2010-2011, Per-</p>

		sonal consultant in research and development – Colors Media Group since 2011-2013, RSPO & ISPO auditor at TUV Rheinland Indonesia since 2013 -present.
Yusof	Auditor	<p>Education: Diploma in Public Administration- MARA Institute of Technology, Malaysia (1991). Certificate of Safety and Health Officer- Malaysian Insurance Institute (2003). Bachelor of Corporate Administration (Hons)-MARA University of Technology, Malaysia (2003), Master of Science in Occupational Safety and Health Management-Northern University of Malaysia (2011), Candidate for Phd in Occupational Safety and Health Management-Northern University of Malaysia.</p> <p>Trainings attended: ISO 9001:2000 IRCA/IATCA Lead Auditor Training-International Management &amp; Technology Limited (Kuala Lumpur), ISO 14001:2004 IEMA Approved EMS Advanced Lead Auditor Training Course-Aspects Moody Certification Ltd (United Kingdom). OH&amp;SMS IRCA Certified Lead Auditor Training Course-Moody International (Kuala Lumpur). MS 1722 Lead Auditor Training-Niosh Certification (Kuala Lumpur)</p> <p><b>Working experience:</b> Experience in managing, consulting, training and auditing quality, environmental, occupational safety and health management systems such as ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007, MS1722:Part 1:2005 from 1996-Current. Contract Trainer of OSH &amp; Environmental Legal &amp; Other Requirements Lead Auditors course for SIRIM Training Services Sdn Bhd &amp; NIOSH Certification Sdn Bhd. Contract Auditor for Environmental Management System for Sirim QAS International (2006). Department of Occupational Safety and Health Malaysia (DOSH) Registered Safety and Health Officer (2003-2006). Ap-proved Human Resources Development Fund (HRDF) Trainer (2011). Assessor for Prime Minister’s Hibiscus Award and involving assessment for oil and gas companies, plantations industries, manufacturings, utilities, cleaning and transportations services (2003-2011). OSH and Environmental Auditor for TUV Rheinland Malaysia RSPO Principles &amp; Criteria.</p>
Rizal Kasim	Auditor	<p><b>Education:</b> University Teknologi Mara- Diploma in Wood Technology -2004-2007</p> <p><b>Trainings Attended:</b> Certificate Safety and Health Officer-2008-2009 Roundtable sustainable Palm oil Lead auditor-2012 International Sustainable Carbon certification Lead auditor-2013 Quality management lead auditor (ISO 9001:2008)-2013</p> <p><b>Trainings attended:</b>  RSPO Lead Auditor Course – Wildasia; RSPO Supply Chain Certification Systems training course – David Ogg &amp; Partners; - ISCC Lead Auditor Course ISO9001:2008 TOMC.Safety and Health officer Course-FMM Institut.Basic Chemical Handling-Petronas Gas Bhd.</p> <p><b>Working experience:</b> Auditor Since 2012,RSPO Lead auditor Since May 2014,ISCC Lead auditor Since 2013,Marketing Executive sustainability product for Pesaka Terengganu Berhad,Operation Executive Pesaka Terengganu Berhad,(2008)Management representative for FSC and MTCC in Pesaka Terengganu Berhad.Safety and Health office Kaefer (M)Berhad,Safety Supervisor for Plant and rejuvenation revamp Pertronas GSA Berhad project(2011)</p>

Doni	Auditor	<p><b>Education:</b>                  Master in Rural Sociology, Graduate School of Bogor Agricultural University completed in 2005.</p> <p><b>Trainings Attended:</b>                  GIS Training, Auditor Training of Indonesian Sustainable Palm Oil (ISPO), Training of Participatory Mapping, Training of Document Preparation HCV and SIA, Auditor Training of Sustainable Production Forest Management (SFM), Training and Up-Grading of SFM, Training of Mentoring technique for the Rural Farmers, Conflict Resolution Training and Journalism Training.</p> <p><b>Work Experience:</b>                  Frequently conducted certification audits of RSPO and ISPO for Palm plantation, the certification audit of SFM (Sustainable Production Forest Management) for HPH and HTI, worked as a consultant for the National Development Planning Agency, Ministry of Environment and Forestry, Indonesian People Bank (BRI), Ministry of Rural Development (KPDT) and the Ministry of Public Works, Director General of Cipta Karya, JICA and UN-HABITAT and UNDP, HCVF document drafting team for the company of HTI, HPH and constituent team for documents of HCV / SIA for oil palm plantations. Since March 2016 till now, work at PT. TUV Rheinland Indonesia.</p>
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### 2.3 Assessment Methodology

The 1<sup>st</sup> surveillance assessment was conducted between March 20-24, 2017 as per the assessment program below. The assessment was carried out in accordance with PT TUV Rheinland Indonesia's RSPO audit procedure as well as the RSPO Certification Systems document. During assessment, the qualified TUV Rheinland assessors used the RSPO standard as endorsed for the country in which the assessment took place and recorded their findings.

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

Sample was taken during this surveillance audit was 1 (one) mill, 2 (two) company owned estates, and 4 (four) smallholders (KUD) estates were visited and the assessment team carried out field and document assessments of compliance to all the RSPO principles and criteria. Common systems were identified and specific evidence was recorded for individual estates. Interviews were conducted at all estates and mill.

The company proposed the correction and corrective action for all identified non conformities raised to the certification body 30 days after the closing meeting. Verification of closure of major non-conformances was conducted 2 months after the closing meeting of the main assessment and implementation of corrective actions for minor non-conformities will be verified during the next surveillance audit. The certification assessment agenda is as explained below.

**1<sup>st</sup> Surveillance Assessment Agenda**

Date	Location / Main sites	Main activities
March 20, 2017	-	- All auditors travelling to site
	Belida Palm Oil Mill	- 14.00 – 14.30: Opening Meeting - 14.30 – 17.30: Mill's document verification & field observation (all auditors)  Remark: Arrival at Belida Palm Oil Mill and start with Opening Meeting, attended by Mill Manager and Management team of Kebun Belida, IPBS, KUD Rahayu Bakti, KUD Pasca Sawit Makmur, KUD Karya Makmur and the rest of the management and staffs. Slide presentation by Mika Asri. Review and verify previous NCR issued. Audit plan arranged during this opening meeting, arrangement field visit and sample taken.
March 21, 2017	Inti Permata Bunda Satu (IPBS) Estate	- 08.00 – 12.00: Fields observation - 12.00 – 13.30: Break - 13.30 – 17.30: IPBS estate's document verification (all auditors)
March 22, 2017	Belida Estate	- 08.00 – 12.00: Fields observation - 12.00 – 13.30: Break - 13.30 – 17.30: Document verification (all auditors)
March 23, 2017	KUD Panca Sawit Makmur (PSM)	The auditors: Doni, Ibrohim Prayetno & Rizal - 08.00 – 12.00: Fields observation - 12.00 – 13.30: Break - 13.30 – 17.30: Document verification  Remark: Mr. Doni only a half day at KUD Panca Sawit Makmur and continue to KUD Rahayu Bhakti after break.
	KUD Rahayu Bhakti	The auditors: Wahyu & Yusof - 08.00 – 12.00: Fields observation - 12.00 – 13.30: Break - 13.30 – 17.30: Documents verification  Remark: Mr. Doni join to KUD Rahayu Bhakti after break
March 24, 2017	KUD Mulya Jaya	The auditors: Doni, Ibrohim Prayetno & Rizal - 08.00 – 12.00: Fields observation - 12.00 – 13.30: Break - 13.30 – 17.00: Document verification  Remark: Mr. Doni only a half day at KUD Mulya Jaya and continue to KUD Karya Makmur after break.
	KUD Karya Makmur	The auditors: Wahyu & Yusof - 08.00 – 12.00: Fields observation - 12.00 – 13.30: Break - 13.30 – 17.00: Documents verification  Remark: Mr. Doni join to KUD Karya Makmur after break
	Main office	- 17.00 – 18.00: Auditor team discussion & closing meeting preparation - 18.00 – 19.00: Break - 19.00 – 20.00: Closing meeting

## 2.4 Stakeholder Consultation and Stakeholders Contacted

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

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

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

## 2.5 Date of Next Surveillance Visit

The next surveillance visit is planned for June 2018.

## 3.0 ASSESSMENT FINDINGS

### 3.1 Summary of Findings

During the 1<sup>st</sup> surveillance assessment, 13 nonconformities were assigned against Major Compliance indicators while 7 nonconformities were assigned against Minor Compliance Indicators. 9 observations or opportunities for improvement were identified. Further explanation of the non-conformities raised and corrective actions taken by the company are provided in Section 3.2. The observations & opportunities for improvement are listed in Appendix 5.

The following is a summary of findings made for the criteria listed in the RSPO Principles & Criteria November 2013 (INA-NI September 2016) and RSPO SCCS 2014 for detail information about company's compliances to RSPO P & C. Appendix

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

**Findings:**

PT Aek Tarum mill and estate estates still maintain the procedure to provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO and how to respond to the request of information. The procedure is Doc. No. P-SAG-HO-CA & L-08, Rev. No. 2 in Januari 1, 2016 Prosedur Komunikasi, Partisipasi dan Konsultasi (Communication, Participation and Consultation). This procedure mentioned the mechanisms on how the company would provide adequate information relevant to RSPO criteria to relevant stakeholders for effective participation in decision making such as environmental, social and legal issues. The information shared to the stakeholders was about

**Compliance status:**

Yes  No

NCR No: -

RSPO: legal status of the company and free prior inform consent; plans and impact assessments relating to environmental and social impacts; positive and negative impact of company activities to the community; environmental protection and biodiversity conservation (HCV); pollution prevention and reduction plans; details of complaints, grievances and negotiation procedures; community social responsibility program; no gender discrimination, no human trafficking, no children labor and human right policy.

This procedure was communicated to the stakeholders during the stakeholder meeting last year dated in November 20, 2016. During the meeting PT Aek Tarum informed them about above issues. The aim of the meeting is to communicate the issues and to get feedback from them to improve the RSPO's implementation in the company. The auditor checked the minutes of meeting and during public consultation the auditor noted that stakeholders received this information appropriately. Records of the meeting were kept well in Notulensi Pertemuan dengan Stakeholder (Minutes of Stakeholder Meeting). The company has a list of stakeholders and it is updated yearly.

PT Aek Tarum keeps the records of requests on information and assistance/donation from related parties as well as its responses in the form Rekaman Penerimaan Informasi dan Tanggapan Stakeholder (Record of Information Request and Responses). The records contain information of references of letter, date, name, organization/institution, information/donation/assistance requested, action taken to the request, person in charge whom follows up and status of the request. For example, On March 23, 2017, Junior High School (SMPN I) Mesuji Raya requested assistant for vehicle operation, related to the request, company helped by lending one unit bus on March 30, 2017

Available Aek Tarum Palm Oil Mill SOP for Communication, participation and consultation (P-SAG-HO-CA&L-08) Integrated Management System Sampoerna Agra dated 01/02/16 Rev. 02. Contains requirement for constructive response to stakeholders. It was mentioned that 14 days will be a respond time for any request of information.

At Kebun Panca Sawit Makmur, found a List of communication from stakeholders (Format Permintaan/Tanggapan Informasi Tahun 2017). A total of 54 stakeholders requesting information and documents in 2016 as recorded. Example documents requested were: 12/04/16 from Wayan Edi Purwanto (Kepala Desa) Reduction of Independence Day 2016, 03/04/15 from Anton Siswadi (Assiten Pembina Plasma Sampoerna Agro) Pemberitahuan penerimaan TBS. 07/06/16 from Supomo (Manager Plasma II) Pengusulan bantuan dana infestasi peremajaan, 31/12/16 from Parluhutan Sitohang (MD) Penetapan harga TBS umur 26 tahun. Also found available the register for 2015. Available a policy to provide a feedback based on level 1 to 5 depending on the type of informations requested. Normal issue or business (Same day), Medium level (3 days) and Urgent issue (within 14 days).

Sampled at Kebun Karya Makmur and found available enquiry records from stakeholders for 2016 till 2017. All handled accordingly by Hermansyah (secretary).

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



<p><b>Findings:</b></p> <p>At Belida Mill, found available a document named Information Register. Among documents that can be communicated to stakeholders such as: CSR Plan and actual, Plan layout, Contract, payment to work, Izin Lokasi perusahaan, Izin Usaha Perkebunan (IUAP), HGU Certificate, Soil Type Map, Area Statement, FFB payment slip, permits and license of machinery and equipment and etc.</p> <p>While in Kebun Panca Sawit Makmur found a list of document to stakeholders (Daftar Informasi tersedia di KUD Tahun 2017). As sampled type of information were clearly separated. Example under Legal: Mechanism to fix FFB price, legal register, Area Statement Map, Plasma estate map. Best Practices example: Procedure and work instruction, Actual record for production of FFB, Actual Usage of Fertilizer and Pesticides. Environment for example: Environmental Aspect (AMDAL), HCV Assessment, Monitoring of HCV, Register of Protective Animals. Social for example: Social Impact Assessment, Record of social activity. Financial for example: New FFB Price.</p> <p>At Kebun Karya Makmur, a price of FFB was displayed at the office as observed for 2017 from January till March. Example March 1-15=Rp 1,896.29 and March 16-31 = Rp 1,795.98. Also displayed Production Achievement Report from 2001 till 2016. Pak Hermansyah (Secretary). Also available list of information readily accessible to stakeholders approved by Mariyanto (Head KUD) on 28/03/17. Divided under header of Legal, Best practices, Environment, Social and finance. Among them were Akta Penubuhan KUD, Map of Plasma estate, Areal Statement, Legal Register, SOP, Plan and Usage of Pesticides, Fertilizer, AMDAL, List of protected and endangered species, Expenses and revenue and etc.</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
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**Criterion 1.3. Growers and millers commit to ethical conduct in all business operations and transactions**

<p><b>Findings:</b></p> <p>At Belida Oil Mill found Code of Ethic Policy was available as sampled dated July 2015 signed by Marc Louette (Chief Executive Officer). The contents covered issues of integrity, protection of employees and environment, Fair trade, disclosure of informations as required by legal, respecting human rights and etc. Evidence of briefing and communication made to stakeholders including plasma on 16/03/17 at Village Office Kemang Indah, Kecamatan Mesuji Raya attended by 54 stakeholders from various aspect. It was documented in Indonesian language.</p> <p>While at Kebun Panca Sawit Makmur, found available a Code of Ethic Policy dated 14/09/15. Contained commitment related to transparency, integrity and prevention of accepting bribery, meet customer, legal and other requirements, sexual harassment, human rights, protection of safety and health, environment and etc. Briefing was conducted to workers and participant involved with KUD Panca Sawit Makmur on 09/04/16 attended by 38 of them.</p> <p>In Kebun Karya Makmur, also available a Code of Ethic. Dated 14/12/16 signed by Ketua KUD. Contained commitment related to transparency, integrity and prevention of accepting bribery, meet customer, legal and other requirements, sexual harassment, human rights, protection of safety and health, environment and etc. Also evidence of communication and briefing on Code of Conduct Policy to Monitoring Group, workers of KUD, Leader from Kelompok 21-51. On 15/03/17. A total of 50 participants attended</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
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**Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.**

**Findings:**

Some evidence of compliance with law and regulations as follows (Belida Mill, Belida Estate, IPBS estate, and cooperations):

- Record of report submission of “Laporan RKL-RPL Semester I 2016 to authorized agencies (Plantation Agency of District Government of OKI, Environmental Agency of District Government of OKI, Plantations Agency of Province Government of South Sumatera, Environmental Agency of South Sumatera and Environmental Ministry of RI) on August 2016.
- License of Pressure Vessel / Sterilizer No. 06/G.0014A. Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert.
- License of Pressure Vessel / Sterilizer No: 028/D.Nakertrans/BW/BU/2011, Agustus 2011, Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert
- License of Pressure Vessel / Sterilizer No: 028/D.Naker-Trans/BW/BT/2009, Juli 2009, Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert.
- License of Pressure Vessel / Sterilizer #1, No. 034/D.Naker-Trans/BW/BU/2009, September 2009. Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert
- License of Pressure Vessel / Sterilizer #2, No. 035/D.Naker-Trans/BW/BU/2009, September 2009, Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert
- License of Pressure Vessel / Sterilizer #3, No. 036/D.Naker-Trans/BW/BU/2009, September 2009, Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert
- Endorsement of usage of Lift and Transport Equipment (Pesawat Angkat dan Angkut) No. B. 6G/AA.0003, 1995, Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert Pengesahan Pemakaian Pesawat Angkat dan Angkut B. 6G/AA.0004, Tahun 1995, Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert
- Endorsement of usage of Over Head Crane No.036/ID.Naker-Trans/BW/A-A/2010, Agustus 2010, Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert
- Endorsement of usage of Electricity Installation No. IL-WG/G.0004. Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert a
- Endorsement of usage of Motor Diesel No. 566/341/D.TKKS/MMD/2005, June 2005. Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert.
- Endorsement of usage of Motor Diesel No. 566/340/D.TKKS/MMD/2005, June 2005. Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert
- License of Steam Pressure BVP No. 06/G.0011A. Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert.
- Endorsement of usage of Motor Diesel No. 002/PK-MD/W6-K1/96. Last inspection has performed on May 11, 2016 by authorize supervisor / OHS expert.
- Overhead Travelling Crane (5tons), year made 1995 manufactured by Manessman Demag have Surat Izin No 6G/AA.0003 (Pengesahan Pemakaian Pesawat Angkat dan Angkut). Another one 6G/AA.0004 have similar approval.
- Sampled Surat Izin Klinik PT Sampoerna Agro and found still valid until 28/11/19 by Kepala Badan Perizinan dan Penanaman Modal Kabupaten Ogan Komering Ilir.
- Valid licenses of POMs Operators, e.g.: OHS Expert Card (Kartu Tanda kewenangan Ahli K3 Umum) Reg. No. 17582/Pk3/AJ/16/2015/P0, Justinus Rejeki Halomoan Sihotang, valid until January 22, 2018, and etc.

**Compliance status:**

Yes  No

NCR No: RSPO01015  
NCR No: RSPO01016

- Evidence of compliance with legal such as monitoring done for Audiometric Testing on 52 workers, Spirometry for 69 workers and Cholinesterase for 54 workers from Belida Oil Mill and 3 estates. 9 staff from the mill attended health surveillance covering those working at Water Treatment Plant, Despatch, Lab. All result recorded as normal. Monitoring for Period May 2016 and reported to Dinas Tenaga Kerja, Balai Hypeskes dan Keselamatan Kerja.
- At Kebun Belida, sampled a tractor driver involving with manuring activity at Block 11. Name Paino, found attended a training for tracktor (Pesawat Angkat dan Angkut) entitled him to be Operator K3 Tractor. Certificated dated 28/10/16.
- At Kebun Pasca Sawit Makmur, sampled surat Izin for keeping hazardous waste from Dinas that was raise NCR during internal audit. As recommended application letter was submitted by Ahmad Rosidi to Bupati Ogan Komiring Ilir and cc to Dinas Lingkungan Hidup Kabupaten Ogan Komerling Illir. On 17/03/17.
- At Kebun Karya Sawit Makmur, as sampled only the list of legal identified in Identifikasi Peraturan K3, Lingkungan, Perkebunan dan Pesyaratan Lainnya Yang Terkait (FM-SG-RO-SUS-070001 dated 10/03/17 agreed by Yusi Rosalina. No details legal requirements were explained including section involved.
- As sampled during audit at Kebun Karya Sawit Makmur, the evaluation of compliance or compliance audit was not yet conducted. According to the auditee it will be conducted at the end of 2017.

The company has established a documented procedure of law and other requirement (No.P-SAG-RO-SUS-07, revision 2, issued dated October 30, 2015). The procedure has approved by CEO of the Organization. The procedure describes that law and legislation will be updated once a year at minimum. The procedure was includes the following items, i.e.: personnel in charge to manage identification, up dated, distribution copies of legal, set of legal documents including comprehensive list of international, national, sub-national and provincial laws which details the requirements of specific to the mill and estate operations, and relevant sections within the law that is identified and linked to activities . There is evidence that the documents are available to all levels of management (i.e.: mill management). There is evidence that the copies of complete legal requirements are available at Belida Mill, Belida Estate and IPBS Estate.

The organization has defined a mechanism for conducting internal audit that is IMS Procedure of Audit Internal, Doc. No. P-SAG-RO-SUS-03, Rev. 02, Issued date February 01, 2016. The procedure said:

- Head of Sustainability will be defined Internal Audit Program
- Internal audit will be conducted as defined program, at least once a year and can dilakukan tambahan jika diperlukan dengan persetujuan Top Management
- Top manajemen menetapkan Ketua Tim Auditor dan Auditor
- Tim Auditor melaksanakan audit internal (pemberitahuan sampai tindak lanjut audit.)

The company has been conducted internal audit once a year to check company legality. The last internal audit has conducted at 28-30 Maret 2017. Dokumen yang dilihat:

- Memorandum Nomor 023/SUS/III/2016, tanggal 17 Maret 2016, dari Sustainability and Cert. Manager, tentang Jadwal Pelaksanaan Audit Internal dan GAP Analisis RSPO Tahun 2016.
- Jadwal Audit Internal RSPO Sampoerna Agro Tbk. Periode 2016
- Attendance List of Opening Meeting, dated March 30, 2016 at Belida Mill
- Attendance List of Closing Meeting, dated March 30, 2016 at Belida Mill.

The internal audit conducted by sustainability. The company has system to check changes of legislation once a year. The source of information from internet browsing and also from CAS department and HRS department..

System for identify and tracking of any revision or update of law and regulations has been established i.e.: Procedure of law and other requirement (No.P-SAG-RO-SUS-07, revision 2, issued dated October 30, 2015). There is sufficient evidence that the procedure has implemented, for example:

- Memorandum No. 080/SUS/VII/2016, dated July 13, 2016, regarding Update form "Identifikasi Peraturan K3, Lingkungan, Perkebunan, dan Persyaratan Lainnya yang Terkait" year 2016
- List of obsolete law and regulations and addition of dated July 23, 2016.
- And etc.

**NCR No: RSPO01015 (P&C 2.1.1 – Major)**

Some of law and regulation have not been meet, i.e.:

- Permentan No.98/Permentan/OT.140/9/2013, tentang Pedoman Perizinan Usaha Perkebunan. Dimana KUD PSM, KUD Karya Makmur, KUD Rahayu Bakti, dan KUD Mulya Jaya has no license as required, i.e: STD-B
- Report of RKL-RPL Semester I year 2016 PT Sampoerna Agro has no cover management and monitoring at KUD Karya Makmur.
- KUD Panca Sawit Makmur has no performed management and monitoring as stated on SPPL.
- Report of Employment of IPBS estate has no shown.
- Laporan Perkembangan Usaha Perkebunan (LPUP) of Belida POM, Belida Estate and IPBS estate has no shown.
- Copy of legal and regulations has no available at KUD Karya Makmur.
- Belida POM: Conditions of TPS LB3 (hazardous waste temporary store) has no met required standards.
- TPS LB3 (hazardous waste temporary store) at KUD Mulya Jaya and KUD Rahayu Bhakti has not licensed.

**NCR No: RSPO01016 (P&C 2.1.3 – Minor)**

KUD Karya Makmur has not yet evaluated compliance with legal and regulations.

**Criterion 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.**

**Findings:**

The right to use land has not changed since recertification audit, ie:

**IPBS Estate:**

- Head of national land agency decree No. 16/HGU/BPN/2002 dated April 29, 2002 about land use rights on Ogan Komering Ilir District, South Sumatera Province as large as 552.24 ha for 35 years to PT Mutiara Bunda Jaya
- Certificate of Land use rights No.01 on Sumber Baru Village as large as 552.24 ha with effective date until May 14, 2037 accordance with head of national land agency decree No. 16/HGU/BPN/2002 dated April 29, 2002. This certificate issued on May 15, 2002 on Kayu Agung, Ogan Komering Ilir

**Belida Estate:**

- Head of national land agency decree No. 10/HGU/BPN/2001 dated July 3,

**Compliance status:**

Yes  No

NCR No: RSPO01017

2001 about land use rights on Mesuji sub district, Ogan Komering Ilir District, South Sumatera Province as large as 4,769.60 ha for 35 years to PT Aek Tarum that has describes on specific situation map dated March 19, 1992 No.02/1992 as large as 2,189.70 ha and dated April 29, 1992 No.04/1992 as large as 2,579.90 ha.

- Certificate of Land use rights No.02 on Sumbu Sari Village as large as 2,579.90 ha with effective date until August 22, 2036 accordance with head of national land agency decree No. 10/HGU/BPN/2001. This certificate issued on August 22, 2001 on Kayu Agung, Ogan Komering Ilir
- Head of national land agency decree No. 85/HGU/BPN/2005 dated July 5, 2005 about land use rights on Mesuji sub district, Ogan Komering Ilir District, South Sumatera Province as large as 825.70 ha for 35 years to PT Aek Tarum that has describes on land section map dated December 17, 2004 with No.18/OKI/2004 as large as 87 ha, No.19/OKI/2004 as large as 181 ha, No.20/OKI/2004 as large as 67.50 ha, No.21/OKI/2004 as large as 95.60 ha, No.22/OKI/2004 as large as 78.20 ha, No.23/OKI/2004 as large as 51.30 ha and No.24/OKI/2004 as large as 265.10 ha
- Certificate of Land use rights No.23 on Ogan Komering Ilir Village as large as 181 ha with effective date until July 6, 2040 accordance with head of national land agency decree 85/HGU/BPN/2005 dated July 5, 2005. This certificate issued on July 29, 2005 on Kayu Agung, Ogan Komering Ilir
- Certificate of Land use rights No.24 on Ogan Komering Ilir Village as large as 51.30 ha with effective date until July 6, 2040 accordance with head of national land agency decree 85/HGU/BPN/2005 dated July 5, 2005. This certificate issued on July 29, 2005 on Kayu Agung, Ogan Komering Ilir
- Certificate of Land use rights No.25 on Ogan Komering Ilir Village as large as 78.20 ha with effective date until July 6, 2040 accordance with head of national land agency decree 85/HGU/BPN/2005 dated July 5, 2005. This certificate issued on July 29, 2005 on Kayu Agung, Ogan Komering Ilir
- Certificate of Land use rights No.26 on Ogan Komering Ilir Village as large as 265.10 ha with effective date until July 6, 2040 accordance with head of national land agency decree 85/HGU/BPN/2005 dated July 5, 2005. This certificate issued on July 29, 2005 on Kayu Agung, Ogan Komering Ilir
- Certificate of building use rights No.01 on Sumber Baru Village as large as 7,500 m2 with effective date until September 24, 2021. This certificate issued on January 22, 2002 on Kayu Agung, Ogan Komering Ilir

The company has work instruction about making and maintenance of HGU pillars (WI-SAG-KBN-PML-0206 revision 0, issued date March 2, 2015. The work instruction stated that maintenance of HGU pillars conducted every once a year.

**Inti Permata Bunda Satu Estate (IPBS Estate):**

Boundary map and planted year are available, i.e:

- Boundary map and Planted Year, May 03, 2016, found that oil palm planted year 1993 on area 508,90 ha & 1996 on area 30,60 ha. Total planted area 539,50 ha. Reported number of boundary stones are 35 stones.
- Report of Checking BPN Boundary Stones dated April 2016, found that boundary No. (1-35), boundary locations (Blok/Petak), status (Found/Not found), rmark (coordinate point), and dokumentation (boundary stones photograph). Based on the report, all of boundaries stones available and data complete..
- Based on field observation on Boundary Stone of BPN at Block 28 B (stone No. 19) and Stone No. 1 & 35 at Block 32 A and Stone No. 4 at block 31 B, found

that all boundaries are visible and maintained (painted and clear marking)

**Belida Estate (IBL Estate)**

- Boundary Map and Planted year are available dated April 14, 2016. Based on the document found as follow: planted year: 1990: 710,30 ha; 1991: 1.638,13 ha; 1992: 108,00 ha; 1993: 139,60 ha; 2002: 30,30 ha; 2005: 44,60 ha; 2007: 10,60 ha; 2009: 57,40 ha; 2010: 7,70 ha; Total: 2.746,63 ha.
- Report of Checking BPN Boundary Stones, Kebun Mutiara Bunda Jaya, divisi IBLs dated January 2017. Reported that 35 boundary stones are complete.
- Report of Checking BPN Boundary Stones, Kebun Mutiara Bunda Jaya, divisi IBLD dated January 10, 2017. Reported that 17 boundary stones are complete.
- Report of Checking BPN Boundary Stones, Kebun Mutiara Bunda Jaya, divisi IBLT dated Januari 10, 2017. Reported that 47 Patok boundary stone are complete.
- Based on field observation to Division IBLT, Block 12 E (No stone 144) and Block 12 B (No stone 141) found that all boundary stones are visibly and maintained.
- Based on field observation to Division IBLD Block 13 (No stone 87) and Block 11 (No stone 23) found that all boundary stones are visibly and maintained.
- Based on field observation to Division IBLs Block 32A (No stone 1) and Block 32A (No stone 35) found that all boundary stones are visibly and maintained.

Based on the data area statement in February 2017 and the result of interview with the Village Head of Mulya Jaya and SumberBaru, note that no cases of land disputes in the company area. Compensation or the entire land acquisition has been completed in 2006. Until now there is no demand or the company's land claims by communities around the estate.

The company has the SOP for Technical Manual of Land Acquisition (No. Document: SOP 29 / BM / (0) 0409) dated 13 April 2009. The procedure is drafted and designated as a technical guide which is used to ensure that the decision, or action steps in the process of land acquisition for the benefit of the palm oil industry is done properly and correctly in accordance with the provisions and the applicable legislation, the principles and criteria of the RSPO, HCVF, and EFIC particularly for land which is related to communal/customary land.

Participatory mapping of land conflicts was contained in SOP Technical Guidelines for Land Acquisition (No. Document: SOP 29 / BM / (0) 0409) dated April 13, 2009. Based on a review of documents on land compensation records (described in indicator 2.2.3) note that the parties participating in the implementation stages of land acquisition or compensation, each document was witnessed by the village head and sub district head.

There is no identified land dispute in the area included on the certification scope. The company has prepare standard operation procedure for conflict resolution and has been communicated to all relevant parties.

The company has legal cooperation with national army to secure company's asset, according to the interview result, the level of FFB thief in the company's area is very high. With limited staff company can not protect the area by internal staff, that is cause management decided to using national army to secure the area from the thief activities.

<p><b>NCR No: RSPO01017 (P&amp;C 2.2.4 – Major)</b>                  KUD Mulya Jaya: The data of ownership transfer/changed has not in accordance with written policies that have been defined by group, for example: all of land ownership on Group 29 has been changed, but ownership transfer/changed documents has not available as defined policy.</p>	
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**Criterion 2.3: Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.**

<p><b>Findings:</b>                  In interviews with the village head of Pematang Panggang, Mulya Jaya and Sumber Baru, it was explained that there are no indigenous land or customary rights in the area of the company. Since the beginning of land acquisition for the construction of the estate, there is no customary land or customary rights in the area of the company. Legality of land in the community is SKT document issued by the village and sub-district head, SHM (Ownership Certificate), inherited land and the deed of land sale and purchase. That is why the company is not required to have map showing customary or user right.</p> <p>The company has the SOP Free Prior and Informed Consent in procedure Ganti RugiLahandan/atauTanamTumbuh (Doc. No. P-SAG-RO-CAS-03) applies on December 2, 2013. Within the SOP described FPIC stages, those are: Identification of customary lands, Involving the community institutions, Delivering information, Ensure that the consent was given voluntarily, Guarantee that the approval was given before operations, Ensure that there is an agreement, Resolve conflicts, Negotiation, Finalization of the written agreement</p>	<p><b>Compliance status:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
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**Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.**

<p><b>Findings:</b>                  PT Aek Tarum (Belida Mill, Belida Estate and IPBS Estate) has documented Business Plan for periods January 2015 until 2019. The Business Plan include land area statement for planted area only, smallholder development, crop projection until 2019, OER trends, cost of production, forecast prices. The business plan is reviewed every five year.</p> <p>Meanwhile, KUD Rahayu Bhakti and KUD Mulya Jaya has defined Long Term Plan/Budget for 3 (three) year (2017 – 2019), however the plan/budget has not cover information about planted area and production area.</p> <p><b>NCR No.: RSPO01018 (P&amp;C 3.1.1 – Major)</b>                  At KUD Rahayu Bhakti and KUD Mulya Jaya: Document of Long Term Plan /Budget for 3 (three) year (2017 – 2019) has not cover information about planted area and production area.</p>	<p><b>Compliance status:</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>NCR No: RSPO01018</p>
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**Criterion 4.1: Operating procedures are appropriately documented and consistently implemented and monitored.**

<p><b>Findings:</b>                  At Kebun Belida, found available a document masterlist (FM-SAG-RO-SUS-010004) Rev. 01 dated 01/12/12. There were (estate) 36 procedures at Level 2 covering activities such as land preparation, measurement and preparation of</p>	<p><b>Compliance status:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
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block, land clearing, soil and water conservation, nursery, planting and replanting, manuring, upkeep and etc. Each procedure being distributed to 95 document holders and at no. 40 is Kebun Belida. A total of 132 Work Instructions listed in the Document master list

In Kebun Panca Sawit Makmur, sampled SOP for harvesting (SA-PLASMA-PP-KS-04 effective date 01/10/15. Prepared by Regional Plasma Manager (I Wayean Saren). Another SOP for Manuring (SA-PLASMA-PP-PKS-03) dated 01/10/15. Kebun Pasca Sawit Makmur, SOP sampled found having local (Indonesian) language and understood by the the workers as sampled.

At Karya Makmur, as sampled found available SOP for Manuring (SA-PLASMA-PP-KS-03) dated 01/10/15, Handling IPM (SA-PLSMA-PP-PKS-06) dated 01/10/15, Harvesting (SA-PLASMA-PP-KS-04) dated 01/10/15. Also work instruction for Garuk Piringan, Wed Spraying approved by Riswan Sinaga (GM Plasma).

Checking or monitoring of operations procedures is conducted at least once a year through internal audit activities to monitor and measure implementation of the RSPO requirements including the requirements of SOP as memo issued by Yusi Rosalina dated 06/02/17. It was done at Belida Palm Oil Mill on 01/03/17, Kebun Belida on 02/03/17, IBPS on 03/03/17 and Kebun KUD Panca Sawit Makmur on 11/02/17. At Belida Palm Oil Mill as evidence of maintenance or record of monitoring, there were 10 NCR (FM-SAG-RO-SUS-040001) were issued and corrective actions were proposed accordingly as a result of internal audit conducted

At Kebun Pasca Sawit Makmur found available a list of SOP approved by Head KUD on 01/03/17. A total of 15 SOP listed namely Nursery, Handling Disease and Hama, Manuring, Prunning, Pengendalian Gulma, Hukum dan Prosyarat, Training, Recommendation for fertilizer, ERP, Replanting, Water and soil Conservation, Communication, Participation and consultation and etc. Evidence of record of briefing of SOP to workers KUD PSM and Ketua Kelompok was conducted on 09/16/16. Total attended 31 participants.

At Kebun Karya Makmur found available a list of SOP as approved by Head KUD on 28/02/17. A total of 15 SOP listed namely Nursery, Handling Disease and Hama, Manuring, Prunning, Pengendalian Gulma, Hukum dan Prosyarat, Training, Recommendation for fertilizer, ERP, Replanting, Water and soil Conservation, Communication, Participation and Consultation and etc.

Records of the origins of all third-party FFB sourced are available completely in Belida estate, such as from all samllholder scheme and independent that supply FFB to Belida estate.

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

**Findings:**

**Belida and IPBS Estates:**

The company has established documented procedures and work instructions for maintain soil fertility, that is IMS Procedure Pemupukan Kelapa Sawit, document number P-SAG-KBN-PML-21, revision 02, dated March 02, 2015. The procedure include work instruction i.e:

- WI Penguntilan Pupuk, document no. WI-SAG-KBN-PML-2101, Revision 2, issued date March 02, 2015. The WI explain detail of aktivitas penguntilan

**Compliance status:**

Yes  No

NCR No: -



pupuk.

- Work instruction Aplikasi Pupuk Anorganik Secara Manual, with document number WI-SAG-KBN-PML-2102, revision 2, issued dated March 02, 2015 tentang about application of an organic fertilize. The work instruction regulated about mechanism of fertilizer application, when the fertilize must be applied, how to applied, man power of fertilizer and doses of fertilize
- Work instruction Aplikasi Pupuk Anorganik Secara Mekanis with document number WI-SAG-KBN-PML-2103, revision 2 dated March 02, 2015 about application of organic fertilizer. The work instruction describes about mechanism of EFB application namely must be a layer and doses of application as much as 20 ton/ha.
- WI Aplikasi Pupuk Organik Secara Manual, document no. WI-SAG-KBN-PML-2104, issued date March 02, 2015.
- WI Aplikasi Pupuk Organik Secara Mekanis, document no. WI-SAG-KBN-PML-2105, issued date March 02, 2015.

IMS Procedure Konservasi Tanah dan Air, Document No. P-SAG-KBN-PML-05, Revision 2, issued date March 02, 2015. The purposes of this procedure are as guidance on how to conservate land and water by prevent land erosion, improve organic materials, maintain land humadity, improvement of aerasi and for improve land drainage. To implement the procedures the organization also defined working instruction (WI) that explain step by step of each process, the WI are as follows:

- WI Membuat Tapak Kuda Nomor WI-SAG-KBN-PML-0501, Rev. 02, issued date March 02, 2015.
- WI Membuat Benteng dan Rorak Nomor WI-SAG-KBN-PML-0502, Rev. 02, issued date March 02, 2015.
- WI Membuat Parit Kaki Bukit /Foothill Nomor WI-SAG-KBN-PML-0503, Rev. 02, issued date March 02, 2015
- WI Membuat Teras kontur Nomor WI-SAG-KBN-PML-0504, Rev. 02, issued date March 02, 2015.
- WI Membuat Parit Sisi Jalan Nomor WI-SAG-KBN-PML-0505, Rev. 02, issued date March 02, 2015.
- WI Membuat Outlet, Main Drain, Field Drain, and Isolation Drain Nomor WI-SAG-KBN-PML-0506, Rev. 06, issued date December 01, 2015

The company has record of fertilizer usage per tonnes FFB production. The realization of fertilizer for each estate such as:

**Fertilizer Usage of IPBS Estate (Year 2016)**

No	Fertilizer Name	Usage Amount (kg)	Applied Area (ha)	FFB Prod'n (ton)	Fertilizer per FFB (kg/tonne)
1	Super Dolomite	230,375	758	23,804	9.68

**Fertilizer Usage of Belida Estate (Year 2016)**

No	Fertilizer Name	Usage Amount (kg)	Applied Area (ha)	FFB Production (ton)	Fertilizer per FFB (kg/tonne)
1	NPK 12.12.17.2+TE	1,250.99	758	42,823	0,03

The company has established documented procedure for fertilizer recommendation ie IMS Procedure “Rekomendasi Pupuk Kelapa Sawit No. Doc. P-SAG-RST-ASE-01, Rev. 0, issued date September 01, 2009. The procedure was cover soil and leaf sampling. For guidance of implementation some WI was established, ie:

- WI-SAG-RST-ASE-0101: Pengambilan Contoh Tanah, Rev.0, dated September 01, 2009.
- WI-SAG-RST-ASE-0102: Penandaan Pokok Contoh Daun, Rev.0, dated September 01, 2009
- WI-SAG-RST-ASE-0103: Pengambilan Contoh Daun KS, Rev.0, dated September 01, 2009
- WI-SAG-RST-ASE-0104: Pengeringan Daun, Rev.0, dated September 01, 2009

There is evidence that the above procedure and WI has been implemented accordingly. Records of leaf and soils are available and result of analysis was referenced into fertilizer recommendation (based on document of Fertilizer Recommendation 2017, issued by Field Quality Assurance – A&CI.

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

**Findings:**

The company has soil map with scale 1:25,000. Based on soil maps found that the type of soil in IPBS estate and Belida estate namely Lithic hapludlts, Plinthic kanhapludults, Aquic dystrodepts and Arenic plinthaquic kandudults. Based on filed visit and topography map, the location of IPBS estate and Belida estate is flat (0-8%).

The company has road maintenance program that stated on annual budget. The road maintenance program consist of: main road maintenance, collection/production road maintenance, and maintenance of outside road. The program detailed with type of maintenance, workforce, costs, time and manpower allocations and etc. Records of road maintenance are available.

There is no peat land and any other fragiles (sandy, low organic matter, acid sulphate soils) soil within area of the organization so this indicator not aplicable and the company has not management plan of fragile soils.

**Compliance status:**

Yes  No

NCR No: -

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

**Findings:**

PT Aek Tarum has implemented the identification of water source, water use recording, and effluent management to avoid water source contamination, and water testing. In Belida estate, water is consumed as 379,388 m<sup>3</sup> in 2015 for domestic use. In 2016 per Jun 3609 m<sup>3</sup>, July 3609m<sup>3</sup>, and August 2545m<sup>3</sup>. The water source for domestic use comes from well/borehole, whilst for mill operation is taken from Dabuk Hitam river. PT Aek Tarum has a permit to use surface water resource for mill namely Government Indonesia (Keputusan Gabenor Sumatera Selatan)306/PTSP-BP3MD/VII/2016 and 290/PTSP-BP3MD/VII/2016 dated on June 23rd, 2016 valid for 2 years. Water use efficiency for mill was 1.9 m<sup>3</sup>/ton FFB, and for the whole operation including domestic use was 1.6mt/FFB in 2016 Workers and staffs in Belida estate are using water from the boreholes, and the company should ensure the water quality meets the safety standard quality for domestic use.

**Compliance status:**

Yes  No

NCR No: RSPO01019

Water testing has been carried out according to the government regulation (SHU No660/0748/SHU-Lab/V/2016 date 02.05. 2016. There 30 parameters that has been use for ground water eg: Ph, Colour, Ammoniak, Nitrat, Copper, E-Coli etc. Result is show that all within the limit as regulation.

There is no specific water management available (NCR). Also there are no action plan has been establishing to mitigate sustainability water source. PT Aek tarum also has not conducted aspect and impact from the using water from tube well for the related stakeholder.

Maps in the has been show that one river that going thru, Sg Dabuk Hitam that cover 91.88 Ha .as per recommendation by the HCV assessment for PT Mutiara Bunda Jaya that located in block 30C 91. SOP for Riparian zone- has been combine to the (Pengelolaan dan Pemantauan kawasan nilai Konservasi tinggi) date on the 01/12/2015 as per SOP, area in riparian zone will marked with yellow and it is confirm thru site visit. riparian zone width the river is 25m left and right. Thru site visit there are no sign of plantation activity has been carried out.

Monitoring riparian zone will have conducted by field mandore once per week. Example in Week 3 October 2016, area 15C the methodology calls Rapid assessment. Assessment include monitoring area riparian zone, monitoring sign board in place and area is marked. Also enforcement no spraying or fertilizing at the riparian zone area.

In are cooperative small river has been identified by HCV assessment, there 15 Small river that available in area smallholder such as S.talanbalin., Ketek, Anak Sg. Dabuk Hitam, S.Kemang, S.dabuk hitam. Riparian zone at the smallholder area has been gazetted between 10m left and right. Site visit confirm that no sign of activity such as use of pesticide and fertilizer near to the riparian zone.

Training to smallholder regarding on protection riparian zone has been conducted date on 17 March 2017 that attended 50 member of cooperative. Training material has been given to the smallholder regarding guideline for the protection riparian zone.

As observation there only 50 members has been attended training for HCV. meanwhile total member in the cooperative is 379 members. Company should have enforcement plan to include all the related member attending and participate in the Training.

PT Aek Tarum has an extension permit to discharge effluent to the river issued by Regent of Ogan Komering Ilir District, No. 660.1/28/Kep/BLH/2014 dated on June 30<sup>th</sup>, 2014 valid for three years. Allowed limit to discharge effluent is 3000 m3 a day in maximum, and based on daily effluent debit monitoring from flowmeter it was still under the limit.

PT. Aek Tarum has a Water Treatment Procedure No. P-SAG-PKS-PRS-10 dated on September 1<sup>st</sup>, 2009. Water usage as per monthly record are available: Aug 2016-2.15m3/mt/FFB, Sep 2016-1.70m3/FFB, Oct 2016-1.00m3/FFB, Nov 2016-0.83m3/FFB, Dec 2016-0.90m3/FFB, Water coming from Sg Dabuk Hitam has been show at the maps.

**NCR No.: RSPO01019 (P&C 4.4.1)**

There is no specific water management available. Also there are no action plan has been establishing to mitigate sustainability water source. PT Aek tarum also has not conducted aspects and impacts from the using water from tube well for the related stakeholders

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

**Findings:**

**Belida & IPBS Estates:**

Documents were reviewed are:

- Mature Plantation Maintenance Budget -2016 for PT Aek Tarum Kebun Belida
- Mature Plantation Maintenance Budget -2016 PT Mutiara Bunda Jaya, Kebun Inti Permata Bunda Satu.

The IPM plan include the following items

- Identification of potential pests and thresholds
- What are the techniques used (cultural, biological, mechanical and physical methods)
- What are the native species used as part of the biological control method?
- Does it help in reducing the use of chemicals over a period of time?
- Prophylactic use of pesticides
- Minimization of pesticide use
- Review on the plans to suit the present condition such as replanting.

The organization has established a documented procedure to implement the IPM plan and to monitoring its effectiveness. The procedures are:

- IMS Procedure Monitoring Hama, Nomor Document No.P-SAG-KBN-PML-15, revision 01, dated March 16, 2012. The purpuss of procedure are as guidance of implementation of P&D monitoring both of on mature and immature palm oil planted. Then monitoring results will used as references before policy of P&D control taken. For these purposes, the company also define WI as follows:
  1. WI Penandaan Baris Sensus, Doc. No. WI-SAG-KBN-PML-1501, Rev.01, dated March 16, 2012
  2. WI Sensus Hama Daun TBM /TM, Doc. No. WI-SAG-KBN-PML-1502, Rev.01, dated March 16, 2012
  3. WI Sensus Hama Tikus di TBM – TM 3, Doc. No. WI-SAG-KBN-PML-1503, Rev.01, dated March 16, 2012
  4. WI Sensus Hama Tikus TM >= 4, Doc. No. WI-SAG-KBN-PML-1504, Rev.01, dated March 16, 2012
  5. WI Sensus Hama Tirathaba, Doc. No. WI-SAG-KBN-PML-1505, Rev.01, dated March 16, 2012
  6. WI Sensus Hama Daun TBM /TM, Doc. No. WI-SAG-KBN-PML-1502, Rev.01, dated March 16, 2012
- IMS Procedure of "Pengendalian Hama Daun", Document No. P-SAG-KBN-PML-16, Revisi 01, dated March 16, 2012. The company also defined Wi as follow:
  1. WI Penyemprotan Hama Daun, Doc. No. WI-SAG-KBN-PML-1601, Rev.01, dated March 16, 2012
  2. WI Penanaman Tumbuhan Berguna, Doc. No. WI-SAG-KBN-PML-1602, Rev.01, dated March 16, 2012.

**Compliance status:**

Yes  No

NCR No: -

<p>3. WI Pengutipan Hama Daun, Doc. No. WI-SAG-KBN-PML-1603, Rev.01, dated March 16, 2012</p> <ul style="list-style-type: none"> <li>- IMS Procedure of “Pengendalian Hama Tikus TBM-TM”, Document No. P-SAG-KBN-PML-18, Revisi 01, dated March 16, 2012. And WI “Pemasangan Racun Tikus”, Doc. No. WI-SAG-KBN-PML-1801, Rev.01, dated March 16, 2012</li> <li>- IMS Procedure of “Introduksi dan Pengembangan Tyto alba”, Document No. P-SAG-KBN-PML-19, Revisi 01, dated March 16, 2012.</li> </ul> <p>Records of P&amp;D monitoring and census available and well maintained, e.g: IPBS Estate and Belida estates has maintained records of Cencus of Rat, i.e:</p> <ul style="list-style-type: none"> <li>- Division I of Belida Estates, cencus dated December 01-17, 2016 – attack level: Low (&lt; 5%)</li> <li>- Division II of Belida Estates, cencus dated December 01-17, 2016– attack level: Low</li> <li>- Division III of Belida Estates, cencus dated December 01-17, 2016– attack level: Low</li> <li>- Division I of Belida Estates, cencus dated November 01-15, 2016– attack level: Low</li> <li>- Division II of Belida Estates, cencus dated November 01-15, 2016– attack level: Low</li> <li>- Division III of Belida Estates, cencus dated November 01-15, 2016– attack level: Low</li> <li>- etc</li> </ul> <p>Report of Cencus of Leafs Pest, as follows:</p> <ul style="list-style-type: none"> <li>- Summar of leaft pest cencus of Belida estate, IBLS division, December 2016, cencus date 01-06 Desember 2016; No attack</li> <li>- Summar of leaft pest cencus of Belida estate, IBLD division, December 2016, cencus date 07-10 Desember 2016; No attack</li> <li>- Summar of leaft pest cencus of Belida estate, IBLT division, December 2016, cencus date 11-16 Desember 2016; No attack</li> </ul> <p>So far implementation of integrated pest management was effective, as populati IPBS Estate has conducted training on pest officers involved in integrated pest management.</p> <p>Training provided, among other handling of pest, pest monitoring and census, the introduction of other types of pests. Training the last training was conducted in 27 November 2015 on of pest under control and lower than defned threshold values. The information about the updated training has not been found during audit. This is will be check during next surveillance audit.</p>	
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**Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment.**

<p><b>Findings:</b></p> <p>The company is committed that pesticide use does not endanger health or the environment. This commitment is declared in the company policy which is signed by the Sampoerna Agro Group Chief Executive Officer in July 2015. The company has SOPs for use of selective products that are spe-cific to target pests, weeds, or diseases and which have minimal effect on non-target species. For example: Round-Up (active ingredient glyphosate isopropyl amine 486g / L) for control of narrow-leaved weed and Metsullindo 20 WP (Active Ingredients Methyl metsulfuron) for</p>	<p><b>Compliance status:</b></p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>NCR No:</p> <ul style="list-style-type: none"> <li>- RSPO01020</li> <li>- RSPO01021</li> <li>- RSPO01022</li> <li>- RSPO01023</li> </ul>
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control of Clidemia Hirta (CH) Weeds. Furthermore, the company also did measures to avoid the development of re-sistance with pesticide rotation. Rotation of pesticide use can be seen in the work program, including the dosage of pesticide according to the recommendations of the pesticide. Related justification of pesticide use can be seen in the document of “Justifikasi Penggunaan Pestisida Kebun Belida & IPBS Tahun 2016” including the identification of active ingredients used, LD 50, categorized of pesticide as WHO Class refer to The WHO Recommended Classification of Pesticides by Hazard and Guidelines to Classification 2009. When the field observation by auditor, for sample : Division 3/Belida Estate Block 18, for activity of weeds wiping, the implementation of SOP consistently done.

At Belida estate, As sampled in the chemical store, no paraquat used and kept for plantation activity. According to the storekeeper, it was no longer used too.

At Kebun Belida, found available a Work Instruction such as Semprot Lalang (WI-SAG-KBN-PML-0306), Circle spraying (WI-SAG-KBN-PML -1204), Semprot Bambuan (WI-SAG-KBN-PML-1206), Spot weeds Spraying (WI-SAG-KBN-PML-1302). Leaf pest spraying (WI-SAG-KBN-PML -1601), rat poison trap (WI-SAG-KBN-PML-1801), small wood spraying (WI-SAG-KBN-PML -0101) and etc.

The use of pesticide, during 2016 and 2017 (to date March 2017) has been provided, either in IPBS estate and Belida Estate. For example, the use of Prima Up (active ingredient isopropyl glyphosate 480g / L) and Metsulindo (Active Ingredients Methyl metsulfuron) during 2016 in IPBS Estate of each 47.80 Liters and 7.10 liter, meanwhile in Belida Estate, for example, the use of pesticides in Division 1 until March 2017 for GARLON 480 EC (the active ingredient trichlopyr butoksil ethyl ester 480g / L) and Elang 480 SL (the active ingredient glyphosate isopropyl amine 480g / L) respectively 20.89 Liter and 223.10 Liter. Records of pesticide use (including active ingredients used, area treated, amount applied per ha and number of applications) are recorded in “Pesticide Toxicity Units

Monitored Report” and the records are maintained at estate division offices. The example of the record in IPBS Estate such as per January 2017, Elang ( active ingredient isopropyl glyphosate)with active ingredient 42% and LD 50 5000, the pesticide usage in January 2017 is 12.60 Liters, total active ingredient 21.672 Liters, total area applied was 2746.63 Ha, FFB Produce was 827.61 MT, Pesticide toxicity Units (Kg/LD50/FFB) was 0.000005237

Training on 22/02/16 by Armanushah Salman on 24 sprayer and chemical handlers attended the briefing as recorded.

Sampled at site during observing sprayers the MSDS for Garlon was available kept at the lorry carrying the pest equipment. At the chemical store also sampled MSDS and found available. From PT Pacific Chemicals Indonesia Revised 04/08/98. Sampled 2 sprayers wearing boots, rubber gloves, goggle, helmet and apron. PPE used as recommended by MSDS.

At Kebun Pasca Sawit Makmur, found available a SOP for Manuring (SA-PLASMA-PP-KS-03) dated 01/10/15. Sampled Round up (Garlon) herbicides kept in the store. MSDS dated revised 16/11/12 were available from PT Dow Agrosiences Indonesia. Mentioned about risk of skin irritation if contacted.

At Pasca Sawit Makmur estate as sampled in the chemical store, there was a signage of PPE requirements for pesticide handler. Signage for type of risk were posted at the entrance of the store. Only 3 types of chemical kept in the store namely Garlon, Roundup and Scanner. MSDS for Garlon was available as requested but for Round up and Scanner were found not available. Inside the store also not having spillage kit to deal with spillages. Current zero stock for roundup as

per stock card sampled. Used containers were found properly kept for final disposal and not being used for other purpose.

Sampled in Kebun Belida, a mandore named Yayan, Romiati and Masrul (Sprayers) able to explain the chemical handling process from mixing till application. Training was attended by them as recorded for handling pesticides. Interview session was conducted at Block 19.

At Pasca Sawit Makmur estate, available SOP for Handling Hazardous Waste (SA-PLASMA-PP-LMB-01) dated 01/04/16. Proper method for hazardous waste was defined and management of storage, labelling and disposal. Pictogram were included for various type of hazardous waste. Proper storage for keeping hazardous waste of containers was found proper and in good condition.

In Belida estate for year 2016 found not all sprayer that handling pesticides were sent to for (cholinestrase test as part of medical surveillance) as found in the *Laporan Pemeriksaan Kesehatan Berkala Tenaga Kerja*. In August 2015 and Mei 2016, Kebun Belida sent 17 sprayers, Mandore, Store Clerk and store workers. 5 are ladies (Lasarati, Sutriani, Sartini, Romiati and Supini) Only Sutriani resent in 2016. For 2016 only 6 sprayers sent for the test. 9 manurers and 2 manurer's mandore sent for the test. Total 17 of them which came from Kebun Belida and Mesuji. Those not resent in 2016 were (Larasati, Roni, Andri, Sartini, Romiati, Supini, Sobi, Andi Rianshah, Masrul, Rupandi, Yayan Suhendra, Amran Rosali, Panji Maulana).

At Panca Sawit Makmur estate as sampled and according to the representative, no medical surveillance or health motoring was conducted until now. As listed in the Workers Namelist dated 23/03/17, found 6 sprayers under the team. Rizki Fauji, Mujito, Ketut Darmayasa, Kadek Sartana, Wayan Sudiarta and Kadek Agul Mulyadi While at Kebun Karya Makmur, no medical surveillance and monitoring was conducted. Available name list of these involved with the spraying process (total 23).

At Kebun Belida, a monthly urine test was conducted for lady sprayers to prevent them from involving with pesticide if pregnant. The company have policy not to allow pregnant lady and breastfeeding lady to work with pesticides. No evidence of this condition of lady sprayer handling paraquat as sampled.

When auditor visit to the field, both in Belida Estate and IPBS Estate, all implementation in accordance with the related SOPs, especially related providing of MSDS for pesticide used, use of appropriate PPEs and also understanding of workers is good enough. In SOP Handling of Hazardous Materials (B3) (P-SAG-RO-PCR-05), regulated starting to incoming material receipt, material storage, until the outgoing material. Additionally, the organization is committed to comply with the related regulations, for example PP 74 Year 2001 regarding Management of Hazardous and Poisonous Substances or PER-03 / MENLH / 2008 regarding Symbols and labels on hazardous and Poisonous Substances.

Based on objective evidence and field observation, there were no pesticides applied aerielly in Belida and IPBS Estate.

Meanwhile, related disposal of hazardous waste material is regulated in "SOP Handling of Waste Material in Field" (P-SAG-KBN-LMB-01), however the evidence of socialization of SOP should be ensured was documented

At Kebun Sawit Makmur from 23 sprayers all of them were man and no lady sprayer engaged and exposed to chemicals.

**NCR No: RSPO01020 (P&C 4.6.6 - Major)**

- Based on field observation on March 22, 2017 at division III, block 19 A/B, in Belida estate, was found leaks in the valve of chemical tank and also found one

<p>of the valves using a temporary cap with a rubber-tied plastic.</p> <ul style="list-style-type: none"> <li>- At Belida Mill: Based on site observation, as sampled found that hazardous waste (alluminium Sulphate and Oil Drum) has not storage in appropriate manner (stored in front of the warehouse).</li> </ul> <p><b>NCR No: RSPO01021 (P&amp;C 4.6.7 - Minor)</b>                  At KUD Rahayu Bhakti and KUD Mulya Jaya: The KUD has not been able to show the mechanism / work instructions on how to use of chemicals / chemical applications in the workplace.                  There is no sufficient evidence that the implementation of working instruction of chemical usage is applied by minimized of negative impacts.</p> <p><b>NCR No: RSPO01022 (P&amp;C 4.6.10 - Minor)</b>                  At KUD Rahayu Bhakti and KUD Mulya Jaya: temporary hazardous waste storage is available, however further hazardous waste management is not available.</p> <p><b>NCR No: RSPO01023 (P&amp;C 4.6.11 - Major)</b>                  Periodical medical check up are not performed on employees who are involved with chemicals and pesticides, i.e.:</p> <ul style="list-style-type: none"> <li>• At Belida estate, during year 2016, as reported on “Laporan Pemeriksaan Kesehatan Berkala Tenaga Kerja” dated August 2016, found that not all sprayers, sprayer mandore, and store’s kerani not yet examined.</li> <li>• At KUD Panca Sawit Makmur: has not done medical check up for year 2016, for 6 (six) personnels of sprayer.</li> <li>• At KUD Karya Makmur: has not done medical check up for 23 personnels of sprayer and employees who are involved with chemicals until year 2017.</li> </ul>	
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**Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented.**

<p><b>Findings:</b>                  Safety and Health Plan (Program Kerja Tahunan) Panitia Pembina Keselamatan dan Kesehatan Kerja (P2K3) Tahun 2016. TP Aek tarum (Belida Oil Mill). Contain, PIC, vision, mission and policy. Action plan such as briefing and activities were included in the document.</p> <p>At Kabun Belida found available OSH Plan as in the Program Kerja Panitia Pembina Keselamatan &amp; Kesehatan Kerja (P2K3) Tahun 2016. For 2017 also available.</p> <p>While at Kebun Panca Sawit Makmur as sampled available to OSH Policy (Kebijakan K3) year 2017 approved by Ahmad Rosdi (Manager KUD PSM) dated 03/03/17. Among contents were PPE to be used, Full commitment and concentration at work, Rest if tired and sick, Work carefully and no horseplay, Loss hours due to accident equal to loss of productivity, Not to employ pregnant lady and underaged</p> <p>At Belida Palm Oil Mill, Hirarc was conducted on 11/06/16. There was accident in January 2017 involving Electrical Mechanic and Tukang Las but Hirarc was not reviewed accordingly after the accident. Found the related procedure still under revision and not able to be referred at the time of audit. Sampled the Hirarc done for 2016, found any risk score more than 5 (medium) need to have new propose control measure. However no clear action plan such as date line and PIC for imple-</p>	<p><b>Compliance status:</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>NCR No:                  - RSPO01024                  - RSPO01025                  - RSPO01026</p>
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mentation. Observed machinery with mechanical hazard rotation nor properly guarded and fenced.

At Kebun Belida, risk assessment was done on 17/09/16. Same like mill method. Lacking on the action plan.

While in Kebun Panca Sawit Makmur, available the same format of Hirarc dated 14/03/16 prepared by A. Armanusa Salman and approved by Management Representative (I Wayan Saren). Activities covering office, use of vehicles, estate activity such as survey, land preparation, road, drainage and bridge, planting, upkept including chemical application, harvesting, store operation, hazardous waste. Hirarc related to new highway construction crossing the KUD was identified and considered on 23/03/17 Transumatra Highway.

At Kebun Karya Makmur, Hirarc available as requested approved On 14/03/16. Activities covered same as KUD Pasca Sawit Makmur. The TransSumatra highway project was not related here. No SOP Available as a guide for risk assessment

At Belida Palm Oil Mill, found 4 workers not wearing ear plugs at high noise area that have warning sign Above 80dB. Warning sign for PPE were clearly posted and displayed at all operation area in the mill.

At Belida Estate, there was available Standard matrix for PPE usage. Work instruction for example Spraying (WI\_SAG-KBN-PML-0308) Rev. 02 dated 16/03/12. Mentioned requirement for PPE such as glove, mask, boots, apron and safety glass. Observed at Block 24 CD, Harvesters bringing their wife to support collecting loose fruits. There were found not wearing PPE such as helmet and boot as given by the company to their husband.

Training/briefing related to Hirarc was done on 30/04/16 attended by 11 workers. First aid training was done on 21/05/16 attended by 6 management staff, 1 doctor, 1 paramedic, 15 mandores and 1 sustainable staff. PPE training for workers was done on 15/03/16 attended by 37 workers Harvesters. Training PPE for workshop workers on 09/04/16 attended by 13 workers. Training to handle used containers was conducted on 10/02/16 attended by 32 workers.

At Kebun Panca Sawit Makmur, as sampled SOP for harvesting (SA-PLASMA-PP-KS-04 effective date 01/10/15. At page 11 contained PPE matrixes for all workers involve with harvesting activity such as boot, glove, helmet and safety glass. Pruning workers also to use same PPEs. Collector of loose fruits to use boots, glove and helmet. Work Instruction for using chemicals approved by Plasma Manager (I Wayan Saren). Mentioning clear PPE to be used such as boots, mask, glove and apron. Goggle was not included. Sampled at field Kelompok 7 coupling 1354 found Samijho and his wife Soimah collecting loose fruits not wearing any PPE. Wearing short pant, and sandle. PPE only given to harvesters by KUD as informed. In 2016 date 27/01/16, there was a report containing information of PPE Isuance to harvesters. 133 boots and helmet, 86 goggle and glove were distribute to Kelompok 1-22. A requirement to wear PPE while harvesting was included. Signed by KUD Panca Sawit Makmur Manager.

In Kebun Belida a meeting was conducted on 05/04/16 and 24/01/17 only as sampled from Rapat Koordinasi P2K3 Unit kerja. Available organization Chart for ERP for Kebun Belida and IPBS. Available at Kebun Belida Office an Organization

Chart for OSH Committee for the year 2016. Leader is Anthonius YDN, Secretary is Justinus RH Sihotang.

At Kebun Karya Makmur, also available Organization Chart with responsibility. It was also applied to cover emergency situation.

At Belida Palm Oil Mill, sampled 2 accidents that were reported in 2017. On 03/01/17 accident involving Lasiman (Electrical Mechanic). Right legs injury hit by a hoisting chain from crane no. 1. MC for 16 days. A report was made on the accident day itself by Nur Ashari (Mandore Mechanic) and approved by Antonious YDN (Mill Manager). Found battery at pump room not in working condition and according to the picture. It was reported more than 1 month but replacement not yet receive. The diesel tank also found not having sufficient quantity.

On 04/01/17 involving Jolin Panganean (Tukang Las). Left leg injury hit by dropped press cone. MC for 4 days. It was reported on the same day and investigated. According to Procedure for Administrasi & Perawatan (P-SAG-RO-HRS-07) dated 01/09/09 Rev. 0 mentioned at para 7.6. Pengajuan Klaim Jamsostek atas Kecelakaan Kerja Staff/Karyawan.. Sampled at pump room found the pump set was not in a standby condition as the battery is not working and a diesel in the tank was not sufficiently kept. Sampled at the operation office the first aid box was in good and maintained condition.

At Kebun Belida on 01/08/16 Emergency drill was conducted as reported in the Simulasi Tanggap Darurat approved by Indro Budiman (Ka. Pusdal). Accident involving Martono (Harvesters) on 22/02/17 and Kurnia Sandi (Harvester) on 25/02/17. Both were reported and investigated as sampled. Sampled a first aid box with mandore Yayan at Block 19 (Spraying), Sukiman, Indra (Harvesting) at Block 24 CD and Sumardi (Manuring) at Block 11. All having waistbag containing 21 items of first aid as required. Sampled at the Belida Office also found in good condition. According to Dr. Lidiya Fitriati at Clinic, a regular checking was done by the medical assistant on first aid box. Available a book containing checking data on first aid box.

In Kebun Panca Sawit Makmur, there was SOP covering accident and emergency (SA-PLASMA-PP-DDR-01) dated 01/04/16. Accident reporting and investigation was mentioned in the procedure. The type of emergency were defined as Warehouse/ forest and Estate Fire, Flood, Earth Quake, Tornado/storm, riots and spillages. First aid box not adequate at office. Only have 4 items from required 21 items. Check on training record for first aider 29/10/15 attended by 25 participants. Immediate action with an appointment of Luh Sawitri (Admin Staff) as appointment letter dated 23/03/17 asking him to manage and updating list of 21 item in first aid box under KUD Pasca Sawit Makmur. Made available namelist of keeper and items checklist.

At Kebun Karya Makmur, SOP For Accident and ERP. (SA-PLASMA-PP-DRR-01) similar with KUD Pasca Sawit Makmur.

As sampled workers were covered by BPJS Ketenagakerjaan. AS sampled Form F.02 for January 2017.

Also sampled in Kebun Belida in January report (Rician Iuran) in Form F.2. PT Aek

Tarum Total number of employees 735. Insurance for accident 0.54% was 133,373,129, Jaminan Kematian 0.30% was 7,429,516  
PT Mutiara Bunda Jaya in January Total number of employees was 550. Insurance for accident was 9,222,821 and Jaminan Kematian was 5,123,789. Payment was made on 16/02/17.

At Kebun Panca Sawit Makmur, as referred to Register of Management, Staff and Monitoring Unit (Badan Pengawas) KUD Panca Sawit Makmur (17) all not yet having coverage of BJPS. There was only agreement between the KUD and PUKESMAS (Pusat Kesehatan Masyarakat) to treat and handle any of the listed management and staff.

At Kebun Karya Makmur, found no insurance or BJPS subscribed to cover accident involving star and workers under KUD Karya Makmur

At Belida Palm Oil Mill, available incident statistics for 2016 and 2017 in LTA format. For 2016 Total working days without accident was 295, Total working hours without accident was 303,861.60. While for 2017 at as Feb 2017. Total working days without accident was 30, Total working hours without accident was 30, 688.40.

In Kebun Belida, available accident statistic in LTA as sampled in 2017. Up to February, Number of day without accident was 39, Number of hours without accident was 175,910. Total workforce was 1,432. While in IPBS number of day without accident was 45 and number of hours without accident was 33,390 Total workforce was 238.

In Kebun Pasca Sawit Makmur, accident for 2015 and 2016 were not recorded in LTA. For Jan-March 2017, recorded no accident. 8 cases were reported in 2016 involving harvesters.

Also in Kebun Karya Makmur, accident statistic was not reported in LTA format. January-February 2017 reported no accident.

**NCR No: RSPO01024 (P&C 4.7.3 - Major)**

The use of PPE has not comply with the established SOP as follows:

- At Belida POM: found 3 employees who do not use ear plug in the area with noise level higher than 80 dBA.
- At Block 24 D on Kebun Belida found that the employee wives who help to quote brondolan oil palm not wearing helmets and shoes.
- At KUD Panca Sawit Makmur, at Group 7 found that harvester and his wife not wearing helmet and shoes during quote palm oil.

**NCR No: RSPO01025 (NCR 4.7.6 - Minor)**

There is no evidence that insurance or BJPS employment insurance has been provided for the management and employees of KUD Pasca Sawit Makmur and KUD Karya Makmur for the year 2016 to date.

**NCR No: RSPO01026 (P&C 4.7.7 - Minor)**

8 cases of accidents involving harvesters at KUD Pasca Sawit Makmur and KUD Karya Makmur have no accident statistics covering Lost Time Accident (LTA) data for 2016 and 2017.

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

**Findings:**

Available Training Plan for PT Aek Tarum and another copy for PT Mutiara Bunda Jaya (Mill and Estates) for 2016. Example in January: Awareness RSPO & ISCC (1 Day) for Mill and Estates staff. Also for tractor driver (2 Days) for Mill staff, February; Training for Electrical Hazard (5 days) for Mill staffs, Boiler Operator (5 Days) for Mill staff, March: Training for OSH (7 Days) for Estate/Mill Assistants. Handling pesticides (1 Day) for mandore and sprayers. Handling Hama disease (4 Days) for Estate Assistant, September: Awareness RSPO and ISCC (1 Day) for staff and manager mill and estate, October: Briefing for manual and procedure (1 Day) for staff and manager estate and mill. While for 2017, the plan was the same and found not yet approved as previously it was prepared by Alvin Azhar (Regional HR Head) dated 01/12/15 and approved by Pariuhutan Sitohang (MD).

At Kebun Karya Makmur, as requested the training plan for 2016-2017 approved by Hariyanto (Head of KUD). Among planned were RSPO Principal and Criteria (Oct 2016), First Aid (Oct 2016), Land and water conservation (Nov 2016), IPM (Nov 2016), SOP (Nov 2016), OSH (Dec 2016), Management of waste (Dec 2016), Communication Mechanisms (Dec. 2016), ERP (Jan 2017), HCV (Jan 2017), Legan and requirements (Jan 2017), Pestides and Sexual Harrasment (Feb 2017).

At Kebun Belida, available briefing records for first aid, waste segregation, prohibition of burning waste and housing cleanliness conducted on 16/03/17. Trainer was A. Armanshah. Attended by 46 workers from Division 2. Briefing session for workers on OSH, Kebijakan Perusahaan, P&C RSPO, ISPO, ISCC and HCV. Delivered by Ivan Ananda Sihombing. 59 workers and staff attended. Another training was conducted on 15/03/17 trained by A. Armanushah S. where 45 workers attended.

At Kebun Panca Sawit makmur, available record of briefing to workers of KUD and Leader of Kelompok (total 54) attended on 02/10/15.

At Kebun Karya Makmur, available evidence of training record for introduction and implementation of RSPO for all staff and management of KUD Karya Makmur since the management was appointed only one year ago. Done on 07/10/16. Leader of Kelompok 25-51, and KUD Management team. Overall Training records need to have proper information such as title of the training, date, venue, trainers name, participants name with individual signature. A photo as additional evidence will provide better support of information needed.

**Compliance status:**

Yes  No

NCR No: -

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

**Findings:**

**Belida Estate**

Based on verification document, Belida Estate had conducted environmental monitoring and management. The evidence is shown by the report of 1<sup>st</sup> Semester Implementation of RKL RPL. This report and conducted environmental monitoring and management is based on RKL-RPL document which is integrated in Belida Mill for PT Aek Tarum (No: 594/Kpts/Bapedalda/2005 dated on October 28, 2005).

**Compliance status:**

Yes  No

NCR No: -

Belida Mill and Belida Estate are part of PT Aek Tarum

**Belida Mill**

There is an EIA (ANDAL) document No: 594/Kpts/Bapedalda/2005 dated on October 28, 2005 and the Guidance to conduct environmental monitoring and management is based on document RKL and RPL No: 594/Kpts/Bapedalda/2005, 28/10/2005.

There is Report of RKL and RPL 1st Semester, 2016 which had been reported to BLHD South Sumatera and OKI District.

The cover letter report No. 097/SUS/AT/VIII/2016, dated on August 08, 2016 and the report had been received on August 8, 2016 proven by receiving voucher.

The report covered: monitoring of liquid waste, chemical quality water of river water (Dabuk Hitam and Deras river), noise level, usage of chemical goods (fertilizer), management of hazardous waste.

There are decrees concerning waste management, as follows:

- Extending Decree of Head of OKI District No. 660.I/24/KEP/B/LH/2012 dated on July 27, 2012 concerning Permit of Liquid Waste Disposal.
- Decree of Head of OKI District No. 660.I/28/KEP/B/LH/2014 dated on July 30, 2014 concerning Re-enrollment of Permit of Liquid Waste Disposal (every 3 years),
- Decree of Head of OKI District No 660.I/28/KEP/B/LH/2014 valid dated on October 29, 2012 to October 28, 2014 concerning Permit of Temporary Storage of Hazardous Waste.
- Decree of Head of OKI District No. 660.1/42/KEP/B.LH/2013 dated on August 19, 2013 concerning Recommendation of Extending Time of storage of Hazardous Waste

**IPBS (Inti Permata Bunda Satu) Estate**

There is report of 1st Semester 2016 RKL – RPL. This report is based on RPL-RKL document EIA (ANDAL) PT Mutiara Bunda Jaya (PT MBJ). The EIA of PT MBJ is based on Decree of Head of OKI District No. 540/165/KEP/K-PELH/2006 dated on June 29, 2006. IPBS Estate is part of PT MBJ, 552.24 ha.

The AMDAL/EIA includes the mitigation of negative impacts and improves the positive impact. The negative impacts for the environment such as water pollution caused by waste water discharged to river/drainage; air pollution caused by emission from boiler and generator set. This water pollution impact was managed by regular monitoring of the quality of waste water to make sure the waste water discharged to river / drainage was below permitted maximum limit. The air pollution was managed by maintaining boiler and generator set and regular monitoring and measurement of emission generated by them to make sure their emission were below permitted maximum limit. Negative social impact as identified during monitoring SIA was dust from trucks carrying FFB passing through communities housing.

This impact was managed by watering the roads in the dry seasons regularly. These impacts were specifically mentioned in the EIA report as well as in the activity of Aspect and Impact Assessment. To control both negative and positive impacts the company has provided a comprehensive management plan and written in the other document namely Rencana Kelola dan Pemantauan Lingkungan / RKL-RPL (Monitoring Report of Environmental Management Plan). This document was available at mill and estates.

There is Report of RKL and RPL 1st Semester, 2016 which had been reported to

BLHD South Sumatera and OKI District. The cover letter report No. 097/SUS/AT/VIII/2016, dated on August 08, 2016 and the report had been received on August 8, 2016 proven by receiving voucher.

The report covered: monitoring of liquid waste, chemical quality water of river water (Dabuk Hitam and Deras river), noise level, usage of chemical goods (fertilizer), management of hazardous waste. The company has assign EHS officer in each estate and mill to implementation the RKL and RPL document, all EHS office are supervised by sustainable manager for daily activities.

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

**Findings:**

PT Aek Tarum (Belida estate) and PT Mutiara Bunda Jaya (IPBS estate) has conducted an assessment and identification of protected, rare and endangered species and HCV habitats within their area. HCV assessment and identification of flora and fauna for PT Aek Tarum has been carried out on 2010 by a combination of independent consultant and internal staff which responsible for HCV consist of RSPO registered team leader (Mr Siswoyo) and 2 registered team members and 2 non registered and supported by a GIS expert. HCV document is also already peer reviewed by accredited independent consultant (Mr. Kresno Santosa) on April 2014. HCV assessment for PT Mutiara Bunda Jaya (MBJ) was conducted by Faculty of Forestry IPB lead by RSPO registered assessor namely Mr. DR. Nyoto Santoso and peer reviewed by accredited independent consultant (Mr. DR Jarwadi Budi Hernowo in November 2012. HCV assessments was performed in consultation with villagers during the data gathering and the results is also disseminated through stakeholders consultation meeting on August 14th 2015 involved 61 participants from surrounding villages and related sub-district institutions.

Methodology used for both HCV assessments refers to HCV toolkit Indonesia 2008. The results of these assessments are documented in HCV assessment report. Since Belida and IPBS estate under different management, then there are two assessments. HCV assessment for PT Aek Tarum (Belida Estate) conducted on 6-8 may 2010 (field/ground assessment) proceeded by desktop study for assessment scoping on April 2010. Field assessment with 4 sample plots in rivers zones and 5 villages. Coverage area 2891.15 ha (nucleus) and plasma. Meanwhile HCV assessment for PT MBJ has been conducted on 11-18 September 2012 which is also preceded by pre-assessment activities in the form of secondary data collection such as maps, satellite imagery, spatial plan information, forest status, and statistical figure of the related district and sub district. HCV assessment for PT MBJ covered 17,386.47 ha which is IPBS included to it and expanded to 13 villages.

Landcape condition on forest status over both estates has been analysed with updated data, namely SK No. 866/Menhut-II/2014, there is no presence of protected areas/forest in and around the concession. Refers to the national law on protected areas there is identified local protect areas such as riparian zone i.e Lempuing river and Dabuk Hitam river. Fauna and botani aspect surveyed and some protected species was found with RTE status. There are 44 plants species and 17 fauna with details mammals 4 species, birds 10 species and reptile 3 species found in PT Aek Tarum. *Combretocarpus rotundatus* (local name: prepat) is VU species in

**Compliance status:**

Yes  No

NCR No

IUCN Redlist, whilst *Cratoxylum formosum* and *Cratoxylum arborescens* with LC status. A total of 17 wildlifes found and 15 species listed in IUCN Redlist as LC status. Based on national law (PP n 7 tahun 1999) there is a mammal and a bird species categorized as protected animals, whilst 3 species listed in CITES Appx . List of IUCN registered flora fauna found in Belida estate is presented in below table. Meanwhile for PT MBJ (IPBS estate) at the time of study HCV successfully recorded 88 species of plants, 5 species of mammals, 38 species of birds, and 4 species of reptiles.

Rare and threatened ecosystem is studied on HCV 3 anaysis, through Repprot Land System and refers to HCV toolkit there is no rare or threatened ecosystem, moreover there is no forested area and dense vegetation found in the estates. In addition, landscape context has been analysed include: Important Bird Area (IBA) and EBA (Endemic Bird Area), land system, soil and geology, topography, rainfall, hydrology and catchment areas, and biodiversity aspect, demografi social economy and cultural aspect.

HCV area in Belida estate is 91.8 ha consist of HCV 1.1, 1.3, and 4.1 in form of riparian zone of Dabuk Hitam river or 3.18% of Belida estate area. There are 2 types of HCV in PT MBJ, namely HCV 1.3 and HCV 4.1 with total area of 631.49 ha. Specifically for IPBS estate there is only one type of HCV has been identified, HCV 4.1on Dabuk Hitan river riparian zone with total HCV area is 28.55 ha or 5.17% of IPBS area.

HCV Management and Monitoring in Belida and IPBS estate has been defined and implemented partly following recommendations from HCV assessment. . Every year HCV areas management and monitoring is reported.

Monitoring of flora and fauna conducted by special HCV team of PT Sampoerna Argo Group and referring to a SOP No. P-SAG-KBN-NKT-02 on HCV management and monitoring. Result of monitoing has been used to improve HCV area such as restoration of riverbank, signpost installation, patrol inspection, flora and fauna monitoring is an implementation of the management and monitoring of HCV PT Aek Tarum has documented policy on the protection of endangered species including the case of of hunting and the keeping of wildlife as stated on Memorandum No: 058/MD/V/2016, dated May 16, 2016, from Managing Director Sumatera; Subject Protection of Wildlife and Protected Species. The memo contained policy on the protection of endangered species and including prohibition of hunting.

There is no information any HCV area which is overlapped with an identified local community's land, as confirmed to the local communities in Dabuk rejo village during surveillance audit.

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

**Findings:**

The mill and estate have identified all potential sources of wastes and pollution in their Environmental and Safety Aspects and Impacts Identification document FRM-GEN-071 prepared in up-dated year 2015. All estates have a Standard Operating Procedure available for management of domestic wastes generated from housing & offices, plastic wastes as well as for hazardous wastes.

At Kebun Belida and Kebun IPBS- Available source of waste, category of waste, Type of waste produced, Physical condition, Handling method as sampled and summarized in below table:

No.	Source of	Category of	Type of waste pro-	Physical	Handling method
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**Compliance status:**

Yes  No

NCR No: -

	Waste	waste	duced	Condition	
1.	Office	B3  Inorganic  organic	Printer cartridge bulb Tonner Paper Plastic bags Food waste Trees trimming Liquid waste from toilet	Solid Solid Solid Solid Solid Solid Solid Liquid	Collect and send to TPS Hazardous waste.  Reuse Collected and dispose at landfill
2.	Fertilizer warehouse	B3	Bags Contaminated PPE Bulb	Solid Solid Solid	

At Kebun Pasca Sawit Makmur, a source of waste was identified (Identifikasi Sumber Limbah di lingkungan kerja KUD. Among type of waste identified were Karung Guni/Wadah Pupuk, Pesticides waste and Hama & Disease pesticides. Available also a record of incoming empty containers of pesticides such as record Round up for January 2016 (7) March 2016 (12), April 2016 (8), June 2017 (13) In Kebun Karya Makmur, found a stock card for managing inventory of chemical in the store. Roundup, Garlon, Ally. Collection and storage of used container were in a good practices condition as sampled in the Store to control incoming and disposal.

In Kebun Belida as sampled at the landfill, a big hole for dumping organic and inorganic domestic waste found not properly used and segregated. All domestic waste were dumped into inorganic waste while the organic waste hole was left unused. According to record a briefing was given to the workers only and not their wife. Available briefing records for a first aid, waste segregation, prohibition of burning waste and housing cleanliness conducted on 16/03/17. Trainer is A. Armanushah. Attended by 46 workers Division 2

At Kebun Pasca Sawit Makmur, sampled SOP for Waste and Hazardous Waste Management (SA-PLASMA-PP-LMB-01) dated 01/04/16. Clearly explained requirement related to hazardous waste and pesticides handling. Including disposal of hazardous waste. Symbol and labelling of hazardous waste (B3) were included. Briefing for hazardous waste handling and disposal was conducted on 09/04/16 Anton Siswadi. 31 workers were involved and attended a briefing on Hazardous management.

At Kebun Karya Makmur, observed at office a first aid box standby to be used if needed. Similar document found available. Available also Identifikasi Limbah di Lingkungan Kerja KUD. From activity Harvesting, Manuring, IPM, Pesticides, office. Action plan to handle and avoid pollution was mentioned in the documents.

Belida mill have their own licenses for hazardous waste collection No.061/Kpts/BPMP2T-PZN/IX/2014/1077 valid to next 5 years and which are confirmed to be valid, while Belida estate and other sends their hazardous wastes for collection to estate temporary waste storage. Belida mill estate maintains records of amount of hazardous wastes received from all respective estates, as seen from sample receipt records for 7 January 2017. Belida mill and estate maintains records of incoming hazardous wastes in Control Form for Incoming and Outgoing Hazardous Wastes and Inventories of Hazardous Wastes. Hazardous wastes are collected by Licensed contractors PT Dame Alam Sejahtera, where most recent



collection was on 30 February 2017 and prior to that was December 18 2016 collect hazardous wastes.  
It was found that the inventories for all hazardous wastes at PT Aek Tarum estate have been updated from January to March 2017 up until time of collection by the contractor. For example, last inventory update for oil filters was 174 pieces on 30 March 2017. Inventory records at the mill hazardous waste stores were found to be consistent with the hazardous waste collection summary note prepared by the mill and final collection amount stated in the manifests,

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

**Findings:**

PT Aek Tarum has records of fossil fuel used per ton FFB. Based on record energy used 2016, total of fossil fuel used for FFB transportation was 25,785.00 liter. The company has calculated of emission result from fossil fuel used.

At Belida Palm Oil Mill found a Diesel(Solar) tank with capacity of 30,000 litres. There was a record to show monitoring of fuel consumption for the year 2016 and 2017. There was a study in 2013 by ProSympac to construct a biogas plant but it was not yet implemented.

IPBD estate has records of fossil fuel used per ton FFB transport to go to GTA mill, i.e.:

1. For 2016 total fossil fuel used in once year was 12,342 liter and 0.51 liter per ton FFB
2. For 2017 until October, total fossil fuel used was 9,874 liter and 0.44 liter per ton FFB

At Pasca Sawit Makmur estate and Karya Makmur estate, there were no fuel tanks kept for the use of equipments in the estate as a contractor were appointed to carry out work involving fuel such as lorries and tractors. Therefore no fuel consumption monitoring plan were established. Monitoring was only of the cost of operation charged by the contractors.

To minimize the usage of fossil fuel, company consume all fiber and shell generated from palm oil mill activities as source of renewable energy for boiler operation, the electricity produce from boiler operation also consumed by employee dormitory. However the company has no records about The company plan to conduct replanting in along riparia river with wooden tree species as mentioned in RKL and RPL document as GHG sink.

**Compliance status:**

Yes  No

NCR No: -

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

**Findings:**

The company have a zero burning policy that explicit stated in Group Company Policy signed by Chief Executive Officer on July 20<sup>th</sup>, 2015. The statement is: To prevent environment pollution and land clearing without fires (zero burning). A procedure for zero burning on Land Clearing, SOP No P-SAG-KBN-PML-03, is available. This procedure is referring to national law regarding controlling on damage and Environment Pollution caused by land fire and forest fire. The SOP mentioned that land clearing must be carried out with controlling and zero burning, and also prohibition of HCV areas disturbance. Land clearing method used is the uprooting and stacking of the wood to rotten. There is evidence that prove land clearing was not use fire, some minutes of land clearing activity in block 14 and 15 on August and September 2008 showed land clearing activity was uprooting, chipping and stack-

**Compliance status:**

Yes  No

NCR No: -

ing on the non used gap, and it was accordance with the SOP.  
There is no evidence that company use fire for eradication of pest during re-planting, because replanting has not started in all Belida mill supply base estates.

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

**Findings:**

Assessment has been done in the Environmental impact assessment (Amdal PKS Belida 2005), Example of the Pollution and source of pollution as follow Solid waste-coming from the FFB process that contain 11% Fiber, 5% Shell,23 % Empty fruit bunch. All will use as boiler fire.

Empty fruit bunch will use as organic fertilizer as example Empty Bunch-3194mt, Fiber-2348.706mt,Shell-12127m.Air pollution-Source from Chimney and boiler, that include Co2 No and So.Control measure use membrane to control release gas to the air.

Liquid waste-Liquid waste is coming from the POME activity, company has been use POME treatment for the control release POME to the river.

GHG identification has been show by calculate GHG and identification of GHG source.In IPBS estate ,Monitoring of the effect of pollution are available however, there are no clear identification of source of pollution has been showed. For IPBS Estate, Belida Estate, KUD Rahayu Bhakti, and KUD Mulya Jaya:

Pollution and GHG reduction plans are in the MCC. However, efforts to reduce pollution and GHG are not significant enough, such as the use of shell and fiber, there is no emmission factor, while the use of diesel with emission factors is not identified to be reduced.

While in Estate & KUD, there are no assessment documents to reduce pollution and emissions. "

Mill has been identified Greenhouse gas emission, thru the ISCC Methodology. shows total emission for CPO is 0.28Kg/Co2.However there are no clear document show that mill has been conducted assessment for identification source of pollution. Plan to reduce of the GHG emission are available in the document (rencana pengurangan for Emission). However is not significant plan to reduce GHG emission example Company plan to reduce use on Fibre and Shell with is consider 0 emission factor.at the same time there are increasing in the Diesel use for Boiler with is have emission factor. In the plan also not include Objective, target and timeline to reduce GHG.

Monitoring of the Emission are using ISCC Methodology.as per Standard operation procedure (*Inventarisasi and Mitigasi rumah Kaca 20 March 2016*).In SOP has been mention on the data that need to use. Data of usage Chemical, Use of electricity, Waste water and transportation. Reporting are using data last 12 month. and will reporting once per year. Mill has not established yet new procedure according to the RSPO GHG Methodology.

In Estate has been use RSPO GHG Methdology, data that has been use from January 2016 until December 2016.

Data is include, Soil information, Fertilizer and Chemical use, Electiricity use, fossil fuel, Transport and EFB transportation. The Calculation value show that 0.159 Co2/kg FFB. However the calculation has not been send to RSPO Secretariat to approval.

Methodology that has been use is according RSPO GHG, however there are no clear procedure has been establish according RSPO requirement for GHG.

Monitoring of the effect of pollution are available however, there are no clear identi-

**Compliance status:**

Yes  No

NCR No: RSPO01027  
RSPO01028  
RSPO01029

fication of source of pollution has been showed. There are no clear document that has been show to identified source of pollution. Mill has not established yet new procedure according to the RSPO GHG Methodology.

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

**Findings:**

PT. Aek Tarum already has prepared a Social Impact Assessment (SIA) report. The assessment was done by third party namely Faculty of Forestry, Bogor Agricultural University in 2012. The assessment includes details of positive and negative social effects that may be caused by plantations and mills and documents participation of affected parties and local communities.

During the assessment the company conducted several consultation and communication with relevant stakeholders. All records of communication and public consultation are available and Properly documented incorporated in the report. Based on the photos and attendant lists available in the SIA report, it can be seen that the preparation of the social impact has involved community participation around the estate, such as community leaders and local village officials.

The Company has some plans to decrease negative and to increase positive impacts of company existence. Those plans are documented in PT. Aek Tarum Social Managing Plan (Rencana Kelola Sosial PT. Aek Tarum). The company also monitors the social impact. Implemented from this social plan in CSR activities. There were records of Corporate Social Responsibility (CSR) activities for year 2017. The program covered different aspects such as training on best practices for palm oil to farmer and smallholder, contribution given to community, such as road repair, school contribution. Moreover, the company also helps community around mills and estate to sprinkle water on the road that is traversed by trucks, because of dust. There was regular monitoring and management of social impact recorded in Laporan Monitoring Aspek Sosial (Social Aspect Monitoring Report). Result of SIA monitoring report was discussed with their stakeholders during stakeholder meeting conducted on March 16 year 2017 to get the feedback from stakeholders are Jaya Bhakti Village, Surya Adi Village, Kali Deras Village, Pematang Panggang Village, Kembang Jajar Village, Sumbu Sari Village, Suka Sari Village, Cipta Sari Village, Mulya Jaya Village, Kemang Indah Village dan Sumber Baru Village.

The Board and all members of Village Cooperative Unit participate in the drafting process of identification studies of social impact assessment. The methods used were structured interviews through questionnaires which were distributed to the farmers, in-depth interviews and focus group discussions. The study showed no negative impact of the opening of oil palm estates. While the positive impacts include generating incomes (previously only depend on rubber), job opportunities for the local population, an improvement in infrastructure, such as roads and housing. There were reports on the implementation of social governance in

Company has reviewed the social impact plan taking into account the social problems occurring usually around company. Reviewing has occurred through stakeholder meeting. Company also has given its concern to the farmers which were done by counseling activity about how to cultivate palm oil. Those outgrower farmers were incorporated in KUD Plasma Farmer. Beside that, Company also has to visit plasma estate. Activities were documented well. For example October 5, 2016 training of P & C RSPO from PT Samporna Argo Tbk for KUD Rahayu Bhakti 27 people attended, training of earth and water conservation on december 17, 2016

**Compliance status:**

Yes  No

NCR No: RSPO01030

attended 16 people, integrated pest training on November 5, 2016 and Health and Safety training on 7 February 2017.

**NCR RSPO01030 (P&C 6.1.1 – Major)**

There is highway development within area of oil palm plantations of KUD Panca Sawit, however the organization has no revised their document social impact assessment (SIA) yet or revised (all of stakeholder who are affected).

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

**Findings:**

PT. Aek Tarum have an effective Communication and Consultation Procedure, P-SAG-HO-CA&L-08 Rev. 02 in February 1, 2016 (Communication, Participation and Consultation Procedure. The procedure covers the scope, purpose of the procedure, internal and external communication method, documentation and follow-up action. This Procedure has been arranged and communicated to stakeholder through stakeholder meeting. For example January 18, 2017 socialization of communication and consultation with all of stakeholder at Sumber Baru Village.

Company has special officer who is responsible to handle social issues, he is Mr. Teuku Rahadian. The task is to do communication and consultation with external parties in terms of legal and social so that the company's operations run well.

List of stakeholders including the local communities, NGOs, labour union, contractors and local government were available, maintained and updated. The auditor has checked the minutes of meeting of the last stakeholder in Belida Estate and found the detail of it. All feedback from stakeholders and record (attendance list) were available.

**Compliance status:**

Yes  No

NCR No: -

**Criterion 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.**

**Findings:**

PT. Aek Tarum still maintains and implement a procedure integrated in the procedure Communication, Participation and Consultation, P-SAG-RO-CAS-08 dated 1.4.2012 (Komunikasi, Partisipasi dan Konsultasi) for handling complaints, grievance and dispute. Particularly for handling complaint and land dispute, there is procedure SOP No. P-SAG-RO-CAS-09 (Penanganan Klaim dan Sengketa Lahan). Internal complaints and grievances are resolved according to the Mutual Working Agreement (Perjanjian Kerja Bersama 2015-2017). Company also has policy to protect identity reporter as mentioned in policy reporter violation PT. Sampoerna Agro dated on September 27 th, 2013. On point no. 5.2 stated: "Identity Reporter will be confidential. These procedures have been communicated to all stakeholders at each mill and estates. It was noted that the responses from stakeholders have been positive. During public consultation, the audit team confirmed that there were no serious complaints, grievances, and disputes at the moment. Local communities and stakeholders obey and respect the company legal rights, reciprocated by the company's respect for their traditional rights. Company has special officer who is responsible to handle social issues, including responsible to receive complaints and grievances, he is Mr. Teuku Rahadian. Results of interviews with management

**Compliance status:**

Yes  No

NCR No: -

is known in the last year there is no conflict or dispute between company and external parties.

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

**Findings:**

Company has a procedure to identify the legal right, tradition and the people who has right to get the compensation SOP No. P-SAG-RO-SUS-14, dated 1-8-2012 about Evaluation and Acquisition Land Estate. And also has SOP No. P-SAG-RO-CAS-03 about implementation of land compensation and or crops grows.

That procedure has taken into account the gender differences in the ability to claim rights, ownership and access to land; the difference between migrants and communities that had long existed; and the difference between the proof of legal ownership and communal ownership of ethnic groups or indigenous peoples. The procedure has been communicated to the stakeholders during the stakeholder meeting. Checks on the records and interviews with the local communities during public consultation confirmed that there is no current claim on any land. Based on HCV studies and ANDAL report there are no customary rights of local community. An interview with the Chief of Local Community confirmed that they have no customary rights disputes.

During interview with board and member of KUD Tekad Mandiri and Panca Sawit Makmur Mandiri informs that the palm oil plantation area is not originated from traditional right. Palm oil area is private owned land based on legal private owned status (SHM) and SKT (land declaration letter). Community plantation area is ex-public transmigration and independent smallholder. The interview with board and member of Mandiri Association informs that the palm oil plantation is not derived from traditional right; therefore there is no land compensation.

The interview with the KUD Tekad Mandiri and Panca Sawit Makmur and member informs that there is no palm oil area is derived form traditional right.

For that condition, there is no compensation claims, process and outcome of any negotiated agreements shall be documented by the company.

**Compliance status:**

Yes  No

NCR No: -

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

**Findings:**

It was available Memorandum No. 008 / MD / I / 2017 on January 24, 2017 concerning the adjustment of the basic wage of monthly employees and daily permanent employees in 2017. Adjustment of the daily permanent employee's (KHT) basic wages in 2017 is set at the Provincial Sectoral Minimum Wage (UMSP) Prov. South Sumatra (No. 772 / KPTS / LABOUR AND TRANSMIGRATION AGENCY / 2016) that is IDR. 2,430,000. It is available memorandum No. 009 / MD / I / 2017 on January 24, 2017 regarding basic wages for casual employees in 2017, which amounted to IDR. 97,200 per day. Copies of these rules were stored by HRD in mill and estate.

The Company had a Collective Labour Agreement for period of 2015-2017 that was registered in Labor and Transmigration Agency Province. South Kalimantan No. 15 / C / CLA/ DTKP / XI / 2015 on November 19, 2015. CLA have included: facilities and assistance to the labour union, recruitment, remuneration, daily working hours,

**Compliance status:**

Yes  No

NCR No: RSPO01031

exemption from the obligation to work, health care, social security and workers' welfare, health and safety, order and discipline, complaints and settlement, termination of employment.

PT Aek Tarum has a list of employee wages. Wages document well-documented. Salary structures of employees are listed in the memorandum No. 027/MD/III/2015 dated March, 27 2015. Wage payment is the common term that the company needs to follow as it is compulsory required by South Sumatera Governor's Decree in SK Gubernur No. 772/KPTS/Disnakertrans/2016, with Minimum Salary of South Sumatera Province in 2017, dated February 27 th, 2017 is amount 2.430.000 IDR,-. Standars wage is determined by South Sumatera Province Indicator.

Auditor assessed the list of workers, complete with the wage amount, date of birth, date of joining SMM, basic salary, fringe benefit or premi, additional, overtime, allowance, gross, deduction, nett), dan signature, payment slip, detailed with all allowance and deduction is available. The receipt of payment was given to all workers on the payment day. Each worker has their contract, based on Decree of Working Agreement (so called Surat Keputusan Penetapan Perjanjian Kerja Bersama) oleh Kepala Dinas Sosial, Tenaga Kerja dan Transmigrasi about registration of Perjanjian Kerja Bersama PT AekTarum Sampoerna Agro (ATSA), dated November 17, 2011 which was signed by ATSA and Labour Union (PUK FSP Kep Migas dan Umum PT ATSA), and approved by The Officer of Worker Affair. A labor policy containing subjects such as non discrimination and forced labor for both employee and contractors are socialized in agreement with those people. Worker and contractor are required by the terms of their contract/agreement to have their fair compensation.

All employees even contractor have been provided with suitable housing, water supplies, medical care (clinic, including doctor, nurses and medicines and bed) and welfares by the company. Worker housing receive piped potable water which is tested regularly to ensure that it is safe for human use. The facility provided the huge water jar to store the rainfall for being used as drinking water. It is also tested regularly to ensure it is always safe for human consumption. All workers housing are also provided with free electricity. Meanwhile, there's a new facility for employees, day care for their kids for free. The parents are recommended to bring groceries and vegetable for their kids then it is cooked by the nanny in day care.

For labour law, this company has a socket book about agreement between company and labor union refers to Law No 13/2003 about Labour. In this socket book, there was rules about contract between company and labour, working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.

There are some facilities from the Company to its workers, such as housing, water supplies, educational and medical. All workers, if heads of families are provided with a housing unit, equipped with electricity and piped clean water for washing and bath. There are other facilities for workers, such as policlinic, baby day care, kindergarten, school bus and sport facilities.

The company also facilitated the provision of basic food needs of workers. Many efforts were done by company:

- There is a monthly salary market which supplies many basic and other needs.

- In every camp (housing) there is small shop/stall which sell some needs.
- There is a daily itinerant vegetable seller.

Based on interviews with some workers, they get basic food (such as rice, flour, etc) easily. The existence of that facility ensures the access of employees to the food was decent, fairly and reasonably priced.

**NCR No. RSPO01031 (P&C 6.5.1 – Major)**

At KUD Panca Sawit Makmur not yet available letter of employment agreement between employer (Kavling employer) with the workers for harvesting and maintenance work. While at KUD Rahayu Bhakt, Karya Makmur, Mulya Jaya not yet available letter of employment agreement for harvesting work.

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

**Findings:**

PT Aek Tarum has policy regarding the recognition of freedom of association under policy: “Visi, Misi, dan Kebijakan PT. Sampoerna Agro”. The policy includes freedom of association, respect for every worker to have the right to form and to be a member of labour union. The Union and management of ATSA negotiate the Perjanjian Kerja Bersama, or Mutual Working Agreement, every 2 years, according Surat Keputusan Dinas Tenaga Kerja dan Transmigrasi No. 146/Nakertrans/2011 dated 01.01.2011. This Agreement allows them to establish a labour union in accordance with national legislation UU No.13 2003. There was a regular meeting between representative of worker union and representative of management company. Minutes of some meetings were checked and the meetings found to be properly conducted. October 25, 2016 the central office of the union secretariat Sampoerna Agro has held a meeting on extra fooding and manpower in the engine room.

According to the statement expressed by the chairman of SPSA, it was explained that company has given the rights of employees, wages are in accordance with the Province Minimum Wages( UMP), providing infrastructure, providing training to workers and so on. All workers are already registered as participants of BPJS health (Health Assurance). No child labor, no discrimination against workers. In order to avoid child labor company asks Personal Identity Card (KTP) and Family Card (KK).

**Compliance status:**

Yes  No

NCR No: -

**Criterion 6.7: Children are not employed or exploited.**

**Findings:**

PT. Aek Tarum has a policy on child and female workers (Memorandum No. 0016/DMD/XII/2010” in 9.12.2010) signed by a Director and socialized in agreements with suppliers/contractors No one under 18 years of age is to be employed. Records of personal data of employees-age, marital status, position and rank, location of work, date of commencing employment-are kept. Checking the records per January 2016 confirmed that no one under 18 years old has been employed-in compliance with Indonesian national legislation UU RI No.13 Tahun 2003, article 68.

The Company has a policy of working age, drafted on July 21, 2015, that is the pro-

**Compliance status:**

Yes  No

NCR No: RSPO01032

tection of women workers in working place by preventing sexual harassment and violence, as well as the protection of reproductive rights. Do not employ minors and facilitate the care of children. The policy has been disseminated to all levels of employees on January 5, 2016. The Company was also displayed the policy in the office and housing area. Based on the verification results of documents of employees list in February 2017 in mind that no employees in the company were less than 18 years of age at the time of admission to work.

**NCR No: RSPO01032 (P&C 6.7.1 – Major)**

At KUD Rahayu Bhakti, Karya Makmur and Mulya Jaya not yet available employee profile containing birth date, beginning of work, age, address, tribe and religion information.

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

**Findings:**

The Company has a policy of equal opportunities to obtain employment that was drafted on July 21, 2015. It was about respecting human rights, including the right of all workers to organize and conferred collectively as well as provides opportunities for equal treatment in employment. The policy has been disseminated to all levels of employees on December 12, 2016. The Company also put these policies in offices and housing. Based on the interview results with unions, it was noted that there is no discrimination against workers. Company is not discriminatory in treating workers since acceptance till work in all types of jobs.

Company also has policy of opportunity similarity (include local community) which can be accessed by public, through announce board in estate office, mill office and division office. Moreover that policy is also socialized during stakeholder meeting. Policy in writing about this casse stated in document “Viission, Mission and Policy of PT. Sampoerna Agro”. Further, company also has SOP No. P-SAG-RO-HRS-01 dated on March 16 th, 2012 about recruitment the new employee. In the procedure stated to open the opportunity for every worker after passing selection process based on the capacity and capability new employee.

PT. Aek Tarum is also committed to provide jobs for the locals, even though they are reluctant to accept. They prefer to choose the job like security. Jobs like harvester are mostly carried out by external community. Vacancies are posted on notice boards in the mill/estates, and also advertised in the local news paper. A policy on equal rights regardless of race, caste, national origin, religion has been established and also socialized in agreements with suppliers/ contractors. I.e in recruiting process is open to public, no requirements of ethnic, religion, caste and gender.

In addition, based on the book of Mutual Working Agreement, the company must provide religious leave allowance to their workers to celebrate religious holidays. There is a transparent system of holiday for workers, if they need to take their leave (as stated in Chapter V, Article 20), and to get permission to take their leave related to the religious event (as stated in Chapter V, Article 21).

Through interview with workers, it was confirmed that there was no discrimination on working opportunities, all workers were treated equally. Records of employee's recruitment and their contract agreement were available. In PT. Aek Tarum there

**Compliance status:**

Yes  No

NCR No: -



was no migrant worker. Appraisal the worker's performance referred to SOP No. P-SAG-RO-HRS-03 dated March 16 th 2012. PT. Aek Tarum is an equal opportunity employer, through promotion method based on performance. The Human Resources Regional Head identifies and recommends candidates for promotion to a selection board at ATSA Head Office.

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

**Findings:**

The Company has a policy of preventing sexual harrasment, drafted on July 21, 2015, that is the protection of women workers in working place by preventing sexual harassment and violence, as well as the protection of reproductive rights. Do not employ minors and facilitate the care of children. The policy has been disseminated to all levels of employees on December 12, 2016. The Company was also displayed the policy in the office and housing area. Results of interviews with women workers in residential of Belida Estate, it was stated that there was never any incident of sexual harassment that afflicts women workers.

The Human Resources Regional Head of PT. Aek Tarum has established a policy on prevention of sexual harassment and protection of reproductive rights of its female workers (Kebijakan Pencegahan Pelecehan Seksual, Perlindungan Hak Reproduksi dan MekanismePenanganan Keluhan dated 13.7.2010). The policy is displayed at various locations in the mill/estate offices and socialized to the

Workers in each unit. The rules have been explained to all workers to ensure their understanding. Based on the result of interview women employees, it is confirmed that that they understood the policy and knew the grievance mechanism for complaints. The company protects the reproductive rights of all women workers, by providing maternity leave and prohibition for breastfeeding women to work as chemical sprayer. Female employees are entitled to be pregnant and childbirth leave of 3 months and also allowed to breastfeed for up to 6 months at least 30 minutes everyday.

Based on the Collective Bargaining Agreement Book (Article 20 of Chapter V) about maternity leave, menstruation leave, pregnancy and miscarriage. While menstruation leave is suspended based onresult of meetings, this is due to some workers who use this excuse to not work. Checks in the field concluded no pregnant and breast-feeding women were working with agrochemicals. Interviews with female workers confirmed that they understood the policy. Company has policy to protect claim identity. Based on complaint records, no written complaints have been submitted by employees.

The Company issued a policy report about complaints of SGRO on whistle blowing system dated October 24, 2013 which is in line with the company's commitment to hold open communication and to enhance good corporate governance), the policy is intended to provide a forum for internal employees and external parties associated with the group of companies to submit a report about the alleged of violations, violations and obstruction of the company group while they aware of the incident. Provide security guarantee for those who report the violations, then he/she will be protected from acts of retaliation or victimization caused by violation reporting that

**Compliance status:**

Yes  No

NCR No: RSPO01033

was done in good faith without intention to do harm.

**NCR No. RSPO01033 (P&C 6.9.2 – Major)**

KUD already have a policy and a shared commitment on the protection of the right to reproduction rights for the women workers, but there is no mechanism to ensure that the women workers not pregnant or not breastfeeding at work related to chemicals/toxins.

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

**Findings:**

It was available pricing document of FFB on March 2016 (Period I) established by the Palnataion Agency of South Sumatra Province, through Letter No. 525/303-VI.3 / BUN, on April 18, 2016. The price of FFB per kg of plant at the age of 3rd year was IDR 1,496.81; at the age of 10-20 year was IDR. 1,739.95 year, its 25th year was IDR 1,562.34.

FFB price is determined by a meeting, attended by the parties, such as representatives of the Company, Cooperative Management and Plantation Agency. FFB Price that was used now and previously has been known by the farmer / Committee of Village Cooperative Unit. Cooperatives are involved in setting the price of FFB. FFB pricing mechanism was agreed by the parties every two weeks.

Price of FFB from smallholders refers to the price set by the Department of Plantation, South Sumatra Province that was issued twice in a month. Smallholders get the FFB price information directly from the Plantation Office South Sumatra Province and POM of PT. Aek Tarum. TBS yang diterima di PKS Belida dari 8 KUD yaitu: KUD Jaya Bersama, Karya Makmur, Mekar Sari, Mulya Jaya, Panca Sawit Makmur, Rahayu Bhakti, Sumber Rejeki, Tekad Mandiri.

PKS Belida membeli TBS dari pihak ke 3 atau supplier. Hanya satu supplier yang melakukan penjualan TBS kepada PKS Belida yaitu CV Bambu Kuning Sejahtera alamat Desa Sungai Belida Kampung I RT 003 Lempuing, Kota Kayu Agung. Tersedia Perjanjian Pemasoka Tandan Buah Segar (TBS) Kelapa Sawit antara PT Aek Tarum dengan CV Bambu Kuning Sejahtera No. 001/AT/SPK/I/2016 tanggal 2 Januari 2016.

PT. Aek Tarum maintains fair, legal and transparent agreements with its suppliers/subcontractors and independent farmers. Even though there are no purchase contracts to bind the smallholders they will be informed by the mill on the daily FFB price through phone and the daily price of FFB will be posted at the mill gate. A list of FFB smallholders is kept and updated for the purpose of informing the daily FFB price. The smallholders are free to decide where to sell their FFB. The price of FFB is determined by the purchasing department, based on to the procedure FFB price calculation. There was no complaint record of FFB Price found during audit. PT. Aek Tarum has fair, legaland transparent agreements with its suppliers/contractors and plasma smallholders. There are transactions and purchase contracts with contractors and local companies on sale and purchase of FFB, FFB transport and service, maintenance and repair of mill equipmet.

The price for FFB is determined by the Head of Regional Plantation Section, Agri-

**Compliance status:**

Yes  No

NCR No: -

culture Department of Province South Sumatera via a mechanism based on the CPO price, kernel price (index K) from all palm oil producers and palm oil estates in South Sumatera every two weeks. The FFB price is set at a meeting attended by the representatives of KUDs, or of the plasma smallholders themselves. Checks with KUD Panca Sawit Makmur and KUD Mulya Jaya confirmed that they had copies.

Information of FFB price is available in front of the Mill Office. Interviews during public consultation, with some contractors confirmed that they understood the terms of their contracts well and thought them fair, legal and transparent and found no grievance about the price. (Indicator 6.10.3. Auditor checked and verified the payment to the contractor and found it was compliant to the contract agreement. During the public consultation which was attended by FFB's suppliers, it was noted that the payment was transparent and as per applicable agreement terms of payment.

Mutual Agreement Letter No. 003/BL/SPK/XII/2014 dated on December 15th, 2014 about working agreement for tiding houses type G.6 R1/900 VA amount 66 units (10 units) between local contractor (Pandi Saputra) and Belida Estate Manager. The payment of this project was appropriated to Mutual Agreement Letter.

The company has cooperation with some local business contractors such as housing developer, FFB/CPO transporter and others activities. There is a contractual agreement between company and their FFB supplier and other local business such as contract no. no. 180/GTA/SPK/VIII/2013 between company and PT Steady Putra. Contract between PT Aek Tarum and CV Bangun Bersama No. 294/MBJ/SPK/IX/2015 dated September 01, 2015. It was confirmed by the supplier during stakeholder consultation both parties were signed and understand the contractual agreement they have entered into. The contracts were legal and fair according to Indonesia government regulation and both parties keep the copy of contract.

The payment condition and mechanism were agreed and stated in the contract, i.e. 14 days after company receive invoice or after the jobs finished. It was confirmed by management of CV Bangun Bersama both mill and estate has good commitment and pays their responsibilities in a timely manner.

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

**Findings:**

The management of PT. Aek Tarum has strong commitment to contribute to community development and documented in Quality, Safety and Health Environmental, for Sustainable Policy (QSHES Policy), signed by the President Director. The Social Impact Assessment Report was issued. The activities planned were varied, such as socialization of shareholders program for the locals, aids for local teachers, free medical treatment for the locals, making a well for locals, etc.

Contribution of sustainable development to local contractor through is based on annual stakeholder meetings. At this meeting, all stakeholders are given the discretion to exclude ideas and the problem about impact of the existence of the company. Some contribution has been awarded by company through CSR. Then, if there is a problem, it can be resolved by win win solution. The assistance from PT. Aek Tarum to the community such as renovation for some items are schools, roads, bridges, e.g., Posyandu (integrated healthcare service post and health education to Promote human hygiene), sanitation, fogging, agricultural skills training for the lo-

**Compliance status:**

Yes  No

NCR No: -

calcs (estate workers and smallholders), skills training for school teachers, scholarships available, tree planting, waste treatment for land application such as EFB for plasma estates.

PT Aek Tarum has built partnerships with 8 Village Cooperative Unit, smallholders area of 6,554.10 ha, 3,169 households .The company provides regular guidance to farmers, for example: coaching for nursing and harvesting determination in Mandiri Village Cooperative Unit on October 10, 2015, the socialization of stalk bunches cutting on September 8, 2015 in Village Cooperative Unit of Panca Sawit Makmur.

- CSR Programming is based on a survey of program partners to see the social and economy condition. Example the CSR realization in 2016:
- Conducting the cultivation of straw mushroom group's and cows. Straw mushroom in Kemang Village, Mulya Jaya, Mekar Wangi, Bumi Harjo one group each other. The price of straw mushroom per kg Rp. 20.000, 17.000.
- CSR realization 2016 in education, public health, infrastructure/ public facilities, social-culture. Total cost CSR in 2016 is Rp. 263.162.631. Example CSR realization in 2016, procurement of traffic guidance manuals, funding assistance for MTQ 27th at Mesuji Raya districts, Village road maintenance at Bumi Arjo and Kemang Indah Village.

According to interviews with the Department of CD, it was explained that CSR program was annually evaluated in order to measure the level of success and its benefits. It was commonly carried out in December each year. CSR program in the next year is arranged based on CSR evaluation results and based on input from Musrembang activities at the level of all Sub-District, attended by village leaders who was included in Company' Guidance.

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

**Findings:**

Policy of commitments not to recruit labor-traded and do not employ labor by force, it was contained in the policy of meet all customer requirements, legal requirements and other relevant legislation, which is applicable in local, national and ratified international. Results of interviews with HR Department and unions, it is known that all the company's workers is legal, there is no recruitment of illegal traded labor. Results of search on the list of workers in February 2017, it was noted that no trafficked labor found. The company employs a permanent worker and a daily worker. Employment contract agreement between the company and workers is in Indonesian language that is easily understood.

Bsed on the human resources department, public consultation and interviews with several workers, there occurred never any labor trafficking. The audit team has verified and checked the letter of agreement between workers and the company. It was confirmed that the agreements were signed by both parties without any coercion and force, the worker entered into employment voluntarily and freely, without the threat of a penalty, and he has freedom to terminate employment without penalty if there is a reasonable notice available or as per agreement. Based on interviews with workers, there was no deduction from the company, unless the deduction of the loan that worker asked to the Company's Cooperative. 1). The audit team also confirmed that no contract substitution occurred. There are no migrant workers and temporary workers in PT. Aek Tarum.

**Compliance status:**

Yes  No

NCR No: -

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

**Findings:**

The company has a policy to respect human rights. The policy is stated in Visi Misi Kebijakan Sampoerna Agro, dated 2 Mei 2015. Point 4: "Respecting Human Rights issue, included Rights of all workers to association and negotiate collectively and give same opportunity in working. This policy has been communicated to workers. Documentary evidence of socialization and communication of the policy on May 16 th, 2015 is available and stored properly. Human rights policies have been socialized to all levels workers in Belida gardens on March 17, 2017 and to the local contractor on March 15, 2016.

**Compliance status:**

Yes  No

NCR No: -

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

**Findings:**

There was no new plantings or operations or expanding existing ones. The company only optimizing existing land that is in Belida Estate planted in 2009, and 2010 which included within concession area. Drainages were built to remove the excess water. Social and environmental impact assessment had been made prior to land clearing along with other area in the same concession area.

**Compliance status:**

Yes  No

NCR No: -

**Not Applicable**

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

**Findings:**

The company has Soil Map with scale 1:25,000. Based on the Map found that the type of soils in IPBS and Belida estates namely Lithic hapludlts, Plinthic kanhapludlts, Aquic dystrodepts and Arenic plinthaquic kandudults. Based on field visit and topography map, the location of IPBS estate and Belida estate is flat (0-8%). There is no peat land within the company's land areas and also there is no any fragiles soil (sandy, low organic matter, acid sulphate soils) so the company has no management plan of fragiles soil.

**Compliance status:**

Yes  No

NCR No: -

**Not Applicable**

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

**Findings:**

IPBS estate has been planted with palm oil since 1993 and 1996 with total area is 552.24 ha. Based on data of land use change analysis and satellite imagery of 2004, based proved that no primary forest even secondary forest before 2005.

Belida estate has been planted with palm oil generally from 1991 to 2009 and there is small waterlogged lower area about 7.70 has opened in 2009 and planted in 2010. Developing this area is intended for optimizing land allocation for oil palm. Based on satellite imagery taken on August 2005, the landcover of that area was a shrubs and bushes.

HCV assessment has been conducted in 2010 and 2012 as existing plantation as described in Criterion 5.2 above. The company implemented HCV management and monitored regulary as recommended.

**Compliance status:**

Yes  No

NCR No: -

**Not Applicable**

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

<p><b>Findings:</b></p> <p>The company has soil map with scale 1:25,000. Based on the maps found that types of soil in IPBS estate and Belida estate are Lithic hapludlts, Plinthic kanhapludlts, Aquic dystrodepts and Arenic plinthaquic kandiodults. Based on topography map, the topography of IPBS and Belida estates are flat (0-8%).</p> <p>There is no peat and any fragiles soil (sandy, low organic matter, acid sulphate soils) within all company's area, so management plan of fragiles soil is not needed.</p>	<p><b>Compliance status:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p> <p><b>Not Applicable</b></p>
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**Criterion 7.5: No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.**

<p><b>Findings:</b></p> <p>There is no new planting established on local peoples' land. However, the company has planted palm oil within existing of land use title area of 4 ha in year 2012.</p>	<p><b>Compliance status:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p> <p><b>Not Applicable</b></p>
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**Criterion 7.6: Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreement**

<p><b>Findings:</b></p> <p>There is no new planting established on local peoples' land. However, the company has planted palm oil within existing of land use title area of 4 ha in year 2012.</p>	<p><b>Compliance status:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p> <p><b>Not Applicable</b></p>
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**Criterion 7.7: Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.**

<p><b>Findings:</b></p> <p>The company already has a Zero Burning Policy for both replanting and new planting. Since both estates are planted before 2010, than this criterion is Not Applicable. For the small area (7.7 Ha) that opened in 2009 there is a minute of activity No. 01/BL/VIII/2009 that described land clearing was not using fire, except uprooting, chipping and stakcing only.</p>	<p><b>Compliance status:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p> <p><b>Not Applicable</b></p>
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**Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.**

<p><b>Findings:</b></p> <p>PT Aek Tarum has no new plantation development area nor proposed any new area to developed. PT Aek Tarum only manage the existing plantation area within the concession right.</p>	<p><b>Compliance status:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p> <p><b>Not Applicable</b></p>
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**Criterion 8.1: Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.**

<p><b>Findings:</b></p> <p>PT Aek Tarum has a procedure to improve practises No. P-SAG-RO-RST-01 dated on January 1<sup>st</sup>, 2016 with R&amp;D division responsible for the improvement. Planning Monitoring and Evaluation Research staff provides annual planning agenda, monitoring and evaluation on report and research dissemination, research development monitoring and research data preparation. Some improvement has been applied among as: Cordycept application for biopesticide as pasrt of Integration Pesticide Management, and fertilizing spreader. This improvement usually disseminated by</p>	<p><b>Compliance status:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>NCR No: RSPO01034</p>
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R&D division to the field/estate staff.

There is sufficient evidence that the organization has regularly monitor and review their activities thru Management Review Meeting (Rapat Tinjauan Manajemen/RTM). Agenda of RTM was cover quality, environmental, OHS, best practices, social and any other aspects of company operational, including discussion on how to improve its performance. Belida Mill: RTM of 2016 has performed some issues discussed and corrective actions on audit findings that has been taken reported.

Continues improvement document available in document (Rencana perbaikan berkelanjutan 2016/2017). Evidence of continuous improvement plans were sighted, e.g. for Belida and IPBS Estate that has been separated in 3 categories example: Economical improvement, Social Improvement and Environmental improvement. That can capture in document PT Aek Tarum.

All continuous plan that include is only general plan. Example plan to reduce chemical usage plan to reduce pollution, plan to reduce waste etc. All related plan is not will identi cation root course, Action plan, monitoring plan and mitigation plan. Also sighted that there are no clear target and objective continues improvement plan has been state.

**NCR No: RSPO01034 (P&C 8.1 – Major)**

At KUD Rahayu Bhakti has established an improvement plan that divided into 3 category i.e: economical improvement, social improvement, and environmental improvement. However, there are no clear targets and objectives continues improvement plan has been stated.

The following is a summary of findings made for the criteria listed in the RSPO Supply Chain Certification 2014 with selected supply chain model Identify Preserved (IP) for detail information about company's compliances to RSPO P & C.

**Module D - CPO Mills : Identify Preserved**

**D1 – Definition**

**Findings:**

Belida Palm Oil Mill (POM) is one of mill under Sampoerna Group. Located in Sumber Baru village, Mesuji Raya Sub- district, Ogan Komering Ilir District, South Sumatera Province. Belida POM will implement the RSPO SCCS MB & IP Models. RSPO SCCS Mass Balance model allowed the Mill to mixed the certified and uncertified FFB, CPK and PK with control by mass balance records and will evaluate in every three months.

In other hand, RSPO SCCS IP model is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base.

PT Aek Tarum will implement RSPO SCCS – IP model based on Memorandum of Managing Director number 029/MD/II/2017 dated February 27, 2017. The memorandum describe that the company will implement identity preserved (IP) supply

**Compliance status:**

Yes  No

NCR No: -

chain models started from April 1, 2017.

### D2 – Explanation

#### Findings:

The estimated of tonnage CPO and PK products has been recorded in to the public summary of the P&C certification report. The data below show actual 2016 and potentially 2017 of FFB received, CPO & PK produced by Belida Mill.

Estate / Description	2016		2017	
	tonne	%	tonne	%
<b>FFB Received</b>				
<b>Owned estates</b>				
1. Belida	23,803.88	14.35	47,813.00	27.36
2. IPBS	5,769.38	3.48	8,763.0	5.01
<b>Sub total</b>	<b>29,573.26</b>	<b>17.83</b>	<b>56,576.00</b>	<b>32.37</b>
<b>Sister company</b>				
1. Mesuji	138.20	0,08	0	0
2. Surya Adi	47.17	0.03	0	0
<b>Sub total</b>	<b>185.37</b>	<b>0,11</b>	<b>0</b>	<b>0</b>
<b>Company's smallholder (within certification scope)</b>	<b>98,656.63</b>	<b>59.48</b>	<b>118,170,00</b>	<b>67.62</b>
<b>Company's smallholder (excluded of certification scope)</b>	<b>27,415.30</b>	<b>16.53</b>	<b>0</b>	<b>0</b>
<b>Out growers</b>	<b>10,046.24</b>	<b>6.06</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>165,876.80</b>	<b>100</b>	<b>174,746.00</b>	<b>100</b>
<b>CPO &amp; PK Produced</b>				
1. Total CPO	37,090,05	-	38,216.95	-
2. Certified CPO	34,843.71	-	38,216.95	-
3. Total PK	8,940.76	-	9,436.28	-
3. Certified PK	8,399.27	-	9,436.28	-

Based on the above table, the Mill potentially could produced certified CPO and PK year 2017 (January until December) are 38,216.95 MT (CPO) and 9,436.28 MT (PK) with projection of certified FFB processes is 174,746.00 MT and extraction rate are 21.87% (OER) and 5.40% (KER).

The company has registered for the MB and IP supply chain models and has licensed of RSPO IT Platform (RSPO\_PO1000000284).

#### Compliance status:

Yes  No

NCR No: -

### D3 – Documented Procedures

#### Findings:

The Belida Palm Oil Mill has established documented procedures, work instruction and others work references to ensure effective implementation of RSPO SCCS MB and IP models, such as:

1. Procedure of Recording and Weighing and FFB Incoming, Document No. P-SAG-PKS-PRS-01; Rev.01 dated August 1, 2012. The procedure describing receiving and processing certified and non-certified FFBs.
2. Work Instruction No. WI-SAG-PKS-PRS-0101, Rev.01, dated August 1, 2012 about recording of transportation unit for FFB, CPO and PK loading.
3. Procedure of Supply Chain and Traceability, Document No. P-SAG-PKS-PRS-14, Rev.02, dated February 01, 2017. The objectives of procedure are to en-

#### Compliance status:

Yes  No

NCR No: -



<p>sure the traceability requirements (traceability) and Supply Chain System in accordance with the standards P &amp; C ISCC-EU and RSPO SCCS - MB Model (Supply Chain Certification System – Mass Balance) and RSPO SCCS - IP (Supply Chain Certification System Identity Preserved). The procedure stated person incharge to implemented Supply Chain Certification System Model D (Identity Preserved) such as Estate Manager, Plasma Manager, Commercial General Model, Logistic supervisor, Mill Manager, Head of Administration, Quality Control and Processing Assistant.</p> <ol style="list-style-type: none"> <li>4. Recording and Weighing procedure (P-SAG-PKS-PRS-01 revision 02, issued date January 01, 2017). The procedure aims to ensure the recording and weighing FFB, CPO, PK Sustainable, complies with the requirements of ISCC mass balance, mass balance RSPO RSPO Identity Preserved</li> <li>5. Procedure of Flushing (P-SAG-PKS-PRS-17, Rev.00, date January 23, 2017). The procedure's purposes are as a flushing guidelines or flushing of palm oil mill production line, in case of any changed supply chain model implementation from mass balance (MB) model to identity preserved (IP) model by using crude palm oil or palm kernel produced from FFB identity preserved. CPO &amp; PK that used for flushing process, will be considered and put as mass balance stock.</li> <li>6. Stamp of RSPO SCCS &amp; RSPO SCCS IP and MB</li> <li>7. Form of summary activity per area (FM-SAG-PKS-PRS-010206 revision 01, effective dated January 01, 2017). The form describe about name of product, code of product, name of area and amount of product)</li> <li>8. Form of FFB reception report (FM-SAG-PKS-PRS-010204 revision 01, effective dated January 01, 2017). The form describe about source of FFB, GHG value, total of unit and amount of FFB.</li> <li>9. Form of daily report for product delivery CPO &amp; PK (FM-SAG-PKS-PRS-010205 revision 01, effective dated January 01, 2017). The form describe about name of product, delivery order number, contractor, total of unit, the last number of slip delivery product, GHG value, total of delivery and stock of product</li> </ol> <p>The company has been conduct socialization about RSPO SCCS Model D (Identity Preserved) on 6 January 2017 at Belida Mill. Evidence of socialization such as attendant list of participant and training materials.</p>	
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**D4 – Purchasing & Goods In**

<p><b>Findings:</b></p> <p>The company has procedure of Supply Chain System and Traceability No.P-SAG-PKS-PRS-14 revision 02 issued dated February 01, 2017. The procedure described about processes of traceability for sustainable FFB and non sustainable FFB. And, also described recording of FFB tonnage and FFB sources from certified FFB and non certified FFB.</p> <p>Supporting documents such as FFB weighing slip, CPO and PK weighing slip, FFB daily report, daily report of delivery CPO and PK and product activity report has been prepared. Records of tonnage and sources of certified and non-certified FFB will be formally implemented after RSPO SCCS Identity Preserve models recognized. Stamp will be use to determine the FFB come from certified sources by the RSPO SCCS Identity Preserved model.</p> <p>The company has defined a memorandum that the company will receive fruit that comes from estate and samllholders that has been RSPO certified only. If there is a change in supply chain model, the managing director will issue a memorandum to carry out two types of supply chain model (IP &amp; MB) and determine the processing</p>	<p><b>Compliance status:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No</p>
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<p>time so it does not mix between certified and non-certified FFB.                  The company has established a documented procedure and mechanism to inform if any over production into certification body (CB) as stated on Document No. P-SAG-PKS-PRS-14, Rev.02, dated January 6, 2017, mentioned "if over production projected, the marketing unit will inform to the CB related that over production".</p>	
<p><b>D5 – Records Keeping</b></p>	
<p><b>Findings:</b>                  Belida mill has defined a set documents needed to record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO &amp; PK on a three-monthly basis.                  The set documents consist forms which contain information about FFB production, production of CPO and PK and stock condition in every three months. The company will record the form and claim the sales as Identity Preserved (IP) on a three-monthly basis after the certificate of supply chain certification system Identity Preserved models has been issued.</p>	<p><b>Compliance status:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                  NCR No</p>
<p><b>D6 – Processing</b></p>	
<p><b>Findings:</b>                  The company has established documented procedures and records to assure and verify that the RSPO certified oil palm product keep segregated from non-certified FFB. During 2016, the organization has implemented RSPO – SCCS MB models and mass balance records available. There is no CPO &amp; PK claimed as certified RSPO products during 2016.                  During year 2016, the company (Belida Mill) still receipts non-certified FFB from smallholders and third parties. However, during 2017 (January to February) the company (Belida Mill) not receipt non-certified FFB anymore.                  The company has a memorandum that only RSPO certified FFB will be received by the company.                  In case of any change RSPO SCCS to MB model, the Managing Director will issue a memorandum to carry out two types of supply chain model (IP &amp; MB) and determined the processing time to avoid mix between certified and non-certified FFB.                  System has been established to reach objectives 100% segregated material (FFB) , however effectiveness of implementation will be verify on next surveillance.</p>	<p><b>Compliance status:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                  NCR No: -</p>

**3.2 Status of Previously Identified Nonconformities**

During the previous surveillance assessment, a total of 13 nonconformances were identified against the RSPO P&C Generic Indicator and no nonconformances were identified against the RSPO SCCS 2014. The nonconformities are which comprised 7 major non-conformities and 6 minor non-conformities. During this surveillance assessment, it was found that there was sufficient evidence for closure of all non-conformities. The following is a description of the evidence of action taken to close the non-conformities raised during the previous assessment, as well as auditor's conclusions on the status of the non-conformities.

• **RSPO P&C**

**Criterion 2.1.1 Evidence of compliance with relevant legal requirements shall be available.**

**Non-conformance: RSPO 00230 (Major non-conformity)**

Some of the the provisions of laws and regulations that has not fulfill by the company such as:

- Based on the mill visit on Belida Mill was found one engine room operator on behalf of Lukman which works in the risk of noise has not been conducted periodic health examinations as required Permenakertrans No. Per.02 / MEN / 1980 About the Health Workforce in the Implementation of Work Safety
- Can not show sufficient evidence that the Activity Report of Committee of Occupational Safety and Health (P2K3) for 2 (two) last quarter of 2015 and Quarter 1 (first) 2016 has been reported to the Minister through the Office of the Ministry of Manpower as required Permenaker No. PER.04 / MEN / 1987 About Committee of Occupational Health and Safety and Procedure for Appointment of Expert Safety
- Use of groundwater is not in accordance with the permit, which limit of maximum usage of is 100 liters / minute and also there is no evidence that there is a monthly reporting to the relevant agencies (the Department of Mines).

Reference:

- a. Decree of Head Mining and Energy agency Ogan Komering Ilir District No. 540.135.A/Kep/DPE/2013
- b. Decree of Head Mining and Energy agency Ogan Komering Ilir District No. No. 540.33.A/Kep/DPE/2013

**Verification during this surveillance audit :**

The Company has submitted evidence of improvement such as:

1. Report of medical checkup result on behalf Lukmanul Hakim from Hiperkes South Sumatera Province with number 070/048/UPTD/BHP/2016 dated on April 29, 2016. Based on the results of that hearing were concerned in normal condition
2. The company has sent P2K3 activity report to Manpower and Transmigrasion agency on May 12, 2016 with letter number 025/AT/HRS/V/2016 and evidence of receipt that has been sign by Manpower and Transmigrasion agency on May 12, 2016
3. Memorandum from IPBS Estate Manager to all staff and employee of IPBS Estate with letter number 794/BL/V/2016 dated on May 30, 2016 about efficiency of water usage.

**Auditor Conclusions: Closed**

**Criterion 2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained.**

**Non-conformance: RSPO 00232 (Minor non-conformity)**

Companies not yet have an official map of HGU pillars stone that can show the location of the concession pillars stone in the field. For example: during field visits in Block 28 B (IPBS), for pillars stone number 12 can not be found in the field and pillars stone in Belida HGU not yet maintenance.

**Verification during this surveillance audit :**

**The company** conducting monitoring of existence HGU pillars stones in accordance with the HGU map. Completing the less of HGU pillars stone / lost / damaged in the field; Checking that all the pillars stone of the concession has been installed / completed in accordance with the HGU map; Conducting cleanup of weeds maintenance around the HGU pillars stone

**Auditor Conclusions: Closed**

**Criterion 4.4.1 An implemented water management plan shall be in place.**

**Non-conformance: RSPO 00234 (Minor non-conformity)**

There is no evidence that the groundwater quality testing is done where the groundwater used by the employee is not contaminated with dangerous substances

**Verification during this surveillance audit :**

**The company** Sending water samples in accordance with the standards of packaging samples and

conduct water quality testing and has Make a schedule for water testing monitoring every year

**Auditor Conclusions: Closed**

***Criterion 4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.***

**Non-conformance: RSPO 00236 (Major non-conformity)**

Risk assessment and environmental not cover some of the operational activities at the Mill and the Estate

- Activities transfer / filling POME to the tank truck and transport / transporting POME to the place of destination
- Harvester activities that bring tool of harvesting by used motorbike at the time of going to harvesting location, switch of location or back to home
- Use of Gasoline (petrol) when the pest control of fire worms with fogging methods

**Verification result :**

The company has submitted evidence of improvement namely revision of HIRAC for estate and mill. The revision of HIRAC was submitted activities such as transfer / filling POME to the tank truck and transport / transporting POME to the place of destination, harvester activities that bring tool of harvesting by used motorbike at the time of going to harvesting location, switch of location or back to home and use of Gasoline (petrol) when the pest control of fire worms with fogging methods

**Auditor Conclusions: Closed**

***Criterion 4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.***

**Non-conformance: RSPO 00237 (Major non-conformity)**

During a visit to the field found almost all harvester in IPBS Estate does not use protective glasses, and it has been going on more than 8 (eight) months

**Verification result :**

The company has submitted evidence of improvement namely purchase request No.PR/0416/EPB/0004 dated March 31, 2016 for safety glasses as much as 42 pieces, purchase request No.PR/0416/EPB/0005 dated March 31, 2016 for safety helmet as much as 42 pieces and purchase request No.PR/0416/EPB/0006 dated March 31, 2016 for gloves as much as 42 pieces.

**Auditor Conclusions: Closed**

***Criterion 4.7.4 The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.***

**Non-conformance: RSPO 00238 (Major non-conformity)**

The last meeting on 5 April 2016 made by the responsible person associated OSH in this case is the P2K3, not cover issues related to occupational accidents, while based on the accident report for January - March 2016 identified the total of workplace accidents that occur in Belida Estate and IPBS estate is 11 accidents

**Verification result :**

The company has submitted evidence of improvement namely minutes of meeting for Belida estate and IPBS estate has been conduct on April 30, 2016 at meeting room. Meeting of P2K3 attending 14 employees. The material of P2K3 meeting such as statistic of accident on Belida estate, PPE usage on location, socialization of dangerous and impact and also preventive action.

**Auditor Conclusions: Closed**

**Criterion 5.2.3** *There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.*

**Non-conformance: RSPO 00240 (Minor non-conformity)**

There is no company policy on the protection of endangered species including the case of of hunting and the keeping of wildlife

**Verification during this surveillance audit :**

The company has creating a policy such as memorandum of wildlife protection and running the contents of the policy memorandum is protected protection of wildlife.

**Auditor Conclusions: Closed**

**Criterion 5.3.2** *All chemicals and their containers shall be disposed of responsibly.*

**Non-conformance: RSPO 00241 (Major non-conformity)**

There are two users of hazardous materials and toxic wastes that have agreements with PT Aek Tarum namely Lut Putra Solder and Triguna Pratama Abadi had expired license. Lut Putra Solder with license No. 30 in 2011 has been expired on February 20, 2016 and Triguna Pratama Abadi, with the permission of the Decree No. 238 of 2010 has long been expired.

**Verification result :**

The company has submitted evidence of improvement such as:

1. Decree of Environment and Forestry Minister No.SK.415/Menlhk-Setjen/2015 dated on October 5, 2015 about permission management of hazardous wastes and toxic for utilization activities of hazardous and toxic waste. This permit valid until September 28, 2020.
2. Progress of obtaining the license PT Lut Putra Solder such as technical meeting invitation from Environment and Forestry Minister No.UN-53D/VPLB3-1/2016 dated January 21, 2016 and follow-up of field verification result with letter number S.1421/VPLB3-1/2016 dated February 24, 2016.

**Auditor Conclusions: Closed**

**Criterion 5.3.3** *A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.*

**Non-conformance: RSPO 00242 (Minor non-conformity)**

1. waste management in housing estates is not accordance with the procedures, there is no separation of organic and non-organic, and there is no socialization in the estate
2. Waste management in the final disposal in the Belida estate has not been good where the drain holes filled with water and causing overflow of waste

**Verification during this surveillance audit :**

During 1<sup>st</sup> surveillance audit, the company can demonstrate evidence about

- Socialization on separation of organic and anorganic waste.
- Creating dumpster into two parts, organic and anorganic
- Creating landfill into two parts, organic and anorganic.
- Creating a program the transport of organic and anorganic waste at other times its transportation (not simultaneously).
- Monitor the condition of a landfill so that the waste does not fill with water and overflow.

**Auditor Conclusions: Closed**

• **RSPO Smallholder**

**Criterion 2.1.1 Evidence of compliance with essential regulations relevant and related to oil palm cultivation.**

**Non-conformance: RSPO 00230 (Major non-conformity)**

Cooperative has not been fulfilling the laws and regulations among others:

- Can not shown evidence of legalisir Business License (SIUP) every year
- Can not shown evidence of re-registration Business Location Permit Letter (SITU) every year and evidence of the cooperative business activity report each semester to the Licensing and Investment Agency
- Can not shown re-registration of nuisance permit every year as stated in the provisions of the third (3) on the license.

**Verification during this surveillance audit :**

The auditor observed evidence of improvement such as Business License (SIUP), Business Location Permit Letter (SITU) and nuisance permit that has been re-registration every year for each cooperative (Tekad Mandiri, Panca Sawit Makmur and Jaya Bersama)

**Auditor Conclusions: Closed**

**Criterion 2.2.1 Smallholders are able to show legal ownership of the land or land-use rights**

**Non-conformance: RSPO 00231 (Major non-conformity)**

Some of legal non conformity in cooperative such as:

1. Legality of cooperative members is still not available in completely in the cooperative office. For example: Koperasi Jaya Bersama member not yet have a legal land as much as 20 SHM
2. The area of statement is not in accordance with the area listed in SHM

**Verification during this surveillance audit :**

The Company has submitted evidence of improvement such as:

1. Summary of total area in accordance with land certificate (SHM) for each member of cooperative
2. Hectar statement for each cooperative in accordance with land certificate (SHM)

**Auditor Conclusions: Closed**

**Criterion 4.1.1 A documented procedure or manual of Good Agriculture Practices (GAP) in key activities (use of superior seeds, fertilizer application, IPM techniques and harvesting) is available.**

**Non-conformance: RSPO 00233 (Major non-conformity)**

Cooperatives Jaya Bersama has Pest and Disease Control Procedure (SA-Plasma-PP-KS-02 effective date of October 1, 2015). In the procedure stated that the cooperatives are required to conduct a census of owls every three months but the cooperative not yet conducted a census of owl since the procedure applied

**Verification during this surveillance audit :**

The auditor observed evidence of improvement namely census recapitulation of Tyto alba. The company has been conduct census Tyto alba on April 2016 for Jaya Bersama and Tekad Mandiri cooperative. Based on the record can be seen that Tekad Mandiri cooperative has 10 cages with total of owl is 7 and Jaya Bersama cooperative has 10 cages with total of owl is 11

**Auditor Conclusions : Closed**

**Criterion 4.4.2 Records of fertiliser and pesticides application**

**Non-conformance: RSPO 00235 (Minor non-conformity)**

There is no documented evidence of fertilization and spraying in the field where there is only proof of delivery evidence from cooperative to the group. (Cooperative Tekad Mandiri and Panca Sawit Makmur)

**Verification during this surveillance audit :**

During 1<sup>st</sup> surveillance audit, the auditor found company make the format proof of delivery and fertilizer application in all groups and fill in the form and proof of delivery and fertilizer application in all groups

**Auditor Conclusions: Closed**

***Criterion 4.8.2 Records of implementation of training***

**Non-conformance: RSPO 00239 (Minor non-conformity)**

The cooperative has a training plan in 2016 but there is a training plan fertilization which have not been implemented according to schedule (March 2016)

**Verification during this surveillance audit :**

During the 1<sup>st</sup> surveillance audit, the auditor found company conduct coordination to the trainer to provide training and conduct training fertilization in May 2016. Training evidence was available and observed in the each estate office.

**Auditor Conclusions: Closed**

***Criterion 5.3.2 Smallholders can explain measures to dispose hazardous chemicals and their containers in accordance to instruction labels as stated by the manufacturer.***

**Non-conformance: RSPO 00241 (Major non-conformity)**

Has not been found evidence handover residual herbicide used wholly returned to the warehouse and also stock the chemicals not yet recorded is well, so it can not be compared with the chemicals used.

**Verification result :**

The auditor observe evidence of improvement such as data of herbicide stock and balance of hazardous and toxic waste for each cooperative (Tekad Mandiri, Jaya Bersama and Panca Sawit Makmur)

**Auditor Conclusions: Closed**

**3.3 Identified Non-conformances, Corrective Actions Taken and Auditors Conclusions**

A total of 20 nonconformances were identified during the 1st surveillance assessment. These consisted of 13 major non-conformities and 7 minor non-conformities. For the major non-conformances, the company has taken the necessary corrective action to close these non-conformances within 60 days of completion of the assessment, and this was verified by the audit team through checks of documents submitted by the company. For the minor non-conformances, the company has taken corrective action against these as well, and for those which could not be verified as closed through document checks, the closure of these minor non-conformities will be assessed during the next surveillance audit. A summary of all identified non-conformances, corrective actions taken and auditor conclusions is as below:

**3.2.1. Major non-conformities**

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

NCR No.	Clause & status	Nonconformity	Auditee response		Verification result	Conclusion & Date of closure
			Correction	Corrective action		
RSPO 01015	2.1.1	<ul style="list-style-type: none"> <li>- Submission receipt of STD-B proposal of each KUD</li> <li>- Letter of Review RKL-RPL Plasma PT Aek Tarum</li> <li>- Report of SPPL KUD PSM</li> <li>- Report of Employment Estate IPBS – PT MBJ</li> <li>- Letter of LPUP Semester II 2016</li> <li>- Receipt and Distribution of Law Register to KUD Karya Makmur</li> <li>- Letter of Repairing TPS- LB3 PKS Belida</li> <li>- Proposal letter of TPS LB3 for PT AT &amp; PT SA</li> </ul>	<ul style="list-style-type: none"> <li>- Made law register special for KUD.</li> <li>- Documented law, regulations and permission of KUD.</li> <li>- To ensure that environmental management and monitoring at KUD in accordance with RKL-RPL matrix.</li> <li>- To ensure that environmental management and monitoring in accordance with SPPL and documented.</li> <li>- IPBS estate will coordinate with HRS unit to submission report of employment.</li> <li>- Documented report of PUP to authorized agency.</li> <li>- To ensure that all related law and regulation well documented and maintained to easy get when needed.</li> <li>- To ensure that building of TPS LB3 meet requirements.</li> <li>- To ensure that license of TPS LB3 of KUD achieved..</li> </ul>	<ul style="list-style-type: none"> <li>a) Make a list of laws and regulations related to KUD, and Document the rules and permits in KUD.</li> <li>b) Ensuring environmental management and monitoring activities at Plasma PT. Sampoerna Agro has matched RKL-RPL</li> <li>c) Ensure that all environmental management and monitoring activities are carried out in accordance with environmental documents (SPPL) and document the results of these activities.</li> <li>d) IPBS Garden Work Unit coordinates with HRS for the submission of labor reporting evidence</li> <li>e) Document the proof of submission of the PUP report to the relevant Institution.</li> </ul> <p>2. Prepare well and correctly in special bantex regulations and regulations when needed.</p> <p>3. Ensure the physical condition of the building is in accordance with the</p>	<p>The company provide evidence: Evidence for STD each KUD, Minutes meeting of environmental management plan and monitoring plan review process dated May 17, 2017 signed by Plasma manager, Sustainability manager and assistance sustainability manager. The company also provide report of implementation SPPL for PT Panca Sawit Makmur. There is manpower report to manpower officer and transmigration dated October 28,2016 and delivery note for report of estate performance period July to December 2016. Document for transmittal notes for KUD Karya Makmur was sent on February 02, 2017. There is report of renovation for Belida mill waste water pond dated May 16, 2017, including the relevant photograph. The company also provide application letter to get license for hazardous waste temporary storage as seen on letter no. IST/M-Plasma/AT/2017 dated may 16, 2017. The letter has been received by environmental officer Ogan Komering Ilir dated may 19, 2017.</p>	<p>23-05-2017</p> <p>Closed</p>



				standards. 4. Ensure that LB3 TPS permits are readily available and documenting in		
RSPO 01017	2.2.4	"KUD Mulya Jaya: Document of completeness of transfer of land ownership data is not in accordance with written policy owned, that is in Group 29 entirely has transfer ownership, but not equipped with document as set in group policy "	<ul style="list-style-type: none"> <li>- Show the documents of ownership transfer at Group 29 was conducted before the policy is established.</li> <li>- Show that the policy was enacted.</li> </ul>	Documenting for any transfer of ownership	The company provide evidence of transfer ownership. There is letter no. 013/SK/KUD.MJ/MES-RY/IV/2017 regarding 1 <sup>st</sup> revised from decree on the transfer of land rights or lots No. 0./2/SK/KUD MJ/Mes-RY/I/2017.  Dated April 03, 2017.  With this evidence the NCR is decide to be closed.	May 23, 2017 - Closed
RSPO 01018	3.1.1	"At KUD Rahayu Bhakti and KUD Mulya Jaya: The long-term work plan / budget document for the next 3 years (2017 - 2019) does not yet include information on the extent of embedded land and the extent of production land. "	Existing document reviewed and equipped with data of land area including its utilization.	Documenting documents that have been reviewed by KUD.	The company provided some documents related long term work plan/budget for next 3 year for KUD rahayu and KUD MulyaJaya, i.e.:  - Bisnis plan for KUD Rahayu Bhakti for periode 2017-2019  - Summary og lomg term planning for 3 year KUD Rahayu Bakti for FFB production, cost estimation and revenue estimation.  - Bisnis plan for KUD Mulya Jaya for periode 2017-2019  - Summary og lomg term planning for 3 year KUD Mulya Jaya i for FFB production, cost estimation and revenue estimation.  With above document the NCR decided to be closed.	May 23, 2017  Closed
RSPO 01020	4.6.6	"- Valves on chemical tanks are not functioning properly (dripping and one of them using temporary cover / tied with rubber and plastic) found	Replaced the broken valve with new one. Conduct monitoring of equipments to ensure that its to function properly .	Ensuring the installation of spray car faucets works well.	The company provde evidence that the broken valve has been repaired. As documented on minute of repairation dated may 03, 2017. Signed by spraying supervisor, filed assistant and estate manager. The photograp	May 23, 2017  Closed

		during a visit to Belida Gardens, Division III Block 19 A / B on March 22, 2017. - Belida Mill: Field findings indicate that any material including B3 is not stored in the correct manner (Aluminum Sulfate and Oli Drum in front of the Material Warehouse). "			for repairation process and after repaired also has been provided. From the submitted document, this NCR is decided to be closed. The effective implementation will be checked on the next surveillance audit,	
RSPO 01023	4.6.11	Regular health checks are not performed on employees who are involved with the use of chemicals and pesticides for example: • In Belida Gardens, in 2016 it was found that not all sprayers and foreman spray and warehouse warehouses were examined as in the Periodic Labor Check Report run on August 2015. • KUD Panca Sawit Makmur has not conducted a medical check up for 2016, to date it refers to the list of 6 sprayers. • KUD Karya Makmur also has not conducted a medical examination. for 23 sprayers and employees involved in the use of chemicals until 2017 at this time. "	<ul style="list-style-type: none"> <li>- Performed periodic medical checkup on May 03 – 07, 2017(refer to Memorandum No. 0098/HRS/IV/20170).</li> <li>- To coordinate with Balai Hyperkes, to make schedule of medical checkup for sprayer.</li> <li>- Ensure that periodical medical checkup for whole who involved chemical and pesticides handling could be performed as regulated.</li> </ul> Documenting the results of medical examinations appropriately.	<ul style="list-style-type: none"> <li>a) Ensure periodic medical examinations of all workers involved with the use of chemicals and pesticides are carried out in accordance with applicable regulations and document the results of medical examinations in the work unit</li> <li>b) Schedule and conduct periodic health checks every year.</li> <li>c) Schedule and conduct periodic health checks every year. "</li> </ul>	The company provide evidence for correction such as: Internal memo from HRS manager to all estate no. 0082/HRS/III/2017 dated March 29, 2017 regarding instruction to conduct medical check for all relevant workers. The check will be conducted by Hyperkes officer for , regular physical checkeing, Cholinestrase test, Auditometri and Spirometri. There is a sckedule of checking starting from April 25, 2017 to may 02, 2017. Instruction letter for smallholder also issued by Plasma manager wilayah II as stated on letter no ISTM/M-Plasma/AR/V/2017 dated may 16, 2017 to all plasma i.e. Panca Sawit makmur, Mulya Jaya, Mekar sari, Sumber Rejeki, Tekad manidri, Rahayubakti, Jaya Bersama and Karya Makmur.	May 23, 2017  Closed
RSPO 01024	4.7.3	"The use of PPE is found not in accordance with the	- Conducting socialization to all employees working	"a) Ensure that all workers use PPE in accordance with estab-	The company conduct re-socialization regarding the usage of PPE as seen on records of socialization	May 23, 2017  - Closed

		<p>established SOP as follows:</p> <ul style="list-style-type: none"> <li>• In PKS Belida found 3 employees who do not use ear plug in the area whose phase noise exceeds 80 dBA.</li> <li>• In Blok 24 D Belida Gardens found employee wives who help to quote brondolan sawitt not wearing helmets and shoes.</li> <li>• KUD Pasca Sawit Makmur in group 7 found harvesters quoting palm brondolan wearing shorts / shorts and not wearing helmets, shoes with his wife also not wearing PPE. "</li> </ul>	<p>in areas with noise exceeding 80 dBA</p> <ul style="list-style-type: none"> <li>- Provide warning letters against 3 employees who do not use ear plugs in areas with noise stages exceeding 80 dBA</li> <li>- Conducting re-socialization Company Regulation regarding prohibition of employing other persons without company employees.</li> <li>- Conducting re-socialization to all employees and his wives regarding the importance of using PPE.</li> <li>- Monitoring and inspection of PPE usage at workplace to ensure that PPE is used appropriately.</li> </ul>	<p>lished SOP.</p> <ul style="list-style-type: none"> <li>b) Ensure that all workers who are tied to the company have used the APD provided according to company rules.</li> <li>c) Ensure that all workers wear PPE in accordance with the SOP stipulated</li> </ul>	<p>dated on April 17, 2017 such as:</p> <ul style="list-style-type: none"> <li>- List of participant for smallholders</li> <li>- Report of socialization dated May 10, 2017 for internal workers</li> <li>- Report of socialization for subcontractor such as harvester and loose fruit collector.</li> <li>- The effective of implementation will be checked during next surveillance audit,</li> </ul> <p>From the submitted records, the NCR consider to be closed.</p>	
RSPO 01027	5.6.1	"At IPBS Estate, Belida Estate, KUD Rahayu Bhakti, and KUD Mulya Jaya: Company has not been able to show pollution source identification document "	<ul style="list-style-type: none"> <li>- Identify pollution sources in both nucleus and plasma (KUD) so that identification of sources of pollution is available. Updating pollution source identification documents</li> </ul>	Updating pollution source identification documents.	The company provide result of identification source of pollution and emission document as seen on report  Document Identification environmental aspect, impact for Belida estate, IPBS estate, KUD Mulya jaya ans Rayahu Bakti. The document was updated properly and consider to be closing the NCR. :	May 23, 2017  Closed
RSPO 01028	5.6.2	At Belida POM, IPBS Estate, Belida Estate, KUD Rahayu Bhakti, and KUD	Developing program of pollution and GHG reduction plans for POM, Nucleus estate and	Carry out a program of pollution and GHG reduction plans in factories, Core gardens, and Plas-	The company provide mitigation plan document as seen on Program Mitigation plans in factories, Core gardens, and Plas-	May 23, 2017 Closed

		Mulya Jaya. Pollution and GHG reduction plans are in the POM. However, efforts to reduce pollution and GHG are not significant enough, such as the use of shell and fiber, there is no emission factor, while the use of diesel with emission factors is not identified to be reduced. While in Estate & KUD, there are no assessment documents to reduce pollution and emissions. "	Plasma.  - Implemented pollution and GHG reduction plans as developed	ma.	- Awareness training for GRK emission to all smallholders scheme member. - Identification HCV area and its usage for GRK sink. - Efficiency for fertilizer consumption as recommended by PT Aek Tarum Plasma advisor. - Implementaion of best agriculture practice. - And GHG monitoring  The company also provide information about report biomass consumption in Belida Mill as stated on records dated may 22,2017.	
RSPO 01030	6.1.1	The social impact assessment (SIA) document in KUD Panca Sawit Makmur oil palm plantation has not been reviewed or revised with the participation of all affected parties, related to the development of toll roads in their oil palm plantation	Reviewing the SIA document to accommodate the social impact analysis on toll road project development.  Ensuring the social impact analysis of toll road development projects has been accommodated into the SIA document.	Ensuring the social impact analysis of toll road development projects has been accommodated into SIA documents	During the audit the report of review has not finished yet. The company provide document revised of SIA including the evidence of review process, review was done by Research Center BIOREF Fakultas Kehutanan IPB on January 24-26 2017. There is evidence that review has been included participatory from affected parties. The implementation of review result will be conducted by next surveillance audit,	May 23, 2017 Closed
RSPO 01031	6.5.1	In KUD Panca Sawit Makmur there is no Work Agreement (SPK) beteen employers (eg landlord) with workers for harvest and maintenance work. While in KUD Rahayu Bhakti, Karya Makmur, Mulya Jaya has not yet available SPK for harvest work Letter of Work Agreement KUD Karya Makmur  Letter of Work Agreement KUD Mulya Jaya	Creating an Employment Agreement (SPK) between employers and workers. Ensure all workers have a working agreement.	Ensure all workers have Working agreement.	The company provide evidence about working agreement documents for i.e.:  KUD panca sawit makmur Agreement No.01/KUD PSM/V/2017  KUD Rahayu Bhakti, agreement no. 16/PK/KUD-RB/SB-Mes Ry/2017  KUD Karya Makmur agreement No. 11/KM/SK/IV/2017  KUD Mulya Jaya, agreement no. 12.45/SPK/KUD-MB/MES-RY/IV/2017.	May 23, 2017 Closed
RSPO	6.7.1	In KUD Rahayu	Complete the	Documenting the	The company provide evi-	May 23,

01032		Bhakti, Karya Makmur and Mulya Jaya, there is no employee profile containing birth date information, beginning to work, age, address, ethnicity and religion.	Employees list by including the date of birth, beginning of work, age, address, ethnicity, and religion. Ensure that document of list of employees available in the unit.	list of employees in the unit.	dences regarding list of employee profile for KUD Karya Makmur, KUD Rahayu Bakti and KUD Mulya Jaya. information stated on documents are;  Name of workers, date of birth, gender, age, title/position; ras, religion, start or work, correct address. From the documents was informed that, there is no under age worker in all KUDs mentioned.	2017 Closed
RSPO 01033	6.9.2	Letter of Pregnancy Test for female worker for KUD Mulya Jaya & Rahayu Bhakti In KUD Mulya Jaya and KUD Rahayu Bakti already have joint policies and commitments on the protection of reproductive rights for women workers, but there is no mechanism to ensure that female workers are not pregnant or not breastfeeding while working related to chemicals / toxics	Make a memorandum / decree for examination of female workers not being pregnant or not breastfeeding at work related to chemicals / toxins.  Conduct pregnancy checks on female workers prior to spraying. Documenting the results of pregnancy checks on female workers.	Documenting the results of pregnancy checks on female workers.	The company provide documents for pregnancy test as sen on letter no. 1 <sup>st</sup> /KUD-MJ/Mes-Ry/IV/2017 dated April 27, 2017 for woman worker in KUD Mulya Jaya, the result is no preganne woman in KUD Mulya Jaya.  Another document is from KUD Rahayu Bhakti, letter no 244/KUD-RB/SB-Mes.RY/IV/2017. The result is no pregame woman in KUD Rahayu Bhakti.  From document above the NCR can be closed.	May 23, 2017 Closed
RSPO 01034	8.1	"In KUD Rahayu Bhakti already have improvement plan document, which is divided into 3 categories, namely improvement of economic field, improvement of social field, and improvement of environment field. For example, sustainable improvement plans include reducing the use of chemicals, reducing emissions, reducing waste, improving the social sphere, and improving the economy. However, the improvement action plan does not have clear targets, implementation	Redefined format of improvement plan, and equipped with activity plan, time, and define clear objective and target.	Ensure that every program created is provided in a more adequate form.	The company provide evidence i.e. document improvement plan for KUD rahayu Bhakti before and after revised. It was shosed that there are several program, such as agrochemical consumption, GHG emission mitigation, reduce waste, social impact and FFB optimization program,  The implementation of program will be checked during next surveillance audit. This NCR is decided to be closed.	May 23, 2017 Closed

		time and action plan (activity plan). "				
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### 3.2.2. Minor non-conformities

It is recommended by the lead auditor to award the system of the company a certificate pursuant to the above-mentioned RSPO standards. The non-conformities identified shall be audited again in line with the timeframe during the next surveillance audit by the latest 24-03-2018,

Indicator	NCR No.	Evidence Observed/Non conformance	Auditee Response		Auditor team remarks(if any)
			Correction	Corrective Action	
2.1.3	RSPO01016	Revision of schedule of Evaluation Law and Regulation for KUD  KUD Karya Makmur: Evaluation of compliance with law and regulation	Revised schedule of evaluation of compliance to law and regulations effective date April 2017.	To ensure that evaluation of compliance will be performed once a year as defined on procedure	Proposed correction and corrective action is accepted. Effective implementation will be checked during next surveillance audit.
4.4.1	RSPO01019	"At Belida POM, Estate and KUD: Water management plan is not clear either in mill, estate and KUD. And an assessment of the impact of water use on water sources for nearby communities is not available. "	Arrange Water Management Plan with guidance to P&C RSPO 4.4.1 RSPO INA-NI.	Perform program of water management and monitoring with guidance on P&C RSPO 4.4.1 RSPO INA-NI.	Proposed correction and corrective action is accepted. Effective implementation will be checked during next surveillance audit.
4.6.7	RSPO01021	At KUD Rahayu Bhakti and KUD Mulya Jaya: KUD has not been able to show the mechanism / work instructions on the use of chemicals / chemical applications at work location (eg weed care, etc.).	Defined a procedure / SOP on how effective handling and applied chemical and including to minimize negative impact	Ensure that the procedure is implemented appropriately to minimize negative impacts.	Proposed correction and corrective action is accepted. Effective implementation will be checked during next surveillance audit.

		No evidence of implementation of work instructions on weed control / use of chemicals has been used in a way to minimize the negative impact "			
4.6.10	RSPO01022	Review & draft Procedure of Hazardous Handling and Waste Control. "At KUD Rahayu Bhakti and KUD Mulya Jaya: There is hazardous waste temporary storage but there is no further regulation of how hazardous waste will be managed. "	Reviewed procedure of "Pengendalian limbah B3 di KUD (SA-PLS-PP-LMB-01), and implemented appropriately.	Implement hazardous waste control procedure at KUD (SA-PLS-PP-LMB-01) that has been reviewed	Proposed correction and corrective action is accepted. Effective implementation will be checked during next surveillance audit.
4.7.6	RSPO01025	Letter of Socialization of BPJS at KUD Karya Makmur and KUD Panca Sawit Makmur. No evidence of insurance or protection of BPJS Employment for management and employees of KUD Pasca Sawit Makmur and KUD Karya Makmur for 2016 to date.	Conduct socialization of insurance program required by government, ie BPJS to all management and employee of KUD	Ensure all Management & employees of KUD have been socialized BPJS membership of employment.	Proposed correction and corrective action is accepted. Effective implementation will be checked during next surveillance audit.
4.7.7	RSPO01026	Document of Accident Statistic of 2016 and 2017 at KUD Panca Sawit Makmur Accident Statistic of 2017 at KUD Karya Makmur. 8 cases of accidents involving harvests at KUD Pasca Sawit Makmur	Review and redefined data of accident including lost time accident ((LTA) record.	Ensuring the recapitulation of work accidents has accommodated LTA.	Proposed correction and corrective action is accepted. Effective implementation will be checked during next surveillance audit.

		and KUD Karya Makmur have no accident statistics covering Lost Time Accident (LTA) data for 2016 and 2017			
5.6.3	RSPO01029	<p>Form input GHG RSPO 2017 KUD Jaya Bersama, Karya Makmur, Mekar Sari, Mulya Jaya, Panca Sawit Makmur, Rahayu Bhakti, Sumber Rejeki, Belida Estate &amp; IPBS estate. "At Belida POM, IPBS Estate, Belida Estate, KUD Rahayu Bhakti, and KUD Mulya Jaya. In Belida POM, the identification and calculation of GHG using the ISCC method, should the GHG calculation use the method approved by the RSPO. In Estate Belida and IPBS, RSPO methodology has been used. GHG computation procedures as per ISCC requirements are available. GHG calculation procedures as per RSPO requirements are not yet available. The method used should be submitted to the RSPO Secretariat before use. In KUD Rahayu Bhakti and KUD Mulya Jaya there has been no identification of GHG sources and methods to be used "</p>	<p>Belida POM, KUD Rahayu Bhakti dan KUD Mulya Jaya: Performed identification of GHG source and calculate GHG by using RSPO Palm GHG Calculator new version.</p>	<p>Defined timebound plan for calculate GHG emission for each unit</p> <p>Ensuring the P-SAG-RO-SUS-15 procedure for each required method is accommodated in accordance with RSPO requirements. "</p>	<p>Proposed correction and corrective action is accepted. Effective implementation will be checked during next surveillance audit.</p>



### 3.3 Noteworthy Positive Components and Potential for Improvement

**Positive Observation:**

No.	Indicator	Positive Comments
1	-	The company has strong commitment as demonstrated by management and employee during conducting surveillance audit.
2	-	Signboards of OHS, Environmental, & RSPO was available on areas such as office, public area, store, workshop, and etc with sufficient number, visible (eye to see), and maintained.
3	4.6.6	Fertilizer and pesticides at Nucleus and KUD managed and stored appropriately.

**Potential for Improvement:**

No.	Indicator	Potential for improvement
1	2.1.1	<ul style="list-style-type: none"> <li>- Report of employment PT Aek Tarum should be filled completely and in accordance with actual conditions.</li> <li>- Scope of ANDAL of PT MBJ has no cover PT IPBS.</li> </ul>
2	4.4.3	Signboards on riparian zones need improvement for example there is no signboards of conservation area to be protected on border area between KUD Mulya Jaya KUD Sumber Rejeki .
3	4.6.9	Socialization of MSDS and working instruction to sprayer workers need to improve
4	4.7.2	There is no information related realization date and PIC on colom Action Plan at document Identification Hazard and Risk Assessment & Control at all audited locations.
5	4.8.1	RSPO training for mallholder has been performed, however percentage of training participants still low, <ul style="list-style-type: none"> <li>- KUD Rahayu Bakti, 50 of 379 total members (or 13.19%)</li> <li>- KUD Mulya Jaya: 52 of 530 total members (anggota (9.81%))</li> </ul>
6	4.8.2	Information contained in the records of "Pelatihan dan Sosialisasi" need to improve by add information, eg: dated and title of training).
7	5.3.3	Based on field visit at Landfill area at Belida Estate, found that anorganic and organic waste are mixed.
8	6.5.3	<ul style="list-style-type: none"> <li>▪ Some of infrastructure at Puskesmas PKS such as Windows and Mattress for patient need to improved.</li> <li>▪ Some parts of employees housing at Belida POM and Belida Estate need to repaired immediately Estate e.g broken floor, broken ceiling, and leak roof. Perumahan yang kondisinya</li> </ul>
9	6.6.2	<ul style="list-style-type: none"> <li>▪ The company very recommended to issue new policy regarding extra fooding price as stated on agreement with labor union and last Memorandum No. 0039/MD/X/2012.</li> <li>▪ Better if EFB does not placed on "Pasar Pikul", because can be annoying harvester during transport FFB to TPH.</li> </ul>

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

**A) Issues Raised during Stakeholder Consultation Meeting** (there is no consultation meeting during this surveillance audit)

No.	Issues Raised	Management Response	Audit Verification
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**B) Issues Raised during Stakeholder Interviews On-site**

No.	Issues Raised	Audit Verification
-	-	-

**3.5 Acknowledgements of Internal Responsibility and Formal Sign-Off by Client**

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

Signed on behalf of PT Aek Tarum



.....  
Mrs. Yusi Rosalina  
Manager of System Certification  
Date: June 30, 2017

Signed on behalf of PT TUV Rheinland Indonesia



.....  
Wahyu  
Lead Auditor  
Date: June 22, 2017

## APPENDICES

### Appendix 1: Details of Certificate

# Certificate

**Standard :** RSPO Principles & Criteria Generic year 2013, RSPO P&C INA-NI year 2016 and RSPO Supply Chain Certification System year 2014

**Certificate Registr. No. :** 824 502 16037

**Certificate Holder :** PT TUV Rheinland Indonesia certifies :  
**PT Aek Tarum – Belida Mill**  
Jl. Basuki Rahmat 788, Palembang 30127,  
South Sumatera Province, Indonesia

and its company owned estates according  
to the annex



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

An audit was performed, Report No. 1FU\_82450216037. Proof has been furnished that the requirements according to RSPO Principles & Criteria for Sustainable Palm Oil Production; Generic Standard year 2013 and RSPO Scheme Smallholder Indonesia National Interpretation (INA-NI) year 2009 are fulfilled.


**Validity:** The certificate is valid from 09-06-2016 until 08-06-2021.  
The certificate shall remain valid in period stipulated above provided that the certificate holder mentioned here continues to comply with the RSPO P&C requirements. Status of compliance of the certificate holder shall be based on the annual inspections conducted by PT TUV Rheinland Indonesia.

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

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

**Date of first certificate :** June 09, 2011 was issued by TUV Nord Integra

Indonesia, 12-09-2017

  
PT TUV Rheinland Indonesia  
Director

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

# Annex to certificate

Standard : **RSPO Principles & Criteria Generic year 2013, RSPO P&C INA-NI year 2016 and RSPO Supply Chain Certification System year 2014**

Certificate Registr. No. : 824 502 16037

Location : **PT Aek Tarum – Belida Mill**  
Address : **Jl. Basuki Rahmat 788, Palembang 30127,  
South Sumatera Province, Indonesia**




The palm oil mill and supply base covered in certification scope are :

Name of mill / estate	Location	GPS locations	
		Latitude	Longitude
Belida Mill	Sumber Baru C1 Village, Mesuji Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 50' 13.93" S	104° 58' 09.82" E
Belida Estate		03° 49' 04.27" S	105° 01' 27.40" E
IPBS Estate		03° 49' 04.27" S	105° 01' 27.40" E
KUD Tekad Mandiri	Kemang Indah SP2 Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 46' 55.86" S	105° 02' 28.18" E
KUD Panca Sawit Makmur	Balian Makmur SP5 Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 48' 17.56" S	105° 06' 16.71" E
KUD Jaya Bersama	Cahaya Mulya SP6 Village, Mesuji Makmur Sub District, Ogan Komering Ilir District, South Sumatera Province	04° 00' 57.77" S	104° 56' 24.82" E
KUD Karya Makmur	Sumbu Sari Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 46' 38.60" S	105° 00' 10.50" E
KUD Rahayu Bhakti	Sumber Baru Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 50' 02.40" S	104° 59' 44.20" E
KUD Mulya Jaya	Mulya Jaya Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 51' 05.60" S	105° 02' 53.30" E
KUD Mekar Sari	Mekar Wangi Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 50' 47.20" S	105° 05' 12.30" E
KUD Sumber Rejeki	Karya Mukti Village, Mesuji Raya Sub District, Ogan Komering Ilir District, South Sumatera Province	03° 52' 34.30" S	105° 04' 13.40" E

CPO Tonnage Total Production : 38,216.95 tonnes  
PK Tonnage Total Production : 9,436.28 tonnes  
FFB Tonnages from Company & Scheme SH Estate : 174,746.00 tonnes  
FFB Tonnages from other sources : 0.00 tonnes  
CPO Tonnage for certification : 38,216.95 tonnes  
PK production for certification : 9,436.28 tonnes

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

Indonesia, 12-09-2017

  
PT TÜV Rheinland Indonesia  
Director

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**RSPO 1<sup>st</sup> Surveillance Assessment Report**  
**PT Aek Tarum – South Sumatera**



**Appendix 2: Surveillance Audit Plan**

Tanggal / Waktu <sup>(1)</sup>	Kegiatan	Auditor	Auditee	Keterangan
<b>Monday, March 20, 2017</b>				
07.35-08.45	Traveling Jakarta to Palembang	WY, IB, DN	-	<b>GA 102</b>
08.30-09.00	Travelling Kuala Lumpur to Palembang	YS, RZ	-	<b>AK 453</b>
09.15-14.00	Traveling Palembang – Aek Tarum site	Semua Auditor	-	
14.00-14.30	<ul style="list-style-type: none"> <li>Opening meeting</li> <li>Introduction about team audit</li> <li>Introduction / presentation of company background and source of FFB by respective managers</li> </ul>	Semua Auditor	Perwakilan manajemen	
14.30-18.00 Belida Mill	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>Compliance with laws and regulations</li> <li>Worker &amp; Social Issues</li> <li>Continual improvement</li> </ul>	DN	Mill Representative	<b>Principle 2</b> (Indicator 2.1.1) <b>Principle 6</b> (Indicator 6.1.1 to 6.1.5; 6.2.1 to 6.2.3; 6.3.1 to 6.3.2; 6.4.1 to 6.4.3; 6.5.1 to 6.5.4; 6.6.1 to 6.6.2; 6.7.1; 6.8.1 to 6.8.3; 6.9.1 to 6.9.3; 6.10.1 to 6.10.4; 6.11.1 to 6.11.2; 6.12.1 to 6.12.3; 6.13.1) <b>Principle 8</b>
14.30-18.00 Belida Mill	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>Partial certification, timebound plan and NPP (if any)</li> <li>Compliance with laws and regulations</li> <li>Environmental</li> <li>Continual improvement</li> <li>SCCS</li> </ul>	WY	Mill Representative	<b>RSPO certification system 4.2.4</b> <b>Principle 2</b> (Indicator 2.1.1 to 2.1.4) <b>Principle 5</b> (Indicator 5.1.1. to 5.1.3) <b>Principle 8</b> <b>SCCS</b>
14.30-18.00 Belida Mill	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>Compliance with laws and regulations</li> <li>Management Plan</li> <li>Water management plan</li> <li>GHG calculation</li> <li>Continual improvement</li> </ul>	IB & RZ	Mill Representative	<b>Principle 2</b> (Indicator 2.1.1) <b>Principle 3</b> (Indicator 3.1.1) <b>Principle 4</b> (Indicator 4.4) <b>Principle 5</b> (Indicator 5.6.1 to 5.6.3) <b>Principle 8</b>
14.30-18.00	Documents verification & fields observation related to:	YS	Mill Representative	<b>Principle 1</b> (Indicator 1.1.1-

**RSPO 1<sup>st</sup> Surveillance Assessment Report**  
**PT Aek Tarum – South Sumatera**

<b>Tanggal / Waktu <sup>(1)</sup></b>	<b>Kegiatan</b>	<b>Auditor</b>	<b>Auditee</b>	<b>Keterangan</b>
Belida Mill	<ul style="list-style-type: none"> <li>• Transparancy &amp; Ethical conduct</li> <li>• Compliance with laws and regulations</li> <li>• Operating procedure</li> <li>• OSH</li> <li>• Training</li> <li>• Waste</li> <li>• Renewable energy</li> <li>• Continuous Improvement</li> </ul>			1.1.2; 1.2.1;1.3.1) <b>Prinsip 2</b> (Indicator 2.1.1) <b>Principle 4</b> (Indicator 4.1.1 to 4.1.4; 4.7; 4.8.1 to 4.8.2) <b>Principle 5</b> (Indicator 5.3.1 to 5.3.3; 5.4.1;) <b>Principle 8</b>
<b>18.00</b>	<b>End of 1st day audit</b>			
<b>Tuesday, March 21, 2017:</b>				
08.00-12.00 IPBS Estate	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Land conflict &amp; use of the land</li> <li>• Worker &amp; Social Issues</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	DN	Respective manager	<b>Principle 2</b> (Indicator 2.1.1; 2.2.3-2.2.6; and 2.3.1 to 2.3.4) <b>Principle 6</b> (Indicator 6.1.1 to 6.1.5; 6.2.1 to 6.2.3; 6.3.1 to 6.3.2; 6.4.1 to 6.4.3; 6.5.1 to 6.5.4; 6.6.1 to 6.6.2; 6.7.1; 6.8.1 to 6.8.3; 6.9.1 to 6.9.3; 6.10.1 to 6.10.4; 6.11.1 to 6.11.2; 6.12.1 to 6.12.3; 6.13.1) <b>Principle 7</b> (Indicator 7.5.1; 7.6.1 to 7.6.6) <b>Principle 8</b>
08.00-12.00 IPBS Estate	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Legal land</li> <li>• Pesticides</li> <li>• GAP</li> <li>• Environmental</li> <li>• Use of fire</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	WY	Respective manager	<b>Principle 2</b> (Indicator 2.1.1 to 2.1.4 and 2.2.1 to 2.2.2) <b>Principle 4</b> (indicator 4.2; 4.3; 4.5; 4.6.1 to 4.6.12) <b>Principle 5</b> (Indicator 5.1.1. to 5.1.3; 5.5.1 to 5.5.2;) <b>Principle 7</b> (Indicator 7.1.1 to 7.1.3; 7.7.1 to 7.7.2;) <b>Principle 8</b>

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Tanggal / Waktu <sup>(1)</sup>	Kegiatan	Auditor	Auditee	Keterangan
08.00-12.00 IPBS Estate	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Management plan</li> <li>• Water management plan</li> <li>• Conservation and Biodiversity</li> <li>• GHG calculation</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	IB & RZ	Respective manager	<p><b>Principle 2</b> (Indicator 2.1.1)  <b>Principle 3</b> (Indicator 3.1.1 to 3.1.2)  <b>Principle 4</b> (indicator 4.4.1 to 4.4.4)  <b>Principle 5</b> (Indicator 5.2.1 to 5.2.5; 5.6.1 to 5.6.3)  <b>Principle 7</b> (Indicator 7.3.1 to 7.3.5; 7.8.1 to 7.8.2)  <b>Principle 8</b></p>
08.00-12.00 IPBS Estate	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Transparancy &amp; Ethical conduct</li> <li>• Compliance with laws and regulations</li> <li>• Operating procedure</li> <li>• OSH</li> <li>• Training</li> <li>• Waste</li> <li>• Renewable energy</li> <li>• Continuous Improvement</li> </ul>	YS	Respective manager	<p><b>Principle 1</b> (Indicator 1.1.1-1.1.2; 1.2.1;1.3.1)  <b>Prinsip 2</b> (Indicator 2.1.1)  <b>Principle 4</b> (Indicator 4.1.1 to 4.1.3; 4.7; 4.8.1 to 4.8.2)  <b>Principle 5</b> (Indicator 5.3.1 to 5.3.3; 5.4.1;)  <b>Principle 8</b></p>
12.30-13.30	Break and Lunch			
13.30-17.00	Continue morning agenda			
<b>17.00</b>	<b>End of 2nd day audit</b>			
<b>Wednesday, March 21, 2017</b>				
08.00-12.00 Belida Estate	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Land conflict &amp; use of the land</li> <li>• Worker &amp; Social Issues</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	DN	Respective manager	<p><b>Principle 2</b> (Indicator 2.1.1; 2.2.3-2.2.6; and 2.3.1 to 2.3.4)  <b>Principle 6</b> (Indicator 6.1.1 to 6.1.5; 6.2.1 to 6.2.3; 6.3.1 to 6.3.2; 6.4.1 to 6.4.3; 6.5.1 to 6.5.4; 6.6.1 to 6.6.2; 6.7.1; 6.8.1 to 6.8.3; 6.9.1 to 6.9.3; 6.10.1 to 6.10.4; 6.11.1 to 6.11.2; 6.12.1 to 6.12.3; 6.13.1)  <b>Principle 7</b> (Indicator 7.5.1; 7.6.1 to 7.6.6)  <b>Principle 8</b></p>

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Tanggal / Waktu <sup>(1)</sup>	Kegiatan	Auditor	Auditee	Keterangan
08.00-12.00 Belida Estate	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Legal land</li> <li>• Pesticides</li> <li>• GAP</li> <li>• Environmental</li> <li>• Use of fire</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	WY	Respective manager	<p><b>Principle 2</b> (Indicator 2.1.1 to 2.1.4 and 2.2.1 to 2.2.2)  <b>Principle 4</b> (indicator 4.2; 4.3; 4.5; 4.6.1 to 4.6.12)  <b>Principle 5</b> (Indicator 5.1.1. to 5.1.3; 5.5.1 to 5.5.2;)  <b>Principle 7</b> (Indicator 7.1.1 to 7.1.3; 7.7.1 to 7.7.2;)  <b>Principle 8</b></p>
08.00-12.00 Belida Estate	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Management plan</li> <li>• Water management plan</li> <li>• Conservation and Biodiversity</li> <li>• GHG calculation</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	IB & RZ	Respective manager	<p><b>Principle 2</b> (Indicator 2.1.1)  <b>Principle 3</b> (Indicator 3.1.1 to 3.1.2)  <b>Principle 4</b> (indicator 4.4.1 to 4.4.4)  <b>Principle 5</b> (Indicator 5.2.1 to 5.2.5; 5.6.1 to 5.6.3)  <b>Principle 7</b> (Indicator 7.3.1 to 7.3.5; 7.8.1 to 7.8.2)  <b>Principle 8</b></p>
08.00-12.00 Belida Estate	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Transparency &amp; Ethical conduct</li> <li>• Compliance with laws and regulations</li> <li>• Operating procedure</li> <li>• OSH</li> <li>• Training</li> <li>• Waste</li> <li>• Renewable energy</li> <li>• Continuous Improvement</li> </ul>	YS	Respective manager	<p><b>Principle 1</b> (Indicator 1.1.1-1.1.2; 1.2.1;1.3.1)  <b>Prinsip 2</b> (Indicator 2.1.1)  <b>Principle 4</b> (Indicator 4.1.1 to 4.1.3; 4.7; 4.8.1 to 4.8.2)  <b>Principle 5</b> (Indicator 5.3.1 to 5.3.3; 5.4.1;)  <b>Principle 8</b></p>
12.30-13.30	Break and Lunch			
13.30-17.00	Continue morning agenda	All Auditor		
17.00	End of 3 <sup>rd</sup> day audit			
<b>Thursday, March 23, 2017</b>				



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Tanggal / Waktu <sup>(1)</sup>	Kegiatan	Auditor	Auditee	Keterangan
08.00-12.00 KUD Panca Sawit Makmur	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Land conflict &amp; use of the land</li> <li>• Worker &amp; Social Issues</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	DN	Respective manager	<p><b>Principle 2</b> (Indicator 2.1.1; 2.2.3-2.2.6; and 2.3.1 to 2.3.4)</p> <p><b>Principle 6</b> (Indicator 6.1.1 to 6.1.5; 6.2.1 to 6.2.3; 6.3.1 to 6.3.2; 6.4.1 to 6.4.3; 6.5.1 to 6.5.4; 6.6.1 to 6.6.2; 6.7.1; 6.8.1 to 6.8.3; 6.9.1 to 6.9.3; 6.10.1 to 6.10.4; 6.11.1 to 6.11.2; 6.12.1 to 6.12.3; 6.13.1)</p> <p><b>Principle 7</b> (Indicator 7.5.1; 7.6.1 to 7.6.6)</p> <p><b>Principle 8</b></p>
08.00-12.00 KUD Rahayu Bhakti	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Legal land</li> <li>• Pesticides</li> <li>• GAP</li> <li>• Environmental</li> <li>• Use of fire</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	WY	Respective manager	<p><b>Principle 2</b> (Indicator 2.1.1 to 2.1.4 and 2.2.1 to 2.2.2)</p> <p><b>Principle 4</b> (indicator 4.2; 4.3; 4.5; 4.6.1 to 4.6.12)</p> <p><b>Principle 5</b> (Indicator 5.1.1. to 5.1.3; 5.5.1 to 5.5.2;)</p> <p><b>Principle 7</b> (Indicator 7.1.1 to 7.1.3; 7.7.1 to 7.7.2;)</p> <p><b>Principle 8</b></p>
08.00-12.00 KUD Panca Sawit Makmur	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Management plan</li> <li>• Water management plan</li> <li>• Conservation and Biodiversity</li> <li>• GHG calculation</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	IB & RZ	Respective manager	<p><b>Principle 2</b> (Indicator 2.1.1)</p> <p><b>Principle 3</b> (Indicator 3.1.1 to 3.1.2)</p> <p><b>Principle 4</b> (indicator 4.4.1 to 4.4.4)</p> <p><b>Principle 5</b> (Indicator 5.2.1 to 5.2.5; 5.6.1 to 5.6.3)</p> <p><b>Principle 7</b> (Indicator 7.3.1 to 7.3.5; 7.8.1 to 7.8.2)</p> <p><b>Principle 8</b></p>
08.00-12.00 KUD Rahayu Bhakti	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Transparency &amp; Ethical conduct</li> <li>• Compliance with laws and regulations</li> <li>• Operating procedure</li> <li>• OSH</li> <li>• Training</li> <li>• Waste</li> <li>• Renewable energy</li> <li>• Continuous Improvement</li> </ul>	YS	Respective manager	<p><b>Principle 1</b> (Indicator 1.1.1-1.1.2; 1.2.1;1.3.1)</p> <p><b>Prinsip 2</b> (Indicator 2.1.1)</p> <p><b>Principle 4</b> (Indicator 4.1.1 to 4.1.3; 4.7; 4.8.1 to 4.8.2)</p> <p><b>Principle 5</b> (Indicator 5.3.1 to 5.3.3; 5.4.1;)</p> <p><b>Principle 8</b></p>

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Tanggal / Waktu <sup>(1)</sup>	Kegiatan	Auditor	Auditee	Keterangan
08.00-12.00 KUD Ra-hayu Bhakti	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>Compliance with laws and regulations</li> <li>Land conflict &amp; use of the land</li> <li>Worker &amp; Social Issues</li> <li>NPP, if any</li> <li>Continual improvement</li> </ul>	DN	Respective manager	<p><b>Principle 2</b> (Indicator 2.1.1; 2.2.3-2.2.6; and 2.3.1 to 2.3.4)</p> <p><b>Principle 6</b> (Indicator 6.1.1 to 6.1.5; 6.2.1 to 6.2.3; 6.3.1 to 6.3.2; 6.4.1 to 6.4.3; 6.5.1 to 6.5.4; 6.6.1 to 6.6.2; 6.7.1; 6.8.1 to 6.8.3; 6.9.1 to 6.9.3; 6.10.1 to 6.10.4; 6.11.1 to 6.11.2; 6.12.1 to 6.12.3; 6.13.1)</p> <p><b>Principle 7</b> (Indicator 7.5.1; 7.6.1 to 7.6.6)</p> <p><b>Principle 8</b></p>
12.30-13.30	Break and Lunch	All Auditor		
13.30-17.00	Continue Morning Agenda	All Auditor		
17.00	End of 4th day audit			
<b>Friday, March 24, 2017</b>				
08.00-12.00 KUD Karya Mulya	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>Compliance with laws and regulations</li> <li>Land conflict &amp; use of the land</li> <li>Worker &amp; Social Issues</li> <li>NPP, if any</li> <li>Continual improvement</li> </ul>	DN	Respective manager	<p><b>Principle 2</b> (Indicator 2.1.1; 2.2.3-2.2.6; and 2.3.1 to 2.3.4)</p> <p><b>Principle 6</b> (Indicator 6.1.1 to 6.1.5; 6.2.1 to 6.2.3; 6.3.1 to 6.3.2; 6.4.1 to 6.4.3; 6.5.1 to 6.5.4; 6.6.1 to 6.6.2; 6.7.1; 6.8.1 to 6.8.3; 6.9.1 to 6.9.3; 6.10.1 to 6.10.4; 6.11.1 to 6.11.2; 6.12.1 to 6.12.3; 6.13.1)</p> <p><b>Principle 7</b> (Indicator 7.5.1; 7.6.1 to 7.6.6)</p> <p><b>Principle 8</b></p>
08.00-12.00 KUD Karya Makmur	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>Compliance with laws and regulations</li> <li>Legal land</li> <li>Pesticides</li> <li>GAP</li> <li>Environmental</li> <li>Use of fire</li> <li>NPP, if any</li> <li>Continual improvement</li> </ul>	WY	Respective manager	<p><b>Principle 2</b> (Indicator 2.1.1 to 2.1.4 and 2.2.1 to 2.2.2)</p> <p><b>Principle 4</b> (indicator 4.2; 4.3; 4.5; 4.6.1 to 4.6.12)</p> <p><b>Principle 5</b> (Indicator 5.1.1. to 5.1.3; 5.5.1 to 5.5.2;)</p> <p><b>Principle 7</b> (Indicator 7.1.1 to 7.1.3; 7.7.1 to 7.7.2;)</p> <p><b>Principle 8</b></p>
08.00-	Documents verification &	IB &	Respective	

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<b>Tanggal / Waktu <sup>(1)</sup></b>	<b>Kegiatan</b>	<b>Auditor</b>	<b>Auditee</b>	<b>Keterangan</b>
12.00 KUD Karya Mulya	fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Management plan</li> <li>• Water management plan</li> <li>• Conservation and Biodiversity</li> <li>• GHG calculation</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	RZ	manager	<b>Principle 2</b> (Indicator 2.1.1) <b>Principle 3</b> (Indicator 3.1.1 to 3.1.2) <b>Principle 4</b> (indicator 4.4.1 to 4.4.4) <b>Principle 5</b> (Indicator 5.2.1 to 5.2.5; 5.6.1 to 5.6.3) <b>Principle 7</b> (Indicator 7.3.1 to 7.3.5; 7.8.1 to 7.8.2) <b>Principle 8</b>
08.00-12.00 KUD Karya Makmur	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Transparancy &amp; Ethical conduct</li> <li>• Compliance with laws and regulations</li> <li>• Operating procedure</li> <li>• OSH</li> <li>• Training</li> <li>• Waste</li> <li>• Renewable energy</li> <li>• Continuous Improvement</li> </ul>	YS	Respective manager	<b>Principle 1</b> (Indicator 1.1.1-1.1.2; 1.2.1;1.3.1) <b>Prinsip 2</b> (Indicator 2.1.1) <b>Principle 4</b> (Indicator 4.1.1 to 4.1.3; 4.7; 4.8.1 to 4.8.2) <b>Principle 5</b> (Indicator 5.3.1 to 5.3.3; 5.4.1;) <b>Principle 8</b>
08.00-12.00 KUD Karya Makmur	Documents verification & fields observation related to: <ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Land conflict &amp; use of the land</li> <li>• Worker &amp; Social Issues</li> <li>• NPP, if any</li> <li>• Continual improvement</li> </ul>	DN	Respective manager	<b>Principle 2</b> (Indicator 2.1.1; 2.2.3-2.2.6; and 2.3.1 to 2.3.4) <b>Principle 6</b> (Indicator 6.1.1 to 6.1.5; 6.2.1 to 6.2.3; 6.3.1 to 6.3.2; 6.4.1 to 6.4.3; 6.5.1 to 6.5.4; 6.6.1 to 6.6.2; 6.7.1; 6.8.1 to 6.8.3; 6.9.1 to 6.9.3; 6.10.1 to 6.10.4; 6.11.1 to 6.11.2; 6.12.1 to 6.12.3; 6.13.1) <b>Principle 7</b> (Indicator 7.5.1; 7.6.1 to 7.6.6) <b>Principle 8</b>
12.30-13.30	Break and Lunch	All Auditor		
13.30-17.00	Continue Morning Agenda	All Auditor		
17.00-17.30	Preparation for closing meeting	All Auditor		
17.30-18.00	Shalat Magrib	All Auditor		
18.00-19.00	Closing meeting	All Au-	Representative of man-	

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Tanggal / Waktu <sup>(1)</sup>	Kegiatan	Auditor	Auditee	Keterangan
17.00	End of 5th day audit	ditor	agement	
<b>Saturday, March 25, 2017</b>				
03.00-08.00	Traveling to Airport at Palembang	All Auditor	-	
09.30-10.40	Flight to Jakarta	WY, DN	-	<b>GA 107</b>
13.20-14.30	Flight to Jakarta	IB	-	<b>GA 111</b>
09.25-11.50	Flight to Kuala Lumpur	YN, RZ		<b>AK 452</b>

**Appendix 3: List of Abbreviations**

AMDAL	Analisis Dampak Lingkungan & Sosial (Social & Environmental Impacts Assessment)
CPO	Crude Palm Oil
EIA	Environmental Impact Assessment
ERTs	Endangered, Rare & Threatened species
ESH	Environmental Safety & Health
FFB	Fresh Fruit Bunches
EFB	Empty Fruit Bunches
HCV	High Conservation Value
IPBS	Inti Permata Bunda Satu
IPM	Integrated Pest Management
LTA	Lost Time Accident
MSDS	Material Safety Data Sheets
NGO	Non-Government Organization
NPP	New Planting Procedure
OSH	Occupational Safety & Health
PKO	Palm Kernel Oil
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RKL	Rencana Pengelolaan Lingkungan (Environmental Management Plan)
RPL	Rencana Pemantauan Lingkungan (Environmental Monitoring Plan)
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
UKL	Upaya Pengelolaan Lingkungan (Environmental Management Efforts)
UPL	Upaya Pengelolaan Lingkungan (Environmental Management Efforts)

**Appendix 4: List of Stakeholders Interviewed and Contacted**

No.	Name of Stakeholder	Institution / Position	Remarks
<b>Stakeholders Interviewed during Public Consultation Meeting</b>			
1.	There is no public consultation meeting during this surveillance audit		
<b>Stakeholders Interviewed On-Site</b>			
1	Arief Hendarwan	Assisten CSR Wilayah I	
2	Muhammad Husni Daulay	KTU	
3	Arif Hendrawan	Asisten CSR	
4	Azhar	Karyawan PKS Belidabagian proses	
5	Dewi Astuti	Karyawan Puskesmas	
6	Muh. Robbani	KTU Kebun Belida dan IPBS	
7	Supini	Pengasuh Anak di Tempat Penitipan Anak Kebun Belida	
8	Dwi Sugianto	Pemanen Div. III Kebun Belida	
9	Sugianti	BHL Brondolan dan dongkel anak kayu	
10	Junsarman Sinaga	Sekretaris Seirkat Pekerja Sampoerna Agro (SPSA)	
11	Alek Sander	Ketua SPSA	
12	Suyanto	Anggota SPSA	
13	Marjani	Wakil Ketua SPSA	
14	Muarif	Karyawan Pemanen Kebun Belida	
15	Hasanuddian	Staff pembina plasma KUD Jaya Bersama, Panca Sawit Makmur, Tekad Mandiri, Karya Makmur	
16	Anton Siswandi	Staff pembina plasma KUD Rahayu Bhakti, Mulay Jaya, Mekar Sari, SumberRejeki.	
17	Antonius YDN	Mill Manager - Belida Oil Mill	
18	Mika Asri	Sustainability PT- Aik Tarum	
19	Jenny Verawati	Sustainability PT- Aik Tarum	
20	Anita Widiawati	Sustainability PT- Aik Tarum	
21	Anton Siswandi	Pembina Plasma	
22	Nursapa	Workshop Assistant	
23	Hariyanto	Head-KUD Panca Sawit Makmur	
24	Indro Budiman	Manager-Kebun Belida	
25	Asrul Nur Arif	Assistant Division 1-Kebun Belida	
26	Hermansyah	Assistant Division 2-Kebun Belida	
27	Sufitno	Assistant Division 3-Kebun Belida	
28	Hermansyah	Assistant IBRS	
29	Justinus RH Sihotang	Serretary P2K3 Belida Oil Mill	
30	Lidya Fitriyati	Medical Doctor-Clinic	
31	Achmad Armanushah Salman	Sustainability Area 1	
32	M. Husni Daulay	KTU Belida Oil Mill	
33	Ahmad Rosidi	Head Pasca Sawit Makmur	
34	Sukiman	Mandore	
35	Indra	Mandore	
36	Yayan	Karyawan Semprot	
37	Sukiman	Mandore I	
38	Indra	Mandore Panen	
39	Basrul	Penyemprot	
40	Rumiyati	Penyemprot	
42	Sunardi	Blok XI, Divisi II, Kebun Belida	
43	Supomo	Manager Plasma II	
44	Wayan	Manager Plasma III	
45	Siti Muslikah	Petugas Timbangan – Belida POM	
46	Asrul	Person who accompany to check boundary	

No.	Name of Stakeholder	Institution / Position	Remarks
		stone	
47	Hermansyah	Person who accompany to check boundary stone	
48	Sulitno	Person who accompany to check boundary stone	
<b>KUD Panca Sawit Makmur</b>			
49	Ahmad Rosidi	Ketua KUD Panca Sawit Makmur	
50	Ahmad Saeroji	Bendahara	
51	Supriadi	Anggota Badan Pengawas	
52	Dedi Rudianto	Sekretaris KUD Panca Sawit Makmur	
53	LuhSawitri	Administrasi 2	
54	Putu Darmayasa	Staff Produksi	
55	Putu Darmayasa	Kabid Kebun	
56	Samijo	Pengumpul Brondolan – Kelompok 7	
57	Sodik	Pengawas Kelompok	
<b>KUD Rahayu Bhakti</b>			
58	Andik Agus Kuncoro	Ketua KUD Rahayu Bhakti	
59	Catur AW	Sekretaris KUD Rahayu Bhakti	
<b>KUD Karya Makmur</b>			
60	Hermansyah	Petugas Komunikasi	
61	Hariyanto	Ketua KUD Karya Makmur	
62	Hermansyah	Sekretaris KUD Karya Makmur	
63	PrastyoEdy. M	Bidang Kebun	
64	H. Bunaim	Bendahara	
65	Tamyis	BidangManajemen	