

**Roundtable on Sustainable Palm Oil Certification  
R S P O**

Stage-1     Stage-2     Surveillance     Re-Certification

Name of Management Organisation : Angsana POM, PT Ladangrumpun Suburabadi subsidiary of Sime Darby Plantation  
 Plantation Name : PT Ladangrumpun Suburabadi (Angsana Estate and Gunung Sari Estate) PT Sajang Heulang (Pantai Bonati) and Scheme Smallholders of PT Sajang Heulang (KKPA-1 and KKPA-4)  
 Location : Sebamban Village, Sub District of Sei Loban, District of Tanah Bumbu, Province of South Kalimantan, Indonesia  
 Certificate Code : **MUTU-RSPO/006a**  
 Date of Certificate Issue : 9 November 2016                      Date of License Issue : 9 November 2017  
 Date of Certificate Expiry : 8 November 2021                      Date of License Expiry : 8 November 2018

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA 1.1	4 – 8 September 2017	Oktovianus Rusmin (Lead Auditor), Sofyan Hadi Lubis, Mohamad Amarullah, Fuji Lestari	Octo HPN Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA 1.1	08 November 2017

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Figure 1. Location Map of Angsana POM – PT. Ladangrumpun Suburabadi

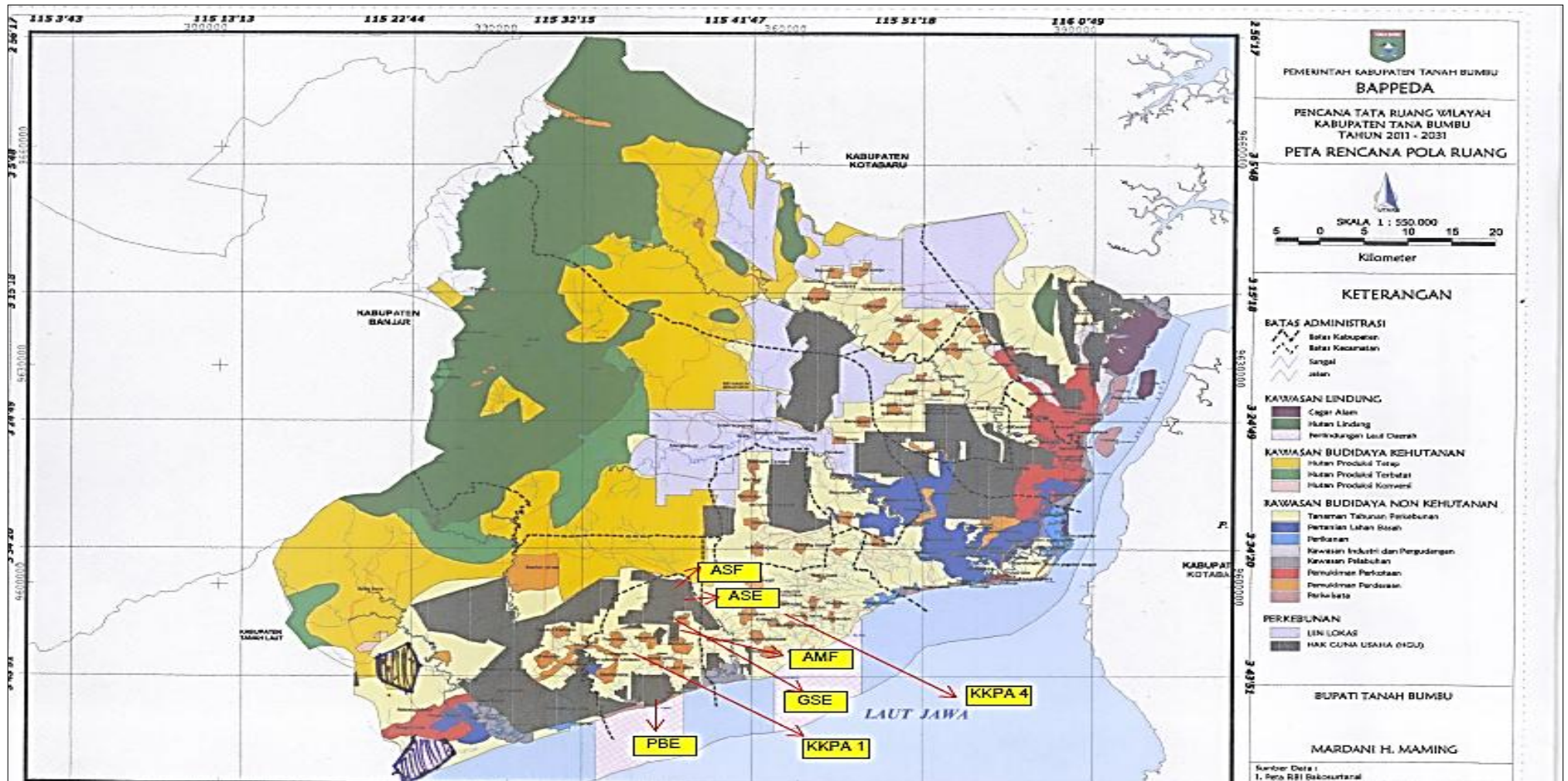


Figure 2. Operational Map of PT. Ladangrumpun Suburabadi – Angsana Estate and Gunung Sari Estate

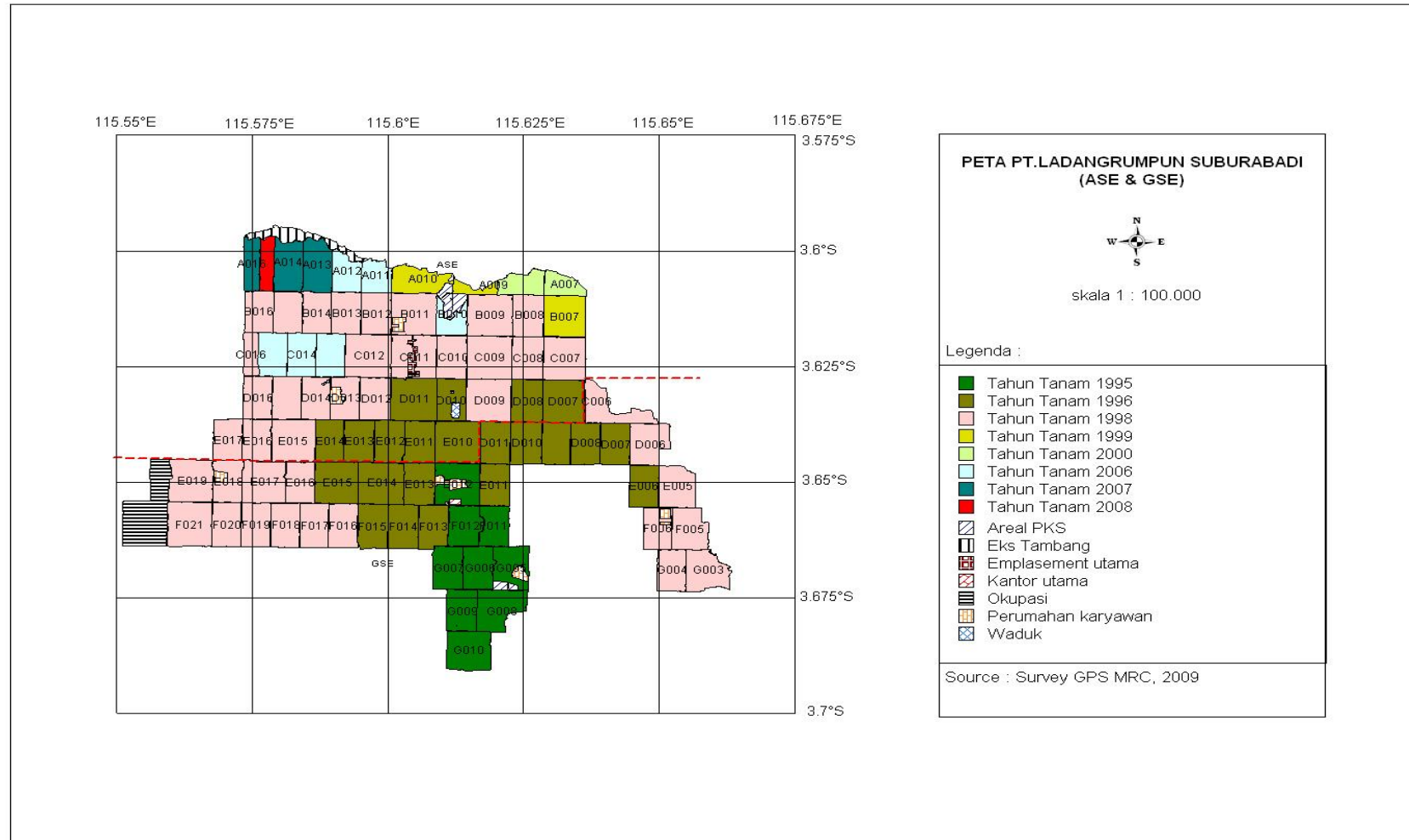
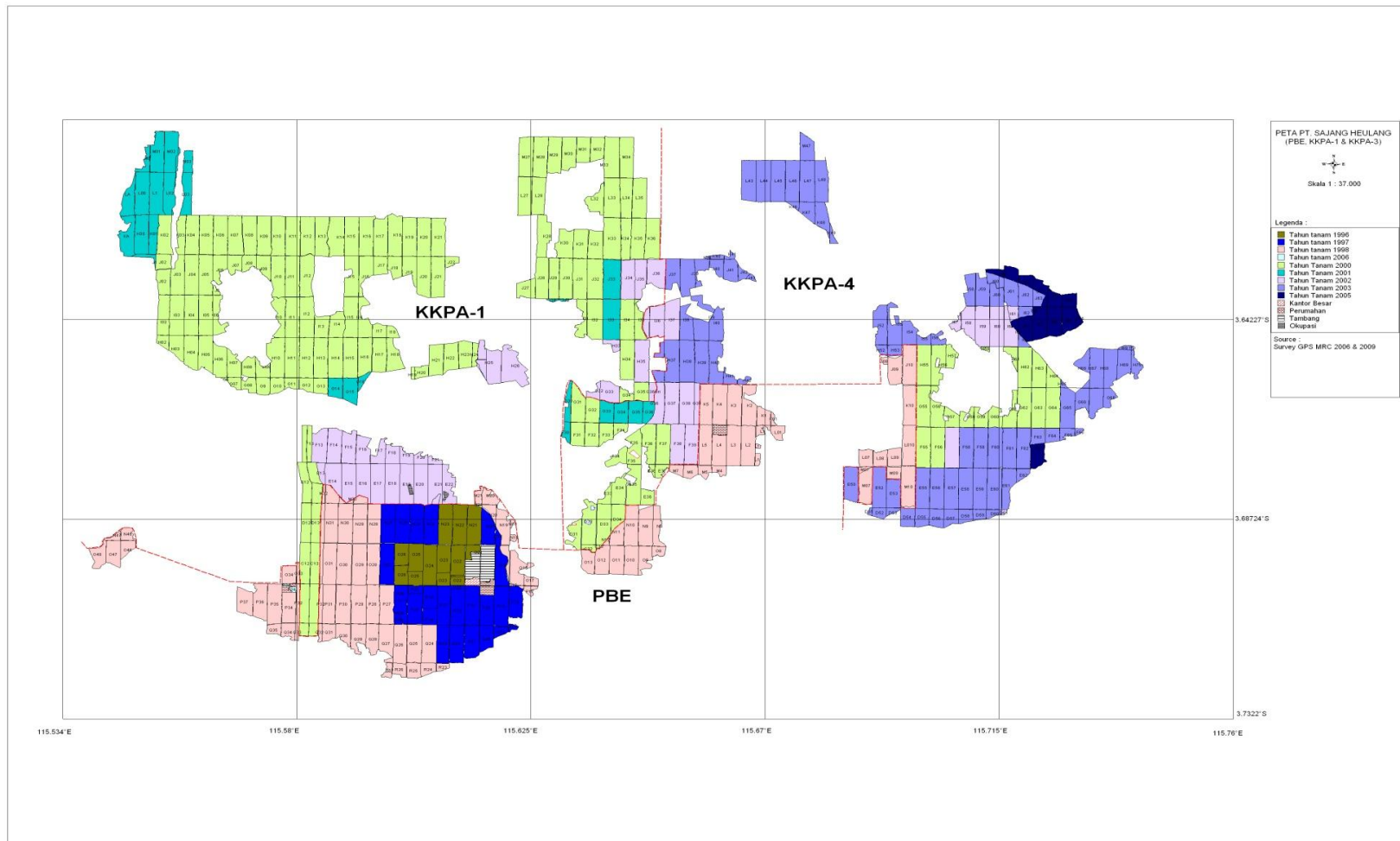


Figure 3. Operational Map of PT. Sajang Heulang – Pantai Bunati Estate, KKPA-1 and KKPA-4



**Abbreviations Used**

ACKKS	:	Area Controller Kalimantan Selatan Sebamban
AMDAL (SEIA)	:	Analisis Mengenai Dampak Lingkungan ( <i>Social and Environmental Impact Assessment</i> )
APD (PPE)	:	Alat Pelindungan Diri ( <i>Personal Protective Equipment</i> )
ARM	:	Area Manager (Abreviation for number code of Manual Policy or Letter)
ASE	:	Angsana Estate
ASF	:	Angsana Factory
BOB	:	Barn Owl Box
BOD	:	Biological Oxygen Demand
BMP	:	Best Management Prectices
BPJS	:	Badan Penyelenggara Jaminan Sosial ( <i>Social Insurance Organisation</i> )
BSS	:	Block Spraying System
CEC	:	Cation Exchange Capacity
CH	:	Certificate Holder
CFO	:	Chief Finance Officer
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
EFB	:	Empty Fruit Bunch
EIA	:	Environment Impact Assessment
ESH	:	Environment Safety and Health
FFB	:	Fresh Fruit Bunch
GAPKI	:	Gabungan Pengusaha Kelapa Sawit Indonesia (Indonesian Palm Oil Association)
GHG	:	Greenhouse Gas
GHPI	:	Group Head Plantation Indonesia
GSE	:	Gunung Sari Estate
GM	:	General Manager
HCV	:	High Conservation Value
HGU	:	Hak Guna Usaha. ( <i>Land Use Permit</i> )
HIRADC	:	Hazard Identification Risk Assessment Determining Control
HPO	:	Head Plantation Officer
HWS	:	Hazardous Waste Storage
IOM	:	Inter Office Mail
GOR	:	Gedung Olahraga (Sport Hall)
IPAL (WWTP)	:	Instalasi Pengelolaan Air Limbah ( <i>Wastewater Treatment Plant</i> )
KER	:	Kernel Extraction Rate
KKPA	:	Cooperative Credit Scheme
K3 (OHS)	:	Keselamatan dan Kesehatan Kerja ( <i>Occupational Health and safety</i> )
LA	:	Land Application
LCC	:	Legume(s) Cover Crop
LB3	:	Hazardous Waste
LTIFR	:	Lost Time Accidenct Frequency Rate
MC	:	Medical Certificate
MRC	:	Minamas Research Center
MCM	:	Management Committee Meeting
MSDS	:	Matrial Safety Data Shet
MRC	:	Minamas Research Centre
NGO	:	Non Government Organization
OER	:	Oil Extraction Rate

OHS	:	Occupational Health and Safety
OJT	:	On Job Training
P&D	:	Pest & Disease
POME	:	Palm Oil Mill Effluent
PK	:	Palm Kernel
PIC	:	Person In Charge
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PHT (IPM)	:	Pengendalian Hama Terpadu ( <i>Integrated Pest Management</i> )
PSD	:	Plantation Service Department
PSQM	:	Plantation Sustainable Quality and Management
PT LSI	:	PT Ladangrumpun Suburabadi
PT SHE	:	PT Sajang Heulang
PT	:	Perseroan Terbatas
P2K3	:	Occupational Health and Safety Committee
RKL / RPL	:	Rencana Kelola Lingkungan/Rencana Pemantauan Lingkungan ( <i>Environmental Management Plan / Environment Monitoring Plan</i> )
RSPO	:	Roundtable on Sustainable Palm Oil
RTD	:	Recruitment Training Department
SAP	:	System Applicatin Product and Processing
SBA	:	Sinar Bintang Akbar (name of company for Schedule Waste Collector & Transporter)
Sawit Watch	:	LSM yang fokus pada komoditas kelapa sawit
SEIA	:	Social Environment Impact Assessment
SGM	:	Senior Gneral Manager
SOP	:	Standard Operating Procedure
SOU	:	Strategic Operating Unit
UKL/UPL	:	Upaya Kelola Lingkungan/Upaya Pemantauan Lingkungan ( <i>Environmental Management Efforts / Environmental Monitoring Efforts</i> )
UMK	:	<i>Upah Minimum Kabupaten (District Minimum Salary)</i>
WALHI	:	Wahana Lingkungan Hidup Indonesia
WHO	:	World Health Organization
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant
VP	:	Vice President

<b>1.0</b>	<b>SCOPE of the CERTIFICATION ASSESSMENT</b>		
<b>1.1</b>	<b>Assessment Standard Used</b>	<ul style="list-style-type: none"> <li>• RSPO P &amp; C Indonesian National Interpretation 2013, endorsed September 2016</li> <li>• RSPO Supply Chain Requirement for CPO Mill, 2014</li> <li>• RSPO Certification System June 2007, revised March 2011</li> </ul>	
<b>1.2</b>	<b>Organisation Information</b>		
1.2.1	Organisation name listed in the certificate	PT Ladangrumpun Suburabadi - SIME DARBY Plantation Sdn Bhd	
1.2.2	Contact person	Mohamad Pirabaharan	
1.2.3	Organisation address and site address	Head Office : No.2, Plantation Tower, Jalan PJU 1A/7 Petaling Jaya, Malaysia 47301  Liason Office : The Plaza Lt. 36 JI MH Thamrin Kav. 28-30 Jakarta 10350	
1.2.4	Telephone	+62-21-29926000	
1.2.5	Fax	+62-21-29922686	
1.2.6	E-mail	<a href="mailto:mohamad.pirabaharan@simedarby.com">mohamad.pirabaharan@simedarby.com</a>	
1.2.7	Web page address	<a href="http://www.simedarby.com">www.simedarby.com</a>	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan (Head of PSQM Plantation)	
1.2.9	Registered as RSPO member	07 September 2004 (1-0008-04-000-00)	
<b>1.3</b>	<b>Type of Assessment</b>		
1.3.1	Scope of Assessment and Number of Management Unit	One (1) unit Palm Oil Mill – Angsana POM and five (5) units supply base – Angsana Estate, Gunung Sari Estate, Pantai Bunati Estate, KKPA1 and KKPA4.	
1.3.2	Type of certificate	Single	
<b>1.4</b>	<b>Locations of Mill and Plantation</b>		
1.4.1	Location of Mill		
	<b>Name of Mill</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b> <b>Longitude</b>
	Angsana Factory	Village Sebambar Baru, Sub District of Sei Loban, District of Tanah Bumbu, Province of South Kalimantan	S 03° 36' 49"      E 115° 36' 38"
1.4.2	Location of Certification Scope of Supply Base		
	<b>Name of Supply Base</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b> <b>Longitude</b>
	Angsana Estate	Village of Bayansari, Sub District of Angsana, District of Tanah Bumbu, Province of South Kalimantan	S 3° 38' 45" – 3° 35' 39"      E 115° 34' 04" - 115° 38' 11"
	Gunung Sari Estate	Village of Bayansari, Sub District of Angsana, District of Tanah Bumbu,	S 3° 41' 27" – 3° 37' 40"      E 115° 33' 34" - 115° 39' 46"



	Province of South Kalimantan		
Pantai Bonati Estate	Village of Angsana, Sub District of Satui, District of Tanah Bumbu, Province of South Kalimantan	S 3° 41' 35" – 3° 46' 05"	E 115° 32' 23" - 115° 36' 02"
KKPA1 Estate	Village of Purwodadi, Sub District of Angsana, District of Tanah Bumbu, Province of South Kalimantan	S 3° 38' 41" – 3° 45' 33"	115° 32' 40" – 115° 39' 04"
KKPA 4 Estate	Village of Sebamban Lama, Sub District of Angsana & Sungai Loban, District of Tanah Bumbu, Province of South Kalimantan	S 3° 41' 65" – 3° 46' 75"	E 115° 06' 25" - 115° 07' 25"

**1.5 Description of Area Statement**

1.5.1	Tenure	
	• State	8,611.00 Ha
	• Community	6,540.19 Ha

1.5.2	Area Statement	PT LSI		PT SHE			Total (Ha)
		Angsana Estate (Ha)	Gunung sari Estate (Ha)	Pantai Bonati Estate (Ha)	KKPA 1 Estate (Ha)	KKP4 Estate (Ha)	
	<b>Total area</b>	<b>3,250.06</b>	<b>2,826.94</b>	<b>2,534.00</b>	<b>3,864.00</b>	<b>2,676.19</b>	<b>15,151.19</b>
	Mature	2,382.08	1,926.18	907.43	3,509.13	2,660.36	11,385.18
	Immature	133.16	256.96	-	-	-	390.12
	Unplanted Developed Area (POM, Emlacement, road, bridges, canals and others)	158.63	145.62	41.79	137.00	8.46	491.50
	Plantable reserves (mining area)	524.99	360.43	1,544.78	134.27	-	2,564.47
	Occupation area	-	120.00	40.00	-	7.37	167.37
	Conservation area	51.20	2.75	-	83.60	-	137.55
	Nursery	-	15.00	-	-	-	15.00

**1.6 Planting Year and Cycles**

1.6.1	Age profile of planting year						
	Planting Year	Hectarage (Ha)					
		Angsana Estate (Ha)	Gunung sari Estate (Ha)	Pantai Bonati Estate (Ha)	KKPA 1 Estate (Ha)	KKP4 Estate (Ha)	Total (Ha)
	<b>Mature Area</b>						
	1995	-	289.83	-	-	-	289.83
	1996	494.58	584.90	-	-	-	1,079.48
	1998	1,232.22	1,051.45	907.47	-	-	3,191.10
	1999	41.10	-	-	-	-	41.10
	2000	75.12	-	-	2,484.76	733.82	3,293.70
	2001	-	-	-	418.49	89.20	507.69
	2002	-	-	-	605.88	341.10	946.98
	2003	-	-	-	-	1,431.41	1,431.41

2006	320.54	-	-	-	64.83	385.37
2007	181.90	-	-	-	-	181.90
2008	36.62	-	-	-	-	36.62
<b>Immature Area</b>						
2016	133.16	167.60	-	-	-	300.76
2017	-	89.36	-	-	-	89.36
<b>TOTAL</b>	<b>2,515.24</b>	<b>2,183.13</b>	<b>907.43</b>	<b>3,509.13</b>	<b>2,660.36</b>	<b>11,775.29</b>

1.6.2	New Planting area after January 2010	Ha
1.6.3	Planting Cycle	2 <sup>nd</sup> Cycle

**1.7 Description of Mill and Supply Base**
**1.7.1 Description of Mill**

Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
			Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
Angsana	60	208,765.61	46,137.20	22.10	9,979	4.78

*\*Source: FFB processing data in Angsana POM July 2016 – June 2017*

**1.7.2 Description of Certification Scope of Supply Base**

Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ ha/year)	Supplied to Mill	
					FFB (tonnes/year)	%
Angsana	3,250.06	2,515.24	36,389.00	15.28	36,388.52	100
Gunung Sari	2,826.94	2,183.13	32,030.67	16.63	32,030.67	100
Pantai Bonati	2,534.00	907.43	14,651.72	16.15	14,651.72	100
KKPA 1 (2424 SH)	3,864.00	3,509.13	69,569.22	19.82	69,569.22	100
KKPA 4 (1372 SH)	2,676.19	2,660.36	47,547.30	17.87	47,547.30	100
Total	15,151.19	11,775.29	200,187.91	17.58	200,187.43	100

*\*Source: FFB production data from July 2016 – June 2017*

**1.7.3 FFB description from other source**

Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill	
				FFB (tonnes/year)	
KKPA 5 (RSPO-Certified)	PT Sajang Heulang	1330	2,656.00	8,578.18	
Total		1330	2,656.00	8,578.18	

*\*Source: FFB received data in Angsana POM from July 2016 – June 2017*

**1.7.4 Product categories**
**FFB, CPO, PK**
**1.8 Estimate Tonnage of Certified Product**

1.8.1	Past Annual Claim Certified Product	Previous Certificate Claim 09 November 2017 to 08 November 2017 (tonnes/year)	Actual certified product 9 November 2016 to 06 September 2017 (tonnes/year)
	• FFB Production	205,885	162,681.56

	<ul style="list-style-type: none"> <li>CPO Production</li> <li>Palm Kernel (PK) Production</li> </ul>	<p>44,265</p> <p>8,750</p>	<p>37,215.20</p> <p>7,985.89</p>					
1.8.2	Product selling							
	Tonnage of selling product	Actual selling product period 9 November 2016 until 6 September 2017						
	<ul style="list-style-type: none"> <li>CSPPO</li> <li>CSPK</li> <li>CPO under other scheme trading (e.g ISCC, RFS)</li> <li>CPO under conventional trading (if any)</li> <li>PK under other scheme</li> <li>PK under conventional trading (if any)</li> </ul>	<p>10,007.31 MT</p> <p>1,607.59 MT</p> <p>0</p> <p>0</p> <p>0</p> <p>0</p>						
1.8.3	Estimate of Certified FFB Claim							
	<b>Name of Estate(s)</b>	<b>Total Area (Ha)</b>	<b>Planted Area (Ha)</b>	<b>FFB (tonnes/year)</b>	<b>Yield (tonnes/ha/year)</b>			
	Angsana	3,250.06	2,515.24	36,210.00	15.20			
	Gunung Sari	2,826.94	2,183.13	28,492.00	14.79			
	Pantai Bonati	2,534.00	907.43	15,713.00	17.32			
	KKPA 1 (2424 SH)	3,864.00	3,509.13	79,400.00	22.63			
	KKPA 4 (1372 SH)	2,676.19	2,660.36	54,672.00	20.55			
	<b>Total</b>	<b>15,151.19</b>	<b>11,775.29</b>	<b>214,487.00</b>	<b>18.84</b>			
	<i>*Projected FFB production for January – December 2017</i>							
1.8.4	Estimate of Certified Palm Product Claim							
	<b>Name of Mill</b>	<b>Capacity (tonnes/ hour)</b>	<b>FFB Processed (tonnes/year)</b>	<b>CPO</b>		<b>Palm Kernel</b>		<b>Supply Chain Module</b>
				<b>Out put (tonnes)</b>	<b>Extraction (%)</b>	<b>Out put (tonnes)</b>	<b>Extraction (%)</b>	
	Angsana	60	214,487	49,332	23	10,724	5	IP
	<i>*Projected FFB production for January – December 2017</i>							
1.9	Other Certifications							
	ISO 9001:2008			-				
	ISO 14001: 2004			-				
	Others			ISPO 2015 by TUV Nord				
1.10	Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units							
	<b>Management Unit</b>		<b>Supply Base</b>	<b>Time Bound Plan</b>	<b>Location</b>	<b>Status</b>		
	<b>MILL</b>	<b>Time Bound Plan</b>						
	<b>INDONESIA</b>							
	Sekunzir – PT ITH	2010	Sekunzir	2010	Seruyan and Kotawaringin Barat, Kalimantan Tengah	Certified		
			Seruyan	2010		Certified		
	Manggala – PT TMP	2010	Manggala 1	2010	Rokan Hilir, Riau	Certified		
			Manggala 2	2010		Certified		
			Manggala 3	2010		Certified		

Bukit Ajong – PT SIA	2010	West	2010	Sanggau, Kalimantan Barat	Certified
		East	2010		Certified
		Sei Mawang	2018		-
		East Plasma	2010		Certified
		West Plasma	2010		Certified
Teluk Siak – PT AIP	2011	Teluk Siak	2011	Siak, Riau	Certified
		Pinang Sebatang	2011		Certified
		Aneka Persada	2011		Certified
Sungai Pinang – PT BSC	2012	Sungai Pinang	2012	Musi Rawas, Sumatera Selatan	Certified
		Bukit Pinang	2012		Certified
Pemantang – PT TSA	2011	Pemantang	2011	Seruyan and Kotawaringin Barat, Kalimantan Tengah	Certified
		Kawan Batu	2011		Certified
		Hatan Tiring	2011		Certified
		Batang Garing	2011		Certified
Alur Dumai – PT LTS	2011	Alur Dumai	2011	Rokan Hilir, Riau	Certified
Teluk Bakau – PT BNS	2011	Teluk Bakau	2011	Indragiri Hilir, Riau	Certified
		Nusa Perkasa	2011		Certified
		Nusa Lestari	2011		Certified
Mandah – PT BNS	2014	Mandah	2011	Indragiri Hilir, Riau	Certified
		Rotan Semelur	2011		Certified
Angsana Mini – PT SHE	Decommissioning since 2016	KKPA-1 PT.SHE	2013	Tanah Bumbu, Kalimantan Selatan	Certified
		Pantai Bonati	2011		Certified
Angsana – PT LSI	2011	Angsana	2011	Tanah Bumbu, Kalimantan Selatan	Certified
		Gunung Sari	2011		Certified
		KKPA-4 PT SHE	2013		Certified
Mustika – PT SHE	2013	Mustika	2013	Tanah Bumbu, Kalimantan Selatan	Certified
		KKPA-2 PT SHE	2013		Certified
		KKPA-3 PT SHE	2013		Certified
		KKPA-5 PT SHE	2013		Certified
		SAP 1	2020		Certified
Gunung Aru – PT BSS	2011	Gunung Aru	2011	Kotabaru, Kalimantan Selatan	Certified
		Gunung Kemasam	2011		Certified
		Laut Timur	2011		Certified
		Pantai Timur	2011		Certified
		KKPA BSS	2020		-
Bebunga – PT LMR	2011	Sungai Cengal	2011	Kotabaru, Kalimantan Selatan	Certified
		Bebunga	2011		Certified
		KKPA Sungai Cengal	2014		Certified
Sukamandang – PT KLR	2011	Sukamandang	2011	Seruyan and Kotawaringin Barat, Kalimantan Tengah	Certified
		Sapiri	2011		Certified
		Barasdanum	2011		Certified
		Kuala Kuayan	2011		Certified
Pondok Labu – PT PSA	2012	Binturung	2012	Kotabaru, Kalimantan Selatan	Certified
		Pondok Labu	2012		Certified

		Rampa	2012		Certified
		Sesulung	2012		Certified
Selabak – PT SAA	Decommissioning since 2017	Selabak	2012	Kotabaru, Kalimantan Selatan	Certified
		Randi	2012		Certified
		Sangkoh	2012		Certified
		Lanting	2012		Certified
Rantau – PT LMI	2012	Rantau	2012	Kotabaru, Kalimantan Selatan	Certified
		Matalok	2012		Certified
Betung – PT LMI	2014	Betung	2012	Kotabaru, Kalimantan Selatan	Certified
		Sekayu	2012		Certified
Ungkaya – PT TGK	2012	Ungkaya	2012	Morowali, Sulawesi Tengah	Certified
		Plasma TGK	2015		Certified
Ladang Panjang – PT BGR	2012	Ladang Panjang	2012	Muaro Jambi, Jambi	Certified
		Plasma BGR	2020		-
Rantau Panjang – PT GPI	2012	Rantau Panjang	2012	Musi Banyuasin, Sumatera Selatan	Certified
		Bumi Ayu	2012		Certified
		Karang Ringin	2012		Certified
		Napal	2012		Certified
		Mangun Jaya	2012		Certified
		Sungai Jernih Estate and GPI KKPA	2017		-
Blang Simpo – PT PSS	2013	Tamiang (PT PPP)	2013	Aceh Tamiang and Aceh Timur, Nanggroe Aceh Darussalam	Certified
		Batang Ara (PT PSK)	2013		Certified
		Blang Simpo-01	2013		Certified
		Blang Simpo-02	2013		Certified
Mitra Austral Sejahtera – PT MAS	2020	MAS 1	2018	Sanggau, Kalimantan Barat	-
		MAS 1	2018		-
		MAS 1	2018		-
		Plasma MAS	2020		-
Lembiru – PT SNP	2014	Lembiru	2014	Ketapang, Kalimantan Barat	Certified
		Awatan	2014		Certified
		Karya Palma	2018		-
		KKPA SNP	2020		-
		Pelanjau (PT BAL)	2018		-
		Sungai Putih (PT BAL)	2018		-
		Baturus (PT BAL)	2018		-
		KKPA BAL	2020		-
<b>MALAYSIA</b>					
Sg. Dingin – SOU 1	2010	Bukit Hijau	2010	Kerangan, Kedah	Certified
		Padang Buluh	2010		Certified
		Bukit Selangor	2010		Certified
		Sg Dingin	2010		Certified
		Jentayu	2010		Certified
		Anak Kuli	2010		Certified

		Somme	2010		Certified
Chersonese - SOU 2	2011	Chersonese	2011	Kuala Kurau, Perak	Certified
		Holyrood	2011		Certified
		Kalumpang	2011		Certified
		Tali Ayer	2011		Certified
Elphil – SOU 3	2011	Kinta Kellas	2011	Sg Siput, Perak	Certified
		Elphil	2011		Certified
		Kamuning	2011		Certified
Flemington – SOU 4	2011	Flemington	2011	Teluk Intan, Perak	Certified
		Bagan Datoh	2011		Certified
		Sabak Bernam	2011		Certified
		Sg Samak	2011		Certified
Seri Intan – SOU 5	2011	Seri Intan (Main Division)	2011	Teluk Intan, Perak	Certified
		Sabrang	2011		Certified
		Sg Wangi	2011		Certified
		Sogomana (Main Division)	2011		Certified
Selaba – SOU 5	2011	Seri Intan (Selaba Division)	2011	Teluk Intan, Perak	Certified
		Sogomana (Cashwood & Sg Beruas Division)	2011		Certified
		Bikam	2011		Certified
		Clumy	2011		Certified
Tennamaram – SOU 6	2011	Tennamaram	2011	Bestari Jaya, Selangor	Certified
		Sungei Buloh	2011		Certified
		Bkt Talang	2011		Certified
Bukit Kerayong – SOU 7	2011	Bkt Kerayong	2011	Kapar, Selangor	Certified
		Bkt Cherakah	2011		Certified
		Bkt Rajah	2011		Certified
		Bkt Lagong	2011		Certified
		Elmina	2011		Certified
East – SOU 8	2010	East	2010	Carey Island, Selangor	Certified
		Dusun Durian	2010		Certified
		Sepang	2010		Certified
West - SOU 9	2010	West	2010	Carey Island, Selangor	Certified
Bukit Putri - SOU 10	2011	Bukit Putri	2011	Raub, Pahang	Certified
Kerdau – SOU 11	2011	Kerdau	2011	Temerloh, Pahang	Certified
		Jentar	2011		Certified
		Mentakab	2011		Certified
		Sg Mai	2011		Certified
		Chenor	2011		Certified
Jabor – SOU 12	2011	Jabor	2011	Kuantan, Pahang	Certified
Labu – SOU 13	2011	Labu	2011	Nilai, Negeri Sembilan	Certified
		New Labu	2011		Certified
		Bradwall	2011		Certified

Tanah Merah – SOU 14	2010	Tanah Merah	2010	Port Dickson, Negeri Sembilan	Certified
		Sua Betong	2010		Certified
		Bukit Pelandok	2010		Certified
Sua Betong – SOU 15	2014	Salak	2014	Port Dickson, Negeri Sembilan	Certified
		Sengkang	2014		Certified
		Siliau	2014		Certified
		PD Lukut	2014		Certified
		Sungai Baru	2014		Certified
		Tampin Linggi	2014		Certified
Kok Foh – SOU 16	2011	Bukit Pilah	2011	Bahau, Negeri Sembilan	Certified
		Kok Foh	2011		Certified
		Muar River	2011		Certified
		St. Helier	2011		Certified
		Pertang	2011		Certified
		Sg Gemas	2011		Certified
		Sg Sebaling	2011		Certified
		Sg Senarut	2011		Certified
Kempas – SOU 17	2010	Kempas	2010	Jasin, Melaka	Certified
		Kemuning	2010		Certified
		Tangkah	2010		Certified
Diamond Jubilee – SOU 18	2011	Bukit Asahan	2011	Jasin, Melaka	Certified
		Diamond Jubilee	2011		Certified
		Serkam	2011		Certified
Pagoh – SOU 19	2014	Pagoh	2014	Muar, Johor	Certified
		Lanadron	2014		Certified
		Pengkalan Bukit	2014		Certified
		Welch	2014		Certified
Chaah – SOU 20	2010	North Labis	2010	Chaah, Johor	Certified
		Cha'ah	2010		Certified
		Sg Simpang Kiri	2010		Certified
Gunung Mas – SOU 21	2010	Gunung Mas	2010	Kluang, Johor	Certified
		Kempas Klebang	2010		Certified
		Bukit Paloh	2010		Certified
		Yong Peng	2010		Certified
Bukit Benut – SOU 22	2011	Bukit Benut	2011	Kluang, Johor	Certified
		CEP Niyor	2011		Certified
		Lambak / Elaeis	2011		Certified
Ulu Remis – SOU 23	2011	Pekan	2011	Layang-layang, Johor	Certified
		Sembrong	2011		Certified
		Tun Dr. Ismail	2011		Certified
		Ulu Remis	2011		Certified
		Bukit Badak	2011		Certified
		Cenas	2011		Certified
Hadapan SOU 24	2011	CEP Rengam	2011	Layang-layang, Johor	Certified

		Kulai	2011		Certified
		Layang	2011		Certified
		Seri Pulai	2011		Certified
Sandakan Bay – SOU 26	2008	Tun Tan Siew Sin	2008	Sandakan, Sabah	Certified
		Tunku	2008		Certified
		Tigowis	2008		Certified
		Sentosa	2008		Certified
		Saguliud	2008		Certified
Melalap – SOU 27	2011	Melalap	2011	Tenom, Sabah	Certified
		Sapong	2011		Certified
Binuang – SOU 28	2009	Tingkayu	2009	Kunak, Sabah	Certified
		Sungang	2009		Certified
		Jelata Bumi	2009		Certified
		Binuang	2009		Certified
Giram – SOU 29	2009	Mostyn	2009	Kunak, Sabah	Certified
		Giram	2009		Certified
Merotai – SOU 30	2009	Imam	2009	Tawau, Sabah	Certified
		Merotai	2009		Certified
		Table	2009		Certified
		Tiger	2009		Certified
Lavang – SOU 31	2011	Belian	2011	Bintulu, Serawak	Certified
		Kelida	2011		Certified
		Lavang	2011		Certified
		Lavang (SE)	2011		Certified
		Rasan	2011		Certified
Rajawali – SOU 32	2011	Rajawali	2011	Bintulu, Serawak	Certified
		Samudera	2011		Certified
		Semarak	2011		Certified
		Bayu	2011		Certified
Derawan – SOU 33	2011	Takau	2011	Bintulu, Serawak	Certified
		Damai	2011		Certified
		Derawan	2011		Certified
		Sahua	2011		Certified
Pekaka – SOU 34	2011	Chartquest	2011	Bintulu, Serawak	Certified
		Dulang	2011		Certified
		Peroh	2011		Certified
		Pekaka	2011		Certified
		Ruai	2011		Certified
1.10.2	<b>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</b>				
	<i>The Certificate Holder did not have associated with Independent Smallholder &amp; Growers</i>				



<b>2.0</b>	<b>ASSESSMENT PROCESS</b>
<b>2.1</b>	<b>Assessment Team</b>
<b>ASA 1.1</b>	<p><b>1. Oktovianus Rusmin (Lead Auditor).</b> Bachelor's Degree in Social &amp; Political Sciences Department of Anthropology. The working experience, consist of: Coastal Project-Department of Anthropology in Indonesian University (Pilot Project of Mangrove Rehabilitation in coastal area of South Sulawesi) as Social Supervisor (1999-2001), Center of Anhtropology-Indonesian University (Research and Publication) as Researcher (2002 – 2014), The Forest Trust-Indonesia (Consultant of Sustainable Forest Management) as Social Advisor (2004 – 2010) and eForest Consultant (HCV Identification and Social Impact Assessment) as staff (2010 – 2011). Already participated in several training, consist of: Forest Management Auditor (FSC Standard), Environmental Management System ISO 14001, ISO 9001:2008, Conflict Resolution, Human Right, Verification System of Wood Legality, Training Lead Auditor of ISPO &amp; RSPO Scheme. Had participate in Sustainable Forest Certification (Eco Labelling Indonesia Standard), Gap Analysis of FSC Standard. He was numerously involved in audit of sustainable palm oil certification since 2011 for Indonesian Sustainable Palm Oil (ISPO) and RSPO Scheme in Indonesia &amp; Malaysia as Auditor and <i>Lead Auditor</i>. During this assessment he was audit on Land Use Legality, Social/Conflict aspect and Supply Chain Certification System (SCCS)</p> <p><b>2. Sofyan Hadi Lubis (Auditor).</b> Master's Program in Environmental and Natural Resource Management and Bachelor of Social Economic Agriculture. Has been involved as a researcher at the Research Centre of Forestry and Climate Change and Cooperation IPB-ETH Zurich Swiss-NUS Singapore regarding carbon stock analysis. The training has been followed, among other: climate change mitigation and adaptation for agricultural productivity in Southeast Asia, Asian Carbon Update and Network and Climate Change Mitigation and Adaptation for Agricultural Productivity, Environmental Impact Assessment (EIA), Lead Auditor ISPO (Indonesian Sustainable Palm Oil), IHT-RSPO, ISO 9001, HCV, ISO 14001, Calculation of Greenhouse Gases (GHG), ISCC Plantation Audit and Land Use Assessment, Green Industry and ISCC EU and Plus Basic Training. He also worked as a staff environmental consulting firm and currently working as an auditor in the certification body (PT MAL). He has conducted audits for ISPO scheme, RSPO and ISCC in oil palm plantations as an auditor. During this assessment he was observed and audit on environment, conservation, and GHG aspect.</p> <p><b>3. Mohamad Amarullah (Auditor).</b> Indonesian Citizen. Master of Wood Science and Technology and Bachelor of Forestry, majoring in Forest Product Technology. Has experiences as an Agronomist and Research Assistant in Indonesia and Malaysia from 2008 to 2014. Has attended several trainings such as Lead Auditor of ISPO, RSPO, ISO 17021, ISO 17065, ISO 9001, ISO 19001, ISO 14001, HCV, etc. Has conducted several ISPO/RSPO audit scheme as an Auditor since 2014 in BMP, environment, conservation, OHS, legal and supply chain aspect. Fluent in Bahasa, Malay and English. During this assessment he was observed and audit on Best Management Practices of Estate and Occupational Health &amp; Safety.</p> <p><b>4. Fuji Lestari (Auditor).</b> Bachelor of Agriculture Department of Agribusiness Management, Politeknik Negri Jember. The training that has been followed is ISPO Auditor Training, ISO 9001: 2008 Training, ISPO legal reporting and reporting, ISO 17021 and ISO17065 Training, ISO 14001: 2005 Training, IHT Palm Oil Processing, IHT Peatland Management, IHT Pest and Plant Disease Control, OHSAS 18001, Social IHT and IHT Mapping. During this assessment he was observed and audit on Social / Worker Right and Transparency Information.</p>
<b>2.2</b>	<b>Assessment Methodology, Assessment Process and Locations of Assessment</b>
<b>2.2.1</b>	<b>Figure of person days to implement assessment</b>
<b>ASA 1.1</b>	<p>Number of auditors : 4 auditor          Number of days for <b>ASA-1.1</b> at site : 5 days          Number of working days for <b>ASA-1.1</b> at site : 20 Working days</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA 1.1</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Ladangrumpun Suburabadi to:</p> <ul style="list-style-type: none"> <li>- Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO Board of Governors 30th September 2016.</li> <li>- The requirements of <i>RSPO Principles and Criteria (P&amp;C) for for the Production of Sustainable Palm Oil - April 25<sup>th</sup> And Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO</i></li> </ul>

Board of Governors on 21 November 2014 (Module E for CPO Mill).

The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) *interview*, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.

Some opportunities for improvement of the results ASA-1.1 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-2.1).

Improvement of findings from surveillance assesment findings were observed by auditors at this ASA-2.1 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-2.1.

**The assessment program please find Appendix 2.**

<b>2.2.3</b>	<b>Locations of Assessment</b>
<b>ASA 1.1</b>	<p><b>Angsana Estate PT LSI</b></p> <ol style="list-style-type: none"> <li>1. <b>Block A25/26 Divisi 1.</b> Observation on replanting areas (planted in 2016), new beneficial plants planted, terraces implementation, EFB mulching on immature areas and cover crop condition.</li> <li>2. <b>Block 29/30 A0 Divisi 1. Pesticide application/weeding (mixed: Gliphosate and Methyl Metsulfuron) in inter-rows.</b> Observation and interview with Foreman and 3 pesticide Applicators towards technical, manpower, OHS, environment and conservation aspects.</li> <li>3. <b>Block A33 Divisi 1. Pesticide application/weeding in palm circle.</b> Observation and interview with Foreman and 2 pesticide Applicators towards technical, manpower, OHS, environment and conservation aspects.</li> <li>4. <b>Block A026 Divisi 1. Pesticide application (Sentrin 50 EC) for oryctes control.</b> Observation and interview with Foreman and 2 pesticide Applicators towards technical, manpower, OHS, environment and conservation aspects.</li> <li>5. <b>Block C011 Divisi 1. Harvesting.</b> Observation and interview with Foreman and 3 Harvesters towards technical (C1R2 harvesting system), manpower, OHS, environment and conservation aspects.</li> <li>6. <b>Block D32/33 Divisi 2. Fertilizer NK Blend (manual application).</b> Cancelled due to heavy rain.</li> <li>7. <b>Block C24 Divisi 2. Fertilizer NK Blend application (mechanical application).</b> Cancelled due to heavy rain.</li> <li>8. <b>Block C22 Divisi 3. EFB Mulching and Barn Owl Box (BOB).</b> Observation of EFB mulching on mature areas and BOB condition.</li> <li>9. <b>Block C21 Divisi 3. Land Application.</b> Observation and interview with Foreman and 1 Operator towards technical, manpower, OHS, environment and conservation aspects.</li> <li>10. <b>Block C21/22 Divisi 3. Road Maintenance.</b> Observation of by Road Grader and Vibration Roller activities.</li> <li>11. <b>Division 1 and 2 Housing Complex.</b> Field observations the facilities and infrastructure provided for employee welfare, environmental hygiene and sanitation.</li> <li>12. <b>Clininc.</b> Observation relted to medical facility for the employee</li> <li>13. <b>Hazardouse Waste Temporary Storage.</b> Field observations and interviews with officer regarding hazardous waste management.</li> <li>14. <b>Chemical Storage, Pesticides mixing area &amp; PPE Store (Block Spraying System) .</b> Observation and interview with officers regarding management in chemical storage including hazardous waste management, and including OHS implementation.</li> <li>15. <b>Workshop.</b> Observastion related to technical, maintenance, manpower, OHS and environment aspects.</li> <li>16. <b>Fire Fighter Store.</b> Observation of fire fighter equipments a and interview the fire fighter team</li> <li>17. <b>Conservation Area (Block D21).</b> Observation of river buffer zone and interview the personnel in charge related to HCV monitoring &amp; management</li> <li>18. <b>Conservation Area (Sebamban River-Block A026).</b> Observation of river buffer zone and interview the personnel in charge related to HCV monitoring &amp; management</li> <li>19. <b>Boundary Poles.</b> Observation of plantation boundaries (sampling poles: LD1/Blok A036, LD2/Blok A036, LD3/Blok B036 &amp; LD4/Blok B036)</li> </ol> <p><b>KKPA-4 PT Sajang Heulang</b></p> <ol style="list-style-type: none"> <li>1. <b>Chemical Storage, Pesticides mixing area &amp; PPE Store (Block Spraying System) .</b> Observation and interview with officers regarding management in chemical storage including hazardous waste management, and including OHS implementation.</li> </ol>

2. **Hazardous Waste Storage.** Observation related to hazardous waste management, and including OHS implementation.
3. **General Storage.** Observation related to stock material and PPE.
4. **Workshop.** Observation related to technical, maintenance, manpower, OHS and environment aspects.
5. **Fire Fighter Store.** Observation of fire fighter equipments and interview the fire fighter team
6. **Landfill Block M47 Division II.** Observation related to solid and domestic waste management.
7. **HCV areal Block H38 and H37.** Observation related to conservation area management, specially riparian.
8. **Block L48 Divisi 2. Pesticide/weeding application (Glyphosate) in palm circle.** Observation and interview with Foreman and 4 pesticide Applicators towards technical, manpower, OHS, environment and conservation aspects.
9. **Block I53 Divisi 1. Harvesting.** Observation and interview with Foreman and 2 Harvesters towards technical, manpower, OHS, environment and conservation aspects.
10. **Block K47 Divisi 2. BOB.** Observation of BOB condition.
11. **KKPA-4 Office. Manuring.** Interview with Foreman and 2 Fertilizer Applicator towards technical, manpower, OHS, environment and conservation aspects.
12. **Housing Complex.** Field observations the facilities and infrastructure provided for employee welfare, environmental hygiene and sanitation.
13. **Clininc.** Observation related to medical facility for the employee
14. **Boundary Poles.** Observation of plantation boundaries (sampling poles: B016 – B20)

#### Angsana POM

1. **Weight bridge.** Observation and interview the personnel in charge related to FFB received and implementation of SCCS System
2. **Grading Area.** Observation and interview the personnel in charge related to mechanism of FFB grading and implementation of SCCS System
3. **Administration room.** Verification of SCCS implementation and interview the personnel in charge
4. **Water Treatment Plant (WTP).** Observation and interview related to water consumption, OHS implementation, checking flow meter condition.
5. **Empty Bunch Area (EBA).** Observations and interviews related to the management of EFB.
6. **WWTP.** Observations related to the management of effluent, including implementation of OHS.
7. **Chemical Store.** Observation related to hazardous material handling, environment, and including OHS implementation.
8. **Hazardous Waste Storage.** Observation related to hazardous waste management, and including OHS implementation.
9. **General Storage.** Observation related to stock material and PPE.
10. **Station of Loading Ramp.** To observe and interview with 1 Operator towards technical, maintenance, manpower, OHS and environment aspects.
11. **Station of Sterilizer.** To observe and interview with 1 Operator towards technical, maintenance, manpower, OHS and environment aspects.
12. **Station of Nut and Kernel.** To observe and interview with 1 Operator towards technical, maintenance, manpower, OHS and environment aspects.
13. **Station of Press.** To observe and interview with 1 Operator towards technical, maintenance, manpower, OHS and environment aspects.
14. **Station of Engine Room.** To observe and interview with 1 Operator towards technical, electricit installation and maintenance, manpower, OHS and environment aspects.
15. **Station of Boiler.** To observe and interview with 1 Operator towards technical, maintenance, manpower, OHS and environment aspects.
16. **Workshop.** To observe and interview with Foreman and 1 Welder towards technical, maintenance, manpower, OHS and environment aspects.
17. **Fire Fighter Store & Hydrant Simulation.** To observe readiness of emergency facility in Angsana Factory.
18. **Housing.** Field observations the facilities and infrastructure provided for employee welfare, environmental hygiene and sanitation.

#### Stakeholder visit :

1. **Labor, Social and Transmigration Agency of Tanah Bumbu District.** Interviews related to Occupational Safety

	<p>and Health, Employment and Industrial Relations.</p> <ol style="list-style-type: none"> <li><b>Plantation Department of Tanah Bumbu District.</b> Interviews related to the assessment of plantation business; Owned business license (capacity and area of the estate), partnership with the community, corporate obligations of existing business licenses, peatland management, regional status, land use change, overlapping areas, land fires, etc.</li> <li><b>Environment Agency of Tanah Bumbu District.</b> Interviews related to environmental documents, environmental permits, environmental management and monitoring reporting, emission source management and environmental pollution issues, etc.</li> <li><b>National Land Agency (BPN) of Tanah Bumbu District.</b> Auditor did not do the interview because respondents were not at the office.</li> <li><b>Internal Stakeholder (Labor Union and Gender Committee) of PT LSI and PT SHE.</b> Interviews related to employment and worker welfare.</li> <li><b>Banjarsari Village.</b> Interview the head of village, Village Secretary and community representation related to social interaction between company and the community surround and CD/CSR Program by the company.</li> <li><b>Sebamban Lama Village.</b> Interview the head of village, Village Secretary and community representation related to social interaction between company, smallholder program and the community surround and CD/CSR Program by the company.</li> </ol>
<b>2.3</b>	<b>Stakeholder Consultation and Stakeholders Contacted</b>
<b>2.3.1</b>	<b>Summary of stakeholder consultation process.</b>
<b>ASA 1.1</b>	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT Ladangrumpun Suburabadi was held by:</p> <ol style="list-style-type: none"> <li>Public Notification website MUTU (<a href="http://www.mutucertification.com">www.mutucertification.com</a>), August 21, 2017</li> <li>Public consultation meeting with relevant agencies on September 05<sup>th</sup>, 2017.</li> <li>Public consultation meeting with Villages Surrounding Company Area September 05<sup>th</sup>, 2017.</li> <li>Public consultation meeting with Local Contractor and Labour Union on September 05<sup>th</sup>, 2017.</li> <li>Public consultation to NGO by email has been sent on August 29<sup>th</sup>, 2017.</li> </ol> <p>Numbers of input from stakeholders were clarified by PT Ladangrumpun Suburabadi</p>
<b>2.3.2</b>	<b>Stakeholder contacted</b>
<b>ASA 1.1</b>	<b>Please find appendix 1</b>
<b>2.4</b>	<b>Determining Next Assessment</b>
<b>ASA 1.1</b>	The next visit ( <b>ASA-1.2</b> ) will be determined one year after this <b>ASA-1.1</b> (September -2017).

**3.0. ASSESSMENT FINDINGS**

**3.1. Summary of Assessment Report of the RSPO Certification**

MUTUAGUNG LESTARI has conducted an assessment of *Angsana POM - PT Ladangrumpun Suburabadi* – SIME DARBY Plantation operation consisting of *one (1) mill and five (5) oil palm estates*.

During the assessment, there were four (4) Nonconformities were assigned against Major Compliance Indicator(s); fiive (5) nonconformity(s) were assigned against Minor Compliance Indicators(s); and one (1) nonconformance(s) against supply chain requirement for CPO mill and two (2) opportunity for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor(s) in form of documentation evidence(s) e.g. (*document record/photographic/etc*). Those corrective actions taken that consist of four (4) Major non-conformity had been **closed out** and five (5) Minor non-conformity: two (2) is closed out and three (3) is still **Open status**. These non conformities and OFI shall be verified during next assessment.

MUTUAGUNG LESTARI found that *Angsana POM - PT Ladangrumpun Suburabadi* complied with the requirements of **Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO Board of Governors 30th September 2016 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)**.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is **Continued**.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
<b>PRINCIPLE #1 COMMITMENT TO TRANSPARENCY</b>		
<b>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.</b>		
<p><b>1.1.1.</b>            The Company's stakeholders list informing name and address, officer's name and telephone number, stakeholders consisting of: government agencies, surrounding villages, NGOs, hospitals, GAPKI (Indonesian Palm Oil Association), suppliers, contractors and community leaders. Based on interviews with the management, it was known that the documents list of stakeholders updated if there were changes.</p> <p>The type of information available to the public are listed in Request of Information SOP No. 02 dated April 28, 2015 for SOU-4 (PT LSI &amp; PT SHE), as many as 29 types of documents that can be accessed by the public. Access to information is done by submitting a letter of information requests and then will be addressed by the company (PIC) in accordance with the terms/aspects of information that has been requested, for example, requests for information about the legal will be taken by the PSD. Based on interviews with stakeholders (public and contractors) known that the information contained in the SOP has been socialized including mechanisms.</p> <p>The results of the public consultation with representatives of government agencies, village secretary, chairman of Pemuda Mitra Jaya Cooperative, community leaders and representatives of smallholders Sebampan Lama Village and village head, village secretary and head of government Affairs Banjar Sari village, it was known that the company representatives had actively communicated. Verification was done by stakeholders through direct communication and the results of the public consultation said that there was no change in management. Based on a documents review on the list of stakeholders, it was known that there was no changes since the main assessment was done.</p>		

**1.1.2**

The Company has SOP of Information number 02. The document describes a practical guide for dealing with communications. According to the SOP, that the consultation and communication officer and also external aspirations and complaints officer assigned to Manager of Unit or chief of administration (KTU) or Kasie.

SOP owned by the company has included elements of transparency in providing information. The company has socialized to stakeholder about the flow of communication, information, and the handling of the complaint as well. In the document of SOP of Communication, it is explained that information from external parties should be taken no later than one week after the information is received.

The records of information request save in external communication logbook. In the logbook there is no information request since the main assessment was done, there is only a proposal for the help from the villagers.

**Status: Comply**

**1.2**

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

**1.2.1**

The company has SOP of Information No. 02 dated April 28, 2015 about documents/information control policy. In the SOP, there is a list of the information type that can be accessed by public. The available documents to public are available in unit management office and are also available in KKPA-4 smallholder office so that stakeholders will be able to access easily in accordance with established procedures.

The mandatory report owned by company has been available to the public and have been routinely reported to the relevant agencies, however during the surveillance auditor team have information through the stakeholder interview (local community and local government institution) that there is no request currently for the documents that can be access publicly.

**Status: Comply**

**1.3**

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

**1.3.1**

The company has policy of business ethic number 440/HRM-COC/07 which was authorized by by the GM, SGM, HPO, and GHPI on May 24<sup>th</sup> 2007. The company develops the business ethic by considering the stakeholders expectation over the company and how to implement the ethic code including the monitoring, reporting and sanction over the ethic code violence. The commitment on the interaction with the stakeholders is the first priority of the company and it becomes the part of company's business ethic as well as creating the additional values. The stakholders and its expectations are well described in detail. Furthermore, the management unit also composes the work ethic code which regulates the individuals' basic behaviour and their attitude and aptitude in and off the company.

Documentation and information are available in Indonesian language that can be understood by the workers of the company. In interviews with the workers' representatives in the division 1&2 emplacement of Angsana Estate, emplacement of Angsana POM, traction emplacement of KKPA-4, spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4, it is known that workers have already known the policy of business ethic.

Based on public consultation to company's stakeholders such as government institution, contractor and villager around the company known that the socialization related to code ethic and integrity has been done.

**Status: Comply**

**PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

**2.1**

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

**2.1.1**

List of laws and regulation which adopted as reference for oil palm plantation activities in PT Ladangrumpun Suburabadi (PT LSI), PT Sajang Heulang (PT SHE) and KKPA Sajang Heulang are documented in Evaluation of Laws and Regulations Pursuance 2017 for Sembaman Area, Strategic Operation Unit (SOU) 4 Angsana which currently renamed as Area Controller Kalimantan Selatan Sebaman (ACKSS). The document issued by Assisstant of Environment Safety and Health (ESH) Department on July 5<sup>th</sup> 2017. The list has covers land and works legality, manpower, occupational health and safety (OHS), environment and best management practices (BMP) aspects. The document has describes priciple and criteria related to the laws/regulation, title of law/regulation, respective section or article, key point or explanation of the articles, status of pursuance or compliance and remarks. Compilation and monitoring of laws and regulations were under responsibility of ESH Department, Area Sebaman. Compilation and master copy (hard and soft) of laws and regulations from all Department has stored in Plantation Service Department (PSD), where located in Banjarmasin, Province of Kalimantan Selatan.

The certificate holder shown several compliances towards legal requirements, for example:

**Land Use Legalities**

PT Ladangrumpun Suburabadi

- Land Use Right Certificate (HGU) No. 19, 8 July 1999 covering an area of 5,909 Ha.
- Land Use Right Certificate No. 43, 25 June 2004 covering an area of 45.50 Ha.
- Land Use Right Certificate No. 44, 25 June 2004 covering an area of 112 Ha.
- Land Use Right Certificate No. 45, 25 June 2004 covering an area of 10.50 Ha.

Total area with Land Use Rights is 6,077 Ha.

Pantai Bonati Estate - PT Sajang Heulang, the land title document owned consists of:

- Land Use Right Certificate No. 26, 4 December 2000, covering an area of 150 Ha.
- Land Use Right Certificate No. 27, 4 December 2000 covering an area of 56 Ha.
- Land Use Right Certificate No. 28, 4 December 2000 covering an area of 200 Ha.
- Land Use Right Certificate No. 35, 4 May 2002 covering an area of 2,128 Ha.

The total area with Land Rights is 2,534 Ha.

While the legal rights for fully managed Plasma KKPA-1 (3,864 Ha, 2,501 smallholder) and KKPA-4 2,676.19 Ha, (2,740 smallholders) included in the scope of RSPO certification are 6,540.19 Ha (5,241 smallholders). The total scope of the certification for PT LSI: 6,077 + Pantai Bonati Estate (PT SHE): 2,534 + KKPA 1 & 4: 6,540.19 = 15,151.19 Ha

There was also available Registration Letter of Plantation (Surat Pendaftaran Usaha Perkebunan), Number: 458/Menhutbun-VII / 200) PT Ladangrumpun Suburabadi, issued by Director General of Plantation Minister, An Minister of Forestry and Plantation, 25 April 2000 for an area of 5,909 Ha and Palm Oil Mill (Capacity 60 tons FFB /Hours) and Letter (Number: 525/176 / Bun.2 / 2010) issued by Regent of Tanah Bumbu on 5 April 2010 regarding Re-Registration of Plantation Business License on behalf of PT Ladangrumpun Suburabadi (Area: 6,077 Ha).

**Manpower, OHS and agronomy**

- Implementing minimum wages of Tanah Bumbu District for period 2017
- Conducting zero burning method
- Planting seeds which produced from government recognised seeds producers in Indonesia
- Adopting integrated pest management
- Using pesticides listed in Pesticides Commission of Department of Agriculture on period 2016
- Reporting OHS Committee (P2K3) Quarter report to Manpower Agency, etc.

**Environmental**

- The certificate holder has environmental document licensed by relevant agency (ie: UKL/UPL document year 1999 for PT LSI approved by Environment Impact Assesment Commission, UKL/UPL document year 2013 for additional capacity of PT LSI factory approved by Environmental Agency of Tanah Bumbu District and EIA document year 2000 for Cooperative Credit Scheme / KKPA approved by EIA Commission). It has been in accordance with government regulations such as: *Undang Undang No. 23 / 1997 related to environmental management; Peraturan Pemerintah No. 27 / 2012 related to Environmental permit*, etc.

- The certificate holder has licensed to utilization of POME in the land (Land Application) by relevant agency (Decision Letter No. 660.4/199/BLHD/2015, dated 06-07-2015). It has been in accordance with government regulations such as: *Peraturan Pemerintah No. 82 / 2001 related to water quality management and Peraturan Pemerintah No. 28 / 2003 related to land application permit.*
- The certificate holder has Hazardous Waste Storage / HWS licensed by relevant agency (ie: HWS for Angsana Estate with Decision Letter No. 660.4/97/DLH/2017 dated 08-08-2017; HWS for Gunung Sari Estate with Decision Letter No. 660.4/98/DLH/2017 dated 08-08-2017; HWS for Angsana POM with Decision Letter No. 660.4/174/DLHD/2015, dated 15-06-2015 and HWS for KKPA with Decision Letter No. 666.4/123/BLHD/2014 dated 26-09-2014). It has been in accordance with government regulations such as: *Peraturan Pemerintah No. 18 / 1999 related to hazardous waste management.*
- The certificate holder has conducted water river analysis located Hulu and Hilir Sebamban River in accordance with national regulations (*Peraturan Pemerintah No. 82 / 2001*).
- The certificate holder has conducted POME analysis in accordance with national regulations (*Peraturan Menteri Lingkungan Hidup No. 28 / 2003 related to water quality management*).
- The certificate holder has conducted groundwater analysis in accordance with national regulations (*Peraturan Menteri Kesehatan No.416 / 1990*).
- The certificate holder has conducted smoke emission analysis in accordance with national regulations (*Peraturan Gubernur No. 70 / 2008*).
- The certificate holder has conducted ambient and noise analysis test in accordance with national regulations (*Peraturan Menteri Ketenagakerjaan dan Transmigrasi No. 13 / 2011*).

**2.1.2 and 2.1.4**

Monitoring and update of laws and regulations is carried out by ESH Department. Procedure of laws and/or regulations pursuance are presented in several documents, i.e. Procedure No. 724/TQEM-SPMS/09 about guideline of sustainable plantation management, No. 301/SHE-HKM-05/11, No. 701/TQEM-ESH/10 dated March 6<sup>th</sup> 2012 about legal requirements, No. 031/LMI-2011.PUUP-021/2011 dated March 2012 and No. 043/LMI-PH/2010 dated December 16<sup>th</sup> 2012 about regulation requirements. Annual update and evaluation of laws and regulations pursuance is distributed by Department of PSQM-ESH to the Chairman of ACKSS. Evaluation report has issued by Assisstant ESH Sebamban in July 5<sup>th</sup> 2017. All documents mentioned above are available to all levels of management. This is confirmed founded during field visit to Angsana Estate, KKPA 4 Estate and Angsana Factory Office.

According to Laws and Regulations Pursuance of ACKSS for Period 2017 dated July 5<sup>th</sup> 2017, it was informed that from June 2016, there are 4 new laws/regulations being updated, such as Regulation of Minister of Agriculture (Permentan) No. 18 year 2016 about guidance of replanting in oil palm plantation, Regulation of Minister of Civic (PermenPU) No. 01 year 2016 about guidance of water resources utilizing exertion permit, Decree of Governor of Kalimantan Selatan (SK) No. 188.44/0610/KUM/2016 dated November 30<sup>th</sup> 2016 about Minimum Wages of Tanah Bumbu District for period 2017 and Decree of Minister of Environment and Forestry (KepmenLHK) No. SK.892/Menlhk/Setjen/12/2016 about PROPER assessment report period 2015-2016.

**2.1.3**

The ESH Department through ESH Assistant has conducting evaluation of laws and regulations pursuance related to quality production aspect while legal aspect was conducted by PSD Department. The assessment and evaluation has conducted annually. This is in accordance with procedure No. 701/TQEM-ESH/10 dated March 6<sup>th</sup> 2012 about legal requirements. According to evaluation of laws and regulation pursuance of Sebamban Area for period 2017 dated July 5<sup>th</sup> 2017, it was informed that from 144 laws and regulations listed, with exceptional for soil peat management regulaitons, the pursuance (compliance) has 98% already implemented, while the rest are considered as not applicable.

**Status: Comply**

**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.**

**2.2.1**

The Certificate Holder has document of land use legalities, consist of :

PT Ladangrumpun Suburabadi



- Land Use Right Certificate (HGU) No. 19, 8 July 1999 covering an area of 5,909 Ha.
  - Land Use Right Certificate No. 43, 25 June 2004 covering an area of 45.50 Ha.
  - Land Use Right Certificate No. 44, 25 June 2004 covering an area of 112 Ha.
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**2.2.2**

The certificate holder has procedure of Boundary Stone Maintenance SOP Boundary Poles Maintenance (LGL-LSI/06/17). These procedure as guidance for maintenance all of boundaries stones periodically. The list of Boundary Stone of PT Ladangrumpun Suburabadi showed that the number of boundary stone in plantation area is more than 90 poles.

It has been shown several document consist of: Position of Land Use Right Angsana Estate, Documentation Installation of Boundary Poles of Angsana Estate, monitoring Check of Boundary Poles (December 2016, March 2017 & May 2017. Based on field visit (sampling) for checking the boundary, among others: Field A010 Div. 1 (there is no marker between Angsana Estate and the land of another company), Field B016 Div. 1 (found LD 2), Field A016 (location of LD1 / not found), Field C016 Div. 1 (location of LD 3 / not found). This indicates that there are boundaries of the plantation area of the Certificate Holders that have not been clearly demarcated and maintained.

Based on the explanation, raised the **Nonconformity No. 2017.01 with minor category**.

**2.2.3, 2.2.4 & 2.2.5**

Based on document verification, information from National Land Agency in Tanah Bumbu District and stakeholder consultation with local stakeholder consist of Head of Village, Informal Leader and the communities/smallholders in Banjarsari and Sebamban Lama Village, was known there is no issues of land conflict among the Certificate Holder with another party in surround of plantation area.

**2.2.6**

The Certificate Holder had policy issue by Chairman of SOU (Strategic Operating Unit) 04 Angsana on 1 September 2015. These Policy related to Prohibition of Contractually Army using, The main point the policy was explained:

- In the operation of plantation and mill, the company was refer to Indonesian regulation
- The company will not using of Contractually Army in conflict resolution
- The company will not tolerance of anarchism in conflict resolution process

Based on field visit observation during the audit process, stakeholder consultation with Head of Village, Informal Leader and the communities/smallholders in Banjarsari and Sebamban Lama Village, was known there is no issues, there is no indication of Contractually Army using in operation of plantation and mill of the PT Ladangrumpun Suburabadi.

<b>2.2.2</b>	<b>Status: Nonconformity No. 2017.01 with minor category.</b>	<b>Open</b>
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**2.3**  
**Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.**

**2.3.1**

Based on document verification of High Conservation Value Identification and Social Impact Assessment in PT Ladangrumpun Suburabadi and PT Sajang Heulang included Smallholder (KKPA), stakeholder consultation with National Land Agency of Tanah Bumbu and stakeholder consultation with the Head of Village, Informal Leader and the communities/smallholders in Banjarsari and Sebamban Lama Village that know there is no area of the company was under

of customary right. During the ASA 1.1, there is no land compensation process, the compensation process has been done in the early period of plantation development. The land acquisition or compensation documentation process was filled in each estate.

**2.3.2**

Based on document verification and information from Plantation Service Department staff of Minamas Plantation, that knew since Re-Certification till ASA 1.1 in June 2016 there was no more compensation process in PT Ladangrumpun Suburabadi and PT Sajang Heulang included Smallholder (KKPA) plantation area. The documentation sample of land compensation was documented in each estate. The documentation consist of Letter of Land Right Release by the owner, Official Report for estimation the land compensation, agreement was signed by all of parties and Receive of Compensation.

**2.3.3**

Since Re-Certification till ASA 1.1 process on June 2016, there was no more land compensation processed by Certificate Holder to another party. The documentation of land compensation process was filled in related estate and all information (Land location map, Land Compensation Agreement, Negotiation Result of Compensation Value Agreement, Compensation Standards, Minutes and Evidence / Receipt of Compensation Payment) is available in Indonesian language and the format that can be understood by the related parties.

**2.3.4**

The process of land compensation was begun from identification and inventory of land, mapping of land location, negotiation of compensation amount, Letter of Land Right Release, Official Report Land Compensation, Payment of Compensation was witnessed by Village and Sub District Head. There was showed Official Report of Land Compensation process has been signed by related party both of land owner and the company representation and witnessed by Village and Sub District Head.

**Status: Comply**

**PRINCIPLE #3 Commitment to long-term economic and financial viability**

**3.1**

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

**3.1.1**

The Certificate Holder mentioned that long term management plan was arranged by estate and/or factory units, which presented in several documents, for example Angsana Factory PT Ladangrumpun Suburabadi (PT LSI) budget projection for 2015/2016 to 2019/2020, Angsana Estate PT Ladangrumpun Suburabadi cost summary for 2017/2018 to 2021/2022 and KKPA-4 Estate PT Sajang Heulang (PT SHE) cost/budget summary for 2017/2018 to 2019/2020. Factory longterm program has covers FFB processed, production (CPO, OER, KER), processing cost (manpower, maintenance, machine operational, WTP, WWTP, laboratory, etc.), by products (EFB, mill effluent or POME), administration cost, products (CPO and PK) price projection and revenue. Furthermore, estate longterm program has covers hectarages, crop production estimation, administration cost, estate operational cost (harvesting, manuring, upkeep, road maintenance, etc.), conservation, replanting cost, maintenance cost, transportation cost, as well as manpower cost.

The Certificate Holder stated that those longterm business plan mentioned above are subjected to be changed and reviewed annually by the respective management such as Mill or Estate Manager, General Manager (GM), Senior GM (Head Region), Head Plantation Officer (HPO) and Chief Finance Officer (CFO) through considering actual trends and dynamic situation which predicted could be changed in the future. Furthermore, management unit stated that there were no presence of peat areas, further plan for estate expansion or new planting and processing capacity, as well as smallholder development project. Department of PSQM together with Estate and Factory Management has responsibility to ensure that all technical implementation has in accordance with procedure, which aims to reach optimum output for budget fulfillment purposes through monitoring, training and socialization.

**3.1.2**

PT Ladangrumpun Suburabadi management unit shows replanting program and its realization which presented in replanting program for 2015/2016 to 2032/2033. For example, total replanting in Angsana Estate was about 2,923.92 ha. Since first planting in KKPA-4 has conducted in 2000, hence, replanting is expected to be carried out in 2025. Replanting

works in 2015/2016 on Angsana Estate has conducted by contractor third party namely PT Central Pratama Property through zero burning method, carried out in May to July 2016. Up to ASA-1.1 in 2017, replanting realization in Angsana Estate has reach about 4.55 % (or about 133.16 ha) from the program. Next replanting activities will be conducted in 2019/2020.

According to soil map, it was informed that there were no presence of peat soil within PT LSI and PT SHE operational areas. Hence, replanting was 100 % conducted in mineral soil areas. Moreover, based on interview with Plantation (Estate Crop) Agency of Tanah Bumbu District, it was informed that replanting has conducted by adopting zero burning method. Issues of land clearing through burning method were never been reported by stakeholders (local communities, NGO, Government Agencies, etc.).

**Status: Comply**

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

**4.1**

**Operating procedures are appropriately documented and consistently implemented and monitored.**

**4.1.1**

There were no revision on the current procedure of oil palm agronomy and processing. The company has procedure (SOP) of oil palm Agronomy for Minamas Plantation Group which presented in document of Agricultural Reference Manual Policy No. 110/EST-ARM/13 dated September 1<sup>st</sup>, 2013, signed by the Head of Plantation Upstream Indonesia. Based on Agronomy SOP's document reviews, field observation and interview with two foreman and five harvesters in Block C011 Divisi 1 Angsana Estate and Block I53 Divisi 1 KKPA-4, it could be concluded that the harvesters was able to explain and demonstrate the harvesting process in accordance with SOP, such as ripeness criteria, frond stacking and the use of personal protection equipment (PPE). Furthermore, based on field observation and interview with four foreman and ten pesticide applicators in Block A29/30 A0, Block A33, Block A026 Divisi 1 Angsana Estate and Block L48 Divisi 2 KKPA-4, it could be concluded that the workers were able to explain and demonstrate its job in accordance with the SOP, such as considering wind flows during spraying process, pesticides and weeds target, prohibited areas to be sprayed (for example conservation area and riparian zone, which were marked with yellow poles and yellow mark on the palm trunks), PPE's to be used as well as its management.

Moreover, procedure for oil palm processing from FFB acceptance to dispatch of CPO and PK are presented in document of Minamas Plantation palm oil mill guidelines Part I and Part II, policy No. 130/POD-FAC/07 and No. 110/POD-FAC/07 Chapter I. furthermore, there are also another policies related with oil palm processing, for example: Policy No. 14x/PTK-TRP/2004, No. SOP-SLF-01/2010 and No. 721/TQEM-PKA/08. Based on field observation to security post, weigh bridge station, loading ramp station, processing stations, power station (genset), workshop, WTP and WWTP in Angsana factory (ASF), it could be concluded that all processing activities has implemented in accordance with the procedures.

Based on SOP documents review, it could be concluded that the oil palm agronomy and processing procedures were still relevant with current situation and covers all main aspects from the field to the factory. All SOP's were available in Bahasa. Furthermore, based on observation to estate and mill office, it could be concluded that the respective SOP's were well distributed by PSQM officers.

**4.1.2**

Update and procedure documents distribution control to the respective units were conducted by PSQM Department. For monitoring and consistency purposes of procedure implementation, some mechanism had been carried out by PT LSI and PT SHE, such as Monthly Estate/Factory Manager reports which presented in Angsana Factory Manager Process Control report, Angsana Estate Management Committee Meeting and KKPA-4 Estate Management Committee Meeting, Semester Plantation Advisory Visit report by Agronomy team from Head Office, Semester Mill Advisory Visit report by Head Office team from Kuala Lumpur, Semester performance qualitative report by Head Office team, Annual RSPO and ISPO internal and external audit audit. For example, Plantation Advisory and Mill Advisory visit were carried out in July 20<sup>th</sup> – 23<sup>rd</sup> 2017 (presented in document No. MINAMAS/SOU4/ASE/1-16-17) and February 15<sup>th</sup> – 17<sup>th</sup> 2017 (presented in document No. SOU.MINAMAS/ASF/02/15-16 ), respectively. Observation results has documented and delivered via online to head office management for personal performance scoring purposes.

**4.1.3**

Estates and Factory management operational activities has monitored, documented and regularly reported, for example as shown in documents of production report, monthly Factory Manager report, monthly and semester FFB production report, manuring report, daily harvesting notes, Foreman notes and daily work plan. The report mentioned in the former has informed raw data, analysis and mentioned summary notes. Furthermore, Estate and Factory operational records has also recorded on programme namely System Application Product and Processing (SAP) which updated on daily basis. All critical parameter points describes were need to be response and follow up by the respective person in charge (PIC) through action plan immediately. Progress of action plan were reported and submitted directly to the upper ordinate. Later on, each (priority) points were discussed, analysed and presented in monthly meeting by respective Manager. Explanation of Plantation Advisory (PA) and Mill Advisory (MA) is presented as follows:

- PA report has covers mature palm performance which focused on production, harvesting quality, pruning, field upkeep, soil and water conservation, road maintenance, integrated pest management and machinery maintenance, etc. according to the report, it was informed that overall, estates rating performance in PT LSI and PT SHE were considered as Good (score 76.16). Report has no mention on critical point towards agronomy practices, but quality of works such as field upkeep and fertilizer application quality were need to be improved through field checking directly by the Assistant and Manager.
- MA report has covers processing quality, safety aspects and product quality. Last report mentioned that there were no critical point towards oil palm processing quality. Daily monitoring on product quality has evaluated every month through Mill minutes meeting.

**4.1.4**

Until ASA 1.1, the Angsana POM did not receive FFB from noncertified sources. The FFBs was process was supplied from own estate consist of Angsana & Gungungsari Estate (under manage of PT Ladangrumpun Suburabadi), Pantai Bonati Estate and KKPA 1 & 4 Estate (under manage of PT Sajang Heulang, under the same holding of Minamas Plantation and was certified).

**Status: Comply**

**4.2**

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

**4.2.1**

Procedure of soil fertility management was presented in document policy No. 110/EST-ARM/13 Part 8 about manuring. SOP mentioned that manuring recommendation must be based on leaf and soil sampling analysis. Leaf sampling and soil sampling analysis should be carried out once and every five years, respectively. Both analysis has carried out by Minamas Research Centre (MRC) in Pekanbaru, Riau. Parameter measured on leaf analysis are macronutrient (N, P, K, Ca, Mg and Mn) and micronutrient (Fe, B, Zn and Cu) content (in %) while in soil analysis are nutrient retention (pH, % organic-C, CEC), available nutrient (N-total, P-total, available-P, K-dd and Mg-dd), soil properties (texture, drainage class, rooting depth), etc. Visual assessment of palm vigour land field condition by Agronomist was also carried out every 6 months to monitoring nutrient status change. Records of leaf and soil sampling are available. According to manuring recommendation program in 2017/2018, it could be concluded that calculation of fertilizer rates were derived from leaf and soil analysis. Furthermore, actual time of application has follows the schedule recommended by MRC Agronomist team.

Monitoring on procedure application were carried out by PSQM Department and Plantation Advisory visit. Based on field observation to Angsana Estate and KKPA-4 Estate, it was found several strategy had implemented which aims to enhance soil fertility in both areas such as:

- Manuring, for example as seen in Block D32/33 and C24 Divisi 2 Angsana Estate (but canceled due to heavy rain) and based on interview with manuring Foreman in KKPA-4.
- By-products application, for example as seen in Block A25/26 Divisi 1 and C22 Divisi 3 Angsana Estate and Block L48 Divisi 2 KKPA-4, for empty fruit bunch (EFB) mulching, as well as in Block C21 Divisi 3 Angsana Estate for land application by palm oil mill effluent (POME).
- Planting of legume cover crops (LCC) on immature and terraces areas as seen in Block A25/26 Divisi 1 Angsana Estate. This legumes has used to enhance nutrient N and K content on the soils, at the same time could prevent soil erosion.
- To keep soil moisture through selective weeding, by-products application and LCC maintenance.

**4.2.2**

The Certificate Holder has monitor the used of fertilizers and satisfactory documented. Uses of fertilizers were recorded on Manuring Recapitulation Report of Estates. The CH has able to shows manuring recored for 2016/2017 and 2017/2018 period. Records of fertilizer applied has also presented in monthly management committee meeting (MCM) which prepared by Estate Manager. The report has informed Block of application, type and volume of fertilizer applied. Fertilizer recommended in 2017/2018 are NK Blend, RP, HGFB and Kieserite. According to the record, it was informed that up to August 2017, fertilizer application has in accordance with schedule given by Minamas Research Centre (MRC) team. For example, during Semester 1 July to December 2017, 63.43 ton of NK Blend and 7.64 ton of HGFB had applied in August 30<sup>th</sup> 2017. Based on interview with manuring Foreman in KKPA-4 PT SHE, it was stated that applicators has trained periodically by Foreman and Assistant Manager. Object of training were fertilizer placement, time of application, correct dosage, PPE used and areas where fertilizer is prohibited to be applied. At the time of audit, manuring activities in Block D32/33 and C24 Divisi 2 Angsana Estate were canceled due to heavy rain, while in KKPA-4, there was no fertilizer application activity.

According to Plantation Advisory Audit Report No. MINAMAS/SOU4/ASE/1-16-17 for Sebban and Sulawesi Zone, it was informed that fertilizier application quality in PT LSI and PT SHE were consider as very good, with score about 87.19. Point of assessment has covers timely ordering of fertilizer, sampling fertilizer for nutrient analysis, time of application, proper storage of fertilizer, placement of fertilizer, completeness of program, right doze application, etc.

**4.2.3**

The Certificate Holder was able to shows leaf sampling analysis recored of PT LSI and PT SHE for period 2017 which will be used for 2018/2019 manuring recommendation. Parameter being measured are macronutrient (N, P, K, Ca, Mg and Mn) and micronutrient (Fe, B, Zn and Cu) content (in %). Furthermore, Angsana Estate management unit has shows soil analysis record which presented in document No. 1482/MRC/EST/XII/2013 dated December 31<sup>st</sup> 2013. However, soil analysis record for PT SHE were not available.

Based on the explanation, raised the **Nonconformity No. 2017.02 with minor category**.

**4.2.4**

Apart from chemical fertilizers, organic fertilizers which came from by-products (EFB and POME) has also applied for nutrient cycle purposes. By-products application was documented in monthly Estate Manager report chapter monthly work realization, realization of manuring report and by-product realization report. EFB dosage recommended were varies about 200 kg/palm/year in replanting areas and 40 ton/ha/year (or about 250-300 kg/palm/year) in mature areas, which depends on field condition. Furthermore, POME applied were about 460 m<sup>3</sup>/ha/application. Based on field visit to Block A25/26 Divisi 1 and L48 Divisi 2 KKPA-4, it was found that EFB application has in accordance with the procedure. On immature area in PT LSI, EFB were placed on the palm circle and around beneficial plants (*Turnera subulatan*) while in mature area in KKPA-4, it was placed on the inter-row and inter-palm. Moreover, Land application (LA) by POME has only applied in Divisi 3 Angsana Estate PT LSI. Based on field visit to Block C21 Divisi 3, it was found that there was no leaking of POME pipe and applied on the permitted Block as crosschecked on the land application permit.

**4.2.3**

**Status: Nonconformity No. 2017.02 with minor category.**

**Open**

**4.3**

**Practices minimize and control erosion and degradation of soils.**

**4.3.1;4.3.6**

The Certificate Holder have a semi detail soil survey map with scale 1:45,000 for PT LSI and PT SHE, which derived from soil survey report, conducted by MCR team in Februari 2016 and 2012, respectively. The report informed that there were no presence of peat soil and fragile soils within PT Ladangrumpun Suburabadi and PT SHE operational areas. Main limitation of soil properties for oil palm cultivation were due to low fertility, soil drainage properties and soil erosion. To overcome this situation, several strategy had been implemented by estate management such as fertilizer application has follows MRC agronomist recommendation, adopting EFB mulching application on replanting areas and low fertility areas, land application by POME, frond stacking parallel to the contour line or U-shape on the flat to undulating areas, to maintain soft grasses and selective weeding which aims to retain soil moisture. Company implementation towards soil limitation has explained in Criteria 4.2.

**4.3.2**

According to semi detail soil survey report, it was informed that there were no presences of somewhat steep to steep slope area (>40 %) or fragile area. In order to minimize land erosion, surface run-off and leaching on rolling to hilly area,

MRC has recommend some agronomy input such as maintaining LCC or soft grasses, vetiver grass planting, selective weeding, terraces planting system, silt pit installation and frond stacking parallel to the slope. This recommendation had applied as confirmed during field visit to terraces (hilly) areas in Block A25/26 Divisi 1 Angsana Estate.

Policy No. II-04/MRC-SOP/10 dated may 25<sup>th</sup>, 2010 about soil erosion measurement guidelines contended that to measure the effectiveness of minimizing level of erosion through frond stacking, EFB mulching application and terraces, monitoring of erosion pole in Block B24 Divisi 1, Block C27 Divisi 2 and Block B23, C22 and C23 Divisi 3 PT LSI should be carried out every month. According to the record in 2017, soil erosion in PT LSI were zero. This is due to satisfactory land cover condition. This is confirmed during field visit to hilly areas in Angsana Estate.

**4.3.3**

Program of road maintenance has found on annual budget plan which is included on Budget of transportation cost. Road maintenance activities were consist of manual maintenance such as cover crop clearance, surface reparation through gravels, road grader and compaction. Record of program realization in August 2017 informed that road maintenance in Divisi 1, Divisi 2 and Divisi 3 Angsana Estate had been conducted for about 30,650 m, 6,934 m and 6,520 m, respectively, in the main and collection road. Based on field observation, it was found that road conditions were satisfactory and easily passable by FFB, CPO and PK transporter unit (tank-truck and dump-truck). Furthermore, road maintenance will be carried out accidentally when road condition were need to be repaired. Based on field observation to all Divisions in KKPA-4, it could be concluded that roads condition were considered satisfactory and easily passable for fruits extraction. For operational supportive, the CH has have heavy machinaries to conduct road maintenance activities such as Grader GD510 R-1 and GD511 A, Tractor Loader Bachoe and Compactor Vibrator SV512D.

**4.3.4;4.3.5**

Based on information from estate management, verification on HCV report on November 2010 as well as soil survey and land feasibility study for period 2016-2021 report of PT LSI, PT SHE and SHE KKPA, it could be concluded that there were no presence of peat soils within PT LSI and PT SHE operational areas. Hence, these Indicator is not applicable.

**Status: Comply**

**4.4**

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

**4.4.1**

The Certification Holders able to show the implementation of the water management and monitoring plan, recorded in the RKL / RPL implementation document for the first semester of 2017. Based on the report, it is known that there are parameters that are not in accordance with the standard assigned by the government, for example: The parameters of TSS 93 mg/l, BOD 6 mg l, DO 5.96 mg/l in the upstream (before Mill), parameter of TSS 91 mg/l, BOD 14 mg/l, COD 39 mg/l, DO 5.86 mg/l in the downstream (after Mill), parameter of NO3-N 24.22 mg / l in the groundwater of Land Application Block and parameter of Total Coliform 89 MPN in the groundwater of Division III.

The certification unit has evaluated parameters that are not in accordance with the standard. Evaluation results and management follow-up have been recorded in the RKL / RPL implementation report for the first semester of 2017 and reported to the Environmental Agency in Tanah Bumbu Distrct. Implementation of river waster management has been described in the indicator 4.4.2 (page 28), for example: the company has installed chemical application, installed signboards protection and socialized to spraying and fertilizer workers periodically.

Based on an interview with Environmental Agency in Tanah Bumbu Distrct it is known that the Certification Unit has submitted an environmental testing report every 6 months. From the interview results also found that there there was no complain or negative issues are from Mill and Estate operations.

**4.4.2**

Based on HCV documents and RKL / RPL documents it is known that there are two sources of water in PT LSI, namely Sebamban River before Mill and Sebamban River after Mill.

The certification unit has been managing the Sebamban River border area. This is evidenced from the field visit in the Sebamban river Block A010 Division I and Block E010 Division III of Angsana Estate and Jahida River Block H37 & 38 Division III, it is known there is a buffer zone on the left and right of the river which serves to protect the river. The border area is already equipped with boundary marking of chemical application, installing protection signboards and socializing to spraying and fertilizer workers once a year.

Based on interviews with fertilizer workers, it is known that they already know the boundary marking and then do not fertilize and spraying on the buffer zone area.

The certification unit has the opportunity to ensure that the boundary marking of the river border area clearly visible. **OFI No. 1 Ref Std 4.4.2**

**4.4.3**

The Certification Holders able to show POME management documents. POME is first managed in waste water treatment pond / WWTP then used on land (*land application*) with pH and BOD requirements do not exceed the standard assigned by the government. This is in accordance with the Decision Letter no. 660.4 / 199 / BLHD / 2015, dated 06-07-2015 s / d 22 June 2018.

The Certification Unit has conducted POME analysis test in accordance with the national regulations (*Menteri Lingkungan Hidup No. 28 / 2003 related to water quality management*). The analysis test conducted once a month at the Sucofindo Laboratory, Banjarmasin. Based on test result from January to June 2017 are in accordance with standard quality standard, for example:

- April 2017 it is known pH 8.23 and BOD 150 mg/l.
- May 2017 is known pH 7.59 and BOD 210 mg/l.
- June 2017 is known pH 7.56 and BOD 210 mg/l.

POME testing results have been submitted to relevant agencies on a regularly

**4.4.4**

Based on field visit to Water Treatment Proses / WTP, the operator has recorded the use of factory water through flow meter observation. The use of factory water is adjusted to the specified budget every month (2.12 m<sup>3</sup> / t FFB). Certification Unit able to show the use of water period January to August 2017 with average water usage 2.15 (m<sup>3</sup> / t FFB). From the record it is known that the average use of factory water exceeds the budget assigned. The Certification Unit able to show an evaluation of the water usage that exceeds the budget.

**4.4.2**      **Status: OFI No. 1 Ref Std 4.4.2**

**4.5**

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

**4.5.1**

The Certification Holders has committed to implement integrated pest management (IPM) which presented in procedure of ARM Policy No. 110/EST-ARM/13 Chapter 15 about plant protection which covers early warning system, census and analysis, biological and chemical pest population management and monitoring. The estate management has a program of integrated pest management and its realization which presented in monthly committee meeting report, for example as follows:

- Census of bagworm, leaf eating caterpillar, rat, tirathaba, wild boar, ganoderma, termite and oryctes in Angsana Estate PT LSI on June and July 2017 were below the threshold limits, and some indicates zero pest incidence. Hence, there were no pesticide application in August 2017. However, high incidence of oryctes attack was noted in Block A026 Divisi 1 Angsana Estate in August 2017. Hence, there is recommendation of Sentrin 50 CE in the respective Block to be applied in September 2017.
- Census of bagworm, leaf eating caterpillar, rat, tirathaba, wild boar, ganoderma, termite and oryctes in KKPA-4 Estate PT SHE on June to August 2017 were below the threshold limits, and some indicates zero pest incidence. Hence, there were no pesticide application in September 2017.
- For biological control, the company has conducting beneficial plants for leaf eating caterpillar populaion control. Up to July 2017, it was recorded that totaling about 14,807 m of *Cassia cobanensis*, 4,936 m of *Antigonon leptopus* and 4,936 m of *Turnera subulata* had been planted in Agsana Estate. Furthermore, up to August 2017, it was recorded that totaling about 5,538 m of *Cassia cobanensis*, 248 m of *Antigonon leptopus* and 11,729 m of *Turnera subulata* had been planted in KKPA-4. Planting of beneficial plants has confirmed during field observation along mainroad and collection road throughout the estates.
- The CH has also adopting barn owl for rat population control. According to barn owl box (BOB) record, it was informed that 13, 24 and 16 units of BOB had been installed on Divisi1, Divisi 2 and Divisi 3 Angsana Estate, respectively. Furthermore, there is only 6 unit of BOB were installed in KKPA-4. Based on observation to Block C22 Divisi 3 Angsana Estate and Block K47 Divisi 2 KKPA-4, it was found presence marks of barn owl such as rat bones and feathers.

- In order to avoid Pest & Disease (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute and/or rotate the use of pesticides for the same target, for example, in term of broad leaf control such as *Ageratum conyzoides*, *Boreiva alata* and *Mikania micranta*, the use of Meta Prima 20 WG (Methyl Metsulfuron) could be substitute with Basta 150 SL (Ammonium Glufosinat) or Kenlon 480 EC (Triclophyr Butoksi Ester). Moreover, biological control has also adopted as mentioned above.

**4.5.2**

The Certification Holders has conducting several trainings which aims to maintain workers knowledge and skills towards P&D management, for example as follows:

- Training of integrated pest management subject beneficial plants in Block K48 Divisi 2 KKPA-4 PT SHE, conducted on January 14<sup>th</sup> 2017, attended by 21 upkeep workers.
- Training of safety pesticide spraying and Personal Protective Equipment (PPE), conducted on August 4<sup>th</sup> 2017 in GOR KKPA-4, attended by 19 pesticide applicators, Manager, Assistant and Foreman.
- Training of safety briefing, OHS for pesticide applicators team, HCV, buffer zone and gender committee, conducted on October 26<sup>th</sup> 2016, attended by 16 pesticide applicators in Divisi 1 Angsana Estate.

Based on field observation and interview with four foreman and ten pesticide applicators in Block 29/30 A0, Block A33, Block A026 Divisi 1 Angsana Estate and Block L48 Divisi 2 KKPA-4, it could be concluded that the workers were able to explain and demonstrate its job in accordance with the SOP, such as justification of pesticide usage, considering wind flows during spraying, pesticide mixing, pesticides and its target, prohibited areas to be sprayed (for example conservation area and riparian zone, which were marked with yellow poles and/or yellow mark on the palm trunks) as well as PPE's to be used as well as its management. Pesticide applicators has also mentioned that pregnant and breastfeeding women are strictly prohibited to works related with agrochemicals.

**Status: Comply**

**4.6**

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

**4.6.1**

Procedure ARM Policy No. 110/EST-ARM/13 Chapter 15 about plant protection mentioned that the use of agrochemical should be based on census analysis evaluation when the level of incidence is more than threshold limits. In order to avoid P&D (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute and/or rotate the use of pesticides for the same target, for example, in term of broad leaf control such as *Ageratum conyzoides*, *Boreiva alata* and *Mikania micranta*, the use of Meta Prima 20 WG (Methyl Metsulfuron) could be substitute with Basta 150 SL (Ammonium Glufosinat) or Kenlon 480 EC (Triclophyr Butoksi Ester).

According to observation to agrochemicals warehouse and record of pesticide application, list of pesticide used in 2017 for PT LSI and PT SHE, it could be concluded that all pesticides listed are registered in the book of pesticide commission 2016 issued by Department of Agriculture, Republic of Indonesia. Unit management stated that justification of pesticide uses shall be based on census analysis. For example, high incidence of oryctes attack was noted in Block A026 Divisi 1 Angsana Estate in August 2017. Hence, there is recommendation of Sentrin 50 CE in the respective Block to be applied in September 2017.

Based on field observation and interview with four foreman and ten pesticide applicators in Block 29/30 A0, Block A33, Block A026 Divisi 1 Angsana Estate and Block L48 Divisi 2 KKPA-4, it could be concluded that the workers were able to explain and demonstrate its job in accordance with the SOP, such as justification of pesticide usage, considering wind flows during spraying, pesticide mixing, pesticides and its target, prohibited areas to be sprayed (for example conservation area and riparian zone, which were marked with yellow poles and/or yellow mark on the palm trunks) as well as PPE's to be used as well as its management. Pesticide applicators has also mentioned that pregnant and breastfeeding women are prohibited to works related with agrochemicals.

**4.6.2**

Record of pesticide used is presented in document of pesticide uses record and monthly manager report or monthly committee meeting. For example, up to August 2017, the active substance use from Kenlon (Triklpir Butoksi Etil Ester) for bradleaf and narrowleaf control in Angsana Estate and KKPA-4 Estate were about 0.16 and 0.08 l/ha, respectively. Estate management unit has records the uses of pesticide includes technical aspects. For example, Pesticide Kenlon 480 EC (Triklpir Butoksi Etil Ester) has LD<sub>50</sub> ORAL: 1,480 mg/kg in Rats and LD<sub>50</sub> DERMAL: 2,000 mg/kg in Rabits. Total Kenlon



applied in Angsana Estate and KKPA-4 Estate from January to August 2017 were about 307.76 and 457.30 liter, respectively; with active ingredients applied were 0.16 and 0.08 liter/ha, respectively. This information has added on the report.

#### 4.6.3

Program and realization of pest management was presented in monthly committee meeting report which describes census, biological control, pesticide application, for example as follows:

- Census of bagworm, leaf eating caterpillar, rat, tirathaba, wild boar, ganoderma, termite and oryctes in Angsana Estate on June and July 2017 were below the threshold limits, and some indicates zero pest incidence. Hence, there were no pesticide application in August 2017. However, high incidence of oryctes attack was noted in Block A026 Divisi 1 Angsana Estate in August 2017. Hence, there is recommendation of Sentrin 50 CE in the respective Block to be applied in September 2017.
- Census of bagworm, leaf eating caterpillar, rat, tirathaba, wild boar, ganoderma, termite and oryctes in KKPA-4 Estate on June to August 2017 were below the threshold limits, and some indicates zero pest incidence. Hence, there were no pesticide application in September 2017.
- For biological control, the company has conducting beneficial plants for leaf eating caterpillar populaion control. Up to July 2017, it was recorded that totaling about 14,807 m of *Cassia cobanensis*, 4,936 m of *Antigonon leptopus* and 4,936 m of *Turnera subulata* had been planted in Agsana Estate. Furthermore, up to August 2017, it was recorded that totaling about 5,538 m of *Cassia cobanensis*, 248 m of *Antigonon leptopus* and 11,729 m of *Turnera subulata* had been planted in KKPA-4. Planting of beneficial plants has confirmed during field observation along mainroad and collection road throughout the estates.
- The CH has also adopting barn owl for rat population control. According to barn owl box (BOB) record, it was informed that 13, 24 and 16 units of BOB had been installed on Divisi1, Divisi 2 and Divisi 3 Angsana Estate, respectively. Furthermore, there is only 6 unit of BOB were installed in KKPA-4. Based on observation to Block C22 Divisi 3 Angsana Estate and Block K47 Divisi 2 KKPA-4, it was found presence marks of barn owl such as rat bones and feathers. Due to adopting barn owl for rat control, there are no use of rat bait in both PT LSI and PT SHE in 2017.

#### 4.6.4

Based on pesticide used records in 2017 for Angsana Estate and KKPA-4 Estate which presented in Indicator 4.6.1 and 4.6.2, it could be concluded that there is no pesticides listed in WHO Appendix 1A, 1B and/or listed in Stockholm or Rotterdam Convention as well as paraquat.

#### 4.6.5

The company has guide the use of pesticides which is documented within Inter Office Mail (IOM) from VP I, Head-Minamas Research Centre, No: MRC/VP I –Sr.Mgr UPD /0452 / XII/ 2015 regarding of Recommendations on Pest Control, Disease and Weed for budget 2016 - 2017 which describes the procedure of pest control / disease and weeds without causing damage and economic loss. The company has also conducted training for spray workers related to spraying techniques.

Based on interviews with the spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4, it is known that spray team members have understood the procedures for the use of pesticides in their work. The workers have been able to explain and demonstrate how to use pesticides properly and safely. Includes how to use and handle risks in accordance with the material safety data sheets (MSDS).

#### 4.6.6

Based on the field visit to the agrochemical warehouse of KKPA-4 and Angsana Estate, it is known that agrochemical storage has been conducted in accordance with the procedure. Pesticides or chemicals have been neatly arranged, there are Hazardus Material symbols, Hazardus Material label, MSDS, and Fire Extinguisher. Pesticides or chemicals storage operator have been wearing PPE while working.

Based on field visit to Hazardous Waste Storage in KKPA-4 unit, no pesticides or chemicals container was found because it has been sent to licensed Hazardous Waste Storage at KKPA-1 unit. For example delivery dated 08-04-2016 and 28-08-2017. Hazardous Waste then submitted to the licensed Hazardous Waste Collector (PT SBA) dated 21-04-2016.

**4.6.7**

Work instruction on pesticide application has follows technique presented in Material Safety Data Sheet (MSDS) of pesticide products, procedure No. PM 0800 dated April 1<sup>st</sup> 2010 about block spraying system (BSS) and Hazard Identification Risk Assessment Determining Control (HIRADC) for estate. Which covers guideline of storage and handling of pesticides, handling of accident and first aid, risk identification, pesticides spills and leaks handling, PPE, physical and chemical properties, reactivity and material stability, toxicology and ecology information, pesticide wastes handling and transportation.

The Certification Holders has conducting several trainings which aims to maintain workers knowledge and skills safety pesticide application, for example training of safety pesticide spraying and Personal Protective Equipment (PPE), conducted on August 4<sup>th</sup> 2017 in GOR KKPA-4, attended by 19 pesticide applicators, and training of safety briefing, OHS for pesticide applicators team, HCV, buffer zone and gender committee, conducted on October 26<sup>th</sup> 2016, attended by 16 pesticide applicators in Divisi 1 Angsana Estate.

Based on field observation and interview with four foreman and ten pesticide applicators in Block A29/30 A0, Block A33, Block A026 Divisi 1 Angsana Estate and Block L48 Divisi 2 KKPA-4, it could be concluded that the workers were able to explain and demonstrate its job in accordance with the SOP, such as justification of pesticide usage, considering wind flows during spraying, pesticide mixing, pesticides and its target, prohibited areas to be sprayed (for example conservation area and riparian zone, which were marked with yellow poles and/or yellow mark on the palm trunks) as well as PPE's to be used as well as its management. Pesticide applicators has also mentioned that pregnant and breastfeeding women are strictly prohibited to works related with agrochemicals. Furthermore, based on field observation to pesticides warehouse in Angsana and KKPA-4 Estate, it was found that all MSDS were available and match with pesticide stocks, symbols of risk and hazardous level, instruction and PPE used were displayed properly. Furthermore there are block spraying system (BSS) House as pesticide mixing and PPE's place. Moreover, observation to housing complex shows that there was no use of discarded pesticide containers and other agrochemicals for domestic household purposes.

**4.6.8**

Based on field observation and information form estate management, it was informed that there were no pesticide application by plane through the air. All pesticides has applied through spraying both manually and mechanically.

**4.6.9**

The company has conducted training for spray workers in own estates and KKPA-4 smallholders related to spraying techniques. The spray workers have understood the procedures for the use of pesticides in their work. All working tools and pesticide containers for spraying are stored in pesticide storage after washing rinse first. No used containers may be reused or taken home. To maintain the competence and ability of workers, routinely carried out the socialization of the use of pesticides.

**4.6.10**

The Certification Holders able to show record of Hazardous Waste Management training including chemical / pesticide containers conducted on 14-09-2015 with the number of participants 22 people and training dated 20-02-2017 with the number of participants 5 people.

Based on interviews with Hazardous Waste operator in the KKPA-1 unit, Angsana Estate and POM, it is known that they already understand the management of Hazardous Waste.

The Certification Holders able to show management of pesticides or chemicals container document, that is Hazardous Waste Balance Sheet, Hazardous Waste Manifest and Reporting of Hazardous Waste Document to Environmental Agency. Based on document review it is known that the pesticides or chemical container has been stored in Hazardous Waste Storage, and then submitted to Licensed Hazardous Waste Collector and subsequently reported to Environmental Agency on 25-07-2017.

**4.6.11**

Company has conducted periodic medical surveillance for chemical applicator who work in a high-risk condition on 28 Juli 2016, the type of examination is spirometry, cholinesterase and physical. Mandiri healthy care Clinics Kotabaru is the third party who conducted medical examination. The test results showed that all employees who work with chemicals in a

healthy condition and no diseases influenced by work. Interview with workers known that they are never get experience of occupational injury which caused by chemical such as irritation.

**4.6.12**

Company has a policy that prohibits pregnant and breast-feeding women to work with chemical material. Based on interview with spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4 and document verification, known that there were neither pregnant nor breast-feeding woman who work with pesticide. Moreover, company conducts pregnancy test and examination in every month. Audit team also got information that personnel have understood that women worker is not allowed to work with chemical material if they are pregnant or breast-feeding.

**Status: Comply**

**4.7**

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

**4.7.1 and 4.7.4**

OHS policy has issued by Head Plantation Upstream Indonesia on December 2011 and avilable in Bahasa. Policy mentioned that the company has committed to provide and maintain a safe and health working environment through effective OHS implementation management which aims to prevent working accident and unhealthy environment on employees, contractor and visitor. Socialization towards OHS policy has given through safety briefing to all stakeholders before starts working activities and/or field visit. Apart from that, training and socialization of working procedure, PPE, HIRADC and MSDS has also given for specific works implementation.

OHS Plan of OHS Management Working Program 2017 has prepared by Secretary of OHS Committee (P2K3) which approved by the chief of committee. The program has consist of training of OHS, socialization of working procedure and MSDS, monitoring and inspection, evaluation of PPE, extra fooding, symbols, employees health monitoring internal audit and management review.

The Certification Holders has able to shows monthly meeting of P2K3 records. For example, records in June 5<sup>th</sup> 2017 for KKPA-4 has attended by 20 committee members and discussed about ancitipation on wet (high rainfall) season, PPE evaluation and fire prevention. Furthermore, records of P2K3 meeting in June 2017 for Angsana Estate has attended by 20 committee members and discussed about work accident monitoring, regular health monitoring of pesticide appliactors, fire simulation, training and socialization, emergency simulation and management review. Furthermore, the CH has deliver P2K3 Quarter-2 2017 report to Manpower Agency of Tanah Bumbu District for PT LSI (report No. ASE-DisnakerTB/27/VII/2017) and PT SHE (report No. 001/EstateKKPA-4/P2K3/VII/2017) on July 6<sup>th</sup> 2017 and July 11<sup>th</sup> 2017 to Manpower Agency, respectively.

The Certification Holders has OHS committee (P2K3), with secretary of P2K3 were OHS Expert (AK3) as follows:

- P2K3 Secretary for PT LSI: Moch. Try Yuwana Juniansyah (SK Menaker RI No. KEP.P.2019/NAKER-BINWASK3/X/2016 dated October 2016 and Lisence Reg. No. 6210/PK3/AJ/31/2016/P1), valid until 24 October 2019.
- P2K3 Secretary for PT SHE: Haryanto (SK Menaker RI No. KEP.14108/M/DPJPPK/VI/2015 dated June 19<sup>th</sup> 2015 ans Lisence No. 2280/PK3/AJ/31/2015/P0), valid until June 19<sup>th</sup> 2018.

The Certification Holders has also identified and monitor Operators/Officers which required to have certificate and/or lisenca. For example, in Angsana Estate and KKPA-4 Estate there are 6 and 3 of licensed heavy machinaries operators, respectively. The license are valid until November 20<sup>th</sup> 2020 and march 18<sup>th</sup> 2018, respectively.

**4.7.2**

Procedure of HIRAC analysis and identification was presented in document No. 7301/PSQM-ESH/11 dated July 11<sup>th</sup> 2011, issued by GM and PSQM. The CH has identified, measured and formulating OHS management control of all operational activities in the estates and factory, which presented in document of Hazard Identification Risk Assessment and Control (HIRAC). Management unit has able to shows HIRAC for Angsana Factory, PT LSI Angsana Estate and KKPA-4 PT SHE, which issued by P2K3 Secretary on September 2016, July 3<sup>rd</sup> 2017 and January 2016, respectively. HIRAC has describes type of work, hazards analysis, effect, risk analysis (effect, probability, risk and high, medium, low), risk control, residual risk and PIC.

The Certification Holders has shows accident record of PT LSI and SHE 2017. For example, In July 2017, it was reported there are four accident in Angsana Estate, with totaling 6 mandays lost. Three accident category were classified as accident with medical certificate (MC) maximum for 4 days and one accident has classified as first aid without MC. Furthermore, In August 2017, it was reported there are one accident in KKPA-4 Estate, with totaling 3 mandays lost. The accident were classified as accident with MC maximum for 4 days. Clinic record, Investigation record, lost time accident, frequency rate (LTIFR) analysis, follow up and reporting to Manager Unit and Manager PSQM were available. Moreover, it was reported zero accident in Angsana Factory during August 2017.

However, based on field observation it was found several situation which were not in accordance with HIRAC and MSDS, as follows:

- Observation to pesticide application in Block 29/30 A0 Divisi 1 Angsana Estate found that masker for pesticide applicator in Angsana Estate was carbon type. This is not in accordance with MSDS which required respirator type.
- Observation to Loading Ramp Station, Sterilizer Station, Nut and Kernel Station and Boiler Station, it was found that the operators were not brings and/or used ear plug as a part of PPE.

Based on the explanation, raised the **Nonconformity No. 2017.03 with Major category..**

#### 4.7.3

The Certification Holders through P2K3 has provide safe working practices by providing socialization and training such as as training of safety pesticide spraying and Personal Protective Equipment (PPE), training of safety briefing, OHS for pesticide applicators team, HCV, buffer zone and gender committee, first aid training and training of fire extinguisher training for emplacement communities. All trainings has attended by respective workers.

The Certification Holders has providing PPE as required in HIRAC analysis. PPE delivery notes to all workers in Angsana Estate, Angsana Factory and KKPA-4 were available. However, based on observation to pesticide application in Block 29/30 A0, Block A33 and Block A026 Divisi 1 Angsana Estate and Block L48 Divisi 2 KKPA-4 , it was found that the applicator were not equipped with google and face shield. This is not in accordance with HIRAC and MSDS. Based on the explanation, raised the **Nonconformity No. 2017.04 with Major category.**

Based on observation and interview with pesticide applicators and harvesters in Angsana Estate, KKPA-4 Estate and processing operators in Angsana factory, the workers stated that PPE boot were provided by the company twice a year. Regarding this matter, the company has an opprtunity to consider allocation and/or type of boot for workers. **OFI.**

#### 4.7.5

Procedures related to emergency situation were presented in several documents, such as No. SOP-01 dated July 1<sup>st</sup> 2014 about emergency reporting, No. 724/TQEM-ESH/10 dated April 1<sup>st</sup> 2010 about identification and evaluation of hazardous potential evaluation and No. 730/TQEM-ESH/10 dated April 1<sup>st</sup> 2010 about fire emergency (prevention and handling).

The Certification Holders has provide emergency facilities, such as fire extinguisher, hydrant and first aid box. For example, number of fire extinguisher in Angsana factory, Angsana Estate and KKPA-4 Estate are 34, 50 and 29 units, respectively. Based on field observation to Angsana Factory, it was found that Hydrant, fire engtinguisher, first aid box were properly monitored and maintained. However, the CH has an opportunity to make sure that first aid items were satisfactory to be used. **Observation.** Furthermore, hydrant was satisfactory works during simulation. Moreover, based on observation to Harvesting and Pesticide application in Angsana and KKPA-4 Estates, it was found that Foremans were equipped with portable first aid kit. Training of first aid uses were given by company doctor, paramedics and PSQM team. First aid training for Angsana factory, Angsana Estate and Housing Areas were delivered in February 6<sup>th</sup> 2017 (attended by 63 workers), March 14<sup>th</sup> 2017 (attended by 77 participant) and August 31<sup>st</sup> 2017 (attended by 40 participant), respectively. Monitoring of accident incidence is explained in Indicator 4.7.2.

#### 4.7.6

Has been provided the first aid room facility in the respective divisions, central clinic located in Angsana Estate (serving inpatient, maternity, first aid and health education services). Accident insurance conducted in collaboration with BPJS, all employees are registered for insurance (Permanent Monthly Worker and Contract Worker).

Type of insurance that has been registered is Pension Security, Accident Insurance and Life Insurance. If there is an

accident that requires medical care, it can be claimed on accident insurance. Documents of evidence can be shown, such as: list of employees, evidence of wage deduction, details of monthly payment and payment receipt (deposit slip) for period of August 2017, for example:

- BPJS Payment receipt of daily-paid permanent worker (PTH) and monthly-paid permanent worker (PTB) PT LSI period in August 2017, Payments carried out through the Bank BRI (online transferred) on August 3, 2017.
- BPJS Payment receipt of daily-paid permanent worker (PTH) and monthly-paid permanent worker (PTB) PT SHE period in August 2017, Payments carried out through the Bank BRI (online transferred) on August 4, 2017.

The entire workers injured at worksite have received medical treatment, the company provides a clinic in KKPA-4 and also the central clinic in Angsana POM and Angsana Estate. The company provides a referral to the Hospital which became a partner if necessary to continued treatment. All accident medical treatment (due to accidents), can be claimed and compensate under the insurance policy.

**4.7.7**

The work accident report has been reported using LTA metric, informing numbers of accident period of 2016/2017, the document inform: Data collection and monitoring (unit management, number of lost time injury (LTI) case, number of non-lost time injury (LTI) case, the total number of accident cases, total working hours, total of frequency rate and severity rate.

Based on document verification, there is no lost time injury in PT LSI and PT SHE during the period July 2016 - July 2016.

<b>4.7.2</b>	<b>Status: Nonconformity No. 2017.03 with Major category.</b>	<b>Open</b>
<b>4.7.3</b>	<b>Status: Nonconformity No. 2017.04 with Major category.</b>	<b>Open</b>
<b>4.7.3</b>	<b>Status: OFI</b>	<b>Obs</b>

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

**4.8.1**  
The company has a list of employees and contractors of August 2017. The employees list is available to each management unit. The chief of administration of the company has been maintaining that list of employees. For the employees, the company has made a training program of 2017 made by secretary of The Committee for Fostering Occupational Safety and Health. The training program has been done consisting of Harvest Training, Spraying Training, Pests and Diseases Training, First Aid Training, RSPO/ISPO and others.

**4.8.2**  
The company has had employees training record, the record is available in the form of minutes, training attendance, and documentation in the form of photographs. In interview with the management, it is know that the training activity has been annually programmed for the employees that is done to maintain and improve employee's competency in accordance with their work. The Company also conducts training / socialization of policy and work companies procedures towards the contractor of carrier of fresh fruit bunches were conducted in June, 2017.

Based on interviews with the spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4, it is known that spray team members have understood the procedures for the use of pesticides in their work. The workers have been able to explain and demonstrate how to use pesticides properly and safely.

	<b>Status: Comply</b>	
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**PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity**

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

**5.1.1**  
The Certification Holders able to show the Social Environment Impact Assessment / SEIA document, as follows:

- UKL/UPL assigned by SEIA commission on September 22, 1999. The scope area of 6,095 Ha and 30 tonne FFB/hour.

- UKL/UPL assigned by Environment Agency of Tanah Bumbu District on June 21, 2013. This document for additional capacity of POM 30 tonne FFB/hour to 60 tonne FFB/hour.
- SEIA assigned by SEIA commission on December 26, 2000. The scope area of 26,000 Ha and POM capacity 60 tonne FFB/hour.

Based on interview with Environment Agency of Tanah Bumbu District, it is known that environmental study have passed the consultation phase with stakeholders.

**5.1.2**

The environmental management plan has not changed from the previous audit.

The Certification Holders has already implemented the management of impact, recorded in the RKL / RPL implementation report for the first semester of 2017. For example: conducted front stacking to prevent soil erosion, managing POME on the WWTP to prevent degradation of river water quality, making the housing distance from the POM ± 1 km, providing ear protection to mill workers to prevent noise, perform recruitment & provide support to the local community to prevent social unrest, etc. the RKL / RPL implementation report for the first semester of 2017 has been submitted to Environmental Agency and Ministry of Environment on July 31, 2017.

**5.1.3**

The environmental monitoring program has not changed from the previous audit.

The Certification Holders able to show the implementation of the water management and monitoring plan, recorded in the RKL / RPL implementation document for the first semester of 2017. Based on the report, it is known that there are parameters that are not in accordance with the standard assigned by the government, for example: The parameters of TSS 93 mg/l, BOD 6 mg l, DO 5.96 mg/l in the upstream (before Mill), parameter of TSS 91 mg/l, BOD 14 mg/l, COD 39 mg/l, DO 5.86 mg/l in the downstream (after Mill), parameter of NO3-N 24.22 mg / l in the groundwater of Land Application Block and parameter of Total Coliform 89 MPN in the groundwater of Division III.

The Certification Holders has evaluated parameters that are not in accordance with the standard. Evaluation results and management follow-up have been recorded in the RKL / RPL implementation report for the first semester of 2017 and reported to the Environmental Agency in Tanah Bumbu Distrct.

Based on an interview with Environmental Agency in Tanah Bumbu Distrct it is known that the Certification Unit has submitted an environmental testing report every 6 months. From the interview results also found that there there was no complain or negative issues are from Mill and Estate operations.

**Status: Comply**

**5.2**

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

**5.2.1**

There is not change HCV area of PT LSI.

The Certification Holder has HCV identification documents conducted by competen consultants. Based on the document there was no found the RTE species identified.

**5.2.2**

The Certification Holder has demonstrated the implementation of the HCV and wildlife management program 2017. Monitoring is conducted monthly. #latest monitoring conducted in August 2017. From the report and field visit in Jahida River in Block H37 & 38 KKPA-4 Division III there is no indication of hunting, no indications of animal traps, no indication of employees catching, harming, collecting or killing animals, HCV signboard conditions and wildlife in well-maintained, and no indication of fire.

**5.2.3**

The Certification Holder has conducted HCV and wildlife socialization to the workers and the surrounding community. In addition, the company has also provided a signboard on the location that is easy to see. Based on interviews with fertilizer officers, they have identified the HCV boundary marker and did not fertilize the area.

Based on interviews with the surrounding community, they already know the prohibition of hunting and catching animals.

**5.2.4**

The Certification Holder able to show document of wildlife management implementation. However, the document has not identified the status of protected, rare and endangered species (RTE species), including follow-up to next improved management plans.

Based on the explanation, raised the **Nonconformity No. 2017.05 with Minor category**.

**5.2.5**

Based on the HCV identification documents and observation to HCV area (riparian), there were not identified the rights of local communities on HCV area.

**5.2.4**

**Status: Nonconformity No. 2017.05 with Minor category.**

**Open**

**5.3**

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

**5.3.1**

The Certification Holder able to show the product and sources of waste. For example:

- Product waste: POME, boiler and generator emission, shell, fiber, EFB, used oil, used batteries, used oil filters, rags, organic & inorganic waste, chemical / agrochemical containers, etc.
- Source of waste: POM, workshop, housing and estate activities.

**5.3.2**

Based on field visit to Hazardous Waste Storage in KKPA-4 unit, no pesticides or chemicals container was found because it has been sent to license Hazardous Waste Storage at KKPA-1 unit. For example delivery dated 08-04-2016 and 28-08-2017. Based on field visit to Hazardous Waste Storage in POM unit, no chemicals container was found because it has been sent to license Hazardous Waste Storage. The Hazardous Waste then submitted to the licensed Hazardous Waste Collector (PT SBA) dated 21-04-2016.

The Certification Holder able to show management of pesticides or chemicals container document, that is Hazardous Waste Balance Sheet, Hazardous Waste Manifest and Reporting of Hazardous Waste Document to Environmental Agency. Based on document review it is known that the pesticides or chemical container has been stored in Hazardous Waste Storage, and then submitted to license Hazardous Waste Collector and subsequently reported to Environmental Agency on 25-07-2017.

**5.3.3**

Based on field visit to Angsana POM, it is known that condensate water has been steamed to Fat Fit Pond, then flowed to Fat Fit Tank and then flowed to WWTP; EFB has been collected in the empty bunch area; Fiber has been exploited as a boiler fuel, used chemicals / pesticide containers have been collected at Hazardous Waste Storage; Domestic Waste has been collected in the garbage tank, then disposed to Final Waste Disposal.

However:

1. Based on field visits, such as:

- a. In the final disposal site (TPAS) of KKPA-4 found Hazardous Waste used paint cans.
- b. In the front of Hazardous Waste of Angsana POM found Hazardous Waste rags.
- c. In the workshop of Angsana POM found Hazardous Waste used paint cans.
- d. In the housing complex of Division I & II of Angsana Estate found Hazardous Waste agrochemical containers.
- e. In the generator area of division I & II found used containers and used oil.

It is not in accordance with the source identification and waste management documents and the SOP related to Hazardous Waste and Non Hazardous Waste (SPO document number: RA012) that has been ratified on 01-04-2012. Hazardous Waste should be stored on the Hazardous Waste Storage.

2. The Certification Holder uses the transport / truck with no. police DA 1329 IC to send Hazardous Waste to the Hazardous Waste collecting party. However, the Certificate holder has not been able to show evidence that the Hazardous Waste transport document already has licenses from the Ministry of Environment and the Ministry of Land Transportation.

Based on the explanation, raised the **Nonconformity No. 2017.07 with minor category**.

5.3.3	Status: Nonconformity No. 2017.07 with minor category.	Open
<b>5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.</b>		
<b>5.4.1</b> The Certification Holder able to show the use of renewable energy (fiber and shells) document, For example: <ul style="list-style-type: none"> <li>• May 2017: FFB processed was 10,084 MT, fiber usage was 1,513 MT, shell usage was 659 MT, and Total renewable energy usage was 0.215 MT / ton FFB.</li> <li>• June 2017: FFB processed was 10,320 MT, fiber usage was 1,543 MT, shell usage was 625 MT, and total renewable energy usage was 0.210 MT / ton FFB.</li> </ul> The Certification Holder able to show documents on the use of fossil fuels (diesel fuel), For example: <ul style="list-style-type: none"> <li>• May 2017: FFB processed was 10,084 MT, fossil usage was 436 liter.</li> <li>• June 2017: FFB processed was 10,320 MT, fossil usage was 799 liter.</li> </ul> Based on the above explanation, it can be concluded that the efficiency of use of fossil fuels and the use of renewable energy has been optimized.		
<p align="center"><b>Status: Comply</b></p>		
<b>5.5 Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.</b>		
<b>5.5.1;5.5.2</b> Company policy regarding zero burning during land clearing were presented in document of procedure No. 110/EST-ARM/13 Chapter 4 about land preparation and No. 724/TQEM-SPMS/09 point 5.7.2 about zero burning technique which mentioned that land clearing should be conducted by mechanics and zero burning methods (ex. push felled, chipping, stacking, etc.). Based on letter of agreement review for replanting works with contractor for replanting works with contractor namely PT Central Pratama Property, it was mentioned that land clearing in Angsana Estate PT LSI was carried out through zero burning method. Replanting has carried out in May to July 2016 for about 133.16 ha. Moreover, based on field observation to Block A25/26 Divisi 1 (planted in 2016), it was noted that there is no presence of burning activity sign/marks on the ground. Furthermore according to public consultation with Plantation Agency and Environment Agency of Tanah Bumbu District, it was informed that there was no issues of land burning in PT LSI and PT SHE operational areas. Report of fire incidence of PT LSI and PT SHE for first semester in 2017 to Plantation Agency and Environment Agency of Tanah Bumbu District on August 21 <sup>st</sup> 2017 mentioned that there were no fire incidence within those period in PT LSI and PT SHE operational areas.		
<p align="center"><b>Status: Comply</b></p>		
<b>5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</b>		
<b>5.6.1</b> The Certification Holder has recorded all pollution activities or GHG emissions on identification documents of pollution sources and GHG emissions. Source of pollution activities or GHG emissions, among others from land clearing, fertilizing and spraying, use of diesel, transportation, FFB processing, POME etc.		
<b>5.6.2</b> The Certification Holder has implemented pollution management or GHG emissions, for example <ul style="list-style-type: none"> <li>- Utilization of fiber and shell as boiler fuel with total usage of fiber period January to June 2017 of 12,894 ton and shell 5215 ton.</li> <li>- Utilization of EFB as compost fertilizer on the soil with total usage period of January to June 2017 of 202,304 tons.</li> <li>- Utilization of POME as a liquid fertilizer on land (Land Application) with total usage period January to June 2017 of 107,559 m3.</li> </ul> Conducted emission and POME analysis test as periodically. Based on the test results are known to all parameters in accordance with the standard quality.		
<b>5.6.3</b>		



<p>The Certification Holder has not been able to show the GHG calculation results for the period 2016 using RSPO Palm GHG calculator. Based on the explanation, raised the <b>Nonconformity No. 2017.07 with minor category.</b></p>		
<b>5.6.3</b>	<b>Status: Nonconformity No. 2017.07 with minor category.</b>	<b>Open</b>
<b>PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills</b>		
<b>6.1 Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate the continuous improvement.</b>		
<b>6.1.1</b>		
<p>The Certificate Holder has document of Social Impact Assessment. The assessment process was done on November 2009 and the scope of study are impact of plantation and mill operation to workers and community adjacent of plantation area. The assessment and reported was carry out by POLLITO Consultant on November 2009. These document was explained of negative and positive impact of plantation and mill operation to social aspect and the recommendation for negative impact reduction and increasing of positive impact. There was showed also the minutes meeting of consultation process with community surround. The evidence was consist of Attendant List of village member on Focus Group Discussion as phase of data gathering for Social Impact Assessment Report. Based on stakeholder consultation in Banjarsari and Sebamban Lama Village was knew that all of potention impact of plantation and mill operation has been identification in Social Impact Assessment.</p> <p>The Certificate Holder also has document of Social and Environment Impact of Replanting period 2015 till 2018 in Angsana Estate and (133,16 Ha) and Period of 2016 till 2019 in Gunungsari Estate (529,17 Ha). The assessment process was done by AKSENTA Consultant and aim to knowing of environment and social impact of replanting.</p>		
<b>6.1.2</b>		
<p>The Social Impact Assessment has been done with involve of related party, consist of community surround, head of village and informal leader (customary leader). There was showed documentation of assessment process, for instance the Attendant List of data gathering in Sebamban Baru, Banjarsari, Purwodadi, Bayansari an Persiapan Makmur Village on 25 – 28 November 2009 .</p>		
<b>6.1.3</b>		
<p>Has been shown the document Management and Monitoring Report of Environment Semester 1 year of 2017. In the document has been described on the social impacts that are monitored and managed, consist of: Community fidgetiness &amp; Impact Replanting Activities. There is also a Social Environment Impact Assessment Replanting Activity by AKSENTA Consultant for the scope of Angsana Estate Period 2015 - 2018 and the scope of Gunungsari Estate Period 2016 - 2019. The process of compiling the document, among others, is done through a participative process by the community representative.</p>		
<b>6.1.4</b>		
<p>There was showed document Realization Report of Environment Management Plan &amp; Monitoring (RKL/RPL) of Ladangrumpun Suburabadi. These report was submitted to Environment Agency in District of Tanah Bumbu for every 6 month (semester). These document was also includes of social aspect consist of monitoring and evaluation based on community input in surround plantation area. There was showed examples of documentation of meetings with communities in the villages of Banjarsari and Sebamban Lama.</p>		
<b>6.1.5</b>		
<p>The Social Impact Assessment was done by POLLITO Consultant in 2009 and the smallholders became the source of information at the time of data gathering.</p>		
	<b>Status: Comply</b>	
<b>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.</b>		

**6.2.1**

The company maintains the communication with affected stakeholders is listed in company's stakeholders. Communication and consultation mechanism have been done accordance with SOP of Information Request (SOP-02) owned by the company. The SOP is developed by involving affected people and parties. There is an evidence of people participation in SOP of communication and External Complaint Handling; there is approval letter from the people signed by their representative who attended SOP socialization activity.

**6.2.2**

Based on SOP of Information Request (SOP-02) states that the consultation and communication officer and also aspiration and external complaint officer assigned to Manager of Unit or chief of administration (KTU) or Administration Section Head. On this document, there is information according that doing social cooperation and local authority, maintaining good relation between concerned parties and its particular company to support company program.

**6.2.3**

The results of the public consultation with government agencies, village secretary, chairman of Pemuda Mitra Jaya Cooperative, community leaders and representatives of smallholders Sebampan Lama Village and village head, village secretary and head of government Affairs Banjar Sari village, it was known that the company representatives have actively communicated. Verification is done through direct communication and the results of the public consultation said that there is no change in management. Information Record noted in External Communications Logbook. In the logbook there is no information request since the re-certification audit was done, there is only a proposal of aid by the villagers to the company.

**Status: Comply**

**6.3**

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

**6.3.1**

The Certificate Holder has system for dealing the dispute and complaint received. These system was refer to . SOP for Handling of Employee Complaints (006/LSI-PKK /14) dated 1 January 2014; SOP for Community Complaints Handling (005 / LSI-PKK / 14) dated 1 January 2014; SOP Communication /Community Consulting, No. Policy: 704 / TQEM-ESH / 10, 3 April 2012

The procedure of Communication /Community Consulting was explained that the company will protect the whistleblower and there are no sanction for them. When the cases did not handled enough in estate unit, the cases will continue to next level of management, including to jurisdiction level or another way (including RSPO Grievance), based on the agreement each parties. These procedure was completed with flow chart of Form of Complaint Handling Data.

**6.3.2**

Based on the Complaint Book in two estate sampling (Angsana & KKPA 4 Estate), it is known that during 2016 to September 2017 there are only complaints related to housing facilities, such as the repair of housing facilities of employees and have been followed up by the company. Based on Result of stakeholder consultation with Head of Village, Informal Leader and the communities/smallholders in Banjarsari and Sebampan Lama Village, there is no indication of complaint related to plantation and factory operation by the PT Ladangrumpun Suburabadi

**Status: Comply**

**6.4**

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

**6.4.1;6.4.2**

The Certificate Holder has Procedure of Land Occupation Compensation (Policy No. 343/PSD-OKU/10 dated of 23 Februari 2012.). These procedure explained that the process of land occupation compensation will begun by identification process of land. The measuring result with GPS identification and Technical Feasibility Survey by the Department of Minamas Research Centre (MRC) will follow up with negotiation for land release by the owner. The Manager of Plantation Services-Region and Estate Manager will handle these process and witnessed by the head of village and related parties. The Procedure of Land Occupation Compensation as guidance for land compensation process. The documents requirement in land compensation shall signed by land owner, management unit representative, Head of sub District, Notary and Head of Village. These documents shall included of photograph, Map, Letter of land release by the owner,

Official Report was signed by related parties consist of land owner and management unit representative, witnessed by Head of Village and Sub District. The process of payment for land or land compensation shall completed with receive and photograph as documentation evidence.

**6.4.3**

The Certificate Holder has been documented all of land compensation process. The documentation consist of of Map, Negotiation result (minutes of meeting), Land Release Letter, Payment Receive was filled in estate office based on land location. Based on Communication Procedure (No. Policy: 704/TQEM-ESH/10), the documentation of land compensation process are limited access and should approved by Plantation Service Department and Manager of Estate if any related parties will access this document. Theses document can access with letter of Information Request from another parties to the company.

Based on document verification, information from management representation and stakeholder consultation with community with Head of Village, Informal Leader and the communities/smallholders in Banjarsari and Sebamban Lama Village, there was no information of land compensation processed by the PT Ladangrumpun Suburabadi since period of Re-Certification till ASA 1.1.

**Status: Comply**

**6.5**

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

**6.5.1**

Employee wages are set by decree of the Governor of Kalimantan Selatan No. 188.44/0610/KUM/2016 date 30 November 2016. Wages set appropriate and / or higher than the provisions UMK.

Payment of employee wages carried out through the mechanism of transfer account (bank transfer) and also through cash. Wages payment evidence is presented in the form of payroll report/paycheck, informing: numbers, employee number, name, tax status, workdays, income (basic, premiums, overtime, allowances, etc., premium harvest, gross wages), deduction (Insurance/BPJS, tax/PPH21, total deduction, etc.), net wages, wages paid and sign the receipt.

Based on the payroll document for Permanent Monthly Worker and Contract Worker for example the period of July 2017 known that the company has been paid the wages in accordance with applicable regulations. It has been verified through interviews with employees. In the interviews with two drivers working for managers and guests, a worker keeping and assisting for housework, it is known that the payment of wages is not identified under specified with the basic wage.

**6.5.2**

The Company manages the rights and obligations of employees in the company regulations of 2017-2019 period. It covers the remuneration, working hours, deduction, overtime, illness, holiday rights, reasons for dismissal, period of notice of termination.

Based on the study results of the employees' wages list and interviews with spraying and harvesting employees in residential of Angsana Estate, Angsana POM and KKPA-4, it is known that during this time there was never any difference in the calculation of wages for all employees, the current basic wage granted in accordance with applicable regulations. The results of the public consultation with Labor, Social and Transmigration Agency of Tanah Bumbu District also stated that there are no negative issues related to circuitry wages.

**6.5.3**

The company has been providing infrastructure and facilities to employees in each management unit. Based on the results of field visits in division 1&2 emplacement of Angsana Estate, emplacement of Angsana POM, traction emplacement of KKPA-4, the workers' housing arranged neatly and inhabitable. Electricity comes from generators provided by the company and for Angsana POM emplacement, electricity comes from mill. The company also provides clean water source for Angsana estate and KKPA-4 from reservoir and for Angsana POM housing from mill. The water is clean and can be consumed, but employees also provide bottled water for daily consumption.

Angsana POM and Angsana Estate have a Polyclinic as a health BPJS-1. In KKPA-4 available auxiliary clinic residing in housing. At the auxiliary clinic there is one nurse who has attended hyperkes training. There are also stock of medicines. If the patient who goes to the clinic cannot be treated, it will be referred to the Polyclinic residing in Angsana POM housing. The travel time from the clinic to the polyclinic ranges from 30-45 minutes.

The company also provides a kindergarten, elementary School, Junior High School and school bus for the children's education facilities. For other facilities the company also provides Daycare (TPA), religion facilities such as mosques and for employees of other faiths, the company provides a shuttle to their respective places of worship.

**6.5.4**

Based on the results of field visits in division 1&2 emplacement of Angsana Estate, emplacement of Angsana POM, traction emplacement of KKPA-4, it is known that employees can get food easily. There are food sellers around the residential every day. In the housing there are also groceries sell food and bottled water. The Company has also provided support in the form of rice every month to the workers and dependents.

**Status: Comply**

**6.6**

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

**6.6.1**

The Company is committed to being a responsible company in terms of giving freedom to unionize to employees at the mill and estates. This commitment is implemented in:

- Social Policy which was approved by the Head of Upstream Indonesian plantation, dated December 2011, one of the points mentioned in, namely: every employee is given the freedom of association, assembly and express their aspiration which not contrary to the company' rules and the employees has rights to form unions.
- Document of Code of conduct No. 440 / HRM-COC / 07 in business ethics and company' commitment that give employees an opportunity to express their opinions and aspirations

Implementation of policy among others, with the establishment of independent union labor by the employees in each unit, for example labor union for Angsana POM registered in labor agency with Register No.: no.565/307/Hi/Naker dated 30 May 2017 and for Angsana Estate registered in labor agency with Register No.: SPMASE-DepnakerTanbu/001/III/2014/s dated 17 March 2014 and Register No.: no.565/393/Hi/Naker dated 04 July 2017. The policy was written in a language understood by employees (bahasa).

**6.6.2**

Union labor of company documented every meeting with the management to discuss employment issues, for example a meeting on evaluation of the work of labor union board members conducted on March 12, 2017 and a meeting on the preparation of the Eid- Adha wich was held on July 24, 2017.

**Status: Comply**

**6.7**

**Children are not employed or exploited.**

**6.7.1**

The Company has policies:

- Social policy stating that Upstream Indonesian plantation not allowed to forced labor or minors workers (children). This policy was approved by the Head plantation Upstream Indonesia on December 2011
- Recruitment of new employee procedure, issued date July 10, 2009, clausal of general policy described that the age of the employee upon receipt must be at least 18 years old and not more than 40 years old.

Based on the document review of the August 2010 employee list of Angsana POM, Angsana Estate and KKPA-4, in which there is information about the place, date of birth and date of joining the company. In the document there are no workers under the age of 18 years.

interviews with the workers' representatives in the division 1&2 emplacement of Angsana Estate, emplacement of Angsana POM, traction emplacement of KKPA-4, spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4, it is known that workers are aware of the policy of applying the age of workers. Workers also stated that the company does not employ children under 18 years of age.

**Status: Comply**

**6.8**

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

**6.8.1**

The company has had a social policy that was approved by the Head Plantation Upstream Indonesia in December 2011. Several things are designated as the company's commitment, one of which is the fair treatment of all staff in matters relating to recruitment, promotions, restriction and working conditions without regard to personal issues such as race, degrees, ethnicity, gender, skin color, physical, organizational membership, political views, religion or age. The policy has been socialized to staff, employees, contract workers, internship / OJT and contractors PT LSI and PT SHE on January 6, 2017.

Interviews with representatives of workers in in the division 1&2 emplacement of Angsana Estate, emplacement of Angsana POM, traction emplacement of KKPA-4, spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4 it is known that workers are aware of anti-discrimination policies. Workers also state that the company does not practice discriminatory practices.

**6.8.2**

Based on the results of the document review on the August 2010 employee list of Angsana POM, Angsana Estate and KKPA-4, in which there is information on the areas of origin of workers, religion, sex, and others. In the document is known that workers come from different areas such as, North Sumatra, Java, Kalimantan, Riau, and others. Workers also consist of several different religions, such as Islam and Christianity. The company also does not distinguish between the rights of female and male workers. The rights granted as workers are equal. For the recruitment and appointment process, the company conducts an assessment of the worker, so that the assessment is objective and there are no discriminatory practices.

Interviews with representatives of workers in in the division 1&2 emplacement of Angsana Estate, emplacement of Angsana POM, traction emplacement of KKPA-4, spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4 it is known that workers are aware of anti-discrimination policies. Workers also state that the company does not practice discriminatory practices.

**6.8.3**

Document record of employees recruitment stored in each unit of the mill and estate. Its record Contain of application files, recruitment process document (test result) and medical examination record. The company has SOPs for recruitment number 431 / HRM-RCT / 07 dated 24 May 2007. The scope of SOP is the recruitment of permanent workers for non-staff as well as staff of headquarters offices and operations staff of mill and estate. Stages of acceptance among others filling in the form labor requirements, then RTD staff check the form, manager RTD verifying man power planning, staff RTD search for candidates according to the qualifications required of existing databases and conduct the selection process if they have to look for new candidates, examination health, signing of the contract and the handover to the relevant departments.

**Status: Comply**

**6.9**

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

**6.9.1**

The Company has a commitment to be a responsible corporate to protect women workers from sexual harassment treatment and actions. This commitment stated in the gender policy approved by the Head Plantation Upstream Indonesia in April 2011, written in bahasa. The Company already has a gender committee with members available in each management unit. Based on the results of interviews with the board of the gender committee, it is known that the committee of gender committee has been active in the activities of orphans donations, immunization activities, religious events and socialization on job security for female workers, especially for women who work on chemicals. In accordance with the prevention policy of pregnant and lactating women to handle pesticides, available in SOP Block Spraying System (no.SOP03 / BSS / SAP / 2016, April 1, 2016) stating children, pregnant or lactating and unhealthy women, not allowed to work (in this case, working as a spraying officer), the company has implemented the policy.

Interviews with representatives of workers in in the division 1&2 emplacement of Angsana Estate, emplacement of

Angsana POM, traction emplacement of KKPA-4, spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4 it is known that pregnant and lactating female workers that working on chemicals, will be transferred to light work and not related to chemicals.

**6.9.2**

Sighted document of “peraturan perusahaan” of PT LSI and PT SHE 2017-2019 period, mentioned:

- Any women worker who works in the field is in menstruate period will be given a leave (H1) for a maximum of two consecutive days in each month.
- Each women worker is given maternity leave (H2) during the 45 calendar days prior to giving birth and 45 calendar days of post-partum.

The Company also has a Pregnancy Inspection Procedure no.004 / DR-SOP / IV / Pase / 2014 by dr. Nur Hasanah, ASE Central Clinic PT LSI. In the document states that the examination for pregnant women is done through physical examination for pregnant women and pregnancy test (PP test) through urine. The policy is used to detect pregnancy in female workers. It becomes very important for women workers who work with chemicals.

Interviews with representatives of workers in in the division 1&2 emplacement of Angsana Estate, emplacement of Angsana POM, traction emplacement of KKPA-4, spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4 it is known that workers already know and understand the policies. So far, the company has implemented the policy.

**6.9.3**

Special employee grievance handling mechanisms contained in the Guidelines of Gender Policy Implementation of Minamas Plantation No.Policy 301/SNP-ENV-03/11. Based on interviews with representatives of workers in in the division 1&2 emplacement of Angsana Estate, emplacement of Angsana POM, traction emplacement of KKPA-4, spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4 it is known that there has been no sexual assault, sexual harassment and domestic violence that occurred in the company area. However, if this happens, the workers is aware of the procedure for submitting the complaint.

Based on interviews with gender committee in Angsana Estate and Angsana POM, as well as members of the KKPA-4 gender committee, it is known that there has never been any complaint related to sexual immorality, sexual harassment and domestic violence. So that the activities of gender committees have only recently ranged from immunization activities, education about policies relating to the protection of reproductive rights, gender equality, health and safety and religious activities.

**Status: Comply**

**6.10**

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

**6.10.1 & 6.10.2**

Until Recertification process, all of the FFB supplied to Angsana POM was supplied from two own estate consist of Angsana & Gunungsari Estate (under manage of PT Ladangrumpun Suburabadi), Pantai Bonati Estate and KKPA 1 & 4 Estate (under manage of PT Sajang Heulang, under the same holding of Minamas Plantation and was certified). The agreement of the FFB trade between the company and KKPA is written on the official record and cooperative agreement letter. Based on document verification and interview with Angsana POM manager and the staff of smallholder cooperation agency in Sebamban Village that The standard price of FFB from KKPA estate is based on the price was approved by the Plantation Agency of South Kalimantan Province

**6.10.3**

Based on verification of sample Letter of Work Agreement (No.ASE/SPK-LKL/VII/2017/004, dated July 13, 2017) between PT Ladangrumpun Suburabadi (Angsana Estate) with Local Contractor CV Adi Guna, for material transportation services of stone base course for road maintenance in the plantation area

The document contains a description of the Rights and Obligations of the Parties, including the obligation of the contractor to provide PPE for their employee. The Payment System is signed by both the Estate Manager and the Local Contractor, and approved by the Area Controller of Sebamban and Sulawesi. The contract document was kept by each party. There was also showed the Transportation Service Agreement (No: KKPA-4/SPK-LKL/V/17/064, dated 13 July 2017) between

KKPA 4 Estate and local transporter of FFB. These document was explained about agreement between KKPA 4 and for FFB transportation services from KKPA 4 plantation area. These document contains description of the Rights and Responsibilities of the parties, including the obligation of the contractor to provide PPE to their employees and the Payment System. These document was signed by both of parties and approved by the General Manager of the of Central Kalimantan and with a stamped IDR 6,000. Based on interview with two local contractor that knew that they was understand of contract clause before signed. Both of parties, the company and the local contractor was kept the contract documents

**6.10.4**

The payment process by the PT Ladangrumpun Suburabadi to local contractor was transfer to Bank Account, it based on clause of contract on chapter 8. Before payment will process, the company will verification and preparing several document comprise with: issued of Official Report of Work Checking by PT Ladangrumpun Suburabadi, Invoice from the contactor, issued of Bank Voucher by the PT Ladangrumpun Suburabadi and Receive from PT Ladangrumpun Suburabadi to local contractor as payment evidence. Based on interview with two local contractor for stone material and FFB transportation service that knew of payment process was carry out consistently every end of month. Based on interview with the staff of smallholder cooperation agency in Sebamban Village, they showed the sample of FFB payment for August 2017. These document payment as part of monthly report for smallholder cooperation agency.

**Status: Comply**

**6.11**

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

**6.11.1**

The Company has a CSR program in 2016-2017 period. The program consists of assistance related to construction of village roads, means of worship, support of village operational funds and others. The results of the public consultation with representatives of government agencies, village secretary, chairman of Pemuda Mitra Jaya Cooperative, community leaders and representatives of smallholders Sebamban Lama Village and village head, village secretary and head of government Affairs Banjar Sari village, it was known that the company has a good contribution to the surrounding community. Assistance for the construction of roads and religious facilities have been done. Communication between the company and community feels quite good.

**6.11.2**

The company has had particular attention of smallholder schemes development since 2000 with fully managed operations. KUD Pemuda Mitra Jaya is the main organization that engaged for scheme smallholders. All the activities of smallholder's scheme are responsible by the company.

**Status: Comply**

**6.12**

**No forms of forced or trafficked labour are used.**

**6.12.1**

Listed in the social policy approved by Head Plantation Upstream Indonesia December 2011, in section 5 mentioned that Plantation Upstream Indonesia is not allowed to use forced labor or labor under age. All data related to the selection of initial recruitment, saved in the office area and some copies (copy) recorded in each unit respectively. Companies can also show the work agreement signed by both parties to prove that the workers are employed in accordance with the agreement of both parties. Each worker has a copy of the employment agreement. In the work agreement there is no statement that the worker will be charged when an employee resigns before the contract ended.

The result of Public Consultation with Tanah Bumbu Social and Labour Agency, there is no migrant workers and forced labor identified in the company. Based on the result of a worker's statement, it is known that the workers are hired based on their ability and selection results. On the field practice, there are no issues of discrimination and forced labor. The workers are not forced to worked outside of the work hours and theres no limit of the communication between the workers and others party.

The Company has also prohibited workers from bringing family members who are not employees of the company. Both companies and workers have applied it. Based on Public Consultation with Tanah Bumbu Social and Labour Agency, that knowed there is no migrant workers and forced labor identified in the company. Based on the result of a worker's statement, it is known that the workers are hired based on their ability and selection results. On the field practice, there are no issues of discrimination, forced labor and illegal workers.

**6.12.2**

New recruitment is known that the recruitment system in PT LSI and PT SHE done according to the needs of the company. Applicants will be selected in advance through a medical examination at the Clinic and file selection (Identity Card and Family Card). Stages recruitment activities include: planning, publication, selection and administration, interviews, medical tests, signing of agreements, as well as placement.

**6.12.3**

Based on the research document on the list of employees in August 2017 and an explanation of Manager Units, it is known that there are no migrant workers. All the workers come from within the country, apart from the villages around the plantation area, they also came from other provinces, among others: Sumatera Utara, Jawa, Kalimantan, Riau and others.

The result of Public Consultation with Tanah Bumbu Social and Labour Agency, there is no migrant / foreign workers and forced labor issues in the company are not identified.

**Status: Comply**

**6.13**

**Growers and millers respect human rights**

**6.13.1**

Matters related to the protection of human rights described in the company's social policy which has been endorsed by the plantation upstream in 2011, among others:

- Prohibition of the discrimination based on race, degrees, ethnicity, gender, skin color, physical (defective/imperfect) , a membership organization, political views, religious and/or age
- Prohibition of sexual harassment, violence against women and protect the rights of reproduction for female workers
- Freedom of association
- Prohibition of forced labor and labor under age

Based on interviews with representatives of workers in in the division 1&2 emplacement of Angsana Estate, emplacement of Angsana POM, traction emplacement of KKPA-4, spray workers in 29/30 A0 block, A33 & A026 bock of 1 Division of Angsana Estate and L48 block of 2 Division of KKPA-4 it is known that employees have understood and know related to human rights policy. There were no cases of human rights violations until the activities took place.

**Status: Comply**

**PRINCIPLE #7 Responsible development of new plantings**

**7.1**

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

**7.1.1.**

There was no new planting on the Gunung Sari Estate, Angsana Estate, Pantai Bonati Estate and KKPA-1. While, in KKPA-4 Estate there was new planting of 64.83 Ha after November 2005.  
The Certification Holder has been environmental document for all estate unit (see indicator 5.1.1)

**7.1.2; 7.1.3**

There was no new planting on the Gunung Sari Estate, Angsana Estate, Pantai Bonati Estate and KKPA-1. While, in KKPA-4 Estate there was new planting of 64.83 Ha after November 2005.  
The Certification Holder has management document for estate unit (see indicator 5.1.2 and 5.1.3)

**Status: Comply**

**7.2**

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



<b>7.2.1;7.2.2</b>	There was no new planting on the Gunung Sari Estate, Angsana Estate, Pantai Bonati Estate and KKPA-1. While, in KKPA-4 Estate there was new planting of 64.83 Ha after November 2005. Soil information and management strategies including replanting described indicator 4.3	
	<b>Status: Comply</b>	
<b>7.3</b>	<b>New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</b>	
<b>7.3.1;7.3.2;7.3.3;7.3.4;7.3.5</b>	Based on the statement area KKPA-4, identified new plantings since after November, 2005 on KKPA-4 (December 2006) area of 65 ha. Meanwhile, Sime Darby Plantations has submitted a report to the RSPO Land Use Change Analysis (LUCA) Phase 1 (2014) and Phase 2 (2015).  The Company has already meeting with the RSPO to discuss LUCA. The result of the meeting, in order for the company to create and submit the LUCA timeline for all the affected. The Company already has a LUCA submission timeline. For PT LSI will submission on September 2017 and PT SHE June 2017. PT LSI (Sime Darby Plantations) has the opportunity to send Land Use Change Analysis (LUCA) to RSPO in accordance with the established timeline ( <b>Observation</b> )	
<b>7.3.1;7.3.2</b>	<b>Status: Observation</b>	
<b>7.4</b>	<b>Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.</b>	
<b>7.4.1:4.2</b>	The CH has information of soil properties which derived from semi detail soil survey report, conducted by MRC team in Februari 2016 and 2012, respectively. The report informed that there were no presence of peat soil and fragile soils within PT LMI and PT SHE operational areas. Main limitation of soil properties for oil palm cultivation were due to low fertility, soil drainage properties and soil erosion.	
	<b>Status: Comply</b>	
<b>7.5</b>	<b>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.</b>	
<b>7.5.1</b>	Until ASA 1.1, the PT Ladangrumpun Suburabadi did not extend their area for new plantation. The company just was carry out replanting for Period of 2015 till 2018 in Angsana Estate and Period 2016 – 2019 in Gunungsari Estate.	
	<b>Status: Comply</b>	
<b>7.6</b>	<b>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</b>	
<b>7.6.1, 7.6.2, 7.6.3, 7.6.4, 7.6.5 &amp; 7.6.6</b>	Until ASA 1.1, the PT Ladangrumpun Suburabadi did not extend their area for new plantation. The company just was carry out replanting for Period of 2015 till 2018 in Angsana Estate and Period 2016 – 2019 in Gunungsari Estate.	
	<b>Status: Comply</b>	
<b>7.7</b>	<b>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.</b>	
<b>7.7.1, 7.7.2</b>	Company policy regarding zero burning during land clearing were presented in document of procedure No. 110/EST-ARM/13 Chapter 4 about land preparation and No. 724/TQEM-SPMS/09 point 5.7.2 about zero burning technique which mentioned that land clearing should be conducted by mechanics and zero burning methods (ex. push felled, chipping, stacking, etc.).	

Based on letter of agreement review for replanting works with contractor namely PT Central Pratama Property, it was mentioned that land clearing in Angsana Estate PT LSI was carried out through zero burning method. Replanting has carried out in May to July 2016 for about 133.16 ha. Moreover, based on field observation to Block A25/26 Divisi 1 Angsana Estate (planted in 2016), it was noted that there is no presence of burning activity sign/marks on the ground. Furthermore according to public consultation with Plantation Agency and Environment Agency of Tanah Bumbu District, it was informed that there was no issues of land burning in PT LSI and PT SHE operational areas. Furthermore, report of fire incidence of PT LSI and PT SHE for first semester in 2017 to Plantation Agency and Environment Agency of Tanah Bumbu District on August 21<sup>st</sup> 2017 mentioned that there were no fire incidence within those period in PT LSI and PT SHE operational areas.

**Status: Comply**

**7.8**

**New plantation developments are designed to minimise net greenhouse gas emissions.**

**7.8.1;7.8.2**

Based on statement area of PT LSI, it is known was no new plantation developments after August 01, 2014.

**Status: Comply**

**PRINCIPLE #8 Commitment to continuous improvement in key areas of activity**

**8.1**

**Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.**

Based on field observation it could be concluded that in term of best management practices implementation, several new technology adoption for oil palm agronomy technique and agrochemicals application has noted as follows:

- Adopting mechanization for upkeep activities (EFB mulching, manuring and pesticide spraying).
- Adopting C1R2 (1 Cutter, 1 Carrier and 1 Picker harvesting method in flat to undulating areas to enhance productivity).

**Social Impact Assessment**

Social Environment Impact Assessment Replanting Activities for the scope of Angsana Estate Period 2015 - 2018 (133.16 Ha) and the scope of Gunungsari Estate Period 2016 - 2019 (529.17 Ha) in Tanah Bumbu District, South Kalimantan. These activities are conducted by the AKSENTA Consultant and aim to identify the environmental and social impacts of replanting activities.

Based on Nonconformities identified at Re-Certification in 2016, the Auditor team considers that there is a recurrent Non-compliance ASA 1.1 as a result of the incomplete implementation of continuous improvement. The non-conformity are:

**8.1.1** There was recurrence Non Conformity by the Re Certification period related to boundaries of the plantation area.

**Indicator 2.2.2**

Based on field visit (sampling) for checking the boundary, among others: Field A010 Div. 1 (there is no marker between Angsana Estate and the land of another company), Field B016 Div. 1 (found LD 2), Field A016 (location of LD1 / not found), Field C016 Div. 1 (location of LD 3 / not found). This indicates that there are boundaries of the plantation area of the Certificate Holders that have not been clearly demarcated and maintained.

Based on the explanation, raised the **Nonconformity No. 2017.01 with minor category and categorized to Indicator 8.1.1 as Major category**

**8.1.1**

**Status: Nonconformity 2017.08 with Major category.**

**Open**

**3.2. Summary of Assessment Report of Supply Chain Requirement**

Clause	(Module D) CPO Mills – Identity Preserved Requirements															
D1	Definition															
<b>D.1.1</b> <b>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&amp;C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</b>																
Until ASA 1.1, the Angsana POM only received and processed FFB from certified plantation two own estates (Angsana and Gunungsari Estate) and from Pantai Bonati Estate (PT Sajang Heulang), KKPA 1 & 4, Full Managed Smallholder Scheme under manage of PT Sajang Heulang). The Pantai Bonati and KKPA 1 & 4 is under the same holding of Minamas Plantations. The volume of FFB accepted from 09 Nov 2016 November to 06 September 2017 was described on table below :																
<table border="1"> <thead> <tr> <th>FFB Sources</th> <th>Volume (Ton)</th> </tr> </thead> <tbody> <tr> <td>Angsana Estate</td> <td>29,510</td> </tr> <tr> <td>Gunungsari Estate</td> <td>25,643</td> </tr> <tr> <td>Pantai Bonati Estate</td> <td>12,369</td> </tr> <tr> <td>KKPA 1 Estate</td> <td>55,559</td> </tr> <tr> <td>KKPA 4 Estate</td> <td>39,600</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td><b>162,681</b></td> </tr> </tbody> </table>			FFB Sources	Volume (Ton)	Angsana Estate	29,510	Gunungsari Estate	25,643	Pantai Bonati Estate	12,369	KKPA 1 Estate	55,559	KKPA 4 Estate	39,600	<b>Total</b>	<b>162,681</b>
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D.2	Explanation															
<b>D.2.1</b> <b>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</b>																
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<b>D.2.2</b> <b>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO</b>																

**supply chain managing organization (RSPO IT platform or book and claim).**

The Angsana POM - PT Ladangrumpun Suburabadi (Minamas Plantation) has been registered of certified products of RSPO (CSPO and CSPK) with e-trace- UTZ, Member ID: RSPO\_ RSPO\_PO1000000325 (Sub License 44780 will end on 08 November 2017). Based on *PalmTrace* data as of 4 September , 2017 it is known that from Quota volume of Certificate Product of Angsana POM period 09 Nov. 2016 to 08 Nov. 2017 are: **CPO = 44,265 MT** and **PK= 8,750 MT**. From the quota is known there are still stocks (Remaining Stock) **CPO = 34.257.69 MT** and **PK = 7,142.41 MT**. Based on these data that known any production sold (transaction) of Certified Product for **CPO = 10,007.31 MT** and **PK = 1,607.59 MT**. **The Certificate Holder has not been able to show the data related to Certified Product transaction, which includes the information of Transaction Time, Buyer Name and Transacted Volume. NCR 2017.09**

**Certified CPO sold to each buyer period of 09 November 2016 to 04 September 2017:**

Month	Year	Name of Buyer	Volume (Ton)
Nov	2016		
Dec	2016		
Jan	2017		
Feb	2017		
Mar	2017		
Apr	2017		
May	2017		
Jun	2017		
Jul	2017		
Aug	2017		
Sep	2017		
<b>Total</b>			

**Certified PK sold to each buyer period of 09 November 2016 to 04 September 2017**

Bulan	Tahun	Nama Pembeli	Volume (Ton)
Nov	2016		
Dec	2016		
Jan	2017		
Feb	2017		
Mar	2017		
Apr	2017		
May	2017		
Jun	2017		
Jul	2017		
Aug	2017		
Sep	2017		
<b>Total</b>			

**Status: Non Conformance 2017.09**

**D.3 Documented procedures**

**D.3.1**

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

- a. Complete and up to date procedures covering the implementation of all the elements in these requirements;**

**b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.**

The Certificate Holder has SOP of Product Identification and product traceability as a guideline related to implementation of SCCS requirement, as listed below :

1. SOP of product identification and traceability of PT. Ladangrumpun Suburabadi Minamas Plantation Number RSPO/502/SPC-LSI/03/13 Revision 1 dated March 1<sup>st</sup> 2013.
2. Technical guideline of the POM (1<sup>st</sup> and 2<sup>nd</sup> edition) and procedure on POM administration which describes the entire process stages.
3. Memorandum from the Head of PSQM dated February 27<sup>th</sup> 2013 to the SGM Plantation Operation Sumatera / Kalsel, Head of Marketing Division, All GM of estate, Estate Manager, Manager of ESH, Manager of PSQM in term of the RSPO supply chain system. The memorandum describes the model of supply chain at mill, description of supply chain model, labelling system on FFB product and the associated Officers, I labelling system on CPO, PK and shell supply chain product, procedure of supply chain system.

These document above was explained several point, consist of all FFB sources and product of certified CPO and PK shall physically separate from another non-certified products thus unique and would be possible to identification until mill and their supply base, quality control of FFB and mill products, product traceability, product dispatch from mill to bulking station (sample taking, truck seal and official report), CPO dispatch to buyers (refer to the contract and Delivery Order), CPO loading to ship (ship verification, the hold of ship shall covered and sealed and official report receipt).

According to the SOP mentioned above, the Person in Charge to ensure the implementation of this requirements, such as:

- Factory Manager is responsible for maintaining and storing all documents, records and notes of the raw material usage; verification of the product status to the vendee; holding proper SCCS training.
- Assistant of PSQM is checking the FFB quality and the raw materials as well as monitoing the product delivery and load/unload.
- Foremant/assistant of Laboratory is analyzing and testing the quality; maintaining and distributing the result of product and raw material analysis and test.
- Assistant/Senior Assistant/Manager of Bulking is Ensuring the transport of CPO and PK product from POM to bulking.
- Production clerk is recording the administration of the receipt certified FFB and the non-certified one.

Based on interview with related staff, comprise of mill manager, administration staff, grading foreman and the weight bridge staff that indicated they was understand Angsana Palm Oil Mill only received and processed of certified FFB. All the FFB sources and entry to weight bridge area shall showed the FFF Delivery Note was stamp with **RSPO Certified**.

There was also showed the documentation of SCCS refresh to related staff, consist of:

- Minutes of meeting, Wednesday 24 Meay 2017, Trainer (PSQM-ESH Staff) and the participants: Processing Assistant, Head of Administration Section, Production Administration, Despatch Operator, Security, RSPO Administration, PSQM Staff, Laboratory Staff and Grading Staff
- Attendant list SCCS Training (16 attendants)

**Status: Comply**

**D.3.2**

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

The Angsana POM only received and process the FFB from Certified Product consist of from two own estates (Angsana and Gunungsari Estate) and from Pantai Bonati Estate (PT Sajang Heulang), KKPA 1 & 4 (Full Managed Smallholder Scheme under manage of PT Sajang Heulang). The Pantai Bonati and KKPA 1 & 4 is under the same holding of Minamas Plantations.

The procedure for receiving and processing as well as mechanism to verifying FFB written on Product Identification and Traceability Procedure of PT. Ladangrumpun Suburabadi Minamas Plantation Number RSPO/502/SPC-LSI/03/13 Revision 1 dated March 1<sup>st</sup> 2013. The document is referring to the document of RSPO supply chain certification standard (final document on November 21<sup>st</sup> 2014). It was endorsed by the Manager of ASF.

According to point 6 of the procedure, several things are described. For example:

- The raw material of POM is sent from the nucleus estate, scheme smallholder or independent smallholders by showing the FFB covering paper, weighing (concerning the information on the FFB covering paper) and the weighbridge ticket shall be stamped as RSPO certified or not.
- The FFB processing is conducted one way.
- The POM products (CPO and PK) shall be issued once the weighbridge ticket is stamped with **RSPO-Certified**

**Status: Comply**

**D.4 Purchasing and goods in**

**D.4.1**

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

Until the ASA 1.1, the Angsana POM does not receive FFB from other not certified unit. The entire processed FFB in Angsana POM came from own (Angsana and Gunungsari Estate) and from Pantai Bonati Estate (PT Sajang Heulang), KKPA 1 & 4 (Full Managed Smallholder Scheme under manage of PT Sajang Heulang). The Pantai Bonati and KKPA 1 & 4 is under the same holding of Minamas Plantations. The entire processed FFB is 100% **RSPO certified-Identity Preserve**. There is FFB Delivery Note and FFB Weight Bridge receipt (**RSPO Certified**) from own estate, for example:

The FFB letter describes the origin of the FFB and its quantity. For example:

- **Angsana Estate:**  
FFB Delivery Note on Sept 06<sup>th</sup> 2017 for FFB sent from Angsana Estate. It informs the vehicle police number (DA 9371 PF); the driver name (Simon); net weighing (5,720 kg).  
Weighbridge Ticket Sept 06<sup>th</sup> 2017. The document was contain information the block of FFB sources, FFB letter serial number, vehicle police number, and trip number, hour of its outgoing, harvest date, planting year, section, block, FFB quantity and tonnage. The weighbridge ticket and FFB letter have been stamped as **RSPO Certified**.
- **KKPA 4 Estate:**  
FFB Delivery Note on Sept 06<sup>th</sup> 2017 for FFB sent from KKPA 4 Estate. It informs the vehicle police number (DA1205 ZB); driver name (Ancol); net weighing (9,150 kg).  
Weighbridge Ticket Sept 06<sup>th</sup> 2017. The document was contain information the block of FFB sources, FFB letter serial number, vehicle police number, and trip number, hour of its outgoing, harvest date, planting year, section, block, FFB quantity and tonnage.

The weighbridge ticket have been stamped as **RSPO Certified** and was checked by Security in Mill Gate

**Status: Comply**

**D.4.2**

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

Until ASA 1.1 the Angsana POM – PT Ladang Rumpun Suburabadi acknowledged and claimed the certified product for a year for **FFB = 205.885 ton, CPO=44,265 ton and Palm Kernel = 8,750 ton** for period of 09 November 2016 till 08 November 2017. Based on production date from 09 November 2016 till 06 September 2017 during the ASA 1.1, total generated CPO and Kernel by Angsana POM was: **FFB = 172.080 ton, CPO = 37,215 ton and Palm Kernel = 7,986 ton**. The data revealed that the production of CPO and Kernel, which can be claimed by Angsana POM – PT Ladangrumpun Suburabadi had not exceeded the projected volume. The management of Angsana POM – PT Ladangrumpun Suburabadi has a commitment to provide information to PT Mutuagung Lestari in case there is an exceeding production of CPO and Palm Kernel from the projected volume.

**Status: Comply**

<b>D.5</b>	<b>Record keeping</b>																										
<b>D.5.1</b>																											
<b>The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</b>																											
The Angsana POM – PT Ladangrumpun Suburabadi, has a monitoring report for RSPO certified product (FFB, CPO & PK). Below was monthly production in three months basis.																											
<table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th rowspan="2">FFB Processed (MT)</th> <th colspan="2">Production (MT)</th> </tr> <tr> <th>CPO</th> <th>PK</th> </tr> </thead> <tbody> <tr> <td>November 2016 to January 2017</td> <td>78,713</td> <td>17,969</td> <td>3,777</td> </tr> <tr> <td>February to April 2017</td> <td>26,424</td> <td>5,960</td> <td>1,310</td> </tr> <tr> <td>May to July 2017</td> <td>37,169</td> <td>7,692</td> <td>1,720</td> </tr> <tr> <td>August to September 2017</td> <td>20,375</td> <td>5,594</td> <td>1,178</td> </tr> <tr> <td><b>Total</b></td> <td><b>162,681</b></td> <td><b>37,215</b></td> <td><b>7,985</b></td> </tr> </tbody> </table>		Month	FFB Processed (MT)	Production (MT)		CPO	PK	November 2016 to January 2017	78,713	17,969	3,777	February to April 2017	26,424	5,960	1,310	May to July 2017	37,169	7,692	1,720	August to September 2017	20,375	5,594	1,178	<b>Total</b>	<b>162,681</b>	<b>37,215</b>	<b>7,985</b>
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	<b>Status: Comply</b>																										
<b>D.6</b>	<b>Processing</b>																										
<b>D.6.1</b>																											
<b>The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage</b>																											
<p>The entire accepted and processed product in Angsana POM comes from RSPO certified own estate. Until now, Angsana POM does not accept and process FFB from not certified sources. Based on the available document within the system, it reveals that the document consists of fruit delivery note, weighing ticket, Sales Contract and SIME Weigh program application, which explain the source of FFB (Division, harvesting block, cultivation year, number of bunches) to product such as CPO and PK that 100 % is a certified product (RSPO Certified). The entire document that related to product acceptance and processing and transportation process have been marked with stamp 'RSPO Certified' with <b>RSPO CERTIFIED-Identity Preserved</b>.</p> <p>Based on document verification and field visit in Angsana POM to verify the process from FFB received in mill, CPO and PK produced, the Certificate Holder can demonstrate the process was kept segregated the Certified Product from non-certified material.</p>																											
	<b>Status: Comply</b>																										
<b>D.6.2</b>																											
<b>The objective is for 100 % segregated material to be reached</b>																											
<p>According to SOP of product identification and traceability of PT. Ladangrumpun Suburabadi Minamas Plantation Number RSPO/502/SPC-LSI/03/13 Revision 1 dated March 1<sup>st</sup> 2013, the Certificate Holder is able to produce the product physically for the RSPO certified.</p> <p>Based on documents verification and field visit in Angsana POM and interview with weigh bridge and grading staff, its known that Angsana POM processes FFB into CPO and PK, which is 100 % comes from two own estates (Angsana and Gunungsari Estate) and from Pantai Bonati Estate (PT Sajang Heulang), KKPA 1 &amp; 4 (Full Managed Smallholder Scheme under manage of PT Sajang Heulang). Along with little volume supplied from KKPA 5 Estate (under managed of PT Sajang Heulang as full managed smallholder), another certified plantation (under the same Holding Company, Minamas Plantation). Verification over Sales Contract and Invoice document showed that the entire sold CPO and PK product is 100 % RSPO Certified product.</p>																											
	<b>Status: Comply</b>																										

**3.3. Conformity Checklist of Certificate and Logo Use**

<b>1.</b>	<b>Evidence of permission or approval certificate and logo from Certification Body which submitted by Client</b>	<b>X or ✓</b>
<b>ASA-1.1</b>	PT Ladangrumpun Suburabadi has a logo and a certificate of approval numbers No. MUTU-RSPO/006a	✓
	<b>Status: Comply</b>	
<b>2.</b>	<b>Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use</b>	<b>X or ✓</b>
<b>ASA-1.1</b>	PT Ladangrumpun Suburabadi does not use the logo both in the on-product and off-product.	✓
	<b>Status: Comply</b>	
<b>3.</b>	<b>Implementation of Certificate and Logo is not used on product</b>	<b>X or ✓</b>
<b>ASA-1.1</b>	PT Ladangrumpun Suburabadi does not use the logo both in the on-product and off-product.	✓
	<b>Status: Comply</b>	
<b>4.</b>	<b>Controlling of Certificate and Logo, including withdrawing inappropriate logo.</b>	<b>X or ✓</b>
<b>ASA-1.1</b>	PT Ladangrumpun Suburabadi does not use the logo both in the on-product and off-product.	✓
	<b>Status: Comply</b>	



**3.4. Summary of RSPO Partial Certification.**

Compliance of the uncertified management units of Sime Darby Plantation Sdn Bhd against the rules for partial certification was determined through Self-Assessment in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below

Sime Darby Plantation Sdn Bhd Time Bound Plan is explained in table section 1.10. Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total management unit in Sime Darby Plantation Sdn Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia. Sime Darby Plantation Sdn Bhd has informed the Time Bound Plan progress through representative’s office in Indonesia. MUTU has considered that Sime Darby Plantation Sdn Bhd is comply with the RSPO requirement for Time Bound Plan. The Time Bound Plan was revised and declared by the Sime Darby Plantation Sdn Bhd Indonesian representative on June 16th, 2016 by the Head of PSQM.

MUTU has verified partial certification for un-certified unit’s subsidiary of Sime Darby Plantation Sdn Bhd based on their Time Bound Plan. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

- There are significant land conflicts in PT Mitra Austral Sejahtera, there is still an issue that remain unresolved social i.e. from Serikat Petani Kelapa Sawit (SPKS), but improvements are ongoing.
- PT Budidaya Agro Lestari waiting for land title process.
- The company has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labour disputes that are not being resolved through an agreed process
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above

<b>2.1 Un-Certified Units or Holdings</b>		
<b>Section</b>	<b>Requirement</b>	<b>Concerns to Discuss, if any</b>
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p><b>Company Group/Holding Statement:</b> Companies are already doing internal audits. There are internal audit reports for each company.</p> <p><b>Auditor Verification:</b> Internal Audit report available for uncertified management unit for example PT Sandika Natapalma – Karya Palma Estate on 10 February 2017.</p>
i.	No replacement after dates defined in NIs Criterion 7.3 of: <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	<p><b>Company Group/Holding Statement:</b> HCV assessment has been conducted for uncertified units i.e. PT Mitra Austral Sejahtera (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p> <p><b>Auditor Verification:</b> Sime Darby Plantation Sdn Bhd sent disclosure of liability including LUCA analysis to RSPO Secretariat on 2 December 2014 and 2<sup>nd</sup> revision on 24 June 2016. The companies ensuring</p>

		reporting of disclosure of liability progress to RSPO and according to the CB's correspondency with RSPO Remediation and Compensation.
i.	Any new plantings since January 1 <sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.	<p><b>Company Group/Holding Statement:</b> A new mill will be set up in Liberia and planned for commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be found at <a href="http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14">http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14</a></p> <p><b>Auditor Verification:</b></p> <ul style="list-style-type: none"> <li>• Karya Palma Estate (PT Sandika Natapalma) and Baturus Estate (PT Budidaya Agro Lestari) any new planting after January 1<sup>st</sup> 2010 and due to not conduct NPP.</li> <li>• RSPO NPP process has been completed in 2011 for a new mill in Liberia.</li> </ul>
ii.	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p><b>Company Group/Holding Statement:</b> Sime Darby (Liberia) Plantation Inc. Status: Box G - Close for Monitoring Further details please refer to: <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/46">http://www.rspo.org/members/complaints/status-of-complaints/view/46</a> PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/29">http://www.rspo.org/members/complaints/status-of-complaints/view/29</a></p> <p><b>Auditor Verification:</b> Auditor has verified the supporting evidence of above the company statement. There are land conflict in :</p> <ul style="list-style-type: none"> <li>• PT Mitra Austral Sejahtera, this issue are remain being resolved with RSPO dispute settlement facilities</li> <li>• PT Bina Sains Cemerlang, this issue was raise on 22 April 2017 and still being process to resolve.</li> </ul>
iii.	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p><b>Company Group/Holding Statement:</b> No stakeholder comments or complaints received.</p> <p><b>Auditor Verification:</b></p>

		Auditor has verified the supporting evidence of above the company statement. There are no labour dispute in company unit.
iv.	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p><b>Company Group/Holding Statement:</b> None noted. No stakeholder comments or complaints received.</p> <p><b>Auditor Verification:</b> Auditor has verified the supporting evidence of above the company statement. There is any legal non-compliance for PT Budidaya Agro Lestari waiting for land title process.</p>

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

**3.5.1 Identification of Findings, Corrective Actions and Observations at *Re-Certification* Assessment**

NCR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
2016.01	2.2.2	<p><b>Corrective action plan of boundary demarcation</b></p> <p>Documents of poles monitoring and verification in the field of GSE known that numbers of HGU poles has been loss (more than 90 poles). However, it has not provided adequate action plan to ensure corrective action of the legal demarcation boundaries (HGU) in accordance with applicable regulations.</p>	PT. LSI	Minor upgrade to major	Prior issued certificate	The company should address that the legal boundaries has been demarcated and maintained	<p><b>Root cause :</b> The root cause occurred was the lost of several boundaries marker and there no re-installation due to the prediction of mining activities so that certainly the boundaries marker will be discovered by the mining.</p> <p><b>corrective action :</b> The corrective action is re-installation the boundaries marker according to the coordinate point and HGU document of PT LSI. The installation carrying out since 30 July 2016 according to the documentation of the Team (MRC Dept and PSD Dept), and accompanied by PT LSI representative. Monitoring logbook has been made according to the monitoring program/mitigation and maintainance against HGU Marker. Further, if mining activities occurred, PT LSI will provide the minute of relocation of HGU marker in coordination with the mining company, with the aim, if it has been reclaimed, the HGU marker can be reinstalled.</p> <p><b>Preventive action :</b> a. The consideration of boundary markers installation is to ensure HGU markers</p>	Closed	5 October 2016

NCR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>matched with coordinate point and HGU document, so that the information of the boundaries can be shown (to parties who requires such information). Further, if mining activities occurred, PT LSI will provide the minute of relocation of HGU marker in coordination with the mining company, with the aim, if it has been reclaimed, the HGU marker can be reinstalled.</p> <p>b. The mechanism to be prepared is providing log book monitoring which we will do in the 3-month basis. Maintenance stakes will be conducted every 6 months as an act of clearance around and repainting</p> <p>c. Actually, if there is no interference or the interests of other parties supposedly markers that already exist will not disappear, however to ensure the existence of such markers. monitoring will be carried out as described in point b. If there was anything issue when we do the monitoring, then we'll do an evaluation of the problems and followed up.</p> <p><b>Verification on 30 June 2016 :</b> The company has shown evidence of a navigation of coordinates position report of HGU poles of GSE, on 09-15 July 2012 by MRC team. But not yet provided the follow up on these survey results as evidence that all</p>		

NCR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>legal boundaries clearly demarcated and maintained.</p> <p><b>Verification of October 5, 2016:</b> The audit team has received an explanation for the root cause, corrective actions and preventive action. The audit team concluded this indicator has CLOSED.</p>		
2016.02	6.1.4	<p><b>Social Impact Assessment (SIA)</b></p> <p>The company not yet shown an overview of plans to avoid and mitigate negative impact and enhance positive impact and evidence that review process has been involves the participation of affected parties</p>	Estate and Mill	Minor upgrade to major	Recertification	Companies should show an overview of the plan to avoid or mitigate negative impacts and enhance positive impacts that has been involves all affected parties	<p><b>Root cause :</b></p> <ul style="list-style-type: none"> <li>• Not yet carry out socio-economic questionnaire to villagers around the plantation which is in accordance with the Program Management Negative Impacts &amp; SEIA report PT.LSI (Pollito 2010)</li> <li>• Not yet carry out the preparation of Negative Impact Management Program in accordance SEIA report PT.LSI</li> </ul> <p><b>corrective action:</b> Has been performed re-interviewed through questionnaire to the community of Bayansari Village, Banjarsari Village, Purwodadi Village, Sebamban Baru Village, and Pantai Bunati Village, with respondent as much as 10 from each village on August 22 to 27, 2016</p> <p>Has been prepared the programs of negative impacts mitigation in accordance with the impact assessment contained in the SEIA report of PT.LSI (Pollito 2010)</p> <p><b>Preventive action:</b></p>	Closed with observation	7 September 2016

NCR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>Perform the evaluation of monitoring of public unrest through the questionnaires results every 1 year and implementing programs of negative impacts mitigation on a regular basis.</p> <p><b>Verification teams of auditors 7 September 2016:</b> Based on the root cause explanation and evidence of corrective actions submitted by PT. LSI dated 3 September 2016, the audit team stated this non-conformity CLOSED WITH OBSERVATION. Shall be re-verified in the next assessment.</p>		
2016.03	7.3.2	<p><b>Land Use Change Analysis (LUCA) for new planting after November 2005</b> Based on the statement area of KKPA-4, identified new oil palm planting year since November 2005 (December 2006) an area of 65 hectares . Meanwhile, Sime Darby Plantations has submitted LUCA report to the RSPO Phase 1 (2014) and Phase 2 (2015). However, the report did not include the new planting area of 65 hectares in KKPA-4 .</p>	PT LSI	Major	Prior issued certificate	LUCA should be conducted and reported to the RSPO Board.	<p><b>Root cause :</b> The LUC Analysis not yet conducted for Scheme Smallholders (KKPA-4)</p> <p><b>Corrective action :</b> Data requires for LUCA has been submitted and reporting to RSPO has been perform</p> <p><b>Preventive action:</b> Ensure the submission of Land Use Change Analysis report to RSPO secretariat for all the full manage scheme smallholders (KKPA) ±16,000 Ha under certification unit (PT Sajang Heulang) can be showed during the audit conducted as evidence.</p> <p><b>The auditor's conclusion:</b> <b>Verification on 20 July 2016</b> The management unit of PT LSI has submitted</p>	Closed	27 October 2016

NCR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>evidence of corrective actions on July 20, 2016:</p> <p>Result of auditor verification against the evidence of corrective action, stated that the evidence submitted are inadequate, since there is no :</p> <ol style="list-style-type: none"> <li>1. The analysis of land cover changes in accordance with the interpretation of satellite imagery that have been submitted.</li> <li>2. Evidence of LUC analysis reporting to RSPO.</li> <li>3. The responses to the root cause presented by the management.</li> </ol> <p><b>27 October 2016 .</b></p> <p>The auditors had been verified related to the fulfilment of the corrective action, The document consists of:</p> <ol style="list-style-type: none"> <li>1. Checklist for Submission Records</li> <li>2. Reporting Template for Disclosure of Non-Compliant Land Clearing.</li> <li>3. Reporting Template for LUCA.</li> <li>4. RSPO Remediation Liabilities and Compensation Report.</li> <li>5. Company Per Year Development Plan.</li> </ol> <p>All these documents have been received and responded by RSPO on the same date. Based on the corrective action document, the NC is stated CLOSED WITH OBSERVATION and will be verified when the next assessment</p>		



NCR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							related to approval process concept note of the RSPO, when there Remediation or Compensation for land is identified.		

**3.5.2 Identification of Findings, Corrective Actions and Observations at *ASA-1.1* Assessment**

<b>NCR No.</b>	<b>: 2017. 01</b>	<b>Issued by</b>	<b>: Oktovianus Rusmin</b>
<b>Date Issued</b> Tanggal diterbitkan	<b>: 08 September 2017</b>	<b>Time Limit</b>	<b>: 07 November 2017</b>
<b>NC Grade</b>	<b>: Minor (Recurrence, categorize to 8.1.1)</b>	<b>Date of Closing</b>	<b>: 01 November 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 2.2.2 Legal boundaries are demonstrated clearly and maintained.</b>		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i>			
<p>It has been shown several document consist of: Position of Land Use Right Angsana Estate, Documentation Installation of Boundary Poles of Angsana Estate, monitoring Check of Boundary Poles (December 2016, March 2017 &amp; May 2017. Based on field visit (sampling) for checking the boundary, among others: Field A010 Div. 1 (there is no marker between Angsana Estate and the land of another company), Field B016 Div. 1 (found LD 2), Field A016 (location of LD1 / not found), Field C016 Div. 1 (location of LD 3 / not found). This indicates that there are boundaries of the plantation area of the Certificate Holders that have not been clearly demarcated and maintained.</p>			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>			
<p>The company not yet thoroughly conducted monitoring and maintenance of the boundary poles, because in the North area there is no book of boundary poles list. Monitoring activities that have been conducted in 2016 and 2017 only cover the area in the current boundary poles list and has not done maintenance of the boundary poles thoroughly.</p>			
<b>Correction</b> <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> <li>• Send of letters from the Plantation Service Department to the National Land Agency of South Kalimantan Province concerning Request for a List of Geographical Coordinates of PT Ladangrumpun Suburabadi Landrights on 01 August 2017</li> <li>• Identify the boundaries of the area according to the List of Geographic Coordinates of Business License of PT Ladangrumpun Suburabadi which has been issued by National Land Agency of South Kalimantan Province.</li> </ul>			
<b>Corrective Action</b> <i>(filled by organization audited):</i>			
<ul style="list-style-type: none"> <li>• Monitoring the existence of all the boundaries of the PT Ladangrumpun Suburabadi area that is done periodically by the safety officer and the research supervisor and known by the head of the plantation management</li> <li>• Maintain of the wholeof boundary poles every 3 months according to SOP of Maintenance of Boundary Poles No.LGL-LSI / 06/17 and Memorandum of Head Region of South and North Kalimantan No.028 / Head Region / Bjb / VIII / 2015 regarding Boundary Poles , it aims to prevent damage and loss, or removal of the boundary by another party.</li> </ul>			
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>			
<p><b>22 September 2017</b> The certificate holder has presented evidence of improvement in the form of Geothermal Coordinate Application Register of PT Ladangrumpun Suburabadi to the Office of National Land Agency of South Kalimantan Province, dated 1 August 2017.</p>			

Root Cause Analysis of the problem has not been well identified, so the Nonconformance of this indicator is not yet comply (Open)

**27 October , 2017**

Root Cause Analysis the problem is still the same as before.

Root Cause Analysis The problem has not been well identified, so the Nonconformance of this indicator is not yet comply (Open)

**01 November 2017**

The certificate holder has shown improvement in the form of a description of the Root Cause Analysis, Corrections & Correction Actions and that have been identified based on the existing Non-Conformity.

Based on the above, the non-conformity of this indicator is fulfilled with **Closed with Observation**.

Follow-up and the consistency will be the auditor's attention on next audit visit.

**Verified by** : **Oktovianus Rusmin**

<b>NCR No.</b>	: <b>2017.02</b>	<b>Issued by</b>	: <b>Mohamad Amarullah</b>
<b>Date Issued</b>	: <b>08 September 2017</b>	<b>Time Limit</b>	: <b>ASA 1.2</b>
<b>NC Grade</b>	: <b>Minor</b>	<b>Date of Closing</b>	:
<b>Standard Ref. &amp; Requirement</b>	: <b>4.2.3</b>	<b>Records of periodical leaf, soil and visual analysis shall be available.</b>	
<b>Non-Conformance Description &amp; Evidence observed:</b>			
KKPA-4 management unit is not be able to shows soil sampling analysis results which used as a basis for annual fertilizer recommendation measurement.			
<b>Root Cause Analysis</b> (filled by organization audited):			
-			
<b>Correction</b> (filled by organization audited)			
Sending evidence of KKPA-4 soil sample analysis which derived from soil survey report on September 13 <sup>th</sup> 2017.			
<b>Corrective Action</b> (filled by organization audited):			
To archieve the soil survey analysis report			
<b>Assessor Evaluation and Conclusion</b> (filled by auditor):			
<b>13 September 2017</b>			
Management unit has shows semi detail soil survey and land feasibility study for KKPA report, which conducted in 2012. Report has describes physical, biology and chemical properties of soils which were used as parameter on annual fertilizer recommendation measurement. Among parameter tested in soil chemical properties are pH, C/N ration, base saturation, cation exchange capacity (CEC) and dry matter of nutrients (macro and micro) content. Furthermore, physical properties analysis has informs soil structure and texture. According to the report, soil in KKPA-4 has consist of five types, e.g.: Typic Hapludults, Typic Plintudults, Lithic Hapludults, Plinthic Hapludox and Humic Endoaquepts, which covers about 58.6, 19.8, 6.1, 15.1 and 0.4 % of KKPA-4 operational areas, respectively.			
However, root of course analysis and corrective action are not available by CH, hence there is no guarantee that this NCR would not repeatedly found on the next surveillance audit. Hence, this NCR has remain <b>open</b> .			
<b>22 September 2017</b>			
CH has provide explanation on root of course and corrective action. It was mentioned that the soil analysis data has			

already presented in soil survey report but not recognized by Auditor. However, management unit was not specifically describes why during audit there were no body available to explain that soil analysis results from soil survey report were used for fertilizer measurement considerations. CH has also required to describes program which shall be implemented by management unit so that this CNR would not repeatedly found on the next surveillance audit. Hence, this NCR has remain **open**.

**27 Oktober 2017**

CH mentioned that to archieve the soil survey analysis report properly would be conducted as corrective action. However, there is no change of explanatin on root of course. Hence, this NCR has still remain **open**.

**Verified by** : **Mohamad Amarullah**

<b>NCR No.</b>	: 2017.03	<b>Issued by</b>	: Mohamad Amarullah
<b>Date Issued</b>	: 08 September 2017	<b>Time Limit</b>	: 07 November 2017
<b>NC Grade</b>	: Major	<b>Date of Closing</b>	: 01 November 2017
<b>Standard Ref. &amp; Requirement</b>	<b>4.7.2</b> <b>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.</b>		
<b>Non-Conformance Description &amp; Evidence observed:</b>			
<ul style="list-style-type: none"> <li>CH has provide pesticide Applicators with “carbon grade” mask as a part of PPE, as verified during field observation in Blok 29/30 A0 Divisi 1 Angsana Estate. However, this is not in accordance with MSDS which required “respirator grade” mask as a proper PPE for Applicator.</li> <li>Evidence on ear-plug delivery to Operators in Angsana Factory were available. However, based on field observation to several processing stations, i.e. Loading Ramp, Sterilizer, Nut and Kernel, and Boiler, it was found that those Operators were not brings and/or use the ear plug as a part of PPE as mentioned in HIRAC.</li> </ul>			
<b>Root Cause Analysis (filled by organization audited):</b>			
<ul style="list-style-type: none"> <li>Unit management has not identified type of mask required or mentioned in pesticides material safety data sheet.</li> <li>Assistant has not implementing mechanism of PPE checking through morning briefing, before starts the work.</li> </ul>			
<b>Correction (filled by organization audited):</b>			
<ul style="list-style-type: none"> <li>To identify type or grade of mask for pesticide Applicator, as mentioned in product MSDS, as well as to substitute “carbon grade” mask with “respirator grade” mask.</li> <li>To conduct socialization on completeness and obligation to use proper PPE to all estate and mill workers.</li> </ul>			
<b>Corrective Action (filled by organization audited):</b>			
<ul style="list-style-type: none"> <li>Conducting routine field checking by Assistant and Safety Officer.</li> <li>Implementation of sanction for undisciplined workers whose did not wear complete PPE as required by company.</li> </ul>			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b>			
<b>27 October 2017</b>			
<ul style="list-style-type: none"> <li>The CH shows official report on PPE delivery to all pesticide Applicators in Angsana Estate on October 4<sup>th</sup> 2017. PPE delivered are google and <u>respirator mask</u> which suit with MSDS and HIRAC requirement.</li> <li>The CH shows evidence on PPE related socialization through list of attendance and picture of socialization which informed as follows: <ul style="list-style-type: none"> <li>Safety briefing which held in October 21<sup>st</sup> 2017, attended by 15 workshop and 19 process workers.</li> <li>Safety town hall 5.0 which held in October 23<sup>rd</sup> 2017, attended by Manager, Assistant, PSQM/ESH Staff, Safety Officer and 60 workers.</li> </ul> </li> </ul>			
<p>According to explanation above, a suit PPE delivery and evidence of socialization are available. However, mechanism of PPE checking on the Mill before starts to work is not available. Hence, NCR No. 2017.03 has remain <b>open</b>.</p>			
<b>01 November 2017</b>			

The CH shows mechanism of PPE checking before starts to work, presented as follows:

- Official report on environment safety and health (ESH) in Angsana Factory. For example, report on September 23<sup>rd</sup> 2017 noted that Engine Room Operator was identified did not bring and wear ear muff. Regarding this matter, warning letter was given to the respective worker. This report signed by PSQM/ESH Staff, Senior Assistant and Mill Manager.
- Form Tool Box Meeting Proses II dated October 9<sup>th</sup>-10<sup>th</sup> 2017 which describes completeness of PPE checking of all operators in Angsana Factory. This checking was conducted at 08.00 to 08.15 am, before starts to work.

Based on root of course analysis and corrective action reviews, as well as correction evidence given, it could be concluded that NCR No. 2017.03 is considered **closed**.

**Verified by** : **Mohamad Amarullah**

<b>NCR No.</b>	: <b>2017.04</b>	<b>Issued by</b>	: <b>Mohamad Amarullah</b>
<b>Date Issued</b>	: <b>08 September 2017</b>	<b>Time Limit</b>	: <b>07 November 2017</b>
<b>NC Grade</b>	: <b>Major</b>	<b>Date of Closing</b>	: <b>27 October 2017</b>
<b>Standard Ref. &amp; Requirement</b>	: <b>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.</b>		
<b>Non-Conformance Description &amp; Evidence observed:</b> Document of HIRAC and MSDS has mentioned that pesticide Applicators shall be equipped with PPE google or face shield. However, based on observation to pesticide applicaion in Block 29/30 Divisi 1 Angsana Estate and Block L48 Divisi 2 KKPA-4 Estate, it was known that PPE google or face shield for pesticide Applicators were not provided yet by Estate Management.			
<b>Root Cause Analysis (filled by organization audited):</b> Estate management unit has not implemneting MSDS and HIRAC requirement towards the use of google and/or face shield as a part of PPE for pesticide Applicators.			
<b>Correction (filled by organization audited):</b> To provide and deliver PPE google to all pesticide applicators.			
<b>Corrective Action (filled by organization audited):</b> <ul style="list-style-type: none"> <li>• To analyze PPE completeness which referred by MSDS and to make sure its implementation.</li> <li>• To provide routine checking which conducted by Safety Officer and Assistant.</li> <li>• Evaluation on google usage towards pesticide Applicators in the OSH meeting.</li> <li>• Implementation of sanction for undisciplined workers whose did not wear complete PPE as required by company.</li> </ul>			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>27 October 2017</b> The CH has shows official letter of PPE delivery to all pesticide Applicators in Angsana Estate on October 4 <sup>th</sup> 2017. PPE delivered are <u>google</u> and respirator mask which suit with MSDS and HIRAC requirement. Hence, based on root of course analysis and corrective action reviews, as well as correction evidence given, it could be concluded that NCR No. 2017.04 is considered <b>closed</b> . However, consistency of suit PPE provided will be verified on the next surveillance audit.			
<b>Verified by</b>	: <b>Mohamad Amarullah</b>		

<b>NCR No.</b>	: 2017.05	<b>Issued by</b>	: Sofyan Hadi Lubis
<b>Date Issued</b>	: 08 September 2017	<b>Time Limit</b>	: ASA 1.2
<b>NC Grade</b>	: Minor	<b>Date of Closing</b>	:
<b>Standard Ref. &amp; Requirement</b>	<b>5.2.4</b> Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to follow-up on the improvement of the management plan.		
<b>Non-Conformance Description &amp; Evidence observed:</b>			
The Certification Holder able to show document of wildlife management implementation. However, the document has not identified the status of protected, rare and endangered species (RTE species), including follow-up to next improved management plans.			
<b>Root Cause Analysis (filled by organization audited):</b>			
There is no identification of protected RTE species.			
<b>Correction (filled by organization audited):</b>			
Identification RTE species has been conducted.			
<b>Corrective Action (filled by organization audited):</b>			
Conducted monitoring RTE species as periodically.			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b>			
<b>22 September 2017</b> There is no correction evidence			
<b>27 Oktober 2017</b> There is no correction evidence			
<b>Verified by</b>	: Sofyan Hadi Lubis		

<b>NCR No.</b>	: 2017.06	<b>Issued by</b>	: Sofyan Hadi Lubis
<b>Date Issued</b>	: 08 September 2017	<b>Time Limit</b>	: ASA 1.2
<b>NC Grade</b>	: Minor	<b>Date of Closing</b>	:
<b>Standard Ref. &amp; Requirement</b>	<b>5.3.3</b> A documented waste management plan to avoid or reduce pollution and its implementation shall be available		
<b>Non-Conformance Description &amp; Evidence observed:</b>			
1. Based on field visits, such as: <ul style="list-style-type: none"> <li>- Was found Hazardous Waste used paint cans in the final disposal site (TPAS) of KKPA-4.</li> <li>- Was found Hazardous Waste rags in the front of Hazardous Waste of Angsana POM.</li> <li>- Waste found Hazardous used paint cans in the workshop of Angsana POM.</li> <li>- Was found Hazardous Waste agrochemical containers in the housing complex of Division I &amp; II Angsana</li> </ul>			

<p>Estate.</p> <ul style="list-style-type: none"> <li>- Was found used containers and used oil in the generator area of division I &amp; II Angsana Estate.</li> </ul> <p>It is not in accordance with the source identification and waste management documents and the SOP related to Hazardous Waste and Non Hazardous Waste (SPO document number: RA012) that has been ratified on 01-04-2012. Hazardous Waste should be stored on the Hazardous Waste Storage.</p> <p>2. The Certification Holder uses the transport / truck with no. police DA 1329 IC to send Hazardous Waste to the Hazardous Waste collecting party. However, the Certificate holder has not been able to show evidence that the Hazardous Waste transport document already has licenses from the Ministry of Environment and the Ministry of Land Transportation.</p>
<p><b>Root Cause Analysis</b> <i>(filled by organization audited):</i></p> <p>The company has not socialized the identification of hazardous waste to all employees.</p>
<p><b>Correction</b> <i>(filled by organization audited):</i></p> <p>The Company has conducted socialization and identification of hazardous waste for all employees</p>
<p><b>Corrective Action</b> <i>(filled by organization audited):</i></p> <p>Conducted socialization the identification of hazardous waste to all employees and monitoring the management of hazardous waste as regularly.</p>
<p><b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i></p> <p><b>22 September 2017</b> There is no correction evidence at all</p> <p><b>27 Oktober 2017</b> There is no correction evidence at all</p>
<p><b>Verified by</b> : <b>Sofyan Hadi Lubis</b></p>

<b>NCR No.</b>	: 2017.07	<b>Issued by</b>	: Sofyan Hadi Lubis
<b>Date Issued</b>	: 08 September 2017	<b>Time Limit</b>	: ASA 1.2
<b>NC Grade</b>	: Minor	<b>Date of Closing</b>	: 30 October 2017
<b>Standard Ref. &amp; Requirement</b>	: 5.6.3 A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available.		
<b>Non-Conformance Description &amp; Evidence observed:</b>			
The Certification Holder has not been able to show the Greenhouse Gas (GHG) calculation results for the period 2016 using RSPO Palm GHG calculator.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>			
The company has not yet calculated GHG PT. LSI period of 2016, due to the limited staff of PSQM Jakarta who can perform the GHG calculation.			
<b>Correction</b> <i>(filled by organization audited):</i>			
The company has been calculated GHG PT.LSI period of 2016 by Staff PSQM Jakarta and has been reported to the RSPO Secretariat on September 26, 2017 (Attached)			

**Corrective Action** (filled by organization audited):

The Company will conduct GHG calculation training to each PSQM Region Staff. In addition, the GHG calculation raw data for each unit will be collected every January of the next year to the Staff PSQM unit, and will be calculated no later than 2 months after complete raw data is received by PSQM Region Staff.

**Assessor Evaluation and Conclusion** (filled by auditor):

**22 September 2017**

There is no correction evidence at all

The certificate holder has indicated:

- Document power point GHG calculation results for the period 2016.
- Reporting of GHG calculation results evidence to the RSPO Secretariat on September 26, 2017.

**Auditor's Response**

Why there is no information related to FFB processed (t / yr), CPO produced (t / yr), PK produced (t / yr), POME treatment: Divert to compost (%), Divert to anaerobic digestion (%), POME Diverted to anaerobic digestion: Emissions (%), Divert to anaerobic pond (%), & Divert to methane capture (flaring) (%).

Based on the above explanation, NCR 2017.07 stated not yet closed

**30 Oktober 2017**

Angsana Palm Oil Mill and supply bases has calculated GHG emissions for period 2016 using the RSPO PalmGHG calculator, as follow as:

Emmision per product	tCO2e/tProduct
CPO	0.41
PK	0.41

Production	t/yr
FFB processed	175371.95
CPO produced	39605.33
PK produced	8239.59

Extraction	%
OER	22.58
KER	4.7

Land use	Ha
Planted area	21594.14
Planted on peat	0
Conservation (forested)	471.51
Conservation (non-forested)	0

Summary of field emission and Sinks

Descripton	Own plantatio		Group plantation		3 <sup>rd</sup> party	
	tCO2e	tCO2e/tFFB	tCO2e	tCO2e/tFFB	tCO2e	tCO2e/tFFB
<b>Emissions Sources</b>				<b>B</b>		<b>B</b>
Land convection	75268.48	0.55	0	0	0	0
CO2 emmisions from fertilizer	5521.05	0.03	0	0	0	0
NO2 emissions	4487.91	0.02	0	0	0	0
Fuel consumption	3619.48	0.01	0	0	0	0



Peat oxidation	0	0	0	0	0	0
Sinks			0	0	0	0
Crop sequestration	-103387.6	-0.61	0	0	0	0
Sequestration in Conservation area	-1436.36	-0.01	0	0	0	0
Total	-15927.04	-0.01	0	0	0	0

Summary of Mill Emission and Credits

Emissions	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
POME	34375.87	0.2
Fuel Consumption	1041.63	0.01
Grid Electricity Utilization	0	0
Credits		
Export of Grid Electricity to Housing & Grid	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	35417.5	0.2

POME Treatment

Emissions	%
Divert to compost	0
Divert to anaerobic digestion	100

POME Diverted to Anaerobic Digestion

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

Based on the above explanation, NCR 2017.07 stated closed

**Verified by** : Sofyan Hadi Lubis

<b>NCR No.</b>	: 2017.08	<b>Issued by</b>	: Oktovianus Rusmin
<b>Date Issued</b>	: 08 September 2017	<b>Time Limit</b>	: 07 November 2017
<b>NC Grade</b>	: Major	<b>Date of Closing</b>	: 01 November 2017
<b>Standard Ref. &amp; Requirement</b>	8.1 The action plan for monitoring shall be available, based on a consideration of the social and environmental impacts and routine evaluation of the plantation and mill operations. As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> <li>• Reduction in use of certain chemicals (Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> </ul>		

	<ul style="list-style-type: none"> <li>• <b>Waste reduction (Criterion 5.3);</b></li> <li>• <b>Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</b></li> <li>• <b>Social impacts (Criterion 6.1);</b></li> <li>• <b>Optimising the yield of FFB production (Criterion 4.2)</b></li> </ul>
<p><b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i></p> <p>Based on Nonconformities identified at Re-Certification in 2016, the Auditor team considers that there is a recurrent Non-compliance ASA 1.1 as a result of the incomplete implementation of continuous improvement. The non-conformity are:</p> <p><b>Indicator 2.2.2</b></p> <p>Based on field visit (sampling) for checking the boundary, among others: Field A010 Div. 1 (there is no marker between Angsana Estate and the land of another company), Field B016 Div. 1 (found LD 2), Field A016 (location of LD1 / not found), Field C016 Div. 1 (location of LD 3 / not found). This indicates that there are boundaries of the plantation area of the Certificate Holders that have not been clearly demarcated and maintained.</p>	
<p><b>Root Cause Analysis</b> <i>(filled by organization audited):</i></p>	
<p><b>Correction</b> <i>(filled by organization audited):</i></p>	
<p><b>Corrective Action</b> <i>(filled by organization audited):</i></p>	
<p><b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i></p> <p><b>22 September 2017</b></p> <p>The certificate holder has presented evidence of improvement in the form of Geothermal Coordinate Application Register of PT Ladangrumpun Suburabadi to the Office of National Land Agency of South Kalimantan Province, dated 1 August 2017.</p> <p>Root Cause Analysis of the problem has not been well identified, so the Nonconformance of this indicator is not yet comply (Open)</p> <p><b>27 October , 2017</b></p> <p>Root Cause Analysis the problem is still the same as before.</p> <p>Root Cause Analysis The problem has not been well identified, so the Nonconformance of this indicator is not yet comply (Open)</p> <p><b>01 November 2017</b></p> <p>The certificate holder has shown improvement in the form of a description of the Root Cause Analysis, Corrections &amp; Correction Actions and that have been identified based on the existing Non-Conformity.</p> <p>Based on the above, the non-conformity of this indicator is fulfilled with <b>Closed with Observation</b>. Follow-up and the consistency will be the auditor's attention on next audit visit.</p>	
<p><b>Verified by</b></p>	<p><b>: Oktovianus Rusmin</b></p>

<b>NCR No.</b>	: 2017.09	<b>Issued by</b>	: Oktovianus Rusmin
<b>Date Issued</b>	: 08 September 2017	<b>Time Limit</b>	: 07 November 2017
<b>NC Grade</b>	: Major SCCS	<b>Date of Closing</b>	: 22 September 2017
<b>Standard Ref. &amp; Requirement</b>	D.2.2 Pabrik harus memenuhi semua pendaftaran dan persyaratan pelaporan untuk rantai pasokan yang tepat melalui organisasi yang mengelola RSPO supply chain (RSPO IT platform or book and claim).		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i>  Based on <i>Palm Trace</i> data as of 4 September, 2017 it is known that from Quota volume of Certificate Product of Angsana POM period 09 Nov. 2016 to 08 Nov. 2017 are: <b>CPO = 44,265 MT</b> and <b>PK= 8,750 MT</b> . From the quota is known there are still stocks (Remaining Stock) <b>CPO = 34.257.69 MT</b> and <b>PK = 7,142.41 MT</b> . Based on these data that known any production sold (transaction) of Certified Product for <b>CPO = 10,007.31 MT</b> and <b>PK = 1,607.59 MT</b> . The Certificate Holder has not been able to show the data related to Certified Product transaction, which includes the information of Transaction Time, Buyer Name and Transacted Volume.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>  The delay in sending data of <i>Palm Trace</i> Product from Marketing Minamas in Jakarta to PT LSI Management Unit caused of long bureaucracy			
<b>Correction</b> <i>(filled by organization audited):</i>  Have been input the data <i>Palm Trace</i> Product RSPO (CPO & PK) per November 2016 - September 2017 according to data from Marketing Jakarta			
<b>Corrective Action</b> <i>(filled by organization audited):</i>  Direct communication with Marketing Department in Jakarta, PSQM Jakarta, PSQM in Local Unit and assisted by local unit logistics team.			
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>  <b>22 September 2017</b> The certificate holder has presented evidence of improvement by completing the Root Cause Analysis, Correction and Corrective Action. Based on the evidence of such improvements, the Non-conformance on this indicator is <b>Closed</b>			
<b>Verified by</b>	: Oktovianus Rusmin		

**3.5.3 Opportunity for Improvement**

No	Ref Std	Descriptions
1	<b>Major</b> 4.4.2	The certification unit has the opportunity to ensure that the boundary marking of the river border area clearly visible.
2	<b>Major</b> 4.7.3	The CH has an opportunity in considering time allocation and/or type of PPE boots, used by the Harvester. <b>Observation.</b>
3	<b>Minor</b> 4.7.5	The CH has an opportunity to make sure that first aid items were satisfactory to be used all the time.
4	<b>Major</b> 7.3.1 7.3.2	PT LSI (Sime Darby Plantations) has the opportunity to send Land Use Change Analysis (LUCA) to RSPO in accordance with the established timeline ( <b>Observation</b> )

**3.5.4 Noteworthy Positive Components**

No	Ref Std	Descriptions
1		Has been earned the RSPO Certificate on 2011 and ISPO Certificate on 2015
2		Award from Ministry of Environment & Forestry (Assessment Program of Company Level in Environment Management - <b>PROPER Biru</b> , 2015 - 2016
3		Zero Burning Award by Labour Agency of South Kalimantan. Period January-December 2016
4		Applied of machine technology for Empty Fruit Bunch, Fertilize & Pesticide

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







Public Issues (Institution/ NGO/Community)	Auditor Responses
<p><b>Labor, Social and Transmigration Agency of Tanah Bumbu District.</b></p> <ul style="list-style-type: none"> <li>• The salary workers have been paid in accordance with governmental provisions / <i>UMK</i>.</li> <li>• Overtime workers in Mill and Estate Unit have been paid in accordance with the applicable provisions. There was no negative issues related to the overtime.</li> <li>• The company has provided housing facilities, clean water, electricity, religious facilities, clinic, transport to school, and sport station for workers.</li> <li>• Contract workers has been registered at the Labor Agency of Tanah Bumbu District.</li> <li>• Extension of Company Policy / <i>Peraturan Perusahaan</i> has been registered by Labor Agency of Tanah Bumbu District.</li> <li>• Gender Committee in Mill and Estate Unit that has registered at the Labor Agency of Tanah Bumbu District.</li> <li>• There are still indications of previous contract workers / <i>PHL</i> in the estate unit.</li> <li>• There was no issue related to child labor and discrimination.</li> <li>• Until now there was no issues related to work accidents.</li> <li>• Labor Agency already know what data or information that can be requested to the company.</li> </ul>	<p>In general all comments given by stakeholders are positive to the environmental aspects. This is in conformity with Criterion 6.5, 6.8, 6.7, 6.9. But related to HIRACT implementation and PPE become to nonconformity at <b>indicator 4.7.2 &amp; 4.7.3.</b></p>
<p><b>Plantation Department of Tanah Bumbu District</b></p> <ul style="list-style-type: none"> <li>• The company has obtained <i>Kelas Kebun</i> with B rating in period of 2016.</li> <li>• The company has reported the Plantation Business Progress Report / <i>LPUP</i> for first semester in July 2017.</li> <li>• The company already has fire extinguishers.</li> <li>• The Company has implemented a plasma partnership program (smallholders) with the surrounding villagers.</li> <li>• There was no peatland in land permit / <i>HGU</i> of PT LSI</li> <li>• There are coal mining activities already licensed by relevant government in the land permit / <i>HGU</i> of PT LSI</li> <li>• There was no complain or negative issues are related to the operational activities of the Estate and Mill.</li> </ul>	<p>In general all comments given by stakeholders are positive to the environmental aspects. This is in conformity with Criterion 1.1, 2.1, 5.5, 6.10, Indicator 6.1.5, 6.11.2</p> <p>There was no significant issues related to negative impact of plantation and mill operation of PT LSI</p>
<p><b>Environment Agency of Tanah Bumbu District.</b></p> <ul style="list-style-type: none"> <li>• The Company has environmental documents (AMDAL and UKL/UPL) approved by the relevant government.</li> <li>• The Company has licensed Hazardous Waste Store / <i>TPS LB3</i> approved by the relevant government. <i>TPS LB3</i> located in Mill and Estate.</li> <li>• The Company has licensed utilization of POME in the land (land application) that which is approved by the relevant government.</li> </ul>	<p>In general all comments given by stakeholders are positive to the environmental aspects. This is in conformity with Criterion 4.4; 4.6; 5.1; 5.2; but related to solid waste management (LB3), RTE species and emission monitoring become to nonconformity at indicator 5.2.4; 5.3.3 &amp; 5.6.3</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none"> <li>The Company every 6 months submits the RKL/RPL implementation report. In general, all environmental aspects requested in environmental documents have been managed and monitored, for example: emission quality, noise, water quality, and social aspects.</li> <li>There was no complain or negative issues are related to the operational activities of the Mill and Estate.</li> <li>Container of pesticide must stored in licensed Hazardous Waste Store / TPS LB3, it cannot be used for clean water container, flower pot and trashcan.</li> <li>Environment Agency already know what data or information that can be requested to the company.</li> </ul>	
<p><b>National Land Agency (BPN) of Tanah Bumbu District.</b> Auditor did not do the interview because there was no responsible staff at the office during the consultation process</p>	
<p><b>Labor Union</b></p> <ul style="list-style-type: none"> <li>There are no negative issues related to employment and industrial relations.</li> <li>Union and assembly policies have been submitted during the morning briefing.</li> <li>Company regulations are still valid from 2017-2019.</li> <li>Wage determination follows Kalimantan Selatan Province wage.</li> <li>There is no coercion to join the union.</li> <li>The routine meeting of members was conducted.</li> </ul>	<p>There were no significant issues related to dispute between the company and their employees. It was described in Criteria 6.2</p> <p>The Company has provided complaint submission facilities and employee complaints and socialized to workers. This has been further explained in criteria 6.3</p> <p>The company gives the right to form an organization to all workers in accordance with the company policy. This has been further explained in criteria 6.6</p>
<p><b>Gender Committee</b></p> <ul style="list-style-type: none"> <li>There has been socialization of the policy of the gender committee to employees.</li> <li>The gender committee conducts program activities such as a quarterly meeting on immunization activities, education about policies relating to the protection of reproductive rights, gender equality, health and safety and religious activities.</li> <li>There has never been a case of sexual harassment.</li> <li>There has been socialization of reproductive policies such as maternity leave and H1 leave.</li> </ul>	<p>The Company has provided complaint submission facilities and employee complaints and socialized to workers. This has been further explained in criteria 6.3 and 6.9.</p> <p>The Company already has a policy to prevent all forms of sexual harassment and violence. Organizations to protect and implement these policies have been provided by companies by establishing gender committees. This is further explained in criteria 6.9</p>
<p><b>Banjarsari Village</b> Interview the related person (Head of Village, Village Secretary and community representation)</p> <ul style="list-style-type: none"> <li>Impacts of plantation and mill operation, consist of: <ul style="list-style-type: none"> <li>Open of road access and employment opportunities for surrounding communities. In the early period of opening of the plantation, many local people worked as land clearing workers, planting and maintaining.</li> </ul> </li> </ul>	<p>Based on verification on related Indicators:</p> <p>Indicator 2.2.3 to 2.26 and 2.3. Sd 2.3.3 does not indicate a conflict between the company and the surrounding community.</p> <p>Indicator 6.3.1 &amp; 6.3.2, there are no significant complaints from the other parties</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none"> <li>- Cooperation of plasma farmer's program (KKPA / full manage) and formed Cooperative agency of smallholder.</li> <li>- Aid from the company (improvement of village roads, religious day and village operational costs of IDR 500,000 / month)</li> <li>• The social interaction between the surrounding village and the plantation management has been harmonious and until now there was no conflicts that disrupt of the plantation and mill operation</li> <li>• If the village/community government will ask for assistance to the company, it is done through a proposal according to the provisions of the company.</li> <li>• Until now there are no complaints from local residents related to the negative impacts of plantation and mill operations</li> </ul> <p>Aspiration:</p> <ul style="list-style-type: none"> <li>• Anticipation of flies due to empty bunches applied in the plantation</li> <li>• Cooperation of other productive enterprises with the Farmers Cooperative</li> <li>• Help for health aspect</li> </ul>	<p>Indicator 6.11.1 &amp; 6.11.2, the company has implemented/provided aid to the surrounding community and the opportunity to adapt social governance activities based on community needs and based on more participatory planning</p>
<p><b>Sebamban Lama Village</b> Interview the related person (Village Secretary, community representation and Cooperation Agency Staff)</p> <ul style="list-style-type: none"> <li>• Impacts of plantation and mill operation, consist of: <ul style="list-style-type: none"> <li>- Open road access and employment opportunities for surrounding communities. Currently there are several villagers surround was become staff in the KKPA 4 estate.</li> <li>- Open other business opportunities, eg cooperation in the transport of FFB from KKPA plantation to Angsana POM location.</li> </ul> </li> <li>• Several aid provided by the company, including: <ul style="list-style-type: none"> <li>- Operational cost of village office (IDR 500,000 / month)</li> <li>- Heavy equipment for road repair</li> <li>- Aid for religious day ceremony</li> </ul> </li> <li>• The social interaction between the surrounding villagers and the plantation management has been harmonious and until now there was no conflicts cause by operation of the plantation and mill operation</li> <li>• Until now there are no complaints from local community related to the negative impacts of plantation and mill operations</li> <li>• The standard price of FFB from KKPA estate is based on the price was approved by the Plantation Agency of South Kalimantan Province</li> <li>• If members of the cooperative (smallholder) wish to convey their aspirations/complaints, can be delivered</li> </ul>	<p>Based on verification on related Indicators:</p> <p>Indicator 2.2.3 to 2.26 and 2.3. Sd 2.3.3 does not indicate a conflict between the company and the surrounding community.</p> <p>Indicator 6.3.1 &amp; 6.3.2, there are no significant complaints from the other parties</p> <p>Indicator 6.11.1 &amp; 6.11.2, the company has implemented/provided aid to the surrounding community and the opportunity to adapt social governance activities based on community needs and based on more participatory planning</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>through farmer groups or cooperatives in each village. If it can not be completed then it will be submitted to the Main Cooperative and then to the Management of KKPA 1 &amp; 4</p> <ul style="list-style-type: none"> <li>• The Cooperative Party conducts regular meetings (Year End Meetings) at each end or beginning of the year.</li> <li>• One impact that is threatening the current existence of oil palm plantations is the widening of coal mining concessions</li> </ul> <p>Aspiration:</p> <ul style="list-style-type: none"> <li>• In order for CSR programs from the company can be further improved, in accordance with the needs of surrounding communities</li> <li>• Opening other partnership opportunities between village parties and companies (other than smallholder program management programs)</li> </ul>	
<p><b>Local Contractor (FFB Transporter &amp; Stone Material Supplier)</b> CV Adiguna &amp; Imam Supono</p> <ul style="list-style-type: none"> <li>• There is a Work Agreement signed by the parties (contractor and management representative of the company)</li> <li>• The main requirement for local contractors is to have a licensed business entity</li> <li>• The contractors are given the opportunity to read the agreement documents before signing them</li> <li>• Provision of PPE's for truck operator and insurance is provide by the contractor</li> <li>• The payment process by the company (Plantation &amp; mill) to the contractor was transfered by bank)</li> </ul> <p>Aspiration:</p> <ul style="list-style-type: none"> <li>• Job opportunities information to all contractors</li> <li>• CSR programs by the company are further enhanced, not only in the form of material aid, but also in the form of coaching (skills and education)</li> </ul>	<p>Indicator 6.10.1 &amp; 6.10.4, there was no independend smallholder scheme and outgrowers was associated with the PT LSI. The company has provided employment opportunities to several local contractors for the transportation of FFB and another supply of material for road maintenance.</p>



4.0	<b>CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY</b>		
4.1	<b>Formal Sign-off of Assessment Findings</b>		
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p style="text-align: center;">Signed on behalf of:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p><b>PT LADANGRUMPUN SUBURABADI</b>  <b>PT SAJANG HEULANG</b>  Head of PSQM Plantation Minamas Indonesia</p>  <p><b><u>Mohamad Pirabaharan</u></b>  01 November 2017</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p><b>PT MUTUAGUNG LESTARI</b>  Lead Auditor</p>  <p><b><u>Oktovianus Rusmin</u></b>  01 November 2017</p> </td> </tr> </table>	<p><b>PT LADANGRUMPUN SUBURABADI</b>  <b>PT SAJANG HEULANG</b>  Head of PSQM Plantation Minamas Indonesia</p>  <p><b><u>Mohamad Pirabaharan</u></b>  01 November 2017</p>	<p><b>PT MUTUAGUNG LESTARI</b>  Lead Auditor</p>  <p><b><u>Oktovianus Rusmin</u></b>  01 November 2017</p>
<p><b>PT LADANGRUMPUN SUBURABADI</b>  <b>PT SAJANG HEULANG</b>  Head of PSQM Plantation Minamas Indonesia</p>  <p><b><u>Mohamad Pirabaharan</u></b>  01 November 2017</p>	<p><b>PT MUTUAGUNG LESTARI</b>  Lead Auditor</p>  <p><b><u>Oktovianus Rusmin</u></b>  01 November 2017</p>		

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

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Labor, Social and Transmigration Agency of Tanah Bumbu District.	Tanah Bumbu District.	-	Interview	September 05 <sup>th</sup> , 2017.	✓	
2	Plantation Department of Tanah Bumbu District	Tanah Bumbu District.	-	Interview	September 05 <sup>th</sup> , 2017.	✓	
3	Environment Agency of Tanah Bumbu District.	Tanah Bumbu District.	-	Interview	September 05 <sup>th</sup> , 2017.	✓	
4	National Land Agency (BPN) of Tanah Bumbu District.	Tanah Bumbu District.	-	Interview	September 05 <sup>th</sup> , 2017.		✓
5	Sawit watch	Jakarta	<a href="mailto:info@sawitwatch.or.id">info@sawitwatch.or.id</a>	Correspondence by email	August 29 <sup>th</sup> , 2017.		✓
6	Walhi	Jakarta	<a href="mailto:info@walhi.or.id">info@walhi.or.id</a>	Correspondence by email	August 29 <sup>th</sup> , 2017.		✓
7	WWF	Jakarta	<a href="mailto:Wwf_indonesia@wwf.or.id">Wwf_indonesia@wwf.or.id</a>	Correspondence by email	August 29 <sup>th</sup> , 2017.		✓
8	AMAN	Jakarta	<a href="mailto:rumahaman@cbn.net.id">rumahaman@cbn.net.id</a>	Correspondence by email	August 29 <sup>th</sup> , 2017.		✓
9	Head of Banjarsari Village Secretary & community representation	Banjarsari Village	-	Interview	Sept 05 <sup>th</sup> , 2017	✓	
10	Village Secretary of Sebamban Lama, community representation & Cooperatin Agency Staff (Koperasi Pemuda Mitra Jaya)	Sebamban Lama Village	-	Interview	Sept 06 <sup>th</sup> , 2017	✓	
11	Local Contractor (CV Adiguna & Imam Supono)	Sebamban Lama Village	-	Interview	Sept 07 <sup>th</sup> , 2017	✓	
12	Worker Union & Gender Committee: - 2 person from Gender Comitte (Angsana & KKPA4) - 3 person from Worker Union in each unit (Angsana, KKPA4 & Mill)	Angsana & KKPA 4 Estate Housing Complex	-	Interview	Sept 06 <sup>th</sup> , 2017	✓	
13	Harvester <u>Angsana Estate:</u> 1 Foreman & 3 workers	Angsana Estate housing complex	-	Interview	Sept 05 <sup>th</sup> , 2017	✓	
	<u>KKPA4:</u> 1 Foreman & 2 workers	KKPA 4 Estate housing complex	-	Interview	Sept 06 <sup>th</sup> , 2017		
14	Pesticide & Manure	Angsana Estate housing	-	Interview	Sept 05 <sup>th</sup> ,	✓	

	<p>Aplicator: Angsana Estate: 1 Foreman &amp; 2 workers</p> <p>KKPA4: 1 Foreman &amp; 2 workers</p>	<p>complex</p> <p>KKPA 4 Estate housing complex</p>	-	Interview	<p>2017</p> <p>Sept 06<sup>th</sup>, 2017</p>		
15	<p>Land Application Area (Angsana Estate): 2 workers</p>	<p>Angsana Estate housing complex</p>	-	Interview	<p>Sept 05<sup>th</sup>, 2017</p>	✓	
16	<p>Mill Area: Loading ramp : 1 worker Sterilizer : 1 operator Station Nut and Kernel : 1 oprator Station of Press: 1 operator Engine Room: 1 operator Boiler : 1 operator Workshop.: 1 welder</p>	<p>Mill housing complex</p>	-	Interview	<p>Sept 07<sup>th</sup>, 2017</p>	✓	

**Appendix 2. Assessment Program**

DATE TANGGAL		4 to 8 September 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
<b>Monday, 4 September 2017</b>			
05.45 - 07.15		<b>JAKARTA → BANJARMASIN</b>	
08.00 - 12.00		<b>Traveling from Banjarmasin to Plantation Area</b>	<b>Auditor Team</b>
14.00 - 14.30		<b>Opening Meeting</b> <ul style="list-style-type: none"> <li>• Auditee Speech (Introduction of PIC, Profile of Mill and Estates Management Unit)</li> <li>• Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Determine of Field Visit Audit, Transparency and Confidentiality Clarification)</li> </ul>	<b>MR of PT Ladangrumpun Suburabadi</b>  <b>Auditor Team</b>
14.30 – 17.00		<ul style="list-style-type: none"> <li>• <b>Review of Previous Visit Non-conformance (Re-Certification)</b></li> <li>• <b>Document Verification:</b> <ul style="list-style-type: none"> <li>• Verification of Time Bound Plan &amp; Partial Certification</li> <li>• Basic Information</li> <li>• Occupational Health &amp; Safety Aspect (PPE Used in Harvest, Manure &amp; Pesticide Application) and Worker Welfare</li> <li>• Agronomy (Harvesting &amp; Transportation, Manure, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</li> <li>• Environmental/Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area, Peat Area (Water management, etc)</li> <li>• Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave)</li> <li>• Worker's Facilities Aspect (Housing, Day care, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) &amp; (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management)</li> </ul> </li> </ul>	<b>Auditor Team</b> <b>ORN</b>  <b>FJL</b> <b>MAR</b>  <b>MAR</b>  <b>SHL</b>  <b>ORN</b>  <b>FJL</b>
<b>Tuesday, 5 September 2017</b>			
08.00 – 15.00		<b>Stakeholder Consultation to Related Agency in Tanah Bumbu District</b>	<b>SHL</b>
08.00 – 12.00		<b>Field Observation to Angsana Estate</b> <ul style="list-style-type: none"> <li>• Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manure, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) &amp; Implementation of Occupational Health &amp; Safety Aspect</li> <li>• Implementation of Environmental, Conservation and Waste Management Aspect (Domestic Waste Management, Fire Control Facilities and HCV Area).</li> <li>• Implementation of Legal Aspect (Land Ownership, Legal Boundaries), Stakeholder Consultation to Community Surround</li> <li>• Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance)</li> <li>• Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc).</li> </ul>	<b>MAR</b> <b>ORN</b>  <b>ORN</b>  <b>FJL</b> <b>FJL</b>
12.00 – 14.00		<b>Break</b>	
14.00 – 17.00		<b>Clarification of Field Observation &amp; Completing of Check List</b>	<b>Auditor Team</b>
<b>Wednesday, 6 September 2017</b>			
08.00– 12.00		<b>Field Observation to KKPA 4 Estate</b> <ul style="list-style-type: none"> <li>• Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manure, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) &amp; Implementation of Occupational Health &amp; Safety Aspect</li> <li>• Implementation of Environmental, Conservation and Waste Management Aspect (Domestic Waste Management, Fire Control Facilities and HCV Area).</li> </ul>	<b>MAR</b> <b>SHL</b>

DATE TANGGAL		4 to 8 September 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
		<ul style="list-style-type: none"> <li>• Implementation of Legal Aspect (Land Ownership, Legal Boundaries), Stakeholder Consultation to Community Surround</li> <li>• Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance)</li> <li>• Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc).</li> </ul>	ORN FJL FJL
12.00 – 14.00		<b>Break</b>	
14.00 – 17.00		<b>Clarification of Field Observation &amp; Completing of Check List</b>	Auditor Team
<b>Thursday , 7 September 2017</b>			
08.00 – 12.00		<b>Field Observation to Angsana POM</b> <ul style="list-style-type: none"> <li>• SCCS Verification</li> <li>• Production/Processing and Health &amp; Safety</li> <li>• Emergency Equipment Check &amp; Emergency Team Interview</li> <li>• Hazardous Waste Storage, POME + Land Application</li> <li>• Management of Environment (Environment monitoring station &amp; GHG, etc)</li> <li>• Worker Facilities (Housing, health clinic, clean water, etc)</li> <li>• Worker Rights (Status, Payment Condition, Gender Aspect, etc)</li> <li>• <b>Internal Stakeholder Consultation (Labour Union &amp; Gender Committee</b></li> <li>• <b>Local Contractor Interview</b></li> </ul>	ORN MAR MAR SHL FJL FJL ORN
12.00 – 14.00		<b>Break</b>	
14.00 – 17.00		• <b>Clarification of Field Visit &amp; Completing of Check List</b>	Auditor Team
20.00 – 24.00		• <b>Team Auditor Meeting (Preparation for Audit Conclusion)</b>	Auditor Team
<b>Friday , 8 September 2017</b>			
08.00 -10.00		<b>Closing Meeting</b>	Auditor Team & MR of PT Ladangrumpun Suburabadi
10.30 - 15.00		<b>Travel from Plantation Site to Banjarmasin</b>	Auditor Team
18.55 - 19.15		<b>BANJARMASIN → JAKARTA</b>	Auditor Team