

**Roundtable on Sustainable Palm Oil Certification
RSPO**

Stage-1 Stage-2 Surveillance Re-Certification

Name of Management Organisation : Gunung Aru Palm Oil Mill, PT Bersama Sejahtera Sakti subsidiary of Sime Darby Plantation Sdn Bhd

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

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

Certificate Code : **MUTU-RSPO/003**

Date of Certificate Issue : 21 October 2016 Date of License Issue : 21 October 2016
Date of Certificate Expiry : 20 October 2021 Date of License Expiry : 20 October 2017

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
RC	20 - 24 June 2016	Sandra Purba (Lead Auditor) ; Yudwi Wisnu Rahmanto, Moh Arif Yusni, Sofyan Hadi Lubis	Ganapathy Ramasamy	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
RC	21 October 2016

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FIGURE

Figure 1. Location Map of PT Bersama Sejahtera Sakti

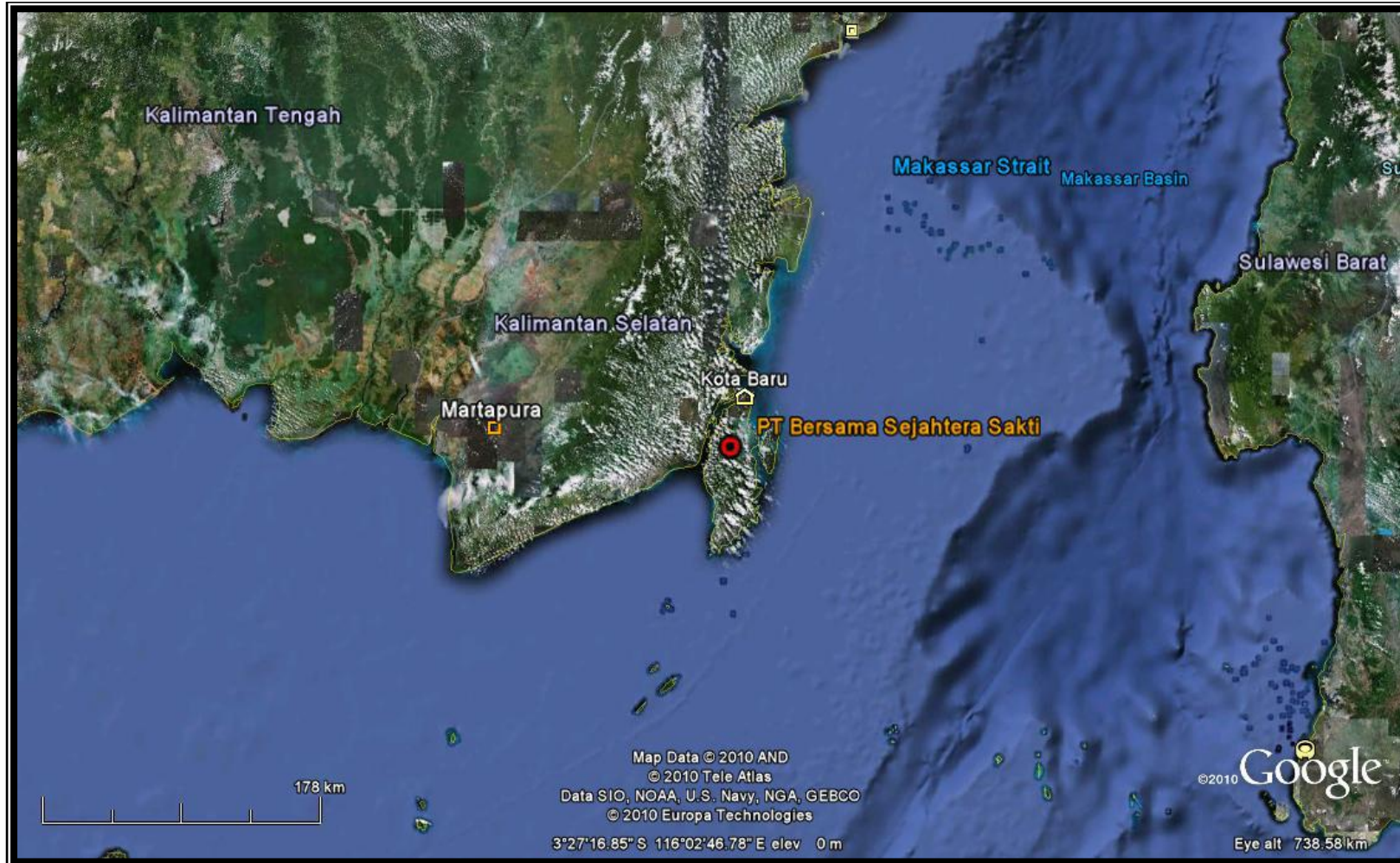
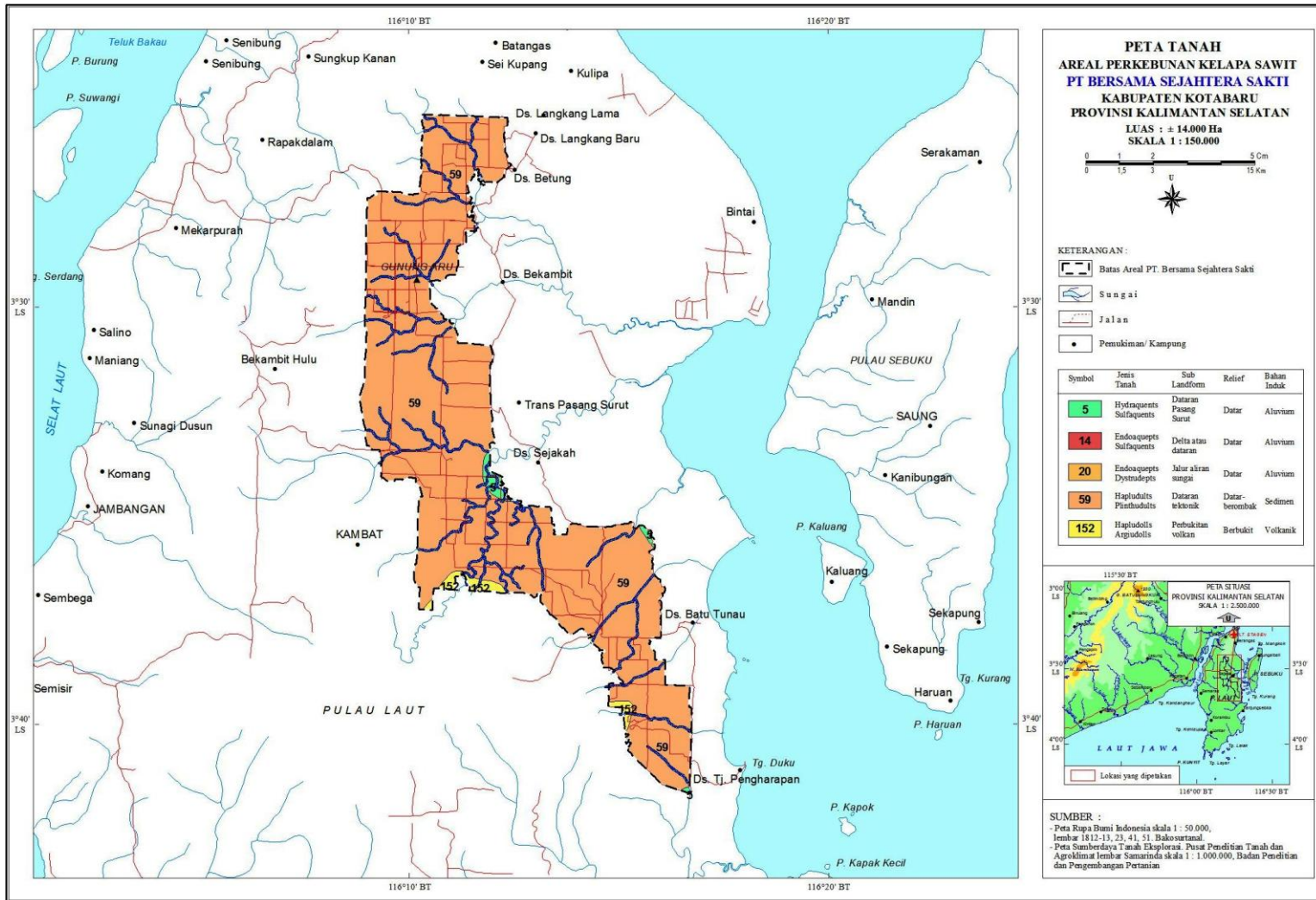


Figure 2. Operational Map of PT PT Bersama Sejahtera Sakti



Glossary

AMDAL	:	Analisis Mengenai Dampak Lingkungan (<i>Social and Environmental Impact Assessment</i>)
APAR	:	Alat Pemadam Api Ringan (<i>Fire Extinguisher</i>)
APD (PPE)	:	Alat Perlindungan Diri (<i>Personal Protective Equipment</i>)
B3	:	Bahan Beracun and Berbahaya (<i>Hazardous Material Waste</i>)
BLHD	:	Badan Lingkungan Hidup Daerah (<i>District Environment Body</i>)
BOD	:	Biological Oxygen Demand
BPN	:	Badan Pertanahan Nasional (<i>National Land Agency</i>)
BSS	:	PT. Bersama Sejahtera Sakti
CD	:	Community Development
CPO	:	Crude Palm Oil
CSR	:	Coorporate Social Responcibility
GAE	:	Gunung Aru Estate
GAF	:	Gunung Aru Factory
GKE	:	Gunung Kemasan Estate
HACCP	:	Hazard Analysis Critical Control Point
HCV	:	High Conservation Value (Nilai Konservasi Tinggi)
HGU	:	Hak Guna Usaha. (<i>Land Use Permit</i>)
IUP	:	Izin Usaha Perkebunan. (<i>Plantation Operation Licence</i>)
IPAL(WWTP)	:	Instalasi Penyaluran Air Limbah (<i>Wastewater Treatment Plant</i>)
JAMSOSTEK	:	Jaminan Sosial Tenaga Kerja (<i>Social Assurance of Labor</i>)
K3(OHS)	:	Keselamatan dan Kesehatan Kerja. (<i>Occupational Health and safety</i>)
KLH	:	Kementrian Lingkungan Hidup (<i>Environment Ministry</i>)
LC	:	Land Clearing
LTE	:	Laut Timur Estate
OER	:	Oil Extraction Rate
PHT	:	Pengendalian Hama Terpadu (<i>Integrated Pest Management</i>)
PK	:	Palm Kernel
PKO	:	Palm Kernel Oil
PKS(POM)	:	Pabrik Kelapa Sawit (<i>Palm Oil Mill</i>)
PP	:	Peraturan Pemerintah (<i>Government Regulation</i>)
PTE	:	Pantai Timur Estate
POM	:	Palm Oil Mill
RKL/RPL	:	Rencana Kelola Lingkungan/ Rencana Pemantauan Lingkungan (<i>Environmental Management Plan/ Environment Monitoring Plan</i>)
PSD	:	Plantation Services Departement
PSQM	:	Plantation Sustainability and Quality Management
SOP	:	Standard Operating Procedure
SP	:	Serikat Pekerja (<i>Worker Union</i>)
SPK	:	Surat Perjanjian Kerja (<i>Minutes of Agreement</i>)
TBS (FFB)	:	Tandan Buah Segar (<i>Fresh Fruit Bunches</i>)
UKL/UPL	:	Upaya Kelola Lingkungan/ Upaya Pemantauan Lingkungan (<i>Environmental Management Efforts/ Environment Monitoring Efforts</i>)

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	Organisation name listed in the certificate	PT Bersama Sejahtera Sakti subsidiary of SIME DARBY PLANTATION SDN BHD	
1.2.2	Contact person	Mohamad Pirabaharan	
1.2.3	Organisation address and site address	<ul style="list-style-type: none"> • Company RSPO Registered: The Plaza Office Tower Lantai 36 JI MH Thamrin Kav. 28-30 Jakarta 10350 • Site: Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, South Borneo 	
1.2.4	Telephone	+62-21-29926000	
1.2.5	Fax	+62-21-29922686	
1.2.6	E-mail	mohamad.pirabaharan@simedarby.com	
1.2.7	Web page address	www.simedarby.com	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan (Head of PSQM Minamas Plantation)	
1.2.9	Registered as RSPO member	07 September 2004, 1-0008-04-000-00	
1.3 Type of Assessment			
1.3.1	Scope of Assessment and Number of Management Unit	PT. Bersama Sejahtera Sakti One (1) unit Palm Oil Mill – Gunung Aru POM and four (4) units supply base – Gunung Aru Estate, Gunung Kemas Estate, Laut Timur Estate, Pantai Timur Estate.	
1.3.2	Type of certificate	<i>Single</i>	
1.4 Locations of Mill and Plantation			
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Gunung Aru	Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, South Kalimantan Province	S 03° 29' 41" E 116° 10' 00"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	Gunung Aru	Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, South Kalimantan Province	S 03° 30' 13"- 03° 38' 6" E 116° 09' 48" – 116° 15' 39"

Gunung Kemasan	Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, South Kalimantan Province	S 03° 30' 13"- 03° 38' 6"	E 116° 09' 48" – 116° 15' 39"
Laut Timur	Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, South Kalimantan Province	S 03° 30' 13"- 03° 38' 6"	E 116° 09' 48" – 116° 15' 39"
Pantai Timur	Betung Village, Sub District of Pulau Laut Timur, District of Kotabaru, South Kalimantan Province	S 03° 30' 13"- 03° 38' 6"	E 116° 09' 48" – 116° 15' 39"

1.5 Description of Area Statement

1.5.1	Tenure	
	<ul style="list-style-type: none"> State 	<ul style="list-style-type: none"> 12,740,54 Ha based on HGU Certificate No.22/HGU/BPN/92, No.9/HGU/BPN/2002, No.01-540.2-43-2003 and No.62/HGU/BPN/2004 HGU on process ± 764.8 Ha (Has explained on criterion 2.2.1)
	<ul style="list-style-type: none"> Community 	Ha

1.5.2	Area Statement	
	Total area	13,502.17
	Mature	8,924.12
	Immature	3,470.90
	POM	34.83
	Emplacement (housing, buildings)	132.85
	Road & Bridges	455.32
	Canals	22.40
	Conservation:	
	<ul style="list-style-type: none"> Others (Nikel mine area, Buffer Zone, Bukit, Lembah, Sungai) 	139.85
	<ul style="list-style-type: none"> Conservation Area (riparian of GKE) 	78.00
	Without Encumberances (Reserves)	149.00
	With Encumberances (Occupied)	70.70
	Nursery	24.20
	<i>*HCV an area of 353.27 ha reported as planted area</i>	

1.6 Planting Year and Cycles

1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		Gunung Aru	Gunung Kemasan	Laut Timur	Pantai Timur	Total
	1989	324.064	-	-	-	324.06
	1991	282.466	395.03	-	-	677.49
	1992	-	210.82	-	-	210.82

1993	-	170.64	-	-	170.64		
1994	20.582	141.24	710.54	-	872.36		
1995	-		122.33	540.11	662.44		
1996	-	188.98	1,128.44	1088.08	2405.49		
1997	-	49.61		249.91	299.52		
1998	-	45.43	210.32	-	255.75		
1999	-	185.06	-	-	185.06		
2000	-	214.91	-	106.17	321.08		
2001	-	-	-	-	0.00		
2003	-	-	56.53	121.21	177.74		
2005	-	54.11	54.62	104.78	213.50		
2006	-	-	-	452.56	452.56		
2007	-	-	-	426.68	426.68		
2008	-	-	-	-	0.00		
2010	270.556	-	-	-	270.56		
2012	326.622	-	-	-	326.62		
2013	424.649	247.10	-	-	671.75		
2014	403.389	489.22	-	-	892.61		
2015	763.822	639.33	613.81	-	2017.01		
2016	130.833	320.78	109.67	-	561.28		
TOTAL	2,946.98	3,352.24	3,006.26	3,089.49	12,395		
1.6.2	New Planting area after January 2010		- Ha				
1.6.3	Planting Cycle		1 st Cycle or 2 nd Cycle				
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Gunung Aru Factory	40	143,955.69	32,779.62	22.77	6,300.05	4.38
	<i>*Production data source from 12 months before assessment (June 2015 – May 2016)</i>						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Gunung Aru	3,233.00	2,946.98	15,716.64	12,8	15,716.64	100
	Gunung Kemas	3,727.00	3,352.24	24,632.59	14,9	24,632.59	100
	Laut Timur	3,205.18	3,006.26	46,343.27	20,3	46,343.27	100
	Pantai Timur	3,337.97	3,089.49	57,957.50	18,8	57,957.50	100
	TOTAL	13,502.17	12,394.32	144,650.00	17,6	144,650.00	100

<i>*Production data source from 12 months before assessment (June 2015 – May 2016)</i>							
1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill FFB (tonnes/year)			
	-	-	-	-			
	TOTAL						
	<i>Production data source from 12 months before assessment (June 2015 – May 2016)</i>						
1.7.4	Jenis Produk		FFB, CPO, PK				
1.8	Estimate Tonnage of Certified Product						
1.8.1	Past Annual Claim Certified Product	Previous Certificate Claim 5 July 2015 to 4 July 2016 (tonnes/year)	Actual certified product 5 July 2015 to 19 June 2016 (tonnes/year)				
	• FFB Production	185,270	132,143.11				
	• CPO Production	41,537	30,154.85				
	• Palm Kernel (PK) Production	8,893	5,728.45				
1.8.2	Estimate of Certified FFB Claim						
	Name of Estate(s)	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Gunung Aru	3,233.00	2,946.98	15,716.64	5.3		
	Gunung Kemas	3,727.00	3,352.24	24,632.59	7.3		
	Laut Timur	3,205.18	3,006.26	46,343.27	15.4		
	Pantai Timur	3,337.97	3,089.49	57,957.50	18.8		
	TOTAL	13,502.17	12,394.97	144,650.00	11.7		
	<i>*Projected FFB production for 12 months of certificate (June 2016 – May 2017)</i>						
1.8.3	Estimate of Certified Palm Product Claim						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Gunung Aru Factory	40	144,650	33,269	23	6,509	4.5
	<i>*Projected CSPO and CSPK production for 12 months of certificate (June 2016 – May 2017)</i>						
1.9	Other Certifications						
	ISO 9001:2008		-				
	ISO 14001: 2004		-				
	OHSAS 18001:2007		-				
	ISCC		-				
	Others		-				
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 Plan				
Sekunyir. PT. Indotruba Tengah	2010	Sekunyir	Certified 2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified
		Seruyan	Certified 2010		
Manggala. PT. Tunggal Mitra Plantations	2010	Manggala 1	Certified 2010	Rokan Hilir District – Riau	Certified
		Manggala 2	Certified 2010		
		Manggala 3	Certified 2010		
PT. Sime Indo Agro	2010	PT. Sime Indo Agro	Certified 2010	Sanggau District –West Kalimantan	Certified
		East	2016		2016
		West	2016		2016
		Sei Mawang	2018		2018
Teluk Siak. PT Aneka Inti Persada	2011	Teluk Siak	Certified 2011	Pekanbaru, Siak District – Riau	Certified
		Pinang Sebatang	Certified 2011		
		Aneka Persada	Certified 2011		
Sungai Pinang. PT. Bina Sains Cemerlang	2012	Sungai Pinang	Certified 2012	Musi Rawas District – South Sumatera	Certified
		Bukit Pinang	Certified 2012		
Sukamandang. PT. Kridatama Lancar	2011	Sukamandang	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
		Sapiri	Certified 2011		
		Baras Danum	Certified 2011		
		Kuala Kuayan	Certified 2011		
Pematang. PT. Teguh Sempurna	2011	Pematang	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
		Kawan Batu	Certified 2011		
		Hatan Tiring	Certified 2011		
		Batang Garing	Certified 2011		
Teluk Bakau. PT. Bhumireksa Nusa Sejati	2011	Teluk Bakau	Certified 2011	Indra Giri Hilir District – Riau	Certified
		Nusa Perkasa	Certified 2011		
		Nusa Lestari	Certified 2011		
Mandah.	2014	Mandah	Certified	Indra Giri Hilir District –	Certified

PT. Bhumireksa Nusa Sejati			2011	Riau	
		Rotan Semelur	Certified 2011		
Angsana. PT Ladangrumpun Suburabadi	2011	Angsana	Certified 2011	Tanah Bumbu District – South Kalimantan	Certified
		Pantai Bonati (PT SHE)	Certified 2011		
		Gunung Sari	Certified 2011		
		KKPA-4 PT.SHE	Certified 2013		
		KKPA-1 PT.SHE	Certified 2013		
		SAP PLASMA (LSI PLASMA)	2020		
Mustika. PT Sajang Heulang	2013	KKPA-2 PT.SHE	Certified 2013	Tanah Bumbu District – South Kalimantan	Certified
		KKPA-3 PT.SHE	Certified 2013		
		KKPA-5 PT.SHE	Certified 2013		
Gunung Aru. PT Bersama Sejahtera Sakti	2011	Gunung Aru	Certified 2011	Kotabaru District – South Kalimantan	Certified
		Gunung Kemasari	Certified 2011		
		Laut Timur	Certified 2011		
		Pantai Timur	Certified 2011		
		KKPA Bersama Sejahtera Sakti (BSM)	2020		2020
Bebunga. PT. Langgeng Muaramakmur	2011	Sungai Cengal	Certified 2011	Kotabaru District – South Kalimantan	Certified
		Bebunga	Certified 2011		
		KKPA Sungai Cengal	2014		
Pondok Labu. PT Paripurna Swakarsa	2012	Binturung	Certified 2012	Kotabaru District – South Kalimantan	Certified
		Pondok Labu	Certified 2012		
		Rampa	Certified 2012		
		Sesulung	Certified 2012		
Selabak. PT Swadaya Andhika	2012	Selabak	Certified 2012	Kotabaru District – South Kalimantan	Certified
		Randi	Certified 2012		
		Sangkoh	Certified 2012		
		Lanting	Certified 2012		

Rantau. PT Laguna Mandiri	2012	Rantau	Certified 2012	Kotabaru District – South Kalimantan	Certified
		Matalok	Certified 2012		
Betung. PT Laguna Mandiri	2014	Betung	Certified 2012	Kotabaru District – South Kalimantan	Certified
		Sekayu	Certified 2012		
Ungkaya. PT Tamaco Graha Krida	2012	Ungkaya	Certified 2012	Morowali District – Sulawesi Tengah	Certified
		Plasma TGK	2015		Certified
Ladang Panjang. PT Bahari Gembira Ria	2012	Ladang Panjang	Certified 2012	Muaro Jambi District - Jambi	Certified
		Plasma BGR	2015		
Rantau Panjang. PT Guthrie Pecconina Indonesia	2012	Rantau Panjang	Certified 2012	Musi Banyuasin District – South Sumatera	Certified
		Bumi Ayu	Certified 2012		
		Karang Ringin	Certified 2012		
		Napal	Certified 2012		
		Mangun Jaya	Certified 2012		
		KKPA Sungai Jernih	2017		
		Sungai Jernih Estate	2017		
		GP Plasma	2017		
Blang Simpo. PT Perkasa Subur Sakti	2013	Tamiang (PT PPP)	Certified 2013	Aceh Tamiang and East Aceh District – Nangroe Aceh Darussalam	Certified
		Batang Ara ((PT PSK))	Certified 2013		
		Blang Simpo-01 (PT PPP)	Certified 2013		
		Blang Simpo-02 (PT PPP)	Certified 2013		
MAS. PT Mitra Austral Sejahtera	2018	MAS 1	2018	Sanggau District – West Kalimantan	2018
		MAS 2	2018		2018
		MAS 3	2018		2018
		PLASMA MAS	2018		2018
Lembiru. PT Sandika Nata Palma	2014	Lembiru	Certified 2014	Ketapang District – West Kalimantan	Certified
		Awatan	Certified 2014		
		Pelanjau (PT BAL)	2018		2018
		Sungai Putih (PT BAL)	2018		2018
		Baturus (PT BAL)	2018		2018
		Karya Palma	2018		2018
		KKPA Sandika Nata Palma	2020		2020
	PLASMA BAL	2020	2020		

	All unit and smallholder scheme under Sime Darby Sdn Bhd has been planned to be certified on 2020.
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard
	Smallholder scheme (KUD Bersama Sejahtera Makmur) is on going development and will be added in the scope of GAF approximate in 2020

2.0	ASSESSMENT PROCESS
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2.1 Assessment Team	
RC	<ul style="list-style-type: none"> • Sandra Purba (Lead Auditor). Bachelor of Forestry, Department of Forest Products Technology, Faculty of Agriculture, University of North Sumatra. Have experience working in oil palm plantations Company. She had attended such training: Training of General OHS Expert, Training ISPO Auditor, Awareness RSPO, training ISO 22000-2009 Auditor/Lead auditor, Auditor Management System Certification (ISO 9001-2008), RSPO Endorsed Lead Auditor Training Course and OHS Management System Auditor Training Course. Currently he worked as an auditor at Certification Body. During the assessment the auditor verified OHS aspect, worker welfare aspect and SCCS aspect. • Yudwi Wisnu Rahmanto. Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 5 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks) and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment the auditor verified legal, land dispute and social aspect. • Moh Arif Yusni. Bachelor of Agriculture, majoring of Plant Pest and Diseases (Plant Protection). He has a working experience for 2 (two) years in oil palm Plantation Company in Indonesia. Trainings attended namely: Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course and Auditor / Lead auditor Management System Certification (ISO 9001-2008). Now he worked at Professional Certification Body. He has been several times following audit related to sustainable palm oil certification system as an auditor. During the assessment the auditor verified best management practices for agronomy, IPM aspect and CPO process. • Sofyan Hadi Lubis. Master's Program in Environmental and Natural Resource Management, Institute Pertanian Bogor (IPB) and Bachelor of Social Economic Agriculture, Gadjah Mada University (UGM). Participated in several environmental management workshops, climate change mitigation training and adaptation for agricultural productivity in Southeast Asia, Carbon Forum Asia Update. He has also been involved as a research team at the Centre for Research, Development and Climate Change Policy (Puspipak) Ministry of Forestry of Indonesia-Bogor and Research Team in cooperation program IPB-ETH Zurich Switzerland - NUS Singapore. He has followed Auditor training ISPO and Auditor/Lead auditor Management System Certification (ISO 9001-2008), ISO 14001, Awareness RSPO, HCV, GHG Calculation and LUC-ISCC. During the assessment the auditor verified HCV, transparency and environmental aspects.
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	
2.2.1	Figure of person days to implement assessment
RC	Number of auditors : 4 auditors Number of days for RC at site :4 days Number of working days for RC at site 16 Working days
2.2.2	Assessment Process
RC	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Bersama Sejahtera Sakti against requirements of RSPO Principles and Criteria (P&C) for Sustainable Palm Oil Production, 25 April 2013 and RSPO Supply Chain Certification Standard November 2014</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) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site. Some opportunities for improvement of the results of Recertification delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-01). Improvement of findings from main assesment findings were observed by auditors at this RC assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of RC.</p>

The assessment program please find Appendix 2

2.2.3	Location of Assessment
RC	<p>Number of units in this certification activity is four (4) estates, which supply the raw material (FFB) to Gunung Aru palm oil mill. In conducting the assessment, the team of auditors used the $0.8\sqrt{y}$ formula to determine the management units sampling to be focused on and also considered the issues raised by stakeholder. Based on this formula, the team of auditors determined that the sampling locations are one palm oil mill (GAF) and two estates (Pantai Timur Estate and Laut Timur Estate)</p> <p>Field observation to Gunung Aru Mill</p> <ol style="list-style-type: none"> 1. Water Treatment Plant Observation and interview related to Water Treatment 2. Boiler Station Observation related to boiler Process. Implementation of SOP, interview with workers related to labor and OHS aspect 3. Generator Room Observation related to Generator room implementation of SOP and interview with workers related to labor and OHS aspect 4. Workshop Observation related to mill maintenance program and interview with workers related to labor and OHS aspect 5. Processing Observation related to processing of FFB, implementation of SOP and interview with workers related to labor and OHS aspect 6. Security. Observation related to implementation SCCS requirement 7. Weighbridge. Observation and interview related to implementation SCCS requirement 8. Grading. Observation and interview related FFB receiving and grading 9. WWTP. Observation about management and monitoring POME 10. Hazardous Waste Storage. Observation about management and monitoring hazardous waste 11. Workshop. According to the result of field observation, there is no oil leakage or spillage, first aid kits are well provided. The Officers have known the source and management for the generated hazardous waste from workshop. <p>Laut Timur Estate</p> <ol style="list-style-type: none"> 12. Harvesting, Division I, Block Q41 - Q44. Observations and interviews related to palm oil harvesting 13. Spraying weed, Division I, Block X12/X13. Observations and interviews related to weed control chemically (Herbicide Application) 14. Replanting Area, Division I X18/19, Observations and interviews related to replanting area 15. Boundary pole BSS 1, 2, 5 (location is Inhutani II area and there is no activity) 16. Sungai Sejakah Blok Blok Z19 Divisi II LTE. Protection attempts conducted by the company such as HCV signboard instalment, boundary pole of spraying instalment, tree planting in riparian area, etc. 17. Riparian Block A14 LTE. Riparian area of Sejakah River keeping let be as HCV area. 18. Block J12 Division I LTE. There were evidence of management implementation sloping areas, such as the construction of terracing and planting of legume cover crops. 19. Chemical Storage. According to the field observation, there were MSDS and hazardous materials symbols as well as ex-agrochemical container which is used as fuel container 20. Housing Complex. Field observation to see the facility of employee 21. Generator Station. Observation on OHS implementation and interviewing operator related employment aspect. <p>Pantai Timur Estate</p> <ol style="list-style-type: none"> 22. Block DO25/26 Division 2 and Block DO12 Division 1, PTE. Field observation related to implementation OHS aspect, labor aspect and agronomy aspect on harvesting 23. Housing Division of 1. Field observation to see the facility of employee 24. Block DO20. Field observation on Batak River to see HCV area (riparian) management 25. Nursery. Field observation and interview to see agronomy aspect, chemical handling, OHS Aspect and environment aspect. 26. Hazardous Waste Storage. Observation about management and monitoring hazardous waste

- 27. **Chemical Storage.** According to the field observation, there were MSDS and hazardous materials symbols as well as ex-agrochemical container which is used as fuel container
- 28. **Generator Station.** Observation on OHS implementation and interviewing operator related employment aspect.

Stakeholders

- 1. Village Of Sejakah
- 2. Village of Bekampit
- 3. Village of Tanjung Pengharapan
- 4. Village of Batu Tungau
- 5. Contractors of FFB Transport
- 6. Labor Agency District of Kota Baru
- 7. Environment Agency District of Kota Baru
- 8. National Land Agency District of Kota Baru
- 9. Forestry and plantation District of Kota Baru
- 10. Gender Commite
- 11. Worker Union
- 12. Smallholders Coopertaive (Koperasi Bersama Sejakah Makmur)

2.3 Stakeholder Consultation and Stakeholders Contacted	
2.3.1	Summary of stakeholder consultation process.
RC	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT Bersama Sejahtera Sakti was held by: Public Notification in RSPO website and Mutu website 30 days before Recertification Assessment on 18 May 2016 Public consultation meeting with internal stakeholders by interviews and local stakeholders conducted by visits to villages and interviews with local peoples on 21 June 2016</p> <p>Numbers of input from stakeholders were clarified by PT Bersama Sejahtera Sakti</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4 Determining Next Assessment	
	The next visit (ASA-1) will be determined nine months after the certificate issued

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

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

During the assessment, there were *three (3) Nonconformities* were assigned against Major Compliance Indicator(s); *seven (7) nonconformity(s)* were assigned against Minor Compliance Indicators; and *there is no nonconformance(s)* against supply chain requirement for CPO mill and *three (3) opportunity(s)* for improvement were identified.

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

MUTUAGUNG LESTARI found that *Gunung Aru POM - PT Bersama Sejahtera Sakti – SIME DARBY Plantation* complied with the requirements of *RSPO Principles & Criteria and National Interpretation, RSPO Principles and Criteria (P&C) for Sustainable Palm Oil Production, generic standard 2013*.

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

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>1.1.1 The company has been identifying the stakeholders and listed it in stakeholders list document, contain of government agencies, contractor, NGO, head of villages, community organization, labor organization and supplier. Stakeholder list revised annually and/or there is change of information such as name, contact number and address. The company has SOP No. 034/BSS-SOP in term of request of information on 2 May 2014, explained mechanism of request of information conduct by stakeholder, response of management, time of response, the type of publicly document and flowchart. . It is completed with SOP of 2nd Revision Year 2015, describes the information response period and the documents that are able to be given to the stakeholder (there are 29 documents). The rest of the documents are classified.</p> <p>1.1.2 These SOPs also explaining the responsible PIC and time frame for response for the request of information not later than 30 days. Based on interview with stakeholders neither community around the company and government institutions mentioned that the company has been responded all request of information both of written request and unwritten request.</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.	
1.2.1	

The publicly available documents written in the procedure of document control, no. policy 301/BSS – DOC-01/11. During the recertification audit, the documents mentioned in that procedure has been sufficiently available. Document of legal placed in PSD office, document of environment management, OHS management system and others operational documents placed in each unit both of estate and mill. The company has socializing those SOP to all stakeholders through formal and informal way, the responsible personal for socialization is PSD officer and head of administration in each units.

Status: Comply

**1.3
Growers and millers commit to ethical conduct in all business operations and transactions.**

1.3.1

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

Based on interview with the employees of estate and POM, known that they have aware of the integrity and ethic behaviour code for all employees. The policy is written in "bahasa".

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

**2.1
There is compliance with all applicable local, national and ratified international laws and regulations.**

2.1.1

The company has compiled a list of the applicable law and regulations period of 2016 as well as evidence of compliance evaluation, the document informs: the regulation titles, descriptions, compliance status, evidence of compliance and compliance explanation information. For example, the company has conduct payment of employs wages in accordance with the Decree of South Kalimantan Governor year of 2015 in terms of minimum wages for 2016. A copy of the laws and regulations has been placed in each unit (estates and mill).

The company has EIA document, hazardous waste temporary warehouse permit, POME report, implementation report of RKL / RPL as be evidence that the company has compliance to related regulation.

2.1.2 & 2.1.3

The company has procedure No.724/TQEM-SPMS/09. The procedure describe that PIC to handling regulation update is PSQM unit. Type of regulation that updated such as local regulation, national regulation and international regulation. Regulation update one times a years based on the result audit internal / external finding and document monitoring. Regulation update recorded on document of evaluation regulation update 2016 that information regulation number, regulation description, comply status, comply evident, etc. The document has distributed to all management unit.

2.1.4

The company has update regulation that recorded on document 2016, such as: (1) *Keputusan Gubernur Kalimantan Selatan* No. 188.44/0479/KUM2015 in term of Regional Minimum Wage on *Kalimantan Selatan* Province. There was a wage adjustment for IDR 2,200,000 / month, (2) *Peraturan Menteri Lingkungan Hidup* No. 45 year 2005 in term of report RKL/RPL, (3) *Peraturan Pemerintah* No. 101 year 2014 in term of hazardous waste management, etc.

Status: Comply

2.2

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

2.2.1

The company showing legal permits of land ownership from Government as below:

1. HGU Certificate No. 01, dated 3 January 1995. Cover area: **8,222.54 Ha**. Valid until 31 December 2022.
2. HGU Certificate No. 36, dated 14 May 2002. Cover area: **3,318 Ha**. Valid until 24 September 2037.
3. HGU Certificate No. 42, dated 25 June 2004. Cover area: **100 Ha**. Valid until 20 April 2039.
4. HGU Certificate No. 62, dated 31 December 2004. Cover area: **1,100 Ha**. Valid until 10 December 2039.
5. Decree of Regent Kotabaru No: 188.45/389/KUM, dated 15 October 2009. Approval on Re-enrollment of Plantation Permits (IUP) PT. Bersama Sejahtera Sakti with cover area 12,740.54 Ha and Mill capacity 60 MT FFB/Hour.

Total land use rights (HGU) area is **12,740.54 Ha**. Whereas, in the Area Statement Minamas Management Committee Meeting (MMCM) document period May 2016, total managed area is **13,776.25 Ha**. There were discrepancy area 1,035.71 Ha that have not legally of land use rights, in details as follow:

- **529 Ha** (enclave area within the HGU No. 1 size 8,222.54 Ha) until Re-Certification in 2016, there is no progress and the land use right status is un-legally yet.
- **277.80 Ha** (unmanaged area of PT. Inhutani II, but still calculated within the company area statement document as well as not presented/pictured on HGU No. 1 Map).
- **228.91 Ha**: no supporting evidence on this area (location, status, map, etc.).

During Re-Certification audit, the company has fail to showing legal document of total managed area. **See NC No. 2016.1.**

2.2.2

Legal boundaries of land use right are available in place. In 2007, National Land Agency (BPN) of South Kalimantan Province conducted re-demarcated of boundaries and issued the GPS coordinates list of poles location namely "Peta Tata Letak Pemasangan Patok HGU PT. Bersama Sejahtera Sakti".

During field verification by auditor using GPS device, it found that:

1. Boundary pole BSS-01, 02 and 05 Laut Timur Estate, located in unmanaged area of oil palm crops (Inhutani II area) and no legal use rights is available.
2. Boundary pole BSS-23 Pantai Timur Estate is located in different position from the coordinate list in the Map of HGU boundaries PT. BSS-PTE Scale 1:60,000 dated 3 September 2007 (issued by National Land Agency of South Kalimantan Province).

According to above verification it concludes that the company did not make legal boundaries in well demarcated appropriate with HGU map. **See NC 2016.2.**

2.2.3

Land disputes between company and community is absence since 2013. Currently, land dispute regarding legal acquisition of title is between company and government (national land agency) for an area 529 Ha which have no legal rights. This area (no legal rights) located spreadly and overlapping within the legal area over HGU certificate No. 01/1995, 8,222.54 Ha. The problem is when the government issued land use title HGU certificate No. 01 in 1995, an area of 529 Ha (classified as enclave area) is not include within. Whereas, based on interview with legal officer (PSD), known that the company concedes that area has been compensated from the communities through FPIC process. However, the company has failed to provide the summary and records of land compensation over the area. **See NC 2016.3.**

The company has proposed the process to the National Land Agency (BPN) of South Kalimantan province to obtain the

land use right since 2006 and no result upto Re-certification carried out in 2016. The area of 529 Ha is still have no legal rights.

2.2.4

The results of the public consultation with National Land Agency of Kotabaru District, it is known that status of area 529 Ha is Province responsibility.

2.2.5; 2.2.6

For the dispute area of 529 Ha over the land, the company has mapped out in “Peta Sebaran Lokasi Enclave atas bidang HGU No.1”. While, during stakeholder consultation with communities of villages Tanjung Pengharapan, Batu Tunau, Bekambit and Sejakah, it clearly stated the company are never using contracted security forces to maintaining peace in their current operations.

2.2.1	Status: NC.2016.01 with Major category	
2.2.2	Status: NC.2016.02 with minor category	
2.2.3	Status: NC.2016.03 with minor category	

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

2.3.1

In order to conflict resolution, the company using “SOP Penyelesaian Konflik (054/BSS-SOP)” dated 8 May 2015, which is the process for resolution available in flow chart. FPIC process is described in the procedure. During stakeholder consultation with surrounding villages (Tj. Pengharapan, Batu Tunau, Bekambit and Sejakah) stated there is no customary right within the plantation area. However, based on field verification at boundary pole No. 8 in Pantai Timur Estate, auditor has identified the other use land inside the plantation area (rubber and oil palm crops). The company classified this area as an enclave and presence in Estate map with appropriate scale. Also, the company has identified the land ownership of its area.

2.3.2; 2.3.3

The presence of occupied land within the plantation area classified as an enclave and there is no negotiated agreement, because the land ownership is not release the land to the company. Both parties, company and occupiers are acceding to maintain and not disrupt each other. This condition is communicated in Bahasa and appropriate forms. If necessary to giving additional information, the company will contact the representative of the community through head of villages.

Status: Comply

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

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

3.1.1

PT BSS has had long-term plan that is stated in budget document 2016 - 2021. This document points out the budget estimation for estates and mill operation, that covers FFB’s production, maintenance cost, fertilization, harvesting and collection, transport, fix budget (salary, office operation cost, training, road and bridge maintenance), cost of productions, projected mill productions and other financial parameters such as profitability and revenue. PT BSS develops the long-term plan to be approved by top management and the accomplishment over the plan will be annually evaluated.

3.1.2

Company has a plan for replanting activity that is stated in *Long Range Replanting Programme* (LRPP) document in 2010 – 2035. This document is completed with a map of replanting plan. Moreover, company can present the

implementation over its replanting activity. PT BSS has conducted replanting over the 368.30 Ha areas in 2015/2016. Based on interviewed with management it is known if replanting program annually evaluated.

Status: Comply

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

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1

PT BSS has SOP for Plantation Operational, from Land Clearing to harvesting. The SOP covers the agronomic manual reference for palm oil manual cultivation No. Policy; 110/EST-ARM/13, which consists of 18 chapters/parts on palm oil cultivation technic based on memorandum from Head of Plantation Upstream Indonesia on 16th September 2013. Meanwhile, there are also work instruction at POM which contains work instruction for entire POM operational started from FFB receipt until CPO and PKO dispatch and the produced production quality *Head Plantation Operations (HPO)* approved this procedure on 26th July 2010.

SOP is available on audit site and written in a language that is easily understandable for workers and relevant with company situation. Based on interviews with workers in the estate and mill, it is known that the socialization of SOP has been carried out through the safety briefing or morning roll call which are done before begin the operational activities.

The results of a field visit to Pantai Timur Estate and Laut Timur Estate its known if procedure have been well implemented at the premise, such as the fact that the company's operational activities have complied with the established procedure. As for the harvesting activities, the results of field visit and interviews with harvesters have pointed out that they have proper knowledge and comprehension towards the procedures for harvesting activity. Field visit in di loading ramp Gunung Aru Factory shows that sortation/grading officers under PSQM department have understood the sortation/ grading procedure and they could demonstrate the procedure.

4.1.2

In order to ensure the operation procedure has been implemented, company periodically conducted internal audit. Some form of internal audits has been conducted under Sime Darby Group, such as internal audit agronomy, processing, environment, safety and health and so on and so forth. Plantation Advisory conducted examination over estate and Mill Advisory conducted examination over mill. The latest mill advisory was conducted in December 2015 and Plantation Advisory was conducted in June 2015

4.1.3

In order to ensure the entire operation activity is well documented, company has a daily report system for its entire operation activity. The daily work recapitulation is documented every month in estate unit report, which stated estate report, such as areal statement, organogram, human resources and communities, housing and infrastructure, rain fall, FFB's production, productive plantations, nursery, traction/transport, general cost, production cost, material stock, capital, security and personnel's social and environment aspect. The result of field visit and interviews with the harvesting supervisor indicated that they also record all operational activities in the Supervisor's Daily Report (*Laporan Harian Mandor*) and submit such report on a daily basis. The daily report describes types of work, numbers of workers, usage of materials, and employee's individual achievement.

4.1.4

Document's review and interview with management unit revealed that Gunung Aru Factory does not receive FFB from third party.

Status: Comply

4.2

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

4.2.1 and 4.2.2

Company possesses fertilization procedures on agronomic manual reference for palm oil manual cultivation No. Policy; 110/EST-ARM/13 chapter 8, that demonstrate that fertilization technique in Immature area, mature Area, recommendation is created based on leaves sample analysis by considering soil capability in providing nutrients, lost nutrients due to washing, plant condition, climate as well as fertilization implementation last year. The study documents results indicate that management unit had performed fertilization by using chemical fertilizers, effluent and bunch ash. . All activities are monitored and well documented at the time of the assessment performed, there was no fertilizer application activity across the operational area of the estate because it has not entered the schedule.

4.2.3

Company has conducted leaf analysis activity periodically every year. Leaf analysis activity-record, which is issued by Minamas Research Center is available leaf analysis result highlights recommendation that become a guideline and planning for PT. BSS to apply fertilizer with a certain doze. According to document review, soil analysis in Laut Timur Estate has been taken in 2005 and Pantai Timur Estate is in 2010. In the sustainability plantation management guidelines No 724/TQEM-SPMS/09, dated 27 August 2010 stated the soil sample taken once in maximum within 5 years to analyze of soil nutrition on the ground. Related that's explanation the company, there were nonconformance between implementation with the procedure or policy. **NCR 2016.04 with minor category**

4.2.4

The Company has a strategy of recycling nutrients, such as the use of the frond (pruning), application of effluent and utilization of crop residues after replanting, empty fruit bunches application and Liquid waste application All activities are monitored and well documented

4.2.3

Status: **NC.2016.04 with minor category**

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1; 4.3.4 and 4.3.5

Each estate has conducted semi-detailed soil survey which describes the distribution maps of slope and fragile soil in the operational area with scale 1:50000. Semi detailed soil survey indicated type of soil in Pantai Timur Estate are 3228 Ha is moderately suitable, 406 ha is Suitable and 15 Ha unsuitable and type of soil in Laut Timur Estate are 3919 Ha is moderately suitable and 154 Ha unsuitable. The limitation factors are topography and soil fertility. Based on semi detail was not identified peat area.

4.3.2; 4.3.6

Moreover, according to Slope Map, it is revealed that the slope of Pantai Timur Estate is about 0 -3 % (flat – flooding) for 129 ha, 3 – 8 % (undulating) for 1,586 ha, 8 – 15 % (rolling) for 1,233 ha, 15 – 30 % (hilly) for 113 ha, > 50 % (mountainous) for 31 Ha and in Laut Timur Estate is about 0 – 8 % (undulating) for 155 ha, 15 -20 % (rolling) for 3919 ha

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

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

nutrient and organic ingredient.

4.3.3

Company has road and bridge maintenance program, which stated in annual work plan. Estate manager is person in charge to develop the annual work plan. For instance, heavy equipment (*road grader*) for road construction, road and bridge manual maintenance. Based on field observation in Main Road, there was an on-going road maintenance activity by using *road grader* to ensure road in a good condition as well as to make the transportation for FFB easier.

Status: Comply

4.4

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

4.4.1

The company has identifying water courses that recorded on HCV document, such as Betung river, Bekampit Atas river, Bekampit Bawah river, Sejakah Atas river, Sejakah Bawah river, Api – Api river and Batak river. The company has tested the surface water quality in 2st semester of 2015. There are parameters not comply with quality threshold regulated by government, but the point has evaluated and reported to the environment agency on March 03, 2016.

4.4.2

According to the field observation on Sejakah river Block Z19 Division II LTE, protection attempts conducted by the company such as HCV signboard instalment, boundary pole of spraying instalment, tree planting in riparian area, etc. According to the field observation on replanting area Block A14 LTE, riparian area of Sejakah river keeping let be as HCV area.

4.4.3

The company has tested mill effluent quality periodically at related laboratorium. The result complied the quality threshold regulated by the government. According to the field observation to WWTP, there is no overflowing or leakage to river or riparian area. According to the interview with Environment Agency and Locals, there is no contamination caused by effluent processing. Mill effluent applied on the land (land application) in accordance with the legal permit by government. Block applications are N-02, N-03, N-04, N-05, N-06, O-04, O-05, O-06, O-07, P-07 and P-08.

4.4.4

According to the interview with factory management, obtained information that water consumption for processing FFB based on budget is 0.40 m³ / tTBS. According to the field observation to WTP installation, flow meter works well, water consumption record conducted by operator. The company has record of water consumption for processing FFB period July 2015 to June 2016. Total consumption are 48,419 m³ with consumption ratio are 0.56 m³ / tTBS. Water consumption up budget caused by FFB processed up budget are 172.491 ton.

Status: Comply

4.5

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

4.5.1

Company has a mechanism to prevent pests and disease through *Early Warning system/EWS*, which was conducted by personnel in the field. EWS result will become the basis for census activity, in order to determine the necessary actions. The results of detection indicated in Mature area that there were no pest attacks and symptoms of any diseases that were over the control threshold. However there were pest attacks above economic threshold in Immature area such as *Apogonia* and *Oryctes rhinoceros*, such as in Block X12 division 1, years of planting 2015 attacks level of *Apogonia* are 19 % and *Oryctes rhinoceros* are 18 %. Company's efforts on this issue are by installing pheromone trap and conducted spraying wit pesticide wit active ingredients cypermethrin.

Integrated pest management program was implemented by the company are monitored and evaluated every month. The evaluation is in the form of a Matrix of pest attack that describes the type of pest; attack average; analysis of the attack level to the threshold; conclusion to determine control techniques if needed. As an anticipation measure to prevent the attack of *UPDKS* (Oil Palm Leaf-Eating Caterpillars), the company conducted the planting and maintenance of beneficial plants (*Antigonon leptopus* and *Turnera subulata*, to prevent the attack of *Oryctes rhinocerus* company installing pheromone trap in Immature area, Moreover, in order to prevent rat attack, company has monitored owl barn every month.

4.5.2

The Company has records of the training implementation for staff who are involved in the implementation of integrated pest management, for example, Integrated Pest Management training on February 17, 2016 In Pantai Timur Estate with 5 participants and 01 April in Laut Timur Estate with 15 participants s. Interviews with officers of integrated pest management in Pantai timur Estate confirmed that workers has understood on IPM aspect i.e.: methodology census, type of pests and diseases and management controlling and based on field observations, it is known that the management unit has implemented an integrated pest management plan and well documented.

Status: Comply

4.6

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

4.6.1

Company as conducted study on selecting an effective pesticide to control disease and weed. The study on narrow spectrum selection of pesticide in order to minimize the negative impact apart from the targeted species. Document's review and field observation at pesticide warehouse showed that company used registered-pesticide. In order to reduce the utilization of pesticide, company has combined the control mechanism by using mechanic, biology and chemical approach. Mechanic control was conducted by using manual method, the biology control was using natural predators and chemical control was using

4.6.2

Company documented the pesticide toxicity monitoring result in "Monitoring Pesticide Usage per Hectare and per Ton FFB Production in 2015 – 2016". The documentation explains the type of pesticide, active material, and number of utilization per hectare, number of utilization per ton FFB and the applied area. PSQM personnel updated the monitoring report over pesticide toxicity every month.

4.6.3

Integrated pest management program was implemented by the company are monitored and evaluated every month. The evaluation is in the form of a Matrix of pest attack that describes the type of pest; attack average; analysis of the attack level to the threshold; conclusion to determine control techniques if needed. Pesticide only used for last option to control pest and disease

4.6.4

The result of document review, field visit and observation on pesticide storage, it is known that the company does not use pesticide with active ingredient of paraquat, WHO 1A and WHO 1B

4.6.6

Based o field visit to agrochemical warehouse, it is known that the entire used-agrochemicals have been separately stored from other materials. Moreover, warehouse agrochemical has been completed with PPE, occupational health and safety symbols, *emergency shower*, *eye washer* and MSDS. Material arrangement in agrochemical warehouse has separated solid and liquid material. Used-pesticide package is managed by washing the used package, making a hole in the package, furthermore putting the used-packaged inside the hazardous waste warehouse. Based on explanation

from senior assistant in Pantai Timur Estate and laut Timur Estate, it's known that used-pesticide containers, which are still in good condition, are being used to carry poison or other chemical materials before land application. Interview with residence in housing in PTE and LTE showed that residents are prohibited and understood that used-pesticide packages can not be used for other utilization apart from carry other poisonous material. The company has been carry out training of pesticides handling on 17th April 2015

4.6.7, 4.6.8

Pesticide usage is applied by trained personnel which is in accordance with pesticide usage best practices

- a. Company already had MSDS (*Material Safety Data Sheet*) for each agrochemical substance (Pesticide) that describes handling and storage guidance, treatment when accident occurs (First Aid Measures), hazard identification, measures against spillage and leakage, personal protection equipment, physical and chemical characteristics, reactivity and stability, Toxicology information, Ecology information, waste disposal and transport.
- b. Related to pesticide usage doses, company refers to recommended doses which are described on the label of each pesticide type. Result of document inspection reveals that usage doses applied by company is in accordance with its recommendation
- c. Based on field visit to PTE and LTE it is revealed that pesticide operator have been equipped with safety equipment such as mask, gloves, apron and safety shoes that are appropriate with incurred hazard identification
- d. Result of interview with workers finds information that the workers already have knowledge of potential hazard that may arise and its compulsory preventive measures.

4.6.8

Based on document's review and interview with estate operation's personnel, there were no pesticide applications from air within PT BSS

4.6.10

The results of field visits and interviews obtained information that the ex-pesticide containers that are still in good condition are used as a place to distribute the pesticide before it is applied to the field. Ex-pesticide containers that are not used are managed by washing before it is stored in the Hazardous Waste Storage to be submitted to the licensed Hazardous Waste Collector. Interview with workers and manager show that they are understand the step of ex-pesticide containers disposal in accordance with the procedure.

4.6.11

Company has conducted periodic medical examination for chemical application personnel who work in a high-risk condition on 08rd October 2015. Mandiri healthy care Clinics Kotabaru is the third party who conducted medical examination. The test results showed that all employees who work with chemicals in a healthy condition and no diseases influenced by work. Interview with workers known that they are never get experience of occupational injury which caused by chemical such as irritation.

4.6.12

Company has a policy that prohibits pregnant and lactating personnel to work with chemical material. Based on interview with spraying personnel in Division I laut timur timur Estate and Division 2 Pantai timur Estate, it is known that there were neither pregnant nor lactating female personnel who work with pesticide. Moreover, company conducts pregnancy test and examination every month. Finally, audit team also got information that personnel have understood that female personnel cannot work with chemical material if they are pregnant or lactating.

	Status: Comply	
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4.7

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

4.7.1

The Company's commitment to prevent workplace accident and unhealthy workplace to all employs, guest and contractor, explained in the document of OHS policy that was approved by Head Plantation Upstream Indonesia, December 2011. Mentioned that Plantation Upstream Indonesia commit to provide safely and health workplace by implementing effectively management to prevent workplace accident and unhealthy to all employs, guest and contractor. The policy written bilingual in Bahasa and English, it has been displayed in each units of estates and mill.

It has been implementing by company for example PPE providing, establishment of OHS committee, first aid kit providing and employs training. Implementation was held based on OHS program, as much as 9 activities has been programmed for monthly, quarterly, semester and yearly.

4.7.2

The company has held risk analysis for entire operational activities for estates and mill, related to both of occupational safety and health. The risk analysis has been including of workplace accident and its controlling, and the entire control action that has been set was implemented and well monitored.

Implementation of recommendation written in the document of HIRAC has been done well by company, based on field observation for example on the harvesting activities in PTE and grading in mill known that the recommendation has been implemented such as PPE providing and worker's training.

4.7.3

Training of OHS aspect has been done routinely to all employs, OHS training program and its realization can be shown to auditor, namely : training of OHS for heavy equipment operator as much as 12 persons, training of fires fighting and fire extinguisher, training of safely fertilizing, and training of chemical safely usage.

Based on field observation on harvesting in PTE division 1 and 2 known that the company has provide PPE for worker and has been scheduled twice a year. Based on interview with workers mentioned that providing PPE twice a year was not sufficient especially for safety shoes, its need to evaluate that schedule within considering of PPE lifetime. #OFI PPE inspection held in monthly conduct by supervision and unit managers, PPE inspection report submitted in form of SIME CARD report, sampling unit (PTE, LTE and GAF) can show the monthly SIME CARD report, for example report for May 2016.

4.7.4

Organization that responsible in OHS aspect is OHS Committee, has been approved by Labor Agency of Kota Baru District, namely:

- LTE : Decree of Head of Kota Baru Labor Agency No. KEP-566.232/P2K3/Naker-2/2016 dated 21 March 2016, OHS Committee secretary has been achieve OHS Expert certificate No reg. 22798/PK3/AJ/31/2015/P0.
- PTE : Decree of Head of Kota Baru Labor Agency No. KEP.556.436/P2K3/Naker-2/2015 dated 20 May 2016, OHS Committee secretary has been achieve OHS Expert certificate No. Ser.13.2272/AK3/U/VII/2013 dated 4 July 2013.
- GAF: Decree of Head of Kota Baru Labor Agency No KEP-566.434/P2K3/Naker-2/VI/2016 dated 8 June 2016, OHS Committee secretary has been achieve OHS Expert certificate no. Ser.13.2256/AK3/U/VII/2013 dated 4 July 2013

OHS meeting hold routinely every three months to discuss the implementation of OHS program and it's effectively and to discuss the workplace accident.

4.7.5

SOP for accident reporting is referring to PSQM Memorandum No. 008/PSQM-UM/IX/2013 issued on 6 May 2015. The document has been explained general information and accident handling started of reporting, investigating and investigation report.

SOP for emergency response No. 033/BSS-SOP /10 dated 1 April 2010 has been approved by SOU chairman and Unit Manager of estates and mill, explained the steps for handling emergency condition such as work accident, illness and fires fighting.

The workplace accident has been monitored and recorded entirely, recording conduct in daily and recapitulating in monthly and yearly. There were no major accident during the recertification, reporting to insurance agency has been done in 1x24 hour after the accident. The company has been assigned in the worksite, the first aid operators is foremen and supervisor. First aid training has been conduct routinely by the company's doctor. Record of first aid training sighted for unit sampling (PTE, LTE and GAF), the latest training held on 11 March 2016 with the attendant as much as 28 persons. According to field visit at Pantai Timur Estate daycare, it was observed that first aid kits have not available appropriately (no medicine). **NCR No. 2016.05**

Based on field observation known that the first aid kit has been available in the worksites, and the trained operator has been present in worksite both of estates and mill.

4.7.6

Medical care for employees conduct in collaboration with insurance agency (BPJS TK and KES), including contract workers. Labor insurance covering accident insurance, pension insurance and mortality insurance. Auditor has verifying the payment evidence as an evidence of the insurance still valid. For example payment for May 2016 for LTE (3 June 2016) as much as 402 workers, PTE as much as 426 workers and GAF as much as 121 workers. Payment conduct through 'BNI' bank account district of Kota Baru.

4.7.7

The company has been recording and monitoring all work accident using lost time accident metric.

4.7.5	Status: NCR 2016.05 with minor category	
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**4.8
All staff, workers, smallholders and contractors are appropriately trained.**

4.8.1

Establishment of training program has been done by each estates and mill. Training program has including improve of competencies, OHS aspect and environment aspect.

According to the review on the training identification matrix for period of 2015/2016, the held training in for the next one year are described. For example, the training on aspects of harvesting, manuring, maintenance, spraying, FFb grading, fire extinguishing, Environment OHS, HCV and bufferzone, general OHS, OHS, chemicals, first aid kit, electricity OHS, RSPO and OHS management.

The company has shown the evidence of training programs realization, there were as much as 7 (seven) trainings that has been held in each units, for example:

- OHS training for heavy equipment operators of estate and mill as much as 12 persons (certificate no. 13.26323-opk3-paa/ix/2013 (PTE), certificate no. 13.26324-opk3-paa/ix/2013 (PTE) and certificate no. 13.26326-opk3-paa/ix/2013 (PKS))
- Fires fighting training held on 4 Feb 2016, attendant as much as 24 persons
- Fertilizing training for PTE on 21 April 2016, 16 attendants
- Training of SCCS for GAF held on 8 March 2016
- Training of "ebor" pole tool on 11 April 2016 in PTE and LTE, attendant as much as 42 persons.

Based on interview with chairman of BSM cooperative (KKPA) known that company has been conduct training for farmers of KKPA on agronomy and administration aspect.

Training for contractor has done through briefing and induction before activities started, example: briefing on 5 March 2016 with contractor of replanting.

4.8.2

Training records are recorded in the annual training summary record that have been implemented and attended by employees; records of the training have been stored and maintained by the company.

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.

5.1.1

The company has EIA document that legalized by Agriculture of Ministry on 1996, regarding to plantation in 14,000 ha and mill capacity 60 tFFB / hour. Significant impacts will be managed and monitored such as soil erosion, disturbance to flora and fauna, air pollution and water resources, and social unrest. Assessment EIA has involved relevant stakeholders from the Betung village, Bekambit village, Ladang Lama village, Ladang Baru village, Sejakah village. Application of EIA documents recorded on the implementation report of RKL / RPL.

5.1.2

According to the document RKL / RPL 2nd semester of 2015, the company has been managing the environment in accordance with the EIA directives, such as: (1) planting LCC in replanting area and terracing, (2) maintenance of machinery; (3) management of the WWTP effluent ponds, signboard instalment, etc.

5.1.3

According to the document RKL / RPL 2nd semester of 2015, the company has been monitoring the environment as dictated by the EIA, for example: (1) testing of air quality and noise each semester, (2) testing the quality of river water each semester, (3) and report monitoring results to related government etc.

The test results indicate that the emission and noise test parameters in accordance with the quality threshold regulated by the government. While the results of testing water quality of the river, there are parameters that are not in accordance with the provisions of the government, but has been evaluated and reported to the government. The monitoring results will be used as reference for next environmental management.

Status: Comply

5.2

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

5.2.1

The company have identification documents HCV November 2010 conducted by the team that has competent in the field of ecology, social and mapping. Total of HCV area is 571.12 Ha (included on planted area). According to the document, there are several species within PT BSS area. For example: (1) 34 type of flora, not preserved, (2) 13 species are included on the Redlist Data Book IUCN, two species are protected by statute No. 7 year 1999 and Appendix II CITES, (3) three species are included on the Redlist Data Book IUCN, (4) one is protected by statute No.7 year 1999, (5) one primate, (6) and 1 reptile.

5.2.2

The company monitoring HCV area and flora and fauna routinely. According to the monitoring of the 4th quarter of 2015, known HCV area of 571.12 ha (has been released from planted area of 117.41 ha). According to the document, there are several species within PT BSS area. For example on LTE there seven no protected species of flora, 23 species of

birds are not protected, three types of mammals are protected and one protected (*Cynocephalus variegatus*), 7 reptiles are not protected. According to the field observation to Sejakah river Block Z19 Division II LTE, protection of rivers that have been made such as (1) provides a signboard HCV, (2) provide a marking spray, (3) and planting trees on the riparian. According to the field observation to replanting area Block A14 LTE, Sejakah riparian area should be left as HCV area.

5.2.3

The Company has conducted socialization RTE species, eg (1) socialization to locals Sejakah village on November 14, 2015; (2) socialization to locals *Tanjung Pengharapan* village on March 16, 2016; (3) socialization to employees dated May 12, 2016. According to interviews with harvester and locals, it is known that they had known of protected animals, through socializing and signboard available in the estate. According to the interviews with locals and field observations to HCV area there are no fishing activities, hunting animals performed by employees and the locals.

5.2.4 and 5.2.5

Monitoring HCV 4th quarter of 2015, provide recommendation for the next HCV management plan and RTE, such as: HCV and RTE attributes maintenance; improve socialization to employees and the locals, and to plant tree in the riparian, etc. According to the field observation to HCV area and interviews with locals, there were not identified the rights of locals on HCV area in LTE and PTE.

Status: Comply

5.3

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

5.3.1

The Company has a list of products and sources of waste in 2016, such as used oil, batteries used, filter used, etc sourced from the workshops. Ex agrochemical containers, etc sourced from estate activities etc.

5.3.2 and 5.3.3

According to the field observations LTE and PTE, ex agrochemical containers that are not used are returned to the warehouse estate, then stored to hazardous waste temporary warehouse authorized. After that, ex agrochemical containers handed over to the authorized collector (PT Sinar Bintang Akbar).

During field verification in surrounding area of Pantai Timur Estate office, observed that waste management is not well implemented referred to available procedure and regulations. i.e: Open dumping of domestic waste was disposed in inappropriate place. Based on the explanation, raised the **non conformance NC 2016.05 with minor category**

5.3.3

Status: NCR 2016.6 with minor category

5.4

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

According to the field observation in the factory, fibers and shell is used as fuel to reduce fossil fuel consumption. Total fiber used the period of July 2015 to June 2016 are 22,959.55 ton and shells are 6,046.97 ton. The use of fiber and shells as fuel for the boiler has been monitored and recorded on use of renewable energy document. The average energy generated from renewable energy use are 0.94 kWh / kgFFB.

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.

The company has had a zero burning policy and has been socialization to all estate and associated smallholders. According to the field observation to replanted area Block A14 LTE, there are no activities or used the burning land. According to the interviews with the locals obtained information that replanting activities undertaken by the company done by manual system.

Status: Comply

5.6

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

5.6.1

The company has been record all the activities of the pollution or emissions of GHG. Pollution / emissions sourced such as from land clearing, fertilizing and spray, use of solar fuel, transportation, FFB proces, POME etc.

5.6.2

Management of GHG emissions made by the company, such as sets a zero burning policy, use of fertilizers and chemical appropriated, EFB application on the land, emissions testing as routinely, use of fiber and shell as boiler fuel, plant trees on the reparian area.

5.6.3

According to the implementation report of RKL / RPL, emission testing is done each semester at an accredited Lab. The test results are still in line with the quality standards set by the government (see indicator 5.1.3). However, The company have not make GHG emission calculation by using appropriate tools (PalmGHG calculator) and fail to show the evidence of reporting submission to RSPO Secretariat. Based on the explanation, raised the **non conformance NC 2016.07 with minor category**

5.6.3

Status: NC 2016.07 with minor category

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.

6.1.1

PT. Bersama Sejahtera Sakti shows the document of social and environment impact assessment in form of the: (1) EIA main report (1996) which identifies the social impacts like the social restlessness, local community income increase and the increase of the community accessibility and (2) the report of social impact assessment over the estate management. It was composed by Pollito on January 2010.

6.1.2

In the document of SEIA and SIA, affected parties that involced during assessment are surrounding communities which are 8 villages of Langkang Baru, Langkang Lama, Betung, Bekampit Asri, Bekampit, Sejakah, Tanjung Pengharapan and Batu Tunau. Affected parties who involved during Social Impact Assessment in 2010 is consisting of 8 villages' representative and statutory bodies with total participanst is 23 persons.

6.1.3

Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified already mentioned in SIA document. Development on its mitigation has been consulted with the affected parties, documented and timetable, including responsibilities for implementation. Corporate Social Responsibilities (CSR) program is one of method to increase positive impacts and reducing negative impact. For instance: realization of CD/CSR program 2015/2016 for LTE and PTE was observed and the result is well implemented. This also confirmed during stakeholder consultation on 22 June 2016 with surrounding villages (Tj. Pengharapan, Batu Tunau, Bekambit and Sejakah).

6.1.4

The company fails to provide the Social Impact Management and Monitoring Plan has been reviewed by management minimum once every two years (since RSPO Generic P&C 2013 approved). **NCR 2016.08 with minor category**

6.1.5

The company has had particular attention of smallholder schemes development since 2007. Based on daily report of smallholder development progress upto May 2016, total Land Cleared is 1,001.86 Ha, Planted: 554.32 Ha.

6.1.4

Status: NCR 2016.08 with minor category

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.

6.2.1

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

6.2.2

In a structural estates organization, the responsible person who handles communication and consultation with stakeholder is Administration Head. However, in the actual condition all staff is responsible to receive and giving communication to the stakeholder, particularly the communities. Unless for the statutory bodies, responsible person is Plantation Services Department officer.

6.2.3

There is no change for the stakeholders list for LTE and PTE. Stakeholders list is available in place and well maintained by the officer. Person who responsible to updating the stakeholder list is Plantation Services Department officer.

Status: Comply

6.3

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

6.3.1; 6.3.2

The company has procedure of complaint resolution in "SOP Penanganan Keluhan Karyawan (052/BSS-SOP) dated 27 December 2013 and SOP Komunikasi (No. 28/BSS/SOP/SMK3LH) dated 05 Mei 2015". The procedure describes that all complaint must be responded within 2 weeks. Responsible person to handle of any complaint is Estate Manager.

Based on interview at Tanjung Harapan village, complaint and grievance can be addressed to the company through direct communication and suggestion box that provided in village office. The information that given by using suggestion letter is unwritten sender. All the records is kept in "Buku Komunikasi dan Keluhan" and available in all estates.

Status: Comply

6.4

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

6.4.1; 6.4.2

There is no change of the procedure. A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation explained in "Standar Operating Prosedur (SOP) Pembebasan Lahan Okupasi (No. Policy: 343/PSD-OKUP/11) tertanggal 23 Februari 2012".

6.4.3

The process and outcome of any negotiated agreements and compensation claims namely Berita Acara Ganti Rugi Lahan is kept by Plantation Service Department Officer. The latest compensation claim record is in 2013 of an area 221 Ha. All the relevant evidence is provided and well maintained. During Re-Certification, this case is already resolved in participatory ways.

Status: Comply

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

6.5.1

Based on document of company's employee list for period of May 2016 known that overall workers is daily permanent and permanent workers, the company has labor laws document in the form of "peraturan perusahaan" that has been explained pay and condition for employees.

Document of inter-office mail of HRM dated 1 Feb 2016 No. 004/HRM-i3/II/2016 on wages of daily permanent and monthly permanent workers for Kota Baru area period of 2016. Explained in the document that employee wages has been accordance with decree of governor of South Borneo province no. 188.44/0479/KUM/2015 dated 10 December 2015.

Document of wages payment (PTE, LTE and GAF) can be shown in the form of employee wages master list, for example for period of May 2016 informed : no workers ID, name of workers, P1+M, income (wages, additional wages/premium, overtime), insurance benefits, rice benefits, deductions, gross wages and salaries paid. Interview with workers (harvesting operator in PTE and grading operator in GAF) mentioned that wages payment has been conducted timely and has been in accordance with applicable regulation.

6.5.2

The company can show document of company rules ("peraturan perusahaan") that has been explained working conditions and employee's rights (working hours, deduction, overtime, vacation, type of work, duration, working days, employment termination agreement, wages, work rules and other provisions). During the recertification audit, company's rules document for period of 2016-2018 still on progress of establishment, sighted minute of agreement between Independent Labor Union (SPM) of PT BSS dated 1 Dec 2015 explained that the company and union labor agree to continue its document for 1 year later, minute of agreement has been signed by both parties.

Explanation related to condition of employment also listed in the direct agreement and contract between employees and company, example: employee contract no. SK-Prom/SKUB-LTE/2014/XI/057 for security. According to field observation at harvesting activity at Block DO12 Division 1 Pantai Timur Estate, found that there is a loose fruit hand picker not registered as Pantai Timur employees. **NCR No 2016.09 with major category**

Neither collective agreement nor the direct employment contract is written in the language understood by workers (bahasa).

6.5.3

Based on field observation known that the company has provide sufficient facility such as housing, religion facility, education facility, clean water, sport facility, waste management, first aid room, and access to adequate, sufficient and affordable food.

6.5.4

The company has given permit for settlement market which open twice a month. Furhtemore, there is an employee cooperative unit which provides the employee's daily need.

Major 6.5.2 Status: NCR No 2016.09 with major category

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

6.6.1

The company commit to be a responsible company on giving of freedom for association to its employees, the commitment has been written in the company's policy stated that the employees are given freedom unite, gather and

express their opinion as long as complying the company regulation and the employees are allowed to form labour union. Has been established the independent union labor (SPM) in each unit estates and mill, structure and document of endorsement can show to auditor. All employees are freedom to be the member of union labor. The policy was written in the language understood by workers (written in bahasa).

6.6.2

Based on interview with board of union labor of PTE and LTE known that meeting with management representative conducted if there were labor issues. Sighted minute of meeting, for example minute of meeting on 18 Feb 2016 on corrective and suggest request for establishment of company's rules document for next three years period.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1

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

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

According to the document review on the employee data and field visit, the company has implemented the policy and there were no underage workers found (workers under 18 years old).

Status: Comply

6.8

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

6.8.1

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

The policy has been socialized to employees in every muster morning and has been displayed in each office of mill and estates.

6.8.2

Based on interviews with workers in the field (PTE, LTE dan GAF) for example spraying activities in LTE and harvesting in PTE known that the company does not discriminate against workers and groups based on race, class, religion and organization. All workers are treated equally in terms of acceptance and improved career paths. There were no grievances on discrimination.

6.8.3

The company has had SOP of recruitment as referendum for workers recruiting, document no. 431/HRM-RCT/07 dated 24 May 2007. Scope of the SOP is permanent workers recruitment for staff and non-staff in head office, branch office and operational staff both of estates and mill. Recruitment stages start of in document filling, document checking, manpower planning verification (verified by RTD manager), searching for the qualified workers and conducting selection process, medical check up, contract signing and handover with the associated department. Before assigned as permanent worker, the candidates receive a probability period for 3 months.

Status: Comply	
6.9	
There is no harassment or abuse in the work place, and reproductive rights are protected.	
6.9.1	
<p>The company has commitment to be the company which protect their women workers from the sexual harassment actions. The commitment is implemented in form of the gender. The gender policy was legalized by the Head of Plantation Upstream Indonesia on April 2011, written in language understood by workers (bahasa). Its implementation shown in the form of gender committee structure in each unit (PTE, LTE and GAF). Based on interview with sprating operator of PTE and LTE, known that the workers has had sufficient understanding on sexual harassment policy and gender committee. The employee has known the PIC if there is a special grievance.</p>	
6.9.2	
<p>Found on document of “peraturan perusahaan” the policy related to women worker’s rights to leave for menstrual period (H1) and partum (H2). The policy on spraying prohibition for pregnant women and breastfeeding to work in chemicals activity written in Block Spraying System SOP (document no. 3/SOP-BSS/BSS-EST/10 dated 1 April 2010). In the point of 5.2 mentioned that children, pregnant women and breastfeeding is prohibited to work on the jobs that associated with chemical.</p> <p>These policies has been documented and communicated to workers in clearly, interview with spraying operator mentioned that if there is pregnant women and breastfeeding will be immediatly changes to others activity. The policy communicated through muster morning activity and by gender committee socialization.</p>	
6.9.3	
<p>PT. BSS has SOP of employee’s complaint handling No. 052/BSS-SOP on December 27th 2013. It describes the complaints of permanent workers and staff recorded on the book of register, the flowchart and diagram of the complaint is also presented. In the document also has been mentioned the respect anonymity and protects complainants. Based on interview with board of gender committee there is no grievance received by gender committee, interview with workers known that till the recertification there is no sexual harassment and/or abuse in the work place.</p>	
Status: Comply	
6.10	
Growers and mills deal fairly and transparently with smallholders and other local businesses.	
6.10.1 and 6.10.2	
<p>At present, PT BSS neither purchase nor process FFB from other smallholders or other sources. The entire processed FFB in Gunung Aru Mill came from own estate in PT BSS.</p>	
6.10.3 and 6.10.4	
<p>Company has work agreement with third party to perform FFB’s transportation work. For instance, work agreement No. No LTE/SPK-LKL/VI/2016/028-SWTR date of 13 June 2016. The contract is written in Bahasa and Both parties have understood with work agreement.</p> <p>Company presented payment receipt to contractor based on work agreement for transporting FFB, in a form of billet giro, which has been paid on 18th May 2016 for work period April 2016. Based on auditor’s observation, the payment has been in line with work agreement and both parties were satisfied with the payment. According to interviews with the contractors shows that the company has paid every month (as agreed) and have never experienced delays.</p>	
Status: Comply	
6.11	
Growers and millers contribute to local sustainable development wherever appropriate.	

6.11.1

Based on interview with villagers of Tanjung Pengharapan and Batu Tunau, the main necessity from villagers is road access from village to the government road. The company has assisted by providing heavy-duty equipment to maintain the roads.

6.11.2

The company has had particular attention of smallholder schemes development since 2007. Based on daily report of smallholder development progress upto May 2016, total Land Cleared is 1,001.86 Ha, Planted: 554.32 Ha. Name of Smallholder organization is Koperasi Bersama Sejakah Maju. Currently, the smallholders is under development progress.

Status: Comply

6.12

No forms of forced or trafficked labour are used.

6.12.1

In the document of recruitment mechanism, mentioned that entirely workers candidate must completing application documents such as copy of identity card, copy of family card, latest certificate, etc. There is no migrant nor temporary workers on the PT BSS operationals.

6.12.3 and 6.12.3

There is no contract substitution on the recruitment process. The contract and the job description have been explained to the workers before the contract signing, the described contract is not different with the real job they are dealing with. Copy of employment contract given to workers and signed done by both of workers and company, for example employee contract for harvesting operator in PTE division 1 and 2.

Status: Comply

6.13

Growers and millers respect human rights

6.13.1

All aspect related to human rights mentioned in the document of social policy, has been approved by plantation upstream 2011, namely:

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

Formal socialization has been conducted to all workers since the policy has been approved, and refreshment socialization conducted routinely in the muster morning activity.

Based on interview with workers in field (harvesting and processing) known that workers has understood and know related to human rights policy.

Status: Comply

PRINCIPLE #7 Responsible development of new plantings

7.1

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

7.1.1

The company has EIA document that legalized by Agriculture of Ministry on 1996, regarding to plantation in 14,000 ha and mill capacity 60 tFFB / hour. Significant impacts will be managed and monitored such as soil erosion, disturbance to flora and fauna, air pollution and water resources, and social unrest. Assessment EIA has involved relevant stakeholders from the Betung village, Bekambit village, Ladang Lama village, Ladang Baru village, Sejakah village. Application of EIA documents recorded on the implementation report of RKL / RPL.

7.1.2 and 7.1.3

According to the document RKL / RPL 2nd semester of 2015, the company has been monitoring the environment as dictated by the EIA, for example: (1) testing of air quality and noise each semester, (2) testing the quality of river water each semester, (3) and report monitoring results to related government etc.

The test results indicate that the emission and noise test parameters in accordance with the quality threshold regulated by the government. While the results of testing water quality of the river, there are parameters that are not in accordance with the provisions of the government, but has been evaluated and reported to the government. The monitoring results will be used as reference for next environmental management.

Status: Comply

7.2

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

7.2.1

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

Moreover, according to Slope Map, it is revealed that the slope of Pantai Timur Estate is about 0 -3 % (flat – flooding) for 129 ha, 3 – 8 % (undulating) for 1,586 ha, 8 – 15 % (rolling) for 1,233 ha, 15 – 30 % (hilly) for 113 ha, > 50 % (mountainous) for 31 Ha and in Laut Timur Estate is about 0 – 8 % (undulating) for 155 ha, 15 -20 % (rolling) for 3919 ha

7.2.2

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

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

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.

7.3.1 up to 7.3.5

The company able to shows the date of the land after November 2005 to December 2009 is 1092.73 ha. While, based on the HCV identify conducted on November 2010, the company has disclosure of liability and LUCA for planted area period 2007 to 2010 on Pantai Timur Estate. Total LUCA analysis is 131 ha, meanwhile liability final for Pantai Timur Estate is 29 ha. The company has reporting all LUCA to RSPO Secretariat at Augustus 28, 2015 to submit for RSPO remediation and compensation liabilities for land clearance without prior HCV assessment.

Based on identification of HCV in 2010, is not identified the rights of local communities (HCV5). Identified HCV attributes

include: HCV1.1, HCV1.4, HCV2.3, and HCV 4.1.	
	Status: Comply
7.4	
Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.	
7.4.1	
<p>The Company has map that describes the level of fertility soil with a scale of 1: 25000.</p> <p>The Company has map of the slope land (topography) Pantai Timur Estate published by Minamas Research Centre Borneo in 2009 to 2010. The slope land 0 to 3% is 129 ha, 3 to 8% area is 1,586 ha, 8 to 15% area is 1,233 ha, 15 to 30% area is 113 ha, and slope > 50 % area is 31 ha.</p> <p>The Company has map of the slope land (topography) Laut Timur Estate. Slope 0 to 8% is 155 ha, and slope 15 to 20% area is 3,919 ha.</p>	
7.4.2	
<p>The company has had management strategy for slope area, such as terracing, EFB application for the land, and the planting of legume cover crops. According to the field observation to Block J12 Division I LTE, there is evidence of management implementation sloping areas, such as the construction of terracing and planting of legume cover crops.</p>	
	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.	
7.5.1	
<p>The company has had 4 certificates of land use rights (HGU) that issued in 1995 (8,222.54 Ha), year 2002 (3,318 Ha) and year 2004 (1,200 Ha). Planting year for nucleus (own) estates is between 1988 upto 2009, all plantings is in legal area. Land compensation has been paid prior to land title certificate issued.</p> <p>There is no new plantings are established since 2009.</p>	
	Status: Comply
7.6	
Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	
7.6.1; 7.6.2; 7.6.3; 7.6.4; 7.6.5; 7.6.6	
<p>Identification of SEIA is based on Location Permit year 1988 (14,000 Ha). When SEIA is undertaken, scope of identification is based on Location Permit and in that time the land use right is yet issued. However, within SEIA report is already covered for other land uses over the plantation area and no customary rights were exists.</p> <p>There is no new plantings are established since 2009</p>	
	Status: Comply
7.7	
Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.	
7.7.1 and 7.7.2	
<p>The company has had a zero burning policy and has been socialization to all estate and associated smallholders. According to the field observation to replanted area Block A14 LTE, there are no activities or used the burning land. According to the interviews with the locals obtained information that replanting activities undertaken by the company done by manual system.</p>	
	Status: Comply
7.8	
New plantation developments are designed to minimise net greenhouse gas emissions.	

7.8.1 and 7.8.2	
<p>The calculation of the carbon stock shall be conducted after the development of the new estate on August 1st 2014. According to the observation on the PT BSS area statement, there is no new estate development after August 1st 2014. However, the company has made efforts to minimize GHG emissions, such as: use of chemicals (fertilizers and pesticides) according to the recommendations, use of fuels in accordance with the budget, management of mill effluent on WWTP ponds, land application, transport maintenance routinely, etc.</p>	
	Status: Comply
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity	
8.1	
Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.	
8.1.1	
<p>During ASA-4 found the non-conformance for indicator 5.6.3 (PalmGHG calculation and reporting). The company has made corrective action by send the GHG calculation and report to RSPO include Root Cause and Preventive Action.</p> <p>However, during Re-Certification auditor found the recurrence nonconformity in the same indicator. So then, there is potential systematic failures in the implementation of standards due to recurrence of Non-Conformities in two audit stages. Based on the explanation, raised the non conformance NCR 2016.08 with Major category</p>	
8.1.1	Status: NCR 2016.08 with Major category

3.2 Summary of Assessment Report of Supply Chain Requirements

Clause	(Module D) CPO Mills – Identity Preserved Requirements
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D1	Definition												
<p>D.1.1 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>Based on observation on FFB receiving in security and weighbridge station known that GAF only receive FFB from certified plantation namely GAE, GKE, LTE and PTE which is scope of this recertification process. It also supported with result of interview with key personal on implementation of SCCS requirement such as GAF's head administration, weighbridge operator and SOU officer.</p> <p>According to the document of FFb receipt, for example FFB receipt document on 21 June 2016 namely FFB transport document, weighbridge tickets and daily FFB receiving recapitulation, explained that there is no FFB from other source.</p> <p>Based on explanation above, GAF apply the requirements of SCCS Module D (IP).</p>													
	Status: Complied												
D.2	Explanation												
<p>D.2.1 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 certified product generated by GAF mentioned in ASA-4 certificate attachment (certificate period of 5 July 2015 – 4 July 2016), as following below:</p> <ul style="list-style-type: none"> - FFB : 185,270 ton - CPO : 41,537 ton - PK : 8,893 Ton <p>Actual certified product generated during the period of certificate: FFB: 132,143.11 ton; CPO: 30,154.85 ton; and PK: 5,728.45 Ton. There is no exceeded production and exceeded sales from the estimated planned, it has been verified through the sales report on the RSPO website (e-trace) and also through mass balance company's report for period of certificate.</p>													
	Status: Complied												
<p>D.2.2 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> <ul style="list-style-type: none"> • RSPO IT Platform member registration number: Member name : SimeDarby Plantation-Gunung Aru POM, PT BSS Account UID : RSPO_AC1000000328 Member ID : RSPO_PO1000000319 Sub License ID : CB28134 • Certified CPO sold to each buyer period of 5 July 2015 to 19 June 2016: <table border="1"> <thead> <tr> <th>Date</th> <th>Buyer</th> <th>Volume (ton)</th> </tr> </thead> <tbody> <tr> <td>5 July 2015</td> <td>PT GHN (00312/00214/07/15/L-BSS-MKS up to 00313/00215/07/15L-BSS-MKS)</td> <td>2,695.77</td> </tr> <tr> <td>August</td> <td>PT GHN (00313/00215/07/15L-BSS-MKS up to 00315/00217/08/15L-BSS-MKS)</td> <td>2,059.91</td> </tr> <tr> <td>Sept</td> <td>PT GHN ((00315/00217/08/15L-BSS-MKS up to 00317/00219/09/15L-BSS-MKS)</td> <td>2,444.48</td> </tr> </tbody> </table>		Date	Buyer	Volume (ton)	5 July 2015	PT GHN (00312/00214/07/15/L-BSS-MKS up to 00313/00215/07/15L-BSS-MKS)	2,695.77	August	PT GHN (00313/00215/07/15L-BSS-MKS up to 00315/00217/08/15L-BSS-MKS)	2,059.91	Sept	PT GHN ((00315/00217/08/15L-BSS-MKS up to 00317/00219/09/15L-BSS-MKS)	2,444.48
Date	Buyer	Volume (ton)											
5 July 2015	PT GHN (00312/00214/07/15/L-BSS-MKS up to 00313/00215/07/15L-BSS-MKS)	2,695.77											
August	PT GHN (00313/00215/07/15L-BSS-MKS up to 00315/00217/08/15L-BSS-MKS)	2,059.91											
Sept	PT GHN ((00315/00217/08/15L-BSS-MKS up to 00317/00219/09/15L-BSS-MKS)	2,444.48											

Oct	PT GHN (00317/00219/09/15L-BSS-MKS up to 00318/00220/10/15L-BSS-MKS & 00319/00221/10/15L-BSS-MKS	3,037.77
Nov	PT GHN (00320/00222/10/15L-BSS-MKS up to 00323/00225/11/15L-BSS-MKS)	4,132.62
Dec	PT GHN (00323/00225/11/15L-BSS-MKS up to 00325/00227/12/15L-BSS-MKS)	3,962.65
Jan 2016	00326/00227/12/15L-BSS-MKS up to 00329/00231/1/15L-BSS-MKS	3,445.47
Feb	00329/00231/1/15L-BSS-MKS up to 00331/00233/02/16/L-BSS-MKS	2,393.80
March	00331/00233/02/16/L-BSS-MKS up to 00333/00235/03/16/L-BSS-MKS	1,656.66
April	00333/00235/03/16/L-BSS-MKS up to 00335/00237/04/16/L-BSS-MKS	1,313.42
May	00335/00237/04/16/L-BSS-MKS	1,712.23
June	00337/00239/05/16/L-BSS-MKS up to 00340/00242/06/16/L-BSS-MKS	1,006.47
Total		29,861.25

- Certified Palm Kernel sold to each buyer period of 5 July 2015 to 19 June 2016:

Date	Buyer	Volume (Ton)
5 July 2015	PT SMART Tbk (00141/00131/06/15/L-BSS-IKS up to 00142/00132/07/15/L-BSS-IKS)	559.09
August	PT SMART Tbk (00143/00133/08/15/L-BSS-IKS)	301.71
Sept	PT SMART Tbk 00144/00134/08/15/L-BSS-IKS up to 00147/00136/09/15/L-BSS-IKS	701.67
Oct	PT SMART Tbk 00148/00137/10/15/L-BSS-IKS up to 00149/00138/10/15/L-BSS-IKS	561.98
Nov	PT SMART Tbk 00149/00138/10/15/L-BSS-IKS up to 00150/00139/11/15/L-BSS-IKS	601.29
Dec	PT SMART Tbk 00152/00142/12/15/L-BSS-IKS	415.96
Jan 2016	PT SMART Tbk 00153/000143/01/16//L-BSS-IKS	1,124.36
Feb	PT SMART Tbk 00154/000144/02/16//L-BSS-IKS	297.58
March	PT SMART Tbk 00155/00145/03/16/L-BSS-IKS up to 00156/00146/03/16/L-BSS-IKS	533.53
April	PT SMART Tbk 00156/00146/03/16/L-BSS-IKS	63.66
May	PT SMART Tbk 00156/00146/03/16/L-BSS-IKS	16.04
June	PT SMART Tbk (00157/00147/05/16/L-BSS-IKS up to 00158/00147/05/16/L-BSS-IKS) and PT LMI (00159/00148/06/16/L-BSS-IKS)	254.79
Total		5,431.66

Status: Complied

D.3 Documented procedures

D.3.1

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

- 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.

The company has had SOP of product traceability and identification in Minamas Plantation POM number RSPO/65/SCCS/BSS 2nd revision dated May 8th 2015. The document is referring the document of RSPO supply chain certification standard of the final document on November 21st 2014. It was legalized by the Manager of GAM.

According to point 5, the people in charge of the supply chain system are:

- Factory Manager: the mill manager is responsible for maintaining and storing all documents, records and notes of the raw material usage; verification of the product status to the vendee; holding proper SCCS training.
- Assistant of PSQM: checking the FFB quality and the raw materials as well as monitoing the product delivery and load/unload.
- Foremant/assistant of Lab: analyzing and testing the quality; maintaining and distributing the result of product and raw material analysis and test.

- Assistant/Senior Assistant/Manager of Bulking: Ensuring the transport of CPO and PK product from POM to bulking.
- Production clerk: recording the administration of the receipt certified FFB and the non-certified one.

Status: Complied

D.3.2

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

The company has had SOP of product traceability and identification in Minamas Plantation POM number RSPO/65/SCCS/BSS 2nd revision dated May 8th 2015. The document is referring the document of RSPO supply chain certification standard of the final document on November 21st 2014. It was legalized by the Manager of GAM.

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

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

Status: Complied

D.4 Purchasing and goods in

D.4.1

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

Verification and documentation of certified and non-certified products has been conducted since the beginning of FFB reception. Mill can show the documents of FFB reception such as FFB transport document and weighbridge tickets.

Certified and non-certified FFB received period of 5 July 2015 to 19 June 2016:

Month	FFB		
	RSPO Certified	Non Certified	Total (ton)
5 July 2015	10,092.83	-	10,092.83
August	10,039.53	-	10,039.53
Sept	10,792.24	-	10,792.24
Oct	15,249.26	-	15,249.26
Nov	16,969.33	-	16,969.33
Dec	15,925.67	-	15,925.67
Jan 2016	14,068.12	-	14,068.12
Feb	9,682.48	-	9,682.48
March	7,314.88	-	7,314.88
April	7,165.40	-	7,165.40
May	8,524.85	-	8,524.85
June	6,318.52	-	6,318.52

Status: Complied

D.4.2

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

Estimation of certified product generated by GAF mentioned in ASA-4 certificate attachment (certificate period of 5 July 2015 – 4 July 2016), as following below:

- FFB : 185,270 ton
- CPO : 41,537 ton
- PK : 8,893 Ton

Actual certified product generated during the period of certificate: FFB: 132,143.11 ton; CPO: 30,154.85 ton; and PK: 5,728.45 Ton. There is no excessed production and excessed sales from the estimated planned, it has been verified through the sales report on the RSPO website (e-trace) and also through mass balance company's report for period of certificate.

Status: Complied

D.5 Record keeping

D.5.1

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

GAF has been recording and balanced all the receipt of the RSPO certified FFB and the dispatch of CPO and PK in monthly-based, quarter-based, and annual-based period. There is a data of FFB receipt since July 5th 2015 to June 19th 2016, as following figures :

CPO:

PT. BERSAMA SEJAHTERA SAKTI PKS GUNUNG ARU											
Data Produksi 05 Juli 2015 s/d 04 Juli 2016 (5 Juli 2015 - 19 Juni 2016)											
Month	ESTATE				Total TBS	TBS Olah		Total CPO produced		CPO dispatched	
	GAE	GKE	LTE	PTE		RSPO	RSPO	RSPO	Tujuan	NO DO	
July	908,300	1,713,360	3,133,790	4,337,380	10,092,830	10,228,358	2,347,065	2,695,770	PT_GHN	00312/00214/07/15/L-BSS-MKS s/d 00313/00215/07/15/L-BSS-MKS	
August	1,049,510	1,644,010	3,311,000	4,035,010	10,039,530	10,006,778	2,261,380	2,053,910	PT_GHN	00313/00215/07/15/L-BSS-MKS s/d 00315/00217/08/15/L-BSS-MKS	
September	1,394,720	2,115,340	3,274,090	4,008,090	10,792,240	10,792,240	2,436,988	2,444,480	PT_GHN	00315/00217/08/15/L-BSS-MKS s/d 00317/00219/09/15/L-BSS-MKS	
Total					30,924,600	-	7,045,433	-	-	-	-
October	2,037,110	3,026,040	4,803,220	5,382,890	15,249,260	15,236,871	3,468,146	3,037,770	PT_GHN	00317/00219/09/15/L-BSS-MKS s/d 00318/00220/10/15/L-BSS-MKS & 00319/00221/10/15/L-BSS-MKS	
November	2,032,710	3,167,270	5,348,760	6,420,590	16,969,330	16,689,112	3,914,029	4,132,620	PT_GHN	00320/00222/10/15/L-BSS-MKS s/d 00323/00225/11/15/L-BSS-MKS	
December	1,754,680	3,017,930	5,194,260	5,958,800	15,925,670	16,295,001	3,771,989	3,962,650	PT_GHN	00323/00225/11/15/L-BSS-MKS s/d 00325/00227/12/15/L-BSS-MKS	
Total					48,144,260	-	11,154,158	-	-	-	-
January	1,475,990	2,306,480	4,097,500	6,188,150	14,068,120	13,936,336	3,355,638	3,445,470	PT_GHN	00326/00227/12/15/L-BSS-MKS s/d 00329/00231/1/15/L-BSS-MKS	
February	1,026,730	1,470,350	2,965,740	4,219,660	9,682,480	9,661,073	2,277,859	2,393,800	PT_GHN	00329/00231/1/15/L-BSS-MKS s/d 00331/00233/02/16/L-BSS-MKS	
March	962,740	1,144,140	2,424,240	2,783,760	7,314,880	7,247,889	1,597,951	1,656,660	PT_GHN	00331/00233/02/16/L-BSS-MKS s/d 00333/00235/03/16/L-BSS-MKS	
Total					31,065,480	-	7,231,448	-	-	-	-
April	788,140	1,000,380	2,504,370	2,872,510	7,165,400	6,950,344	1,524,409	1,313,420	PT_GHN	00333/00235/03/16/L-BSS-MKS s/d 00335/00237/04/16/L-BSS-MKS	
May	755,250	1,058,750	3,093,950	3,616,900	8,524,850	8,171,396	1,750,298	1,712,230	PT_GHN	00335/00237/04/16/L-BSS-MKS	
19 Juni'16	494,760	732,100	2,171,330	2,920,330	6,318,520	6,711,583	1,449,102	1,006,470	PT_GHN	00337/00239/05/16/L-BSS-MKS s/d 00340/00242/06/16/L-BSS-MKS	
Total					22,008,770	-	4,723,809	-	-	-	-
Grand total					132,143,110	-	30,154,848	29,861,250			
PKS Gunung Aru, 23 Juni 2016											
Haris Prastowo Pjs Mill Manager											

PK :

PT. BERSAMA SEJAHTERA SAKTI PKS GUNUNG ARU										
Data Produksi 05 Juli 2015 s/d 04 Juli 2016 (5 Juli 2015 - 19 Juni 2016)										
Month	ESTATE				Total TBS	Total Kernel produced		Kernel dispatched		
	GAE	GKE	LTE	PTE		RSPO	PK Despach	Tujuan	NO DO	
Total					30,924,600	1,309,048	1,562,470			
October	2,037,110	3,026,040	4,803,220	5,382,890	15,249,260	720,082	561,980	PT Smart Tbk	00148/00137/10/15/L-BSS-IKS s/d 00149/00138/10/15/L-BSS-IKS	
November	2,032,710	3,167,270	5,348,760	6,420,590	16,869,330	796,059	601,290	PT Smart Tbk	00149/00138/10/15/L-BSS-IKS s/d 00150/00139/11/15/L-BSS-IKS	
December	1,754,680	3,017,930	5,194,260	5,958,800	15,925,670	745,750	415,360	PT Smart Tbk	00152/00142/12/15/L-BSS-IKS	
Total					48,144,260	2,261,891	1,579,230			
January	1,475,990	2,306,480	4,097,500	6,188,150	14,068,120	592,664	1,124,360	PT Smart Tbk	00153/000143/01/16/L-BSS-IKS	
February	1,026,730	1,470,350	2,965,740	4,219,660	9,682,480	390,896	297,580	PT Smart Tbk	00154/000144/02/16/L-BSS-IKS	
March	962,740	1,144,140	2,424,240	2,783,760	7,314,880	292,794	533,530	PT Smart Tbk	00155/00145/03/16/L-BSS-IKS s/d 00156/00146/03/16/L-BSS-IKS	
Total					31,065,480	1,276,353	1,955,470			
April	788,140	1,000,380	2,504,370	2,872,510	7,165,400	280,584	63,660	PT Smart Tbk	00156/00146/03/16/L-BSS-IKS s/d	
May	755,250	1,058,750	3,093,950	3,616,900	8,524,850	330,173	16,040	PT Smart Tbk	00156/00146/03/16/L-BSS-IKS s/d	
19 Juni'16	494,760	732,100	2,171,330	2,920,330	6,318,520	270,433	254,790	PT Smart Tbk & PT. L	00157/00147/05/16/L-BSS-IKS s/d 00158/00147/05/16/L-BSS-IKS & 00159/00148/06/16/L-BSS-IKS	
Total					22,008,770	881,190	334,490			
Grand total					132,143,110	5,728,482	5,431,660			
PKS Gunung Aru, 23 Juni 2016										
Haris Prastowo										

Status: OFI

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

GAF has ensured that on its SOP and its implementation that the certified FFB and CPO and PK storing and dispatch are conducted by avoiding the product contamination. According to the document review on the document of FFB receipt and processing report, GAF only receive and process the FFB from its own certified estates (GAE, GKE, PTE and LTE). It is supported by the result of interview with the weighbridge Operator and security Officer.

Status: Complied

D.6.2

The objective is for 100 % segregated material to be reached

GAF has ensured that on its SOP and its implementation that the certified FFB and CPO and PK storing and dispatch are conducted by avoiding the product contamination, which the objective is for 100 % segregated material to be reached. According to the document review on the document of FFB receipt and processing report, GAF only receive and process the FFB from its own certified estates (GAE, GKE, PTE and LTE). It is supported by the result of interview with the weighbridge Operator and security Officer.

Status: Complied

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

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
/RC	PT BSS/ Gunung Aru is Subsidiary of Sime darby Sdn Bhd that already have RSPO approved trademark lisenche with number RSPO-1106024	√
	Status: Comply	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
RC	PT BSS does not use Logo	√
	Status: Comply	
3.	Implementation of Certificate and Logo is not used on product	X or√
RC	PT BSS does not use Logo	√
	Status: Comply	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
RC	PT BSS does not use Logo	√
	Status: Comply	

3.4 Summary of RSPO Partial Certification

Name of organization : PT Mitra Austral Sejahtera		
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	X or√
	PT Mitra Austral Sejahtera is compliance with applicable laws and regulations.	√
2.2	The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.	X or√
	PT Mitra Austral Sejahtera has demonstrated land use and not legitimately contested by local communities. The company's land acquisition process has been in accordance with the prevailing regulations	√
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√
	PT Mitra Austral Sejahtera has documented system for dealing with complaints and grievances, which is implemented and accepted by all parties. There is a Communication Procedure No. Policy 501/MAS-KOM-03/11 dated 8 April 2011 implemented through the Mail Box, Email, Announcements, posters, brochures / pamphlets and meeting / briefing, etc. To resolve complaints / disputes associated with land, the company has prepared a Compensation Negotiation Process Mechanism No Policy 501/MAS-Doc 01/11 dated 8 April 2011, which contains a flowchart of (derasa) compensation payment process through a amicable discussion and meetings with Muspika (Task Force).	√
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√
	PT Mitra Austral Sejahtera has a Compensation Negotiation Process Procedure No. Policy 501/MAS-Doc 01/11 dated 8 April 2011, which contains a flowchart of compensation payment process (Derasa) through amicable discussion and meeting with Muspika. The pricing of compensation is based on the Minutes of Agreement on Compensation (Derasa) Pricing dated December 8, 2005 as agreed by PT MAS, Community Leaders and KUD managers, acknowledged by Sub-District Chiefs (3 Sub-districts). Socialization was held on December 9, 2005 and attended by 35 representatives of related groups.	√
	Status:	
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√
	PT Mitra Austral Sejahtera has not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values. Based on the company's Plantation Concession issued through Decision of Land Agency Head of Sanggau District No. 400-56/IL-1999 dated January 8, 1999 on the Granting of Extension Concession the Purposes of Palm Oil Plantation located at Parindu, Bonti, Hulu and Kembayan Tayan sub-districts in the name of PT Mitra Austral Sejahtera with a total area of 20,000 hectares of 30,000 hectares reserved area, the concession of PT MAS is located within Other Use Area (APL) in accordance with the Spatial Plan of West Kalimantan Province	√

	<p>The company management has declared to the community that the company will preserve and will not cultivate palm oil crops in areas that have been identified as HCV (MAS-3 Estate's Statement Letter dated May 1, 2011).</p> <p>Local people / Indigenous Figures joined in Satlak were directly involved in the identification process of areas where palm oil planting is not allowed in accordance with the agreement.</p>	
7.5	<p>No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>	X or√
	<p>Available EIA documents as approved by the Central EIA Committee letter the Department of Forestry and Plantations, No: 242/Menhutbun-II/2000, on March 23, 2000.</p> <p>The company has conducted studies of social impact, but until the implementation of Stage-1 is still in draft form. SIA mentioned in the draft document;</p> <p>a. Positive Impacts</p> <ol style="list-style-type: none"> 1. Direct Impacts <ul style="list-style-type: none"> - Significant local people are employed by the company. - Emergence of livelihood sources. - Increased revenue sources and incomes of the villagers. - Increased productivity, value and status of land (impact of KKPA plasma development). - Increased accessibility and mobility of people, goods and services. - Public's positive perception to the company. 2. Indirect <ul style="list-style-type: none"> - The increasingly growth of local businesses - Increased cash flow and fund circulation in the surrounding villages. - Increased purchasing power of the local people. <p>b. Negative Impacts;</p> <ol style="list-style-type: none"> 1. Direct impacts; <ul style="list-style-type: none"> - Reduced size of public lands, - Public's negative perception to the company, - Dispute/conflict 2. Indirect impacts and Accumulation <ul style="list-style-type: none"> - Clean water problem, - Impaired traditional value system of mutual cooperation, <p>- Change in lifestyles of rural people.</p> <p>Based on the Plantation Development Realization Report of the socialization of new land opening has been conducted in July to September 2010 for Bonti and Kembayan Sub-districts, and unit has done socialization of new land opening in March 2011 (Sedae, Canal, Mua, Kampuh, and Tapa sub-villages).</p> <p>Based on interviews with residents of RT Pinsam the company's new plantation opening process also involved te Satlak Team consisting of Sub-village Chiefs, Indigenous leaders, KUD Sekayam Jaya Manager and Village officials as officers who perform verification of the land to be opened.</p>	√
7.6	<p>Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>	X or√

	<p>There is a Land Compensation Negotiation Process procedure No. 501/MAS-Doc 01/11 dated 8 April 2011 in which contains a flow chart of compensation process involving amicable deliberation and meetings with Muspika (Task Force). Documented process and agreement of land acquisition for new plantation area are maintained in MAS 3 Estate's office and RSPO secretariat office in MAS 1 Estate.</p>	√
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3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components

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

No.	Ref Std/ Indikator	Ketidaksesuaian	Grade	Area	Batas Waktu	Permintaan Tindakan Koreksi	Observasi dan Tanggal	Status	Tgl closed
2015.1	4.5.2	<p>Policy of RTE species preservation</p> <p>The company is not able to show the evidence of sanction implementation policy for the employees who raise, collect, harm or torture the RTE flora and fauna based on the national regulation.</p>	Minor	PT BSS	Prior Re-Certification	The company must be able to show the evidence of sanction implementation policy for the employees who raise, collect, harm or torture the RTE flora and fauna based on the national regulation.	<p>Auditor verification on 23 June 2016</p> <p>Result of document verification, the company can show record of IPM training, namely:</p> <ul style="list-style-type: none"> - IPM training for PTE census team on 17 February 2016 as many as 5 participants and LTE on 1 April 2016 with 15 participants, topic of training is IPM training point and census method <p>The nonconformity stated closed.</p>	23 June 2016	Closed
2015.2	5.2.3.	<p>Policy of RTE species preservation</p> <p>The company is not able to show the evidence of sanction implementation policy for the employees who raise, collect, harm or torture the RTE flora</p>	Minor	PT BSS	Prior Re-Certification	The company must be able to show the evidence of sanction implementation policy for the employees who raise, collect, harm or torture the RTE flora and fauna	<p>Auditor verification on 22 June 2016</p> <p>The company has SOP of protection of endangered / protected flora and fauna, No. 032/BSS-SOP/10 issued date 01 April 2010. The SOP describes the sanction to the</p>	Closed	22 Juni 2016

No.	Ref Std/Indikator	Ketidaksesuaian	Grade	Area	Batas Waktu	Permintaan Tindakan Koreksi	Observasi dan Tanggal	Status	Tgl closed
		and fauna based on the national regulation.				based on the national regulation.	employess if known collecting, etc, against RTE species of flora and fauna in accordance with applicable regulation.		
2015.3	5.2.4.	The result of HCV management plan analysis The company is not able to show the result of HCV management plan.	Minor	PT. BSS	Prior Re-Certification	The company must be able to show the result of HCV management plan.	Verification on 22 June 2016 The company has shown the document of HCV management plan period of 2015/2016 and it has been reviewed yealy.	Closed	22 Juni 2016
2015.4	Minor 7.1.3	Management of the impact of the scheme smallholders and its program PT BSS is not able to show the impact management and monitoring and its implication of the scheme smallholders.	Minor	PT BSS	Prior Re-Certification	PT BSS must be able to show the impact management and monitoring and its implication of the scheme smallholders.	Verification on 22 June 2016 The company has demonstrated the SIA final report to prospective plasma area of PT BSS in 2011, management and monitoring of the impact has been presented in the analysis of the impact of social. Non-conformity has been fulfilled	Closed	22 juni 2016
2015.5	Minor 7.3.3.	Date of the land clearing and beginning must be recorded. The management unit of LTE & PTE conducts planting after November 2005. However, they are not able to show the land	Minor	LTE, PTE	Prior Re-Certification	The management unit of LTE & PTE must be able to show the evidence of the land clearing and beginning after November 2005 to 2007.	Verification on 23 June 2016 The company has shown the date of commencement of land clearing for planting since November 2005.	Closed	23 Juni 2016

No.	Ref Std/ Indikator	Ketidaksesuaian	Grade	Area	Batas Waktu	Permintaan Tindakan Koreksi	Observasi dan Tanggal	Status	Tgl closed
		clearing and beginning.					Based on area statement and check roll SAP database of SimeDarby (Block Master Information) known that last new planting in LTE conducted in March 2005, meanwhile, the last new planting for PTE conducted on December 2005		

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

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
2016.1.	2.2.1	<p>Legal Document of Land Use Right</p> <p>The company has had 4 certificates of Land Use Right known as HGU with total legal area is 12,740.54 Ha. Whereas, in the Area Statement Minamas Management Committee Meeting (MMCM) document period May 2016, total managed area is 13,776.25 Ha.</p> <p>According to the both evidence as above, there were discrepancy area 1,035.71 Ha that have not legally of land use rights, in details as follow:</p> <ul style="list-style-type: none"> • 529 Ha (enclave area within the HGU No. 1 size 8,222.54 Ha) until Re-Certification in 2016, there is no progress and the land use right status is un-legally yet. • 277.80 Ha (unmanaged area of PT. Inhutani II, but still calculated within the company area statement 	PT. BSS	MAJOR	Prior issued certificate	The company shall provide the legal rights of total managed area.	<p><i>Root cause:</i> The HGU still on process due to the authorities need to have a time for issuance.</p> <p><i>Corrective action:</i> Based on communication to RSPO on 12 October 2016, CB asked about the situation faced about the Land Title (HGU) on process by the certification unit of Gunung Aru POM, PT Bersama Sejahtera Sakti.</p> <p>RSPO gave a statement and information through email on 13 October 2016: "We will allow a Re-certification to take place, provided that:</p> <ol style="list-style-type: none"> 1. The company has fulfilled all requirements for the issuance of the HGU (Land Title) 2. The company has applied for the HGU 3. The company can show that they made real 	Closed	13 October 2016

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
		<p>document as well as not presented/pictured on HGU No. 1 Map).</p> <ul style="list-style-type: none"> • 228.91 Ha: no supporting evidence on this area (location, status, map, etc.). <p>During Re-Certification audit, the company has fail to showing legal document of total managed area.</p>					<p>efforts to get the HGU</p> <p>4. The company has reminded the authorities in writing to issue the HGU”</p> <p>Preventive action: PT Bersama Sejahtera Sakti will update andregularly follow up the process of the HGU issuance to the authorities (BPN – National Land Agency).</p> <p>Auditor conclusion: August 21, 2016. PT BSS Shows letter addressed to PT Mutu Agung Lestari cq Director of Operations (No: 018 / MP / VIII / 2016) dated August 16, 2016, describes ttatus the PT BSS, PT BSS decides to exclude an area of 764.71 hectares (236 Ha + 528.71 ha) from the scope recertification thus changing the supply chain model into Mass Balance</p> <p>Auditor conclusion :</p>		

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
							<p>PT BSS should be able to show evidence of identification of areas that have been excluded from the scope of re-certification (in the smallest administrative unit/block), including a map of certified and non-certified area which has been endorsed by the management. PT BSS also need to be able showing the statement area document informing areal separation between certified and non-certified.</p> <p>13 October 2016. Based on the explanation obtain from RSPO secretariat, MUTU auditor conclude that the Non-Conformance 2016.01 regarding Legal Document of Land Use Right still on process to issued by the authorities related to indicator 2.2.1 is closed.</p>		
2016.2.	2.2.2	<p>Demarcation of legal boundaries</p> <p>The company has map and book of legal boundaries demarcation.</p>	PT. BSS	Minor	ASA-1	The company should provide that all legal boundaries is demarcated and visibly maintained in	Root cause:	OPEN	

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
		<p>Based on field verification by using GPS tool, it found that:</p> <ol style="list-style-type: none"> Boundary pole BSS-01, 02 and 05 Laut Timur Estate, located in unmanaged area of oil palm crops (Inhutani II area) and no legal use rights is available. Boundary pole BSS-23 Pantai Timur Estate is located in different position from the coordinate list in the Map of HGU boundaries PT. BSS-PTE Scale 1:60,000 dated 3 September 2007 (issued by National Land Agency of South Kalimantan Province). <p>According to above verification it concludes that the company did not make legal boundaries in well demarcated appropriate with HGU map.</p>				accordance with land use right.	<p>Corrective action:</p> <p>Preventive action:</p> <p>Auditor conclusion:</p>		
2016.3.	2.2.3	<p>Records of Land Compensation through FPIC process</p> <p>The company has Map of Enclave Area over the HGU No. 01 as wide as 529 Ha and currently still on progress to obtain land use title certificate.</p>	PT. BSS	Minor	ASA-1	The company shall provide the records of land compensation over the area 529 Ha and proof that process is through FPIC mechanism.	<p>Root cause: The entire document related to evidence of compensation available in PSD Office, Banjar Baru in the form of hardcopy</p> <p>Corrective action:</p>	Closed	June 28, 2016

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
		<p>Based on interview with legal officer (PSD), known that all those enclave area (529 Ha) is already compensated in that time.</p> <p>However, the company has fail to provide the summary and records of land compensation over the area.</p>					<p>Shows evidence of land compensation in hardcopy to the auditor.</p> <p>Preventive action: Provide proof of land compensation by PSD staff and create copies of evidence in softcopy.</p> <p>Auditor conclusion: June 28, 2016 Staff PSD showed evidence related to the recapitulation of the measurement and identification of land and a list of names of recipients of compensation in village Bekambit Hilir, April 1989. Such evidence is a document of land acquisition for 529 ha area.</p> <p>Based on the corrective have been shown, the nonconformity was stated CLOSED.</p>		
2016.4.	4.2.3	<p>Periodically of Soil Analysis</p> <p>According to document review, soil analysis in Laut Timur Estate has</p>	Estate s	Minor	ASA-01	The company shall provide the periodically soil analysis is implemented accordance with owned procedure.	Root cause:	OPEN	

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
		<p>been taken in 2005 and Pantai Timur Estate is in 2010.</p> <p>In the sustainability plantation management guidelines No 724/TQEM-SPMS/09, dated 27 August 2010 stated the soil sample taken once in maximum within 5 years to analyze of soil nutrition on the ground.</p>					<p>Corrective action:</p> <p>Preventive action:</p> <p>Auditor conclusion: Verification On 26 July 2016 The company able to show the result of soil sampling analysis of Laut Timur Estate which conducted on November 2014, held by Minamas Research Centre. The tested parameters are pH, C, P, K, Mg, Ca, Na, Al and H. However, the result of soil sampling analysis of Pantai Timur Estate cannot to be shown.</p> <p>Furthermore, the company shall identifying the root cause, corrective action and preventive action for this non-conformance. The nonconformance still OPEN.</p>		
2016.5.	4.7.5	<p>First Aid Kits in the workplace According to field visit at Pantai Timur Estate daycare, it was</p>	PTE	Minor	ASA-01	The company shall proof the corrective action that the first aid kit is available	<p>Root cause: Lack of control of the first aid kit clerk</p>	Closed	August 8, 2016

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
		observed that first aid kits have not available appropriately (no medicine).				appropriately in the workplace.	<p>Corrective action: Officers for Daycare has been reported to the Assistant to complement the first aid kit that has been used / exhausted</p> <p>Preventive action: Assign a first aid personnel to perform routine checks (Monthly)</p> <p>Auditor conclusion: August 8, 2016:</p> <p>The company has shown evidence of corrective action and the identification of the root cause, among others:</p> <ul style="list-style-type: none"> - Documents evidence of first aid equipment procurement (internal purchase request document) - Photos of first aid box in the daycare facility which has been fitted - Letter of reprimand against first aid officers - Assign of first aid officers to 		

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
							control once a month (certificate attached) - Completing the first aid attendant monitoring book - Checklist of first aid box The non-conformity was stated fulfilled and will be observed in the next assessment.		
2016.6.	5.3.3	<p>Waste Management</p> <p>During field verification in surrounding area of Pantai Timur Estate office, observed that waste management is not well implemented referred to available procedure and regulations. i.e:</p> <ul style="list-style-type: none"> - Open dumping of domestic waste was disposed inappropriate place. 	PTE	Minor	ASA-01	Waste management must comply with available procedures and regulations, also in responsible manner.	<p>Root cause: Lack of understanding of domestic waste handling procedure, so that there are empoyess who dispose of garbage in the place that should not.</p> <p>Corrective action: Removing the garbage to land fill that has been provide. Filling in the rubbish pit used as a garbage dump located behind the oil storage.</p> <p>Preventive action: Conduct re-socialization to the employees who work in office, storage, and workshop; providing administrative sanction to</p>	Closed with observ ation.	Sept, 5 2016

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
							<p>employees who violate the company procedure.</p> <p>Observation Sept, 5 2016 The objective evidence proven by the company through domestic waste management, where the domestic waste has been transported to the land fill.</p> <p>Auditor conclusion: According to these evidence, auditor concludes that NC.2016.06 is closed with observation.</p>		
2016.7.	5.6.3	<p>GHG emission calculation and reporting</p> <p>The company have not make GHG emission calculation by using appropriate tools (PalmGHG calculator) and fail to show the evidence of reporting submission to RSPO Secretariat.</p>	PT BSS	Minor	ASA-01	The company shall calculate the GHG emission by using appropriate tools (PalmGHG calculator) and submit the report to RSPO Secretariat.	<p>Root cause:</p> <ul style="list-style-type: none"> Prior to RSPO recertification audit on PT. BSS, already submitted data to meet the needs of GHG calculations. However, there is some insufficient data namely historical data of company has not been fulfilled so that the pending GHG calculation. 	Closed	July 14, 2016

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
							<ul style="list-style-type: none"> • Until the completion of the RSPO recertification audit, the results of GHG calculation has not been able shown since data has not been fitted in conjunction with the RSPO recertification audit • This indicates that the unit of PT BSS was lacking in coordination with the staff at H.O to convey the data needs of GHG calculation • Staff who were in units not yet have the ability to calculate GHG emissions independently, so it should coordinate with relevant staff outside the unit <p>Corrective action:</p>		

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
							<ul style="list-style-type: none"> Send a of GHG calculation results immediately after the complete data required Coordinate with the related staff for calculation of GHG <p>Preventive action: Staff at the unit shall coordinate immediately with those who can do the calculation of GHG</p> <p>Auditor conclusion: July 14, 2016 The company has shown the final report GHG calculations herein Palm GHG Summary Report dated July 2, 2016 for Gunung Aru Factory of PT. BSS. Year of assessment 2015.</p> <p>The Company has submitted a report to the RSPO GHG and has received a response from the RSPO mentioned submission has been received well on August 9, 2016. Non-compliance is fulfilled.</p>		

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
2016.8.	6.1.4	<p>Review of Social Impact Management and Monitoring Plan once every two years</p> <p>The company fails to provide the Social Impact Management and Monitoring Plan has been reviewed by management minimum once every two years (since RSPO Generic P&C 2013 approved).</p>	PT BSS	Minor	ASA-01	The company shall provide the evidence that Social Impact Management and Monitoring Plan has been reviewed by management minimum once every two years and carried out through participatory ways.	<p>Root cause:</p> <p>Corrective action:</p> <p>Preventive action:</p> <p>Auditor conclusion:</p>	OPEN	
2016.9.	6.5.2	<p>Workers agreement and employment laws</p> <p>According to field observation at harvesting activity at Block DO12 Division 1 Pantai Timur Estate, found that there is a loose fruit hand picker not registered as Pantai Timur employees.</p>	PTE	Major	Prior issued certificate	<p>The company shall provide all workers in PT BSS are registered as employees.</p> <p><i>This NC is unaccepted satisfy by the client, status will be decided in the certification panel committee.</i></p>	<p>Root cause:</p> <p>The lack of understanding of the illegal workers at the assistant level and supervision, previously known only children under age who were not allowed to work</p> <p>Corrective action:</p> <p>a. Issuing memorandum prohibition employing illegal workers (workers do not have an agreement / contract with company)</p> <p>b. Applying administrative sanctions to employees if caught carrying illegal employment</p>	Closed	June 27, 2016

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
							<p>Preventive action:</p> <p>a. Socialization of the prohibition to all employees from carrying workers who are not employees of PT BSS (illegal)</p> <p>b. Assistant and supervision in order to always conduct monitoring of employees that work in the field, to ensure that workers actually have a bonding relationship / employment with the company</p> <p>Auditor conclusion:</p> <p>(Based on the decision of the certification committee of PT MAL, NCR 2016.9 indicator 6.5.2 are stated as non-conformity)</p> <p>June 27, 2016:</p> <p>The company has shown evidence of corrective actions include:</p> <p>(1). Estate Manager LTE</p>		

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
							<p>internal memo related to the use of family members / other party (non-employee) as a hand-picker.</p> <p>(2). Evidence of socialization regarding to prohibitions and sanctions to the related employees (harvesters encountered carrying outsiders as hand-picker during the field audit).</p> <p>(3). Evidence of socialization to all employees.</p> <p>Non-compliance have been met and will be observed in the next assessment</p>		
2016.10.	8.1.1	<p>Recurrence of Non-Conformances in same indicators</p> <p>During ASA-4 found the non-conformance for indicator 5.6.3 (PalmGHG calculation and reporting).</p> <p>The company has made corrective action by send the GHG calculation and report to RSPO include Root Cause and Preventive Action.</p>	PT. BSS	Major	Prior issued certificate	The company shall evaluate against corrective action that have been made to avoid recurrence of nonconformities.	<p>Root cause:</p> <ul style="list-style-type: none"> Prior to RSPO recertification audit on PT. BSS, already submitted data to meet the needs of GHG calculations. However, there is some insufficient data namely historical data of company has not been fulfilled so that the 	Closed	9 August 2016

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
		<p>However, during Re-Certification auditor found the recurrence nonconformity in the same indicator.</p> <p>So then, there is a potential systematic failure in the implementation of standards due to recurrence of Non-Conformities in two audit stages.</p>					<p>pending GHG calculation.</p> <ul style="list-style-type: none"> Until the completion of the RSPO recertification audit, the results of GHG calculation has not been able shown since data has not been fitted in conjunction with the RSPO recertification audit This indicates that the unit of PT BSS was lacking in coordination with the staff at H.O to convey the data needs of GHG calculation Staff who were in units not yet have the ability to calculate GHG emissions independently, so it should coordinate with relevant staff outside the unit <p>Corrective action:</p> <ul style="list-style-type: none"> Send a of GHG calculation results immediately after the 		

NCR No	Ref Std	Findings	Area	Grade	Time Limit	Corrective action request	Auditor Observation	Status	Date
							<p>complete data required</p> <ul style="list-style-type: none"> Coordinate with the related staff for calculation of GHG <p>Preventive action: Staff at the unit shall coordinate immediately with those who can do the calculation of GHG</p> <p>Auditor conclusion: July 14, 2016 The company has shown the final report GHG calculations herein Palm GHG Summary Report dated July 2, 2016 for Gunung Aru Factory of PT. BSS. Year of assessment 2015.</p> <p>The Company has submitted a report to the RSPO GHG and has received a response from the RSPO mentioned submission has been received well on August 9, 2016. Non-compliance is fulfilled.</p>		

3.5.3 Opportunity for Improvement

No	Ref Std	Descriptions
1	-	The company shall ensure that planting after 1 st January 2010 in owns estate and smallholders development has been comply with New Planting Procedure (NPP). (Observation) .
2	Major 4.4.2	The company needs to ensure that all water course within oil palm plantation is protected accordance with procedure (Observation) .
3	Major 4.7.3	The company needs to evaluate of PPE substitution schedule for the workers onsite by consider the PPE lifetime, also monitoring of working equipment in the housing area.

3.5.4 Noteworthy Positive Components

No	Ref Std	Descriptions
1		The commitment of the company to implement the sustainable estate management principles
2		Personnal enthusiasm to demonstrate the requirements of RSPO standard
3		The commitment of the company in establishment smallholding scheme

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

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Sejakah Village Positive Issues:</p> <ul style="list-style-type: none"> a. The existence of the company give positive impacts like the absorption of the local workforce, road repairment, assistance to villages, free school provision. b. There is no land dispute issue in last 1 year. c. There are 400 of the family heads who have participated on the scheme smallholder program of PT. BSS. d. The company has built the smallholders scheme namely Plasma include Sejakah village. e. Most of the villagers is still working at the company f. There is no environment contamination issue in last 1 year. 	<p>Positive Issues: The good relation with the nearby villages shall be maintained and shall be improved.</p>	<p>It has been verified by the auditor related to criteria 2.3; 4.4; 5.1; 5.6; 6.8; 6.10 and 6.11 on the report.</p>
<p>Bekampit Village Positive Issues:</p> <ul style="list-style-type: none"> a. The existence of the company give positive impacts like the absorption of the local workforce, road repairment, assistance to villages, free school provision. b. There is no land dispute issue in last 1 year. c. The company has built the smallholders scheme namely Plasma include Bekampit village. d. Most of the villagers is still working at the company 	<p>Positive Issues: The good relation with the nearby villages shall be maintained and shall be improved.</p>	<p>It has been verified by the auditor related to criteria 1.1; 2.3; 4.4; 5.1; 5.6; 6.2; 6.8; 6.10 and 6.11 on the report.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>e. There is no environment contamination issue in last 1 year.</p> <p>f. Have a good relationship between company and village</p>		
<p>Contractor (Transport FFB)</p> <ul style="list-style-type: none"> - The company has informed the job to the contractor transparently. The contractors are selected transparently based on the company terms. - The contract is written on the contract for service paper. The copy of contract for service has been given to the contractor. The contract for service paper attaches the right and obligations of both parties including the payment period and the payment system. Including payment that paid in timely manner. 	<p>Positive Issues: The good relation with the nearby villages shall be maintained and shall be improved.</p>	<p>It has been verified by the auditor related to criteria 1.1; 6.10 and 6.11 on the report.</p>
<p>21st June 2016 Village of Tanjung Pengharapan, Sub-District Pulau Laut Timur, District Kotabaru. Village Head, Secretary, Community Leader, Fraud</p> <ul style="list-style-type: none"> • Have well relationship with the company. • The company have well response if the community propose the request. In example: request for heavy-duty equipment aimed to road maintenance or village necessity. • Around 50-60% villagers working at the company as permanent workers, this indicates that company is giving priority to the local workers. • Company officers are frequently visited to the village for 	<p>Positive Issues: The good relation with the nearby villages shall be maintained and shall be improved.</p> <p>Transport facilities for student allocation have stopped because cost efficiency</p>	<p>It has been verified by the auditor related to criteria 1.1; 2.3; 4.4; 5.1; 5.2; 5.6; 6.2; 6.8; 6.10 and 6.11 on the report.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>consultation.</p> <ul style="list-style-type: none"> • There are two type of communication method with communities, directly communication (phone and visit) and indirect communication (suggestion box located in village office). • Socialisation of HCV, OSH and protected area has been carried out in Tj. Pengharapan village. • There is no issue related land claim or environmental contamination/pollution. • Contribution assistance for village development is distributed at once every 3 months. • Transport facilities for student allocation have stopped since January 2016, the villagers did not informed the reason of its cause. 		
<p>21st June 2016 Village of Batu Tunau, Sub-District Pulau Laut Timur, District of Kotabaru. Fraud and Founder of Roudhatus Sholihin Islamic School.</p> <ul style="list-style-type: none"> • Have a great communication with the company and there is no issue since 2007 (first he came in this village). • Workers recruitment for local villagers is good. • The company have good and quick response in order to receive any request from villagers, example: heavy-duty equipment. • The company is actively attend for invitation or activities in the village. 	<p>Positive Issues: The good relation with the nearby villages shall be maintained and shall be improved.</p>	<p>It has been verified by the auditor related to criteria 1.1; 2.3; 4.4; 5.1; 5.2; 5.6; 6.2; 6.8; 6.10 and 6.11 on the report.</p>
<p>21st June 2016 Gender committee Laut Timur Estate and Pantai Timur Estate.</p> <ul style="list-style-type: none"> • Have a good communication between company and 	<p>Positive Issues: The good relation and communication with the nearby Gender committee.</p>	<p>It has been verified by the auditor related to criteria 1.1; 4.6; 4.7; 6.2; 6.8; 6.9; 6.12. All the implementation was observed in well managed</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>workers, no gap in job level.</p> <ul style="list-style-type: none"> • There is no indicates of women rights harassment or violation issue is raise. • Women rights is respected and facilitated by the company, for instance: H-1 rights (menstrual cycle rights), H-2 (delivering rights) and implementation of the policy that pregnant and breast feed women are forbidden to work at spraying and manuring activities. • Socialization and communication by gender committee carried out in weekly period through the “yasinan” and “arisan”. • Communication between workers and company through the direct way, company response if any inquiries/request from the workers is in appropriate timely. • General medical check-up was carried out annually in Laut Timur Estate, nevertheless not in Pantai Timur Estate unless specific medical check up for sprayers/fertilizer. • There is no coercion or forced labor were identified in the company when day off. If working in day off available, the workers had agreement with the company and payment was paid based on overtime calculation and referred to applicable regulations. 	<p>The company will be maintain relationship with gender committee to prevent women rights harassment or violation issue is raise.</p>	
<p>21st June 2016 Worker Union of Laut Timur Estate and Pulau Timur Estate.</p> <ul style="list-style-type: none"> • Worker union (SPM) as forum for workers during communication with the company. • Worker union did not understand for working agreement. For instance: the organization did not know the Company Ordinance (Peraturan Perusahaan) or 	<p>The company is open and transparent communication with the workers, the meeting is one of communication part.</p> <p>The company will be socialized the Collectively Worker Agreement (PKB).</p>	<p>Auditor was observed on related criteria 6.2; 6.5; 6.6 and the objective evidence are sufficiently fullfiled.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Collectively Worker Agreement (PKB).</p> <ul style="list-style-type: none"> Worker union meeting only carried out for renewal Minimum Wage discussion, while the other aspect is not aware. 		
<p>22nd June 2016 Cooperative Bersama Sejahtah Makmur (Smallholders organization) Cooperative Head</p> <ul style="list-style-type: none"> Smallholder program is basically supports in revitalization of government program. The cooperative is established since 2007 as legal requirements for smallholder's agreement with the company. Land status for smallholder members is their land ownership. Until the Re-Certification audit, process to obtain the legal certificate of land ownership is on-going process with National Land Agency (BPN). Smallholders program covers 3 villages (Sejahtah, Bekambit and Batu Tunau). During Re-Certification audit, information regarding smallholder have no credit loan started due to land ownership certificate is on progress. Progress of smallholder development up to June 2016, the planted area was 600 Ha, however the cooperative did not received any progress report of smallholders from the company. Smallholder activities is started from 2014 and carried out by the company. Type of activities is: Land Clearing, Nursery and Planting. Nursery is located in Sejahtah village. The contract of smallholder development is by MoU No: 	<p>The company will be commitment for supporting in revitalization of government program and to improve local economic welfare.</p>	<p>It has been verified by the auditor related to criteria 6.11</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
001/KUD.BSM/X/2013, dated 14 October 2013.		
<p>21st June 2016 Plantation Agency of Kotabaru District</p> <ul style="list-style-type: none"> ▪ The company has integrated Business Plantation Permit document covering estates and mill ▪ The company has been submissive related with mandatory reporting, all report has been submitting to Plantation Agency routinely ▪ There is no land dispute with other plantations ▪ Smallholders scheme under PT BSS currently is in the process of establishment, some are in the process of planting and land clearing ▪ The company has been carried out CSR activity to the surrounded community, namely : road maintaining and heavy equipment loaning 	<p>The company will continue to maintain a good relationship with the agency and constantly updating information and regulations related to the operations of PT BSS</p>	<p>It has been verified by the auditor related to criteria 1.2; 2.1; 2.2; 2.3; and 6.11</p>
<p>21st June 2016 Forestry Agency of Kotabaru District</p> <ul style="list-style-type: none"> • The company has had Land Use Title document and has been gained the document of decree of forest release • The areas are currently in dispute with INHUTANI, area of approximately 270 hectares are in the process in the parliament, currently the area is not managed • There is no issue of forest fires, so that the company 	<p>The company will continue to maintain a good relationship with the agency and constantly updating information and regulations related to the operations of PT BSS.</p> <p>In accordance with land dispute of INHUTANI area, the company will ensure that progress of status level is clear and will communicate to relevant agency.</p> <p>The company has fire control management to monitor periodically related fire issue in surrounding plantation area.</p>	<p>During field observation, auditor has verified the implementation of fire control management, land dispute location and concludes within the related criteria 2.1; 2.2; 2.3; 5.5.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>have no obligation to reporting the fires status to the Forestry Agency.</p>		
<p>21st June 2016 Environmental Agency of Kotabaru District Generally, the implementation of environment aspects conducted by the company has been quite adequate. Reporting is done routinely, there are no pollution issues. Permits related to the environment are already available</p> <p>The company can only stored the hazardous waste in the licensed hazardous storage for 180 days, transit storage only allowed in 2 weeks</p>	<p>The company has commitment to fulfill the environmental regulation</p>	<p>It has been verified by the auditor related to criteria 4.4; 5.3; and 5.6</p>
<p>21st June 2016 Labor and transmigration Agency of Kotabaru District</p> <ul style="list-style-type: none"> ▪ The Company has conducted regular reporting of OHS activity and employment status to the Agency. ▪ Communication and relationship with the company so far is quite good ▪ Payment of wages has been carried out in accordance with the applicable regulation (minimum wage) ▪ Reporting of work accidents conducted routinely, there are no major occupational accidents and fatality ▪ The company are not yet conduct the identification of chemical use level risk to determine the number of officer related to chemical handling 	<p>The company will continue to maintain a good relationship with the agency and constantly updating information and regulations related to the operations of PT BSS.</p>	<p>It has been verified by the auditor related to criteria 1.2; 4.6; 4.7; 6.2; 6.5</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>21st June 2016 National Land Agency of Kotabaru District</p> <p>There is no information related to land conflict, the company has legality document such as land use title and location permit. All information related to land use title process can be obtained in the region office</p>	<p>The company has legality document such as land use title and location permit.</p>	<p>It has been verified by the auditor related to criteria 2.2; and 2.3</p>

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. BERSAMA SEJAHTERA SAKTI
Head of PSQM Plantation Minamas
Indonesia

Mutuagung Lestari
Lead Auditor



Mohamad Pirabaharan
14 October 2016



Sandra Purba
14 October 2016

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	Forestry Agency	District of Kotabaru	-	Interview	21 June 2016	v	-
2	Environment Agency	District of Kotabaru	-	Interview	21 June 2016	v	-
3	National Land Agency	District of Kotabaru	-	Interview	21 June 2016	v	-
4	Plantation Agency	District of Kotabaru	-	Interview	21 June 2016	v	-
5	Manpower Agency	District of Kotabaru	-	Interview	21 June 2016	v	-
6	Sejakah Village	District of Kotabaru	-	Interview	21 June 2016	v	-
7	Batu Tunau Village	District of Kotabaru	-	Interview	21 June 2016	v	-
	Tanjung Pengharapan Village	District of Kotabaru	-	Interview	21 June 2016	v	-
	Bekampit Village	District of Kotabaru	-	Interview	21 June 2016	v	-
8	FFB Transport Contractor	District of Kotabaru	-	Interview	21 June 2016	v	-
9	Cooperative Bersama Sejakah Makmur (Scheme Smallholders)	District of Kotabaru	-	Correspondence by email	22 June 2016	-	v
10	Sawit watch	Jakarta	info@sawitwatch.or.id	Correspondence by email	May 19th 2015	-	v
11	Walhi	Jakarta	info@walhi.or.id	Correspondence by email		-	v
12	WWF	Jakarta	Wwf.indonesia@wwf.or.id	Correspondence by email		-	v
13	AMAN	Jakarta	rumahaman@cbn.net.id	Correspondence by email	May 19th 2015	-	v
14	Gender Committee and labor union	District of Kotabaru		Interview	21 June 2016	v	

Appendix 2. Assessment Program

DATE	20 Juni – 24 Juni 2016	
ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday/Senin, 20 Juni 2016		
07.00 - 15.00 15.30 - 16.00 16.00 – 17.00	Jakarta → Banjarmasin → Kotabaru → PT.BSS (Gunung Aru) Opening Meeting Review of Previous Visit Non-conformance and verification of basic information	SP, YWR, MAY, SHL
Tuesday/Selasa, 21 Juni 2016		
08.00 - 12.00 08.00 – 12.00	<ul style="list-style-type: none"> Stakeholders consultation to Related Government Institution (Kotabaru District Government and local NGO) Stakeholders consultation to Nearest village, community leader and contractor 	<ul style="list-style-type: none"> SH/SP YWR/MAY
12.00 – 14.00	BREAK	
14.00 – 17.00	<ul style="list-style-type: none"> Clarification of Public Consultation Document Review and Review of Previous Visit Non-conformance 	<ul style="list-style-type: none"> SP, YWR, MAY, SHL
Wednesday/Rabu, 22 Juni 2016		
08.00 – 12.00	Field Observation Laut Timur Estate <ul style="list-style-type: none"> Manuring, Spraying, Harvesting, best agricultural practices Worker Welfare (payments, complaint mechanism) Hazardous Waste Material (B3) management Legal operational and Conservation Area Worker facilities (housing, health clinic, clean water, etc) and Land Fire facilities, Storage, ect. 	<ul style="list-style-type: none"> MAY/YWR MAY/YWR SP/SHL YWR/MAY SP/SHL SP/SHL
12.00 – 14.00	BREAK	
14.00 – 17.00	<ul style="list-style-type: none"> Field observation to Gunung Aru POM (FFB receiving, grading, FFB processing, WWTP, hazardous waste management, chemical management, SCCS, workshop) Document Review and Verification of Previous Visit Non-conformance Field observation clarification 	SP, YWR, MAY, SHL
Thursday/Kamis, 23 Juni 2016		
08.00 – 12.00	Field Observation Pantai Timur Estate <ul style="list-style-type: none"> Manuring, Spraying, Harvesting, best agricultural practices Worker Welfare (payments, complaint mechanism) Hazardous Waste Material (B3) management Legal operational and Conservation Area Worker facilities (housing, health clinic, clean water, etc) and Land Fire facilities, Storage, ect. 	<ul style="list-style-type: none"> MAY/YWR MAY/YWR SP/SHL YWR/MAY SP/SHL SP/SHL
12.00 – 14.00	BREAK	

DATE	20 Juni – 24 Juni 2016	
ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
14.00 – 17.00	<ul style="list-style-type: none"> • Continue Field Observation to Pantai Timur Estate and field observation clarification • Document Review and Verification of Previous Visit Non-conformance • Field observation clarification 	SP, YWR, MAY, SHL
Friday/Jumat, 24 Mei 2015		
08.00 – 12.00	<ul style="list-style-type: none"> • Document Review and Verification of Previous Visit Non-conformance 	SP, YWR, MAY, SHL
12.00 – 14.00	BREAK	
14.00 – 15.00	Closing Meeting Preparation	SP, YWR, MAY, SHL
15.00 – 17.00	Closing Meeting	