

IBD

CERTIFICAÇÕES

CREDIBILITY & TRUST



RSPO Principles & Criteria (P&C) Public Summary Report

**AGRIVAR S.A. (Agro Industrie Variée)
BONOUA, Cote D'Ivoire**

**Auditor Name: Ingrid Ayub
Audit Date: April 4 th to 7 th. 2017**

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1. SCOPE OF THE CERTIFICATION AUDIT					
1.1 Normative references					
The Palm Oil Mill and the supply base was audited against the following documents:					
<input checked="" type="checkbox"/> RSPO International Principles and Criteria (April, 2013 version)					
<input type="checkbox"/> National Interpretation (approved version XX/20XX)					
<input checked="" type="checkbox"/> RSPO Supply Chain Certification (November, 2014 version)					
<input type="checkbox"/> New Planting Procedures (November, 2015 version)					
<input checked="" type="checkbox"/> RSPO Rules on Market Communications and Claims (December, 2016 version)					
1.2 Company and Contact Details					
Company name	AGRIVAR: Agro Industrie Variée				
Business address	National A100, about 5 km from the town of Bonoua BP 584 Bonoua - Ivory Coast				
Scope	Production of Palm Oil and Palm Kernel. RSPO P&C (2013) applied to the Palm Oil Mill and its supply base conformed by a cooperatives of oil palm growers and RSPO SCC (2014) Módulo D applied to the Palm Oil Mill.				
Products	Crude Palm Oil and Palm Kernel				
Contact person	Mr. Roch Bollou				
Telephone	(00225) 2156-0850				
E-mail	bollouroch_agrivar@omvgroupe.com				
Web site	www.omvgroupe.com				
Other certifications held	Organic EU.				
1.3 RSPO Membership Details					
RSPO membership number	2-0219-11-000-00. 21st April 2011				
Parent company as applicable	N/A				
1.4 Audit type					
Date of previous audit	May 2 nd. to May 6 th., 2016 (ASA 1 audit) / October 10 th to 15 th. 2016 (ASA 2 verification audit)				
Date of this audit	April 4 to 7 th., 2017				
Main or ASA (1 to 4)	ASA 2				
Date of next surveillance audit	In approximately 12 months				
1.5 Location of the Palm Oil Mill					
Palm Oil Mill (POM) Name	Location Address	Mill Capacity	GPS Reference		
		MT/Hour	Longitude	Latitude	
Usine SAMO POM	National A100, about 5 km from the town of Bonoua BP 584 Bonoua - Ivory Coast	3,5mt FFB	05° 16.904 N	03° 31.692 W	
1.6 Palm Oil Mill Output and Approximate Tonnages Certified					
The 12 month output is the average over any 12 month period and the actual production for the 12 months from the date of certification will be included in the annual summary. These figures exclude any output product from non-certified suppliers.					
For the 12 month period ending March 2017 the mill received 2.745,56 mt of FFB.					
<ul style="list-style-type: none"> The estimate for the last 12 months is applicable to Annual Surveillance Audits and is the Projection for the next 12 months from the previous audit. The actual production for the last 12 months is the audited quantity since the last audit. The projection for the next 12 months is given by the company. 					
FFB received and processed by the mill for the 12 months prior to this audit:		Mt RSPO Certified FFB:	2.745,56		
		Mt Conventional FFB:	6.091,41		
Estimate for last 12 Months (MT) [State of IP or MB] (ASA audits).		Actual Production for last 12 months (MT) [MB]		Projection for next 12 Months (MT) [IP]	
CPO	PK	CPO	PK	CPO	PK
4,486	1,090	628.33	329.54	925.49	485.40
Notes: The company was IP certified until may 2016 when the ASA 1 audit was performed. As a result of ASA 1 audit the certificate was suspended. A verification audit was done in October 2016 to evaluate the company corrective actions including the transfer from IP module to MB module but with a reduced number of growers on each of the 4 cooperatives that has been providing fruit. During the present audit (april 2017) the company has switch again to IP module but with a single provider: BIOPALM Cooperative which is an organic growers cooperative.					
1.7 General Description of Supply Base					
Agrivar S.A. and BIOPALM Cooperative					
Agrivar S.A. is a limited company located in Bonoua. The company owns the palm oil mill named above and has					

an active contract with BIOPALM Cooperative for the supply of RSPO certified FFB.

BIOPALM. Biopalm has been certified as organic for EU standard. Growers included in the sample confirmed no use of agrochemicals Each farmer signs a declaration that they will manage the farm on accordance with RSPO requirements as well as organic requirements. Regular visits are made to all growers to ensure continuing compliance. There is an excel data base of all members to show Zone, Parcel, Name, Locality, Telephone, Area, Production per year, Date of planting and Distance to mill, also some member farms have recorded co-ordinates on the farm file. There are also financial records for each member with regard to all aspects of their management including FFB sales.

It should be noted than during the past RSPO audits (2016 and 2015) AGRIVAR was working with 4 cooperatives providing RSPO certified FFB and was producing RSPO IP oil but due to numerous non compliances with the RSPO requirements established during past audits AGRIVAR decided to go, on October 2016, only to RSPO Mass Balance oil production, receiving and processing together the FFB from all four cooperatives (including certified and non certified members within them). For the present RSPO 2017 ASA 2 audit, the scope was switch from MB to IP oil production but receiving certified fruits from BIOPALM Cooperative only. BIOPALM Cooperative is also organic certified and RSPO processes the BIOPALM oil separate in time to assure integrity of organic oil. Taking advantage of the separation in time that anyway should be done to process the BIOPALM FFB , AGRIVAR decided to produced RSPO IP certified oil with the BIOPALM Cooperative FFB only.

The relationship between Agrivar and BIOPALM Cooperative is as follows:

- There is a contract between Agrivar and the co-operative whereby the co-operative will supply Agrivar with a certain tonnage of FFB against a fair price fixed by the National State plus some incentives.
- Agrivar provide technical and logistical support for the growing and transportation of the FFB.
- At least annual visits are made, by Agrivar personnel, to each co-operative member.

BIOPALM Cooperative has 118 growers located in 25 localities around Bonoua. The members of the co-operative are individual farmers and landowners who plant what they like on their smallholdings and oil palm is considered to be just one crop of many which may include rubber, cocoa, fruits and tubers. The largest individual area of oil palm is of 12 ha and most of the members (75 growers) own less than 3,1 ha. The majority of 1 ha, 1.5 ha, 2 ha and 3 ha of palm farms are located in the localities of Grand- Alépé, Aghien and Ahoutoué while the biggest areas (4, 5, 8, 9, 10 and 12 ha oil palm farms) are located in Attrouan and Tchentcheve. Land ownership is through tradition and is passed down through the family. Each owner has intimate knowledge of their land and boundaries are normally made by a change of crop and no land issues were noted. All the farmed land, which includes oil palm, has been under cultivation for several decades if not generations, and there are no traditional rights involved. Local culture and the almost non-existent movement of local people, means that local people know each other and any disputes are resolved by verbal means and agreement at a local level – if indeed any disputes arise. Any primary forest was cleared in the distant past and whilst the Ministry of the Environment has provided maps to show sensitive areas, the co-operative members are not affected. Local knowledge of graveyards and forest areas that are important for cultural or religious reasons are known to locals.

Oil palms are grown on a 25 year cycle and due to the scale of the operations, the agronomy is very simple. No significant pests and diseases have been noted. The co-operative role, is primarily concerned with the marketing of FFB so that the POM can sell organic and RSPO CPO trough the Identity Preserved supply chain model. They have centralized records and all members are visited usually once per month by technical personnel. The scale of the operations and the simplicity of the agronomy does not call for detailed reports and observations are generally made verbally.

1.7.1 Location of the Supply Base

Oil Palm Plantation (OPP) Name	Location Address	GPS Reference	
		Longitude	Latitude
KOUAME Sylvestre	Attrouan / Assé	N/I*	N/I*
CODIA Amangoua Rémy	Tchentcheve	N/I	N/I
ANOUMAN Nanan Marie Thérèse épouse KODJO	Otchoumouatin	N/I	N/I
ATTOUMOU Paul	Tchentcheve	N/I	N/I
NIAMIEN Kadjo Athanase	Tchentcheve	N/I	N/I
KOUA Kraidy Joseph	Bonoua	N/I	N/I
KISSI Edoukou	Attrouan	N/I	N/I
WOGNE Anoh Samuel	Attrouan / Assé	N/I	N/I
NAMIEN Kadjomou Albert	Tchentcheve	N/I	N/I

KOUAME Kouassi	Attrouan	N/I	N/I
KOUAME Adjobi Paul	Tchentcheve	N/I	N/I
KOUAME Kouassi Germain	Attrouan	N/I	N/I
AHIMIN Adjé Celestin	Attrouan	N/I	N/I
KOUASSI Bekin Antoine	Attrouan	N/I	N/I
VANGAH Francis Angobo	Tchentcheve	N/I	N/I
VONAN Adjé Patrice	Tchentcheve	N/I	N/I
AMYA Obrou	Yaou	N/I	N/I
KOUASSI Adjobi	Attrouan	N/I	N/I
ASSOUKROU Assoukrou Marcellin	Tchentcheve	N/I	N/I
AMOU Joachim	Samo	N/I	N/I
N'TAYE Molokou Antoine	Tchentcheve	N/I	N/I
ASSOHOUN Ablé Bruno	Otchoumouatin	N/I	N/I
ASSOHOUN Pierre	Samo	N/I	N/I
GNANGRA Otchoumou Michel	Attrouan	N/I	N/I
BOKA Nogbou Félix	Attrouan	N/I	N/I
KOUASSI Otchoumou Maurice	Attrouan	N/I	N/I
KRAIDY Elio	Samo	N/I	N/I
WOGNIN Anokou Josiane Fortunée	Samo	N/I	N/I
N'GATTA N'Gatta Joseph	Attrouan	N/I	N/I
ADJOBI Ahoulou Emmanuel	Tchentcheve	N/I	N/I
AHICO Kadjo Daniel	Asse	N/I	N/I
WOGNIN Kadjo jacob	Asse	N/I	N/I
MOTCHE Adjé Paul	Asse	N/I	N/I
BOMOI Bomoi Marin	Asse	N/I	N/I
AKA Aka Bernard	Tchentcheve	N/I	N/I
Ayérou Ablé Joseph	Attrouan	N/I	N/I
KOUASSI Kouamé felix	Assé-mafia	N/I	N/I
KISSI Kouassi Jean-Baptiste	Assé-éhirié	N/I	N/I
ALLOUAN Angobo Ernest	Nabènè	N/I	N/I
ABOUA Benoit Noman	Adosso	N/I	N/I

KOUASSI Ambroise	N'Goko	N/I	N/I
DINGUI Assohoun Raymond	Wogninkro	N/I	N/I
AMANGOUA Adja Jules	Asse	N/I	N/I
N'TAH N'Tah Emmanuel	Wogninkro	N/I	N/I
DJOTTOUAN Djottouan Felix	Adosso	N/I	N/I
VOSMAN Pierre Junior	Acroaba 1	N/I	N/I
KOUAMELAN Paul	Kraidykro	N/I	N/I
TEKI Noba Charles	Assinie-Canal	N/I	N/I
KACOU Boua Matthieu	Allohouré	N/I	N/I
ADJA Wognin Germain	Allohouré (nabene)	N/I	N/I
AKA Elloh Ernest	Kakoukro	N/I	N/I
KADJO Niamien Augustin	Allohouré (nabene)	N/I	N/I
AMON Kadjo Blai	Adiaké	N/I	N/I
ASSOHOUN Kouamelan Didier	Adiaké	N/I	N/I
Aka Yao	Ono 14	N/I	N/I
KOUAMELAN Wognin	Ono 14	N/I	N/I
SANGAH Vonapou	Houéhou	N/I	N/I
ABAKA Krizo	Ahoutoué	N/I	N/I
ABAKA Tino	Ahoutoué	N/I	N/I
ABOA Ossin	Grand-Alépé	N/I	N/I
ACHI Nianhoua	Grand-Alépé	N/I	N/I
AGUIA Ahoua Pierre	Grand-Alépé	N/I	N/I
AGUIA Koffi Léonard	Grand-Alépé	N/I	N/I
AGUIE Apouté	Ahoutoué	N/I	N/I
AKE Jean Marie	Grand-Alépé	N/I	N/I
AKOUN Théophile	Grand-Alépé	N/I	N/I
AMELAMA Ebaké Florentin	Grand-Alépé	N/I	N/I
ASSA Assa Valère	Grand-Alépé	N/I	N/I
BAKABOU Samagoua	Ahoutoué	N/I	N/I
BECHO Akon	Grand-Alépé	N/I	N/I
CHI Adoh	Grand-Alépé	N/I	N/I
GOSSAN Achoumou	Grand-Alépé	N/I	N/I

GOSSAN Julien	Grand-Alépé	N/I	N/I
OKOA Stéphane	Grand-Alépé	N/I	N/I
YAPI N'Doman Fabrice	Grand-Alépé	N/I	N/I
YAPI Oboé Mathias	Grand-Alépé	N/I	N/I
YAPI Sosthène	Grand-Alépé	N/I	N/I
YAPO Yapo François	Grand-Alépé	N/I	N/I
YOBOU Françoise	Grand-Alépé	N/I	N/I
AGUIE Charles	Grand-Alépé	N/I	N/I
ADJOWE Robert	Grand-Alépé	N/I	N/I
ABEHIN Aimé	Grand-Alépé	N/I	N/I
BECHO Ossin Didier	Grand-Alépé	N/I	N/I
NIAMKEY Louise	Ahoutoué	N/I	N/I
ACHI Akoubé	Bangakoi	N/I	N/I
AGUIE Pierre	Bangakoi	N/I	N/I
AKE Ernest	Bangakoi	N/I	N/I
AMOAKON Benjamin	Bangakoi	N/I	N/I
BOGUIE Yapo Jean Louis	Bangakoi	N/I	N/I
KOUAME Assa Roméo	Bangakoi	N/I	N/I
Assalé Lucien	Grand Alépe	N/I	N/I
Obou Yaya	Grand Alépe	N/I	N/I
Ohouo Valérie	Grand Alépe	N/I	N/I
Okpo Adia	Grand Alépe	N/I	N/I
Aguié Jules Clovis	Grand Alépe	N/I	N/I
Aké Bonchou Camille	Grand Alépe	N/I	N/I
Yobou Yves	Grand Alépe	N/I	N/I
Agban Adia	Grand Alépe	N/I	N/I
Amafou Obou	Grand Alépe	N/I	N/I
Akoun Théophile	Grand Alépe	N/I	N/I
Adjowè Robert	Grand Alépe	N/I	N/I
Abo Sombo	Grand Alépe	N/I	N/I
Agban Aboa Gilbert	Grand Alépe	N/I	N/I
AHIZI Emilienne	Aghien	N/I	N/I

AHIZI Marc	Aghien	N/I	N/I
AKA Djabia	Aghien	N/I	N/I
ALIMAN Bénié	Aghien	N/I	N/I
ALIMAN Parfait	Aghien	N/I	N/I
ALIMAN Somian	Aghien	N/I	N/I
ANOUMAN Yapo François	Aghien	N/I	N/I
BRAHIMA Konaté	Aghien	N/I	N/I
CHIEPO Marthe	Aghien	N/I	N/I
ELELE Jean Baptiste	Aghien	N/I	N/I
ETTE François	Aghien	N/I	N/I
N'GBESSO Clémentine	Aghien	N/I	N/I
SIAKA Traoré	Aghien	N/I	N/I
TOGO Rosine	Aghien	N/I	N/I
YOMAN Achi David	Grand Alépe	N/I	N/I

*Note 1: there was a non conformity established against criterion 2.2.2 due that there was no geo-referentiation of the member farms. AGRIVAR presented a corrective action in may 2017 where more than half of the total members of the certified group are already georeferentiated but some improvement on the data should be performed.

1.7.2 Statistics of the Supply Base and Estimated Tonnes of FFB produced per year

Name	Area of Oil Palm (Ha)		Estimated Tonnes FFB/Yr	Planting Years	Cycle (Years)
	Total	Production			
KOUAME Sylvestre	14,5	14,5	203	1997	25
CODIA Amangoua Rémy	4	4	56	2002	25
ANOUMAN Nanan Marie Thérèse épse KODJO	5	5	60	2000	25
ATTOUMOU Paul	5	5	70	2004	25
NIAMIEN Kadjo Athanase	8	8	112	1997	25
KOUA Kraidy Joseph	9	9	126	2000	25
KISSI Edoukou	6	6	84	2002	25
WOGNE Anoh Samuel	16	16	224	1997	25
NAMIEN Kadjomou Albert	7	7	98	2000	25
KOUAME Kouassi	5	5	70	2000	25
KOUAME Adjobi Paul	6	6	84	2001	25
KOUAME Kouassi Germain	6,5	6,5	91	2000	25
AHIMIN Adjé Celestin	3,5	3,5	49	2001	25

KOUASSI Bekin Antoine	3	3	42	2004	25
VANGAH Francis Angobo	2,5	2,5	30	2005	25
VONAN Adjé Patrice	10	10	140	2003	25
AMYA Obrou	3	3	36	1999	25
KOUASSI Adjobi	1	1	12	2001	25
ASSOUKROU Assoukrou Marcellin	5	5	60	2002	25
AMOU Joachim	8	8	112	2002	25
N'TAYE Molokou Antoine	5	5	60	2003	25
ASSOHOUN Ablé Bruno	3,5	3,5	42	2002	25
ASSOHOUN Pierre	9	9	126	2006	25
GNANGRA Otchoumou Michel	2	2	24	2004	25
BOKA Nogbou Félix	5	5	60	2004	25
KOUASSI Otchoumou Maurice	3	3	36	2001	25
KRAIDY Eilo	3	3	36	1997	25
WOGNIN Anokou Josiane Fortunée	3,5	3,5	42	1993	25
N'GATTA N'Gatta Joseph	2	2	24	1999	25
ADJOBİ Ahoulou Emmanuel	2,5	2,5	30	1994	25
AHICO Kadjo Daniel	5	5	60	2002	25
WOGNIN Kadjo jacob	5	5	60	2004	25
MOTCHE Adjé Paul	2	2	24	2002	25
BOMOI Bomoi Marin	2	2	24	2006	25
AKA Aka Bernard	6	6	72	2003	25
Ayérou Ablé Joseph	2,5	2,5	30	1996	25
KOUASSI Kouamé felix	5	5	60	2000	25
KISSI Kouassi Jean-Baptiste	5	5	60	2008	25
ALLOUAN Angobo Ernest	5	5	60	2001	25
ABOUA Benoit Noman	4	4	48	2001	25
KOUASSI Ambroise	3	3	36	2001	25
DINGUI Assouhoun Raymond	2,5	2,5	30	2001	25
AMANGOUA Adja Jules	2,5	2,5	30	2001	25
N'TAH N'Tah Emmanuel	2,5	2,5	30	2001	25
DJOTTOUAN Djottouan Felix	5	5	60	2001	25

VOSMAN Pierre Junior	5	5	60	2001	25
KOUAMELAN Paul	3,5	3,5	42	2001	25
TEKI Noba Charles	8	8	112	2001	25
KACOU Boua Matthieu	11	11	154	2001	25
ADJA Wognin Germain	5	5	70	2001	25
AKA Elloh Ernest	8	8	112	2001	25
KADJO Niamien Augustin	7	7	84	2001	25
AMON Kadjo Blai	9	9	126	2001	25
ASSOHOUN Kouamelan Didier	5	5	60	2001	25
Aka Yao	4	4	48	2001	25
KOUAMELAN Wognin	10	10	140	2001	25
SANGAH Vonapou	18	18	252	2001	25
ABAKA Krizo	1	1	12	2001	25
ABAKA Tino	1	1	12	2001	25
ABOA Ossin	1	1	12	2001	25
ACHI Nianhoua	1	1	12	2001	25
AGUIA Ahoua Pierre	1,5	1,5	18	2001	25
AGUIA Koffi Léonard	2	2	24	1999	25
AGUIE Apouté	1	1	12	1999	25
AKE Jean Marie	1,5	1,5	18	1999	25
AKOUN Théophile	1	1	12	1999	25
AMELAMA Ebaké Florentin	1	1	12	1999	25
ASSA Assa Valère	1	1	12	1999	25
BAKABOU Samagoua	1	1	12	1999	25
BECHO Akon	1	1	12	1999	25
CHI Adoh	1	1	12	1999	25
GOSSAN Achoumou	1	1	12	1999	25
GOSSAN Julien	2	2	24	1999	25
OKOA Stéphane	2	2	24	1999	25
YAPI N'Doman Fabrice	5	5	60	1999	25
YAPI Oboé Mathias	1,5	1,5	18	1999	25
YAPI Sosthène	1,5	1,5	18	1999	25

YAPO Yapo Françis	5	5	60	1999	25
YOBOU Françoise	7	7	84	1999	25
AGUIE Charles	1	1	12	1999	25
ADJOWE Robert	1	1	12	1999	25
ABEHIN Aimé	1	1	12	1999	25
BECHO Ossin Didier	1	1	12	1999	25
NIAMKEY Louise	1	1	12	1999	25
ACHI Akoubé	1	1	12	1999	25
AGUIE Pierre	4	4	48	1999	25
AKE Ernest	2	2	24	1999	25
AMOAKON Benjamin	1,5	1,5	18	1999	25
BOGUIE Yapo Jean Louis	3	3	36	1999	25
KOUAME Assa Roméo	2	2	24	1999	25
Assalé Lucien	2	2	24	1999	25
Obou Yaya	1	1	12	1999	25
Ohouo Valérie	1	1	12	1999	25
Okpo Adia	1	1	12	1999	25
Aguié Jules Clovis	1,5	1,5	18	1999	25
Aké Bonchou Camille	1	1	12	1999	25
Yobou Yves	1	1	12	1999	25
Agban Adia	1	1	12	1999	25
Amafou Obou	1	1	12	1999	25
Akoun Théophile	1	1	12	1999	25
Adjowè Robert	1	1	12	1999	25
Abo Sombo	1	1	12	1999	25
Agban Aboa Gilbert	1	1	12	1999	25
AHIZI Emilienne	3	3	36	1999	25
AHIZI Marc	1	1	12	1999	25
AKA Djabia	2	2	24	1999	25
ALIMAN Bénié	2	2	24	1999	25
ALIMAN Parfait	3	3	36	1999	25
ALIMAN Somian	1	1	12	1999	25

ANOUMAN Yapo François	1	1	12	1999	25
BRAHIMA Konaté	1	1	12	1999	25
CHIEPO Marthe	2	2	24	1999	25
ELELE Jean Baptiste	2	2	24	1999	25
ETTE François	2	2	24	1999	25
N'GBESSO Clémentine	1	1	12	1999	25
SIACA Traoré	1	1	12	1999	25
TOGO Rosine	3,5	3,5	42	1999	25
YOMAN Achi David	1	1	12	1999	25
TOTAL	404,5	404,5	4.045	-	-
1.7.3 Biodiversity (Total Conservation & HCV Area for the respective Supply Bases)					
Oil Palm Plantation		Biodiversity.(Total Conservation & HCV Area) Hectares.			
Name	Conservation	HCV	Comments		
BIOPALM Cooperative members	0	0	No conservation areas present as farms have been inherited and planted for several decades. The model present with BIOPALM growers is that there are no land titles and land is traditionally pass from one generation to the other, splitting the area into the different inheritors. The palm planted area is the one that has been considered as total area. Eventhough there are HCV present on the study performed by AGRIVAR, the areas are not quantified as the study only comprise a sample of representative farms.		
TOTAL	0	0	-		
1.7.4 Total Certified Area (Total Certified Area corresponds to the sum of total Area of Oil Palm and the total Conservation Area)		404,5 ha			
1.7.5 Calculation of the Number of Production Units (N) to Sample for the Mill					
N = 0.8√Y, where "Y" is the number of units, with the result always to be rounded "up" to the next whole integer. Where only a sample of the supply base is assessed, units not previously assessed, or assessed earlier in the certification program, are to be preferred over those more recently assessed.					
For the Mill, how many units make up the production base?					
Owned estates (Y)	N = 0.8√Y	Smallholders (Z)	N = 0.8√Z		
0	N/A	118	0.8 √118 = 8.69 Eq=9		
Explanation as to the selection of estates sampled					
From 25 localities where Biopalm growers are located, the three localities with a bigger representation of growers, within the growers list, were selected: Grand-Alépé, Atrouan and Aghien. Four farms in each locality were visited increasing the calculated sample in three. On those localities where female growers were present, a representation of them was chosen. In that way the farms of two women were visited in Aghien. In Aghien the size of farms goes from 1 to 3.5 ha, in Grand Alépé farms have areas from 1 to 7 ha and in Atrouan farms have areas between 1 and 12 ha. In Aghien farms from 1 to 3.5 ha were visited, in Grand Alépé farms from 1 to 2.5 ha were visited as the 7 ha farm grower was out of the town and in Atrouan/Tchentcheve farms with areas between 3.5 and 12 ha were visited.					
The table below shows the oil palm plantations that were included in this audit, with the operations reviewed in the field, the number of sample sites within the plantation and the number of worker interviews. Comments are added as applicable.					
Oil palm plantation.	Operation	No of sample sites	No of Interviews	Comments.	
ALIMAN Parfait	PLAGR00434 / Aghien. Eradication of palms observed in field.	1	1	At certain age palms are sold for wine production. Wine producers are the ones in	

				charge of turning down the palms.
TOBO Rosine	PLAGR00452 /Aghien.	1	1	No activities been performed during the day of visit.
AHIZI Emilienne	PLAGR00430 /Aghien	1	1	No activities been performed during the day of visit.
AHIZI mark	PLAGR00431 / Aghien	1	1	No activities been performed during the day of visit.
AKA Jean Marie	PLAGR00332 / Grand Alépé.	1	5	Machete weeding activity was observed. Four contracted workers were interviewed.
ADJOWE Robert	PLAGR00398 / Grand Alépé	1	1	No activities been performed during the day of visit.
Aguié Jules Clovis	PLAGR00357 / Grand Alépé	1	1	Harvesting activity was observed. Family work.
OKOA Stéphane	PLAGR00377 / Grand Alépé	1	1	No activities been performed during the day of visit.
ATTOUMOU Paul	PLAGR00067 / Tchentcheve	1	1	No activities been performed during the day of visit.
WOGNE Anoh Samuel	PLAGR00109 / Attrouan	1	1	No activities been performed during the day of visit.
KOUAME Adjobi Paul	PLAGR00076 / Tchentcheve	1	1	No activities been performed during the day of visit.
AHIMIN Adjé Celestin	PLAGR00015 / Attrouan	1	1	No activities been performed during the day of visit.

1.7.6 Calculation of the Number of Sub Contractors to be sampled.

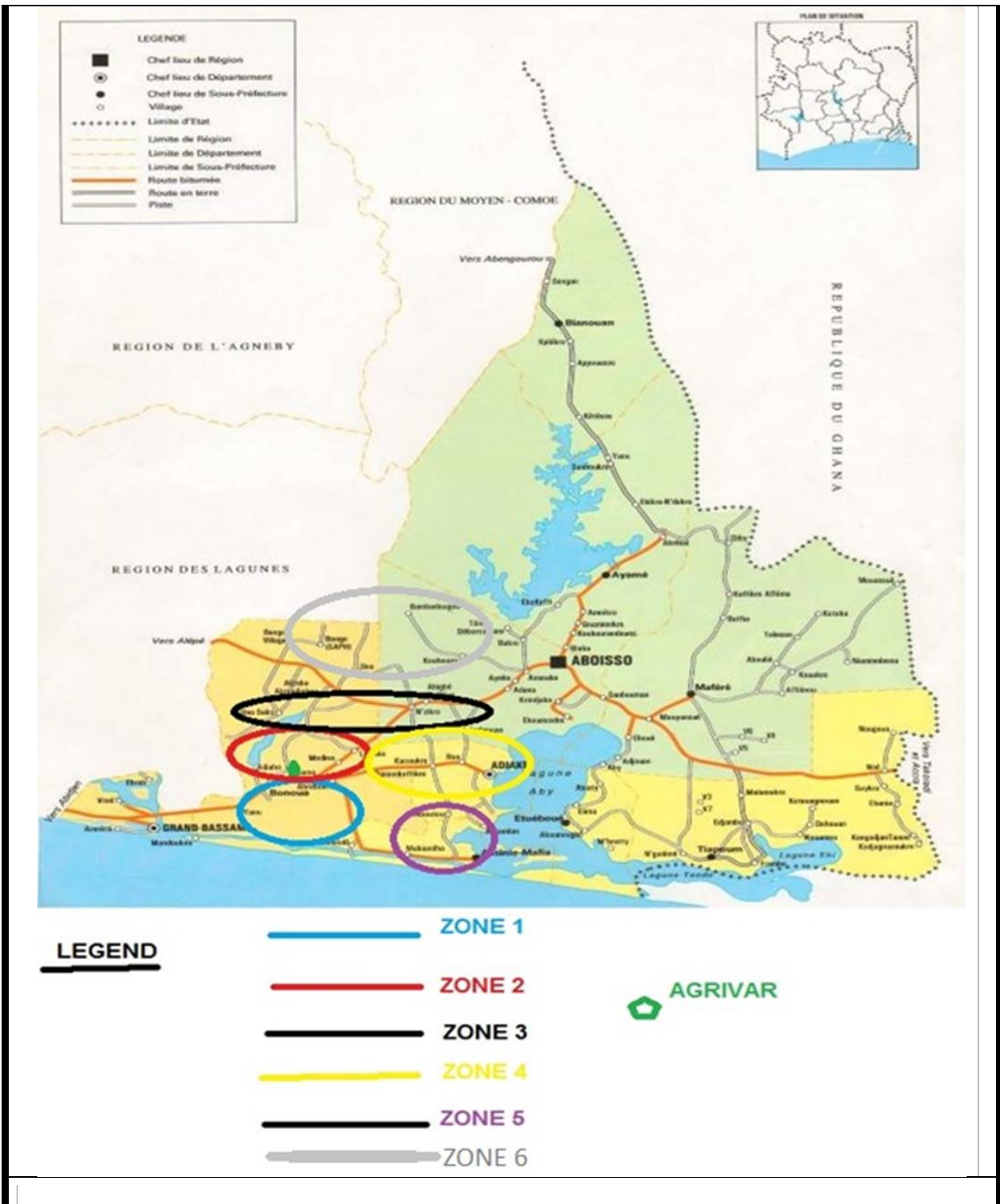
$N = 0.8\sqrt{Y}$, where "Y" is the number of contractors, with the result always to be rounded "up" to the next whole integer. Where only a sample of the sub-contractors not previously assessed, or assessed earlier in the certification program, are to be preferred over those more recently assessed.

The table below shows the number of approved sub-contractors who may be contracted to be directly employed in the work of the certification unit. The number of sub-contractors actually contracted at the time of the audit is used to calculate the sample.

Number of **sub-contractors**.

Mill and workshops			Farms		
Approved:	7		Approved:	3	corresponding to a truck owner per location transporting FFB from farms to mill during harvest
On site during audit: Y	4		On site during audit: Y	0	
Number to audit: = $0.8\sqrt{Y}$	2		Number to audit: = $0.8\sqrt{Y}$	0	
Names	Activity	Audited	Names	Activity	Audited
ATR Sarl	Heavy machinery /Tractor Services	YES	N/A	N/A	N/A
OSI Sarl (Oracle Sécurité Interne).	Security services providing guards	YES	N/A	N/A	N/A
THERMEA Sarl	Industrial Metallic Construction	YES	N/A	N/A	N/A
Dr. Nogbou	Medical services	YES	N/A	N/A	N/A

	(check ups)				
IZINET (L Internet Simplifie	Internet Wi Fi service provider	NO	N/A	N/A	N/A
Abona Louis	Transportation of mill personnel.	NO	N/A	N/A	N/A
Salif Toumoute	Purchase of machinery intermediary.	NO	N/A	N/A	N/A
Explanation as to the selection of sub-contractors sampled:					
All service providers present at Agrivar during the audit days were interviewed. The transportation service provider for mill workers is at Agrivar only at 6 a.m., 2 p.m. and 10 p.m. and therefore was not interviewed.					
1.8 Progress of associated Smallholders or Out-growers towards Compliance with relevant Standards - should be in accordance to the 3 year implementation plan					
AGRIVAR will continue producing Certified RSPO IP oil with the FFB coming from BIOPALM Cooperative members only. As other cooperatives members solve their non compliances regarding RSPO certification requirements, will be included in the AGRIVAR RSPO certificate. There is separation on time for the RSPO IP FFB process as the mill also buys non certified FFB from any FFB provider willing to sell FFB to the mill as it also produce non RSPO certified oil. AGRIVAR					
1.9 Location Map for this Certification Unit					
Note: Individual maps of the group members are available from the co-operatives but it is not practical to reproduce them here. Each area of oil palm is individually managed as an integral part of a farm holding and the adjacent crops are all agricultural.					





1.10 Use of RSPO PalmGHG Calculator

The Lead Auditor confirms that data inputs and the use of RSPO PalmGHG Calculator Version 3.0.1 have been verified with the final summary of the net GHG emissions (tCO₂e/tCPO) figure

Yes No

Justification:

During the audit it was found that the company was not using the RSPO PalmGHG Calculator Version 3.0.1, which generated a NC (as it can be seen on item 5.6.4). However, as corrective action, the company revised its calculations and sent evidence that it is now using the correct version of the PalmGHG Calculator.

1.11 Summary of Net GHG Emissions

Emissions per Product	tCO ₂ e/tProduct	Land use	ha
CPO	0.85	Oil Palm Planted area	404,5
PK	0.85		
Production	t/yr	Oil Palm planted on peat	0
FFB processed	2.745,56	Conservation (forested)	0
CPO Produced	628,33	Conservation (non-forested)	0
Extraction	%		
OER	21.28		
KER	4.15	Total	404,5

1.12 Summary of Field Emissions and Sinks

	Own Crop			Group			3 rd Party			Total		
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/t FFB
Emissions												
Land Conversion	0	0	0	12252.45	30.29	4.46	0	0	0	12252.45	30.29	4.46
*CO ₂ Emissions from Fertilizer	0	0	0	0.51	0	0	0	0	0	0.51	0	0

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**N2O Emissions	47.71	0	0	0	0	0	0	0	0	0	47.71	0	0
Fuel Consumption	0	0	0	8.35	0.02	0	0	0	0	0	8.35	0.02	0
Peat Oxidation	0	0	0	0	0	0	0	0	0	0	0	0	0
Sinks													
Crop Sequestration	0	0	0	-11613.69	-28.70	-4.22	0	0	0	0	-11613.69	-28.70	-4.22
Sequestration in Conservation Area	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	47.71	47.71	47.71	647.62	0.39	0.04	0	0	0	0	695.33	1.61	0.24

1.13 Summary of Mill Emissions and Credits

	tCO2e	tCo2e/tFFB
Emissions		
POME	282.78	0.03
Fuel Consumption	5.25	0
Grid Electricity Utilisation	1063.68	0.11
Credits	-	-
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	1351.71	0.14

1.14 Palm Oil Mill Effluent (POME) Treatment

Divert to compost	100%	Divert to anaerobic digestion	0%
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1.15 Palm Oil Mill Effluent Diverted to Anaerobic Digestion:

Divert to anaerobic pond	0%	Divert to methane capture	0%	Divert to methane capture (electricity generation)	0%
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2. PARTIAL CERTIFICATION

The rules for partial certification allow organizations that have a majority holding in and / or management control of more than one autonomous company growing oil palm to certify individual management units and / or subsidiary companies subject to certain rules.

2.1 Management Organization

Item	Criteria	(Yes/No)	Description (if applicable)
2.1.1	Is the operation conducting a partial certification?	NO	AGRIVAR MILL SAMO POME is the only operation under RSPO membership 2-0219-11-000-00
2.2.2	Is any company of the group, member of the RSPO? Which one?	YES	AGRIVAR MILL SAMO POME is the only operation under RSPO membership 2-0219-11-000-00
2.2.3	Is there a clear relationship between the companies, where one company has the majority ownership or the management control of others?	N/A	AGRIVAR MILL SAMO POME is the only operation under RSPO membership 2-0219-11-000-00
2.2.4	Is there a clear and achievable time-bound plan prepared and in place?	N/A	AGRIVAR MILL SAMO POME is the only operation under RSPO membership 2-0219-11-000-00

2.2.5	Does the plan include all subsidiaries?	N/A	AGRIVAR MILL SAMO POME is the only operation under RSPO membership 2-0219-11-000-00	
2.2 Time-bound plan				
Description: Partial certification does not apply.				
Initial (mention sites and years proposed for the certification): Partial certification does not apply.				
Alterations: Partial certification does not apply.				
Justifications: Partial certification does not apply.				
Acquisitions: Partial certification does not apply.				
2.3 Progress made on the time-bound plan				
Please report upon adherence or deviation: Partial certification does not apply.				
2.4 Non-compliances on the partial certification rules				
Partial certification does not apply.				
3. AUDIT PROCESS				
3.1 IBD - The Certification Body				
<p>IBD takes pride in being the largest certifier in Latin America and the only Brazilian certifier of organic products with accreditation through IFOAM (international market), ISO Guide 65 (European market regulation CE 889/07), Demeter (international market), USDA/NOP (North-American market), COR (Canadian market) and INMETRO/MAPA (Brazilian market), making its certificate global.</p> <p>Located in Botucatu-SP, Brazil, IBD has been in operation since 1992. Initially focused exclusively on the certification of organic product, after 2004, IBD began including certification services in the social-environmental area through the EcoSocial, Integra, RSPO and UEBT (<i>Union for Ethical BioTrade</i>) programs. Today, IBD certifies over 5,000 producers, covering an area of approximately 520 thousand hectares in cultivation and 3 million hectares under wild harvest management, throughout 16 countries.</p> <p>For more information regarding IBD Certificações, access www.ibd.com.br. RSPO Membership N°: 8-0090-08-000-00. RSPO accredited by ASI on November 4th, 2014, worldwide (accreditation code RSPO-ACC-020).</p>				
3.2 Audit Team				
Lead auditor		Ingrid Ayub (I.A.)		
Audit team		Kraidi Awossi (K.A.) and Patrice Konan (P.K.) *		
*Note: as by mid may 2017, neither the CB neither the lead auditor had received the audit inputs from support auditor Patrice Konan, eventhough multiple reminders were made, the CB decided to contract Kraidi Awossi to perform an extra evaluation on principles 3 and 4. The extra evaluation was performed may 11 th. and 12 ve. 2017.				
3.3 Audit Methodology				
3.3.1 Audit Agenda				
Date	Time	Location	Program	Auditor(s)
April 4 th 2017	9:00 a.m.	AGRIVAR Mill office	Opening meeting	I.A., K.A., P.K.
April 4 th 2017	9:45 a.m.-12:30	AGRIVAR Mill office	Mill inspection: visit to areas and interviews performed to mill workers	I.A., K.A., P.K.
April 4 th 2017	2:30 - 5:00 p.m.	BIOPALM Cooperative office. Bonoua	Interviews performed to Biopalm personnel and documentary review: growers files (contracts, farm croquis, internal audits reports and field activities records), training records, FFB receipts, payment records to growers and payment records from AGRIVAR to Biopalm Cooperative. Note: due to lack of electricity at AGRIVAR mill on april 4 th. It was decided to visit BIOPALM office in the afternoon and work all day on april 5 th at the mill (documentary review).	I.A., K.A., P.K.
April 5 th 2017	8:30 a.m.-5:00 p.m.	AGRIVAR Mill office	Documentary review: K.A. = Principles 1 and 6 P.K. = Principles 3 and 4 I.A. = Principles 2, 5, 7 and 8 and SCC	I.A., K.A., P.K.

April 6 th. 2017	8:00 a.m. - 4:00 p.m.	BIOPALM COOPERATIVE growers.	Visit to growers farms. Evaluation of RSPO P&C on farms. I.A.= Grand Alépé K.A.= Aghien P.K.= Attrouan	I.A., K.A., P.K.
April 7 th. 2017	8:00 a.m. - 4:00 p.m.	AGRIVAR Mill office	Gathering of missing information, preparation for the closing meeting.	I.A., K.A., P.K.
April 7 th. 2017	4:00 p.m.	AGRIVAR Mill office	Closing meeting	I.A., K.A., P.K.
3.3.2 List of stakeholders consulted prior to and during the audit.				
Name		Category		
AGRIVAR PERSONNEL				
Athanase Niamien		General Director		
Hermann Brou		QHSE Manager		
Arthur Amani		Supply Chain Manager		
Ehuoi Tanoh Lambert		Chef du Departement Administratif et financier		
Bado Arthure		Valorization / Production		
Bala Williams Arthur		Mill worker / operator		
Kramo Kouassi Felix		Mill team supervisor		
Kouassi Thomas		Mill worker / sterilization		
Catherine Kpogomou		Mill worker / Press		
Sama Billa		Mill worker / operator		
Assoukrou claude		Mill worker / operator		
Kouakou Kouamé Kevin		Mill worker / Operator		
Bini Amed		Fertilizer production operator		
Douffou		Fertilizer production operator		
N Taye Okobo Marie		Agent pont bascule/Représentant du personnel. Scale operator.		
Koffi Simplicie		Mill manager Adjobi		
Sommo Clémence		Nurse		
Assouhoun Christelle d		Nurse trainee		
Thiémélé Nathalio		Agent de Saisie (fruit information recorder)		
Marie Flaure		Agent de Saisie (fruit information recorder)		
BIOPALM PERSONNEL AND BIOPALM GROWERS				
Adjobi Kouassi Partin		Biopalm Cooperative Field Officer		
Soumahin Ivonne		Biopalm Cooperative worker		
ALIMAN Parfait		Aghien grower		
TOBO Rosine		Aghien grower		
AHIZI Emilienne		Aghien grower		
AHIZI Mark		Aghien grower		
AKA Jean Marie		Grand-Alépé grower		
ADJOWE Robert		Grand-Alépé grower		
Aquié Jules Clovis		Grand-Alépé grower		
OKOA Stéphane		Grand-Alépé grower		
ATTOUMOU Paul		Tchentcheve grower		
WOGNE Anoh Samuel		Attrouan grower		
KOUAME Adjobi Paul		Tchentcheve grower		
AHIMIN Adjé Celestin		Attrouan grower		
4 field workers by contract		Workers manually weeding at AKA Jean Marie property in Grand- Alépé		
SERVICE PROVIDERS PERSONNEL				
Dr. Nogbou		Medical services at Mill once a month.		
Gnakpa Djako Hervé		Security guard (working for OSI Sarl)		
Kuardio Koffi		Welder working for THERMEA Sarl		
Ouedraugo Abdoulaye		Tractor / back hoe driver for ATR Sarl		
OTHER STAKEHOLDERS				
Chef de Village Abrobakro (near the mill)		Chef de Village		
Aguia Ahoua Pierre		President of Kagbagba growers association at Grand-Alépé		
Yapo Francis		Conseiller of Kagbagba growers association at Grand-Alépé.		
Atse Yapi		Teacher at the Grand- Alépé public school.		

3.3.3 Outline of how stakeholders consultation was managed.		
<p>The stakeholders were interviewed by one of two auditors at their place of work and interviews were made without the presence of AGRIVAR personnel.</p> <p>There were no negative comments towards AGRIVAR activities / Performance by the 4 stakeholders mentioned above. The Chief de Village Abrobakro mentioned that many people from the community work at AGRIVAR mill and she has not heard a negative comment and the growers representatives of Kagbagba does not mentioned negative aspects. Despite the above, during the field visits to the region of Attrouan, the growers, at first instance, refused to be visited indicating that AGRIVAR was delayed in paying the FFB and has not paid the last crop according to the established agreement. See below (section 3.3.4)</p>		
3.3.4 Issues that arose during stakeholder consultation and company responses.		
Subject raised	Company response and proposed action to be taken.	Audit team findings
<p>A group of Attrouan growers complain to the auditor visiting that area, indicating that AGRIVAR has not paid jet (day of the visit: april 6 th., 2017) the fruit delivered on march 6 th and 7 th. The established agreement mentions that the FFB will be paid before the next crop to be delivered. Agrivar calendar for reception of fruit from BIOPALM growers contemplates two periods in march 2017: march 6 th. -10th. and march 27th. -31 st.</p>	<p>AGRIVAR personnel informed that the situation was caused due that the oil produced with the FFB received between march 6 th and 10 th was sold and AGRIVAR has not received the payment yet.</p>	<p>Growers have to pay for the help received during harvesting. Delays on payments for FFB received by AGRIVAR causes a chain of negative impacts on growers and growers helpers.</p> <p>It was informed by AGRIVAR directives that a loan has been asked to a bank for immediate pay to BIOPALM and that as a corrective action, another loan will be asked to have as a backup in case of delays in receiving payments for palm oil sold.</p>

4. AUDIT FINDINGS		
4.1 Summary of findings.		
Principle 1: Commitment to Transparency.		
Criterion 1.1: Oil Palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO criteria, in appropriate languages and forms to allow for effective participation decision making.		
Summary of the findings for 1.1:		
Findings:	Comments:	Compliance
<p>AGRIVAR company and BIOPALM COOPERATIVE are open and have provided all necessary information on all issues related to the RSPO certification program. This information is accessible to the public and stakeholders.</p> <p>A register of requests for information from all interested parties is kept and available at AGRIVAR office.</p>	<p>The mill webpage invites readers to visit the AGRIVAR operation in site and there is the Cahier Demande D Information and Responses where all request of information and responses are recorded. The responses are given the same day of request</p>	YES
Criterion 1.2: Management documents are publicly available except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		
Summary of the findings for 1.2:		
Findings:	Comments:	Compliance
<p>All applicable documents are available and accessible to the public:</p> <p>Land titles/user rights (Criterion 2.2);</p> <ul style="list-style-type: none"> • Occupational health and safety plans • Plans and impact assessments relating to environmental and social impacts ; • HCV documentation; • Pollution prevention and reduction plans; • Details of complaints and grievances ; • Negotiation procedures ; • Continual improvement plans ; • Public summary of certification assessment report; • Human Rights Policy . 	<p>Through written request or personal visit to the mill by the interested person, the company provides or allows the consultation of the management documents available.</p>	YES
Criterion 1.3 Growers and millers commit to ethical conduct in all business operations and transactions.		
Summary of the findings for 1.3:		

Findings:	Comments:	Compliance
An ethical code of conduct called " ENGAGEMENT A UN CODE DE CONDUITE ETHYQUE ET D'INTEGRITE DANS TOUTES LES OPERATIONS ET LES TRANSACTIONS " has been written since 21/01/16 and posted in company offices and bulletin boards . Staff and all partners are informed of the functioning of this ethics code.	The ethical code of conduct and integrity is published on the mill communication board, written in french language and there are records showing that the ethical code has been delivered to BIOPALM cooperative personnel and Agrivar service providers.	YES
Principle 2: Compliance with applicable laws and regulations.		
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations		
Summary of the findings for 2.1:		
Findings:	Comments:	Compliance
The company has a list of applicable laws and regulations and a procedure (PR 2.1.01 V 03) to identify legal requirements. The responsibility to update the legal requirements relies on the directive committee. Compliance with applicable law was found at the mill regarding labour law and some environmental regulations. Procedure PR 2.1.01. V 03 on section 5.5 establishes that there should be updating of legal requirements applicable to each sector of the activity and the updating mechanism is under the responsibility of the directive committee. A mechanism for ensuring compliance with law is not fully implemented: Non conformity 002/2016 Eventhough an audit was performed in December 2016, it is restricted to environmental aspects and does not cover in full labour law related aspects. Due to the above, the non conformity is maintained and upgraded to major.	There are written contracts between the mill and mill workers, workers earn the minimum wage or above and are affiliated to the Caisse Nationale de Prevoyance Sociale. The mill operates in a leased land and the lease contract is updated. Operational permits are available.	YES/NO
Criterion 2.2: The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights		
Summary of the findings for 2.2:		
Findings:	Comments:	Compliance
The mil operates on a lease property and an updated contract is available. Regarding growers farms, inherit land is the common source of land. As there are no maps, owners know their boundaries through vegetative marks or other geographical issues and there was no evidence of boundaries disputes on any of the 12 farms visited during the audit. Non conformity 003/2016 Eventhough now there are available croquis of each individual property at each grower individual file, kept at the cooperative, AGRIVAR has recently started collecting georefencial data of growers farms. At the time of the april 2017 audit, only 19 of 118 farms has been georeferentiated. Due to the above, the non conformity is maintained and upgraded to major.	Regarding the mill, it operates in a leased property. Contract: Contrat de Localisation pour la Occupation et l utilization de la "Parcelle ANOH" de 1.5 ha a SAMO-Campement Aliefait. Contract between M. ANOH Kraidy Marcellin et Societe Agro Industrie Variee AGRIVAR: Arreté et convenu. Duration of 99 years. Starting date : February 2011; finishing date : February 2110. The mill does not own plantations and it relies on a supply base of 118 growers members of BIOPALM Cooperative.	YES
Criterion 2.3: Use of land for oil palm does not diminish the legal or customary rights of other users without their free, prior and informed consent.		
Summary of the findings for 2.3:		
Findings:	Comments:	Compliance
The mill does not own land including plantations..	The mill operates on a lease property and there is an updated lease contract available. Regarding the growers, the great majority are smallholders that have inherited land from parents or other family members. No disputes for land were evidenced during field visits and a total number of 12 farms were visited. Growers, growers family members, growers	N/A

workers and / or growers neighbors (usually family members) were interviewed

Principle 3: Commitment to long-term economic and financial viability.

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

Summary of the findings for 3.1:

Findings:	Comments:	Compliance
<p>There is a business plan denominated Projet de Creation de Plantations 2014 that contains introduction, context, objectives, cost of the project, stages and inducted costs.</p>	<p>During the audit performed april 2017, some of the projected mill improvements written on the business plan were under development. The new boiler was under installation by the service provider THERMEA, the burning chamber of the boiler in use was under modification and the new sterilizers and press to enlarge the mill capacity were all at the mill or under construction at the mill. Some of the projected plans contemplated on the business plan has not been started yet as the nursery to provide growers with better genetic material.</p>	N/A

Principle 4: Use of appropriate best practices by growers and mills.

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

Summary of the findings for 4.1:

Findings:	Comments:	Compliance
<p>Procedures covering all mill and plantation activities have been developed and are available.</p> <p>Interviewed workers understand the procedures, for those who can not read explanations are given in local languages or in the languages they understand.</p> <p>Proof of the procedures are available through the recordings made by the workers and the observations during the audit.</p> <p>Non conformity 006/2016</p> <p>Eventhough AGRIVAR has performed an internal audit dated Decembre 2016 it was restricted to environmental aspects "AUDIT ENVIRONMENTAL REGLEMENTAIRE (AGRIVAR USINE) " and there have been no audits performed to evaluate the implementation of procedures to comply with the RSPO standard and labour legislation. Kept open at april 2017 audit. Minor upgraded to major.</p> <p>Registers for recording data are retained and available during inspection.</p> <p>AGRIVAR has a in place documents to record all origins of delivered FFB . Detailed information is managed by Mr Arthur Amani, the Supply Chain responsible.</p>	<p>Developed procedures take into account harvesting activities, transport, fertilization, Integrated Pest Management (IPM), GAP, production procedures for the and supply chain requirements for the mill.</p> <p>At the mill there is a receipt slip at the gate/ scale recording origins of FFB for both certified and non certified growers and mentioning all information on the producer (cooperative, associated cooperative number/code, certification status and volume delivered). The certified growers list is available at the scale and managed by Mr Arthur Amani to cross-check the delivered volumes and to avoid extra delivered volumes based on the farm sizes and the average productivity.</p>	YES/NO

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

Summary of the findings for 4.2:

Findings:	Comments:	Compliance
<p>AGRIVAR has established procedures for the production of oil palm FFB on its supply base including procedures for Good Agricultural Practices and soil fertility management.</p> <p>Growers who applies fertilizers register the amounts of fertilizers received and applied</p>	<p>There are agronomic reports available since November 2016 following soil analysis of growers farms. Analysis are performed by ENVAL Cabinet and Laboratory</p> <p>Production records are analyzed annually to evaluate the yields of the plots.</p>	YES

<p>(registered by technical assistants)</p> <p>Soils analysis started to be performed in November 2016.</p> <p>The fibers, the empty fruit bunch, the ash and the effluent generated at the mill are used for the production of fertilizers which are offered to the the supply base. </p>	<p>BIOPALM is an organic certified cooperative and visited growers plant a legume species called "Pueraria" as green fertilizers to help with nitrogen fixation and leave the palm leaves along the field to increase the layer of soil organic matter.</p> <p>Producer yields increased from less than 3T / ha to -6T / ha for BIOPALM growers. </p>	
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>		
<p>Summary of the findings for 4.3:</p>		
<p>Findings:</p> <p>AGRIVAR has performed soil analysis and there are maps available regarding soil types. The study determines that there is no presence of fragil soils in the study area.</p> <p>Due to the geography of the area were farms are located, it is not necessary to develop a program to plant in steep slopes.</p> <p>There are government programs to keep the roads in good shape.</p> <p>Studies show that there are no peat soils in the area.</p> <p> </p>	<p>Comments:</p> <p>According to the AGRIVAR production area soil analysis were made by Enval (RAPPORT D'ANALYSE ENVIRONNEMENTALE, D'ETUDE SUR LES SITES A HAUTE VALEUR DE CONSERVATION et D'ANALYSE DES SOLS DE PALMERAIES SITUEES ADIAKE, MAFERE ET SAMO, DANS LE SUD-EST DE LA COTE D'IVOIRE), report (<i>Rapport provisoire, V03</i>) dated October 2016 which contain the maps of the production area. The results of soil analysis are presented in pages 72 to 75 and soil map cartography is shown in page 76 (4.3 Cartographie des sols). On page 78 of the report there is the following paragraph "<i>Cependant, les résultats des analyses menées au laboratoire et la visite sur le terrain des différentes plantations montrent que les sols n'ont pas une forte teneur en carbone. Il n'y a également pas de sols hydromorphes et de sols à forte pente dans les différentes plantations.</i>"</p> <p>There are no fragile soils in the production area as indicated by the report conclusion. </p>	<p>Compliance</p> <p>YES/N/A </p>
<p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p>		
<p>Summary of the findings for 4.4:</p>		
<p>Findings:</p> <p>AGRIVAR has a water management plan that informs the origin of it (groundwater), the national law applicable in their activity, the amount used per month and the purpose of the use, parameters set by law for the type of water use or waste water generated and the frequency of the analysis that should be made. There is no use of irrigation in the palm oil plantations.</p> <p>Was evidenced that the company monitors the total consumption of water on a daily basis, evaluate the efficiency of use (m3 of water / ton of FFB processed).</p> <p>Regarding water courses, AGRIVAR has performed croquis for each of the growers farms, where water courses are identified, if applicable.</p> <p>AGRIVAR has accepted the ENVAL recommendations and has elaborated a plan for the sensitization of growers regarding the conservation of riparian zones and HCV found on the area.</p> <p>None of the visited farms during the 2017 audit have water courses going through the plantation or through its limits. </p>	<p>Comments:</p> <p>AGRIVAR has accepted the ENVAL recommendations and has elaborated a plan for the sensitization of growers regarding the conservation of riparian zones and HCV found on the area. The plan Protection des Zones a Haute Valeur de Conservation, dated 01/10/2016, PR 5.2.01, version 01, 4 pages, elaborated by Hermann Brou, details the financial, technical and organizational measures implemented by AGRIVAR to protect and improved the high conservation values identified in the AGRIVAR operational area. On pages 3 and 4 there is a matrix that contains the following columns: action, activities to be performed, responsible person, objective/target, cost and effectiveness criteria. The actions include the protection of "bas fonds" neighboring oil palm plantations (HCV 4 and HCV 5), Protection of trees within the plantation limits, protection of the pangolin (endangered mammal species) and protection of neighboring watercourses </p>	<p>Compliance</p> <p>YES </p>

Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate integrated Pest Management (IPM) techniques		
Summary of the findings for 4.5:		
Findings:	Comments:	Compliance
<p>It should be noted that BIOPALM is organic certified and consequently does not use agrochemicals for pest control. The abovementioned document Conduite des Activités de Plantation is made, in general, for all four cooperatives that use to provide RSPO certified FFB to AGRIVAR. At the moment, AGRIVAR, as an emergency measure, is opting for the IP module certification receiving only FFB from BIOPALM.</p> <p>Recordings on monitoring and control of pests are available. The administrator of the Biopalm Group also develops natural insecticides based on NEEM and others for pest control. </p>	<p>The field activities procedure is called Conduite des Activités de Plantation identified as document PR 4.2.01. Version 01 prepared by Mr Hermann Brou (RQHSE) reviewed by Mr Guy Roger ABOUA (Chef d'Exploitation COOPHAM) and approved by Mr Athanase Niamien (AGRIVAR Managing Director). Date: 09/06/2016.</p> <p>The document consist of 58 pages and contains: objective, scope, terms and definitions, responsibilities and contentes (section 5).</p> <p>It is importante to notice that the procedure was written with the objective to reach compliance with the RSPO standards and in section 5.3.4.1.7. there is a section dedicated to the " Défense des cultures" that covers diseases, and pests for nurseries and in section 5.3.5.3 starts the procedures for already established plantations. Section 5.4.5 "lutte contre les ravageurs" that established the frequencie of sanitary surveillance with subsections for phytopathologic control and entomological control and section 5.4.6 dedicated to the "Lutte contre maladies" . The section 5.5 is dedicated to integrated pesticides management emphasizing in the use of biologic and cultural methods and only using chemicals when biological and / or cultural methods have not been effective.</p> <p>It should be noted that BIOPALM is organic certified and consequently does not use agrochemicals for pest control. The abovementioned document Conduite des Activités de Plantation is made, in general, for all four cooperatives that use to provide RSPO certified FFB to AGRIVAR. At the moment, AGRIVAR, as an emergency measure, is opting for the IP module certification receiving only FFB from BIOPALM.</p>	<p>[YES]</p>
Criterion 4.6: Agrochemicals are used in such a way that does not endanger health or the environment. There is no prophylactic use, and where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is documented.		
Summary of the findings for 4.6:		
Findings:	Comments:	Compliance
<p>Biopalm Cooperative is organic certified. All producers engaged in the program only carry out organic farming without using agrochemicals or pesticides for treatment. </p>	<p>Biopalm Cooperative is organic certified. All producers engaged in the program only carry out organic farming without using agrochemicals or pesticides for treatment. </p>	<p>[N/A]</p>
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented		
Summary of the findings for 4.7:		
Findings:	Comments:	Compliance

<p>For the activities related to mill, Agrivar showed the performance of periodic training about the care needed to prevent accidents and to educate employees about the proper use of PPE.</p> <p>For palm production activity the guidance concerning the safe practices to prevent accidents in the field is given by BIOPALM technical personnel visiting the growers and AGRIVAR personnel delivering trainings to BIOPALM personnel and growers.</p> <p>AGRIVAR has developed PP presentation regarding Good Agricultural Practices including health and safety aspects and use of PPE which are used in trainings delivered to cooperative personnel and growers.</p> <p>At the mill there is conduction of daily meetings at the beginning of the activities among the workers of the mill held by the responsible for safety at work regarding actions to be taken to prevent accidents.</p> <p>Agrivar provide accident insurance to all mill workers (permanent and temporarily) and has insurance for the buildings and infrastructure and vehicles.</p>	<p>Some of the reviewed records includes:</p> <p>Control of delivering PPE to mill workers presented by the responsible of safety activities, march/2017;</p> <ul style="list-style-type: none"> - Advices and information displayed at the mill indicating which PPE the workers have to use; - Notes de Service displayed at AGRIVAR communication board indicating which workers are trained in first aid and fire control 	<p>YES</p>
<p>Criterion 4.8: All staff, workers, smallholders and contractors are appropriately trained</p>		
<p>Summary of the findings for 4.8:</p>		
<p>Findings:</p> <p>AGRIVAR has develop and implemented a training program on RSPO principles and criteria as mention in their SOP's available in their office.</p> <p>The company has records of all the training activities carried out at the mill and records evidence of the participation of all the employees in the activities. Training records were reviewed which focus on occupational safety, RSPO P&C, interdit de chaser (prohibition to hunt) and correct use of PPE at mill.</p>	<p>Comments:</p> <p>Training material was developed by AGRIVAR (Hermann Brou) regarding RSPO requirements. One PP is general for the RSPO P&C requirements and one is focus on NPP. The general PP presentation contains health and safety issues including safe use of pesticides which in the case of BIOPAL are organic pesticides. The presentations are used in every training delivered by AGRIVAR directed to cooperative technical assistants and growers.</p> <p>Implementation have been started.</p>	<p>Compliance</p> <p>YES</p>
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity.</p>		
<p>Criterion 5.1: Aspects of plantation and mill management that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement</p>		
<p>Summary of the findings for 5.1:</p>		
<p>Findings:</p> <p>An Environmental Impacts Assessment for the mill was made by Mr. BROU Hermann in September 2011.</p> <p>In 2016 a broader scope Environmental Impacts Assesment was performed : Procedure PR 5. 1.02 version 4, dated 29/05/2016. Identification and Evaluation of Environmental Impacts which in point 2 establishes that the identification of impacts are perform for the mill and for palm FFB plantations.</p> <p>AGRIVAR does not build roads neither utilizes irrigation systems.</p>	<p>Comments:</p> <p>Procedure PR 5. 1.02 version 4. (29/05/2016) Identification and Evaluation of environmental impacts which in point 2 establishes that the identification of impacts is perform for the mill and for palm FFB producers. There is a section for consumption of resources, a section for pollution and a section for other factors: On the pollution aspects there is a column for air, waste water, soil, waste, special waste and noise. There is a matrix including the results of impacts and a management plan AIES. The plan considers to complete the treatment of mill effluents on december 2016 because the exams results at the exit point of the water treatment did not</p>	<p>Compliance</p> <p>YES</p>

<p>Plans are made for reduction of impacts for the use of water, limit the disposal of liquids to the soil, reduction of impacts by waste management.</p> <p>The plan considers updating on a periodic basis.</p> <p>There are monitoring protocols for the mill action plans as the performance of mill effluent analysis and boiler emissions analysis.</p>	<p>comply with legal requirements for water disposal. At the moment, as a solution, the effluents are used to produced organic fertilizers at AGRIVAR grounds.</p>	
<p>Criterion 5.2: The status of rare, threatened or endangered species and 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 their conservation taken into account in management plans and operations.</p>		
<p>Summary of the findings for 5.2:</p>		
<p>Findings:</p> <p>An HCV assessment has been performed by ENVAL in October 2016 as well as studies to determine the presence of RTE.</p> <p>Some farms were identified as having areas classified as HCV 4 and 5. The study concludes with a proposed management plan for the the conservation of Biodiversity and HCV which includes the conservation of Bas – Fonds.</p> <p>AGRIVAR presented a PLAN DE GESTION INTEGREE DE LA FAUNE, DE LA FLORE ET DU PAYSAGE DES SITES DE SAMO, ADIAKE, BONGO ET MAFERE dated september 2011, that covers the area where the 4 cooperatives that delivers FFb to AGRIVAR operates. In 2016 the study was updated and the fauna list was reviewed with the IUCN categorization of RTE species. As a result of the review, the pangolin (<i>Manis tricuspis</i>) is the only fauna species considered as an RTE species (Vulnerable) in the species list presented.</p> <p>Non Conformity 034/2016 Minor and raised to major on april 5 th. 2017. "Due that growers are the native people leaving in the area since past generations, It is considered that no negotiated agreements is needed. Eventhough, AGRIVAR S.A. has written a Plan de PROTECTION DES ZONES A HAUTE VALEUR DE CONSERVATION (01/10/2016) that include Protection des bas-fonds voisins des palmeraies (HVC 4 et 5), Conservation des arbres des limites de plantation, Protection du pangolin, Suivi de la perception du Pangolin, Protection des cours d'eau voisins. There is evidence of the sensitization activities been performed as seen on criteria 4.2.8. Despite the above, the sensitization has covered only the protection of pangolin but not other topics related with HCV as conservation "des arbres on limit de plantation and protection de cours d eau voisins".</p>	<p>Comments:</p> <p>The Rapport D Analyse Environnementale, D Etude Sur Les Sites a Haute Valeur de Conservation et D Analyse Des Sols de Palmeraies Situees Adiake, Mafere et Samo, dans le Sud -Est de la Cote d Ivoire, elaboré par ENVAL in October 2016, version 03, on section 3 of the report there is the section dedicated to High Conservation Values (pages 53 to 70).</p>	<p>Compliance</p> <p>YES/NA-NO</p>
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>		
<p>Summary of the findings for 5.3:</p>		
<p>Findings:</p> <p>On the of the environmental impact assessment performed at the mill and farms all type of generated waste was identified.</p>	<p>Comments:</p> <p>A plan denominated GESTION ET ELIMINATION DES DECHETS DE PLANTATION dated june 29 th 2016 was presented. The plan was elaborated by Hermann Brou CU and</p>	<p>Compliance</p> <p>YES/NO</p>

<p>The document <i>Environmental aspects and dangerous situations</i> mentions the generated waste at farms.</p> <p>The waste management plan is defined by the QHSE department. And it was the result of the environmental impact assessment performed at the mill and farms and where all type of generated wastewas identified. The waste management plan is built on material recovery and production of energy.</p> <p>NON CONFORMITY 001/2017 The waste management and disposal plan does not consider semi permanent waste stocking areas. Waste was found stocked in a disorganized way at the mechanics/ electrician office/working area below the QHSE office. The waste includes cardboard, discarded electric pieces, electric wires, empty coca cola bottles, metallic pieces, parts of chairs, fluorescent light bulbs and others. Other metal waste pieces were found dispersed throughout the green areas of AGRIVAR mill and cloth and other waste materials were found dispersed throughout Agrivar mill facilities.</p>	<p>RSQHE and has the code PL 5 3 02. The objective is to define an action plan for the waste generated by the agricultural activities in order to be environmentally responsible and to reduce the polluting activities generated at farms. It covers all the waste generated from farms activities and contains <i>Déchets issus de l'usure et de l'entretien du matériel agricole, Déchets issus de l'élevage and Déchets issus de la fertilisation et de la protection des cultures which includes the empty agrochemical containers (not applicable to BIOPALM growers)t.</i></p> <p>Solid waste such as EFB and fibers are packed into sheds to integrate either in the heat circuit or to elaborate organic fertilizers. Liquid waste in turn are packed in tanks to reduce the fat content, goes through filtering to reduce the organic material and then is used on the production of fertilizer.]</p>	
<p>Criterion 5.4: Efficiency of energy use and use of renewable energy is maximised.</p>		
<p>Summary of the findings for 5.4:</p>		
<p>Findings:</p> <p>The boiler operates with fiber as a byproduct of the FFB processing activity. No fossil fuels are use at the mill besides the fuel for the truck bringing and delivering imputs. There is no use of fuels in farms.</p>	<p>Comments:</p> <p>The boiler operates with fiber as a byproduct of the FFB processing activity. No fossil fuels are use at the mill besides the fuel for the truck bringing and delivering imputs. There is no use of fuels in farms]</p>	<p>Compliance</p> <p>YES]</p>
<p>Criterion 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</p>		
<p>Summary of the findings for 5.5:</p>		
<p>Findings:</p> <p>AGRIVAR strictly prohibits to use fire for land preparation.</p> <p>Non conformity 037/2016 Minor and raised to major on april 2017. Several posters and announcements has been seen displayed at AGRIVAR mill and at the BIOPALM Cooperative office located in Bonoua regarding the Interdiction de Bruler Dans les Activites en Plantation making reference to the law n. 96-766 du October 3 1996 and to the RSPO standard. On two of three areas visited during the present audit, farmers were well aware about the interdiction de bruller, but on an area visited, the growers manifested that burning is the only way to clean the property and that they have burned the property during the replanting activities that has taken place on 2016 and mentioned that some replanting will take place in 2017.</p>	<p>Comments:</p> <p>AGRIVAR has developed a procedure Conduite des Activites de Plantation code 4.2 01 d ated 09 june 2016 developed specifically for the compliance of RSPO requirements on farm part of the supply base. On section 5.1 it covers the requirement for new plantations and explains the new planting procedure. On sections 5.3.3.1.3 and 5.3.3.1.5 it is mentioned that it is strictly prohibited to use fire for land preparation neither for planting, neither replanting. Training material was developed by AGRIVAR (Hermann Brou) regarding RSPO requirements.]</p>	<p>Compliance</p> <p>YES / NO]</p>
<p>Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
<p>Summary of the findings for 5.6:</p>		
<p>Findings:</p> <p>AGRIVAR has been performing analysis of polluting activities as required by law.</p> <p>At the time of the current audit (april 2017), the new boiler was under installation as well as</p>	<p>Comments:</p> <p>Boiler emissions march 2017 AGRIVAR S.A. has measured the rejets atmospheriques on march 2017. Rapport D Activite Rejets Atmospheriques de Chaudiere, Rap 'port ENVIPUR N. 21/03/2017.</p>	<p>Compliance</p> <p>YES/NO]</p>

<p>the improvement of the combustion chamber of the boiler in use.</p> <p>There is a plan for the reduction of GHG in the production of palm oil in AGRIVAR dated September 20 th. 2016, Code PL 5.5 01, version 01, containing 16 pages and elaborated by the Responsible Approvisionnement Arthur AMANI.</p> <p>Non Conformity 002/2017</p> <p>The mill has started calculation of GHG emissions but using Palm calculator V. 2.0.1. AGRIVAR personnel has not downloaded version 3.0.1. and were not aware of its existence. The use of version V.2.0.1 reported a value of 675.28 t CO2 e/ton of product for CPO and for PK. Consequently there is no calculation from N2O emissions from compound fertilizers neither an option to specify that POME is diverted to composting. Additionally, several errors were detected on the data entered to the V.2.0.1. version as a reported production area of 126055 ha when in reality is was of 7413 ha. Unproper use of dots alter values through the different eyelashes.</p>	<p>Effluents analysis</p> <p>There are analysis results of mill effluents (analysis N. 458.17) dated march 16, 2017 performed by Laboratories ENVAL. See indicator 4.4.3</p> <p>The plan for reduction of GHG includes measures as protection and improvement of HCV zones, preserve the primary forest, no use of fire for the preparation of land, compensation for the land that was converted without a previous HCV study, reduction in the amount of pesticides used (not applicable for BIOPALM), efficient use of fertilizers, efficient use of fuel son plantations efficient waste management plan on plantations, efficient use of energy, efficient treatment of waste waters, efficient waste management plan for the mill, efficient management plan for gaseous emissions. The matrix contains 11 columns including objective, responsible person, means, date of revision and others. </p>	
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and mills.</p>		
<p>Criterion 6.1: Aspects of plantation and mill management 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 continuous improvement</p>		
<p>Summary of the findings for 6.1:</p>		
<p>Findings:</p> <p>The general social impact study on the activities of AGRIVAR was prepared 10/07/2016 by the administrative staff of the company. A report has been produced and the minutes and attendance list of the people and workers associated with this study are available.</p> <p>The SIA evaluation allowed stakeholders to express their views. The workers were consulted and for the Samo community an interview with a community representative who confirmed that the evaluation was done in a participatory manner.</p> <p>Plans developed to minimize impacts were consulted/socialized with relevant stakeholders.</p> <p>The plan review is under the responsibility du Chef de Service QHSE (CSQHSE) on a biannual basis. </p>	<p>Comments:</p> <p>The plan Gestion des Aspects et Impacts Sociaux code PL 8.1 01, version 1 dated July 10 th. 2016 developed by CS QHSE Hermann Brou and signed by the general director of the mill with the objective of organizing the mitigation measures for the social impacts that includes the mill and the supply base plantation. There is a matrix that includes 4 columns: negative impacts, activities, mitigation measures, responsible, cronogram (considering 2016, 2017 and 2018) and cost. </p>	<p>Compliance</p> <p>YES </p>
<p>Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or mills, local communities and other affected or interested parties</p>		
<p>Summary of the findings for 6.2:</p>		
<p>Findings:</p> <p>A consultation and communication procedure for interested parties has been in place since the certification process began.</p> <p>The person in charge of the transparent communication with the stakeholders is the head of Hygiene Safety and Environment (RSHE)</p> <p>A list of stakeholders is established and accessible to all. All exchanges with the latter are recorded in a "complaint and claims</p>	<p>Comments:</p> <p>There is a list of stakeholders presented during the audit. They are contacted when it is appropriate to do so. Furthermore, stakeholders communicate directly to the AGRIVAR RSPO responsible when needed. Correspondances are kept as records and shown during audit.</p> <p>There are two procedures developed for communication and consultations between the company and local interested parties.</p>	<p>Compliance</p> <p>YES </p>

management spreadsheet". This spreadsheet is regularly updated.	<p>The two different procedures to share data and information are PR 6.201 "Procedure for communication", up-dating recently by PO1.102 issued on January 21, 2016, version 02 "Politique de transparence" and PR 6.202 "Communication and consultations of stakeholders, issued on May 25th, 2012, version 01.</p> <p>AGRIVAR data & informations can be seen by growers and/or stakeholders in web site accessible by parties: info_agrivar@omvgroup.com.</p> <p>As written on these two procedures, stakeholders and interested parties can also request all the needed information by sending letter through post: BO 5484, Bonoua, Ivory Coast</p> <p>They can call directly the company Tel (00225)21300461 / 21569850</p>	
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties		
Summary of the findings for 6.3:		
Findings:	Comments:	Compliance
<p>AGRIVAR has systems to deal with complaints and grievances from workers, customers and growers. For the clients the procedure to deal with complaints and grievances is PR 8.1.12, issued on October 3rd, 2012, version 01 called "Traitement des reclamations des clients".</p> <p>An approved version of «Traitement des Plaintes ou Contestations» from 07/09/2016 deals with complaints of workers and others and has been communicated to affected parties. </p>	<p>AGRIVAR direction and its HR department are the responsible of complaints or grievances from the AGRIVAR workers and Mr BROU Hermann is the responsible for all RSPO complaints and/grievances. A non conformity was established on criterion 6.9.3 due that the complaints and grievances mechanism for workers does not ensure anonymity. </p>	YES
Criterion 6.4: Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stake holders to express their views through their own representative institutions		
Summary of the findings for 6.4:		
Findings:	Comments:	Compliance
<p>AGRIVAR does not own neither manages land. AGRIVAR receives fruit mainly from small land owners that have inherited land. </p>	<p>AGRIVAR does not own neither manages land. AGRIVAR receives fruit mainly from small land owners that have inherited land. </p>	N/A
Criterion 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.		
Summary of the findings for 6.5:		
Findings:	Comments:	Compliance
<p>Regarding AGRIVAR mill own workers, permanent employees (Fixed-term and indeterminate contracts) have written contracts and pay slips. As far as temporary workers are concerned, they must observe a regular working period of at least 6 months before signing a contract with the company. They are posted on payroll during the payment of wages. Despite the above, a non conformity was found regarding service providers.</p> <p>NON COMPLIANCE 003/2017</p> <p>There is no a list of service providers and consequently there is not a list of requirements for AGRIVAR service providers to comply. Agrivar does not evaluate compliance with labour law of its service providers and there is no monitoring of compliance with law. Service providers workers were found working at AGRIVAR earning less than the monthly</p>	<p>All employees in the mill and subcontractor workers in site can easily access to water supply when needed and they can choose between iced or lukewarm water. Many water suppliers (faucets) are installed by the company around the mill to provide water freely to workers.</p> <p>2 days a week, a doctor contracted by AGRIVAR goes to AGRIVAR Medical Center located at the mill to handle and/or heal workers diseases. First aid kits are available on site. Six (06) first aids workers are trained to handle on site the emergency situation, working in all sectors: laboratory assistants, storer, security responsible, paramedical assistant. Above these conditions, every employee has an insurance medical card, allowing them to access medical facilities with their family.</p> <p>On most of the visited farms, the grower</p>	NO / YES

<p>minimum wage established by law and working extra hours for the same fixed salary which is less than the legal minimum wage.</p> <p>NON CONFORMITY 004/2017 Even though the company makes sensitizations for workers' rights, dated 10/03/2017, 16/03/2017, 18/03/2017 and 22/03/2017 (Only the attendance list drawn up) most workers interviewed do not have a clear and precise idea about the management and function issues related to overtime payments, declarations to the National Social Security Fund, insurance, etc.</p> <p>For the management of working hours AGRIVAR has, according to the law, a maximum of 44 hours per week. However, given the activity that is seasonal, the company has applied to the Ministry of Employment and social Protection on a letter dated April 26th. 2016, to make hours of equivalence. It has therefore increased to 48 hours per week with the collaboration of the workers. A document evidencing a meeting with the responsible for production was presented by AGRIVAR attaching a record of assistance with 17 signatures. The reply to the letter sent on by the Ministry gave a favourable opinion but the mail is clear on the fact that AGRIVAR company should define, together with the workers, through an agreement, the specific period over which the derogation will extend, fact that has not been done. Note: The non conformity appears as assigned to indicator 2.1.1 in the closing meeting log but due to additional information provided at the closing meeting, the non conformity was reassigned to indicator 6.5.2. The issue is related with non clear terms for workers regarding the conditions of the number of hours per week and extra hours payment.</p> <p>The company offers one meal a day to all workers according to the shift.</p>	<p>works the land together with his family members and there is interchangeable work with brothers, cousins and uncles.</p>	
<p>Criterion 6.6: The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel</p>		
<p>Summary of the findings for 6.6:</p>		
<p>Findings:</p> <p>Declarations on freedom of association are published and are understood by all employees.</p> <p>The AGRIVAR Human Rights Respect Policy, it is written on section 4.2. "Dispositions particulières, Travail", subtitle "Promotion dans la liberté d'association": "AGRIVAR soutient la liberté d'association et la reconnaissance effective du droit à la négociation collective. Nous travaillons également avec nos sous-traitants et nos fournisseurs pour promouvoir l'application de ce principe".</p> <p>Minutes of meetings between the company and the workers' representatives are documented and accessible.</p>	<p>Comments:</p> <p>At the moment the workers elected representatives are the ones who defend workers interest.</p>	<p>Compliance</p> <p>YES</p>
<p>Criterion 6.7: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education</p>		

programmes. Children are not exposed to hazardous working conditions.		
Summary of the findings for 6.7:		
Findings:	Comments:	Compliance
<p>The minimum working age for workers is 18 years.</p> <p>All employees engaged by the Company have more than the national minimum age (18 years).</p> <p>The ages of the workers are documented </p>	<p>At the entrance of the mill there is a Note De Service (communication) dated october 24, 2016, OBJET: INSTRUCTION CONCERNANT LE TRAVAIL DES ENFANTS. The note communicates to all service and FFB providers the Cote De Ivoire law regarding the worst forms of child labour, indicating that child labour is prohibited and listing a series of tasks, also indicating that violation of such prohibition will have the consequence of expulsion from the RSPO certified group </p>	<p>YES </p>
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
Summary of the findings for 6.8:		
Findings:	Comments:	Compliance
<p>A labor policy communicates the commitment of management to work for equal opportunities for all people wishing to join the company. This policy is displayed at the mill walls and communication board.</p> <p>No form of discrimination was observed or evidenced neither during the mill viist nor during the farmers interviews.</p> <p>From interviewed made with the HR representatives, the recruitment selection, hiring and promotion are based on capabilities and qualities</p> <p>Annual medical check-up are done at the AGRIVAL medical office to evaluate fitness for tasks. </p>	<p>The AGRIVAR procedures for Human Rights PO 6.12.01 and the Ethical Code of Conduct and Integrity PO 1.3.01 deal this matter. Indeed, on Policy PO 1 .30.1 issued on 21/01/2016 regarding the Engagement ethic conduct code and integrity, title "Milieu de travail", subtitle "Pratiques en matière d'emploi", it is clearly written that "AGRIVAR traite tous ses employés avec équité, éthique, respect et dignité. La Société offre des chances égales d'emploi à tous, sans distinction fondée sur l'âge, le sexe, l'orientation sexuelle, l'invalidité, la race, la religion, la citoyenneté, l'état matrimonial, la situation de famille, le pays d'origine, ou quelque autre facteur que ce soit, conformément aux lois et aux règlements nationaux en vigueur et à la convention des nations unies pour la lutte contre la corruption (New York 2004)".</p> <p>Fair recruitment and promotion is testified by the interviewed personnel. AGRIVAR evaluates continuously its personnel competencies. Records of trainings are available on every workers folder in order to allow the HR responsible and the Service in need to identify the right person (promotion). </p>	<p>YES </p>
Criterion 6.9: A policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.		
Summary of the findings for 6.9:		
Findings:	Comments:	Compliance
<p>A policy prohibits all forms of sexual harassment and other forms of violence. The policy is available and communicated to all levels of the workforce.</p> <p>Non conformity 005/2017</p> <p>The grievance and grievance mechanism does not respect anonymity and does not protect complainants. In fact, during interviews with mill employees it was evidenced a feeling of fear on workers when certain sensitive subjects were asked. They asked the auditor not to mention their names in any way in the report at the risk of reprisals. There is no evidence that the plan for receiving and monitoring employee complaints is effective </p>	<p>Through interviews, workers manifested that there is no sexual harassment at the mill. Furthermore, the mill has a procedure preventing sexual harassment, violence against women: PO 6.12.01" RESPECT DES DROITS DE L'HOMME"=Respect of Human Rights. For proof, it is written on PO 6.12.01 text on title "Elimination du harcèlement et de la violence: "AGRIVAR s'engage à promouvoir un environnement de travail libre de toute forme de harcèlement, d'exploitation, d'abus ou de violence, tels que définis par la législation applicable" </p>	<p>YES / NO </p>
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.		
Summary of the findings for 6.10:		

Findings:	Comments:	Compliance
<p>AGRIVAR publishes, on a permanent basis, on an external board at the mill, the applicable accurate price of FFB.</p> <p>AGRIVAR has a contract with BIOPALM Cooperative regarding FFB supplying. All terms and conditions are discussed, understood, accepted and signed by all parties: date, premium rate, transportation rate, quantity agreed to be supplied timely, payment terms, extra payment, technical supports to farmers and others.</p> <p>Non Conformity 006/2017</p> <p>The deadlines for payment of FFB to certain producers of BIOPALM, are not respected.</p> <p>The contract between BIOPALM and AGRIVAR stipulates that payments must be made before the next BIO crop. However, during the inspection, a group of Attrouan growers complain to the auditor visiting that area, indicating that AGRIVAR has not paid yet (day of the visit: april 6 th., 2017) the fruit delivered on march 6 th and 7 th. The established agreement mentions that the FFB will be paid before the next crop to be delivered. Agrivar calender for reception of fruit from BIOPALM growers contemplates two periods in march 2017: march 6 th. -10th. and march 27th. -31 st.</p>	<p>In Ivory Coast, the FFB referenced price is determinated by an inter- professional entity called AIPH ("Association Ivoirienne des Palmiers à Huile") as this state organism is composed by FENACOPAHCI (producers federation), APROSAPCI (mills federation), GTH (refiner palm oil federation), FIRCA (technical supports), CNRA (research), FER (development). Most of the time, the price applied by the buyers (palm oil societies) is higher than the referenced minimum price recommended by AIPH.</p> <p>The price to be paid for FFB during the audit (april 2017) was displayed at the entrance of Agrivar, outside the scale, and indicates: Avril 2017, PRIX REGIME AIPH 53.33 FCFA / KG</p>	YES /NO
Criterion 6.11: Growers and mills contribute to local sustainable development wherever appropriate.		
Summary of the findings for 6.11:		
Findings:	Comments:	Compliance
<p>AGRIVAR contributes to communal development choosing activities to be performed in consultancy with local communities.</p> <p>A plan to improve smallholder productivity has been established.</p>	<p>The plan to improve smallholder productivity includes the establishment and distribution of improved seedlings to producers and facilitation of access to inputs such as organic fertilizers. To date, on request, only 18 out of 118 planters (Bioplam) have had organic fertilizer loans (installment payment).</p> <p>The plan to set up the nursery (1000 ha) has not yet been implemented due to lack of funding for the project yet to be obtained.</p>	YES
Criterion 6.12: No forms of forced or trafficked labour are used.		
Summary of the findings for 6.12:		
Findings:	Comments:	Compliance
<p>No forms of forced or trafficked labour are used in the mill as confirmed by employees interviewed.</p> <p>Visited farmers usually works the land themselves or with help of family members.</p> <p>There is no contract substitution. AGRIVAR procedure PO 6.12.01 for "Human Rights Respect" forbids these practices. The Ethical Code PO 1.3.01 reinforces this procedure protecting the workers.</p>	<p>AGRIVAR has a Policy PO 6.12.01 concerning Human Rights Respect and the Ethical code of conduct and integrity PO 1.30.1 which prohibit the practice of forced works or trafficked labours:</p> <p>"Elimination du travail forcé ou obligatoire"</p> <p>AGRIVAR s'oppose à l'usage du travail forcé ou obligatoire. Nous travaillerons également avec nos sous-traitants et nos fournisseurs pour éviter de promouvoir ou de bénéficier indirectement de ces pratiques illégales".</p>	YES
Criterion 6.13: Growers and millers respect human rights.		
Summary of the findings for 6.13:		
Findings:	Comments:	Compliance
<p>During the audit it was verified the existence of the Policy PO 6.12. 01 called « RESPECT DES DROITS DE L'HOMME », issued on January 31st 2016, displayed at communication boards.</p> <p>No complaints regarding the issue were received during the 2017 audit neither facts</p>	<p>AGRIVAR RSPO responsible has sent the company policies to respect human right to FFB suppliers (cooperatives).</p> <p>Internally, the human rights policy is documented and transmitted to employees verbally.</p> <p>Internally and externally, the responsible is</p>	YES

were observed.	Mr Hermann BROU as he is the first responsible of RSPO certification implementation.	
Principle 7: Responsible development of new plantings.		
Criterion 7.1: A comprehensive and participatory social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations		
Summary of the findings for 7.1:		
Findings:	Comments:	Compliance
The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017 the mill is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO. The supply base is composed by growers owning from 1 to 12 ha.	The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017, the mill is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO. The supply base is composed by growers owning from 1 to 12 ha.	N/A
Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations		
Summary of the findings for 7.2:		
Findings:	Comments:	Compliance
The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017 is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO. The supply base is composed by growers owning from 1 to 12 ha.	The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017, the mill is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO. The supply base is composed by growers owning from 1 to 12 ha.	N/A
Criterion 7.3: New plantings since November 2005 have not replaced primary forest or any area containing one or more high Conservation Values		
Summary of the findings for 7.3:		
Findings:	Comments:	Compliance
The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017 is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO. The supply base is composed by growers owning from 1 to 12 ha.	The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017, the mill is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO. The supply base is composed by growers owning from 1 to 12 ha.	N/A
Criterion 7.4: Extensive plantings on steep terrain, and/or on marginal and fragile soils, are avoided.		
Summary of the findings for 7.4:		
Findings:	Comments:	Compliance

<p>The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017 is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO.</p> <p>The supply base is composed by growers owning from 1 to 12 ha.</p>	<p>The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017, the mill is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO.</p> <p>The supply base is composed by growers owning from 1 to 12 ha.</p>	<p>N/A</p>
<p>Criterion 7.5: No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their own representative institutions</p>		
<p>Summary of the findings for 7.5:</p>		
<p>Findings:</p> <p>The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017 is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO.</p> <p>The supply base is composed by growers owning from 1 to 12 ha.</p>	<p>Comments:</p> <p>The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017, the mill is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO.</p> <p>The supply base is composed by growers owning from 1 to 12 ha.</p>	<p>N/A</p>
<p>Criterion 7.6: Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>		
<p>Summary of the findings for 7.6:</p>		
<p>Findings:</p> <p>The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017 is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO.</p> <p>The supply base is composed by growers owning from 1 to 12 ha.</p>	<p>Comments:</p> <p>The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In april 2017 is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Eventhough there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO.</p> <p>The supply base is composed by growers owning from 1 to 12 ha.</p>	<p>N/A</p>
<p>Criterion 7.7: Use of fire in the preparation of new plantings is avoided other than in specific situations as identified in the ASEAN guidelines or other regional best practices</p>		
<p>Summary of the findings for 7.7:</p>		
<p>Findings:</p> <p>The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In april 2017 is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Eventhough there are no new plantings projected for the near future, AGRIVAR has developed studies to comply</p>	<p>Comments:</p> <p>The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In april 2017, the mill is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Eventhough there are no new plantings</p>	<p>N/A</p>

<p>with the new planting requirements according to RSPO.</p> <p>The supply base is composed by growers owning from 1 to 12 ha.</p>	<p>projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO.</p> <p>The supply base is composed by growers owning from 1 to 12 ha.</p>	
<p>Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.</p>		
<p>Summary of the findings for 7.8:</p>		
<p>Findings:</p>	<p>Comments:</p>	<p>Compliance</p>
<p>The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In April 2017 is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Even though there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO.</p> <p>The supply base is composed by growers owning from 1 to 12 ha.</p>	<p>The areas with plantings established after 2009 were removed from the AGRIVAR certified supply base and the mill switched from the IP Model to MB Model in October 2016. In april 2017, the mill is opting for the model IP again but with BIOPALM as the only supplier of RSPO certified FFB. Eventhough there are no new plantings projected for the near future, AGRIVAR has developed studies to comply with the new planting requirements according to RSPO.</p> <p>The supply base is composed by growers owning from 1 to 12 ha.</p>	<p>N/A</p>
<p>Principle 8: Commitment to continual improvement in key areas of activity.</p>		
<p>Criterion 8.1: Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continual improvement in key operations</p>		
<p>Summary of the findings for 8.1:</p>		
<p>Findings:</p>	<p>Comments:</p>	<p>Compliance</p>
<p>There is a continual improvement plan (Plan Amereiolation Continue) code PL 8.1 01, version date august 1, 2016, written by Hermann Brou CS QHSE. The plan contains 5 columns: objectifs, cibles, indicateurs de mesures, suivi, and schedule that contains 5 years from 2016 to 2020. The plan includes the following aspects: reduction in the use of pesticides, environmental impacts, waste reduction, pollution and greenhouse gas emissions, social impacts, optimization of the yield in the supply base, optimization of the OER, reduction on the number of non conformities in the supply base growers, reduction of health and safety risk at the work place.</p>	<p>2017: Reduction in the use of pesticides AGRIVAR has excluded 3 of 4 cooperatives of oil palm producers from its supply base. The cooperatives excluded from the certification scope are all confirmed by conventional growers (COOPLATO; COOPHA ADJOUAN and COOPHAM). The only cooperative that remains as a FFB supplier is BIOPALM which is organic certified, reducing the use of agrochemicals on farms to ZERO within the supply base.</p> <p>Waste reduction AGRIVAR has started the production of organic fertilizers to sell at a convenient price to its growers (mainly BIOPALM). The organic fertilizer is done using the POME, EFB, cacao shells, cola shells, and chicken manure.</p> <p>GHG Eventhough AGRIVAR has made efforts to analyse gaseous emissions in march 2017, there is still a parameter out of the permitted limits CO) with a % above, but it does not diminish the company efforts to diminish the gaseous emissions. The mill, at the time of the audit (april 4 th. to 7 th., 2017), was installing the new boiler.</p> <p>Social impacts</p> <p>Optimizing the yield of the supply base. In that way, AGRIVAR is providing the opportunity to growers to use fertilizers on their crops with the intention to increase FFB yield. The Fertilizer for the supply base is given and the price deducted little by little from the price of</p>	<p>YES</p>

	received fruit. Related with the above is an expected impact on the growers through the optimization of production. Additionally there is a project to provide better genetic material to the supply base growers for replanting when time comes.	
RSPO Supply Chain Certification		
Supply Chain Module		D – Identity Preserved / E - Mass Balance
Findings:	Comments:	Compliance
Description		
Only BIOPALM, an already organic and RSPO certified cooperative of oil palm growers will be considered to provide RSPO certified FFB to AGRIVAR. Biopalm BIO fruits are the ones that will be processed separately on time to produce certified RSPO and organic CPO and PK.	<p>The certified FFB entering the mill will be processed separately on time and not mixed with non certified FFB. The certified supply base for the mill at the time of the audit is confirmed by a group of 118 growers members of Biopalm Cooperative.</p> <p>At the scale (entrance of the mill) the source of FFB is identified and the certification status verified.</p> <p>There is control of the quantity of CPO and PK produced every day, which is then summarized on a weekly and monthly basis.</p> <p>The estimated tonnage for the next 12 months is of</p> <p>CPO= 925,49 tons PK = 485,40 tons</p> <p>Coming from 4.045,00 tons of RSPO certified FFB coming into the mill from 118 growers members of Biopalm cooperative.</p> <p>The production for the past 12 months at the mill was of:</p> <p>336,78 tons of CPO IP 291,55 tons of CPO MB</p> <p>176,63 tons IP 152,91 tons MB</p>	YES
Documented Procedures		
There are documented procedures and formats to ensure the correct implementation of the supply chain model. <p>There is the procedure Gestion de la Tracabilité, PR 8.1 10, N. VERSION 5, DATE 30/01/2017 that contains 26 pages and explains the chain of custody and separation of RSPO certified fruit from the farm to the mill and through the process. This new procedure considers the IP production only as the mill will switch from MB to IP as soon as the ASA 2 report is finished.</p> <p>Arthur Amani is the responsible person for the implementation of the RSPO standards in the AGRIVAR mill. He demonstrated knowledge of the procedures to be followed.</p>	There are documented procedures in place, which explain what type of information has to be reviewed and registered at the FFB reception points. <p>The mill receives RSPO certified FFB as well as NON RSPO certified FFB, but they are stored separately and processed separately in time.</p>	YES
Purchasing and goods in		
The company buys certified and non certified FFB. <p>For the production of RSPO – BIO CPO the delivery of certified FFB to the mill will be programmed every 3 weeks.</p> <p>Overproduction has not occurred yet and as</p>	The scale operators record the origin of FFB, which comes accompanied to the mill by a slip indicating the grower and amount of fruit. At the scale there is a printed list of the BIOPALM Cooperative growers which at the moment of the audit were already considered the only RSPO certified growers.	YES

the agronomical practices are very simple, the average production of FFB /ha/year is of 10 tons.	There is a daily report generated at the scale, indicating the amount of FFB going in and the amount per grower. The arrival of FFB from Biopalm cooperative growers is expected every three weeks.	
Record keeping		
There are daily records of FFB received and processed. Updated sales records (CPO and PK) available. The totality of the RSPO certified production is sold to three different customers. AGRIVAR reports all of its transactions in Palm Trace. A printed summary was presented to the auditor were 50 transactions are showed with SHIPPING /BL dates from 2012 to December 25 th. 2016. For the audited period there are 12 transactions reported from 23/05/2016 to 25/12/2016 (some of them cancelled by resubmission).	There is a daily control on the quantity of FFB received and products produced at the mill. Every month a production balance report is generated and it contemplates the amount of RSPO certified and non certified FFB received and RSPO certified and non certified CPO and PK produced and sold.	YES
Processing		
Procedure Gestion de la Tracabilité, PR 8.1 10, N. VERSION 5, DATE 30/01/2017 that contains 26 pages and explains the chain of custody and separation of RSPO certified fruit from the farm to the mill and through the process. This new procedure considers the IP production only as the mill will switch from MB to IP as soon as the ASA 2 report is finished.	The procedure comprises 5 modules: : <ul style="list-style-type: none">✓ Reception of FFB✓ Trituration / production of oil✓ Storage of oil✓ Packaging and labeling✓ Hygine and maintenance of infrastructure The RSPO / BIO oil is going to be processes separate in time. As the FFB are organic and RSPO certified, there is strict separation on time for the process of conventional and certified oil due that the line should be clean prior to start the organic process in order to comply with organic certification. In that way, no risk to the integrity of certified RSPO oil is expected during process.	YES
RSPO Rules on Market Communications and Claims		
Claims & Trademark use		
There is no trademark use observed at any place neither at the mill neither at the growers farms. Bills identify products as Organic Crude Palm Oil RSPO MB which will be RSPO IP after the finishing of the present audit report but no RSPO trademark is in use.	Current bills Désignation : Crude Palm Oil Bio/RSPO MB. Future bills Désignation will claim RSPO IP instead of RSPO MB.	YES
4.2 Non conformity registers.		
This section gives an over view of new or revised non-conformities raised during this assessment and of action taken to close out non-conformities raised during the previous assessments. Major non-conformities raised during a main assessment will prevent the certification body from making a positive certification decision for the concerned units/products. The NC number is comprised of 2 parts to include the year in which the NC is raised as well as a sequential number.		

4.2.1 Verification of previous assessment non-compliances		
Non-compliance	002/2016	
Date raised	4/05/2016	

Major or Minor	Minor upgraded to major	
Reference of standard	<p>2.1.3 Eventhough the procedure PR 2.1.01 IDENTIFICATION DES EXIGENCES LEGALES ET AUTRES ET D'ÉVALUATION DE LA CONFORMITES REGLEMENTAIRE (20/10/2015) in section 5.4 established the conduction of a yearly internal audit to evaluate compliance with applicable law, the last internal audit was conducted in 2013.</p> <p>Verification audit October 2016: AGRIVAR has not worked on this yet due that it is a minor non conformity and the focus was to worked on major non conformities to be prepared for the verification audit.</p>	
Correction at this audit	Full	<p>July 14 th. 2017 Agrivar performed an internal audit on april 17 th. 2017, focused on the human resources procedures and compliance of labour law. The audit found several improvement opportunities and presented recommended actions to improve the work environment. On the positive side, the audit found that all of AGRIVAR salaries complies with national labour law. The non conformity is closed.</p>
	Partial	<p>ASA 2 audit / april 2017. AGRIVAR has performed an internal audit AUDIT ENVIRONMENTAL REGLEMENTAIRE (AGRIVAR USINE) dated Decembre 2016. The auditor is Hermann Brou who is in charge of AGRIVAR S.A. Implementation of standards for certification. The document contains 30 pages and at page 22 there is a table that explains the non conformities found and the corrective actions to needed. Eventhough an audit was performed in December 2016, it is restricted to environmental aspects and does not cover in full labour law related aspects.</p>
	Not Corrected	[]

4.2.1 Verification of previous assessment non-compliances	
Non-compliance	003/2016
Date raised	4/05/2016
Major or Minor	Minor upgraded to major
Reference of standard	<p>2.2.2 Neither the mill neither the cooperatives have available maps or croquis for each grower individual property. There is no georeferencial data regarding each individual farm.</p> <p>Verification audit October 2016: AGRIVAR has not worked on this yet due that it is a minor non conformity and the focus was to worked on major non conformities to be prepared for the verification audit. Eventhough it was observed that Biopalm and Coopham has croquis of their growers properties but Cooplato still do not have any croquis neither any idea if properties have or not have water courses.</p>
Correction at this audit	<p>Full</p> <p>July 14 th. 2017. Agrivar has presented a plan, signed by the general director, Mr. A.K. Namien, and presented to the president of the BIOPALM administrative conseil, in april 26 th. 2017, indicating its compromise that 50 % of the growers farms delivering certified fruit to AGRIVAR will be georeferentiated in 2017 and the other 50 % of farms will be georeferentiated in 2018. In may 2017, AGRIVAR has send the lead auditor a list of BIOPALM growers with already 69 georeferentiated farms. The non conformity is closed due that the process of georeferentiation demands economic, human resources and time and AGRIVAR is already advancing with the number of georeferentiated farms.</p>
	<p>Partial</p> <p>ASA 2 audit / april 5 th. 2017. 5/04/2017 There are croquis of the farms on each grower s file kept at the cooperative.</p>

		AGRIVAR has recently started collecting the georeferential data of its FFB supply base, despite the above, only 19 of 118 farms has been georeferentiated.
	Not Corrected	

4.2.1 Verification of previous assessment non-compliances		
Non-compliance	006/2016	
Date raised	5/05/2016	
Major or Minor	Minor upgraded to major.	
Reference of standard	4.1.2 Audits to verify the implementation of procedures have not been conducted since 2013 and important procedures such as segregation of processing certified and non-certified fruit are not being implemented.	
Correction at this audit	Full	<p>July 14 th. 2017.</p> <p>AGRIVAR presented a list of approved service providers after consultancy to the committee of agreement, The list of approved service providers is dated 13/05/2017 and the document code is 6.5 03-2. There is a letter sent to all service providers dated april 14 th. 2017 indicating the service providers the conformation of an agreement committee and the persons that will conform the committee as well as the requirements for service providers that AGRIVAR has established, including the declaration to CNPS and tax registry.. On letters dated april 12, the AGRIVAR director communicates to each member of the agreements committee which are his/her responsibilities regarding the selection and maintenance of service providers. Additionally, letters of compromise of service providers were presented where selected service providers commits to comply with a series of environmental and social requirements including compliance of labour which are described in detail. Letters from THERMEA, ATR (Manutention, transport, travaux publics) and OSI were presented. Of particular interest is the letter of OSI, dated may 10 th. 2017, due that is the employer that was found paying less than the minimum wage to the security guards working at the mill. OSI commits to strictly comply with labour laws and regulations regarding workers rights.</p> <p>On an AGRIVAR action plan dated april 2017 there is the immediate action of hiring only service providers that fully complies with labour law and workers rights and will monitor the service providers compliance. The internal audit checklist for farms was improved and social and labour issues were included. The non conformity is closed.</p>
	Partial	
	Not Corrected	<p>ASA 2 audit / april 7 th. 2017.</p> <p>Eventhough AGRIVAR has performed an internal audit restricted to environmental aspects "AUDIT ENVIRONMENTAL REGLEMENTAIRE (AGRIVAR USINE)" dated Decembre 2016 there have been no audits performed to evaluate the implementation of procedures to comply with the RSPO standard and labour legislation. Missing procedures are the following:</p> <p>-AGRIVAR does not have a procedure to evaluate service providers regarding compliance with RSPO requirements / national laws, there is a lack of approved service providers, therefore there is no a list of approved service providers.</p>

		<p>-The farm / growers Internal inspection audit formats does not evaluate all RSPO principles as it is focus only on agronomical and environmental aspects.</p> <p>-The internal inspections have not been performed according to the procedure. Some of the visited farms (files reviewed) has not been subject of an internal audit during the last 12 months.</p> <p>-AGRIVAR S.A. has not a procedure in place to estimate the age of planted palms and to ensure that the RSPO requirements are followed during new plantings.</p>
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4.2.2 New non-compliances raised at this audit	
NC number	008/2016
Date raised	3/05/2016
Major or Minor	Minor
Reference of standard	4.2.1
Standard requirement	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed
Evidence of non-compliance	AGRIVAR has not established procedures for the production of oil palm FFB on its supply base including procedures for Good Agricultural Practices and soil fertility management and relies on the cooperatives to address all agricultural practices issues. The cooperatives use the FIRCA manual for oil palm growers (Fonds Interprofessionnel pour la Recherche et le Conseil Agricoles) for the management of oil palm, however, this manual was made thinking on all the oil palm growers in the country and does not contemplate the RSPO standard as a reference.
Date of closing:	<p>April 7 th. 2017.</p> <p>A written procedure has been developed and implement by AGRIVAR for both palm oil processing and field activities.</p> <p>The field activities procedure is called Conduite des Activités de Plantation identified as document PR 4.2.01. Version 01 prepared by Mr Hermann Brou (RQHSE) reviewed by Mr Guy Roger ABOUA (Chef d'Exploitation COOPHAM) and approved by Mr Athanase Niamien (AGRIVAR Managing Director). Date: 09/06/2016.</p> <p>The document consist of 58 pages and contains: objective, scope, terms and definitions, responsibilities and contentes (section 5).</p> <p>It is importante to notice that the procedure was written with the objective to reach compliance with the RSPO standards and in section and covers soil management.</p>

4.2.3 New non-compliances raised at this audit	
NC number	009/2016
Date raised	3/05/2016
Major or Minor	Minor
Reference of standard	4.2.2
Standard requirement	Records of fertiliser inputs shall be maintained.
Evidence of non-compliance	On the majority of farms visited there are no records of fertilizers application eventhough there is use of fertilizers on many of them.
Date of closing:	<p>April 7 th. 2017.</p> <p>The fertilizers application records are available at the Biopalm growers evaluation sheets. A list of 18 Biopalm members received organic fertilizer and the list was presented at AGRIVAR. Due that Biopalm Cooperative is organic certified, there is no use of synthetic fertilizers.</p> <p>The growers plant legume species called "Pueraria" as green fertilizers to help with nitrogen fixation and leave the palm leaves along the field to increase the layer of soil organic matter.</p>

4.2.1 Verification of previous assessment non-compliances		
Non-compliance	013/2016	
Date raised	5/05/2016	
Major or Minor	Minor	
Reference of standard	4.3.5 Agrivar is not aware about the existence or non existence of peat soil in Ivory Coast and therefore there are no procedures establishing the requirement of drainability assessments prior to replanting on peat soils.	
Correction at this audit	Full	ASA 2 audit / april, 2017. AGRIVAR has implemented a soil analysis to testify that they don't have peat soil in their production area. (Rapport d'analyse Environnemental, d'étude sur les sites à haute valeur de conservation et dd'analyse des sols de palmeraies situées à Adiaké, Maféré, et SAMo dans le sud oust de la cote d'ivoire) This report mentioned that there is no peat soil in their production area. Nc Closed
	Partial	
	Not Corrected	

4.2.2 Verification of previous assessment non-compliances		
Non-compliance	014/2016	
Date raised	05/05/2016	
Major or Minor	Minor	
Reference of standard	4.3.6. As there are no soil studies available and AGRIVAR does not know if there is presence or not of fragil soils in the supply base, there is no management strategy for fragile and problemtic soils (e.g. sandy, low organic matter, acid sulphate soils).	
Correction at this audit	Full	ASA 2 audit / april, 2017. AGRIVAR has implemented a soil analysis to testify that they don't have peat soil in their production area. (Rapport d'analyse Environnemental, d'étude sur les sites à haute valeur de conservation et d'analyse des sols de palmeraies situées à Adiaké, Maféré, et SAMo dans le sud-ouest de la cote d'ivoire) Rapport Provisoire, VO3 d'Octobre 2016
	Partial	
	Not Corrected	

4.2.3 Verification of previous assessment non-compliances		
Non-compliance	017/2016	
Date raised	5/06/2016	
Major or Minor	Minor	
Reference of standard	4.5.2 There is no specific training for farmers regarding the monitoring of pest and control of pest.	
Correction at this audit	Full	ASA 2 audit / april, 2017. AGRIVAR has implemented an ICS Manual (Called Supply base SCI) with the relevant information from producer approval to supply the group additional to training programs and contain. As the group is also Organic, the ICS is focused on the training of non use of of non

		<p>organig pesticides.</p> <p>This training plan focuses also on the pest control as described below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communication on the integrated pesticide management plan and its implementation <input type="checkbox"/> Communication on actions to prevent environmental risks <input type="checkbox"/> Communication on good farming practices to guarantee the best yields <input type="checkbox"/> Communication on means of combating pests and their auxiliaries <input type="checkbox"/> Communication on good pesticide management practices <input type="checkbox"/> Communication on maintaining records of the means of control implemented and their effectiveness <p>This training concerned the trainers, the ICS members, the growers and their workers.</p> <p>BIOPALM growers are all under organic program,</p>
	Partial	
	Not Corrected	

4.2.4 Verification of previous assessment non-compliances		
Non-compliance	024/2016	
Date raised	5/05/2016	
Major or Minor	Minor	
Reference of standard	4.6.7 Some of the visited growers indicated to auditors that they do not have and do not use PPE during agrochemical application. The abovementioned facts were frequent at Coopplato members farms.	
Correction at this audit	Full	Corrected. April 2017. Does not apply. AGRIVAR will work with only BIOPALM FFB suppliers. BIOPALM is organic certified and there is no agrochemical application.
	Partial	
	Not Corrected	

4.2.5 Verification of previous assessment non-compliances		
Non-compliance	029/2016	
Date raised	5/05/2016	
Major or Minor	Minor	
Reference of standard	5.1.3. There is no consideration for the boiler in the updated 2015 plan. Boiler emissions analysis have not been performed since 2011 eventhough national authorities, as established in the the boiler operational permit, requires semestral analysis to be performed.	
Correction at this audit	Full	AGRIVAR S.A. has measured the rejets atmospheriques on march 2017. Rapport D Activite Rejets Atmospheriques de Chaudiere, Rap´port ENVIPUR N. 21/03/2017. AGRIVAR. Rédigé par le technican : Sounan KONE(aux dispositions réglementaires en vigueur de Cote d Ivoire (Larreté N. 01164 du 04 novembre 2008). 1 cheminée. Les valeurs sont CO = X = 666,17 mg/m3 (max valeur réglementaire =500); CO2=X= 5,9 mg/m3 (max N/I); NOx=X 222,3 mg/m3 (max= 500); SO2= X= 7,5 (max =500). The values of CO are above the maximum allowed values. The report indicates that the high values of CO are due to the incomplete combustion of EFB. AGRIVAR S.A. as a corrective action is currently
	Partial	
	Not Corrected	

		installing a new boiler and the burner of the boiler in being improved enlarging the air supply. The incinerator is not longer in use. The non conformity is closed.
	Partial	
	Not Corrected	

4.2.6 Verification of previous assessment non-compliances		
Non-compliance	032/2016	
Date raised	5/05/2016	
Major or Minor	Minor	
Reference of standard	5.2.3: There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.	
Correction at this audit	Full	ASA 2 audit / april 5 th., 2017. 5/04/2017. The interdit of capturing the Pangolin, an endangered species was found in several public areas of the mill and at the BIOPALM Cooperative office. Due to the above, the non conformity is closed.
	Partial	
	Not Corrected	

4.2.7 Verification of previous assessment non-compliances		
Non-compliance	033/2016	
Date raised	5/05/2016	
Major or Minor	Minor	
Reference of standard	5.2.4: Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. 	
Correction at this audit	Full	ASA 2 audit / april 5 th. 2017. Due that the engangered species " Pangolin" was identified as an endangered species present in the area of operation just at the verification audit performed in October 2016, AGRIVAR is in the stage of sensitization regarding the importance of endangered species. Evidence of activities related with the issue includes several posters seen at the BIOPALM cooperative office and AGRIVAR office and training records as follows: 21/03/2017; Instruction concernant l interdiction de chaser les especes menaceés de disparition, durée: 30 minutes, 35 mill workers, on march 27, 2017 another training cover 21 workers. On march 23 rd. 2017 a training was delivered to growers but only 5 growers has attended. The non conformity was closed due that AGRIVAR S.A. is taking actions to follow the plan that starts with sensitization and information regarding the endangered species identified on the area for later to continue to monitor the status of this endangered species.
	Partial	
	Not Corrected	

4.2.8 Verification of previous assessment non-compliances	
Non-compliance	034/2016
Date raised	5/05/2016
Major or Minor	Minor and upgraded to major
Reference of standard	5.2.5 : Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.
Correction at this audit	Full July 14 th. , 2017 To address this non-conformity, AGRIVAR personnel have delivered training to growers and AGRIVAR and BIOPALM personnel to address HVC issues in general and in particular the protection of shallows and rivers that may exist in the vicinity of oil palm plantations, medicinal trees and a focal species in danger: pangolin. Example of training record: Trainings dated april 25 th. 2017, trainer: BRou Hermann, Duration: 4 hours, Topic: Gestion de HVCs (Pangolin, Bass fonds, Medicinal plants), RSPO requirements regarding HVC. The training records has the name of participants, position, contact details and signature. The training was delivered to AGRIVAR and BIOPALM personnel, including technical assistants and also to growers in the localities of Aghien and Grand Alépé. The power Point presentation used during the trainings was presented (32 pages).
	Partial ASA 2 audit / april 5 th. 2017. Due that growers are the native people leaving in the area since past generations, It is considered that no negotiated agreements is needed. Eventhough, AGRIVAR S.A. has written a Plan de PROTECTION DES ZONES A HAUTE VALEUR DE CONSERVATION (01/10/2016) that include Protection des bas-fonds voisins des palmeraies (HVC 4 et 5), Conservation des arbres des limites de plantation, Protection du pangolin, Suivi de la perception du Pangolin, Protection des cours d'eau voisins. There is evidence of the sensitization activities been performed as seen on criteria 4.2.8. Despite the above, the sensitization has covered only the protection of pangolin but not other topics related with HCV as conservation of trees on plantation limits (des arbres on limit de plantation) and protection of water courses (cours d eau voisins). Due to the above, the non conformity is left open and raised to major non conformity.
	Not Corrected

4.2.9 Verification of previous assessment non-compliances	
Non-compliance	037/2016
Date raised	6/06/2016
Major or Minor	Minor upgraded to Major
Reference of standard	5.5.2. It is common to use fire for land preparation, including previously to plant oil palms, without any permits tramitted.
Correction at this audit	Full July 14 th.2017 AGRIVAR personnel has already displayed brochurs and Notes de Service regarding the prohibition to burn the

		land, directed to BIOPALM growers associations at different localities and that fact was evidenced during the april 2017 RSPO ASA 2 audit. Due that the exposition of materials has been broad, and Agrivar has also delivered trainings regarding RSPO requirements in general but also specifically about the interdiction de bruller (prohibition to burn land), Agrivar personnel considers that they can continue reinforcing the topic during every training to be delivered, and of corse, reinforced the issue during internal audits to be performed at farms. The non conformity is considered closed.
	Partial	ASA 2 audit / april, 2017. Several posters and announcements has been seen displayed at AGRIVAR mill and at the BIOPALM Cooperative office located in Bonoua regarding the Interdiction de Bruler Dans les Activites en Plantation making reference to the law n. 96-766 du October 3 1996 and to the RSPO standard. On two of three areas visited during the present audit, farmers were well aware about the interdiction de bruller, but on a third area visited, the growers manifested that burning is the only way to clean the property and that they have burned the property during the replanting activities that has taken place on 2016 and mentioned that some replanting will take place in 2017. The non conformity is left open and raised to major due that certified growers burned land for replanting in 2016 and mentioned will do replantation in 2017.
	Not Corrected	

4.2.10 Verification of previous assessment non-compliances	
Non-compliance	053/16
Date raised	6/05/2016
Major or Minor	Minor
Reference of standard	7.7.2. It is common to use fire for land preparation, including previously to plant oil palms, without any permits tramitted.
Correction at this audit	Full ASA 2 audit / april, 2017. Several posters and announcements has been seen displayed at AGRIVAR mill and at the BIOPALM Cooperative office located in Bonoua regarding the Interdiction de Bruler Dans les Activites en Plantation making reference to the law n. 96-766 du October 3 1996 and to the RSPO standard. Interviews results should be added to evaluate compliance. The presence of new plantations on Biopalm farmers should be evaluated.
	Partial
	Not Corrected

4.2.11 Verification of previous assessment non-compliances	
Non-compliance	055/2016
Date raised	6/05/2016
Major or Minor	Minor
Reference of standard	7.8.2. The activities that emits GHG has not been identified neither estimated. No monitoring system is in place.
Correction at this audit	Full ASA 2 audit / april, 2017. Eventhough it was informed that there are no plantings on the supply base planted after 2004, a case of a new

		planting established in 2011 or 2012 was detected at the village of Grand Alepé, but due to the ammendment of the updated NPP communicated on November 15 , 2016, the non conformity is considered closed until the updated NPP for smallgrowers is communicated and therefore will be evaluated in future audits.
	Partial	
	Not Corrected	

4.2.4 New non-compliances raised at this audit	
NC number	001 / 2017
Date raised	04/04/2017
Major or Minor	Minor
Reference of standard	5.3.3.
Standard requirement	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented
Evidence of non-compliance	ASA 2 audit / april, 2017. The waste management and disposal plan does not consider semi permanent waste stocking areas. Waste was found stocked in a disorganized way at the mechanics/ electrician office/working area below the QHSE office. The waste includes cardboard, discarded electric pieces, electric wires, empty coca cola bottles, metallic pieces, parts of chairs, fluorescent light bulbs and others). Multiple metallic pieces and plastic were found disperse on the mill ground at open air, including engines, ties rings,
Date of closing:	

4.2.5 New non-compliances raised at this audit	
NC number	002 / 2017
Date raised	05/04/2017
Major or Minor	Minor
Reference of standard	5.6.3
Standard requirement	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.
Evidence of non-compliance	ASA 2 audit / april, 2017. The mill has started calculation of GHG emissions but using Palm calculator V. 2.0.1. AGRIVAR personnel has not downloaded version 3.0.1. and were not aware of its existance. The use of version V.2.0.1 reported a value of 675.28 t CO2 e/ton of product for CPO and for PK. Consequently there is no calculation from N2O emissions from compound fertilizers neither an option to specify that POME is diverted to composting. Additionally, several errors were detected on the data entered to the V.2.0.1. version as a reported production area of 126055 ha when in reality is of 7413 ha. Unproper use of dots alter values through the different eyelashes.
Date of closing:	14/07/2017 The company revised it's calculations and sent evidence that it is now using the correct version of the PalmGHG Calculator.

4.2.6 New non-compliances raised at this audit	
NC number	003 / 2017
Date raised	During the audit
Major or Minor	Major
Reference of standard	6.5.1
Standard requirement	Documentation of pay and conditions shall be available.

Evidence of non-compliance	<p>ASA 2 audit / april 4 th., 2017. Agrivar does not evaluate compliance of its service providers with labour law. Service providers workers were found working at AGRIVAR earning less than the monthly minimum wage established by law.</p>
Date of closing:	<p>July 14 th. 2017.</p> <p>AGRIVAR presented a list of approved service providers after consultance to the committee of agreemen, The list of approved service providers is dated 13/05/2017 and the document code is 6.5 03-2. There is a letter sent to all service providers dated april 14 th. 2017 indicating the service providers the conformation of an agreement committee and the persons that will conform the committee as well as the requirements for service providers that AGRIVAR has established, including the declaration to CNPS and tax registry.. On letters dated april 12, the AGRIVAR director communicates to each member of the agreements committee whicha are his/her responsibilities regarding the selection and maintenance of service providers. Additionally, letters of compromise of service providers were presented where selected service providers commits to comply with a series of environmental and social requirements including compliance of labour which are described in detail. Letters from THERMEA, ATR (Manutention, transport, traveaux publics) and OSI were presented. Of particular interest is the letter of OSI, dated may 10 th. 2017, due that is the employer that was found paying less than the minimum wage to the security guards working at the mill. OSI commits to strictly comply with labour laws and regulations regarding workers wrights.</p> <p>On an AGRIVAR action plan dated april 2017 there is the immediate action of hiring only service providers that fully complies with labour law and workers wrights and will monitor the service providers compliance. The non conformity is closed.</p>
4.2.7 New non-compliances raised at this audit	
NC number	004 / 2017
Date raised	07/04/2017
Major or Minor	Major
Reference of standard	6.5.2
Standard requirement	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p>
Evidence of non-compliance	<p>Eventhough the company makes sensitizations for workers' rights, dated 10/03/2017, 16/03/2017, 18/03/2017 and 22/03/2017 (Only the attendance list drawn up) most workers interviewed do not have a clear and precise idea about the management and function issues related to overtime payments, declarations to the National Social Security Fund, insurance, etc. For the management of working hours the company AGRIVAR has according to the law of labor right to make work to a maximum of 44 hours per week. However, given the activity that is seasonal, the company has applied to the Ministry of Employment and social Protection on a letter dated april 26 , 2016, to make hours of equivalence. It has therefore increased to 48 hours per week, with the collaboration of the workers. A document evidencing a meeting with the responsables for production was presented by AGRIVAR attaching a record of assistance with 17 signatures. The reply to the letter sent on by the Ministry gave a favorable opinion but the mail is clear on the fact that AGRIVAR company should define with the workers, through an agreement, the specific period over which the derogation will extend, fact that has not been done in the evaluation.</p> <p>Note: The non conformity appears as assigned to indicator 2.1.1 in the closing meeting log but due to additional information provided at the closing meeting, the non conformity was reassigned to indicator 6.5.2. The issue is</p>

	related with non clear terms for workers regarding the conditions of the number of hours per week and extra hours payment.
Date of closing:	<p>July 14 th. 2017.</p> <p>In order to address this non-conformity, AGRIVAR carried out sensitization / and training to the company's staff to address labor law issues, and in particular questions relating to hours of work, overtime, rights and duties of employees and insurance matters. Several training records were presented which includes the name of the trainer, the date, duration, content of formation, name of participants, position, contact details and signature of attendees.</p> <p>Example : 03/05/2017 ; Facilitator : Nintin Alexandre, content of formation : extra hours, Absences and disciplinary measures. Training was delivered may 3 and 5, 2017. 102 persons attended the training.</p> <p>AGRIVAR has also provided evidence of existing procedures in the human resources area as : tracking of time worked, absences and disciplinary sanctions. Additionally, Agrivar performed an internal audit on april 17 th. 2017, focused on the human resources procedures and compliance of labour law. The audit found several improvement opportunities and presented recommended actions to improve the work environment. On the positive side, the audit found that all of AGRIVAR salaries complies with national labour law. A letter from the Ministere de Emploi et de la Protection Sociale, dated may 18 th, 2017, approving the equivalence of hours for the year 2017. The non conformity is closed.</p>

4.2.8 New non-compliances raised at this audit	
NC number	005 / 2017
Date raised	05/04/2017
Major or Minor	Minor
Reference of standard	6.9.3.
Standard requirement	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce
Evidence of non-compliance	The complaints and grievance mechanism does not respect anonymity and does not protect complainants.
Date of closing:	


4.2.9 New non-compliances raised at this audit	
NC number	006 / 2017
Date raised	06/04/2017
Major or Minor	Minor
Reference of standard	6.10.4
Standard requirement	Agreed payments shall be made in a timely manner.
Evidence of non-compliance	<p>The deadlines for payment of FFB to certain producers of BIOPALM, are not respected.</p> <p>The contract between BIOPALM and AGRIVAR stipulates that payments must be made before the next BIO crop. However, during the inspection, a group of Attrouan growers complain to the auditor visiting that area, indicating that AGRIVAR has not paid jet (day of the visit: april 7 th., 2017) the fruit delivered on march 6 th and 7 th. The established agreement mentions that the FFB will be paid before the next crop to be delivered. Agrivar calender for reception of fruit from BIOPALM growers contemplates two periods in march 2017: march 6 th. -10th. and march 27th. -31 st.</p>
Date of closing:	

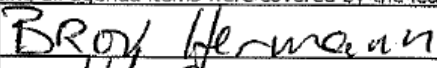

4.2.3 Observations	
Date raised	April 6 th., 2017
Indicator 6.11.2.	
The plan to set up the nursery (1000 ha) has not yet been implemented due to lack of funding for the project yet to be obtained.	

4.2.3 Observations	
Date raised	April 5, 2017
4.1.1 Eventhough there are procedures for mills and farms, it was found lack of orden and cleanless (best practices) on work areas at the mill. The electricity and mechanics office is full of waste (electric bulbs, electric wiers, cardboard, and others.	
There are no determined places to put the workers clothes. Wet clothes and shoes from workers were found hanging on walls of the security guard place and throught different working areas at the mill including the fertilizer production area and mechanics office.	

4.3 Lead Auditor Recommendations for the RSPO Principles & Criteria certification.	
Grant/ Renewal/ Extension*	<input type="checkbox"/>
Maintenance*	<input checked="" type="checkbox"/> Maintenance after proper corrective actions are presented to the CB and accepted by the CB.
Suspension	<input type="checkbox"/>
Refuse / Withdrawal Certificate	<input type="checkbox"/>
Justification for the Recommendation	[[
* Grant / Renewal / Extension / Maintenance, in the case of open Minor nonconformities, assumes that the nonconformities will be cleared as agreed	
OBS: The final decision whether the company will be granted with the RSPO P&C certification or not, shall rely upon the certification body, after reviewing the audit documentation and taking in account the lead auditor's recommendation.	
4.4 Comments for next audit.	
No comments.	

5. FORMAL SIGNING OF AUDIT FINDINGS
5.1 Acknowledgment of internal responsibility by the Client.
I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents and audit findings as presented in this document .
I also confirm:
<ul style="list-style-type: none"> • Acceptance of liability in execution of the instructions given. • That this company was made aware that the findings of the audit team are tentative; pending review and

decision making by the duly designated representatives of IBD.	
<ul style="list-style-type: none"> That during the closing meeting all agenda items were covered by the lead auditor. 	
Name	Brou Hermann (See below and attached document)
Position	QSHE Manger
Signature	(See below and attached document)
5.2 Signing by the Lead Auditor.	
I the undersigned, being the lead auditor, confirm that this report is an accurate record of the findings and of the closing meeting. I further confirm that the summary of the findings as presented are a true representation of the actual findings of the audit team.	
Name	Ingrid Ayub
Position	Lead Auditor
Signature	
Date	April 7 th. 2017

5. FORMAL SIGNING OF AUDIT FINDINGS	
5.1 Acknowledgment of internal responsibility by the Client.	
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Name	
Position	

MQ III IBD Revisão 26.09.2016

GED/DOCUMENTOS/MODELOS E REFERENCIAS/2-SETOR DE INSPEÇÕES/2_2-RELATÓRIOS DE INSPEÇÃO/2_2_30_1_3_En - RSPO P&C Public Summary Report

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6. Major non-compliances follow-up actions (exclusive use of IBD decision maker)	
Verification of effectiveness by:	
<input type="checkbox"/>	Follow-up on-site audit: On-site review and evaluation of the introduction, implementation and effectiveness of non-compliance(s) correction and corresponding corrective actions.
<input type="checkbox"/>	Desktop audit: Document assessment of root cause analysis and evidence of corrections and corrective actions submitted to the certification body.

MQ III IBD Revisão 26.09.2016

GED/DOCUMENTOS/MODELOS E REFERENCIAS/2-SETOR DE INSPEÇÕES/2_2-RELATÓRIOS DE INSPEÇÃO/2_2_30_1_3_En - RSPO P&C Public Summary Report

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IBD

CERTIFICAÇÕES



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