

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

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

Name of Management Organisation : Nagasakti Mill, PT BUANA WIRALESTARI MAS subsidiary of Ivo Mas Tunggal

Plantation Name : Nagasakti Estate and Nagamas Estate – PT Buana Wiralestari Mas
Ramabakti Estate – PT Ramajaya Pramukti

Location : Sekijang Village, Tapung Hilir Subdistrict, Kampar District, Riau Province, Indonesia

Certificate Code : **MUTU-RSPO/012**

Date of Certificate Issue : 13 January 2012 Date of License Issue : 13 January 2016

Date of Certificate Expiry : 12 January 2017 Date of License Expiry : 12 January 2017

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-3	27, 28, 30, 31 October and 5 November 2014	Ardiansyah; Yudwi Wisnu Rahmanto; Sandra Purba; Yuniar Mitikauji; Andi Pratama P.	Octo Nainggolan	Tony Arifiarachman
ASA-4	16, 17, 19, 20, 22, 26 November 2016	Ardiansyah; Dwi Haryati; Fuji Lestari; Nanang Mualib	Octo Nainggolan	Taufik Margani

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-4	16 December 2015

TABLE OF CONTENT

FIGURE	1
Figure 1. Location Map of PT Buana Wiralestari Mas (Nagasakti Estate dan Nagamas Estate).....	1
Figure 2. Location Map of PT Ramajaya Pramukti (Ramabakti Estate).....	2
Glossary.....	3
 1.0 SCOPE OF THE CERTIFICATION ASSESSMENT	 4
1.1 Assessment Standard Used	4
1.2 Organisation Information.....	4
1.3 Type of Assessment.....	4
1.4 Locations of Mill and Plantation	4
1.5 Description of Area Statement	5
1.6 Planting Year and Cycles.....	5
1.7 Description of Mill and Supply Base	6
1.8 Estimate Tonnage of Certified Product.....	6
1.9 Other Certifications	7
1.10 Time Bound Plan	7
 2.0 ASSESSMENT PROCESS.....	 9
2.1 Assessment Team.....	9
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	9
2.3 Stakeholder Consultation and Stakeholders Contacted.....	11
2.4 Determining Next Assessment.....	12
 3.0 ASSESSMENT FINDINGS	 13
3.1 Summary of Assessment Report of the RSPO Certification	13
3.2 Summary of Assessment Report of Supply Chain Requirements	31
3.3 Conformity Checklist of Certificate and Logo Use.....	34
3.4 Summary of RSPO Partial Certification	35
3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components	36
3.6 Summary of Arising Issues from Public, Management and Auditor Response	38
 4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY	 44
4.1 Formal Sign-off of Assessment Findings.....	44
 APPENDICES	 45
Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process	45
Appendix 2. Assessment Program.....	46

FIGURE

Figure 1. Location Map of PT Buana Wiraletari Mas (Nagasakti Estate dan Nagamas Estate)

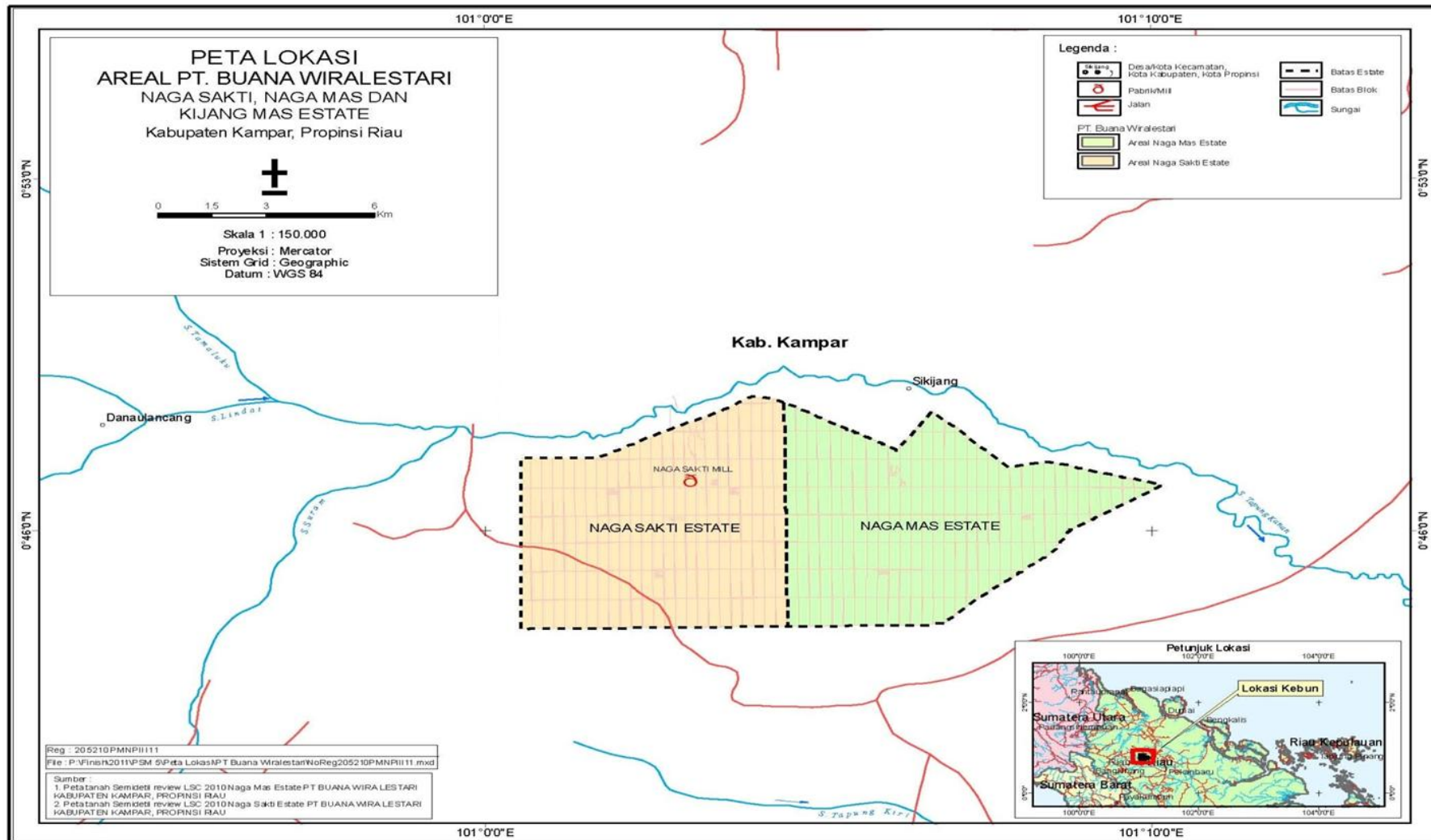
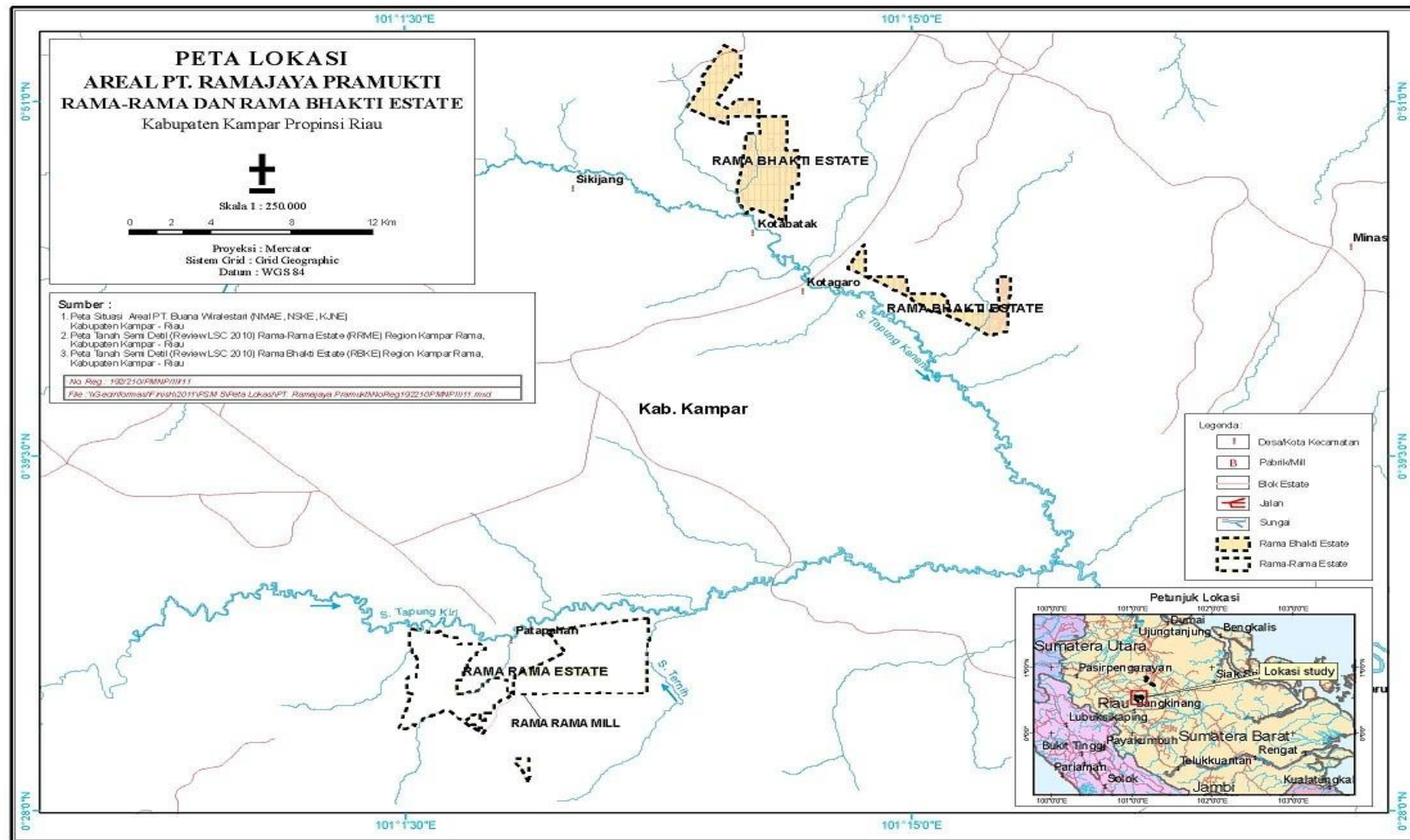


Figure 2. Location Map of PT Ramajaya Pramukti (Ramabakti Estate)



Glossary

BKSDA	:	<i>Balau Konservasi Sumber Daya Alam/</i> Nature Conservation Agency
BPJS	:	<i>Badan Penyelenggara Jasa Sosial/</i> Agency of Social Assurance
BPJS-TK	:	<i>Badan Penyelenggara Jasa Sosial Tenaga Kerja/</i> Agency of Social Assurance for Labour
BPN	:	<i>Badan Pertanahan Nasional/</i> National Land Agency
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
EIA	:	Environment Impact Assessment
FFB	:	Fresh fruit Bunch
FPIC	:	Free Prior Informed and Consent
GHG	:	Greenhouse Gas
HCV	:	High Conservation Value
HGB	:	<i>Hak Guna Bangunan/</i> Building Use Title
HGU	:	<i>Hak Guna Usaha/</i> Land Use Title
IKISTRA	:	<i>Ikatan Ibu-ibu Staf Riau II /</i> spouse of Riau II
IPM	:	Integrated Pest Management
RSPO	:	Roundtable on Sustainable Palm Oil
KER	:	Kernel Extraction Rate
KT	:	<i>Kelompok Tanil/</i> Smallholders Group
KUD	:	<i>Koperasi Unit Desa/</i> Cooperative unit
LKS	:	<i>Lembaga Kerjasama/</i> Cooperation Body
MCAR	:	Management Committee Agronomy and Research
MCMD	:	Management committee for Mill development
OER	:	Oil Extraction Rate
OHS	:	Occupational Health and Safety
OIA	:	Operational Internal Audit
PK	:	Palm Kernel
PKB	:	<i>Perjanjian Kerja Bersama/</i> Collective Labor Agreement
POM	:	Palm Oil Mill
PPE	:	Personal Protective Equipment
RJP	:	Ramajaya Pramukti
SCCS	:	Supply Chain Certifications System
SIA	:	Social Impact Assessment
SMARTRI	:	SMART Research Institute
SMK3	:	<i>Sistem Manajemen Keselamatan dan Kesehatan kerja/</i> Management System of OHS
SOP	:	Standart Opeartional Prosedur
SPSI	:	Serika Pekerja Seluruh Indonesia/ Labour Union
TPSA	:	<i>Tempat Pembuangan Sampah Akhir/</i> Landfill
UMSP	:	<i>Upah Minimum Sektor Perkebunan/</i> Minimum Wage
VPA	:	Vice President Agronomy
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT				
1.1 Assessment Standard Used		<ul style="list-style-type: none"> • <i>RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil - April 25th, 2013.</i> • <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</i> 		
1.2 Organisation Information				
1.2.1	Organization name listed in the certificate	PT Buana Wiralestari Mas subsidiary of Ivo Mas Tunggal		
1.2.2	Contact person	Ismu Zulfikar		
1.2.3	Organisation address and site address	RSPO registered company: Sinarmas Land Tower 2, 30th Floor JL. MH Thamrin No 51 Kav 22 Jakarta 10350 Indonesia Liaison Office: Sinarmas Land Tower 2, 30th Floor JL. MH Thamrin No 51 Kav 22 Jakarta 10350 Indonesia		
1.2.4	Telephone	(+62-21) 318 1388		
1.2.5	Fax	(+62-21) 318 1389		
1.2.6	E-mail	ismu-zulfikar@smart-tbk.com		
1.2.7	Web page address	www.smart-tbk.com		
1.2.8	Management Representative who completed the application for certification	Ismu Zulfikar (Head of Environmental Department)		
1.2.9	Registered as RSPO member	1- 0056 – 08 – 000 – 00 17 June 2008		
1.3 Type of Assessment				
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base : <ul style="list-style-type: none"> • Nagasakti Mill, Nagasakti Estate, Nagamas Estate and Ramabakti Estate 		
1.3.2	Type of certificate	Single		
1.4 Locations of Mill and Plantation				
1.4.1	Location of Mill			
	Name of Mill	Location	Coordinate	
			Latitude	Longitude
	Nagasakti Mill	Village Of Sekijang, Sub District Of Tapung Hilir, District Of Kampar, Province of Riau	N 0° 46' 59.58"	E 101° 03' 01.03"

1.4.2	Location of Certification Scope of Supply Base				
	Name of Supply Base	Location	Coordinate		
			Latitude	Longitude	
	Nagasakti Estate	Village Of Sekijang, Sub District Of Tapung Hilir, District Of Kampar, Province of Riau	N 0° 46' 12.69"	E 101° 02' 46.95"	
	Nagamas Estate	Village Of Sekijang, Sub District Of Tapung Hilir, District Of Kampar, Province of Riau	N 0° 47' 00.19"	E 101° 06' 14.70"	
	Ramabakti Estate	Village Of Beringin Lestari, Sub District Of Tapung Hilir, District Of Kampar, Province of Riau	N 0° 50' 32.88"	E 101° 10' 19.56"	
1.5	Description of Area Statement				
1.5.1	Tenure				
	• State		13,113.60 Ha		
	• Community		- Ha		
1.5.2	Area Statement				
		PT BWL (Ha)	PT RJP (Ha)	TOTAL (Ha)	
	• Total area	10,186.84	2,895.91	13,082.75	
	• Mature area	10,025.99	2,706.28	12,732.27	
	• Immature area	-	-	-	
	• Mill/ Infrastructure	131.91	122.34	254.25	
	• Air strip	5.23	-	5.23	
	• Others	23.71	67.29	91.00	
	• HCV (Include planted area)	380.12	112.39	492.51	
1.6	Planting Year and Cycles				
1.6.1	Age profile of planting year				
	Planting Year	Hectarage (Ha)			
		Nagasakti Estate	Nagamas Estate	Ramabakti Estate	Total
	1993	773.61	2,310.69	-	3,084.30
	1994	3,003.00	2,151.07	-	5,154.07
	1995	1,069.00	-	1,256.48	2,325.48
	1996	-	-	993.35	993.35
	1997	-	-	456.45	456.45
	2001	-	63.35	-	63.35
	2002	191.90	463.37	-	655.27
	TOTAL	5,037.51	4,988.48	2,706.28	12,732.27
1.6.2	New Planting area after January 2010 - Ha				

1.6.3	Planting Cycle							1 st Cycle
1.7	Description of Mill and Supply Base							
1.7.1	Description of Mill							
	Name of Mill	Capacity (ton/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)	
	Nagasakti	60	322,147.66	71,045.00	22.05	18,786.79	5.83	
	<i>*Source: processing data November 2014 to October 2015</i>							
1.7.2	Description of Certification Scope of Supply Base							
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (ton/year)	Yield (ton/ha/ year)	Supplied to Mill		
						FFB (ton/year)	%	
	Nagasakti Estate	5,083.19	5,037.51	148,673.43	29.51	141,082.37	95	
	Nagamas Estate	5,103.65	4,988.48	149,573.92	29.98	149,214.17	100	
	Ramabakti Estate	2,895.91	2,706.28	79,883.50	29.52	19,666.25	25	
	TOTAL	13,082.75	12,732.27	378,130.85	29.67	309,962.79	-	
	<i>*Source: production data November 2014 to October 2015</i>							
1.7.3	FFB description from other source							
	Name of sources	Organisation	Location	Supplied to Mill				
				FFB (ton/year)				
	Kijang Estate Mas (Certified)	PT BWL	Kampar Regency	12,184.87				
	TOTAL			12,184.87				
	<i>*Source: production data November 2014 to October 2015</i>							
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 13 January 2014 to 12 January 2015 (ton/year)		Actual certified product 13 January 2014 to 16 November 2015 (ton/year)		
	• FFB Production			389,974.95		280,023.65		
	• CPO Production			91,644.11		61,742.227		
	• Palm Kernel (PK) Production			22,423.55		16,334.932		
1.8.2	Estimate of Certified FFB Claim							
	Name of Estate		Total Area (Ha)	Planted Area (Ha)	FFB (ton/year)		Yield (ton/ha/year)	
	Nagasakti Estate		5,083.19	5,037.51	156,163		31.00	

	Nagamas Estate	5,103.65	4,988.48	154,643	31.00		
	Ramabakti Estate	2,895.91	2,706.28	85,248	31.50		
	TOTAL	13,082.75	12,732.27	396,054	31.11		
	<i>Estimated data Period 13 January 2016 to 12 January 2017</i>						
1.8.3	Estimate of Certified Palm Product Claim						
	Name of Mill	Capacity (ton/ hour)	FFB Processed (tonnes/year)	CPO Out put (ton)	Extraction (%)	Palm Kernel Out put (ton)	Extraction (%)
	Nagasakti	60	396,054	89,112	22.5	23,763	6.00
	<i>Estimated data Period 13 January 2016 to 12 January 2017</i>						
1.9 Other Certifications							
	ISCC			ISCC EU Assessment by Gut Cert No. EU-ISCC-Cert-DE104-07781515 valid from 1 February 2015 to 31 January 2016.			
	Others			ISPO Assessment by PT Mutuagung Lestari No. MUTU-ISPO/028 valid from 9 September 2014 to 8 September 2019			
1.10 Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units						
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status	
	Mill	Time bound					
	Samsam Mill	2009	Samsam Estate	2009	SIK-RIAU	Certified	
			Kandista Estate	2009	SIK-RIAU	Certified	
			Palapa Estate	2009	SIK-RIAU	Certified	
	Libo Mill	2009	Libo Estate	2009	SIK-RIAU	Certified	
			Nenggala Estate	2009	SIK-RIAU	Certified	
			Sungai Rokan Estate	2009	SIK-RIAU	Certified	
	Nagasakti Mill	2010	Naga Mas Estate	2010	KAMPAR-RIAU	Certified	
			Naga Sakti Estate	2010	KAMPAR-RIAU	Certified	
			Rama Bakti	2010	KAMPAR-RIAU	Certified	
	Kijang Mill	2010	Kijang Mas Estate	2010	KAMPAR-RIAU	Certified	
			Kijang Kencana Plasma	2010	KAMPAR-RIAU	Certified	
	Ramarama Mill	2010	Ramarama Estate	2010	KAMPAR-RIAU	Certified	
			Amartajaya Plasma	2010	KAMPAR-RIAU	Certified	
	Indra Sakti Mill	2011	Indra Lestari Estate	2011	INDRAGIRI-RIAU	Certified	
			Indra Sakti Estate	2011	INDRAGIRI-RIAU	Certified	
			Indragiri Plasma	2011	INDRAGIRI-RIAU	Certified	
			Indrasakti Plasma	2011	INDRAGIRI-RIAU	Certified	
	Bumipalma Mill	2012	Bumi Lestari Estate	2012	INDRAGIRI-RIAU	Certified	
			Bumi Palma Estate	2012	INDRAGIRI-RIAU	Certified	
			Bumi Sentosa Estate	2012	INDRAGIRI-RIAU	Certified	

	Sawita Mill	2015	Sawita Estate	2015	KALIMANTAN SELATAN	ST-1
			Pamukan Estate	2015	KALIMANTAN SELATAN	ST-1
			Sawita KKPA	2015	KALIMANTAN SELATAN	ST-1
	Sawita Mill had conducted pre assessment RSPO on 2015 and Another entire Management Unit under PT Ivo Mas Tunggal has been RSPO certified.					
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard					
	Nagasakti Mill did not receive FFB from estate that has not been certified RSPO					
	Nagasakti Mill only receive FFB from estates that has been fulfilled RSPO certification requirement which are Nagasakti Estate, Nagamas Estate and Ramabakti Estate.					

2.0 ASSESSMENT PROCESS	
2.1 Assessment Team	
ASA-4	<p>1. Ardiansyah (Lead Auditor). Bachelor of Forest Resources Conservation, Department of Forestry, Bogor Agricultural University. He has followed several activities for identified environmental impact such as preparing EIA document for plantation and plantation forest. He has followed several trainings namely: Management System Certification (ISO 9001-2008/SNI 19011-9001:2008), SMK3 based on OHSAS, RSPO Lead Auditors Training Course endorsed by Proforest and Diameter, Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course and mapping for land cover analysis. During the assessment the auditor verified the legal aspect, management plan and SCCS.</p> <p>2. Dwi Haryati (Auditor). Bachelor of Agriculture, majoring in Agriculture Cultivation. She has experienced on Palm Oil Plantation as Sustainability staff. She had attended such as training ISPO Auditor training, OHS Expert Training, and Auditor /LA Management System Certification (ISO 9001-2008). During the assessment the auditor verified the OHS and BMP aspect.</p> <p>3. Fuji Lestari (Auditor Trainee). Bachelor of Agribusiness Management of Jember Politechnique Institute. She has participated on ISPO Auditor Training, Awareness RSPO, Training ISO 9001:2008 and lead auditor ISO 14001:2005. She shall assess the aspect of transparency, social and manpower.</p> <p>4. Nanang Mualib (Auditor). Bachelor of Forestry Science, Forest Technology Department in Bogor Agriculture Institute. He had followed training such as Performance Evaluation in Sustainable Management of Natural Production Forest on Unit Management. Sustainable Natural Production Forest Management Assessor Training Course, Training Lead Assessor ISO 9001:2001/SNI 19-9001:2008. He worked in Forest Company in 2000 – 2004 as a technical assistant of Sustainable Forest Management Implementation, Joint program with Forest Faculty Bogor Agriculture Institute and WWF Indonesia in 2006 – 2010. As a professional, he was involved in HCV social study of Sustainable Forest Management, HCV Identification in 3 palm oil plantation in Indonesia. Currently, he works as professional HCV assessor. During the assessment the auditor verified the aspect of environment and HCV.</p>
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	
2.2.1	Figure of person days to implement assessment
ASA-4	<p>Number of auditors: 4 auditor</p> <p>Number of days for Surveillance-4 at site: 6 days</p> <p>Number of working days for Surveillance-4 at site: 24 Working days</p>
2.2.2	Assessment Process
ASA-4	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Buana Wiralestari Mas to the requirements of RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil - April 25th, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill).</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results ASA-4 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (Re-certification).</p> <p>The assessment program please find Appendix 2</p>

2.2.3	Location of Assessment
ASA-4	<p>The audit team used 0.8-√y formula in order to choose the management unit's sample by considering the critical and substantial issues from stakeholders. Based on this formula, management unit's sample which choose by team audit are Nagasakti Mill, Nagasakti Estate and Ramabakti Estate.</p> <p>Detail field visits are presented as follows:</p> <p>Nagasakti Mill</p> <ol style="list-style-type: none"> 1. Security Post. Interview related to the examination over incoming and outgoing FFB, CPO and PK from mill. 2. Weight Bridge. Interview related to record of FFB receive and product delivery. 3. Fuel tank. Observation and interview related to hazardous material management and emergency response tools. 4. Hydrant No 7. Observation on emergency response tools. 5. Processing station. Observation and interview related to FFB's processing into CPO, the implementation of occupational health and safety, fire emergency response tools in mill and first aid kits. 6. Grading. Interview related to FFB's examination, which has been received in mill. 7. Warehouse. Observation and interview related to safe work practices, hazardous management, and personnel competency, wage, and the freedom to join and establish union and medical examination. 8. Workshop. Observation and interview related to safe work practices, hazardous management, and personnel competency, wage, and the freedom to join and establish union and medical examination. 9. Water Treatment Plan (WTP). Observation and interview related to water management for FFB's processing. 10. WWTP. Observation on liquid waste management and the condition of WWTP ponds. 11. Hazardous waste storage. Observation and interview related to hazardous waste management. <p>Nagasakti Estate</p> <ol style="list-style-type: none"> 1. Block A57. Observation over the condition of boundary pole 8. 2. Block A41. Observation over the condition of boundary pole BPN II. 3. Block G42. Observation over the condition of boundary pole BPN III. 4. Hut 1. Observation and interview related to facilities for personnel. 5. Policlinic. Observation and interview related to medical facilities and medical waste 6. Workshop. Observation and interview related to operation activities in workshop, periodic medical examination for the entire workshop personnel, trainings that have been delivered, complain mechanism, medical insurance, personnel come from various ethnicity and related to minimum wage. 7. Fire Handling Facility. Observation and interview with fire handling team and simulation of fire handling equipment. 8. Office of Division 1 & 2. Observation and interview related to management of hazardous material, fire emergency response equipment and hazardous waste management. 9. Central Warehouse. Observation and interview related to MSDS completeness, hazardous symbols, periodic medical examination for the entire workshop personnel, trainings that have been delivered, complain mechanism, medical insurance, personnel come from various ethnicity and related to minimum wage. 10. Block E35, Division II. Interview with spraying supervisor, sprayer team and manuring team related to company policy on the application of chemicals in the riparian area, periodic medical examinations, the use of PPE, spraying technique training, OHS training, First Aid training, complaint mechanisms, employee benefits and wages. 11. Block D39, Division I. Observations and interviews with harvesting personnel related to criteria of ripe harvest, harvesting techniques, the use of PPE and employee benefits and available housing facilities. 12. Block E44 Division III. Observations and interviews related to the management of Owl's Nest (<i>gupon</i>). 13. Temporary hazardous waste storage. Observation and interview related to hazardous waste management. 14. Road Block. Observation of the existing road condition in the estate area. 15. Block D38 Division I. Observation on beneficial plant.. 16. Block C57 Division IV. Observations HCV management areas such as riparian of <i>Cuko</i> river. 17. Block E46 Division III. Observation on liquid waste's land application. 18. Block H39 Division II. Observation on the management of inorganic waste on landfill. 19. Fuel tank. Observation and interview related to hazardous material's management and emergency response

tools.

Ramabakti Estate

1. **Block D8/9 Division I.** Observation over the condition of boundary pole 69.
2. **Block Q22, Division IV.** Observation over the condition of boundary pole BPN 51.
3. **Block Q19/20 Division IV.** Observation over the condition of boundary pole BPN 22.
4. **Block Q22 Division IV.** Observation over the condition of boundary pole BPN 49.
5. **Block Q22 Division IV.** Observation over the condition of boundary pole BPN 48.
6. **Block Q21 Division IV.** Observation over the management for slope area.
7. **Hut 1.** Observation and interview related to facilities for personnel.
8. **Polyclinic.** Observation and interview related to medical facilities and medical waste
9. **Workshop.** Observation and interview related to operation activities in workshop, periodic medical examination for the entire workshop personnel, trainings that have been delivered, complain mechanism, medical insurance, personnel come from various ethnicity and related to minimum wage.
10. **Fuel tank.** Observation and interview related to hazardous material's management and emergency response tools.
11. **Office of Division 1.** Observation and interview related to management of hazardous material, fire emergency response equipment and hazardous waste management.
12. **Central Warehouse.** Observation and interview related to MSDS completeness, hazardous symbols, periodic medical examination for the entire workshop personnel, trainings that have been delivered, complain mechanism, medical insurance, personnel come from various ethnicity and related to minimum wage.
13. **Ramabakti Office.** Interview with spraying supervisor, sprayer team and manuring team related to company policy on the application of chemicals in the riparian area, periodic medical examinations, the use of PPE, spraying technique training, OHS training, First Aid training, complaint mechanisms, employee benefits and wages.
14. **Block C5, Division I.** Observations and interviews with harvesting personnel related to criteria of ripe harvest, harvesting techniques, the use of PPE and employee benefits and available housing facilities.
15. **Block C6 Division I.** Observations and interviews related to the management of Owl's Nest (*gupon*).
16. **Temporary hazardous waste storage.** Observation and interview related to hazardous waste management.
17. **Block Q20 Division IV.** Observations HCV management areas such as riparian of *Bangso* river.
18. **Block P14 Division IV.** Observations management on peat area.

Stakeholder Consultation

1. **Government Institutions in Kampar District (Environment Agency, Manpower and Transmigration Agency, Plantation Agency).** Interview related to regulation's compliance, pollution issues, manpower and occupational health and safety issues.
2. **Kijang Rejo Village and Kota Bangun Village (Community leaders).** Interview related to social, economic and culture aspects with local communities.

2.3 Stakeholder Consultation and Stakeholders Contacted

2.3.1 Summary of stakeholder consultation process.

ASA-4	<p>Consultation of stakeholders for PT Buana Wiralestari Mas held by:</p> <ol style="list-style-type: none"> 1. Public announcement at web www.mutucertification.com on 02 November 2015. 2. Consultation meeting and interview with government agencies Kampar regency (Manpower agency, Environmental Agency and plantation agency) on 17 November 2015. 3. Consultation meeting and interview with Surrounding Village (PT RJP Village) on 18 November 2015. 4. Consultation meeting and interview with Worker Union, Gender Committee and local contractor on 19 November 2015. 5. Consultation by email with NGO (Jikalahari) 10 November 2015. <p>Numbers of input from stakeholders were clarified by PT Buana Wiralestari Mas – Ivo Mas Tunggal</p>
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2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (Re-certification) will be planned 9 to 12 months after ASA-4 assessment (September - 2016).

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Nagasaki Mill – PT Buana Wiralestari Mas, PT Ivo Mas Tunggal operation consisting of one (1) mill, three (3) oil palm estate.

During the assessment, there were one (1) opportunities for improvement were identified. Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5.

MUTUAGUNG LESTARI found that Nagasaki Mill – PT Buana Wiralestari Mas, PT Ivo Mas Tunggal complied with the requirements of RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil - April 25th, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill).

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is Continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
	<p>The Company has had SOP for Communication and Consultation No. SOP / SMART / UMUMSADV / I / 004, Rev.0.0. made by the Sustainability Division Head and approved by the Head of Upstream. In the SOP, there is information on checking incoming mail that says that if the requested information is information that is available to stakeholders in accordance with list of the information available, then head unit prepared a response plan. However, if the requested information is not contained in the list of information for stakeholders, it is necessary to ask for the consideration and approval of top management in advance. The response to incoming mail not later than three (3) weeks after the letter was received. SOP Communications and Consultations have been socialized on August 10, 2015 which was attended by 16 representatives of the employees.</p> <p>Recorded of information is stored in information books on each management unit. In the book shows that there is no incoming information requests, there are only a few of information out submitted to the agency and manpower social Assurance (BPJS). Document's storage duration is stated in SOP for document and record management No. SOP/SMART/UMUM/SADV/II/001 REV.0.0, which states that document's storage duration is for 10 years.</p> <p>Based on the results of the public consultation with other agencies and local communities, it is known that the company has the program related to the delivery of consultation and communication</p>	
	Status: Comply	
1.2	Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	
	<p>The Company already has a list of information for stakeholders with No. documents F/SMART/GENERAL/SADV/004/003 made by SPO Kampar region and it is known by the RC Kampar region dated May 2, 2015. The information list includes the number of employees and a list of basic wages of employees, personnel tax, payment of local taxes / retribution, environmental documents, deed of establishment and its amendments, the data of area and production, and</p>	

fertilizer application data, evidence of land tenure, High Conservation Value (HCV) identification report, SIA identification reports, community empowerment program reports, guiding committee of occupational health and safety report, the document of improvement program, RSPO audit reports, policy documents on Human Rights. Accessible public document that has been socialized on August 4th, 2015 which was attended by 18 representatives of employees, workers and Labor Union. The document has also been socialized to agencies, such as Environmental Agency, National Land Agency, Plantation Agency, Labor Agency, Forestry Agency and BKSDA on November 24th, 2015.

The SOP for Communication and consultation consists of information such as the examination over incoming letter that states if the available requested information is the available information for stakeholders based on list of information, hence unit head will draft the response plan. However, if the requested information is not available in the list of information for stakeholders, hence it will require prior consideration and approval from top management.

According to interviews with management representatives indicate that the documents that are available to the public placed in each management unit to facilitate the process if there is a request for information. Based on the results of the public consultation, it is known that the company has the program associated with the document that is publicly accessible and available.

Status: Comply

1.3

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

The Company has a Business Ethics Policy, signed by the regional controller of Kampar, dated 2 February 2015 and applies to all management units. In the policy states that:

- The Company provides no tolerance for any act or form of corruption in business practices undertaken by employees. Employees who are found to commit corrupt practices will be given strict punishment by the company and punished according to the applicable regulations.
- The Company is committed to the standards of ethical behavior in all activities of the management of business practices, which could include the way of being with each other, the stakeholders, the environment and the broader community.

Business Ethics Policy has been disseminated on 17 September 2015 which was attended by 20 representatives, including representatives of workers and contractors. Based on interviews with workers and contractors, it is known that the company has a policy to disseminate the code of integrity and ethical behavior and the policy is available in a understood language.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

Company has a written documentation in order to identify, implement and evaluate the compliance toward the applicable regulations and law related to palm oil estate and mill through other regulation and requirements (SOP/SMART/UMUM/SADV/I/002) that has been approved by Head of Upstream on 1st July 2014. This procedure explains PIC to identify regulation and PIC to evaluate the regulations.

Based on this mechanism, unit management has identified and decided type of regulations that must be complied and has classified type of regulation into group, such as:

- The list of regulations associated with HCV, there are 13 regulations that was updated on 1 June 2015.
- The list of regulations related to employment: there are 32 regulations that was updated on 19 November 2015.
- The list of regulations related to the environment: there are 40 regulations that was updated on 4 June 2015.
- The list of regulations related to the Licensing: there are 29 regulations that was updated on 20 November 2015.
- The list of regulations related to OHS: there are 51 regulations that was updated on 19 November 2015.

The entire copies of the above regulations are kept in the office of each unit. Nagasaki Estate can show a copy of the regulation of Ministry of Environment No. 10 year 2010 on mechanism of pollution prevention and/or environmental destruction related to forest/land fire.

The entire regulations have been recorded in list of regulation and always being evaluated periodically at least once a year or in case there is a new regulation. Moreover, evaluation over the latest update and adjustment has been conducted by:

- Secretary of OHS guiding committee dated 19 November 2015 against the entire list of labor regulations.
- SPO Officer dated 4 June 2015 against the entire list of environmental regulations.
- SPO Officer dated 20 November 2015 against the entire list of licensing regulations for plantations.
- PIC HCV dated 20 November 2015 against the entire list of rules HCV.
- Secretary of OHS guiding committee dated 19 November 2015 against the entire list of OHS rules.

Unit Management has adjusted to changes in regulations, for example:

- Changes in the amount of wages according Riau Governor Decree Number: Kpts. 244 / III / 2015 dated 31 March 2015 on UMSP (Minimum Wages) for agriculture / plantation (coconut, oil palm and rubber crops) of Riau Province in 2015. According to CEO Decree No. 016/CEO5/HRPSM5/03/15 and interviews with employees, it was known that salary levels are in compliance with the latest regulations.
- The implementation of latest BPJS (Social Assurance), Law No. 24 of 2011 with the derivatives regulation such as:
 - Government Regulation number 44 year 2015 regarding the implementation of accident assurance (*Jaminan Kecelakaan Kerja/JKK*) program and fatality Assurance (*Jaminan Kematian/JKM*).
 - Government Regulation number 45 year 2015 regarding the implementation of the retirement program.
 - Government Regulation number 46 year 2015 regarding the implementation of the pension time program (*Jaminan Hari Tua/JHT*)

Based on interviews with related institutions (Plantation Agency, Manpower and Environment Agency) its known that the management unit has complied the plantation, manpower and environment regulations.

Status: Comply

2.2

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

Company had owned and used land according to Audit ST-2 report. Until the ASA-04 activity, company does not expand its plantation area or make a revision over its land ownership status. Land ownership by Nagasaki Estate, Nagamas Estate and Ramabakti Estate is about 13,113.599 Ha that on consists of 5 HGU certificates and 1 HGB certificate.



Patok BPN II di Nagasaki Estate

The Management Unit has conducted boundary poles monitoring every month which is documented in "Checklist of Boundary Poles Conditions ". Examination results for 2015 showed that the entire poles (17 poles in Nagasaki Estate and 125 in Ramabakti Estate) in good condition. Based on the results of field visits in Nagasaki Estate poles 8, BPN II, BPN III and in Ramabakti Estate poles BPN 48, BPN 49, BPN 50, BPN 51, BPN 22 and BPN 69 were found in well-maintained condition.

Consultation with the Plantation Agency in Kampar District and local communities, it was known that there was never any dispute / conflict between public lands with unit management. Although there has been conflict and claims, the company has had SOP of

a Social Conflict Handling involving the parties in conflict resolution. Moreover, the management unit has a commitment to prohibit the recruitment/ hiring private security and paramilitary for company's operation activities based on Decree from RC Kampar Ref: 05/RJP-KAMPAR-5/01/2015 on the entire unit management.

Status: Comply

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.

Land ownership statuses for the management unit within audit scope are state land and communities land, which have been compensated during the first estate development (in 1992). Evidence of public land acquisition are completely documented and stored by the Legal department of the company. Moreover, the Land acquisition of land ownership in the beginning of estate development has been conducted by using the Free Prior Informed and consent (FPIC) system and acknowledged by stakeholder.

Until ASA-4, company did not conducted expansion over its plantation area, by which the latest land compensation was conducted in 1992.

Status: Comply

PRINCIPLE #3 Commitment to long-term economic and financial viability
3.1
There is an implemented management plan that aims to achieve long term economic and financial viability.

To achieve economic and financial viability in the long term, the company has compiled a summary of the management plan of plantation and mill in the next 5-year period (2015-2019), dated 20 November 2015. The information in the work plan include price trend prediction for FFB, CPO and Palm Kernel; production cost; production of FFB, CPO and Palm Kernel; mill level extraction; areal statement; replanting activities and projected profits. The management unit also always conducts an evaluation to assess the achievement against the budget that has been set.

Replanting program will be implemented starting in 2019 in Nagamas Estate for an area of 666.94 hectares. Meanwhile the replanting for Nagasaki Estate and Ramabakti Estate have been planned for the next five years. Replanting is done because some of the considerations according to company policy, that is the study of Yield / ha (<14 tons FFB/ha), the age of the plant (> 25 years), plant height (> 13 meters) and the density of plants per hectare (<100 trees/Ha).

Status: Comply

PRINCIPLE #4 Use of appropriate best practices by growers and millers
4.1
Operating procedures are appropriately documented and consistently implemented and monitored.

Company has a Standard Operating Procedures (SOP) for palm oil plantation and mill, which consist of technical guideline document for palm oil plantation in 2012 and SOP Mill's processing that is stated in SOP/SMART/MCMD/I/TM-PKS. Document review and interview shows that there aren't change in operations procedures of the company.

SOP is available in audit place and is written in an easy to understand language and relevant to the main process in estate and mill. Moreover, based on interview with personnel in estate and mill operation, it is known that the socialization about this SOP has been conducted through safety briefing activity or morning briefing, which is conducted before the beginning of estate and mill's operation. Field visit at Block D39, Division I, Nagasaki Estate and Block C5, Division I, Ramabakti Estate shows that harvesting activity has conducted in accordance with procedure such as FFB that harvested is have 10 loose fruit.

The Company has procedures to monitor operations at the mill and estate, whether it is already running in accordance with the set targets through the implementation of internal audit examinations that were conducted each semester by section of Operational Internal Audit (OIA). Personnel was assigned to carry out the internal control activities are trained and competent in their fields. Internal audit activity was held on 28 April – 6 May 2015 for Nagasaki Estate and for unit of Ramabakti Estate was last held on 20 April to 6 May 2015. The report contains some non conformity findings with the expected improvement of the administrative problems, personnel, crop maintenance and crop harvesting. Step of improvement from management and the advice from the assessment team, all delivered in a single report.

The management unit has documented reports and records of mill and estate operations such as the results of internal

control and monitoring activities in the OIA that was conducted every year. Repair of any findings in the internal audit activity are directly documented in the report which includes management responses and suggestions for improvements that can be taken by the management unit of the internal audit team.

Nagasakti Mill does not perform acceptance / purchase of FFB from third parties. FFB that were received by Nagasakti mill sourced from the estate that has been certified RSPO, those are Nagasakti Estate, Nagamas Estate and Ramabakti Estate.

Status: Comply

4.2

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

The management unit has had SOP for soil fertility management by using fertilizer (chemical, liquid waste and empty fruit bunch application). Based on the document review until the month of October 2015, fertilizer use in Nagasakti is Urea (51,250 tons), rock phosphate (110,000 ton), TSP (137,800 ton), S. Dolomite (61,750 ton) and Kieserite (78,950 ton). From January to October 2015 there has been a realization of liquid waste applications as 141,274 m3 for application area 1,130.9 ha. In addition to the provision of liquid waste applications, unit management also conducted application of organic fertilizer by using empty fruit bunch with a dose of 60 ton/ha/year. Based on the documents review, from January to October 2015 there has been a realization of the empty fruit bunch application for an area 664.10 Ha. Field interviews with staff of SMARTRI, it can be seen that application of empty fruit bunch functioned as an additional supplement to increase soil organic matter in addition to administration of inorganic fertilizer.

The management unit has regularly conducted soil and leaf analysis. Soil analysis is done every 5 years, while the activities of leaf analysis were carried out every year. Activity of soil analysis has been carried out in February 2013 at Nagasakti Estate and January 2015 in Ramabakti Estate. Based on document of leaf analysis in Nagasakti Estate known that the latest leaf analysis was conducted on February 2015 such as the document of Leaf Analysis No. Ref. 097/Daun/Lab-SMARTRI/III/2015 of the Analytical Lab. Section Head dated 5 March 2015 on the results of routine analysis of N, P, K, Mg, Ca, B. One example of making the analysis of leaves in block 1A-34 Nagasakti Estate. Based on interviews with staff of SMARTRI, it can be seen that leaves analysis results will be incorporated into the program of fertilization and soil samples just as supporting data, not as the determining doses for recommendations on some kind of specific nutrients such as N, P, K, Mg, Ca, B.

Unit management has set the location for the recycling of nutrients through the inventory of empty fruit bunch and liquid waste. Results of field observations and interviews with workers at the empty fruit bunch applications in Block F56, Division IV, Division II, Nagasakti Estate.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

Based on semidetall soil maps documents and interviews with surveyor staff and SMARTRI staff, it is known that in Ramabakti Estate and Nagasakti Estate area there is marginal soil types which was peat. Field visit at Block P14, Division IV, Ramabakti Estate shows that peat area was managed by maintenance land cover crop (*Neprolephis sp*), water management by using water gate, maintenance water level and monitoring peat subsidence.

Soil management for an area with certain sloping is regulated in cultivation plan for new area No. Lamp Document/I/TA-PPA/02 – Slope Classification and Terrace Purposes. The results of Field visits in Block Q21, Ramabakti Estate indicate that a cover crop land have been preserved to maintain soil moisture. Besides the placement of midrib with L-shape method is also done on each block to minimise run off.

Road maintenance program and its realization have been shown by the management unit with the work schedule program for grader on 2015 in Nagasakti Estate and Ramabakti Estate. Nagasakti Estate, grader is scheduled for CPO/TBS transporting road and road of Division 1-6 and until November 2015 the grader has been operated for area 318.80 Ha in Block A34. Besides that, road maintenance also conducted manually every twice a month. Based on the

field visit during the audit, it is known that the condition of the road has been properly maintained and it is in a good condition so that it can be passed well in all conditions.

Status: Comply

4.4

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

In order to maintain the water quality and maintain the availability of surface water, the Company has a management plan of water source, which is stated in Management and Monitoring Plan of Environmental, either Management and Monitoring Plan of HCV which outlines the environmental management in general, including the management of water source such as rivers and swamps.

The company also has procedures of Management and Monitoring of Water Resources (SOP/SMART/BCOS-EHSD/SADV/II/004, dated 1 July 2014) which regulates in detail the efforts of the management and monitoring of water source activities include determination of riparian and riparian protection. Field visit in Block F57, Division VI, Nagasakti Estate shows that riparian of Cuko River has given pole boundary and palm oil at riparian is marking with "X". This indicated that the riparian area is prohibit to chemical application. Some of plant has be planted in riparian area such as Vertiver grass, guatemala grass and bamboo.

In detail, water management plan is integrated to each of operational activities ranging from the identification of water resources, efficient of water use, protection of water resources; minimize contamination of water sources as well as periodically conducting the monitoring of surface water quality and monitoring of waste management (effluent, solid waste and hazardous waste).

Status: Comply

4.5

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

Ramabakti Estate and Nagasakti Estate has an integrated pest management (IPM) plan that has been monitored, including:

- Program of nettle caterpillar pests detection, it was performed once in 2 months.
- Program of rat detection, it was performed once in 3 months.
- Program of barn owl nest (*gupon*) maintenance on 2015 as an predators active nest of rat.
- Program of biological control agents maintenance or beneficial plants year 2015, with the type of biological agent such as *Turnera subulata* and *Antigonon leptopus*.

The program is also supported by documentation from the management unit, such as:

- Recapitulation of pest detection in Nagasakti Estate *etora Nitens*, *Tosea Vetosta*, *Metisa Plana*, *Tose Bisura*, *Darna Trima*, *Tosea Asigna*) Division 1-6 in September 2015 with the average attack is 0.13 – 0.23% from January – September 2015 (under the threshold).
- Recapitulation of rat census in Nagasakti Estate on January – October 2015 with average of 0.76 – 1.23 (under the threshold).
- Recapitulation of active barn owl box (*Gupon*) in Nagasakti Estate until October 2015 recorded for 210 active nest (97%). During the field visit in block E44 Division III Nagasakti Estate and block C6 Division I Ramabakti Estate known that the nest is active. It can be seen from the left bone of barn owl's prey and feather and feces of barn owl.
- The upkeep of *Antigonon Leptosus* and *Turnera Subulata* as biological control of nettle caterpillar. Auditor observes the condition of the plant is well upkeep condition during field visit.

The unit management has conducted a training on IPM. Pesticide training has been conducted by SMARTRI in 19 October 2015 in Division II Ramabakti Estate attended by 14 participants. Therefore, the company has engage its workers in the training of limited pesticide use as a mandatory requirement for limited pesticide applicator.

Status: Comply

4.6
Pesticides are used in ways that do not endanger health or the environment

The Company has procedures related to regulating the use of pesticides that is specific to weeds, pests or diseases, targeted in document Number SOP/SMART/MCAR/VII/TA-TNM on Control of Pests and Diseases, as well as Number. SOP/SMART/MCAR/VIII/TA-PGM about Weed Control took effect on 12 June 2012. The Company has an attempt to avoid the development of resistance such as pesticide rotations, alternating between active ingredient *paraquat* which is given in the second rotation, previously alternated with *isopropyl aminaglifosfat* and *Metyl metsulfuron* in the first and third rotation.

The use of pesticides should be targeted, dosage and time, for example, circle spraying and harvesting path as follows:

- *Paraquat*: conduct circle spraying and harvesting path, 1 time / year, dose: 250 cc / ha.
- *Isopropilamina glifosat*: conduct circle spraying and harvesting path, 2 rotation / year, dose: 250 cc / ha.
- *Metyl metsulfuron*: 12.5 gram / ha.

The unit management has documented the used pesticide during 2015, for example, the pesticide use for Nagasaki Estate for one year is 2,254.66 liter Roll Up 480 SL, 344.79 liter Rolixone 276 SL, 129.48 Erkafulon 20 WG, dan 8.35 liter Starane 200 EC. The pesticide toxicity monitoring is conducted monthly by Ramabakti Estate that documented active ingredient, pesticide type, producer, active period, permit number, the use target and LD50 from each used pesticide.

The management unit has an IPM plan and its realization through the following activities:

- Biological Control through beneficial plants treatment program in 2015 with the species of *Turnera subulata* and *Antigonon leptopus*, which has been realized according to the budget in every month.
- Maintenance and routine checks of barn owl nest in Nagasaki Estate and Ramabakti Estate year 2015 that has been carried out every 2 weeks through routine monitoring in each division.
- Census of rat. If the results of the rats monitoring exceeds the normal threshold > 5%, then it should be controlled chemically. Rat census conducted in January, April, July, and October 2015 (every 3 months). Up to the audit was carried out; there was no significant rat attack. Rat attack is still below the threshold.
- Detection of nettle caterpillar. Based on interviews with census officers of Ramabakti Estate, it is known that until the audit was carried out; no nettle caterpillar attack exceeds the threshold. Activity detection is done in every 2 months.

Document review and field visit in pesticide storage shows that Nagasaki Estate and Ramabakti Estate didn't use pesticide categorised as WHO Type 1A and 1B, but there are paraquat used. Based on administration document in pesticide storage of Nagasaki Estate shows that until October 2015 there are 360 liters delivery of paraquat. The management unit has had the policy to reduce paraquat utilization which are issued by Vice President Agronomy of PSM 5 on January, 10th, 2011. Documentation of paraquat usage at Nagasaki Estate on 2011 – 2015 shows there are reducing paraquat from 1,511 liters on 2014 and for 2015 (till October 2015) paraquat usage are 344.79 liters.

The management unit is still using paraquat in this year, therefore, it has been applied by personnel who have received limited pesticide training and certified. Pesticide Commission Training has been carried out on 28 March 2013 in Ujung Tanjung Training Centre. List of workers names who already follow such training and already has a certificate. Results of the documents study and interviews with workers, it was known that all workers who used paraquat, have joined the training of limited pesticide use.

The company has had the SOP for the handling of pesticides waste (SOP/SPO/SMART/LH-09) which regulates the procedures for the management of agrochemicals used packaging. Management of pesticide used packaging is done by washing before it is stored in the Hazardous Waste Storage of Nagasaki Estate and Ramabakti Estate. Based on observations in division office, there is a washing station for pesticide used packaging that have been carried out in accordance with the SOP. Socialization of hazardous waste disposal has been done by the management unit in the head Office of the Ramabakti Estate on 11 March 2015, which attended by 30 workers.

The application of pesticides in the field is through proven methods in minimizing the risks and negative impacts, as

informed in the document: LAMP/VIII/TA-PGM/03-PUKBP the General Instructions on Safety Work with Pesticides, those are includes safe instructions in choosing a pesticide, storing pesticides and use pesticides, for example: selected pesticide formula must conform with the pests as the formula pesticide will only be effective against certain types of pests.

Documents review, interviews with workers and field visits showed that the management unit does not apply pesticide spraying through the air.

The company has provided information regarding the handling of pesticides to all employees, such as:

- Related to dose in the use of pesticides, the company refers to the recommended dose on the label contained on any type of pesticide.
- Installation of Material Safety Data Sheet (MSDS) is provided on each of agrochemical packaging or storage of these chemicals. This sheet contains information about the properties of a material that aims to provide information to workers and for emergency personnel need, regarding the information of handling a material securely. This data sheet gives information data such as melting point, boiling point, flash point, toxicity, health effects, first treatment, reactivity, storage, disposal, protective equipment needed, and procedures for handling spills.

Medical examinations for spraying personnel have been done by the management unit regularly twice a year. The last medical examination for spraying personnel at Nagasaki Estate was held on 11 July 2015 to all operators of pesticides with healthy test results (*cholinesterase* and *spirometry*). For those who have symptoms of mild restriction, has received a further examination of the doctor and has been declared healthy.

Based on interviews with spraying personnel either with staff or supervisor, it can be seen that there is no woman spraying who is pregnant or lactating.

Status: Comply

4.7

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

The company's commitment in the implementation of OHS has been explain in OHS policy which approved by the Managing Director on 1 November 2013. The OHS Policy is the commitment of the management to communicate, comply with OHS relevant regulations, make sure the OHSAS implementation, identify, assess and control the hazards in each activities that are in work environment and manage OHSAS indicators to improve management performance of OHS. OHS policy has been socialized to employees of Nagasaki Estate on 10 April 2015 and Ramabakti Estate on 10 September 2015.

The management unit has done a risk assessment for all operational activities at the estate and mill and it was documented in Hazard Identification and Risk Assessment Period January-December 2015. The record of this assessment covers activity, identification of potential hazard (source/ event and impact), existing control, early-risk-analysis (the probability level, the seriousness level, and the risk level). In case of accident in operation unit, hence this will be inputted into follow up action over risk assessment for further evaluation in the next risk assessment. Moreover, company has socialized the hazard source identification and risk assessment through socialization by the management unit such as on 10 September 2015 in Ramabakti Estate.

Related to safe work practices on the estate and mill that have been implemented, including:

- Training of operator in mill and estate which is consisting of operator, welder, electrical technicians and OHS expert. Based on field visits and interviews with employees at the engine room station, it is known that the machine operators and production personnel who served during audits has expired. Related to this , it has been followed up by the company by sending a letter to government institution, accompanied by requirements that were needed for renewal process.
- Training of the use of fire extinguisher on 25 May 2015
- Training of first aid on 5 March 2015

The management unit shows handover evidence of damaged PPE to be replaced with new PPE to workers in each unit of mill and estate, for example Minutes of PPE handover at Nagasaki Mill on 26 May 2015, that is the provision of PPE for processing station, shift 1 on 26 May 2015 in form of AP boot and helmet.

Mill and estate already has a guiding committee of OHS which has been already approved by the Social and Manpower Kampar regency, those are:

- Decree from Social and Manpower Agency Kampar District Number: KPTS.700/DSTK-PHI/2014/012 dated 21 April 2015 on the guiding committee of OHS validation of Nagasaki Estate with the secretary who is an OHS expert. The management unit can show appointment decree of OHS Expert No. KEP.1723/M/DJPPK/VI/2013 dated 13 June 2013.
- Decree from Social and Manpower Agency Kampar District Number: KPTS.700/DSTK-PHI/2015/013 dated 20 February 2015 on the guiding committee OHS validation of Nagasaki Mill with the Secretary who is a OHS expert. The management unit can show appointment decree of OHS Expert No. KEP.8197/M/DJPPK/VIII/2014 on 7 August 2014.
- Decree from Social and Manpower Agency Kampar District Number: KPTS.700/DSTK-PHI/2015/30 dated 21 April 2015 on the guiding committee OHS validation of Ramabakti Estate with the Secretary who is a OHS expert. The management unit can show appointment decree of OHS Expert No. KEP.1723/M/DJPPK/VI/2013 on 7 August 2014.

OHS guiding committee meeting has been held regularly once a month at mill and estate with the theme of Health, Safety and Welfare, such as:

- On 8 October 2015 in Nagasaki Mill with topics monthly working program review for period of September 2015, preparation of RSPO audit, house-keeping and working accident.
- On 5 September 2015, in Nagasaki Estate office discusses on oil spillage in workshop, cleaning up oil using rag and collecting rag in the allocated box, OHS socialization and the daily use of PPE supervised, check on emergency response equipment, fire equipment, locating update MSDS in the targeted location in central warehouse and division warehouse.
- On 11 July 2015, in Ramabakti Estate office discusses medical check up, broken lighting in hazardous waste storage, organic waste landfill, routine inspection on PPE, sending effluent analysis in mill and field.

Delivery note for OHS guiding committee report, which has been submitted periodically every three-months. Moreover, the management unit could present the delivery note for the reports, such as delivery note for OHS guiding committee report of Nagasaki Mill, for the third quarter (July – September) on 9 October 2015.

The management unit has had an accident and emergency procedures:

- SOP in handling accidents and occupational diseases (SOP/SMART/HESS-EHSD-10) which explain the handling and reporting of occupational accidents and diseases. Investigation is needed in order to prevent the same accident repeated.
- SOP of Preparedness and Emergency Response (SOP/SMART/GENERAL/SADV/II/005). Scope: emergency responses and preparedness activities in the estate, mill and other supporting units. Emergency: Types of emergencies include fires, explosions, land fires, earthquakes, floods, spills of hazardous chemicals, chemicals poisoning through the mouth, broken of levee of sewage pond and riots. Procedure: Investigations of emergency was carried out as remedial action.

It has provided emergency structures in the respective unit and has conducted simulation of emergencies. Based on a field visit to Nagasaki Mill, Nagasaki Estate and Ramabakti Estate, it is known that the company has made compliance of First Aid equipment and the one who responsible for first aid equipment is SPO Officer.

All workers had been given medical treatment that was covered by accident insurance. The management unit shows evidence the payment of Labor Assurance (BPJS-TK) dues with the details permanent workers and contract worker such as payment of Nagasaki Estate workers for August 2015 as many as 365 workers.

Unit management record of occupational accident which explain victim name, accident time, accident type and Total lost day. Based on record of occupational accident monitoring at Nagasaki Mill, Nagasaki Estate and Ramabakti Estate in

January-October 2015 there is zero accidents.		
	Status: Comply	
4.8		
All staff, workers, smallholders and contractors are appropriately trained.		
<p>The Company has had a training program and the realization of the training in 2015 for each management unit, such as:</p> <ul style="list-style-type: none"> • Training on first aid that is planned in March 2015 and realized on 05 March 2015. • Training of IPM, which is planned in May 2015 and realized on May 2015. • Understanding over environmental aspect plan for October 2015. <p>The Company has had workers training records for each management unit that was stored in personal files. A list of employees and training records for each employee has been well maintained, such as:</p> <ul style="list-style-type: none"> • Up-keeping supervisor has joined training on IPM and first aid • Head of workshop has been trained of heavy vehicle, first aid and welder. <p>Based on interviews with workers, it is known that the workers have been trained in accordance with the work being done.</p>		
	Status: Comply	
PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity		
5.1		
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.		
<p>PT BWL has document of Environmental Impact Assessment (EIA) which was approved on 19 March 1994 by the Ministry of Agriculture for Nagasaki Estate, Nagamas Estate and a mill with capacity of 60 Tons FFB/hour. Moreover, for Ramabakti Estate was include in EIA document of PT RJP which was approved on 29 September 2011 by Environmental Agency of Kampar Regency.</p> <p>The company has consistently manages and monitors the environment, which is stated in 6 months environment permit report. The report describes the implementation of environment management and monitoring based on environment parameters as stated in management plan and monitoring plan of EIA document and has been arranged based on the applicable regulations.</p> <p>Regarding to revision on company's operation activity, company has consulted with related agencies in order to comply the applicable regulation, for instance:</p> <ol style="list-style-type: none"> Operational in using of Liquid waste for Land Application (LA), the company has owned Land Permit Application which was began with LA assessment permission. In the face of the potential impact of replanting, the company has planned to evaluate the environmental impact, at least 2 years before replanting activities 		
	Status: Comply	
5.2		
The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced		
<p>Unit management has made the identification of high conservation value (HCV) in 2011 that was conducted by approved RSPO HCV assessor. The HCV identification process has been conducted based on HCV identification guideline in Indonesia in 2008. The identification over HCV area has been peer reviewed by external consultant, which is approved RSPO HCV Assessor in October 2010. The document identifies the existence of HCV 1.1, 1.2 and 4.1 with the broad of the entire HCV area about 380.12 Ha in Nagasaki Estate and Nagamas Estate and for Ramabakti Estate the HCV area about 112.39 Ha. Moreover, there was also identification on the existence of protected wildlife, such as:</p>		

Cekakak Belukar (Halcyon smyrnensis) and Macan akar (Felis bengalensis).

Management unit drafted the HCV management and monitoring plan program for period (management plan) for period 5 years (2014 – 2019) as an explanation on HCV management and monitoring plan, which is stated in HCV identification document. Moreover, company has a program to monitor HCV areas annually, hence the result will be stated in HCV monitoring and management report.

Management unit has undertake various efforts in order to protect rare wildlife, from established information board, delivered socialization for personnel and local communities, periodically monitored the existence of species, drafted greening plan for buffer area during replanting and implemented HCV management and monitoring plan.

Management unit has a policy to protect wildlife and vegetation based on the applicable regulation based on Decree from SMD Operations No. 002/SE-SMD OPS/IX/2010 on 20th September 2010. Company also makes a socialization to local communities and its personnel through the intallation of information board on type of protected species in location that can be accessed by public, and makes a socialization to personnel through morning briefing activities as well as socialization to local communitis through posters distribution about type of protected species.

Company has HCV management and monitoring plan, which is stated in Master Plan of HCV management and monitoring and annual management plan. Moreover, the report also describes the evaluation over the tendency to make consideration for the next planning.

Field visit, document's review as well as public consultation show that there are no HCV areas within the ownership of other parties including local communities.

Status: Comply

5.3

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

Company has identified the waste, which is consisted of plantation waste that come from 7 types of waste source and mill's waste that generates 7 types of waste source. Company made a revision over waste management, which is stated in SOP/SMART/LEMS-EHSD/SADV/I/002 on 1st July 2014 and signed by Sustainability Division Head. The SOP covers the inventory of waste, the registration of waste management permit, the arrangement of waste management program, the implementation of waste management program and evaluation over waste management.

Field visit at estate and mill shows that management unit has managed its waste based on SOP, including managing liquid waste, solid waste from mill, solid waste from plantation, hazardous waste, and domestic waste and air emission.

Status: Comply

5.4

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

Company has consistently recorded the utilization of diesel fuel since 2009 until 2015. The efficiency of diesel fuel utilization as a consequence of the utilization of fiber and shell as boiler fuel. The efficiency of diesel fuel utilization from 2015 to October was about 1,554,568 liter with the average efficiency for the last 6 years was about 2,036,536 liter.

Status: Comply

5.5

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

Company had a policy and procedure for land preparation with zero burning approach as stated in land clearing/ new land preparation (SOP/SMART/MCAR/IV/TA-PLB/Bab IV) that describes the land clearing process with zero burning approach (chemical system, mechanic system). The implementation of new replanting will be started in 2018; hence the socialization for land clearing/ preparation for personnel and local communities has not been conducted and will be conducted when the replanting activity is started.

Based on document's verification, public consultation and field visit there was no indication over field fire during 2015.

Status: Comply

5.6

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

Company has identified the source of emission as stated in Green House Gas (GHG) emission mitigation program on 6th July 2015 that consists of 5 types of emission source in GHG that covers fertilization activity, the utilization of pesticide, the utilization of fossil fuel, the utilization of electricity and waste management.

Company conducted some efforts to reduce pollution through liquid waste management, the utilization of solid and liquid waste, monitoring over the utilization of solid and liquid waste, periodic monitoring over the quality of liquid waste and surface water, monitoring over the quality of air emission and air ambient and conducts socialization on efficiency of electricity and water utilization by installing information board.

The reduction of green house gas emission is stated in SOP for GHG calculating (SOP No. SOP/SMART/CERS-EHSD/SADV/I/002) and SOP for GHG mitigation (SOP No. SOP/SMART/CERS-EHSD/SADV/I/005). Based on field visit in Block H19 of riparian of *Sialang Kalo* River, company has cultivated *vertiver grass*, *bamboo*, *waru*, *Guatemala grass*, jack fruit tree, *Sono Kembang* trees as part of its effort to reduce the GHG emission. Additional types of trees around the WWTP, roads, housing and other empty spaces will be verified again when next visit (**OFI**).

Company has conducted carbon calculation every year by using the Palm GHG Calculator, version 2.1.1. Based on calculation for period July 2014 – June 2015 shows that GHG emission from Nagasaki Mill and supply base is 2.78 tCO₂ e/t CPO. The result of GHG calculation has been reported to RSPO Secretariat on 16 November 2015.

Status: OFI

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.

Unit management has survey document for social and economic condition, culture and local communities perception over the existence of PT RJP and PT BWL in November 2010. The survey covers population, education, livelihood, income, health, facilities and infrastructure, local culture, environment management in social, economic and culture. The document was drafted by involving the affected communities which attended by 50 representatives that came from related stakeholders.

Unit management has a document review on social impact management and monitoring due to Nagasaki Mill, Nagasaki Estate and Ramabakti Estate for period December 2013 – December 2014. This document consists of review over social impact management, review over social impact monitoring, revision over social impact management and revision over social impact monitoring. Type of negative impact that have been identified such as road damage, the allegation of water pollution in river due to mill's waste, perception that the recruitment for local communities were not equal and just. This is the main impact that directly connected to stakeholders of unit management.

Unit management has conducted social impact assessment and its monitoring has involved local communities, government institutions, plasma smallholders and other companies that located closely with operational area. Unit management has mitigation record based on social impact assessment. Moreover, there is a record on road construction in village which has been included in company's CSR budget in 2015. Unit management informs the recruitment and vacant announcement to local communities by distributing recruitment announcement to village's officers. Related to the allegation of river's pollution, company has its waste examination and river's water examination.

Unit management also has social impact reduction plan that is prepared by SPO Region on 30 May 2015, such as:

- Type of impact: assistance for repairing the damaged-road in village. Impact management actions: lending heavy equipment to maintain and to repair the road. The management's parameters: recapitulation on road repair assistance. Period/ management schedule: every year. detail of impact management: lending heavy equipment if village needs it.
- Type of impact: the allegation of river's pollution by mill's waste. Detail of impact assessment management: periodic monitoring over waste management tools as well as periodic monitoring over waste sample examination. The management's parameters: the examination result over river's water shows that there is no pollution. Period/ management schedule: every 6 months. Detail of impact assessment management: periodic examination over water sample.
- Type of impact: Communities are interesting to work for company. Impact management: providing information about vacan positions. Management's parameters: the announcement of vacant position is received by village officers. Period/ management schedule: annually (if any). Detail of impact assessment management: proviiding information about vacant announcement in written to village officers.

Based on public consultation with communities leader (Kota Bangun Village and Kijang Rejo Village), its known that company is actively participating in local development. Company assists local communities, for instance on road pavement by lending heavy equipment. Moreover, company's existance also has a positive impact especially on reruitment of local communities. Subsequently, there are some local communities, who already work for company.

Status: Comply

6.2

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

Unit management has a list of stakeholder in April 2015, which was drafted by SPO officer on 2nd April 2015. The list of stakeholder consists of 24 statutory bodies, 6 indigenous people, 3 local communities, 6 workers organizations, 4 smallholders, 3 independent suppliers of FFB and services and 2 NGO's. Based on interview with management representative, the list of stakeholders has been updated every time there is a revision/ change or will be updated every 6 months. The stakeholder update is conducted orally by contacting related stakeholders.

Unit management has pointed estate manager and mill's manager as person in charge in social issue. PIC also has a responsibility to make a report to the top management over the communication and consultation process with stakeholder, including making socialization on list of public documents, which can be accessed by stakeholders.

Company has the SOP for communication and consultation (SOP/SMART/UMUMSADV/I/004, Rev.0.0) which consists of information about the examination of incoming letter, which states that if the requested information is public information based on list of information, hence unit head will directly draft the response. However, if the requested information is not available in public information, hence the response needs a prior consideration from top management. The information request should be responded within 3 weeks time after the request being received. SOP for communication and consultation has been socialized on 10 August 2015, with 16 participants from personnel representatives.

Based on interview with workers and public consultation with government agencies and communities leader, its known that Unit management has socialized the communication and consultation mechanism. Moreover, stakeholder understands the mechanism of communication and consultation of company based on the applicable SOP.

Status: Comply

6.3

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

Company has the SOP for complain and dissatisfaction management No. SOP/SMART/SIGS-CSR/SADV/I/003, rev. 0.0 Sustainability Division head drafter the SOP and head of upstream approved it on 1st July 2014. SOP explains the mechanism and stage of complain and dissatisfaction management both, internally and externally. Response on

complaints and dissatisfaction should be issued within 1-month time after the submission. Moreover, the SOP also explains the mechanism for internal complain and dissatisfaction by highlighting that company will guarantee the confidentiality and anonymity of reporter and whistleblower. This SOP has been socialized on 6 August 2015 and was attended by 32 participants from personnel representative and on 25 May 2015, which was attended by 60 participants from local communities representative.

Person in charge to handle complain and dissatisfaction is manager in each unit and administration head as person in charge to listen and record the entire complain and dissatisfaction, both oral and written that come from external party. This explanation is stated in SOP for complain and dissatisfaction management.

Company provides facility to establish *LKS Bipartit* as a communication and consultation forum and there is an evidence of record for each management unit. Moreover, company also has the record book for complain and dissatisfaction, which is available in each management unit.

Based on interview with personnel and public consultation with government agencies and communities leader, its known that company has socialized the communication and consultation mechanism. Stakeholders have understood the mechanism to submit complain and dissatisfaction to company based on the applicable SOP. Moreover, the SOP has been developed in a common language, which make it easy to understand.

Status: Comply

6.4

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

Company has SOP for land compensation procedure, document number: SOP/NP/SMART/VII/D&L002 on 1st July 2010 which states that mechanism to identify and calculate land compensation. This procedure explain about land acquisition which conducted by participate with communities, government sub-district and if needed land acquisition team from regency. Moreover, company also has procedure of FPIC which approve on 1 July 2014. This procedure explain about identification and mapping the groups of communities at the village such as farmer, fisherman, local businessman, women, young man, etc.

Until ASA-4, company did not make any expansion over its operation area, by which the latest land compensation has been conducted in 1992. Based on interview with local communities (Kota Bangun Village and Kijang Rejo Village) and related agencies, its known that here is no land conflict within company's operation area.

Status: Comply

6.5

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

Company has personnel with a status of permanent and contract worker. The payment for permanent worker is based on CEO Decree No. 016/CEO 5/HR PSM 5/03/15 which made based on Governor of Riau Decree No.749/X/2014 regarding the minimum wage for Riau Province in 2015, work agreement No.93/GAPKI/BKS-PPS/II/2015 on 06th February 2015 regarding the UMSP in 2015 and minutes of mutual agreement on 6th February 2015 regarding the minimum wage for agriculture/ plantation sector in 2015 for Riau Province. The decree decides and sets that:

- Adjusting the wage for permanent daily worker, for personnel who work less that 1-year, amount IDR. 2,002,750, -/month.
- Adjusting the wage for permanent daily worker, for personnel who work for 1-year amount IDR. 2,002,750, -/month.
- The decision comes into effect from 01st January 2015.

for contract worker, payment will be based on work agreement which approved by both parties. The amount of payment that stated in work agreement is not less than governemnt payment regulation. Moreover, the management unit has a list of permanent worker wage and contract worker wage which completed with payment note for each workers in all management unit. Based on this document, its known that company has paid personnel' wage based on the applicable

regulation.

Manpower regulation states in Collective Labor Agreement (*Perjanjian Kerja Bersama/PKB*) for period 2015-2017 which regulates leave, absenteeism, food allowance, overtime and overtime payment, regulation about premi, and so fort. The Collective Labor Agreement is applicable for permanent worker. Meanwhile for contract worker, the manpower regulation is stated on their work agreement.

Unit management can present the list of facilities and infrastructure for personnel. The facilities and infrastructure that are available in each unit management such as house, electrical, kindergarten, polyclinic, etc. Based on interview with worker representative in main hut, its known that personnel feel content with the available facilities and infrastructures. Moreover, Medical facilities also available in a form of polyclinic and the entire personnel have been registered in social insurance (BPJS). Unit management also provides kindergarten and elementary school, which was developed as education facilities for children. Subsequently, company also provides school bus for transportation. There is also food shop, which provides staple food for personnel that makes it easier for personnel to get good food with a reasonable price.

Status: Comply

6.6

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

Company's policy on providing freedom for its personnel to establish and join union is stated in:

- Collective Labor Agreement period 2015-2017 in Article II states that company guarantees the freedom of its personnel to establish and join union.
- Decree from CEO No.045/CEO5-SE/11/2010 on 16th November 2010 regarding the freedom to establish and joint union.

Based on interview with personnel, its known that personnel have understood the function and responsibilities of worker union. Company has been establishes labor union in order to distribute information from personnel to company and vise versa. Moreover, labor union is available in each unit management. There is Minutes of minutes on 16 July 2015 related to the socialization of manpower social insurance (BPJS), the meeting was attended by 62 participants from personnel and worker union representatives.

Based on public consultation with head of indonesia labor union/ SPSI, its kown that there was no conflict during 2015. Meeting between worker union and personnel was conducted every 6 months and everytime there is an issue that needs to be discussed.

Status: Comply

6.7

Children are not employed or exploited.

Company's regulation regarding to minimum requirement does not have any revision since ASA-3 assessment, which has been regulated on HR Director Decree No. 002/SE-HRDV//03/09 on 31st March 2009 that the minimum age for personnel is 18 years old.

Based on document's review over list of personnel in October 2015, its known that the management unit of Nagasaki Mill, Nagasaki Estate and Ramabakti Estate do not have personnel under 18 years old.

Based on interview with personnel and public consultation with Manpower Agency in Kampar District, its known that there is no issue related to child labor.

Status: Comply

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

There is no revision related to anti-discrimination policy since ASA-3 surveillance. The management unit has a policy of anti-discrimination through CEO Decree No. 003/CE05-SE/06/2009 on 24th June 2009 which regulates the implementation of industrial relation in the unit, such as company gives freedom to its personnel to work in any kind of work with no discrimination against race, religion, ethnic and gender.

Company has list of personnel in each management unit which has been completed with information about the origin, ethnicity and gender. Moreover, based on document's review, it's known that estate personnel and mill's personnel come from local communities, trans migrant and come from outside of company's operation area with various backgrounds (Javanese, minangnese, Bataknese, Malay) and consists of male and female personnel.

Based on document's review, its known that recruitment and promotion is assessed based on personnel' expertise and ability. Recruitment letter No. 0024/SK-(SKU-H)/09/2011 states that personnel or applicants should comply the requirements as stated in work agreement and other requirements as required by company. Moreover, company does not make a discriminative policy during the selection, recruitment and promotion process.

Work performance appraisal is assessed based on personnel knowledge their job, their work initiative, productivity, work efficiency, quality of work, communication, team work, responsibility, dedication, discipline, absents, work attitude, adaptability, leadership, planning and organization, supervision, problem solving, decision making, and understanding on budget/ cost.

Based on interview with worker union, personnel representatives and consultation result with Manpower Agency in Kampar District, its known that there is no discriminative issues committed by Unit management. Personnel come from local communities, trans-migrant, and from outside region with various backgrounds. Field visit in Nagasakti Mill, Nagasakti Estate and Ramabakti Estate revealed that mill and estate personnel come from local communities and various ethnicities, such as Javanese, minangnese, Bataknese, Malay.

Status: Comply

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

Company has a policy to prevent sexual assault and sexual harassment, which is stated in CEO Decree No.001/CE05-SE/02/2009 on 20th February 2009. This policy regulates the socialization efforts to prevent sexual assault for the entire personnel. Beside that, Company has a policy to protect reproductive right of the entire personnel, especially female personnel such as:

- CEO Decree no. 002/CE05-SE/03/2009 on 02nd March 2009 related to menstrual leave. This decree states that the entire female personnel are entitle for menstrual leave based on company's physician examination. If female personnel feel pain on her first and second day of her period, she is entitle to take leave and receive full payment.
- Vice President Agronomy Decree No. 001/SE-VPA5/SPO/07/2011 on 8th July 2011 which regulates that female workers who is pregnant and/ or lactating are prohibited to work in spraying division and perform work that related to chemical material base.

Unit management has socialized the those decree on 2 September 2015, which was attended by 43 representatives from Nagasakti Mill, Nagasakti Estate and Ramabakti Estate. Interview with female workers shows that they has been know about policy to prevent sexual harassment and policy to protect reproductive right. Based on interview with gender committee's representatives, female workers and midwives, it's known that personnel received menstrual leave for 2 days and maternity leave for 45 days before labor and 45 days after labor. Menstrual examination is conducted in policlinic, and midwives will provide copy of menstrual leave recommendation letter for personnel to be submitted to her supervisor.

Unit management also has a mechanism to handle sexual assault, which was prepared by spouse of Riau II (IKISTRA) personnel and the board of female worker commission (SPSI). The mechanism is: sexual assault report (written or oral)

>> IKISTRA, SPSI >> assessment by unit head (assisted by IKISTRA and SPSI) >> resolution in a form of penalty or legal solution >> Closed.		
	Status: Comply	
6.10		
Growers and mills deal fairly and transparently with smallholders and other local businesses.		
Nagasakti Mill only receive FFB from RSPO certified plantation consist of Nagasakti Estate, Ramabakti Estate and Nagamas Estate.		
Unit management is also working with local contractor such as for FFB transport, road maintenance and harvesting equipment purchase. Interview with FFB transport contractor shows that contractor has been understand the work agreement before they approve the work agreement and contractor also have a copy of work agreement. The payment of work has been done in accordance with work agreement.		
	Status: Comply	
6.11		
Growers and millers contribute to local sustainable development wherever appropriate.		
Mill and estate contribution to local development such as through periodic tax and retribution payment and implementation of CSR for local communities. Some form of CSR contributions that have been implemented in 2015 covers education aspect, road construction, supporting village government activities, social and religious aspect, recapitulation of local purchase and so forth.		
The CSR activity plan has been communicated to local communities. There is a minutes of meeting on 30 th December 2014 related to consultation with local communities regarding the CSR program in Nagasakti Mill, Nagasakti Estate and Ramabakti Estate 2015 which attended by 33 participants that come from local communities representatives. The interview with communities' leader and Plantation Agency in Kampar District revealed that company is assisting lot of local communities' livelihood and economic sphere, such as through local development like road construction, worship venue facilities and education facilities, moreover, lot of communities also involve in plasma plantation scheme and company provides work opportunity for local communities.		
	Status: Comply	
6.12		
No forms of forced or trafficked labour are used.		
Based on document's verification as well as interview with personnel, its known that there is no migrant personnel, no trafficking practice or force labor. Based on data verification, it's known that personnel for contract worker – permanent worker level area come from local communities, meanwhile for management and staff level come from outside region.		
Based on manpower document's verification, it's known that each personnel have work agreement based on the type of their work. Moreover, interview with worker union and personnel also stated tht there is no substitute work contract.		
Company does not hire expatriate for contract worker, permanent level or staff. However, the management level is still using expatriate with special agreement.		
	Status: Comply	
6.13		
Growers and millers respect human rights		
Social policy and communities participation is included in a respect toward human right, which has been socialized on 11 th August 2015 and attended by 26 participants from personnel' representatives		
Based on interview with workers, its known that company is respecting and providing facilities for workers related to human rights, such as leave right, allowance, the right to establish and join union and so forth.		
	Status: Comply	

PRINCIPLE #7 Responsible development of new plantings		
Unit management does not expand its plantation area since November 2005. Document review and interview with management unit shows that the last land clearing was conducted on 2002. Based on document review and field visit shows that planting year in operational area consists of 1993 to 2002.		
	Status: Not Applicable	
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.		
<p>Company has conducted regular monitoring and evaluation over its estate and mill/s activities, such as:</p> <ul style="list-style-type: none"> • The quality of emission from generator in mill. • The quality of emission from boiler in mill. • The quality of soil water in LA area. • The quality of ambient air in mill's area. • The social condition in surrounding villages. <p>In addition, company has conducted RSPO internal audit on 20th April – 6th May 2015 for Nagasakti Mill, Nagasakti Estate, Ramabakti Estate and Nagamas Estate. The non-compliance findings from internal audit have been improved by the management unit, such as non-compliance on realization document of OHS guiding committee not yet update. The unit has shown the data update of OHS guiding committee.</p>		
	Status: Comply	

3.2 Summary of Assessment Report of Supply Chain Requirements

Clause	(Module D) CPO Mills – Identity Preserved Requirements
D1	Definition
D.1.1	<p>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&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.</p> <p>Nagasakti Mill used Identity Preserved (IP) SCCS module because there is no mixing between certified and not certified FFB. FFB received by Nagasakti Mill entirely sourced from the estate that has been certified RSPO, those are Nagasakti Estate, Nagamas Estate and Rambakti Estate.</p>
	Status: Comply
D.2	Explanation
D.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p> <p>Estimation of CPO and PK produced by Nagasakti Mill has been noted in a report ASA-4 RSPO.</p>
	Status: Comply
D.2.2	<p>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).</p> <p>RSPO IT Platform member registration number for Nagasakti Mill is RSPO_PO1000001061</p> <p>Nagasakti Mill does not sale CSPO and CSPK during period 13 January – 16 November 2015 to external parties, but the product was sent to Bulking Ivo Mas Tunggal Dumai (under Downstream Management) and Kernel Crushing Plant of Ramarama.</p>
	Status: Comply
D.3	Documented procedures
D.3.1	<p>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:</p> <ol style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements in these requirements; 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. <p>Nagasakti Mill has had SOP of RSPO Supply Chain Products IP Model No. SOP/RJP/SCCS/SG; Rev 04; dated 1 April 2015 approved by the PC. This procedure of which describes the parties involved in the process of SCCS, duties and responsibilities of each party, FFB admissions process, weighing/volume, checking the quality of raw materials, processing, monitoring and delivery of products.</p>

Interviews with security and the weighbridge personnel showed that workers already know the duties and responsibilities of each in the implementation of SCCS.

Status: Comply

D.3.2

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

Nagasakti Mill has had SOP for RSPO Supply Chain Products, IP Model Number. SOP/RJP/SCCS/SG; Rev 04; dated 1 April 2015 approved by the PC. This procedure describes the process include FFB acceptance from estate suppliers.

Document verification results show that the entire FFB received by Nagasakti Mill entirely derived from the estate that has been RSPO certified.

Status: Comply

D.4 Purchasing and goods in

D.4.1

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

Certified and non-certified FFB received from 13 January to 16 November 2015:

Month	FFB Received		
	RSPO Certified	Non Certified	Total
13 – 31 January 2015	16,013.08	-	16,013.08
Feb 2015	17,373.47	-	17,373.47
March 2015	25,226.43	-	25,226.43
April 2015	24,072.01	-	24,072.01
May 2015	24,390.79	-	24,390.79
June 2015	23,851.07	-	23,851.07
July 2015	24,606.56	-	24,606.56
August 2015	36,603.78	-	36,603.78
September 2015	35,505.03	-	35,505.03
October 2015	37,186.33	-	37,186.33
1 – 16 Nov 2015	15,195.10	-	15,195.10
TOTAL	280,023.65	-	280,023.65

Status: Comply

D.4.2

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

Nagasakti Mill has the SOP for Supply Chain of RSPO product with IP Model that has been approved by Production Controller. This procedure states that in case the projection is exceeding the claim of certified product, then company should perform: informs related RSPO certification body and RSPO IT System/ e-trace.

Nagasakti mill has recorded the entire FFB's acceptance, CPO production and PK production. Document's verification showed that production for RSPO certified from 13 January to 16 November 2015 did not exceeding the projected amount. For instance:

- FFB: projection 389,974.95 Ton; production 280,023.65 Ton
- CPO: projection 91,644.11 Ton; production 61,742.227 Ton
- PK: projection 22,423.55 Ton; production 16,334.932 Ton

Status: Comply

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.

Nagasakti Mill has a report that explains FFB's acceptance, CPO production and PK production, CPO delivery, PK delivery and product stock. From January to October 2015 there was delivery of 10,323.60 ton CSPO and 12,217.06 ton CSPK, below is the detail amount of CSPO and CSPK delivery from Nagasakti mill.

Period	Delivery CPO (ton)			Delivery PK (ton)		
	RSPO	Non Cert	ISCC	RSPO	Non Cert	ISCC
January 2015	5,017.240	-	-	288.410	463.360	-
February 2015	3,302.570	-	1,442.790	1,406.240	428.250	-
March 2015	-	-	4,862.860	1,066.380	105.550	-
April 2015	-	-	5,477.950	698.310	341.370	-
Mei 2015	-	-	4,730.900	1,139.050	119.970	-
June 2015	-	-	6,397.170	1,686.660	144.340	-
July 2015	-	-	3,595.550	702.590	-	-
August 2015	-	-	7,680.410	1,645.080	291.480	-
September 2015	2,003.790	-	5,567.690	1,720.490	1,111.630	-
October 2015	-	-	4,511.960	1,863.850	53.760	-
Total	10,323.600	-	44,267.280	12,217.060	3,059.710	-

Status: Comply

D.6

Processing

D.6.1

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

Nagasakti Mill has procedures and records that RSPO certified palm oil is kept separate both during transport and storage. The result of document review and field visit showed that since the activities of ASA-3 to the activities of ASA-4 (November 2015) Nagasakti Mill only receive FFB from RSPO certified estate.

The interview with security at Nagasakti Mill shows that the security will conduct an examination of the transport vehicle CPO and PK, both physically and documents. Vehicles in a clean state can enter into the mill and do the loading of products. Before the vehicle out, the security will conduct re-examination and put the seal on the vehicle.

Document of the process and delivery of RSPO certified products are kept in the office of Nagasakti Mill.

Status: Comply

D.6.2

The objective is for 100 % segregated material to be reached

The entire FFB received by Nagasakti Mill is RSPO certified FFB.

Status: Comply

3.3 Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
ASA 4	Unit Management does not use any logo of RSPO	
	Status: Not applicable	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ASA 4	Unit Management does not use any logo of RSPO	
	Status: Not applicable	
3.	Implementation of Certificate and Logo is not used on product	X or√
ASA 4	Unit Management does not use any logo of RSPO	
	Status: Not applicable	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
ASA 4	Unit Management does not use any logo of RSPO	
	Status: Not applicable	

3.4 Summary of RSPO Partial Certification

Management unit(s) observed: Sawita Mill (Kalimantan Selatan Province). Pre Assessment RSPO has been conducted by another Certification Body on 24 – 25 March 2015, therefore the entire company which subsidiaries of PT. Ivo Mas Tunggal has certified RSPO.		
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	X or√
	According to the result of audit in Sawita Mill, there is no issue over the applied law compliance.	√
	Status: Comply	
2.2	The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.	X or√
	According to the result of audit, Sawita Mill got Land Use Title (HGU) for 8,724 ha. However, there are 155.87 ha of land where the Land Use Title (HGU) is being processed on the Committee B Meeting.	√
	Status: Comply	
6.3	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	X or√
	The company has provided facilities and transparent procedure to receive complaint and dispute on SOP/SMART/SIGS-CSR/SADV/I/003 in term of guideline for reporting complaint and disgruntle from internal and external party. There is no major issue based on the audit result.	√
	Status: Comply	
6.4	Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or√
	According to the result of audit in Sawita Mill, there is no issue in term of the community whom lost the legal nor traditional right.	√
	Status: Comply	
7.3	New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.	X or√
	According to the result of audit, Pamukan Estate and Sawita Estate has conducted planting post November 2005. HCV assessment program has been conducted. However, HCV report is still being processed (resolution).	√
	Status: Comply	
7.5	No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or√
	According to the result of audit, there is no issue in term of new planting (post January 2010) on the community's land without FPIC.	√
	Status: Comply	
7.6	Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	X or√
	According to the result of audit, there is no issue in term of new planting (post January 2010) on the community's land without FPIC.	√
	Status: Comply	

3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components
3.6.1 Identification of Findings, Corrective Actions and Observations at [ASA-3](#) Assessment

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
-	-	ZERO FINDING	-	-	-	-	-	-	-

3.6.2 Identification of Findings, Corrective Actions and Observations at [ASA-4](#) Assessment

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
-	-	ZERO FINDING	-	-	-	-	-	-	-

3.6.3 Opportunity for Improvement

No	Ref Std	Descriptions
1	5.6.2	Adding the types of vegetation on a surrounding of WWTP pond, road, housing and empty spaces.

3.6.4 Noteworthy Positive Components

No	Ref Std	Descriptions
1	4.1.1	It has the related procedures of plantation and palm oil processing which is more detail.
2	Criteria 4.7	Nagasakti Mill has been certified Gold Flag of OHSAS since 2010.

3	6.1.3	The company has provided public facilities such as the Smart House is a program of Wives Solidarity of United Indonesia Cabinet Volume II, chaired by the First Lady and in cooperation with PT. SMART Tbk. Smart House is a non-formal educational facilities aimed for children and mothers in the communities around the plantations.
4	-	It has been ISCC (International Sustainability and Carbon Certification) certified since 2012 by GUT Cert.

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

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	Environmental Agency, Kampar District, the Supervision and Control Division: <ul style="list-style-type: none"> The company has been reporting Hazardous Waste, Effluent and Environmental Management and Monitoring Plan regularly. There were complaints in April from the public about the pollution of the river which causes the death of the fish, but after a follow-up, it is not available evidence that the company was polluting. The complaint due to lack of communication between the company and the community. Environmental Agency encourages companies to improve communication with the community. The company has been regularly re-register for hazardous license in every year. Environmental Agency has not known which documents can be accessed by the public. The company has licenses for the environment The Company has never been involved in the activities of the burning land. The company actually helps the community as well as the estate surrounding the company in case of fire. There is no issue regarding the hunting of protected animals in the surrounding areas of the company. 	<ul style="list-style-type: none"> The Company has submitted / reported to the relevant authorities according to the schedule Communication has been running well with the surrounding rural communities and it will be maintained continuously The company has to submit a report of re-registration in accordance with the requirement The Company has submitted a report which can be accessed. such as a list of protected species, list information for Stakeholders Existing Permit will be updated when there are changes. Keeping to no-burn land and seeks to help the surrounding community when fires occur in the region around the estate. Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 2.1 This is in accordance with the criteria 1.1 This is in accordance with the criteria 2.1 and 5.3 This is in accordance with the criteria 1.2 This is in accordance with the criteria 2.1 This is in accordance with the criteria 2.1 and 5.5 This is in accordance with the criteria 5.2

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	Plantation Agency, Kampar District, Section. Licensing and Business Development: <ul style="list-style-type: none"> The company has reported the activities of the plantation business, but the report does not meet the provided format. The company is expected to make a proficiency level report according to the format, because there is some information is still lacking on the reports submitted by the company. Plantation Agency did not know which documents can be accessed by the public. The CSR program is expected to be made in coordination with the regents. There is a letter issued by the regent associated with it. Facilities and infrastructure of fire, that was owned by company has been adequate. The Company does not undertake the expansion area. 	<ul style="list-style-type: none"> Reporting to be made to conform to the format that was provided by the Department of plantation. The Company has submitted a report which can be accessed. such as a list of protected species, list information for Stakeholders Programs are arranged according to company policy and adapted to the circumstances surrounding community. Keep the condition is always in a state ready to use It is in accordance with the HGU owned by the Company 	<ul style="list-style-type: none"> This is in accordance with the criteria 2.1 This is in accordance with the criteria 1.2 This is in accordance with the criteria 6.10 This is in accordance with the criteria 2.1 and 5.5 This is in accordance with the criteria 2.2
	Labor Agency, Kampar District, Head of Industrial Relation Supervision: <ul style="list-style-type: none"> There are no issues related to social and employment The Company has conducted the obligation to report about labor regularly. The Company has paid labor in accordance with the UMSP (Minimum Wages) and there were never any related issues about wages. The Company has registered all of its employees in BPJS (Labor Assurance). 	<ul style="list-style-type: none"> Keep maintained The company has to submit a report in accordance with requirement and uses the form from Social and Labor Agency The Company has paid wages to the workers in accordance with UMSP (Province Minimum Wage) Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.3, 6.5, 6.6, 6.7, 6.8 and 6.9. This is in accordance with the criteria 2.1 This is in accordance with the criteria 2.1 and 6.5 This is in accordance with the criteria 2.1 and 4.7

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	<ul style="list-style-type: none"> The Company has formed workers union and it has been approved. The Company has revised the Guiding Committee OHS structure and it has been endorsed. Inspection of work tools made by third parties is conducted every two years. Supervision is also carried out by Labor Agency in an unspecified time. Labor agency did not know the documents those are accessible to the public. The Company has reported occupational accidents in case of accident 	<ul style="list-style-type: none"> Existing Workers Unions have been approved by the Social and Labor Agency and be updated when there are changes. Keep maintained and always be updated when changes are made Maintained and adapted to the schedule of the third party and Labor and Social Agency. The Company has submitted a report which can be accessed. such as a list of protected species, list information for Stakeholders The Company has reported occupational accidents in case of accident . 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.6 This is in accordance with the criteria 2.1 and 4.7 This is in accordance with the criteria 2.1 and 4.7 This is in accordance with the criteria 1.2 This is in accordance with the criteria 4.7
	Kijang Rejo Village and Kota Bangun Village (Community Leader): <ul style="list-style-type: none"> No negative effects were felt by the community related to the existing of the company. Company helped many people in local development, such as street paving, constructed facilities in the school sports field and helping build mosques. There is no dispute between the company and the community. There are no traditional rights of community in a corporate environment. The Company has conducted socialization regarding the existence of protected animals and a ban on hunting. 	<ul style="list-style-type: none"> Keep maintained according to company policy and adapted to the circumstances surrounding community. It is in accordance with the HGU owned by the Company It is in accordance with the HGU owned by the Company Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.1 and 6.10 This is in accordance with the criteria 2.2 and 6.4 This is in accordance with the criteria 2.3 This is in accordance with the criteria 5.2

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	<ul style="list-style-type: none"> Related to the program of Household which is Independent in Food and Energy from Kampar regent, that people are required to have a cow. Community Leader accommodates a request from the community concerning waivers to herding cattle around the company with custody of the cow owner. The Company is expected to be active in communicating with the community and provide feedback on any complaints and requests for information submitted. The company has a CSR program that has been given to the community, such as free medical assistance, free cataract treatment, the availability of information on job opportunities in the company and others There are no issues of waste pollution as a result of the company's operational activities. The company has understood the mechanism of providing information and complaints that have been socialized by enterprise. 	<ul style="list-style-type: none"> Dissemination orally has been submitted concerning not to graze cattle in estate area, but it is not forbidden to take / cut the grass in the plantations. Keep maintained according to company policy and adapted to the circumstances surrounding community. Keep maintained Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.3 This is in accordance with the criteria 6.10 This is in accordance with the criteria 5.1 This is in accordance with the criteria 6.3
	Gender Committee PT RJP and PT BWL– Chief : <ul style="list-style-type: none"> The company has facilitated the establishment of gender committees as a forum for complaints of sexual harassment and protection of women reproductive rights. Meetings are held once in one year or in the event of a complaint. There has never been a complaint about harassment or violations of the protection of reproductive rights. 	<ul style="list-style-type: none"> Keep maintained and be updated when there is a change Keep maintained Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.9 This is in accordance with the criteria 6.9 This is in accordance with the criteria 6.9

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	<ul style="list-style-type: none"> The Company provides for menstruation leave for 2 days and maternity leave for 45 days before giving birth and 45 days after birth. The right to leave can be taken after an examination carried out by paramedics in companies. Pregnant and lactating women are not allowed to do work which is directly contact with chemicals. If there is a pregnant female workers / breastfeeding working on chemicals works, then during pregnancy / breastfeeding, workers will be transferred to lighter work and not contact to chemicals. 	<ul style="list-style-type: none"> Keep maintained and run in accordance with company regulations Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.9 This is in accordance with the criteria 4.6
	Workers Union PT RJP and PT BWL – Chief: <ul style="list-style-type: none"> There are no negative issues regarding employment. There are no negative issues regarding the remuneration of the company. Wages are awarded based on UMSP (Province Minimum Wages) is worth IDR. 2,125,500,- Meetings are held once in 6 months. Workers Union (SPSI) and company save every record of conducted meetings. No complaints arising from workers. 	<ul style="list-style-type: none"> Keep maintained The Company has paid wages to the workers in accordance with Province Minimum Wages (UMSP). Meetings are held every 6 months or if there are things that are considered important to do immediately Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.3, 6.5, 6.6, 6.7, 6.8 and 6.9. This is in accordance with the criteria 6.5. This is in accordance with the criteria 6.6 This is in accordance with the criteria 6.5.
	SPSI (Workers Union): <ul style="list-style-type: none"> No complaints occur on existing workers at PT BWL. Meeting was conducted if there is a problem and the meeting which is involving the company. 	<ul style="list-style-type: none"> Keep maintained Meetings are held every 6 months or if there are things that are considered important to do immediately 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.3 This is in accordance with the criteria 6.6

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	Transporting contractor FFB - PT BWL & PT JJP: <ul style="list-style-type: none"> The Company has provided PPE to workers. Workers have been registered in the health insurance that is BPJS (Labor Assurance) Wages have been paid on time and in accordance with the agreement. There is a petition regarding wage increases made by the company. The company is expected to provide a wage by considering the technical requirements such as the cost of vehicle servicing. 	<ul style="list-style-type: none"> Keep maintained and replaced PPE in case of damaged. Keep maintained Payments are made in accordance with the agreement and on time. Wage increasing are based on various calculations and an agreement with the contractor 	<ul style="list-style-type: none"> This is in accordance with the criteria 4.7 This is in accordance with the criteria 21 and 4.7 This is in accordance with the criteria 6.5 This is in accordance with the criteria 6.5
	PT Satrindo Jaya Agropalma – Transporting Contractor CPO & PK: <ul style="list-style-type: none"> Contractor has known about RSPO certification The Company has provided PPE to workers. Transport vehicles (trucks CPO and PK) are always checked the cleanliness and completeness. Workers have been registered in the occupational accident insurance that is BPJS (Labor Assurance) The wages in accordance with Province Minimum Wage (UMSP) Transporting vehicle has been codenamed "CPO SG Only" 	<ul style="list-style-type: none"> Maintained and to do a Refresh in each year Maintained and replacement, if something is broken Checking the vehicle before and after entering was done routinely Keep maintained Wages in accordance with Province Minimum Wages (UMSP). Maintained and re-write when it has been opaque 	<ul style="list-style-type: none"> This is in accordance with the criteria 4.8 This is in accordance with the criteria 4.7 This is in accordance with the SCCS This is in accordance with the criteria 2.1 dan 4.7 This is in accordance with the criteria 6.5 This is in accordance with the SCCS

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY**4.1 Formal Sign-off of Assessment Findings**

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.

Signed on behalf of:

PT Buana Wiralestari Mas
Head of Environment Department



Ismu Zulfikar
Wednesday, 16 December 2015

Mutuagung Lestari
Lead Auditor



Ardiansyah
Wednesday, 16 December 2015

APPENDICES
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	Lands Agency of Kampar	Bangkinang	-	Direct Consultation	17 Nov 2015		√
2	Labour Agency of Kampar	Bangkinang	-	Direct Consultation	17 Nov 2015	√	
3	Plantation Agency Of Kampar	Bangkinang	-	Direct Consultation	17 Nov 2015	√	
4	Environment Agency of Kampar	Bangkinang	-	Direct Consultation	17 Nov 2015	√	
5	Contractor of FFB Transport	Kampar	-	Direct Consultation	19 Nov 2015	√	
6	Contractor of CPO and PK Transport	Kampar	-	Direct Consultation	19 Nov 2015	√	
7	Labour union	Petapahan Village, Kampar Regency	-	Direct Consultation	19 Nov 2015	√	
8	Committee Gender	Petapahan Village, Kampar Regency	-	Direct Consultation	19 Nov 2015	√	
9	Kijang Rejo Village	Kampar Regency	-	Direct Consultation	19 Nov 2015	√	
10	Kota Bangun Village	Kampar Regency	-	Direct Consultation	20 Nov 2015	√	
11	Jikalahari	Pekanbaru	secretariat@jik alahari.org	Email	23 October 2015		√

Appendix 2. Assessment Program

DATE	November 16 th – 26 th , 2015				
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR			
		ARD	FL	DH	NM
Mon,16 Nov 2015					
06 – 08am	Flight from Jakarta to Pekanbaru	√	√	√	√
08 – 12am	Traveling from Pekanbaru to Location	√	√	√	√
14 – 15pm	Opening Meeting	√	√	√	√
15 – 17pm	Verification of previous assessment (ST-2 - ASA-3) findings and completing checklist	√	√	√	√
Tue, 17 Nov 2015					
08 – 12am	Stakeholder consultation to relevant agencies at Bangkinang		√		
Thu, 19 Nov 2015					
08 – 12 am	NAGASAKTI POM: Nagasaki Estate, Nagamas Estate, Ramabakti Estate Verification of previous assessment (ST-2 - ASA-3) findings and completing checklist				
12 – 14pm	<ul style="list-style-type: none">Nagasaki Estate:<ul style="list-style-type: none">- Legal boundary, HCV management area, land fire- Manuring, Spraying, Harvesting, IPM, Workers safety- Workers facilities (housing, worship, health care, school, union, etc.)- Waste management (landfill, sanitary)	√	√	√	√
	Lunch break	√	√	√	√
	Field Observations at Nagasaki Mill	√	√	√	√
	<ul style="list-style-type: none">Mill Processing and OHS Implementation			√	
	<ul style="list-style-type: none">POM waste management (hazardous, emission, pollution, POME, etc.) and Water managementSCCS and Stakeholder consultation to contractorStakeholder consultation to labour union and gender committee	√		√	√
	Verification of field visit and completing checklist	√	√	√	√
Fri, 20 Nov 2015					
08 – 12 am	NAGASAKTI POM: Nagasaki Estate, Nagamas Estate, Ramabakti Estate Verification of previous assessment (ST-2 - ASA-3) findings and completing checklist Stakeholder consultation to village Field Observations: <ul style="list-style-type: none">Ramabakti Estate:<ul style="list-style-type: none">- Legal boundary, HCV management area, land fire- Manuring, Spraying, Harvesting, IPM, Workers safety- Workers facilities (housing, worship, health care, school, union, etc.)- Waste management (landfill, sanitary)	√	√	√	√
12 – 14pm	Lunch break	√	√	√	√
14 – 17pm	Verification of field visit and completing checklist	√	√	√	√
Sun, 22 Nov 2015					
08 – 17pm	Report	√	√	√	√
Thu, 26 Nov 2015					
08 – 10am	Closing Meeting	√	√	√	√

10 – 15pm	Traveling from Location to Pekanbaru	√	√	√	√
15 – 17pm	Flight from Pekanbaru to Jakarta	√	√	√	√