

***Roundtable on Sustainable Palm Oil Certification  
RSPO***

**[ ] Stage-1   [ ] Stage-2   [✓] Surveillance   [ ] Re-Certification**

**Name of Management Organisation :** GUNUNG ARU Palm Oil Mill, PT BERSAMA SEJAHTERA SAKTI subsidiary of Sime Darby Plantation Sdn Bhd.

**Plantation Name :** Gunung Aru Estate, Gunung Kemas Estate, Laut Timur Estate dan Pantai Timur Estate.

**Location :** Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, Province of Central Kalimantan, Indonesia

**Certificate Code :** **MUTU-RSPO/005**

**Date of Certificate Issue :** 05 July 2011

**Date of License Issue :** 05 July 2015

**Date of Certificate Expiry :** 04 July 2016

**Date of License Expiry :** 04 July 2016

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-4	18 – 21 May 2015	Sandra Purba; Trismadi Nurbayuto; Arif Faisal Simatupang; Sapto Hadi	Octo HPN Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-4	28 July 2015

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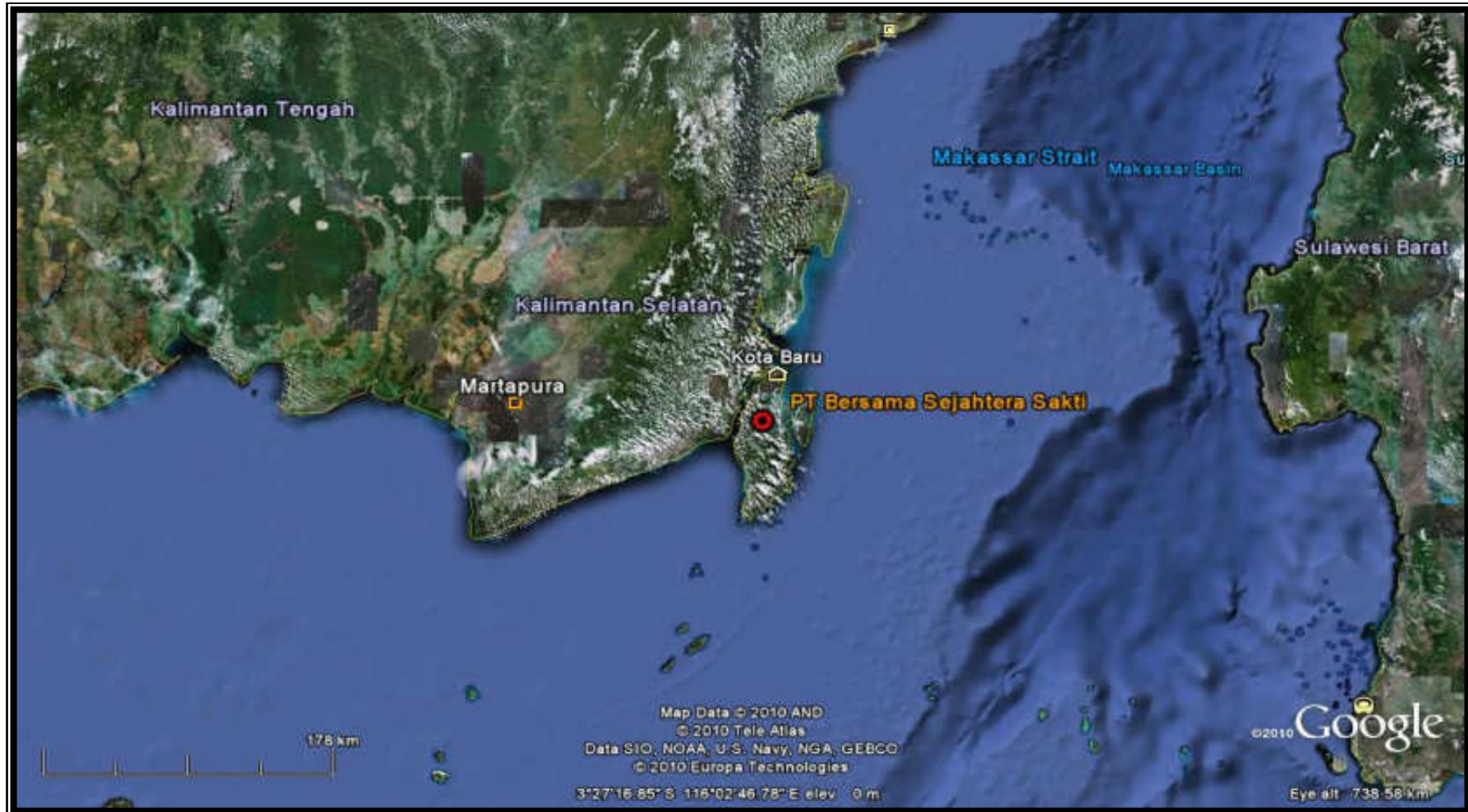
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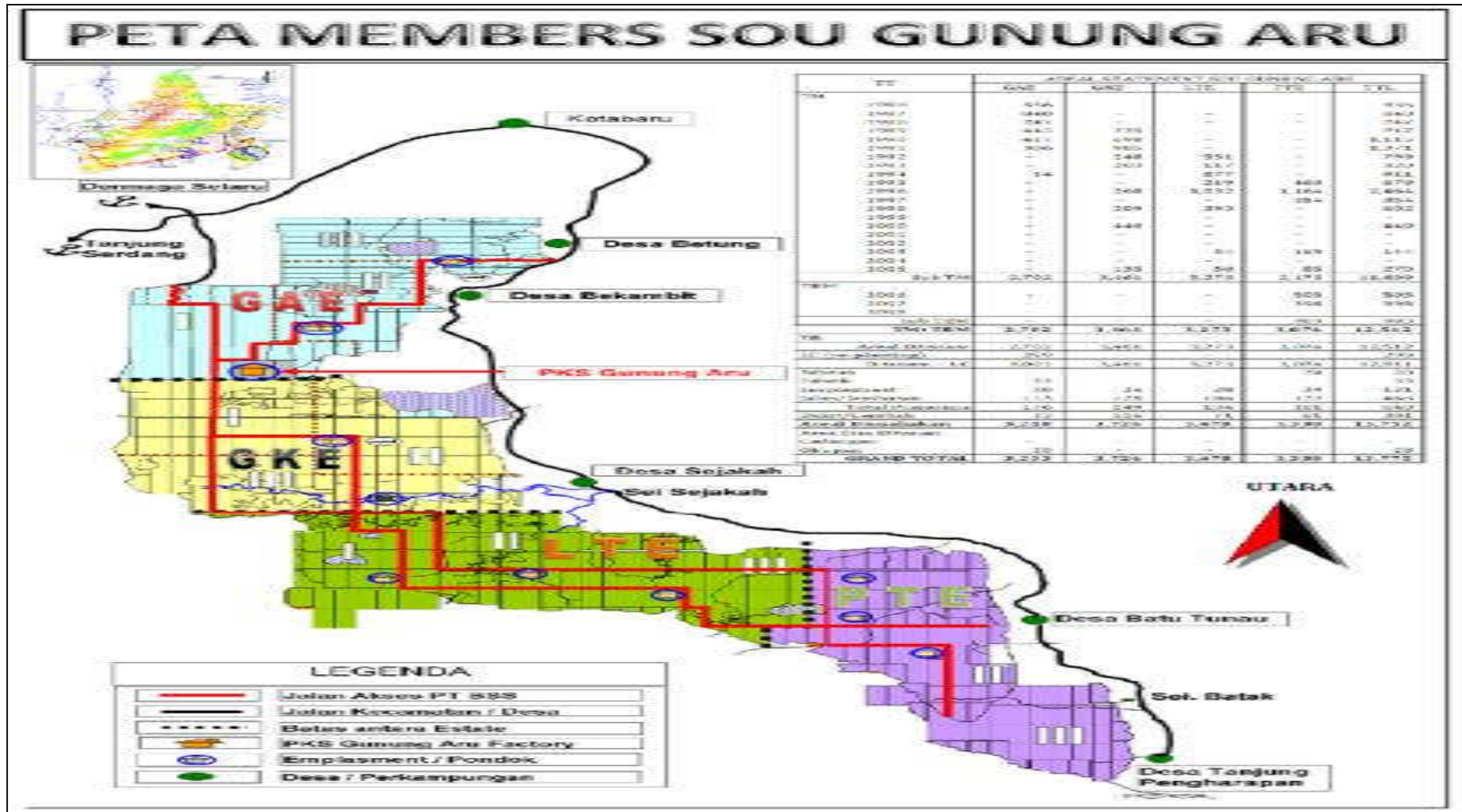
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Figure 1. Location Map of PT BERSAMA SEJAHTERA SAKTI



**Figure 2. Operational Map of PT BERSAMA SEJAHTERA SAKTI**



## Abbreviations Used

PPE	:	Personal Protective Equipment
BOD	:	Biological Oxygen Demand
BPN	:	<i>Badan Pertanahan Nasional</i> (National Land Agency)
BSS	:	PT. Bersama Sejahtera Sakti
CD	:	Community Development
CPO	:	Crude Palm Oil
CSR	:	Coorporate Social Responcibility
GAE	:	Gunung Aru Estate
GAF	:	Gunung Aru Factory
GKE	:	Gunung Kemasan Estate
HACCP	:	Hazard Analysis Critical Control Point
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> (Land Use Permit)
WWTP	:	Wastewater Treatment Plant
OHS	:	<i>Occupational Health and safety</i>
LC	:	Land Clearing
LTE	:	Laut Timur Estate
OER	:	Oil Extraction Rate
IPM	:	Integrated Pest Management
PK	:	Palm Kernel
PKO	:	Palm Kernel Oil
POM	:	Palm Oil Mili
PP	:	<i>Peraturan Pemerintah</i> (Government Regulation)
PTE	:	Pantai Timur Estate
POM	:	Palm Oil Mill
PSD	:	Plantation Services Departement
PSQM	:	Plantation Sustainability and Quality Management
SOP	:	Standard Operating Procedure
SP	:	<i>Serikat Pekerja</i> (Worker Union)
SPK	:	<i>Surat Perjanjian Kerja</i> (Letter of Working Agreement)
FFB	:	Fresh Fruit Bunches



1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"><li>RSPO Principles and Criteria (P&amp;C) for for the Production of Sustainable Palm Oil - April 25<sup>th</sup>, 2013.</li><li>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</li></ul>	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT Bersama Sejahtera Sakti subsidiary of SIME DARBY PLANTATION SDN BHD	
1.2.2	Contact person	Mohamad Pirabaharan	
1.2.3	Organisation address and site address	<ul style="list-style-type: none"><li>Company RSPO Registered: The Plaza Office Tower Lantai 36 JI MH Thamrin Kav. 28-30 Jakarta 10350</li><li>Site: Sahabu village and Kawan Batu / Central Seruyan Tengah/ District of Seruyan dan Kotawaringin Timur Central Kalimantan</li></ul>	
1.2.4	Telephone	+62-21-29926000	
1.2.5	Fax	+62-21-29922686	
1.2.6	E-mail	<a href="mailto:mohamad.pirabaharan@simedarby.com">mohamad.pirabaharan@simedarby.com</a>	
1.2.7	Web page address	<a href="http://www.simedarby.com">www.simedarby.com</a>	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan (Head of PSQM Minamas Plantation)	
1.2.9	Registered as RSPO member	07 September 2004, 1-0008-04-000-00	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	PT. Bersama Sejahtera Sakti One (1) unit Palm Oil Mill – Gunung Aru POM and four (4) units supply base – Gunung Aru Estate, Gunung Kemasan Estate, Laut Timur Estate, Pantai Timur Estate.	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			LatitudeLongitude
	Gunung Aru Factory (PKS Gunung Aru)	Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, Central Kalimantan Province	S 03° 29' 41"E 116° 10' 00"

1.4.2	Location of Certification Scope of Supply Base					
	Name of Supply Base	Location	Coordinate			
			Latitude	Longitude		
	Gunung Aru	Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, Central Kalimantan Province	S 3° 30' 15" - 3° 38' 23"	E 116° 09' 22" - 116° 15' 45"		
	Gunung Kemasan	Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, Central Kalimantan Province	S 3° 34' 03" - 3° 29' 56"	E 116° 09' 03" - 116° 12' 15"		
	Laut Timur	Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, Central Kalimantan Province	S 3° 32' 33" - 3° 37' 11"	E 116° 09' 38" - 116° 15' 01"		
Pantai Timur	Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, Central Kalimantan Province	S 3° 41' 40" - 3° 36' 17"	E 116° 12' 46" - 116° 16' 59"			
1.5	Description of Area Statement					
1.5.1	Tenure					
	<ul style="list-style-type: none"><li>State</li></ul>		<ul style="list-style-type: none"><li>12,740,54 Ha based on HGU Certificate No.22/HGU/BPN/92, No.9/HGU/BPN/2002, No.01-540.2-43-2003 and No.62/HGU/BPN/2004</li><li>HGU on process ± 764.8 Ha (Has explained on indicator Major 2.2.1)</li></ul>			
	<ul style="list-style-type: none"><li>Community</li></ul>		-			
1.5.2	Area Statement					
	<ul style="list-style-type: none"><li>Total area</li></ul>		13,502.29		Ha	
	<ul style="list-style-type: none"><li>Mature area</li></ul>		10,765.83		Ha	
	<ul style="list-style-type: none"><li>Immature area</li></ul>		1,890.97		Ha	
	<ul style="list-style-type: none"><li>Mill</li></ul>		34.83		Ha	
	<ul style="list-style-type: none"><li>Emplashment/infrastructure/road</li></ul>		632.98		Ha	
	<ul style="list-style-type: none"><li>Nursery</li></ul>		24.24		Ha	
	<ul style="list-style-type: none"><li>Occupation</li></ul>		70.72		Ha	
	<ul style="list-style-type: none"><li>Others area</li></ul>		152.92		Ha	
	<ul style="list-style-type: none"><li>HCV</li></ul>		206.80		Ha	
1.6	Planting Year and Cycles					
1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		Gunung Aru	Gunung Kemasan	Laut Timur	Pantai Timur	Total
	1988	247.30				247.30
	1989	449.11				449.11
	1990	417.53	485.79			903.32
	1991	387.25	865.01			1,252.26
	1992		210.82	543.75		754.57

	1993		170.64	163.70		334.34	
	1994	20.58	141.24	777.89		939.71	
	1995			122.33	540.10	662.43	
	1996		188.98	1,128.44	1,088.08	2,405.50	
	1997		49.61		253.91	303.52	
	1998		45.43	421.15		466.58	
	1999		185.06			185.06	
	2000		214.91		106.17	321.08	
	2003			56.53	121.21	177.74	
	2004						
	2005		54.11	54.62	104.78	213.51	
	2006				452.56	452.56	
	2007				426.68	426.68	
	2010	270.56				270.56	
	2012	326.61				326.61	
	2013	424.65	247.1			671.75	
	2014	403.39	489.22			892.61	
	<b>TOTAL</b>	<b>2,946.98</b>	<b>3,347.92</b>	<b>3,268.41</b>	<b>3,093.49</b>	<b>12,656.80</b>	
1.6.2	New Planting area after January 2010			- Ha			
1.6.3	Planting Cycle			1 <sup>st</sup> and 2 <sup>nd</sup> Cycle (25 Years)			
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Gunung Aru POM	40	169,779.44	38,133.35	22.46	8,191.93	4.83
	*Source Production Data on May 2014 –April 2015						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/ye ar)	Supplied to Mill	
						FFB (tonnes/year)	%
	Gunung Aru	3,233.00	2,946.98	21,701.27	7.36	21,701.27	100
	Gunung Kemas	3,726.01	3,347.92	34,025.02	10.16	34,025.02	100
	Laut Timur	3,201.28	3,268.41	55,033.67	18.31	55,033.67	100
	Pantai Timur	3,342.00	3,093.49	58,804.84	19.03	58,804.84	100
	<b>TOTAL</b>	<b>13,502.29</b>	<b>12,656.80</b>	<b>169,564.80</b>	<b>13.68</b>	<b>169,564.80</b>	<b>100</b>
	*Source Production Data on May 2014 –April 2015						
1.7.3	FFB description from other source						
	Name of sources	Organisation	Location			Supplied to Mill	
						FFB (tonnes/year)	
	--	-	-			-	
	<b>TOTAL</b>						-
	*Gunung Aru POM does not received FFB from others source						
1.7.4	Product categories			FFB, CPO, PK			
1.8	Estimate Tonnage of Certified Product						
1.8.1	Past Annual Claim Certified Product			Previous Certificate Claim*		Actual certified product**	



			(tonnes/year)	(tonnes/year)			
	• FFB Production		188,817	134,093.14			
	• CPO Production		43,900	31,072.46			
	• Palm Kernel (PK) Production		9,941	6,560.66			
	*Claim of certificate periode 5 July 2014 –4 July 2015						
	** Actual claim periode 5 July 2014 –19 May 2015						
1.8.2	Estimate of Certified FFB Claim						
	<b>Name of Estates</b>	<b>Total Area (Ha)</b>	<b>Planted Area (Ha)</b>	<b>FFB (tonnes/year)</b>	<b>Yield (tonnes/ha/year)</b>		
	Gunung Aru	3,233.00	2,946.98	22,781	7.05		
	Gunung Kemas	3,726.01	3,347.92	35,981	9.66		
	Laut Timur	3,201.28	3,268.41	54,293	16.94		
	Pantai Timur	3,342.00	3,093.49	72,215	21.63		
	<b>TOTAL</b>	<b>13,502.29</b>	<b>12,656.80</b>	<b>185,270</b>	<b>13.72</b>		
	<i>*Source of data: Projection FFB May 2015 – April 2016 (next 12 months)</i>						
1.8.3	Estimate of Certified Palm Product Claim						
	<b>Name of Mill</b>	<b>Capacity (tonnes/ hour)</b>	<b>FFB Processed (tonnes/year)</b>	<b>CPO Out put (tonnes)</b>	<b>Extraction (%)</b>	<b>Palm Kernel Out put (tonnes)</b>	<b>Extraction (%)</b>
	Gunung Aru POM	40	185,270	41,537	22.42	8,893	4.80
	<i>*Source of data: Projection FFB May 2015 – April 2016 (next 12 months)</i>						
1.9	<b>Other Certifications</b>						
	-		-				
1.10	<b>Time Bound Plan</b>						
1.10.1	<b>Time Bound Plan for Other Management Units</b>						
	<b>Management Unit</b>		<b>Estate (Supply Base)</b>	<b>Time Bound Plan</b>	<b>Location Status</b>		
	<b>MILL</b>	<b>Time Bound Plan</b>					
	Sekunyir. PT. Indotruba Tengah	Certified 2010	Sekunyir Seruyan	Certified 2010 Certified 2010	Seruyan and West Kotawaringin District – Central Kalimantan		
	Manggala. PT. Tungal Mitra Plantations	Certified 2010	Manggala 1 Manggala 2 Manggala 3	Certified 2010 Certified 2010 Certified 2010			
	PT. Sime Indo Agro	Certified 2010	PT. Sime Indo Agro	Certified 2010	Sanggau District –West Kalimantan		
	Teluk Siak. PT Aneka Inti Persada	Certified 2011	Teluk Siak Pinang Sebatang Aneka Persada	Certified 2011 Certified 2011 Certified 2011	Pekanbaru, Siak District – Riau		
	Sungai Pinang. PT. Bina Sains Cemerlang	Certified 2012	Sungai Pinang Bukit Pinang	Certified 2012 Certified 2012			
	Sukamandang.	Certified	Sukamandang	Certified 2011	Seruyan and East Kotawaringin District –		

PT. Kridatama Lancar	2011	Sapiri	Certified 2011	Central Kalimantan
		Baras Danum	Certified 2011	
		Kuala Kuayan	Certified 2011	
Pematang. PT. Teguh Sempurna	Certified 2011	Pematang	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan
		Kawan Batu	Certified 2011	
		Hatan Tiring	Certified 2011	
		Batang Garing	Certified 2011	
Alur Dumai. PT Lahan Tani Sakti	Certified 2011	Alur Dumai	Certified 2011	Rokan Hilir District – Riau
Teluk Bakau. PT. Bhumireksa Nusa Sehati	Certified 2011	Teluk Bakau	Certified 2011	Indra Giri Hilir District – Riau
		Nusa Perkasa	Certified 2011	
		Nusa Lestari	Certified 2011	
Mandah. PT. Bhumireksa Nusa Sehati	Certified 2014	Mandah	Certified 2011	Indra Giri Hilir District – Riau
		Rotan Semelur	Certified 2011	
Angsana Mini. PT Sajang Heulang	Certified 2011	KKPA-1 PT.SHE	Certified 2013	Tanah Bumbu District – South Kalimantan
		Pantai Bonati	Certified 2011	
Angsana. PT Ladangrumpun Suburabadi	Certified 2011	Angsana	Certified 2011	Tanah Bumbu District – South Kalimantan
		Gunung Sari	Certified 2011	
		KKPA-4 PT.SHE	Certified 2013	
Mustika. PT Sajang Heulang	Certified 2013	KKPA-2 PT.SHE	Certified 2013	Tanah Bumbu District – South Kalimantan
		KKPA-3 PT.SHE	Certified 2013	
		KKPA-5 PT.SHE	Certified 2013	
Gunung Aru. PT Bersama Sejahtera Sakti	Certified 2011	Gunung Aru	Certified 2011	Kotabaru District – South Kalimantan
		Gunung Kemas	Certified 2011	
		Laut Timur	Certified 2011	
		Pantai Timur	Certified 2011	
Bebunga. PT. Langgeng Muaramakmur	Certified 2011	Sungai Cengal	Certified 2011	Kotabaru District – South Kalimantan
		Bebunga	Certified 2011	
		KKPA Sungai Cengal	2014	
Pondok Labu. PT Paripurna Swakarsa	Certified 2012	Binturung	Certified 2012	Kotabaru District – South Kalimantan
		Pondok Labu	Certified 2012	
		Rampa	Certified 2012	
		Sesulung	Certified 2012	
Selabak. PT Swadaya Andhika	Certified 2012	Selabak	Certified 2012	Kotabaru District – South Kalimantan
		Randi	Certified 2012	
		Sangkoh	Certified 2012	
		Lanting	Certified 2012	
Rantau. PT Laguna Mandiri	Certified 2012	Rantau	Certified 2012	Kotabaru District – South Kalimantan
		Matalok	Certified 2012	
Betung. PT Laguna Mandiri	Certified 2014	Betung	Certified 2012	Kotabaru District – South Kalimantan
		Sekayu	Certified 2012	
Ungkaya. PT Tamaco Graha Krida	Certified 2012	Ungkaya	Certified 2012	Morowali District – Sulawesi Tengah
		Plasma TGK	2015	
Ladang Panjang.	Certified 2012	Ladang Panjang	Certified 2012	Muaro Jambi District - Jambi
		Plasma BGR	2015	

PT Bahari Gembira Ria				
Rantau Panjang. PT Guthrie Pecconina Indonesia	Certified 2012	Rantau Panjang Bumi Ayu Karang Ringin Napal Mangun Jaya KKPA Sungai Pinang	Certified 2012 Certified 2012 Certified 2012 Certified 2012 Certified 2012 2015	Musi Banyuasin District – South Sumatera
Blang Simpo. PT Perkasa Subur Sakti	Certified 2013	Tamiang (PT PPP) Batang Ara ((PT PSK)) Blang Simpo-01 (PT PPP) Blang Simpo-02 (PT PPP)	Certified 2013 Certified 2013 Certified 2013 Certified 2013	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam
MAS. PT Mitra Austral Sejahtera	2020	MAS 1 MAS 1 MAS 1	2020 2020 2020	Sanggau District – West Kalimantan
Lembiru. PT Sandika Nata Palma	Certified 2014	Lembiru Awatan Pelanjau (PT BAL) Sungai Putih (PT BAL) Baturus (PT BAL)	Certified 2014 Certified 2014 2014 2014 2014	Ketapang District – West Kalimantan

Sime Darby has achieved 39 management units in Malaysia and 21 Management Units in Indonesia RSPO certified. There was change of the Time Bound Plan under Sime Darby cause the Sime Darby postpone the others certification process. Change of the Time Bound Plan explanation:

PT Mitra Austral Sejahtera. There are social issue still unresolved from the Serikat Petani Kelapa Sawit (SPKS) Sanggau, however the improvement are in progress.

Sime Darby has informed the Time Bound Plan progress, MUTUAGUNG has consider that Sime Darby still comply with the RSPO requirement for partial certification.

PT Minamas Plantation (Sime Darby Group) is not able to show the evidence that the composed time bond plan has been realized on time referring the planned time management for all units under PT Minamas Plantation. For example, PT Budidaya Agro Lestari is planned to be certified on 2014. **See nonconformity Number 2015.15**

### Verification on June 18th 2015

The company has shown the evidence of corective action in form of the document of time bound plan for PT Minamas Plantation which has been endoursed by the Head of PSQM. According to the document, the plan of certification for all unit under PT Minamas Plantation is described. However, there is no description/justification over the changes of certification plan for PT BAL (it is changed from period of 2014 to period of 2018).

### Observation on June 22nd 2015

Minamas Sime Darby has revised the Time Bound Plan (TBP). It was signed by the Head of PSQM on June 11th 2015. The TBP of PT. BAL was revised to period of 2018. It is waiting the decree of the spatial plan of West Kalimantan Province.

### Observation on June 29th 2015

Minamas Sime Darby has revised the Time Bound Plan (TBP). It was signed by the Head of PSQM on June 26th 2015. The TBP of PT. BAL was revised to period of 2018. It is waiting the decree of the spatial plan of West Kalimantan Province. Meanwhile, Karya Palma Estate is planned for period of 2016. **Nonconformity is closed.**

1.10.2	<b>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</b>
	Certificate holder PT Bersama Sejahtera Sakti does not have associate outgrowers.

<b>2.0</b>	<b>ASSESSMENT PROCESS</b>
<b>2.1</b>	<b>Assessment Team</b>
<b>ASA-4</b>	<p><b>1. Sandra Purba (Lead Auditor Witnessed).</b> Bachelor of Forestry, Department of Forest Products Technology, Faculty of Agriculture, University of North Sumatra. Have experience working in oil palm plantations Company. She had attended such training: Training Expert of OHSAS General, Training ISPO Auditor, Awareness RSPO, training ISO 22000-2009 Auditor/Lead auditor, Auditor Management System Certification (ISO 9001-2008), training of RSPO Lead Auditor and training ISO 14064 &amp; GRK. Currently he worked as an auditor at Certification Body. During this audit, she shall assesses legality aspect, SCCS, OHS aspect, labour aspect.</p> <p><b>2. Trismadi Nurbayuto (Lead Auditor Witnessing).</b> Bachelor of Economics from the Department of Agribusiness, Faculty of Economics and Management, Bogor Agricultural University. Specialists for Environmental Social Impact Assessment (SEIA) and High Conservation Value (HCV). Has attended several training such as: HCV, Auditor for Indonesian Sustainable Palm Oil (ISPO) training and Auditor/Lead Auditor Management System Certification (ISO 9001-2008). Previously worked in the private oil palm plantations, became HCV assessor who registered at the Roundtable on Sustainable Palm Oil (RSPO) until 2014. He has been involved in the SEIA and Identification of HCV in Plantation Company. On this assessment he is as lead witnessing.</p> <p><b>3. Spto Hadi W (Auditor).</b> The bachelor of forest product technology, faculty of forestry, Bogor Agriculture University. He was working as the remote sensing consultant from 1994 to 1997. He was working as the manager of the timber company and as the manager of IP on the palm oil plantation company. He was appointed as the Director of Operational of manufacture company (PMDN and PMA) as the assessor/auditor/lead auditor on the forest product management company (PHPL) and Wood Legal Certification (SLK) since 2005 till nowadays. He has certificate of competence for the auditor of PHPL Prasarat and Ecology as well as Industrial VLK. The professional experience are the interviewees on the workshop of PHPL and SLK for the independent monitorer body of forestry (JPIK). He is now working as the professional consultant as well for the forestry aspect. He shall assess the aspect of environment and social on the assessment program.</p> <p><b>4. Arif Faisal Simatupang (Auditor Trainee).</b> The bachelor of agriculture, faculty of agriculture, University of Gadjah Mada. He has participated on the ISPO training, RSPO awareness training, ISO 9001-2008 training, Awareness ISO 17021 and ISO 17065 training as well as the HCV training. He was working for 4 years as the palm oil plantation company operational staff in Indonesia. He shall assess the BMP aspect.</p>
<b>2.2</b>	<b>Assessment Methodology, Assessment Process and Locations of Assessment</b>
<b>2.2.1</b>	<b>Figure of person days to implement assessment</b>
<b>ASA-4</b>	<p>Number of Auditor : 4 Auditors</p> <p>Days of the program of <b>ASA-4</b> on site : 4 days</p> <p>Days of work of the program of <b>ASA-4</b> on site : 16 days</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA-4</b>	<p>The assessment was conducted by measuring the compliance to the implementation and consistency conducted by oleh PT. Bersama Sejahtera Sakti to the requirement of <b>RSPO Principles and Criteria (P&amp;C) for Sustainable Palm Oil Production, 25 April 2013 and RSPO Supply Chain Certification Standard November 2014.</b></p> <p>The assessment is conducted by using three methods dilakukan: (1) Document review (2) Interview (3) Field Observation. Several OFI are informed to the management unit and it shall be observed on the next assessment (RC).</p> <p>The corrective action over the NC of the ASA-4 shall be observed on the RC assessment. All the recorded informations are belong to Mutuagung Lestari (MUTU) ASA-4.</p> <p>The assessment program can also be seen on the attachment 2.</p>

2.2.3	<b>Locations of Assessment</b>
ASA-4	<p><b>Gunung Aru POM:</b></p> <ol style="list-style-type: none"> <li><b>Processing Stage (Mill).</b> Field observation on the FFB processing stage started by its FFB receipt to CPO dispatch. The implementation of the OHS policy conducted by the company are the signboard of OHS, PPE and fire extinguishing facilities. The management of waste and environment is perfectly conducted.</li> <li><b>Waste Water Treatment Plant (WWTP).</b> Field observation on the effluent management area. The reforestation has been conducted. The flowmeter is well functioned.</li> </ol> <p><b>Gunung Aru Estate :</b></p> <ol style="list-style-type: none"> <li><b>GAE Boundary Poles No. 2, 7, 9, 30.</b> According to the field observation, the company has maintained and preserved the demarcation poles of GAE area. Furthermore, it verifies the planting program and land management beyond the legal boundary.</li> <li><b>HCV Area of Bukit Kemasan (HCV 1.1, 1.4 and 2.3).</b> According to the field observation, the company has preserved and maintained HCV area. The company has marked the HCV area bordering with the community estate.</li> <li><b>Land Application.</b> The area of land application are located on block O3, O4, O7, P7, P8. It complies the LA permit. The effluent application is conducted by creating flatbed size 3.2m x 2.4m x 60cm. For example, there are 18 small ponds on flatbed number 4. 3 ponds shall be dried during its effluent filling to avoid the overflow if rain fall. The Officer of LA is able to describe the filling principles. Furthermore, the LA Officer have aware of the danger of LA.</li> </ol> <p><b>Pantai Timur Estate:</b></p> <ol style="list-style-type: none"> <li><b>Pantai Timur Estate Hazardous Waste Storage</b> – Observation on the storage and the balance sheet adjustment with type and amount of the stored hazardous waste. The recording and implementation of the hazardous waste symbols. Interview with the storage Officer in term of the medical and domestic waste management.</li> <li><b>Pantai Timur Estate Central Storage</b> – Field observation in term of the use of logo and symbols of hazardous waste, the availability of early detection devices for the emergency situation and the condition of the chemicals storing at warehouse, availability of PPE and fire extinguisher.</li> <li><b>Pantai Timur Estate Workshop</b> – Field Observation in term of environment OHS at workshop, PPE usage, Oil Trap availability, fire extinguisher availability, use of the symbols/logo and oil waste management from the result of vehicle service.</li> <li><b>Landfill on Division II of Block EE39 of Pantai Timur Estate</b> - Observation on the landfill location.</li> <li><b>Pantai Timur Estate Daycare</b> – Observation on the properness of daycare facilities, interview with the Officer.</li> <li><b>Oil tank and generator station</b> – Field observation in term of the oil trap, oil tank potential over the leakage.</li> <li><b>Fire Extinguishing Equipments Warehouse</b> – Observation on the land fire extinguishing facilities and its condition.</li> <li><b>Batak Riparian, Block HH48 of Division 3.</b> The Auditor observes the condition of the riparian area, there is no chemicals application. The last 3 palm oil plants off the border are painted yellow as the boundary of spraying programs. Furthermore, there have been signboards for prohibiting the spraying and manuring by using chemicals. Furthermore, there has been woody plants planting such as mahogany and sungkai.</li> <li><b>Land Use Title (HGU) pole No. 17 of block Z34 of Division 1.</b> The poles paint condition is maintained and obviously seen. The pole is bordered with Batu Tunau Village. Furthermore, there is no palm oil planting beyond the Land Use Title (HGU) area.</li> <li><b>Land Use Title (HGU) pole No. 12 of block GG48 of Division 3.</b> The poles paint condition is maintained and obviously seen. The pole is bordered with Tanjung Pengharapan Village. Furthermore, there is no palm oil planting beyond the Land Use Title (HGU) area.</li> <li><b>Land Use Title (HGU) pole No. 11 of block HH48 of Division 3.</b> The poles paint condition is maintained and obviously seen. The pole is bordered with Tanjung Pengharapan Village. Furthermore, there is no palm oil planting beyond the Land Use Title (HGU) area..</li> <li><b>Land Use Title (HGU) pole No. 16 of block KK47 of Division 3.</b> The poles paint condition is maintained and obviously seen. The pole is bordered with Tanjung Pengharapan Village. Furthermore, there is no palm oil planting beyond the Land Use Title (HGU) area..</li> <li><b>Bukit Kacil HCV of Block BB 34/35 of Division 2.</b> There is no palm oil plants, it has been reforested and there is no chemicals application.</li> <li><b>Harvesting Program on Division 1 of Block D001.</b> Observation and interview with the harvester Foreman and the Harvester in term of the provision of PPE, work tools, work accident assurance and health assurance, wage, premium, complaint handling. The company has provided PPE and work tools based on the employee's need. The harvesting</li> </ol>



system used by the company is the permanent rotation. Therefore, the FFB quality shall be considered as good quality.

15. **Spraying Program on Division 1 of Block D017.** Observation and interview with the sprayer Foreman and the Sprayer team in term of the provision of PPE, work tools, health assurance and work accident assurance, wage, regular medical check up, spraying training, first aid training, gender issue and complaint delivery. The company has provided PPE, work tools and has handled the manpower issue perfectly. The employee have aware of the spraying technique, target, work equipments and PPE handling after work.
16. **Manuring Program.** There is no manuring program conducted by the company during the assessment program. The company has finished the manuring program realization in 1st semester of 2015.
17. **Replanting on Division 1 of Block F004.** There is no indication of the land clearing program which using fire. In general, the land preparation, terracing, road construction and seed planting have been conducted perfectly. The stacking is conducted cleanly, the palm oil plants rods are chipped to accelerate the decomposition and to prevent the Asiatic Rhinoceros Beetle attack. The replanting area has been layered with LCC after its replanting program or along with the seed planting. The EFB application on the seed cycle is conducted on the replanting area as organic mulche.
18. **Barn Owl Box of Division 1 of Block AA22.** The barn owl boxes are made from the wood with steel pole. There are owls and the rat bones under the boxes which inform the active boxes.

**Gunung Kemas Estate:**

1. **GKE Gender Committee.** Interview with the Head of Gender Committe of GKE. The Head of GKE Gender Committee has aware of the task and responsibility as the leader. She informs that there are routine socializations to the employees, especially women workers. The gender committee is quite active. There is no any issue in term of the gender. Therefore, the activities lie only on the socialization and consultation.
2. **GKE Labour Union.** It used to be an Indonesia Labour Union Organization and it became the independent labour union on 2010. Interview with the Head of GKE Labour Union. The Head of Labour Union describes that all employees shall automatically become the member of labour union. There is no dues demand taken from the employees. The company has facilitated all programs of labour union. The programs reporting to the agency in term of the OHS Guiding Committee report is conducted. There is no significant complaint expressed by the employees.
3. **Sejakah Bawah Riparian on Block X10 of Division 3.** The Auditor observes the condition of the riparian area, there is no chemicals application. The last 3 palm oil plants off the border are painted yellow as the boundary of spraying programs. Furhtermore, there have been signboards for prohibiting the spraying and manuring by using chemicals.
4. **Land Use Title (HGU) pole No. 08 of block W34 of Division 3.** The pole condition is well seen and is well maintained. It is bordering with Bekambit Village. Furthermore, there is no planting beyond the Land Use Title (HGU) area.
5. **Sejakah Atas Riparian on Block V1 of Division 3.** The Auditor observes the condition of the riparian area, there is no chemicals application. The last 3 palm oil plants off the border are painted yellow as the boundary of spraying programs. Furhtermore, there have been signboards for prohibiting the spraying and manuring by using chemicals.
6. **Erossion Pole No. 04 on Block U1 of Division 3.** The Auditor observes the erossion pole. The erossion pole is managed by creating the protecting fence. According to the result of interview with the safety Officer, the measurement has been conducted monthly.
7. **Land Use Title (HGU) pole No. 01 on Block Q1 of Division 1.** The poles paint condition is maintained and obviously seen. The pole is boredring with Bekambit Village. Furthermore, there is no palm oil planting beyond the Land Use Title (HGU) area.
8. **Land Use Title (HGU) pole No. 02 on Block R1 of Division 1.** The poles paint condition is maintained and obviously seen. The pole is boredring with Bekambit Village. Furthermore, there is no palm oil planting beyond the Land Use Title (HGU) area.
9. **Bekambit Riparian on Block Q9/Q10 of Division 2.** The Auditor observes the condition of the riparian area, there is no chemicals application. The last 3 palm oil plants off the border are painted yellow as the boundary of spraying programs. Furhtermore, there have been signboards for prohibiting the spraying and manuring by using chemicals. Futhermore, there has been woody plants planting such as mahogany and sungkai.
10. **Land Use Title (HGU) pole No. 11 on Block S18 of Division 2.** The poles paint condition is maintained and obviously seen. The pole is boredring with Bekambit Village. Furthermore, there is no palm oil planting beyond the Land Use Title (HGU) area.
11. **Land Use Title (HGU) pole No. 10 on Block U18 of Division 2.** The poles paint condition is maintained and obviously seen. The pole is boredring with Bekambit Village. Furthermore, there is no palm oil planting beyond the

Land Use Title (HGU) area.

12. **Land Use Title (HGU) pole No. 9 on Block U18 of Division 2.** The poles paint condition is maintained and obviously seen. The pole is bored with Bekambit Village. Furthermore, there is no palm oil planting beyond the Land Use Title (HGU) area.
13. **Gunung Kemas Estate Hazardous Waste Storage** – Observation on the storage and the balance sheet adjustment with type and amount of the stored hazardous waste. The recording and implementation of the hazardous waste symbols. Interview with the storage Officer in term of the medical and domestic waste management.
14. **Gunung Kemas Estate Agrochemical and Fertilizer Storage** – Field observation in term of the use of hazardous waste symbols and logo, availability of the emergency situation early detection device and the chemicals storing, availability of PPE and fire extinguisher.
15. **Workshop of Kemas Estate** – Field Observation in term of environment OHS at workshop, PPE usage, Oil Trap availability, fire extinguisher availability, use of the symbols/logo and oil waste management from the result of vehicle service.
16. **Housing Complex on Division II and Landfill on block S12 of Gunung Kemas Estate** – Observation on the environment sanitation, garbage bin, clean water, existence of fire extinguisher, observation on the landfill.
17. **Daycare on block S11 of Division II of Gunung Kemas Estate** – Observation on the properness of daycare facility, interview with the daycare Officer.
18. **Clinic** – Field observation in term of the infectious waste handling and the properness of the polyclinic and fire extinguisher condition.
19. **Harvesting Program Blok B001 of Division 1.** Observation and interview with the harvester Foreman and the Harvester in term of the provision of PPE, work tools, work accident assurance and health assurance, wage, premium, complaint handling. The company has provided PPE and work tools based on the employee's need. The harvesting system used by the company is the permanent rotation. Therefore, the FFB quality shall be considered as good quality.
20. **Spraying, Program on Block B25 of Division 2.** Observation and interview with the sprayer Foreman and the Sprayer team in term of the provision of PPE, work tools, health assurance and work accident assurance, wage, regular medical check up, spraying training, first aid training, gender issue and complaint delivery. The company has provided PPE, work tools and has handled the manpower issue perfectly. The employee have aware of the spraying technique, target, work equipments and PPE handling after work.
21. **Manuring Program.** There is no manuring program conducted by the company during the assessment program. The company has finished the manuring program realization in 1st semester of 2015.
22. **Replanting on Division 1 of Blok B35.** There is no indication of the land clearing program which using fire. In general, the land preparation, terracing, road construction and seed planting have been conducted perfectly. The stacking is conducted cleanly, the palm oil plants rods are chipped to accelerate the decomposition and to prevent the Asiatic Rhinoceros Beetle attack. The replanting area has been layered with LCC after its replanting program or along with the seed planting. The EFB application on the seed cycle is conducted on the replanting area as organic mulche.
23. **Barn Owl Box on Block of B25 Division 2.** The barn owl boxes are made from the wood with steel pole. There are owls and the rat bones under the boxes which inform the active boxes.

#### **Visitation to the Government Agencies**

1. **Visitation to Kotabaru District Manpower Agency.**
2. **Visitation to Kotabaru District National Land Agency.**
3. **Visitation to Kotabaru District Plantation Agency.**
4. **Visitation to Kotabaru District Environment Agency**

#### **Nearby Villages**

1. **Sejakah Village.** The Auditor interviews the former Chief of Village and the community figures in term of the impacts and contribution of the company over the locals.
2. **Sejakah Village.** The Auditor interviews the former Chief of Village and the community figures in term of the impacts and contribution of the company over the locals.

<p><b>Interview with the Stakeholder</b>  <b>Contractor and Transporter (CPO and FFB).</b> Interview has been conducted with the company's partners such as contractor and transporter. The contractors have read and aware of the contract of service. Each contract of service for contractor is composed per programs while the contract of service for transporter is conducted in each quarter and annually. The payment has been conducted on time and has been referring the procedure of contract of service. The company also insist the contractor to comply the regulation in term of the manpower written on the contract of service. In general, there is no complaint. The issue has been solved in forum and in FPIC method.</p>	
<b>2.3</b>	<b>Stakeholder Consultation and Stakeholders Contacted</b>
<b>2.3.1</b>	<b>Summary of stakeholder consultation process.</b>
<b>ASA-4</b>	The meeting with the stakeholders of PT BSS is conducted by attaching the public notification on the website of Mutuagung Lestari for 30 days before the ASA-4 assessment program on April 30th 2015. By visiting and consulting with the associated villages on May 19th 2015 (Sejakah Village) as well as the government agencies (Plantation Agency, Environment Agency, Manpower Agency, National Land Agency). Communication with the NGO has been conducted by sending questionnaire on May 12th 2015. The input of the stakeholders shall be clarified by PT BSS.
<b>2.3.2</b>	<b>Stakeholder contacted</b>
	<i>Please find appendix 1</i>
<b>2.4</b>	<b>Determining Next Assessment</b>
	The next visit ( <b>RC</b> ) will be determined one year after this <b>ASA-4</b> (April-2016).

### 3.0. ASSESSMENT FINDINGS

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

MUTUAGUNG LESTARI has conducted an assessment of *Gunung Aru POM - PT Bersama Sejahtera Sakti*, MINAMAS Plantation – SIME DARBY Plantation operation consisting of *one (1)* mill and *four (4)* oil palm estates.

During the assessment, there were *five (5)* Nonconformities were assigned against Major Compliance Indicator(s); *seven (7)* nonconformity(s) were assigned against Minor Compliance Indicators; and *one (1)* nonconformance(s) against supply chain requirement for CPO mill and *two (2)* opportunity(s) for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor(s) in form of documentation evidence(s) e.g. *document record and photographic documentation*. Those corrective action(s) taken had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that *Gunung Aru POM - PT Bersama Sejahtera Sakti*, MINAMAS Plantation – SIME DARBY Plantation Sdn Bhd complied with the requirements of dari Principles and Criteria of Roundtable on Sustainable Palm Oil, Generic Standard April 2013 and Supply Chain Requirement for CPO Mill, November 2014.

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

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
<p>The company has had SOP No. 034/BSS-SOP in term of the information request on May 2nd 2014. It is completed with SOP of 2nd Revision Year 2015. It describes the information response period and the documents that are able to be given to the stakeholder (there are 29 documents). The rest of the documents are classified.</p> <p>Gunung Kemasan Estate (GKE) and Pantai Timur Estate (PTE) has had the list of information request in form of the information receipt/external complaint;</p> <p>The archieve of the information request and response have been well maintained. It is supported by several procedure.</p> <ul style="list-style-type: none"><li>• The company has procedure of document management in policy No. 301/BSS – DOC-01/11</li><li>• The period for maintaining the information request and response document is 5 years. It refers the SOP No. 034/BSS-SOP/2010 article 5.8</li><li>• There is a procedure No. 039/BSS-SOP/10 in term of Document Control.</li></ul> <p><b>PTE</b></p> <p>There is a register book of the incoming letter sent by the guided villages. There were 13 incoming letters during period of July 2014 to May 2015 during the ASA-4 program.</p>		

PT. BSS has document of Code of Conduct in Policy No. 440/HRM-COC/07 dated May 24th 2007.

COC is a written document used as the company business ethic standard as well as the individual work ethic standard for managing the company and other operationals and its interaction with the stakeholders.

- Conflict of Interest
- Corporate Governance
- Ethics
- Good Corporate Governance
- Minamas Individual

Document of Code of Conduct in Policy No. 440/HRM-COC/07 has been socialized to all level of workers whether formally or informally (during morning briefing and signboard).

According to the result of interview with the employees of estate and POM, they have aware of the integrity and ethic behaviour code for all employees.

**Status: Complied**

### 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.**

The company has regulated the type of the publicly-accessed document on the procedure of information request No. 034/BSS-SOP on page 6. It is written on point 6. The type of the documents that are publicly-accessed are then updated on the SOP of 2nd Revision year 2015 on May 1st 2015. It covers 29 documents like data, permits, environment documents, planning and policy documents.

**Status: Complied**

### 1.3

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

PT. BSS has document of Code of Conduct in Policy No. 440/HRM-COC/07 dated May 24th 2007.

COC is a written document used as the company business ethic standard as well as the individual work ethic standard for managing the company and other operationals and its interaction with the stakeholders.

- Conflict of Interest
- Corporate Governance
- Ethics
- Good Corporate Governance
- Minamas Individual

Document of Code of Conduct in Policy No. 440/HRM-COC/07 has been socialized to all level of workers whether formally or informally (during morning briefing and signboard).

According to the result of interview with the employees of estate and POM, they have aware of the integrity and ethic behaviour code for all employees.

**Status: Complied**

## PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

### 2.1

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

The company has attempted to update the law regulation. There is a matrix of the summary of relevant law regulation. It informs the information of the law requirements (clause per clause) that have to be complied by the company and its compliance result.

The company is able to show the documentation of the Regulation Compliance Evaluation of PT BSS on May 2015. It was composed by the Staff of PSQM of PT BSS. It describes 122 list of the regulation along with the description of the



relevant law, the compliance status (yes/no), evidence of compliance (document/reference program) and notification.

According to the result of public consultation with the associated agency, the company is not able to show the evidence of implementation over the applied regulation in term of Bipartite cooperative institution based on the statute number 13 year 2003 in term of the manpower clause 106 verse 1 – 4. **NC No. 2014.01 As Major Category.**

**Auditor Response:**

**Verification on June 7th 2015**

The company has shown the evidence of corrective action in form of the registration process for Bipartite cooperative institution for PTE and GKE. Bipartite cooperative institution for PTE was registered on May 22nd 2015 and it was received by Kotabaru District Manpower Agency on May 27th 2015. Bipartite cooperative institution for GKE was registered on May 21st 2015 and it was received by Kotabaru District Manpower Agency on May 31st 2015. **NC is Closed.**

1. Document of EIA (Environment Impact Assessment) as required on Environment Ministry Regulation No. 11/2006 in term of the type of programs and the activities that must be supported with EIA.
2. Permit of effluent use on the estate referring the decree of Kotabaru Regent No. 188.45.296/KUM/2011 (permit extension). The permit is valid till August 2016.
3. Permit of hazardous waste storing period of PT. BSS (Gunung Kemas Estate) in Sejah Village, Pulau Laut Timur Sub-District, Kotabaru District based on the decree of Kotabaru Regent No. 188.45/449/KUM/2011 dated December 15th 2011 for 5 years. Type of the stored chemical waste are the used oil, used oil filter, the contaminated gloves/rag, used battery, TL lamp and the used chemical containers generated by PTE and LTE.
4. Permit of hazardous waste storage of PT. BSS (Gunung Aru Factory) in Betung Village, Pulau Laut Timur Sub-District, Kotabaru District. It was issued by the Regent of Kotabaru in decree No. 188.45/301/KUM/2015 dated May 8th 2015. The permit is valid for 5 years. The type of the stored waste are the used oil, used gloves and rag, the contaminated hazardous waste, used filter, used battery and used accumulator, laboratory waste, electronic waste used TL lamp and medical waste generated by POM and estate operationals (GAE, GKE, LTE, and PTE).
5. The company has reported the hazardous waste management to the Kotabaru District Environment Agency routinely (each quarter). For example, the report of the 2nd quarter of 2014 (July 10th 2014), 3rd quarter of 2014 (October 10th 2014), 4th quarter of 2014 (January 12th 2015), 1st quarter of 2015 (April 10th 2015).

PT. BSS has attempted to adjust the regulation changes:

1. Environment Ministry Regulation Number 349/2013 in term of the result of PROPER assessment on 2014; the company achieved Blue Ribbon.
2. Decree of the Governor of South Kalimantan No. 188.44/0633/KUM2014 in term of the South Kalimantan Province Minimum wage standard on 2015 on December 16th 2014. The company socialize it through Memo of GM of HRM No. 014/HRM-i3/I/2015 in term of the daily permanent workers wage and the monthly permanent workers wage structure on 2015 for the region of South Kalimantan. There was a wage adjustment for IDR 1,913,000/month (USD 163/month) or IDR 76,520/day (USD 6/day) since January 1st 2015.
3. Government Regulation No. 101 Year 2014 in term of the hazardous waste management. The company has achieved hazardous waste storage permit.
4. Government Regulation No. 66 Year 2014 in term of the environment sanitation has been reported to the Environment Agency routinely (monthly).
5. Statute No. 37 year 2014 in term of the soil and water conservation by creating water management, silt pit, U Shave Front Stacking.
6. Environment Agency Regulation No. 05 Year 2014 in term of the effluent quality threshold. The routine effluent analysis for the effluent generated by POM and its routine reporting to the associated agency.

7. Forestry Ministry Regulation No. 60 year 2014 in term of the criteria of the determined riparian as bufferzone for all rivers.
8. President Regulation No. 111 year 2013 in term of the mandatory to register the membership of the medical assurance for the State Company, Big-Scale Busnissess, middle and low scale business at least on January 1st 2015. It has been socialized through Memorandum of GM of HRM No. 0915/PRSi2/XI/14 and the registration for the permanent employees and staff as the member of Health BPJS based on the statute No. 40 Year 2014 and Statute No. 24 Year 2011.

PT. BSS has the documented system which provides the information of the must-complied law regulation as written on the SOP of sustainable estate management guideline No. 724/TQEM-SPMS/09. The compliance over the Government Law and Regulation is described on Chapter 1.2.

The evaluation of the law compliance requirements is conducted by executing internal audit for each part. Each of the program is well monitored with matrix of monitoring for the implementation over the regulation. The compliance over the regulation is conducted by the Department of PSQM of Minamas Plantation regularly.

Major **Status: Complied**

2.1.1

### 2.2

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

PT BSS has had document of the land use referring the applied law. The company is able to show the document of the land acquisition for **12,740.54 Ha**. According to the decree of Land Use Title (HGU), there are several points. For example:

- Decree of the Head of National Land Agency **No. 22/HGU/BPN/92** in term of the Land Use Title (HGU) for PT BSS over the land in Kotabaru District dated August 20th 1992 for **8,222.54 Ha**. It is valid for 30 years in Villages of Langkang lama/Langkang Baru/Betung/Bekambit Hilir/Bekambit Hulu/Sungakai/Sejakah, Pulau Laut Timur Sub-District, Kotabaru District, South Kalimantan Province. The decree of the Head of National Land Agency **No. 9/HGU/BPN/2002** in term of the Land Use Title (HGU) for PT BSS over the land in Kotabaru District dated **March 11th 2002** for **3,318 Ha**. It is valid for 35 years in Pulau Laut Timur Sub-District, Kotabaru District, South Kalimantan Province.
- The decree of the Head of South Kalimantan Province National Land Agency **No. 01-540.2-43-2003** in term of the Land Use Title (HGU) for PT BSS over the land of Kotabaru District dated November 2003 for 100 Ha in Bekambit Village, Pulau Laut Timur Sub-District, Kotabaru District, South Kalimantan Province for 35 years.
- Decree of the Head of National Land Agency **No. 62/HGU/BPN/2004** in term of the Land Use Title (HGU) for PT BSS over the land of Kotabaru District of South Kalimantan Province dated September 15th 2004 for **1,100 Ha** in Pulau Laut Timur Sub-District, Kotabaru District, South Kalimantan Province for 35 years.

The company is able to show the document of the palm oil mill construction permit based on the decree of the head of South Kalimantan Province National Land Agency **No. 04-550.2-43-3007** in term of the Building Use Title (HGB) for PT BSS in Salino Village, Pulau Laut Timur Sub-District, Kotabaru District, South Kalimantan Province dated February 23rd 2007 for **35,000 M<sup>2</sup>**. The permit is valid for 30 years.

PT BSS has described and shown the evidence over the progress of Land Use Title which have been verified on the ASA-3 assessment. For example:

- In order to process the Land Use Title (HGU) on behalf of PT BSS referring the letter No. 066/BSS/UM/PSD/VI/09 dated June 10th 2009 and letter No. 375/BSS/UM/PSD/XI/14 dated November 19th 2014. PT BSS has sent the letter to South Kalimantan National Land Agency in letter No. 215/BSS/UM/PSD/IV/2015 dated April 29th 2015 in term of the proposal for the enclave area measurement for 529 Ha on the Land Use Title (HGU) No. 22/HGU/BPN/92 dated August 20th 1992 (for ±8,222.540 Ha). It describes that there are several enclave area within the Land Use Title (HGU) area. All the area now have been compensated.

- The company shows the letter No. 246/BSS/UM/PSD/IV/2015 dated April 29th 2015 in term of the proposal of the re-measurement of 236 Ha of Land Use Title (HGU) area. It refers the previously sent letter No. 012/BSS/UM/PSD/II/14 dated January 10th 2014. The area are now have been compensated.
- The ±651 Ha of Land Use Title (HGU) area are not able to be processed due to the fact that half of its region are incorporated to IUPHHK-HA of PT.Inhutani. There is no any longer activity on the area.

The company has maintained and preserved all the Land Use Title (HGU) poles. According to the document review on the book of PT BSS Land Use Title (HGU) poles issued by South Kalimantan Province National Land Agency (Division of Measurement and Mapping) on 2007, the number of poles and the map of poles location are described in scale 1:60,000. For example, there are 98 main and secondary poles in GKE and there are 126 main and secondary poles in PTE.

According to the field visit to GKE boundary poles number 1, 2, 8, 9, 10 and 11, the condition of poles are available and are maintained and the it is not passing by the demarcation boundary.

**According to the OFI during the ASA-3 field visit in term of the legal boundary maintenance, the auditor has observed the GAE legal boundary poles number 2, 7, 9, 10 and 30. According to the result of field visit, the legal boundary maintenance has been conducted by replacing the missing and damaged poles. It complies the pole maintenance program composed by the company.**

According to the document of the PT BSS land claim status recapitulation. The land claim issue since 1990 till 2010 has been solved during the main assessment. The company is able to show the evidence of its resolution completely.

There is no more conflict nor land conflict resolution on the ASA-4 assessment. As described on ASA-3, there was a letter sent by Kotabaru Regent No. 525/138/DISBUN/2013 dated March 19th 2013 in term of the realization of land compensation payment for 221 Ha of land to Hj. Alfisah. It has been described on the agreement paper of the land waiver on December 17th 2013.

PT BSS has had the procedure of land conflict resolution in form of the document of SOP of Land Claim (035/BSS/-SOP/10). It was legalized by the company management on October 5th 2010; the document has been revised.

The company shows its commitment by creating conflict resolution policy. It was composed on May 8th 2015. It was composed by EM GAE, EM GKE, EM PTE, Pjs EM LTE and interim of the Head of FM GAM. The policy describe that PT BSS-SOU6 shall:

- Emphasizing the forum for solving the dispute.
- The company shall not using violence as the attempt to solve the conflict or on the estate operationals and product processing stage.
- The company shall not use mercenary or type of it on its estate operationals and product processing stage.
- The company shall solve the dispute in court if they do not find an agreement on the forum.

**Status: Complied**

### 2.3

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

There is no traditional right owner within the area of PT BSS. It is supported by the paper from Kotabaru District National Land Agency on June 23rd 2010. It describes that the land status which never regulate the status of customary land. Therefore, all the issued Land Use Title (HGU) certificate describes that there is no customary land within.

PT. BSS has achieved Land Use Title (HGU) based on the decree:

- No.22/HGU/BPN/92 for 8,222.54 ha
- No.9/HGU/BPN/2002 for 3,318 ha
- No.01-540.2-43-2003 for 100 ha
- No.62/HGU/BPN/2004 for 1,100 ha

All the decree of the Land Use Title (HGU) are supported by the map of Land Use Title (HGU) issued by the National Land Agency. Furthermore, the consideration of the issuance of the decree is that all the area are considered clean and clear (compensated by the company).

It is supported by the result of public consultation with the community of Sejahkah Village, Batu Tunau Village and the Kotabaru District National Land Agency.

**Status: Complied**

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

#### 3.1

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

PT BSS has document of the short term company work plan. The short term company work plan for period of 2014/2015 is written on the budget plan of 2014/2019 for Gunung Aru Estate, Gunung Kemas Estate, Laut Timur Estate, Pantai Timur Estate.

- There is an operational cost planning for the estate management unit of Gunung Aru Estate, Gunung Kemas Estate, Laut Timur Estate and Pantai Timur Estate. It was legalized by the Manager of Estate, GM of Estate, GM of Plantation Operation and Head of Plantation Operation. The distribution of the workplan covers:
  - Production forecast for period of 2014-2019, yield produksi (ton/ha), administration cost, labour cost, mature upkeep, manuring, harvesting and collection, transport, estate admin, estate labour dan Road&Bridges; nursery, Immature Replanting.
  - The company has allocated the cost plan for the environment management plan for several programs like OHS cost, RSPO, HCV, EIA, etc.
  - The company has allocated the cost plan for the social management for several programs like religious feast, teacher's honorarium, CSR program and donation to the community, etc.

PTE

Years	Production (Mt)		Planted Area (ha)		Yield (Mt/ha)	
	GKE	PTE	GKE	PTE	GKE	PTE
2014/2015	35,981	71,310	3,348	3,089	16.01	23.08
2015/2016	27,582	68,888	3,352	3,089	14.49	22.30
2016/2017	25,739	74,233	3,361	3,089	13.25	24.03
2017/2018	27,094	71,101	3,371	3,089	13.56	25.06
2018/2019	30,913	66,493	3,378	3,089	14.41	25.95

- Gunung Aru POM has the plan of operational cost which have been legalized by the Mill Manager, GM of Mill, SGM of Plantation Operation Region Kal/Sul, Head of Plantation Operation, GM of Finance Budget & Tax. The workplan distribution covers:
  - Forecast mill intake (FFB) 40,646.57 ton, CPO extraction (23.27%), kernel extraction (5.12%), processing cost, Admin cost, Training cost, Environment cost, Health cost, Transport cost, etc.
  - The company allocates the cost for creating OHS and Non-OHS signboards, laboratory analysis service cost (CPO and effluent analysis, etc).
  - The company allocates the cost for the social program for several programs such as the donation to the third parties like honorarium, feast proposal, cost of OHS, RSPO, Labour Social Assurance (*Jamsostek*), Safety and

Health socialization, etc.

The company has implemented SAP program for conducting finance monitoring. According to the result of document observation, the company has projected several programs like production, CPO and kernel extraction till period of 2015/2016.

The management unit also has document of budget for Maju Bersama Scheme Smallholder for period of 2014 – 2016  
Oil palm new planting: 1,157.28 ha; Land Clearing&Reserves: 1,278.37 ha; Roads: 16.52 ha; Conservation Area: 62.70 ha; Land preparation census, Roads and bridges-new roads, Nursery, Direct Cost&Fixed Cost Labour Cost&Admin Cost.

PT. BSS has had Long Range Replanting Programe (LRPP) 2010 – 2035. It has been reviewed by the management unit. The replanting plan for period of 2014/2015 are GAE: 449.22 ha; GKE: 363.87 ha; and LTE 354.63 ha. As the result of land clearing socialization in GKE for period of 2014/2015 till May 18th 2015 for 363.88 ha and the number of the planted palm oil plants are 35,564 plants for 234.68 ha.

**Status: Complied**

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

#### 4.1

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

There is an SOP of estate which is written on the book of SOP of Palm Oil Plants Palanting Agronomy Manual Reference in Policy No. 110/EST-ARM/13. It consisted of 18 chapters/palm oil plants technical cultivation. It was issued based on the memorandum of the Head of plantation Upstream Indonesia on September 1st 2013. The SOP describes all the operationals started from the land preparation, seed, maintenance to harvesting program.

The company has had SOP of mill which is written on the book of SOP of Palm Oil Plants Processing System and Technical Guideline for POM. It consisted of 3 editions. The 1st edition (Policy No. 110/POD-FAC/07) and 2nd edition (Policy No. 120/POD-FAC/07) describe the technique of palm oil processing. Meanwhile, the 3rd edition (Policy No.130/POD-FAC/07) describes the procedure of administration for all mill operationals.

The audit and monitoring program for the company operationals covers:

1. Plantation Advisory Audit Report of Pantai Timur Estate. The audit on June 20th – 22nd 2014 by Kenneth Sreedharan. The assessment are the circle quality, harvesting path weeding quality, road quality, pest and disease control, pruning, anorganic manuring, harvesting program and FFB transport, harvesting program interval, soil and water conservation, vehicle maintenance, nursery and settlement. In general the management unit achieved score 80 (good).
2. Plantation Advisory Audit Report of Gunung Kemas Estate. The audit on January 15th – 17th 2015 by Kenneth Sreedharan. The assessment are the circle quality, harvesting path weeding quality, road quality, pest and disease control, pruning, anorganic manuring, harvesting program and FFB transport, harvesting program interval, soil and water conservation, vehicle maintenance, nursery and settlement. In general the management unit achieved 77.39 (good) for the mature area and score 78 (good) in the immature area.
3. Mill Advisory Report of Gunung Aru POM on February 11th – 12th 2014. It assess the mill operationals, the supporting facilities, the settlement facilities and there is a Manager's comment over the result of assessment.

The records of the monthly operationals are recorded on the Minamas Management Comitee Meeting. There is a Management Comitee Meeting for Pantai Timur Estate and Gunung Kemas Estate on April 2015. The document describes the area statement, map of area statement, crop production, harvested estate, yield, monthly FFB production graphic, interval and round of harvesting, manuring realization, plant maintenance, pest and disease control, OHS monitoring.



According to the document, the crop production of Gunung Kemas Estate on April 2015 was still below the budget for 19.53 %. The crop production on April 2015 is still below the budget for 12.27 %. The crop production of Pantai Timur Estate on April 2015 was still below the budget for 7.61 %, The crop production on April 2015 is still below the budget for 22.07 %.

The records of the mill operational monitoring are written on the monthly report of Gunung Aru POM. The document describes the Manager review, production and transport, quality analysis, losses analysis and application, production cost, data of staff, employees and settlement. According to the report on March 2015, the received FFB was below the budget for 29.65 % due to the replanting program in GAE and GKE, the CPO production was below the budget for 33.38 %, the PK production is below the budget for 36.71%, OER for 26.58 % (0.05% below the budget), KER 0.1% below the budget. According to the result of interview and the document review, Gunung Aru POM does not receive the FFB from the third party.

According to the result of field observation to block D001 of division 1 of PTE and to block B001 of division 1 of GKE, the company has completed the PPE and work tools based on the employee's need. The harvesting system implemented by the company is a permanent circle. Therefore, the FFB quality is considered optimum. The harvesting program has complied the applied procedure.

<b>Status: Complied</b>
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### 4.2

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

The company has conducted leaf and soil sampling for ensuring the manuring practice to be conducted properly based on the recommendation. Furthermore, there is a report of land suitability analysis on the replanting area (299 Ha) of Gunung Aru Estate on July 2010. It was composed by Minamas Research Centre. The report describes the type of soil, slope, boundary factors, strategy of management and soil distribution map.

Records of the result of leaf analysis are written on the document of plants tissues report conducted by Minamas Research Centre. For example, the result of leaf analysis of block Z34 of division I of PTE, planting year 1996 is as follows: ash 9.49 % ; N 2.64 % ; P 0.137 % ; K 1.044 % ; Mg 0.248 % ; Ca 0.59 % ; B 14.6 ppm of dry nett.

The analysis of soil of GAE on the LA area is conducted annually. There is a result of soil analysis No. 081/UN8.2.1/PL/2014. It was conducted by Lambung Mangkurat University on February 25th 2014. It describes the soil texture, percentage of the ingredient C,N, Ca, Mg and P2O5. The company also has report of Tanah Tinjau Soil Survey and land suitability class evaluation for GAE on 2005. It describes the soil classification based on the topography, soil type, land suitability class and the soil management method.

The company implements frond sticking with U Shape (interrow and between two plants) for pressing the weed growth, to fairly spread the soil nutrient, to reduce the soil nutrient erosion caused by surface erosion. The frond is stacked on the terrace edge to reduce the erosion potential. The company also has created erosion poles and has it regularly monitored.

The company applies EFB on the circle of the immature plants of the replanting area. The EFB application is prioritized on the replanting area. The EFB has a functions as the organic mulche to increase the organic ingredient as well as the soil nutrient, especially on the terrace area due to its lack of organic ingredient and nutrient.

The report of manuring realization written on the Mianamas Management Committee Meeting. Example of the manuring realization on PTE for period of 2014 – 2015 is as follow: RP, program -, actual 594 ton ; MOP, program 1,367 ton,

actual 757 ton, realization 55 % ; Dolomit, program -, actual 2 ton ; HBF Borate, program 37 ton, actual 37 ton, realization 100% ; ZA, program 1,506 ton, actual 757 ton, realization 50 % ; Kieserite, program 400 kg, actual -, realization 0 %. The reports of manuring program are well documented.

The company recycled the nutrient in form of the POME application, EFB application and palm oil plant residue on the replanting area. According to the Minamas Management Committee Meeting Pantai Timur Estate, there are monthly EFB reports. For example, the report on October 2014 for the application for 126 ton to 20 ha of land, application on December 2014 for 254 ton to 40 ha of the land and on April 2015 for 199 ton to 796 ha of land. The EFB application is prioritized on the replanting area. The EFB has a functions as the organic mulche to increase the organic ingredient as well as the soil nutrient, especially on the terrace area due to its lack of organic ingredient and nutrient.

According to the interview with the management and the field visit to the replanting area, the palm oil plant rods are chipped to accelerate the decomposition process and to prevent the attack of asiatic rhinoceros beetle on the replanting area.

<b>Status: Complied</b>
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#### 4.3

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

The company has a map of land slope (topography) of PTE. It was issued by Minamas Research Centre Kalimantan 2009 – 2010. The slope area for about 0 -3 % (flat – flooding) for 129 ha, 3 – 8 % (undulating) for 1,586 ha, 8 – 15 % (rolling) for 1,233 ha, 15 – 30 % (hilly) for 113 ha, > 50 % (mountainous) for 31 ha are delineated.

The company has had strategy to manage the slope area like holding the erosion back as well as the surface run off by maintaining vegetation with selective weeding, creating silt pit, EFB application to increase the soil fertility and LCC planting. The company has attempted to manage and monitor the impact of erosion by using erosion.

According to the result of field visit to the replanting area, there is an implementation on the slope area management. For example, the construction of terrace, EFB application and LCC planting. The EFB application on the replanting area is functioned as the organic mulche and to increase the soil nutrient, especially at the terrace area due to the lack of soil nutrient and organic ingredient.

According to the result of field visit to the erosion pole No. 4 in block U1 of division 3 of GKE, the erosion pole is well maintained and there is a fence to protect it. According to the result of interview with the safety Officer, the measurement of erosion pole is conducted monthly. According to the result of field visit to the replanting area in PTE and GKE, there is a slope area management. For example, the construction of terrace, EFB application and LCC planting.

The realization of the road maintenance is written on the Minamas Management Committee Meeting. According to the document, the road maintenance realization such as the maintenance of access road, main road and collection road are described. During the period of July 2014 to April 2015, 55,196 M of the access road has been maintained, 82,049 M of the main road has been maintained and 81,700 M of the collection road has been maintained. According to the result of field observation, the road maintenance has been well conducted. The access road, main road, and collection road have been hardened by using laterit soil and corral stone.

<b>Status: Complied</b>
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#### 4.4

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

The company has policy for the riparian area and buffer zone preservation. It was legalized by the Head of Plantation Upstream Indonesia on December 2011. It describes the riparian area preservation, the big river riparian is 100 m off the river and the small river riparian is 50 m off the river, the river water quality and effluent quality routine monitoring as well as the water monitoring for mill operations.

According to the document of environmental management and monitoring plan, the surface water and underground water quality are analyzed to prevent the quality reduction. The sample of the surface water is taken from Bekambit River pre and post the establishment of POM. The underground water sample is taken from the monitoring well.

Whether the reduction of the water quality (surface and underground water) of the nearby estate is caused by the chemicals pest and disease control or caused by manuring program. The sample of the replanting are is taken from Betung River. Meanwhile the sample of the mature plants area is taken from Bekambit and Sejakah River. The underground water sample is taken from well in division II of GAE and in division of GAF (springs).

The company has monitored the water management by implementing the policy within bufferzone and water sources area. For example, the making of bufferzone boundary for spraying and manuring program 50 M off the water sources. According to the interview with the sprayers, all sprayers have aware of the policy. The company also monitor the upstream and downstream of the river regularly like in Bekambir River, Sejakah River and Api-Api River.

The company monitors the upstream and downstream of the river regularly like in Bekambir River, Sejakah River and Api-Api River. During the field observation to Sejakah River on block BB16 of division 2, there was a natural weed growth and there is no indication of the spraying program on the area.

The mill effluent test is regularly held (monthly). The company is able to show the result of effluent test during period of 2014. The test was conducted in Banjarbaru Industrial Standardization and Research Laboratory, South Kalimantan referring the decree of Environment Ministry No. 28 Year 2003. All the result of the test shows that the BOD below < 5000 and the LC is used for LA.

The water consumption monitoring is written on the document of Gunung Aru POM water consumption. There are water consumption data, processed water for domestic and operational needs during period of July 2014 to April 2015. The water consumption for the processing stage (boiler and process) during period of July 2014 to April 2015 was 127,904 m<sup>3</sup> for processing 130,000 ton of FFB. Therefore, the consumption of water per ton of FFB was 0,97 m<sup>3</sup>. It was still below the target 1,1 m<sup>3</sup>/ ton of FFB.

**Status: Complied**

### 4.5

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

The IPM program executed by the company is the planting of 3 type of beneficial plants such as *Cassia cobanensis*, *Antigonon leptopus* and *Turnera subulata*. Furthermore, the company has raised the natural predator for rats by creating barn owl box. The realization of *Early Warning System* is implemented by conducting pest and disease census like bagworm, nettle caterpillar, oryctes and ganoderma. The example of the result of rat census in block DO43 of division 1 of PTE, there were 70 plants which were censused on April 18th 2015. There were 9 plants which were attacked by rats. According to the company SOP, the action for using chemicals for the attack is not needed (biological control only).

According to the result of field observation to the barn owl box in block AA22 of division 1 of PTE and to block B25 of division 2 of GKE, the barn owl box is made from the steel woody pole. There are rat bones under it, it means that the barn owl box is active. The company also has replaced the owl box by creating new box without dismantling the old boxes. The ratio of the barn owl box is 1:20. It means that 1 box for 20 ha area of estate. During the field visit to main road and collection road, the planted beneficial plants are well maintained.

The company has held IPM training on January 22nd 2014. The pest census material was taught. However, the IPM training programmed on period of July 2014 – June 2015 for December 2014 and April 2015 was not realized till the

assessment program held. **NC No. 2015.2.**

Minor 4.5.2	<b>Status: Not Complied</b>
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#### 4.6

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

The company has recorded the pesticide use. However, it is not attaching the active ingredient completely. The record of the pesticide use is not attaching the LD 50, the targetted area and the use of active ingredient per ha. **NC No. 2015.3.**

#### **Verification on May 28th 2015**

The company has shown the evidence of the corrective action in form of the document of the list of pesticide used by PTE and GKE. The document has informed the name of the active ingredient of each pesticide/herbicide including its use per Ha-nya. NC is Closed.

According to the field observation to the spraying program on block D017 of division 1 of PTE and to block B25 of division 2 of GKE, the work tools used by the workers are the micron herby. The advantages of the tools are that it uses relatively less water, lighter and the smoother droplet. Therefore, it reduce the potential of spillage. The disadvantage of the tools is that the tools are too light so it could be easily blown by wind. The company has anticipated the potential by giving routine training and guidance, the company also equip the Operator with proper PPE. According to the interview with the Operator and the document review, there is no sick Operators once the medical check up is held by the company regularly.

The pesticides used by the company are the listed pesticides. The pesticides have been considered to be used for the specific target. Furthermore, the company also has the policy of selective control and the commitment for not using paraquat. According to the field observation and interview with the sprayer team, spraying program is conducted by using Prima Up with glyphosat active ingredient, the target of the pesticide application is the wide leaf weed and the harvesting path. The company does not use preventive pesticide which could contaminate the soil. The weed control on the replanting area uses Kenlon with Trichlophir active ingredient (less harming than glyphosate). According to the pest and disease procedure review, the use of Sime Ebor rodenticide with warfarin active ingredient is safer for the barn owl. The active ingredient does not cause death to the owl which consume the rat.

The attempt to reduce the use of pesticide is conducted by technical culture modification. For example, the herbicide use reduction is conducted by the company by implementing frond stacking with U-Shape system. It stacks frond on the interrow and are between two plants. Therefore, it shall cover the soil but the circle and harvesting path. It could also considered as organic mulche which press the growth of weed. Therefore the use of herbicide could be reduced.

The record of herbicide usage is written on the pesticide usage monitoring for period of July 2014 to April 2015. For example, the use of metaprima was 50 kg, glyphosate was 2,214 liter, glufosinate ammonium was 171 liter, warfarin was 930 kg and fluroxypir was 39 liter.

The company has had procedure to manage the pesticide containers waste as written on the document of hazardous waste control in Policy No. 709/TQEM-ESH/10. The procedure describes the method for storing and reducing the pesticide containers. There are 2 hazardous waste storage permits issued by Kotabaru Regent. According to the result of field visit, the auditor team consider that the hazardous waste storage has complied the law. For example, the set up of the storage and the waste categorization based on its type and it shall then transported to the licensed collector (PT. Sinar Bintang Albar with decree No. 080 Year 2013).

The sprayer medical check up was held on September 23rd – 24th 2014 by cooperating with the mandiri healthy care clinic. The company is able to show the result of the medical check up. For example, GKE: 38 workers, the conducted medical check up were the CHE and spirometri medical check up. There were 6 workers who experience light restriction for the respiration and 1 workers with light poisoning for the CHE medical check up. PTE: 67 workers, the conducted medical check up were the CHE and spirometri medical check up. There were 2 workers who experience heavy restriction, 4 workers who experience medium restriction and 2 workers who experience light poisoning. For example, the employees on behalf of Miskanah, the result of CHE was 100% and she experienced light restriction. Evaluation over the result of medical check up is conducted by the company doctor. According to the information, the light poisoning is a normal variation and the doctor recommends the use of PPE, personal hygiene, complying the SOP and eat healthy food.

The company has had policy to prohibit the pregnant and breastfeeding women workers to work with chemicals. According to the result of field visit, there is no pregnant nor women workers who work as sprayer. For example, at block B25 of division 2 of GKE. There is a record of the sprayers mutation due to the pregnancy to division of plant maintenance in letter No. 002/SK-MTS/GKE/III/2014 on behalf of Jamila. She was mutated on March 1st 2014.

There is an SOP of hazardous waste and non-hazardous waste management. According to the procedure, the method of pesticide containers management is describes. The company manages the pesticide container waste by temporary storing it before the waste transport to the third party (PT Sinar Bintang Albar in decree No. 080 year 2013). There are 2 permits of hazardous waste storing (No. 188.45/449/KUM/2011 and No. 188.45/192/KUM/2010) issued by Kotabaru Regent. According to the result of field visit, the pesticide containers have been managed based on the law. For example, the set up of storage, the waste are categorized based on its type and the waste are transported to the licensed collector.

<b>Major</b> <b>4.6.2</b>	<b>Status : Complied</b>
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#### **4.7**

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

There is no change over the company policy in term of OHS. The company has applied and socialized the OHS policy. It was legalized by the CEO of Minamas Plantation dated July 5th 2008. It contains:

##### **Commitment:**

The company is responsible for executing the OHS program for all the mill and estate operationals. In order to realize it, the company has implemented the procedure. The company has attempted to implement it by complying OHS manpower law and by holding consistent corrective action so it become the risk control as well as the company business management.

As the guidance of the company policy implementation, the company has composed SOP of guideline of OHS, identification, assessment and dangers control, risk assessment stage. According to point V of the guideline, the stages of assessment such as the dangers identification of each task, risk assessment for each task, deciding the control action, comprehensive analysis, job approval and execution, risk assessment analysis and its reporting.

The company is able to show the document of hazard identification risk assessment and control (HIRAC) waste management. Ruang lingkup dari dokumen tersebut adalah kebun dan pabrik, disusun dan disetujui pada tanggal 30 April 2015.

According to the result of field visit to the harvesting program and spraying program, the HIRAC has been consistently implemented. For example, all employees have used PPE and have aware of the work risk in block B25 of division 2 of GKE.

During the ASA-3 assessment, there were several workers who do not implement the HIRAC recommendation. For example:



- Block X-13 LTE for FFB loading, the workers were not using helmet and clothes.
- Block A-09 for harvesting program, the workers were not using glasses (provided). **See NC CAR No 2014.02**

**Verification on May 19th 2015**

The auditor team has verified the NC occurred during ASA-3 assessment. According to the field verification to the harvesting program to block A016 of GAE and to block BB30 of LTE, all harvesters have been equipped with proper PPE. **NC is Closed.**

The company has implemented OHS training program to ensure that all employees have aware of the risk of their job including its hazard. The company is able to show the evidence of OHS training held by the company. For example:

- Training of OHS for GKE. It was taught by the company doctor (dr. Stevanus Immanuel) on May 11th 2015. It was attended by 96 participants. The training materials, attendance list and event photographs are available.
- Training of first aid action for PTE. It was taught by the company doctor (dr. Stevanus Immanuel) on May 13th 2015. It was attended by 204 participants. The training materials and the event photographs are available.
- Socialization and training of HIRAC for PTE on May 13th 2015. The training materials are the socialization of HIRAC, work ethic, driving ethic, land fire control, PPE use. It was attended by 141 participants.

There are certificates and operator licenses for the load and crane Operator in PTE on behalf of Ketut Sudike No. 13.26321-OPK3-PAA/IX/2013 which valid till September 20th 2018 and for boiler Operator for Gunung Aru POM on behalf of Mulyono No. P.10.366 OPK3-PUBT-B.I/IV/2012 which valid till April 27th 2017.

The company has identified and appointed the people in charge of the OHS aspect implementation. The company is able to show the decree of OHS Guiding Committee legalization for GKE, PTE and GAM. For example:

- **PTE:** the paper of structural changes to Kotabaru District Manpower Agency No. 032/P2K3/V/2015 dated May 10th 2015. It was signed and legalized by the Kotabaru District Manpower Agency. The OHS Guiding Committee Secretary has had certificate No. 13.2272/AK3/U/VII/2013 dated July 4th 2013.
- **GKE:** the decree of Kotabaru District Manpower Agency No. KEP-566.457/P2K3/Naker-2/IV/2014 in term of the legalization of OHS Guiding Committee structure on April 14th 2014. Structural changes paper No. 17/GKE/LAP/V/2015 dated May 18th 2015. OHS Expert certificate on behalf of Andi Muhtar No. 13.2256/AK3/U/VII/2013 dated July 4th 2013.
- **GAM:** the decree of Kotabaru District Manpower Agency No. KEP-566.023/P2K3/Naker-2/V/2015 in term of the legalization of OHS Guiding Committee structure on May 15th 2015. The OHS Guiding Committee Secretary has had OHS expert certificate No. 14942/PK3/AJ/31/2014/P0 dated July 16th 2014.

The OHS Guiding Committee assembly is routinely held (monthly) in each unit and the programs of OHS Guiding Committee have been routinely reported to the associated agency. For example:

- Report of the 1st quarter on period of 2015 of GKE. It was sent on April 6th 2015. The assembly of GKE was held on March 10th 2015. It discussed the program of zero accident target by attempting to routinely use PPE, provision of the landfill for 500 m off the settlement. The assembly was attended by 16 participants (attendance list is available).
- Report of OHS Guiding Committee on the 3rd quarter of PTE. It was sent on April 27th 2015 in letter No. 026/P2K3/IV/2015. The meeting of OHS Guiding Committee on April 10th 2015. It discussed the revision of structure, guidance for dealing with poison and PPE usage, first aid completion, maintenance of the signboards, construction of eyewash and burning prohibition control.
- Report of the 1st quarter on period of 2015. It was reported on April 9th 2015. The assembly on April 2nd 2014 which was attended by 12 participants. It discussed the increase of PPE usage for reaching zero accident target and workplace and settlement sanitation.

During the ASA-03, field observation in Gunung Aru mill shows that there are 3 first aid boxes, which are incomplete. Field observation and interview with harvesting foreman in Division-1 GAE and Division-3 LTE, its known that foreman brings first aid box but the contains of this box is incomplete based on the applicable standard regulation. **See NCR No**

**2014.03**
**Verification on May 19th 2015**

According to the result of field visit to block A016 GAE and BB30 of LTE and to Gunung Aru POM workshop, the company has completed the first aid kit on the station. The PIC for controlling the first aid kit has been trained. The company has held the first aid training on May 11th and 13th 2015. It was taught by the company doctor. The company has monitored and investigated the work accident. The work accidents have also been discussed on the routine assembly of OHS Guiding Committee.

**NC is Closed.**

PT. BSS has procedure of fire emergency response OHS No. SS-02 dated May 20<sup>th</sup> 2010 and SOP of work accident reporting by referring the memorandum of PSQM No. 008/PSQM-UM/IX/2013 which was issued on May 6th 2015. The document describes the introduction, general information, work accident handling stages (reporting, early investigation, investigation, post investigation reporting).

All the employees have been registered to the work accident assurance, the assurance is paid routinely, the company is able to show the evidence of assurance payment (*Jamsostek*). For example:

- **GKE:** The labour social assurance, death assurance and medical service assurance for 373 workers are paid via bank transfer (BNI) on May 5th 2015.
- **PTE:** the payment of labour social assurance is conducted via bank transfer (Bank BNI) for 478 workers on May 5th 2015.
- **GAM:** the payment of labour social assurance on March 2015 for 127 workers was conducted on April 7th 2015.

The work accident is monitored monthly. There are reports of work accident monitoring. For example:

- **GKE:** There were 4 work accidents on September 2014. There was no work accident during period of October 2014 – April 2015. For example, the work accident on behalf of Karsum. The company has it investigated on September 8th 2014 and has it reported to the Manpower Agency and Labour Social Assurance on September 29th 2014.
- **PTE:** There were 10 work accidents during period of August 2014 to December 2014. There was no work accident during period of January – April 2015. For example, the work accident on behalf of Sunoto on August. The company has investigated it. According to the investigation, it was categorized as light accident and need only clinic treatment.
- **Gunung Aru POM:** there is a work accident monitoring for period of 2014/2015. There was 1 work accident on December 2014. The company has investigated it and had it reported to the agency.

	<b>Status: Complied</b>	
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**4.8**
**All staff, workers, smallholders and contractors are appropriately trained.**

The company has identified the type of the trainings the company must hold to improve the employee's competence. According to the review on the training identification matrix for period of July 2014 – June 2015, the held training in for the next one year are described. For example, the training on aspects of harvesting, manuring, maintenance, spraying, FFb grading, fire extinguishing, Environment OHS, HCV and bufferzone, general OHS, OHS, chemicals, first aid kit, electricity OHS, RSPO and OHS management.

The company has shown the evidence of the held competence improvement programs. For example:

- Training of LSU sampling in PTE on January 15th 2015. It was attended by 28 participants. The attendance list and event photographs are available.
- Training of defensive driving of batch 4 and 5 on December 19th 2014. The document of training evidence such as certificate No. 201214270151 dated December 20th 2014 is available.
- Training of boiler operation and total preventive maintenance of region of Kalimantan on May 6th – 8th 2015. It was

attended by 2 participants.

- Training of laboratory. It was held on August 9th – 11th 2014. It was attended by 13 participants. The training materials, attendance list and event photographs are available.
- Training of circle spraying for GKE. It was held on May 12th 2015. It was attended by 16 participants. The attendance list and training materials are available.

**Status: Complied**

### PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity

#### 5.1

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

PT BSS also analyze the social and environment impact assessment for the replanting program in Gunung Aru Estate, Gunung Kemas Estate, and Laut Timur Estate for period of 2014 – 2017.

The analysis of Replanting SEIA was conducted on November 12th – 15th 2014 for 3,761.97 ha. It consisted of GAE: 1,521.76 ha; GKE: 1,195.91 ha; and LTE: 1,044.30 ha.

The direct impact of the replanting program has to do with the change on the land biophysics caused by the more opened land layer. The direct impact of the replanting program over the environment physical component is the increase of runoff as well as erosion and sedimentation. The chain reaction impact over the two direct impacts are the reduction of soil fertility, increase of soil fertility runoff, sedimentation of the trench, contamination (physical and chemical) and increase of the river debit fluctuation.

The impact of the replanting program over the biological component is the change on the land layer in form of the changes on the ecosystem and habitat. The condition generates the chain reaction impact such as the wildlife migration, existence of the new community, dissemination of pest and disease and disturbance over the water biodiversity.

The direct impact of the replanting program over the social component is the change on the employees work scheme.

The company should communicate the environment document in term of the scheme smallholder establishment to the associated agency (OFI).

According to the document of SEIA of Replanting which was composed by the third party on 2015, there are several negative impacts mitigations. For example:

- Mitigation attempt for the negative impacts caused by replanting program over the physical environment component by implementing water and soil conservation system. The attempts are implemented by constructing silpiti, digging mini-water reservoir. Another civil approach for the construction is by using gully plug or sediment trap, dam.
- Mitigation attempt for the negative impacts caused by replanting program over the biological component is conducted by set the plants falling direction and by preventing pragmatic hunting.
- Mitigation attempt for the negative impacts caused by replanting program over the social component is conducted by increasing the locals involvement as the workers or contractor on several replanting programs.

According to the result of USLE calculation on the report of replanting analysis, the soil surface erosion for during period of 2014 was 10 ton/ha/year (erosion danger level: medium). The management unit was then sending letter to MRC of Banjarbaru on May 21st 2015 so the calculation for the implementation of environmental management and monitoring plan in 1st semester of 2015 can be conducted.

All the attempts to reduce the negative impacts have been written on the report of environmental management monitoring plan implementation. The report of environmental management and monitoring plan implementation per semester has been reported to the Kotabaru District Environment Agency on May 13th 2015, to South Kalimantan Province Environment Agency on April 30th 2015 and to Environment Ministry cq Assistant of the Department of

Agroindustry Contamination Control on May 7th 2015. According to the result of interview with Kotabaru District Environment Agency, PT BSS has routinely (each semester) reported environmental management and monitoring plan in last 1 year.

**Status: Complied**

### 5.2

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

According to the result of HCV identification on 2010, there are 12 HCV in GAE, GKE, PTE and LTE. Total of HCV area is 571.12 Ha. It is constituted by HCV 1.1; HCV 1.3; HCV1.4; HCV1.4; HCV2.3; and HCV6.

According to the document, there are several species within PT BSS area. For example:

- 34 type of flora, not preserved.
- 23 aves species; 13 species are included on the Redlist Data Book IUCN, 2 are protected by statute No.7 year 1999 and Appendix II CITES (goshawk nipon- *Accipiter guleris* and blue-eared kingfisher - *Alcedo meninting*).
- 4 species of mammals; 3 species are included on the Redlist Data Book IUCN (squirrel - *Callosciurus notatus*, tupai tanah - *Tupaia tana*, malayan flying lemur - *Cynophalus variegata*); 1 is protected by statute No.7 year 1999 (kubung - *Cynophalus variegata*).
- 1 primate (crab-eating macaque - *Macaca fascicularis*); dan
- 1 reptile (monitor lizard - *Varanus salvator*).

According to the result of field visit to Bekambit Riparian (block Q9/Q10, Division 2, Gunung Kemas Estate) on the replanted area and the result of field visit to Batak Riparian (block HH 48, Division 3 of Pantai Timur Estate). The palm oil plants within 50 m of right and left off the river are not cutted down. The plants are dominated by the weed and bushes and several umaintained palm oil plants (no manuring and spraying). Several Sungkai trees have been planted as an attempt of reforestation within the Bekambit Riparian Area. Furthermore, according to the field visit to Bukit Kacil (Block BB 34 of Division 2), the vegetation is constituted by bushes and several woody trees such as sungkai (*Peronema canescens*) and meranti (*Shore asp*). According to the result of interview with the HCV Officer, the Bukit Kancil area is preserved.

There are several attempts conducted by the company. For example:

- Identifying flora and fauna
- Planting natural and local vegetation
- Creating poles, signboards and painting the plants based on the recommendation of the Head of Plantation Operation Minamas Group for the HCV management.
- Holding socialization to the employees and the community over the conservation area treatment (minutes of meeting and photographs are available).

According to the result of flora and fauna monitoring, there are several species found. For example:

*Lonchura malacca*, *Centropus bengalensis* (LC Ver 3.1), *Pycnonotus Eutilous* (LC Ver 3.1), *Ardea sumatrana* (LC Ver 3.1), *Corvus enca* (LC Ver 3.1), *Prinia familiaris* (LC Ver 3.1)

*Lgerstomea spaciola*, *Peronema canescens*, *Flocourtica rukam*, *Shorea laevifolia*, *Artocarpus sp*, *Erythrina sp*, *Syzygium sp*.

The company is not able to show the evidence of the sanction for the employees who collect and raise the RTE flora and fauna species based on the national law. **NCR 2015.04.**

The company is not able to show the result of HCV management plan. **NCR 2015.05.**

According to the result of HCV identification on 2010, there is no any local community rights (HCV5). The identified HCV attributes are HCV1.1, HCV1.4, HCV2.3, and HCV 4.1. There is no local community identified by the company.

Therefore, no agreements need to be discussed.

Minor 5.2.3.	<b>Status:</b>
Minor 5.2.4.	<b>NCR 2015.4.</b>
	<b>NCR 2015.5</b>

### 5.3

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

PT. BSS has the result of waste sources identification and its management for period of 2014/2015:

- GKE: domestic waste (Non hazardous waste) is Disposed. Workshop: used oil, used battery, used filter, rag, used tire, used paint can, oil can, grease can, used lamp (hazardous waste) are disposed, metal crap is reused. storage: herbicide can, rag (hazardous waste), paper and leaf are disposed; fertillier sacks are reused. office: paper/leaf (Non hazardous waste) are reused.
- PTE: domestic waste (Non hazardous waste), Workshop: used oil, used battery, used filter, rag, metal crap, used tire, used paint can, oil can, grease can, used lamp (hazardous waste), storage: herbicide can, rag (hazardous waste) and office: catridge (hazardous waste).
- GAF: domestic waste (Non hazardous waste), Workshop: used oil, used battery, used filter, rag, metal crap, used tire, used paint can, oil can, grease can, used lamp (hazardous waste), laboratory: chemicals container (hazardous waste) and office: catridge (hazardous waste).

The program of the mature FFB processing are the EFB, fiber, shell and effluent.

The containers of the ex chemicals generated by the estate and POM operationals are stored at the licensed hazardous waste storage referring the Government Regulation No. 101 Year 2014. Each of the hazardous waste storage are located in Gunung Kemas Estate and Gunung Aru Estate.

#### **GAE Hazardous Waste Storage**

According to the result of document review, the latest hazardous waste transport was conducted on March 23rd 2015. It was transported by the licensed third party (**PT. Sinar Bintang Albar**). According to the Manifest No. AGU 0001552, 95 drums of the used oil and used accumulators are transported. Meanwhile, according to Manifest No. AGU 0001553, 15 drums of ex pesticide containers are transported.

Meanwhile, the updated waste balance sheet during the assessment program is as follows:

Ex Basta container: 1 pcs on April 7th 2015

Ex Mad Ally container: 70 pcs on May 13th 2015

Ex Kenlon container: 16 pcs on April 23rd 2015

Ex Prima Up container: 15 pcs on May 13<sup>th</sup> 2015

#### **GAM Hazardous Waste Storage**

According to the result of document review, the latest hazardous waste transport was conducted on September 25th 2014. It was transported by the licensed third party (**PT. Sinar Bintang Albar**). According to the Manifest No. AGU 0000625, 5 drums of ex pesticide containers are transported; Manifest No. 0000626 describes the transport for 19 drums of used oil, Manifest No. 0000628 describes the transport of 5 drums of ex chemicals can, Manifest No. 0000629 describes the 46 pieces of used accumulator transport, Manifest No. 0000630 describes the transport of 4 drums of the used filters.

The Policlinic of GAE generates infectious hazardous waste. For example:

Waste	Date of Incoming	Incoming	The Rest of Previous Month	Storage Stock
Needle	30/4/2015	1,620 gr	1,620 gr	3,031 gr
Sput	30/4/2015	1,421 gr	1,620 gr	3,041 gr
Vial	30/4/2015	2,610 gr	3,088 gr	5,698 gr



Handscoen	30/4/2015	310 gr	4,32 gr	742 gr
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PT BSS has cooperated with Kotabaru District Hospital so far. However, their incinerator damage. Therefore, the hazardous waste is now sent to Tanah Bumbu District Hospital.

The management unit has the record of waste monitoring. For example:

- Monitoring of effluent BOD and the effluent analysis
- Monitoring of the output of POM solid waste like EFB, Fiber and Shell.

For example, the record of the EFB application in the last 3 months (February – April 2015). Februari: 2,657,300 Kg, March 2,616,500 Kg; and April 2,722,690 Kg. The management unit also shows the record of effluent application for period of July 2014 to April 2015. The effluent is applied to several blocks by referring the LA permit. For example, the application on block O5A, O4A, O3A, P8, P7A and P7B. For example, the volume of the effluent applied to the land on April 1st 2015 for 769 m3 in block O5A and P7A with the number of flat bad: 666 pcs during 17 hours.

According to the SOP of waste management No. PW 415, there is a separation between the organic and anorganic waste. However, according to the observation to the landfill, the waste is not managed as it should be managed yet.

**NCR 2015.6.**

Minor 5.3.3	<b>Status: NCR 2015.6.</b>	
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**5.4**  
**Efficiency of fossil fuel use and the use of renewable energy is optimised.**

The management unit had monitored the efficiency of petroleum fuel consumption and the optimization of the renewable energy for period of July 2014 to April 2015. For example:

Processed FFB: 130.291 ton  
CPO production: 29,531 ton  
Power Generated by Turbine: 2,963,500 kWh  
Power Generated by Generator: 813,310 kWh  
Total of Power: 3,777,310 kWh

**Power consumption per CPO Production: 127.91 kWh/ton CPO**

Total of Diesel Fuel Consumption: 201,630 Liter  
Total of Fiber Use as Boiler Fuel: 22,107 ton  
Total of Shell Use as Boiler Fuel: 27,979 ton

According to the result of efficiency calculation, there are several output. For example:

**Efficiency of the Consumed Diesel Fuel: 1.55 liter/ton of FFB**  
**Shell Efficiency: 0.04 ton shell/ ton of FFB**  
**Fiber Efficiency: 0.16 ton fiber/ ton of FFB**  
**Fiber & Shell Efficiency: 0.21 ton of fiber&shell/ ton of FFB**

	<b>Status: Complied</b>	
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**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.**

According to the result of document review, the land clearing program in GKE for period of 2014/2015 till May 18th 2015 for 363.88 ha has been realized. The number of the planted palm oil plants are 35,564 plants for 234.68 ha

According to the result of field observation to block Q9 and Q10 of Division 2 of Gunung Kemas Estate, the land clearing program is consisted of several actions like the palm oil plants push and fell, chipping and stacking. All actions are conducted mechanically by using heavy equipments. Furthermore, the terrace is created on the slopy area to prevent the surface soil erosion. According to the result of public consultation with the community of Sejakah Village,

Batu Tunau Village and Kotabaru District Environment Agency, there is no land burning used by the company on the replanting program in last a year.

**Status: Complied**

### 5.6

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

The result of GHG calculation by using Palm GHG method as gas calculator in POM for period of 2013/2014 are as follow:

Total CO2 emissions from oil mill amount to 826 Kg CO2 eq/ton CPO

Amount of FFBs processed yearly 130,290,499 Kg FFB/year

Amount of CPO produced yearly 29,531,018 Kg CPO/year

Amount of palm kernel produced yearly 6,355,987 Kg PK/year

GHG Emission from Estate:

0.1224 Kg CO2 eq/kg FFB or 0.5398 kg CO2eq/kg CPO

GHG Emission from oil mill operation

Electricity consumption total 629,709.60 KgCO2eq/year

Waste POME treatment total 11,630,520.00 KgCO2eq/year

Fuel consumption total 148,727.67

GHG Emission from FFB transport 0.96 Kg CO2eq/kg of CPO

Total emission (not agregted): 0.96 0.96 Kg CO2eq/kg of CPO

Total emission allocated 0.83 kg CO2eq/kg CPO

PT. BSS is not able to show the result of GHG emission calculation in estate and POM for period of 2014/2015 including the evidence of the reporting of GHG emission calculation result by using Palm GHG method to RSPO secretariat. **NCR 2015.7.**

PT. BSS has tested the ambient air quality for each semester by cooperating with Hyperkes and OHS Laboratory of South Kalimantan Province Manpower Agency. The example of the tests conducted by the company during period of 2nd semester of 2014 are as follow:

- Ambient air quality test in front of the Gunung Aru Elementary School dated january 10th 2015. All the tested parameters comply the quality threshold. For example: NO2: 170.09 µg/Nm3; SO2: 3.46 µg/Nm3; CO: 12.35 µg/Nm3; TSP: 31.67 µg/Nm3.
- Emission test of the non-moving source of Boiler Chimney No. 1 dated January 10th 2015. All the tested parameters comply the quality threshold. For example: NH3: 0.01 mg/m3, Cl2: 0.01 mg/m3; CO: 56.72 mg/m3.
- Emission test of the non-moving source of Boiler Chimney No. 2 dated January 10th 2015. All the tested parameters comply the quality threshold. For example: NH3: 0.01 mg/m3, Cl2: 0.01 mg/m3; CO: 107.72 mg/m3.
- Emission test of the non-moving source of Boiler Chimney No. 2 dated January 10th 2015. All the tested parameters comply the quality threshold. For example: NH3: 0.01 mg/m3, Cl2: 0.01 mg/m3; CO: 63.68 mg/m3.
- Emission test of the non-moving source (Perkins generator) of Emplacement of Division II dated January 10th 2015. All the tested parameters comply the quality threshold. For example: NH3: 0.01 mg/m3, Cl2: 0.01 mg/m3; CO: 45.41 mg/m3.
- Emission test of the non-moving source (Perkins generator) of Emplacement of Division II dated January 10th 2015. All the tested parameters comply the quality threshold. For example: NH3: 0.01 mg/m3, Cl2: 0.01 mg/m3; CO: 45.41 mg/m3.

- Emission test of the non-moving source (Perkins generator) PL 45/42 KVA/3 Division III dated January 10th 2015. All the tested parameters comply the quality threshold. For example: NH<sub>3</sub>: 0.01 mg/m<sup>3</sup>, Cl<sub>2</sub>: 0.01 mg/m<sup>3</sup>; CO: 105.38 mg/m<sup>3</sup>.

Several programs and realizations of GHG emission mitigation. For example:

- Land clearing during replanting program by implementing zero burning principle
- Urea usage reduction, solid waste utilization for manuring program (EFB application).
- Recommended fertilizer use
- Diesel fuel consumption monitoring
- Regular emission quality test (generator, boiler chimney)
- Utilization of POME as organic fertilizer
- Woody trees planting in HCV area. For example:  
Sungkai: 5,248 plants  
Nangka: 5,243 plants  
Galam: 2,000 plants

According to the field visit to several spots, the woody trees have been planted since 2012. For example, Sungkai (*Peronema canescens*) and Mahogany (*Swietenia macrophylla*) alongside the riparian area.

PT BSS is not able to show the result of GHG emission monitoring in estate by using proper device. **NCR 2015.8.**

### Observation on June 1st 2015

The management unit shows the calculation of the GHG emission by using GHG Calculator for period of 2009 to 2014. Total of the generated emission by PT. BSS for period of 2014 was 30,483.60 tCO<sub>2</sub>-e. The management unit also has shown the evidence of the dispatch to the Manager of ERWG RSPO via email on May 30th 2015.

### Auditor Conclusion:

According to the result of GHG emission calculation and the evidence of the reporting to RSPO, NC is Closed.

Major 5.6.1	Status: Complied	
Minor 5.6.3		

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

#### 6.1

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

The company shows the document of social and environment impact assessment in form of the: (1) EIA main report (1994) which identifies the social impacts like the social restlessness, local community income increase and the increase of the community accessibility and the report of social impact assessment over the estate management. It was composed by Pollito on January 2010.

According to the report of social impact assessment, the identified facts and social impacts are the low economy welfare of the locals; the profession of the locals; the impact of the company on the workforce absorption; the impact of the company on the local economy transaction; social donation given by the company; complaint and claim expressed by the locals in term of flood and land.

According to the report of social impact assesment which was conducted by CV Pollito, the identified facts and impacts of social aspect have involved the locals. The participation is based on the disseminated questionnaires and the process of data digging by interviewing the locals. The same action is also conducted during the company EIA compilation.

The company is able to show the record of participative assembly on **Gunung Kemasan Estate (GKE)** and **Pantai Timur Estate (PTE)** in term of the discussion over the estate establishment between PT BSS and Bersama Sejahtera Makmur Cooperative Unit. It was attended by 9 participants consisted of the company, the Chief of Village, the Head of Cooperative Unit, the community Figures and the Village Cooperative Institution.

According to the document review and information from the PT BSS PIC, there is no revision nor changes on the company operational scope over the social aspects as well as the company scope. Therefore, the revision of environment management document is not needed. The company shows the report of the implementation of environmental management and monitoring plan in 1st semester of 2014 (January – June 2014) and in 2nd semester of 2014 (July – December 2014)

<b>Status: Terpenuhi</b>
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### 6.2

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

The company is able to show the SOP of communication (No. 28/BSS/SOP/SMK3LH) dated May 5th 2015. The procedure of the internal and external communication are described on the document. Another regulated things are the restriction for the sensitive information such as company secret.

The records owned by the company on the book of communication and consultation with the guided village community. There were 15 aspirations received by the company during period of 2014 till May 2015 in term of many things. Those have been responded by the company.

The company has the list of stakeholders that have to do with the impacts of estate and mill operationals. The stakeholders are the agencies, village apparatus, the customary figures, local contractors and other stakeholders such as police department, associated agencies and etc.

The records owned by the company on the book of communication and consultation with the guided village community. There were 15 aspirations received by the company during period of 2014 till May 2015 in term of many things. Those have been responded by the company.

<b>Status: Terpenuhi</b>
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### 6.3

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

The external complaints are regulated on the SOP No. 034/BSS-SOP in term of the information request dated May 2nd 2014. It describes the procedure of information request sent by the stakeholders, response over the information, period to respond the information, type of the publicly-accessed documents and the flowchart of the information response. According to the point 7 of the SOP, PT BSS has attached the period for responding the information request, complaint, claim and aspiration that does not need the approval of the Head of Departement. It shall be responded within 7 days and if the request need the approval of the Head of Department, it shall be responded within 30 days.

The company also shows the SOP of conflict resolution (054/BSS-SOP). It was composed on October 9th 2013. However, the SOP set the procedure for dealing the complaints that have to do with land claim.

According to the field visit to Gunung Kemas Estate (GKE) and Pantai Timur Estate (PTE), they have had the book to record all the aspirations including the complaints expressed by the external parties.

The company is able to show the book of PTE employee complaint. It contains 16 complaints expressed by the employees during period of July 2014 to March 2015.

**Status: Complied**

#### **6.4**

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

The company has several documents which contains several procedures unintentionally. For example:

- Procedur No. 035/BSS-SOP/10 in term of the SOP of *Land Claim* dated October 5th 2010. The document describes the procedure of land acquisition process and principles, payment document verification and its storing stage.
- SOP of the occupied land acquisition (Policy No. 343/PSD-OKUP/11) dated February 23rd 2012. According to the chapter IV of the general information (specifically on point 4), the occupied land acquisition is conducted by the Manager of Plantation Services-Region and Manager of Estate and it should be witnessed by the village aparatus and the stakeholders and amius curiae.
- SOP of conflict resolution (054/BSS-SOP). There is a flow chart of the conflict resolution. PT BSS committed to comply the law and regulation in every conflict resolution. It was collectively composed and signed by several Officials of PT BSS (Minamas Group) on May 8th 2015.

There is no land compensation nor conflict in last a year.

The company is able to show the document of negotiation process or the result of the compensation agreement in form of the land compensation official record.

All the land compensation process have been done. All the documents of the negotiation process or the result of negotiation process are well recorded and well maintained by the Departemen of PSD

**Status: Complied**

#### **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.**

The company is able to show the decree of South Kalimantan Governor No. 188.44/0633/KUM/2014 in term of the minimum wage standard for Tanah Bumbu District on 2015. According to the decree, the minimum wage standard of South Kalimantan Province is IDR 1,913,000.00 (USD 163). According to the decree, the company issued the memorandum of GM of HRM No. 014/HRM-i3/I/2015 dated January 12th 2015 in term of the daily permanent workers wage and the structure of monthly permanent employees wage for period of 2015 in Sotuh Kalimantan area for IDR 1,913,000.00 (USD 163). The company is able to show the evidence of the employees wage payment for period of April 2015. For example, the wage for the plant maintenance foreman of division 1 and harvester foreman of division 1 of GKE. It is supported by the result of document review.

There is no changes on the company regulation. PT BSS has company regulation which has been implemented since December 1st 2012. The regulation is valid for 3 years since its issuance (December 1st 2015). It was legalized based on the decree of the Head of Manpower Agency of Kotabaru No. KEP-1329/PP/HI/NAKER-2/VIII/2013 in term of the "Legalization of the Company Regulation of PT Bersama Sejahtera Sakti" dated December 2nd 2013.

According to the field visit to GKE and PTE, the company has provided proper facilities such as settlement, place of worship, educational facilities, clean water facilities, sport facilities, waste management facilities, policlinic and logistic.



PT BSS has identified the location for the adequate logistic in affordable price. There is a map of the market location. There are 3 markets such as market of Langkang Village which opens weekly with distance for 20 Km, settlement I and II market which open twice a month. Furthermore, there is an employee cooperative unit which provides the employee's daily need. For example, the cooperative unit of GKE named Kemasan Makmur Cooperative Unit.

**Status: Complied**

### 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.**

The company has committed to give the employees (estate and mill) freedom to unite. The commitment is implemented on:

- Policy to unite: the employees are given freedom unite, gather and expres their opinion as long as complying the company regulation and the employees are allowed to form labour union.
- The forming of PT Bersama Sejahtera Sakti Labour Union of Pantai Timur Estate unit has been recorded and registered to the Manpower Agency in No. 568/101/SP/Dissosnakertrans dated April 15th 2013. There is a structure of the labour union which is led by Victor Marpaung.
- The forming of PT Bersama Sejahtera Sakti Labour Union of Gunung Kemasan Estate unit has been recorded and registered to the Manpower Agency in No. 568/096/SP/Dissosnakertrans dated August 13th 2012. There is a structure of the labour union which is led by L Mahyudin.

The assembly with the labour union shall be held when the company found that problem cannot be solved internally by the labour union. There were an assembly which was shown by the minutes of meeting. For example, the assembly on March 5th 2015. It discussed the increase of minimum wage, deduction of the wage for the permanent workers, increase of wage per January 1st 2015 and the calculated lack of wage payment for period of January and February that shall be paid on March 2015.

**Status: Complied**

### 6.7

**Children are not employed or exploited.**

The company has implemented the underage workers exploitation. It is written on the documents follow:

- Social policy which describe that the Plantation Upstream Indonesia is not allowed to recruit the forced workers nor underage workers. The policy was legalized by the Head of Plantation Upstream Indonesia on December 2011
- SOP of employees recruitment on July 10th 2009 of the general policy clause shows that the recruited employees must be at least 18 years old and should not be more than 40 years old.

According to the document review on the employee data and field visit, the company has implemented the policy (no underage workers found).

**Status: Complied**

### 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.**

There is no changes on social policy in term of the equal opportunity and treatment on the job opportunity. The social policy was legalized by the Head of Plantation Upstream Indonesia on December 2011.

According to the collective labour agreement of Minamas Plantation for period of 2012-2014 between PT Anugerah Sumber Makmur and PT Minamas Plantation (PT.AIP, PT.TMP, PT.LTS, PT.BNS, PT.PPP, PT.PSK, PT.PSS, PT.BSC, PT.BGR, PT.GPI, PT.BSS, PT.SHE, PT.LSI, PTLMI, PT.LMR, PT.SAA, PTTGK, PT.PSA, PT.ITH, PT.KLR DAN PT.TSA) with the staff and non-staff, the recruitment is based on the requirements as follows (based on Chapter IV clauses 15-22):

- Citizen of Indonesia
- Minimum age is 18 years old or have already married.

- Physically and mentally healthy
- Meet the criteria and requirements
- Comply the company regulation, etc

According to the field visit and interview with the workers (in block B25 of division 2 of GKE), the company does not discriminate the job opportunity and career path.

It is supported by the document review on the employees data.

The company has had SOP of recruitment as the reference of recruitment for workers in document No. 431/HRM-RCT/07 dated May 24th 2007. The scope of the SOP is for the recruitment of permanent employees for the staff and non-staff to the staff of HO, staff of representative office and staff of estate and mill operationals. The stage of recruitment is started from document filling, document checking, manpower planning verification (verified by RTD manager), searching for the qualified workers and conducting selection process, medical check up, contract signing and handover with the associated department. There is an example of the employees recruitment document, the document covers the probation period contract, early evaluation, ID card and family card.

**Status: Terpenuhi**

## 6.9

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

The company has commitment to be the company which protect their women workers from the sexual harassment actions. The commitment is implemented in form of the gender. The gender policy was legalized by the Head of Plantation Upstream Indonesia on April 2011. It describes that:

- The company shall prevent the sexual harassment and any domestic violence over women, workers and the community.
- The company shall compose the specific procedure for expressing complaint which is able to be accepted by all parties for things that have to do with gender.
- The company shall hold the proper training and development for the staff and employees to increase the awareness and competence over the gender policy.
- The company shall provides and gives chance for the women to improve their competence on aspect of leadership in each level.
- The company shall ensure the participation of the women on the process of decision making as the member of the formed committee such as OHS committee.
- The company shall form the gender committee to implement and to monitor the gender policy.
- The company shall communicate and describe the gender policy so it could be understood by all staff and employees including the contractor and or the amius curiae.

Furthermore, there are PT BSS regulation which is implemented since December 2nd, 2013 to December 1st, 2015.

- The women workers shall receive menstruation day off (H1) for 2 days for each month.
- The women workers shall receive maternity day off (H2) for 45 days before the childbirth and 45 days after the childbirth.

The implementation of the policy is by forming the gender committee. For example, PTE is able to show the structure of gender committee. The Head:: Sri Wujeng, Secretary : Susilawati, they are assisted by the head of division of spiritual, division of sport, division of environment, division of OHS and division of social. The monthly assembly is routinely held. For example, the assembly on May 11th 2015. It discussed the changes of board structure, socialization of gender committee, the planned sport program, the awareness over the pregnant day off for the women workers.

The company is able to show the evidence of socialization of gender committee on May 13th 2015. The taught materials are the socialization of the gender committee function and the socialization of the complaint delivery. It was attended by 82 participants.

PT. BSS has SOP of employee's complaint handling No. 052/BSS-SOP on December 27th 2013. It describes the complaints of permanent workers and staff, it is recorded on the book of register, the flowchart and diagram of the complaint is also presented.

There is a facts found during the ASA-3 assessment:

According to the interview with the workers of LTE & GAE, the workers are not yet aware of the procedure of sexual harassment handling procedure. It is not in line with the gender policy of the company. **NC No. 2014.08**

### Verification on May 20th 2015

The company has socialized the composed programs once every two months. for example, the socialization which was held on April 17th 2015. It was attended by 55 participants. The socialization which was held on May 8th 2015. It was attended by 88 participants. according to the interview with the employees of GAE on the settlement, the employees have aware of the procedure of complaint management in term of the sexual harassment and domestic violence. the company also has appointed the PIC for the managing it. **NC is Closed.**

**Status: Complied**

### 6.10

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

According to the interview with the management and the document review of the POM basic info, the company does not receive the FFB but from nucleus estate.

The company is able to show the contract of service made for contractor. It has also been agreed (signature of both parties and is witnessed by the officials). The contract of service is made as the basic implementation of a project. For example, contract of service No. GKE/SPK-LKL/IV/2015/029-BATU and No. PTE/SPK-LKL/XII/14/015-SWTR. The official record of the project inspection is considered as the reference for the payment process.

**Status: Complied**

### 6.11

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

According to the result of field visit to **Gunung Kemas Estate (GKE)** and **Pantai Timur Estate (PTE)**, the company contributions are recorded in form of the document of the recapitulation of CSR program realization for several programs like community empowerment, social program, road maintenance program, village development, education program and repairment of place of worship.

PT BSS has plan of scheme smallholder establishment with the BSM Cooperative Unit for Bekambit Village, Sejah Village and Batu Tunau Village. According to the minutes of meeting, the assembly was participated by 9 participants consisted of Estate Manager of GKE, Chief of Sejah Village, Head of BSM Cooperative Unit, The Head of Sejah Village Cooperative Institution, Community Figures, Chief of Bekambit Village, Chief of Bekambit Village Hamlet, The Head of Bekambit Village Cooperative Institution and Administrator of Scheme Smallholder on January 31st 2013.

However, the company is not able to realize the scheme smallholder. It is caused by the existence of the primary forest on the permitted location.

**Status: Complied**

### 6.12

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

The company does not hire illegal workers. It is supported by the document review on the list employees (all the workers are recruited from the nearby villages). According to the result of interview on GAM grading station, on spraying and manuring program in GKE, all workers have worked on their own (voluntareely).

There is no contract substitution on the recruitment process. The contract and the job description have been explained

to the workers before the contract signing. According the result of interview with the employees, the described contract is not different with the real job they are dealing with. There is no migrant nor temporary workers on the PT BSS operational.

**Status: Complied**

### 6.13

#### Growers and millers respect human rights

The company has had social policy to respect the human rights. For example:

- All staff and employees must be fairly treated in aspect of recruitment, promotion, job limit and condition regardless personal interest such as race, degree, tribes, nation, gender, skin colour, physical condition (disable), organization membership, political thought, religion and or age.
- Developing and implementing a policy to prevent the sexual harasshment and any violence over women and protecting the women worker's reproduction rights.

The policy has been socialized on May 13th 2013. It was attended by 72 participants. Points of socialization,photograpsh and the attendance list which is signed by 72 officials and employees are available.

**Status: Complied**

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

### 7.1

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

The company has document of environment management in form of the document of EIA and document of environmental management and monitoring plan. The document has covered all the area owned by the company (including the area which is being replanting), the company has analyzed the positive and negative aspects caused by the estate and mill operational. The company also has identified HCV along with the social analysis for all area owned by PT BSS (including the replanting areal). Furthermore, the company has analyzed the brief summary of the influence of replanting program on aspect of social and environment. It was analyzed by Aksenta (consultant) based on the conservation principle. The replanting program has been described on the report of environmental management and monitoring plan for period of 1st and 2nd semester of 2014. It was legalized by Kotabaru District Environment Agency.

The report of environmental management and monitoring plan implementation per semester has been reported to the Kotabaru District Environment Agency on May 13th 2015, to South Kalimantan Province Environment Agency on April 30th 2015 and to Environment Ministry cq Assistant of the Department of Agroindustry Contamination Control on May 7th 2015. According to the result of interview with Kotabaru District Environment Agency, PT BSS has routinely (each semester) reported environmental management and monitoring plan in last 1 year.

The scheme smallholder establishment was previously started with LC for ± 500 ha and for about 256 ha of land has been planted in Sejahkah Village and Bekambit Village. However, PT. BSS is not able to show the management and monitoring of impacts and implication of the scheme smallholder. **NCR 2015.9.**

**Minor Status: NCR 2015.9.**

### 7.1.3

### 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.

There is a document of the land suitability analysis on the replanting area on 2nd stage in Gunung Aru Estate by Minamas Research Centre on September 2011. The land suitability class shown on the map of each replanting unit are categorized in several parts. For example, Soil Ordo, Soil Series, Slope, land class, land class boundary factors, land hectarage and boundary management.

Land class S2 (suitable) for 139 Ha (41 %), land class S3 (moderately suitable) for 188 Ha (56 %), land class N1 (unsuitable) for 10 ha (3 %). According to the land class and the land boundary factors, the slope class are categorized to 0-3% (flat), 3-8% (undulating), 8-15% (rolling), 15-30% (hilly), 30-40% (mountainous), >40% (very steep).

According to the document of the company replanting program, there are maps which show the trench and rivers including the road and bridge.

**Status: Complied**

### 7.3

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

According to the result of document review (budget on 2005), the planting program has been conducted since July 2005. The land clearing was conducted from December 2004 to June 2005.

Unit of LTE, PTE has conducted planting after November 2005. However, they are not able to show that the planting is not replacing HCV. **NCR 2015.10.**

PT. BSS is not able to show the evidence of the Land Use Change Analysis to RSPO based on the RSPO Remediation and Compensation Prosedure, May 2014. **NCR 2015. 11.**

### Observation on June 22nd 2015

The management unit shows the map of landsat image on 2006 in scale 1: 150,000; the area status is the specific purpose area (APL). However, the map legend is mot describing the condition of the land layer (primary forest/secondary forest/monoculture plants/ enclave) yet. The information is less complete.

### Verification on July 16th 2015

The company has sent the corrective action in form of the evidence of timeline and progress submission of Land Use Change Analysis Result reporting of the cleared area before the HCV assessment since November 2005. According to the attachement of the submission status, there are 19 unit managements under PT Minamas Plantation which have been reported and which being processed. The report of PT BSS (GAE, PTE, LTE dan GKE) in term of the 979 Ha of the cleared land since November 2005 is planned to be reported on the next August 2015.

Hence, **NCR No 2015.10** and **NCR No 2015.11** are closed.

GKE management unit shows the date of the land start for the plants which are planted on 2005. The land clearing was conducted from December 1st 2004 to June 30th 2005.

Meanwhile, the management unit of LTE and PTE conducts planting program after November 2005. However, they are not able to show the date of land clearing and land preparation. **NCR 2015. 12.**

There are several attempts conducted by the company. For example:

- Identifying flora and fauna
- Planting natural and local vegetation
- Creating poles, signboards and painting the plants based on the recommendation of the Head ofPlantation Operation Minamas Group for the HCV management.
- Holding socialization to the employees and the community over the conservation area treatment (minutes of meeting and photographs are available).

According to the result of HCV identification on 2010, there is no any local community rights (HCV5). The identified HCV



attributes are HCV1.1, HCV1.4, HCV2.3, and HCV 4.1. There is no local community identified by the company. Therefore, no agreements need to be discussed.

<b>Major</b> <b>7.3.1</b> <b>Major</b> <b>7.3.2</b> <b>Minor</b> <b>7.3.3</b>	<b>Status:</b>   <b>NCR 2015.12. as minor category</b>	
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**7.4**
**Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.**

The company has map of soil for each estate unit. For example, the map of PTE in scale 1: 25,000; The legend describes the information of the soil fertility class S2 – N1. The marginal soil is categorized as N1 class (boundary factor of slope and erosion). For example, the slope class for 50% in block II39 and HH39. It will be planned as conservation area based on the letter sent by Manager on September 7th 2012 No. 034/PTE/GM.Est/IX/2012. According to the result of mature plant area as HCV area for 29.86 Ha. There is a marginal area map in GKE in scale 1: 100,000. It describes the distribution of the marginal soil (low area for 978.44 ha).

The company has strategies to manage the area with specific slope. For example:

- Holding the surface erosion by preserving the vegetation with selective weeding, terrace construction, silt pit construction, EFB application and LCC planting.
- Measuring the routine (monthly) soil erosion in GKE.

According to the result of field visit to block F004 of Division 1 of PTE, there are evidence of slope area management. For example, the construction of terrace, EFB application and LCC planting.

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

There is no new estate establishment but on the area of Land Use Title (HGU) achieved by PT BSS since 1994. Hence, there is no negotiation process with the locals left. The agreement with the locals have been signed and ratified since the achievement of Land Use Title (HGU).

	<b>Status: NOT APPLICABLE</b>	
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**7.6**
**Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.**

There is no customary land within the Land Use Title (HGU) of PT BSS.

There was a planting program for the replanting program since 2010. However, it is conducted on the area whose the Land Use Title (HGU) owned by the company since 1994 in Gunung Aru Estate and Gunung Kemas Estate. There is no land compensation process during ASA-3 assessment because all the process of compensation has already been done.

	<b>Status: NOT APPLICABLE</b>	
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**7.7**
**Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.**

According to the result of field observation to block Q9 and Q10 of Division 2 of Gunung Kemas Estate, the land clearing is consisted of several actions like the palm oil plants push and fell, chipping and stacking. All actions are conducted mechanically by using heavy equipments. Furthermore, the terrace is created on the slopy area to prevent the surface soil erosion.

According to the result of consultation with the community of Sejahkah Village, there is no land burning in last 1 year during the replanting program.

**Status: Complied**

### 7.8

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

The calculation of the carbon stock shall be conducted after the development of the new estate on August 1st 2014. According to the observation on the PT BSS area statement, there is no new estate development after August 1st 2014. However, the company has calculated the GHG emission and has had the plan to reduce the GHG emission as recorded on the document of GHG emission sources management.

The result of GHG calculation by using palm oil greenhouse gas calculator in Pom for period of 2013/2014 is shown below:

Total CO<sub>2</sub> emissions from oil mill amount to 826 Kg CO<sub>2</sub> eq/ton CPO

Amount of FFBs processed yearly 130,290,499 Kg FFB/year

Amount of CPO produced yearly 29,531,018 Kg CPO/year

Amount of palm kernel produced yearly 6,355,987 Kg PK/year

GHG Emission from Estate:

0.1224 Kg CO<sub>2</sub> eq/kg FFB or 0.5398 kg CO<sub>2</sub>eq/kg CPO

GHG Emission from oil mill operation

Electricity consumption total 629,709.60 KgCO<sub>2</sub>eq/year

Waste POME treatment total 11,630,520.00 KgCO<sub>2</sub>eq/year

Fuel consumption total 148,727.67

GHG Emission from FFB transport 0.96 Kg CO<sub>2</sub>eq/kg of CPO

Total emission (not aggregated): 0.96 0.96 Kg CO<sub>2</sub>eq/kg of CPO

Total emission allocated 0.83 kg CO<sub>2</sub>eq/kg CPO

**Status: Complied**

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

### 8.1

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

The action plan for the monitoring program by considering the social and environmental impact assessment is written in detail on the document of environmental management and monitoring plan in 1st and 2nd semester of 2014. For example:

- Effort to prevent the air pollution and emission generated by the mill operational so it could comply the quality threshold of the applied regulation (boiler and vehicle smoke monitoring).
- Reduce the noise level of noise by maintaining the blowdown silencer and by using ear plug (for mill workers).
- Management of water source by conserving the bufferzone/riparian area. The manuring and spraying program of the chemicals are not allowed for 50 meter off the water sources. The endanger flora and fauna is managed.
- The management of WWTP and its monitoring so it comply the standard of the regulation of effluent utilization (BOD, COD, etc)

- Reduce the use of chemicals for spraying the weed such as paraquat and plant the *beneficial plant* like *turnera subulata* and *antigonon leptopus*, maintain the barn owl boxes.
- Diesel fuel spillage handling for preventing the soil contamination.
- Keep the workplace sanitation/hygiene good by holding annual medical check up for all workers.

Social:

- Offering the job opportunity for the locals who have competence to work at BSS.

Offering the opportunity for the contract of procurement of goods and services to the locals in order to improve their economy.

	<b>Status: Complied</b>	
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**3.2. Summary of Assessment Report of Supply Chain Requirement**

Clause	(Module D) CPO Mills – Identity Preserved Requirements
D1	Definition
D.1.1	<p><b>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&amp;C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</b></p> <p>Gunung Aru Mill has described that the received certified FFB are sent from GAE, PTE, GKE and LTE (nucleus estate). According to the document of FFb receipt, the company only receive the certified FFB as follow:</p> <ul style="list-style-type: none"> <li>- GKE: FFB covering paper on May 18th 2015; serial number was E409.150000.712; vehicle police number is DA.9448.AT, date of arrival at mill 14.13 central Indonesia time; period of harvesting was May 18th 2015; harvesting circle 8, planting year 1992, block B007, amount of FFB was 610 FFB, estimation of tonnage was 8,845 ton. The weighbridge ticket informs the supplier is GKE; transporter is GKE; vehicle police number is DA9448AT, name of driver, DO number: 40915000712, field: 92B007, amount of FFB, weight was 9,920 ton.</li> <li>- PTE: FFB covering paper on May 18th 2015; serial number was 411150000517; vehicle police number: 9,310, amount of FFB was 840 estimation of tonnage was 8,400 ton. The weighbridge ticket informs the supplier is PTE; transporter is PTE; vehicle police number is DA9310GB, DO Number is 41115713587, weight was 8,680 ton.</li> </ul> <p>The issued weighbridge ticket has informed the name of the raw material with RSPO CERTIFIED stamp.</p>
	<b>Status: Complied</b>
D.2	Explanation
D.2.1	<p><b>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</b></p> <p>GAM has determined the estimation of CPO and PK product tonnage generated by the mill. The determined CPO estimation of production for period of 2014/2015 was 43,900 ton, the actual CPO tonnage was 31,072.457 ton and the estimation of the PK production was 9,941 ton and the actual PK production was 6,560.659 ton at the same period. The estimation of the certified product for period of 2015/2016 for the certified FFB is <b>185,269.49 ton, CPO is 41,535.67 ton and PK is 8,888.84 ton</b></p>
	<b>Status: Complied</b>
D.2.2	<p><b>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</b></p> <p>The company is not able to show the evidence of registration and requirements for supply chain reporting via RSPO IT Platform (E-Trace).</p> <p><b>Auditor Response</b>  <b>May 29th 2015</b>  The company has shown the evidence of the corrective action in form of the registration and reporting requirements via RSPO IT Platform. NC is Closed.</p>
	<b>Status: Complied</b>

<b>D.3</b>	<b>Documented procedures</b>
<b>D.3.1</b> <b>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</b> <ol style="list-style-type: none"> <li><b>Complete and up to date procedures covering the implementation of all the elements in these requirements;</b></li> <li><b>The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</b></li> </ol>	
<p>The company has had SOP of product traceability and identification in Minamas Plantation POM number RSPO/65/SCCS/BSS 2nd revision dated May 8th 2015. The document is referring the document of RSPO supply chain certification standard of the final document on November 21st 2014. It was legalized by the Manager of GAM.</p> <p>According to point 5, the people in charge of the supply chain system are:</p> <ul style="list-style-type: none"> <li>- Factory Manager: the mill manager is responsible for maintaining and storing all documents, records and notes of the raw material usage; verification of the product status to the vendee; holding proper SCCS training.</li> <li>- Assistant of PSQM: checking the FFB quality and the raw materials as well as monitoring the product delivery and load/unload.</li> <li>- Foreman/assistant of Lab: analyzing and testing the quality; maintaining and distributing the result of product and raw material analysis and test.</li> <li>- Assistant/Senior Assistant/Manager of Bulking: Ensuring the transport of CPO and PK product from POM to bulking.</li> </ul> <p>Production clerk: recording the administration of the receipt certified FFB and the non-certified one.</p>	
	<b>Status: Complied</b>
<b>D.3.2</b> <b>The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</b>	
<p>The company has had SOP of product traceability and identification in Minamas Plantation POM number RSPO/65/SCCS/BSS 2nd revision dated May 8th 2015. The document is referring the document of RSPO supply chain certification standard of the final document on November 21st 2014. It was legalized by the Manager of GAM.</p> <p>According to point 6 of the procedure, several things are described. For example:</p> <ul style="list-style-type: none"> <li>- The raw material of POM is sent from the nucleus estate, scheme smallholder or independent smallholders by showing the FFB covering paper, weighing (concerning the information on the FFB covering paper) and the weighbridge ticket shall be stamped as RSPO certified or not.</li> <li>- The FFB processing is conducted one way.</li> <li>- The POM products (CPO and PK) shall be issued once the weighbridge ticket is stamped with RSPO-certified or not.</li> </ul>	
	<b>Status: Complied</b>
<b>D.4</b>	<b>Purchasing and goods in</b>
<b>D.4.1</b> <b>The site shall verify and document the volumes of certified and non-certified FFBs received.</b>	
<p>Gunung Aru Mill has described that the received certified FFB are sent from GAE, PTE, GKE and LTE (nucleus estate). According to the document of FFB receipt, the company only receive the certified FFB as follow:</p> <ul style="list-style-type: none"> <li>- GKE: FFB covering paper on May 18th 2015; serial number was E409.150000.712; vehicle police number is DA.9448.AT, date of arrival at mill 14.13 central Indonesia time; period of harvesting was May 18th 2015; harvesting circle 8, planting year 1992, block B007, amount of FFB was 610 FFB, estimation of tonnage was 8,845 ton. The weighbridge ticket informs the supplier is GKE; transporter is GKE; vehicle police number is DA9448AT, name of driver, DO number: 40915000712, field: 92B007, amount of FFB, weight was 9,920 ton.</li> </ul>	



- PTE: FFB covering paper on May 18th 2015; serial number was 411150000517; vehicle police number: 9,310, amount of FFB was 840 estimation of tonnage was 8400 ton. The weighbridge ticket informs the supplier is PTE; transporter is PTE; vehicle police number is DA9310GB, DO Number is 41115713587, weight was 8,680 ton.

The issued weighbridge ticket has informed the name of the raw material with RSPO CERTIFIED stamp.

There is a report of daily FFB receipt for period of May 20th 2015. It informs the vehicle police number, DO number, weightbridge ticket number, date of delivery, date of incoming weighbridge, date of outgoing weighbridge, nett. For example, the receipt of FFB from GKE on May 20th 2015 for 105,940 ton, GAE for 55,230 ton, LTE for 220,410 and PTE for 297,430 ton. The Total of the received FFB was 679,010 ton.

**Status: Complied**

### D.4.2

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

GAM only receive the certified FFB. The sources of the processed FFB are from PT BSS nucleus estate (GKE, GAE, PTE and LTE).

GAM has balanced all the receipt of the RSPO certified FFB and the dispatch of CPO and PK in monthly-based, quarter-based, and annual-based period. There is a data of FFB receipt since July 5th 2014 to May 19th 2015. For example:

FFB Production: 134,093.140 ton

CPO Production: 31,072.457 ton

PK Production: 6,560.659 ton.

According to the document review, the production of FFB, CPO and PK are still below the allowed quota (attachement of ASA-03 certificate).

**Status: Complied**

### D.5

**Record keeping**

#### D.5.1

**The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.**

GAM only receive the certified FFB. The sources of the processed FFB are from PT BSS nucleus estate (GKE, GAE, PTE and LTE).

GAM has balanced all the receipt of the RSPO certified FFB and the dispatch of CPO and PK in monthly-based, quarter-based, and annual-based period. There is a data of FFB receipt since July 5th 2014 to May 19th 2015. For example:

FFB Production: 134,093.140 ton

CPO Production: 31,072.457 ton

PK Production: 6,560.659 ton

The CPO product purchase generated by GAM is recorded on July 5th to May 19th. It was conducted by PT Golden Hope Nusantara. There are total of CPO tonnage sales. For example, 2,283.98 ton of CPO was sold on April 2014 and 3,928.81 ton of CPO was sold on August. Total of CPO sales during period of July 5th to May 19th 2015 was 30,591.88 ton.

The PK product purchase generated by GAM is recorded on July 5th to May 19th. It was conducted by PT Smart TBK. There are total of PK tonnage sales. For example 1,266.02 ton of PK was sold on August 2014 and 459.99 ton of PK was sold on April. Total of CPO sales during period of certificate was 6,660.75 ton.

**Record of production/trade which describe the name of the product based on the supply chain**

- Document of the CPO and PK transport in form of the weighbridge ticket on May 19th 2015. It informs the name of vendee, destination number, transporter, name of the produce, quality of the product (FFA, DOBI, Admixture, Moisture dan Impurities), contract number and gross. The document has been stamped as certified product.

The company is not able to show the evidence of the name of the produced and traded products on the associated documents based on the model of the existed supply chain.

#### **Auditor Response**

**May 28th 2015**

The company has shown the evidence of corrective action in form of the document of DO dan sales contract as the record over the traded product. The document describes the name of the product for the SG supply chain in form of stamp. For example, sales contract Number 00197/BSS/KTR-MKS/LOK/VI/2014 and invoice number 00360/BSS/VI/2014 for 3,000 ton of CPO sales.

**The company has adjusted the document of the traded products based on the standard of SCCS on November 2014. It shows that the CPO mill supply chain requirements is the Modul D (IP) and Modul E (MB), before March 31st 2016. #OFI**

NC is considered closed with observation.

	<b>Status: OFI</b>
<b>D.6</b>	<b>Processing</b>
<b>D.6.1</b>	<b>The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage</b>
	GAM has ensured that on its SOP and its implementation that the certified FFB and CPO and PK storing and dispatch are conducted by avoiding the product contamination. According to the document review on the document of FFB receipt and processing report, GAM only receive and process the FFB from its own certified estates (GAE, GKE, PTE and LTE). It is supported by the result of interview with the weighbridge Operator and security Officer.
	<b>Status: Complied</b>
<b>D.6.2</b>	<b>The objective is for 100 % segregated material to be reached</b>
	GAM has ensured that on its SOP and its implementation that the certified FFB and CPO and PK storing and dispatch are conducted by avoiding the product contamination. According to the document review on the document of FFB receipt and processing report, GAM only receive and process the FFB from its own certified estates (GAE, GKE, PTE and LTE). It is supported by the result of interview with the weighbridge Operator and security Officer.
	<b>Status: Complied</b>

**3.3. Conformity Checklist of Certificate and Logo Use** *(Only apply for Surveillance Assessment Report)*

<b>1.</b>	<b>Bukti Persetujuan/ijin mengenai penggunaan Sertifikat dan logo dari lembaga sertifikasi</b>	<b>X or√</b>
<b>ASA-4</b>	The unit manajemen does not use the RSPO logo.	√
<b>2.</b>	<b>Implementasi/penerapan sertifikat dan logo oleh klien yang sesuai dengan bentuk dan ukuran seperti yang dijelaskan dalam pedoman penggunaan logo</b>	<b>X or√</b>
<b>ASA-4</b>	The unit manajemen does not use the RSPO logo.	√
<b>3.</b>	<b>Implementasi/penerapan sertifikat dan logo yang tidak digunakan pada produk</b>	<b>X or√</b>
<b>ASA-4</b>	The unit manajemen does not use the RSPO logo.	√
<b>4.</b>	<b>Pengendalian sertifikat dan logo oleh klien termasuk pengendalian/ penarikan Logo yang tidak sesuai</b>	<b>X or√</b>
<b>ASA-4</b>	The unit manajemen does not use the RSPO logo.	√

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

Name of organization : PT Mitra Austral Sejahtera		
<b>2.1</b>	<b>There is compliance with all applicable local, national and ratified international laws and regulations.</b>	<b>X or√</b>
	PT Mitra Austral Sejahtera is complied with applicable laws and regulations.	√
<b>2.2</b>	<b>The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.</b>	<b>X or√</b>
	PT Mitra Austral Sejahtera has demonstrated land use and not legitimately contested by local communities. The company's land acquisition process has been in accordance with the prevailing regulations	√
<b>6.3</b>	<b>There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.</b>	<b>X or√</b>
	PT Mitra Austral Sejahtera has documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.  There is a Communication Procedure No. Policy 501/MAS-KOM-03/11 dated 8 April 2011 implemented through the Mail Box, Email, Announcements, posters, brochures / pamphlets and meeting / briefing, etc. To resolve complaints / disputes associated with land, the company has prepared a Compensation Negotiation Process Mechanism No Policy 501/MAS-Doc 01/11 dated 8 April 2011, which contains a flowchart of (derasa) compensation payment process through a amicable discussion and meetings with Muspika (Task Force).	√
<b>6.4</b>	<b>Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</b>	<b>X or√</b>
	PT Mitra Austral Sejahtera has a Compensation Negotiation Process Procedure No. Policy 501/MAS-Doc 01/11 dated 8 April 2011, which contains a flowchart of compensation payment process (Derasa) through amicable discussion and meeting with Muspika. The pricing of compensation is based on the Minutes of Agreement on Compensation (Derasa) Pricing dated December 8, 2005 as agreed by PT MAS, Community Leaders and KUD managers, acknowledged by Sub-District Chiefs (3 Sub-districts). Socialization was held on December 9, 2005 and attended by 35 representatives of related groups.	√
	<b>Status:</b>	
<b>7.3</b>	<b>New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</b>	<b>X or√</b>
	PT Mitra Austral Sejahtera has not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.  Based on the company's Plantation Concession issued through Decision of Land Agency Head of Sanggau District No. 400-56/IL-1999 dated January 8, 1999 on the Granting of Extension Concession the Purposes of Palm Oil Plantation located at Parindu, Bonti, Hulu and Kembayan Tayan sub-districts in the name of PT Mitra Austral Sejahtera with a total area of 20,000 hectares	√

	<p>of 30,000 hectares reserved area, the concession of PT MAS is located within Other Use Area (APL) in accordance with the Spatial Plan of West Kalimantan Province.</p> <p>The company management has declared to the community that the company will preserve and will not cultivate palm oil crops in areas that have been identified as HCV (MAS-3 Estate's Statement Letter dated May 1, 2011).</p> <p>Local people / Indigenous Figures joined in Satlak were directly involved in the identification process of areas where palm oil planting is not allowed in accordance with the agreement.</p>	
<b>7.5</b>	<p><b>No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</b></p>	<b>X or√</b>
	<p>Available EIA documents as approved by the Central EIA Committee letter the Department of Forestry and Plantations, No: 242/Menhutbun-II/2000, on March 23, 2000.</p> <p>The company has conducted studies of social impact, but until the implementation of Stage-1 is still in draft form. SIA mentioned in the draft document;</p> <p>a. Positive Impacts</p> <ol style="list-style-type: none"> <li>Direct Impacts <ul style="list-style-type: none"> <li>Significant local people are employed by the company.</li> <li>Emergence of livelihood sources.</li> <li>Increased revenue sources and incomes of the villagers.</li> <li>Increased productivity, value and status of land (impact of KKPA plasma development).</li> <li>Increased accessibility and mobility of people, goods and services.</li> <li>Public's positive perception to the company.</li> </ul> </li> <li>Indirect <ul style="list-style-type: none"> <li>The increasingly growth of local businesses</li> <li>Increased cash flow and fund circulation in the surrounding villages.</li> <li>Increased purchasing power of the local people.</li> </ul> </li> </ol> <p>b. Negative Impacts;</p> <ol style="list-style-type: none"> <li>Direct impacts; <ul style="list-style-type: none"> <li>Reduced size of public lands,</li> <li>Public's negative perception to the company,</li> <li>Dispute/conflict</li> </ul> </li> <li>Indirect impacts and Accumulation <ul style="list-style-type: none"> <li>Clean water problem,</li> <li>Impaired traditional value system of mutual cooperation,</li> </ul> </li> </ol> <p>- Change in lifestyles of rural people.</p> <p>Based on the Plantation Development Realization Report of the socialization of new land opening has been conducted in July to September 2010 for Bonti and Kembayan Sub-districts, and unit has done socialization of new land opening in March 2011 (Sedae, Canal, Mua, Kampuh, and Tapa sub-villages).</p> <p>Based on interviews with residents of RT Pinsam the company's new plantation opening process</p>	√



	also involved te Satlak Team consisting of Sub-village Chiefs, Indigenous leaders, KUD Sekayam Jaya Manager and Village officials as officers who perform verification of the land to be opened.	
<b>7.6</b>	<b>Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</b>	<b>X or√</b>
	There is a Land Compensation Negotiation Process procedure No. 501/MAS-Doc 01/11 dated 8 April 2011 in which contains a flow chart of compensation process involving amicable deliberation and meetings with Muspika (Task Force). Documented process and agreement of land acquisition for new plantation area are maintained in MAS 3 Estate's office and RSPO secretariat office in MAS 1 Estate.	√

**3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.**
**3.5.1 Identification of Findings, Corrective Actions and Observations at ASA-3 Assessment**

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
2014. 01	Minor 4.7.2	<b>Follow up over medical check up result.</b> Certificate holder has conducted regular medical check up such as in GAF, GAE and LTE; however, certificate holder can present the evidence of the follow up actions.	PKS, LTE, GAE	Minor	Surv-04	Certificate holder must able to present the evidence of follow up actions over medical check up recommendations.	<p><b>July 22nd 2014</b>  <b>Root Cause:</b>  <i>There is no follow up of the medical check up recommendation from the clinic of mandiri Healthy Care.</i></p> <p><b>Corrective Action:</b>  <i>Following the medical recommendation up. The medical service shall be held on June 9th to 28th 2014. GAE (59 workers); GKE (43 workers); LTE (50 workers); PTE (37 workers); GAF (22 workers). The identification of the recommended employees have been conducted (see the recommendation on the medical check up of clinic of mandiri Healthy Care).</i></p> <p><b>Preventive Action:</b>  <i>According to the result of medical check up, the doctor recommendation shall be executed by mutating the employees exposed with pesticide and noise.</i></p> <p><b>Auditor Consulation:</b></p>	Closed	July 22nd 2014

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
							<p><i>The indicator has been complied. The company has shown the evidence of the mutation of the employees exposed with chemicals and noise based on the doctor recommendation as well as the socialization of the use of PPE and the dangers of the chemicals exposure of chemicals and dust. The names of the mutated employees are:</i></p> <p><i>Mrs. Hatriyani, Mrs. Kasirah (medium restrictive) Mrs. Sri L restrictive (heavy restriction)</i></p> <p><i>Suggestion: the workers work period must be rolled for at least once a year (not as a sprayer).</i></p> <p><i>GAM:</i></p> <p><i>Mr. Sukirno (light hearing disorder) disarankan untuk di rolling.</i></p> <p><i>Mr. Saridi &amp; Mr. Bambang Sudarman (medium hearing disorder) are suggested to be rolled.</i></p> <p><i>LTE: Mr. Suwadi (obstructive) is suggested to be rolled.</i></p> <p><i>PTE</i></p> <p><i>Mr. Sukanto &amp; Mr. Suminah (medium restrictive) are suggested to be rolled.</i></p> <p><i>Mrs. Saliyah &amp; Mrs. Sukati (medium restrictive) are suggested to be rolled.</i></p>		

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
2014. 02	Minor 4.7.3	<b>The implementation of HIRAC.</b> Field visit points out that there are personnel who not implementing HIRAC recommendation (risk impact), such as: <ul style="list-style-type: none"> <li>Block X-13 LTE FFB's loading work, personnel not wearing helmet and uniform.</li> <li>Block A-09 harvesting work, personnel not wearing glasses (glasses have been provided)</li> </ul>	LTE, GAE	Minor	Surv-04	Certificate holder must able to present the evidence that the entire operation work inside PT. BSS had implementing occupational health and safety, which is inline with risk impact recommendation (HIRAC)	<b>July 22nd 2014</b> <b>Root Cause:</b> <i>The employees do not aware of the risk of the work accident for not using PPE yet.</i>  <b>Corrective Action:</b> <i>The socialization is conducted during the morning briefing. The company shall punish the employee for not using PPE.</i>  <b>Preventive Action:</b> <i>The checklist of the use of PPE shall be monitored. The socialization shall be held for increasing the awareness of pesticide use. Composing the SOP of glasses use.</i>  <b>Verification on May 19th 2015</b> The auditor team has verified the NC on the ASA-3 assessment, according to the verification, the harvesters have used PPE. <b>NC is Closed.</b>	Closed	May 19th 2014
2014. 03	Minor 4.7.6	<b>First aid box completeness in work place.</b> Field observation in Gunung Aru mill shows that there are 3 first aid boxes, which are incomplete. Field observation and interview with harvesting foreman in	PKS, LTE, GAE	Minor	Surv-04	Certificate holder must able to present the evidence that the entire first aid box in work place is inline with the applicable standard regulation.	<b>July 22nd 2014</b> <b>Root Cause:</b> <i>The company does not fill the first aid kit completely referring the law No. PER-15/MEN/VIII/2008.</i>  <b>Corrective Action:</b>	Closed	May 19th 2014

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
		Division-1 GAE and Division-3 LTE, its known that foreman brings first aid box but the contains of this box is incomplete based on the applicable standard regulation.					<p><i>Fill the first aid kits completely referring the Law No. PER-15/MEN/VIII/2008</i></p> <p><i>Preventive Action:</i> <i>Checking the list of the first aid kits regularly (monthly).</i></p> <p><b>Verification on May 19th 2015</b> According to the result of field visit to block A016 GAE and BB30 of LTE and to Gunung Aru POM workshop, the company has completed the first aid kit on the station. The PIC for controlling the first aid kit has been trained. The company has held the first aid training on May 11th and 13th 2015. It was taught by the company doctor. The company has monitored and investigated the work accident. The work accidents have also been discussed on the routine assembly of OHS Guiding Committee. <b>NC is closed.</b></p>		
2014.04	Major 5.1.2	<p><b>Record over RKL-RPL report submission.</b></p> <p>Certificate holder has submitting its implementation report for RKL-RPL Semester 1 and 2 in 2013; however, some environment parameters were not managed and monitored based on RKL-RPL matrix. For</p>	PT.BSS	Major	60 Days	Certificate holder must able to present the evidence that environment management and monitoring plan are inline with existing RKL-RPL matrix.	<p><b>25 July 2014</b> <i>Root cause:</i> <i>Estates do not perform RKL-RPL. During this time, the report making is only done by POM</i></p> <p><i>Corrective Actions</i> <i>The certificate holder has monitor RKL-RPL against the available matrix</i></p>	Closed	25 July 2014



No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
		<p>instance:</p> <ul style="list-style-type: none"> <li>Impact monitoring and management method over erosion, which located in 4 spots GAE and 3 spots GKE not using the USLE calculation method.</li> <li>No evidence on management and monitoring for water biology habitat change impact (structure and type of biodiversity composition, biodiversity and INP/Important Value index in each type of water wildlife).</li> </ul>					<p>on the ANDAL</p> <p><i>Preventive Actions:</i> RKL-RPL monitoring appropriate matrix available on the ANDAL</p> <p><i>Auditor's conclusion:</i> Indicator has been fulfilled. With the evidence:</p> <ul style="list-style-type: none"> <li>During this time, the certificate holder has monitored erosion by using erosion stakes but not using the USLE method because the calculation of the measurement by Minamas Research Centre (MRC) will take time. PT. BSS has propose a request letter to measure Erosion potential measurements (TBE) with USLE method by MRC, but has not been responded by MRC. The measurement results (TBE) with USLE method is planned to be reported in RKL-RPL Semester II 2014 (this will be part of the surveillance 4 observation).</li> <li>The certificate holder can show evidence of the Water Biota measurement result by Water Quality and Hydro-bioecology Laboraty, Faculty of Fisheries and Marine Lambung Mangkurat</li> </ul>		

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
							<i>University. The measurement result of 8 rivers in PT BSS. The test result comprises information on the structure of the diversity and species composition, diversity and IVI / Important Value Index.</i>		
2014.05	Major 5.2.2.	<b>Protection steps for HCV.</b> <ul style="list-style-type: none"> <li>Field visit to HCV4.1 (riparian Sejah river), which located at block BB-16 Division II LTE, there are some chemical spraying activity to eliminate weed and bushes evidences. This finding is not inline with certificate holder policy, which states chemical application is restriction along riparian area for about 50 meters.</li> <li>Field visit to Bukit Kemas (HCV1.1, HCV1.4, HCV2.3) that located at block E-2 GAE, points out that some areas have been cultivated with banana's tree by local community.</li> </ul>	LTE, GAE	Major	60 days	Certificate holder should protect HCV area, in accordance with its policy on managing HCV areas.	<b>25 July 2014</b> <b>Non-Conformity on LTE</b> <i>Root cause:</i> <i>The spraying workers have lack information on the prohibition of spraying in bufferzone area and HCV. (July 11, 2014).</i>  <i>Curative Actions</i> <i>Socialization for spraying team not to do spraying in bufferzone and HCV has been conducted. Tree planting for 20 sungkai and Turnera subulata has also been done.</i>  <i>Preventive Actions:</i> <i>Re-socialization of prohibition on spraying in bufferzone area for sparying workers and spraying supervision improvement.</i>  <i>Auditor's conclusion:</i> <i>Root cause, corrective action and preventive action is acceptable, and nonconformity otherwise have been fulfilled.</i>	Closed	25 July 2014

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
							<p><b>25 Juli 2014</b>  <b>Non-Conformity on GAE</b>  Root cause:</p> <ol style="list-style-type: none"> <li>Before estates were opened around the 1980s Bukit Kemasan was managed by local community (Berladang Padi Gunung)</li> <li>At the time of land clearing for planting, most of the Bukit Kemasan was not managed by the company with the following considerations: <ul style="list-style-type: none"> <li>- The slope more 25°</li> <li>- Rocky area</li> <li>- Most of the area has been managed by the community.</li> </ul> Therefore, only small fraction planted with oil palm tree (Field A037, Block D 3).</li> <li>In 2010, Bukit Kemasan Estate was set to be the area of HCV (HCV 1.1, 1.3, 1.4) in accordance to POLLITO report with total area 30.9 Ha. (November 2010, Final Report (Revision))</li> <li>The previously made boundary marks were unclear between the area defined as HCV and occupied one by community.</li> </ol> <p>Corrective Actions</p>		

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
							<ul style="list-style-type: none"> <li>- The type of tree species enrichment by planting local trees such as sungkai, rangas, ketapung (local names )</li> <li>- Repainting boundary markers that is faded</li> <li>- Re-ensuring total HCV of Bukit Kemas for 30.9 ha with GPS.</li> </ul> <p>Preventive Actions:</p> <ul style="list-style-type: none"> <li>- HCV socialization with land owners and Community Leader surrounding the HCV area.</li> <li>- Construction of signboard information for prohibition of hunting and logging in HCV area.</li> <li>- Erosion plot construction for erosion observation to determine the sedimentation level and erosion rate periodically.</li> <li>- Ensuring the HCV area management is implemented. (Attached)</li> </ul> <p>Auditor's conclusion: The certificate holder has fulfilled this indicator by showing evidence of:</p> <ul style="list-style-type: none"> <li>- Socialization of HCV with signboard installation, HCV information and prohibition on wildlife hunting.</li> <li>- Evidence of erosion rate</li> </ul>		

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
							<i>measurements using the stakes erosion.</i> - HCV area repeated measurement results in Bukit Kemasan by PSD. The result reveals that the actual HCV maintained area is only 2.2 ha		
2014.06	Major 5.3.2	<b>Hazardous waste management in order to avoid contamination.</b> Field visit to generator hut in division III Laut Timur Estate, points out hazardous waste (used oil) from generator that directly polluting soil.	LTE	Major	60 days	Certificate holder must able to present the evidence of waste management implementation, which based on identification result for avoiding and reducing pollution.	<b>Observation 5<sup>th</sup> June 2014</b> <i>Root cause:</i> <ul style="list-style-type: none"> <li>Generator operator has limited knowledge and understanding on managing hazardous waste in work place (generator hut)</li> <li>In effective role of safety officer on evaluating waste sources.</li> <li>The inconsistency over related personnel (Senior assistant and division assistant) on handling and managing hazardous inconsistency.</li> </ul> <i>Corrective actions:</i> <ul style="list-style-type: none"> <li>Briefing over hazardous waste management, which comes from generator such as oil leakage and used filter for generator operators has been conducted</li> <li>Company has improving landfill hole, which previously has scattered used oil package</li> </ul>	Closed	5 <sup>th</sup> June 2014



No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
							<ul style="list-style-type: none"> <li>Used oil packages have been sent to hazardous waste warehouse on 5<sup>th</sup> June 2014</li> </ul> <p><i>Preventive actions:</i></p> <ul style="list-style-type: none"> <li>Socialization from assistant to generator operators regarding the proper hazardous waste package placing.</li> <li>Monthly evaluation by safety officer against hazardous waste sources in the entire division.</li> </ul> <p><i>Auditor's conclusion:</i> Certificate holder able to present improvement evidence in order to comply the non-compliance from improper hazardous waste handling. Based on this evidence, audit team considers the improvement evidence is sufficient to comply the rising non-compliance.</p>		
2014.07	Minor 6.2.4	<b>Officer in charge on conducting communication and consultation with community.</b> Based in interview with community (head of Sejakah and Bekambit village), community doesn't know about person in charge on conducting	LTE	Minor	Surv-04	Certificate holder must able to present the evidence that it has special officer in charge and has program for communication and consultation with community.	<b>August 4<sup>th</sup> 2014</b> <b>Root Cause:</b> <i>There is no PIC for communicating and consulting with the locals.</i>  <b>Corrective Action:</b> <i>LTE: The Officer has been appointed on behalf of Mr. Zainudin in decree No. LTE-Intern/Istimewa/VII/2014/S dated</i>	Closed	August 4th 2014

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
		communication and consultation with community. Based on document's review, PT.BSS can't present the evidence of special officer that in charge on conducting communication and consultation with community.					<p>July 1st 2014 (Sejakah Village)  GKE: The Officer has been appointed on behalf of Mr. M.Sholikhin in decree No. GKE-Humas/084/III/2014/S dated March 1st 2014 (Bekambit Kampung Village and Bekambit Asri Village)  GAE: The Officer has been appointed on behalf of Mr. M.Faizin in decree No. GAE-Intern/Istimewa/VI/2014/S, dated June 6th 2014 (Langkang Baru Village, Langkang Lama Village, Kulipak Village and Karang Sari Indah Village)</p> <p><b>Preventive Action:</b>  conducting socialization to the guided villages over the appointed Officers who in charge to consult and communicate with the locals.</p> <p><b>Auditor Conclusion:</b>  The indicator has been complied, the company has shown the PIC to consult and communicate with the locals.</p>		
2014.08	Minor 6.9.3	<b>Implementation affectivity over curative prevention policy.</b> Based on interview with personnel in LTE & GAE, its known that personnel not understand and know about sexual harassment and assault complaint mechanism. This finding is not in accordance with	BSS	Minor	Surv-04	Certificate holder must able to present evidence that sexual harassment prevention policy is known and understood by the entire personnel (especially female personnel)	<p><b>July 22nd 2014</b>  <b>Root Cause:</b>  The difference awareness of the employee in term of the procedure of sexual harassment and domestic violence control.</p> <p><b>Corrective Action:</b>  Evaluating the employees awareness</p>	Closed	20 Mei 2015

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
		company's gender policy.					<p>over the procedure of sexual harasshment and domestic violence routinely to the employees by interviewing the employees.</p> <p><b>Preventive action:</b> Socialisation every two months by the Gender Commitee</p> <p><b>Verification on May 20th 2015</b> The company has socialized the composed programs once every two months. for example, the socialization which was held on April 17th 2015. It was attended by 55 participants. The socialization which was held on May 8th 2015. It was attended by 88 participants. according to the interview with the employees of GAE on the settlement, the employees have aware of the procedure of complaint management in term of the sexual harasshment and domestic violence. the company also has appointed the PIC for the managing it. <b>NC is Closed.</b></p>		
2014.09	Minor 6.10.3	<p>Payment for work agreement is on time.</p> <p>There is a work agreement for transporting FFB to Gunung Aru</p>	GAE	Minor	Surv-04	Certificate holder must able to present evidence that the entire work agreement with	<p><b>22 July 2014</b> <b>Root cause:</b> <i>There was no inclusion of paymet period for SPK GAE / SPK-LKL / XIII /</i></p>	Closed	22 July 2014

No.	Ref Std/ Indicator	Potency on non-compliance	Area	Grade	Deadline	Requisition over corrective actions	Observation and date	Status	Closing date
		mill as well as empty fruit bunches from mill to block, which is stated in work agreement GAE/SPK-LKL/XIII/2013/013-FFB & EFB on 28 <sup>th</sup> December 2013, contractor name is Syahrani, <b>but this work agreement not stating the payment method so there is no guideline/ procedure for payment.</b>				contractor have stated payment method, which becomes the guideline/ procedure for payment.	<p>2013/013-TBS &amp; JJK</p> <p><b>Corrective Actions</b> Every upcoming SPK issuance noted clause on payment period and time.</p> <p><b>Preventive Actions:</b> Before issuing work agreement, it is necessary to ensure clauses that should be included in.</p> <p><b>Auditor's conclusion:</b> Based on the attachment of SPK No. GAE / SPK-LKL / VI / 2014/043-TBS &amp; JJK on TBS &amp; JJK transport in GAE on June 23, 2014, therefore this nonconformity can be fulfilled (will still be observed on surveillance-4).</p>		

**3.5.2 Identification of Findings, Corrective Actions and Observations at ASA-4 Assessment**

No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
2015.1	2.2.1	<b>Implementation over the applied regulation</b> According to the result of public consultation with the associated agency, the company is not able to show the evidence of implementation over the applied regulation in term of Bipartit cooperative institution based on the statute number 13 year 2003 in term of the manpower clause 106 verse 1 – 4.	Major	PT BSS	July 19th 2015	The company must be able to show the compliance over the applied regulation.	<b>Root Cause:</b> The company has had labour union. Therefore, the Bipartite cooperative institution forming is considered as waste of time.  <b>Corrective Action:</b> Forming Bipartite cooperative institution.  <b>Preventive Action:</b> Requesting any relevant regulations that have to do with plantation.  <b>Auditor Response:</b> <b>Verification on June 7th 2015</b> The company has shown the evidence of corrective action in form of the registration process for Bipartite cooperative institution for PTE and GKE. Bipartite cooperative institution for PTE was registered on May 22nd 2015 and it was received by Kotabaru District Manpower Agency on May 27th 2015. Bipartite cooperative institution for GKE was registered on May 21st 2015 and it was received by Kotabaru District Manpower Agency on May 31st 2015. <b>NC is Closed.</b>	Closed	June 7th 2015
2015.2	4.5.1	Training for those who are	Minor	PT BSS	Prior Re-	The company must be	<b>Root Cause:</b>		



No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
		<b>involved on the Pest and Disease Control Program</b> The company is not able to show the evidence the the IPM training has been held for period of 2014 – 2015.			Certification	able to show the evidence the the IPM training has been held consistently.	<b>Corrective Action:</b>  <b>Preventive Action:</b>		
2015.3	4.6.2	<b>Record of pesticide usage (the used active substance and LD50)</b> a. The company has recorded the pesticide use. However, it is not attaching the active ingredient completely. b. The record of the pesticide use is not attaching the LD 50, the targetted area and the use of active ingredient per ha.	Major	PT BSS	July 19th 2015	The company must be able to show the evidence of pesticide use by attaching the active ingredient, LD 50, the targetted area and the use of active ingredient per ha.	<b>Root Cause:</b> The update of the list of pesticide and the active ingredient is not routinely conducted yet.  <b>Corrective Action:</b> Revising the list of pesticide and the active ingredient.  <b>Preventive Action:</b> Updating the list of active ingredient for every changes of the pesticide use.  <b>Auditor Response:</b> <b>Verification on May 28th 2015</b> The company has shown the evidence of the corrective action in form of the document of the list of pesticide used by PTE and GKE. The document has informed the name of the active ingredient of each pesticide/herbicide including its use per Ha-nya. NC is Closed.	Closed	May 28th 2015
2015.4	5.2.3.	<b>Policy of RTE species preservation</b> The company is not able to	Minor	PT BSS	Prior Re-Certification	The company must be able to show the evidence of sanction	<b>Root Cause:</b>  <b>Corrective Action:</b>	Open	

No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
		show the evidence of sanction implementation policy for the employees who raise, collect, harm or torture the RTE flora and fauna based on the national regulation.				implementation policy for the employees who raise, collect, harm or torture the RTE flora and fauna based on the national regulation.	<b>Preventive Action:</b>		
2015.5	5.2.4.	<b>The result of HCV management plan analysis</b> The company is not able to show the result of HCV management plan.	Minor	PT. BSS	Prior Re-Certification	The company must be able to show the result of HCV management plan.	<b>Root Cause:</b>  <b>Corrective Action:</b>  <b>Preventive Action:</b>	Open	
2015.6	5.3.3.	<b>Plan and management of waste must be documented and be implemented</b> According to the SOP of waste management number PW 415, it describes the separation of the organic and anorganic waste. However, according to the result of observation to the landfill, the waste management is not referring the SOP yet.	Minor	PT. BSS	Prior Re-Certification	The company must dispose the waste based on the company SOP.	<b>Root Cause:</b> The challenge on the field condition to separate the garbage during its transport and hoarding.  <b>Corrective Action:</b> Revising the SOP to adjust the field condition so the SOP can be applied optimally.  <b>Preventive Action:</b> Considering the field condition during the SOP compilation.  <b>Auditor Response</b> <b>July 6th 2015</b> The company has sent the evidence of corrective action in form of the SOP of waste management No. 416 Revision 1 dated June 20th 2015. The company	Closed	July 6th 2015

No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
							has revised the SOP by considering the field condition so the SOP could be effectively implemented. <b>NC is Closed.</b>		
2015.7	5.6.1	<b>GHG Emission Calculation</b> PT. BSS is not able to show the result of GHG emission of estate and POM for period of 2014/2015 including its evidence of reporting of the result of GHG emission calculation by using Palm GHG method to RSPO secretariat.	Major	PT. BSS	July 19th 2015	PT. BSS must be able to show the result of GHG emission of estate and POM for period of 2014/2015 including its evidence of reporting of the result of GHG emission calculation by using Palm GHG method to RSPO secretariat.	<b>Root Cause:</b> The company does not calculate estate and mill GHG yet.  <b>Corrective Action:</b> The management unit calculates the GHG emission by using GHG Calculator for period of 2009 to 2014 and have it reported to RSPO.  <b>Preventive Action:</b> <i>The company appoints the PIC on the GHG calculation and calculates the GHG and report the result annually.</i>  <b>Observation on June 1st 2015</b> The management unit shows the calculation of the GHG emission by using GHG Calculator for period of 2009 to 2014. Total of the generated emission by PT. BSS for period of 2014 was 30,483.60 tCO <sub>2</sub> -e. The management unit also has shown the evidence of the dispatch to the Manager of ERWG RSPO via email on May 30th 2015.  <b>Auditor Conclusion:</b> According to the result of GHG	Closed	June 1st 2015

No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
							emission calculation and the evidence of the reporting to RSPO, NC is Closed.		
2015.8	5.6.3.	<b>Monitoring System in term of GHG emission can be measured with proper devices</b> PT BSS is not able to show the result of GHG emission calculation at estate by using proper device.	Minor	Estate	Prior Re-Certification	PT PT BSS must be able to show the result of GHG emission calculation at estate by using proper device.	<p><b>Root Cause:</b> The company does not calculate estate and mill GHG yet.</p> <p><b>Corrective Action:</b> The management unit calculates the GHG emission by using GHG Calculator for period of 2009 to 2014 and have it reported to RSPO.</p> <p><b>Preventive Action:</b> <i>The company appoints the PIC on the GHG calculation and calculates the GHG and report the result annually.</i></p> <p><b>Observation on June 1st 2015</b> The management unit shows the calculation of the GHG emission by using GHG Calculator for period of 2009 to 2014. Total of the generated emission by PT. BSS for period of 2014 was 30,483.60 tCO<sub>2</sub>-e. The management unit also has shown the evidence of the dispatch to the Manager of ERWG RSPO via email on May 30th 2015.</p> <p><b>Auditor Conclusion:</b> <b>According to the result of GHG</b></p>	<b>Closed</b>	June 1st 2015

No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
							emission calculation and the evidence of reporting to RSPO, NC is Closed.		
2015.9	7.1.3	<b>Management of the impact of the scheme smallholders and its program</b> PT BSS is not able to show the impact management and monitoring and its implication of the scheme smallholders.	Minor	PT BSS	Prior Re-Certification	PT BSS must be able to show the impact management and monitoring and its implication of the scheme smallholders.	<b>Root Cause:</b>  <b>Corrective Action:</b>  <b>Preventive Action:</b>	Open	
2015.10	7.3.1.	<b>Evidence that there is no new planting by replacing the main forest of HCV since November 2005</b> Unit of LTE, PTE has conducted planting after November 2005. However, they are not able to show that the planting is not replacing HCV.	Major	LTE, PTE	July 19th 2015	The management unit must be able to prove that the planting program after November 2005 is not replacing the primary forest and HCV by using landsat image analysis.	<b>Root Cause:</b> The company does not know the latest terms of RSPO. Therefore, the company does not analyze LUC over the cleared area after November 2005.  <b>Corrective Action:</b> The company must analyzed LUC over the cleared area after November 2015 by using landsat image map.  <b>Preventive Action:</b> Appointing the person in charge to update the latest policies and regulations issued by RSPO.  <b>Observation on June 22nd 2015</b> The management unit shows the map of landsat image on 2006 in scale 1: 150,000; the area status is the specific purpose area (APL). However, the map legend is not describing the condition	Closed	July 16th 2015



No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
							<p>of the land layer (primary forest/secondary forest/monoculture plants/ enclave) yet. The information is less complete.</p> <p><b>Verification on July 16th 2015</b> The company has sent the corrective action in form of the evidence of timeline and progress submission of Land Use Change Analysis Result reporting of the cleared area before the HCV assessment since November 2005. According to the attachment of the submission status, there are 19 unit managements under PT Minamas Plantation which have been reported and which being processed. The report of PT BSS (GAE, PTE, LTE dan GKE) in term of the 979 Ha of the cleared land since November 2005 is planned to be reported on the next August 2015.</p> <p><b>NC is Closed.</b></p>		
2015.11	7.3.2.	<p>The analysis of HCV must be conducted comprehensively. It should involve the consultation with the stakeholders. It must be conducted before the conversion or new planting.</p> <p>PT. BSS is not able to show the evidence of the Land Use</p>	Major	PT. BSS	July 19th 2015	PT. BSS must be able to show the evidence of the Land Use Change Analysis to RSPO based on the RSPO Remediation and Compensation Prosedure, May 2014.	<p><b>Root Cause:</b> The company does not know the latest terms of RSPO. Therefore, the company does not analyze LUC over the cleared are after November 2005.</p> <p><b>Corrective Action:</b> The company must analyzed LUC over the cleared area after November 2015</p>	Closed	July 16th 2015

No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
		Change Analysis to RSPO based on the RSPO Remediation and Compensation Prosedure, May 2014.					<p>by using landsat image map.</p> <p><b>Preventive Action:</b> Appointing the person in charge to update the latest policies and regulations issued by RSPO.</p> <p><b>Auditor Response:</b> <b>Verification on July 16th 2015</b> The company has sent the corrective action in form of the evidence of timeline and progress submission of Land Use Change Analysis Result reporting of the cleared area before the HCV assessment since November 2005. According to the attachment of the submission status, there are 19 unit managements under PT Minamas Plantation which have been reported and which being processed. The report of PT BSS (GAE, PTE, LTE dan GKE) in term of the 979 Ha of the cleared land since November 2005 is planned to be reported on the next August 2015. <b>NC is Closed.</b></p>		
2015.12	7.3.3.	<b>Date of the land clearing and beginning must be recorded.</b> The management unit of LTE & PTE conducts planting after November 2005. However, they are not able to show the land	Minor	LTE, PTE	Prior Re-Certification	The management unit of LTE & PTE must be able to show the evidence of the land clearing and beginning after November 2005 to 2007.	<p><b>Root Cause:</b></p> <p><b>Corrective Action:</b></p> <p><b>Preventive Action:</b></p>	Open	

No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
		clearing and beginning.							
2015.13	SCCS D.2.2	<b>The supply chain reporting and registration via RSPO IT Platform</b> The company is not able to show the evidence of the registration and reporting requirements for the supply chain via RSPO IT Platform (E-Trace)	Minor	GAF	March 31st 2016	The company must able to show the evidence of the registration and reporting requirements for the supply chain via RSPO IT Platform (E-Trace) (E-Trace)	<b>Root Cause:</b> The company does not know the latest terms of RSPO in term of SCCS.  <b>Corrective Action:</b> Updating and adjusting the policy over the new standard for SCCS.  <b>Preventive Action:</b> Appointing the person in charge to update the latest policies and regulations issued by RSPO.  <b>Auditor Response</b> <b>May 29th 2015</b> The company has shown the evidence of corrective action in form of the etrace number as evidence of the registration and reporting requirements via RSPO IT Platform. <b>NC is Closed.</b>	Closed	May 29th 2015
2015.14	SCCS D.5.1	<b>Document of the produced and traded products</b> The company is not able to show the evidence of the the produced/traded products to be described on the applied supply chain model.	Minor	GAF	March 31st 2016	The company must be able to show the evidence of the the produced/traded products to be described on the applied supply chain model.	<b>Root Cause:</b> The company does not know the latest terms of RSPO in term of SCCS.  <b>Corrective Action:</b> Updating and adjusting the policy over the new standard for SCCS.  <b>Preventive Action:</b> Appointing the person in charge to update the latest policies and	Closed with Observa tion	28 Mei 2015

No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
							<p>regulations issued by RSPO</p> <p><b>Auditor Response</b>  <b>May 28th 2015</b>  The company has shown the evidence of corrective action in form of the document of DO dan sales contract as the record over the traded product. The document describes the name of the product for the SG supply chain in form of stamp. For example, sales contract Number 00197/BSS/KTR-MKS/LOK/VI/2014 and invoice number 00360/BSS/VI/2014 for 3,000 ton of CPO sales.  The company has adjusted the document of the traded products based on the standard of SCCS on November 2014. It shows that the CPO mill supply chain requirements is the Modul D (IP) and Modul E (MB), before March 31st 2016. #OFI  The NC is considered closed with observation.</p>		
2015.15	<b>Certificati on system RSPO 4.2.4 and annex 4.2.2</b>	<b>Plan of the Binding time Management</b> PT Minamas Plantation (Sime Darby Group) is not able to show the evidence that the composed time bond plan has been realized on time referring	Minor	Sime Darby	A Year	PT Minamas Plantation (Sime Darby Group) must be able to show the evidence that the composed time bond plan has been realized on time referring the planned time	<p><b>Root Cause:</b> Update over the time bound plan</p> <p><b>Corrective Action:</b> Revising and updating the company TBP in term of the plan of certification for all units under Minamas Plantataion</p>	<b>Closed</b>	<b>June 29th 2015</b>

No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
		the planned time management for all units under PT Minamas Plantation. For example, PT Budidaya Agro Lestari is planned to be certified on 2014				management for all units under PT Minamas Plantation.	<p>and informing it to CB.</p> <p><b>Preventive Action:</b> Revising and updating the company TBP for dealing with the changes in term of the plan of certification for all units under Minamas Plantation and informing it to CB</p> <p><b>Verification on June 18th 2015</b> The company has shown the evidence of corrective action in form of the document of time bound plan for PT Minamas Plantation which has been endorsed by the Head of PSQM. According to the document, the plan of certification for all unit under PT Minamas Plantation is described. However, there is no description/justification over the changes of certification plan for PT BAL (it is changed from period of 2014 to period of 2018).</p> <p><b>Observation on June 22nd 2015</b> Minamas SimeDarby has revised the Time Bound Plan (TBP). It was signed by the Head of PSQM on June 11th 2015. The TBP of PT. BAL was revised to period of 2018. It is waiting the decree of the spatial plan of West</p>		

No.	Ref Std/ Indicator	Nonconformity	Grade	Area	Deadline	Corrective Action	Observation and Date	Status	Closed Data
							<p>Kalimantan Province.</p> <p><b>Observation on June 29th 2015</b>  Minamas Simedarby has revised the Time Bound Plan (TBP). It was signed by the Head of PSQM on June 26th 2015. The TBP of PT. BAL was revised to period of 2018. It is waiting the decree of the spatial plan of West Kalimantan Province. Meanwhile, Karya Palma Estate is planned for period of 2016.</p>		



**3.5.3 Opportunity for Improvement**

No	Ref Std	Descriptions
1	5.1.1	The company should communicate with the associated agency in term of the environment document related to the scheme smallholder establishment.
2	SCCS D.5.1	The company should adjust the document of the traded product based on the standard of SCCS on November 2014. The requirements for the CPO mill supply chain is Modul D (IP) and Modul E (MB) before March 31 <sup>st</sup> 2016.

**3.5.4 Noteworthy Positive Components**

No	Ref Std	Descriptions
1		The commitment of the company to implement the sustainable estate management principles
2		Personnal enthusiasm to demonstrate the requirements of RSPO standard
3		The high quality human resource who have good awareness and competence in term of sustainability standard
4		PT BSS has committed to maintain the Land Use Title (HGU) poles

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

Issues from Public (Institution/ NGO / Community)	Management Response	Auditor Response
<b>Forestry Agency</b> It is not able to be conducted due to the internal program they are dealing with.	-	-
<b>Environment Agency</b> <b>Positive Issues</b> <ol style="list-style-type: none"> <li>Effluent reporting is informed routinely</li> <li>Hazardous waste reporting is informed routinely (each quarter)</li> <li>Environmental management and monitoring plan reporting is informed routinely (each semester)</li> <li>The report has been composed based on the decree of ministry number 45 in term of the compliation of enviromental management and monitoring plan report</li> <li>The Regional Environment Agency monitor it twice a year. The procedure is started after they receive the report and clarify the content of the report</li> <li>The Regional Environment Agency shall communicate the company if the report is not composed based on standard nor the report is late</li> <li>There is no contamination issue within PT BSS area received by Regional Environment Agency</li> <li>PT BSS achieved blue proper</li> </ol> <b>Negative Issues</b> <ol style="list-style-type: none"> <li>The person in charge of the reporting of environmental</li> </ol>	<p>The positive issues shall be maintained and be improved.</p> <p><b>Negative Issues</b></p> <ol style="list-style-type: none"> <li>The previous person in charge for the environmental</li> </ol>	<p>The reporting of the environment programs have been routinely implemented. It has been verified by the auditor team based on the description on criteria 2.1 and 5.1</p>



Issues from Public (Institution/ NGO / Community)	Management Response	Auditor Response
<p>management and monitoring plan is expected to stay same so it shall ease the coordination for dealing with the environment contamination</p> <p>b. The result of water quality test shows that the substance of Colliform (CFO) is as high as hell. The root cause and the method for control it are not described on the report of environmental management and monitoring plan</p> <p>c. The report of environmental management and monitoring plan in 2nd semester of 2014 was just sent of May 12th 2015. The agency expects that the report shall be sent on time</p>	<p>management and monitoring plan was Mr Kurniawanto S (CEO) and Mr Megat Nazirudin (Director). Meanwhile, they are now replaced by Mr Tatang Yulianto (CEO) who also considered as GM of Estate of Sebamban area and Mr Megat Nazirudin (Director).</p> <p>b. The root cause of the high substance of CFO is not known due to the CFO substance has already high on the river upstream (Sejakah and Bekambit River) before entering the estate area. The company shall socialize the suggestion to cook the water for their consumption.</p> <p>c. The reporting of environmental management and monitoring plan hits its bottomline due to the late emission test result of Hyperkes. The result was just sent on April 19th 2015. The next report shall be sent on time. Semester 1 (Late of July / Early of Agustus), Semester 2 (Late of January / Early of Februari).</p>	<p>The personal which responsible for the environmental report is General Manager and has been explained in the criteria 5.3 in this report.</p>
<p><b>Agraria and Spatial Ministry/National Land Agency</b></p> <p><b>Positive Issues</b></p> <p>a. PT BSS has had 4 certificates. For example, the certificate which was issued on 1994 for 8,000 Ha.</p> <p>b. The National Land Agency was called by the Resort Police according to the information of the off Land Use Title (HGU) planting reported by Inhutani II. According to National Land Agency, the mandatory of cadastral measurement of Kotabaru District National Land Agency is limited and must be supported by cost due to PNBP. It was then informed to the regional office due to</p>	<p>The positive issues shall be maintained and be improved.</p>	<p>The company has complied the legality requirements based on the applied regulations. It has been verified by the auditor team based on the description of criteria 2.2.</p>

Issues from Public (Institution/ NGO / Community)	Management Response	Auditor Response
<p>the lack of authority. The Land Use Title (HGU) is not expire yet (30 years valid period). Therefore, the boundary of Land Use Title (HGU) is not yet reconstructed.</p>		
<p><b>Plantation Agency</b> <b>Positive Issue</b> The plantation business progress has been informed collectively (one group) in a row.</p>	<p>The positive issues shall be maintained and be improved</p>	<p>The company has conducted the obligations written on the document of plantation business permit owned by the company. For example, the reporting of the plantation business permit per semester. It has been verified by the auditor team on criteria 1.1</p>
<p><b>Manpower Agency</b> <b>Positive Issues</b></p> <ul style="list-style-type: none"> <li>a. The report of manpower has been reported routinely</li> <li>b. The report of OHS Guiding Committee is reported per quarter (usually at the end or early of the month)</li> <li>c. The work accident shall be reported based on its regulation (2 x 24 hours) via Telephone, SMS or Email For example, the work accident in Gunung Aru POM on March 21st 2014, the work accident occured on March 2015, the date of the accident was on March 17th 2015. It was officially reported on April 9th 2015. Most of the work accident is dominated by the fallen FFB</li> <li>d. PT BSS has implemented minimum wage standard</li> <li>e. There is a labour union but they must comply the company regulation</li> <li>f. The Agency always give feed back over the work accident report and OHS Guiding Committee report</li> </ul> <p><b>Negative Issues</b></p>	<p><b>Positive Issues:</b></p> <ul style="list-style-type: none"> <li>- The report delivery shall be maintained and improved and the report of OHS Guiding Committee shall be delivered on time.</li> <li>- The work accident reporting shall be maintained by referring the term and regulation (2x24 hours) on time.</li> </ul> <p><b>Negative Issue :</b></p>	<p>The company has implemented the terms that have to do with OHS and manpower. The obligations have been complied. It has been verified by the auditor as described on criteria 4.7 and 6.5</p>

Issues from Public (Institution/ NGO / Community)	Management Response	Auditor Response
<p>a. There is no Bipartit cooperative institution on the company. Therefore, the company must form it due to the mandatory of statute number 13 in term of manpower, clause 106 verse 1</p> <p>b. The Agency always give feed back over the work accident report and OHS Guiding Committee report</p>	<p>- The company shall form Bipartite cooperative institution in PT BSS and shall have it registered to Kotabaru District Manpower Agency.</p>	<p>The company has formed Bipartit cooperative institution by referring the law requirements. It has been described on the criteria 2.1 on the report.</p>
<p><b>Sejakah Village</b> <b>Positive Issues:</b></p> <p>a. The existence of the company give positive impacts like the absorption of the local workforce, road repairment, assistance to villages, free school provision.</p> <p>b. There is no land dispute issue in last 1 year.</p> <p>c. There are 400 of the family heads who have participated on the scheme smallholder program of PT. BSS.</p> <p>d. There is no environment contamination issue in last 1 year.</p> <p>e. There is no land fire nor burning within PT BSS area.</p>	<p><b>Positive Issues:</b> The good relation with the nearby villages shall be maintained and shall be improved.</p>	<p>The company has managed the social impact perfectly. The company has composed the CSR programs annually. It has been verified by the auditor and it has been described on the criteria 6.10 and 6.11 on the report.</p>
<p><b>Batu Tunau Village</b> <b>Positive Issues:</b></p> <p>a. The existence of the company give positive impacts like the absorption of the local workforce, road repairment, assistance to villages, free school provision.</p> <p>b. There is no land dispute issue in last 1 year.</p> <p><b>Negative Issue:</b></p> <p>- There is no further socialization in term of HCV and bufferzone in last 1 year.</p>	<p><b>- Positive Issues:</b> The good relation with the nearby villages shall be maintained and shall be improved.</p> <p><b>- Negative Issue:</b> The socialization in term of HCV and bufferzone to the locals shall be conducted.</p>	<p>The company has managed the social impact perfectly. The company has composed the CSR programs annually. It has been verified by the auditor and it has been described on the criteria 6.10 and 6.11 on the report.</p> <p>The company has socialized the HCV to the employees and shall have it refreshed. It has been</p>

Issues from Public (Institution/ NGO / Community)	Management Response	Auditor Response
		described on criteria 5.1 on the report.
<b>Contractor (FFB and CPO Dispatch)</b> <ul style="list-style-type: none"> <li>- CV Sinar Timur Baru (FFB Transport Contractor)</li> <li>- CPO Transport Contractor (3 individuals)</li> <li>- The company has informed the job to the contractor transparently. The contractors are selected transparently based on the company terms.</li> <li>- The contract is written on the contract for service paper. The copy of contract for service has been given to the contractor. The contract for service paper attaches the right and obligations of both parties including the payment period and the payment system.</li> <li>- The company shall revise the contract for service for the external causes such as the fuel price. The contract shall be discussed in forum.</li> </ul>	<ul style="list-style-type: none"> <li>- The company shall cooperates with the local contractor from the nearby villages.</li> </ul>	<p>The company has cooperated with the local contractor and supplier in order to increase the economy welfare of the locals. It has been described on the criteria 6.11</p>



4.0	<b>CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY</b>
4.1	<b>Formal Sign-off of Assessment Findings</b>
	<p>Hereunder sign by management representative from inspected company and audit team to acknowledge a field assessment and agree for all content explained in this assessment report, included of nonconformities issues.</p> <p>Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 100px;"> <div style="text-align: center;"> <p>PT Bersama Sejahtera Sakti Head od PSQM, Sime Darby</p>  <p><b><u>Mohamad Pirabaharan</u></b> 16 July 2015</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><b><u>Sandra Purba</u></b> 16 July 2015</p> </div> </div>

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

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	<b>Forestry Agency</b>	District of Kotabaru		Interview	May 19th 2015		v
2	<b>Environment Agency</b>	District of Kotabaru		Interview	May 19th 2015	v	
3	<b>National Land Agency</b>	District of Kotabaru		Interview	May 19th 2015	v	
4	<b>Plantation Agency</b>	District of Kotabaru		Interview	May 19th 2015	v	
5	<b>Manpower Agency</b>	District of Kotabaru		Interview	May 19th 2015	v	
6	<b>Sejakah Village</b>	District of Kotabaru		Interview	May 19th 2015	v	
7	<b>Batu Tunau Village</b>	District of Kotabaru		Interview	May 19th 2015	v	
8	<b>FFB Transport Contractor</b> (CV Sinar Timur Baru) and CPO transport (individual)	District of Kotabaru		Interview	May 19th 2015	v	
9	<b>WWF</b>	Jakarta		Correspondence	May 19th 2015		v
10	<b>Sawit watch</b>	Jakarta		Correspondence	May 19th 2015		v
11	<b>Walhi</b>	Jakarta		Correspondence	May 19th 2015		v

**Appendix 2. Assessment Program**

DATE / TANGGAL	18 – 22 Mei 2015	
ACTUAL DURATION DURASI AKTUAL	PROCESSES / CLAUSES TO BE AUDITED PROSES / HAL YANG DIAUDIT	AUDITOR
<b>Monday/Senin, 18 Mei 2015</b>		
07.00 - 15.00 15.30 - 16.30	Jakarta → Banjarmasin → Kotabaru → PT.BSS (Gunung Aru) Opening Meeting	SP/TN/FZ/SH
<b>Tuesday/Selasa, 19 Mei 2015</b>		
08.00 - 12.00 08.00 - 12.00	<ul style="list-style-type: none"> <li>Stakeholders consultation to Related Government Institution (Kotabaru District Government and local NGO)</li> <li>Stakeholders consultation to Nearest village and community leader (Pondok Sejahkah and Desa Batu Tunau)</li> <li>Review of Previous Visit Non-conformance (Stage-2, Surveillance-2 and Surveillance-3)</li> </ul>	<ul style="list-style-type: none"> <li>SH</li> <li>TN/SP</li> <li>TN/SP/FZ</li> </ul>
12.00 - 14.00	BREAK	
14.00 - 17.00	<ul style="list-style-type: none"> <li>Clarification of Public Consultation</li> <li>Document Review and Review of Previous Visit Non-conformance (Stage-2, Surveillance-2 and Surveillance-3)</li> </ul>	<ul style="list-style-type: none"> <li>SP/TN/FZ/SH</li> </ul>
<b>Wednesday/Rabu, 20 Mei 2015</b>		
08.00 - 12.00	<b>Field Observation Gunung Kemas Estate</b> <ul style="list-style-type: none"> <li>Manuring, Spraying, Harvesting, best agricultural practices</li> <li>Worker Welfare (payments, complaint mechanism)</li> <li>Hazardous Waste Material (B3) management</li> <li>Legal operational and Conservation Area</li> <li>Worker facilities (housing, health clinic, clean water, etc) and</li> <li>Land Fire facilities, Storage, ect.</li> </ul> <b>Field Observation Gunung Aru POM</b>	<ul style="list-style-type: none"> <li>FZ</li> <li>FZ</li> <li>SH</li> <li>SP/TN</li> <li>SH</li> <li>SH</li> <li>SP/TN</li> </ul>
12.00 - 14.00	BREAK	
14.00 - 17.00	<ul style="list-style-type: none"> <li>Continue Field Observation to Gunung Kemas Estate and Gunung Aru POM</li> <li>Review and Verification of Previous Visit Non-conformance (Gunung Aru Estate dan Laut Timur Estate)</li> <li>Field observation clarification and document verification</li> </ul>	<ul style="list-style-type: none"> <li>SP/TN/FZ/SH</li> <li>SP/TN/FZ/SH</li> </ul>
<b>Thursday/Kamis, 21 Mei 2014</b>		
08.00 - 12.00	<b>Field Observation Pantai Timur Estate</b> <ul style="list-style-type: none"> <li>Manuring, Spraying, Harvesting, best agricultural practices</li> <li>Worker Welfare (payments, complaint mechanism)</li> <li>Hazardous Waste Material (B3) management</li> <li>Legal operational and Conservation Area</li> <li>Worker facilities (housing, health clinic, clean water, etc) and</li> <li>Land Fire facilities, Storage, ect.</li> </ul>	<ul style="list-style-type: none"> <li>FZ</li> <li>FZ</li> <li>SH</li> <li>SP/TN</li> <li>SH</li> <li>SH</li> </ul>
12.00 - 14.00	BREAK	
14.00 - 17.00	<ul style="list-style-type: none"> <li>Continue Field Observation to Pantai Timur Estate and field observation clarification</li> <li>Preparing for Closing Meeting</li> </ul>	SP/TN/FZ/SH
16.00 - 17.00	<ul style="list-style-type: none"> <li>Closing Meeting</li> </ul>	

<b>DATE / TANGGAL</b>	<b>18 – 22 Mei 2015</b>	
<b>ACTUAL DURATION</b> <i>DURASI AKTUAL</i>	<b>PROCESSES / CLAUSES TO BE AUDITED</b> <i>PROSES / HAL YANG DIAUDIT</i>	<b>AUDITOR</b>
<b>Friday/Jumat, 22 Mei 2015</b>		
08.00 – .....	PT.BSS → Kotabaru Kotabaru → Banjarmasin Banjarmasin → Jakarta	SP/TN/FZ/SH