

Roundtable on Sustainable Palm Oil Certification R S P O

☐ Stage-1
 ☐ Stage-2
 ☒ Surveillance
 ☐ Re-Certification

Name of Management : AMP POM - PT AMP Plantation, subsidiary of Wilmar International Ltd
 Organisation
 Plantation Name : PT AMP Plantation (AMP-1 Estate; AMP 2 Estate; AMP 3 Estate; AMP 4 Estate)
 Scheme Smallholders of PT AMP Plantation (KUD Tompek Tapian Kandis; KUD Bukit Sandiang Tigo; KUD Agro Wira Masang; KUD Mutiara Sawit Jaya)
 PT Primatama Mulia Jaya (PMJ Estate)
 PT Perkebunan Anak Negeri Pasaman (PANP Estate)
 PT Karya Agung Megah Utama (KAMU Estate)
 Location : Tapian Kandis Village, Palembayan Sub-District, Agam Regency, Sumatera Barat Province, Indonesia
 Certificate Code : MUTU-RSPO/096
 Date of Certificate Issue : 21 August 2017 Date of License Issue : 21 August 2018
 Date of Certificate Expiry : 20 August 2022 Date of License Expiry : 20 August 2019

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1.1	02 to 07 July 2018	Muhammad Rinaldi (Lead Auditor), Rizliani Aprianita Hsb, Afiffuddin, Moh. Arif Yusni, Rindu Galih Rezza Rachmansyah	Ardiansyah	Octo H.P.N. Nainggolan

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1.1	06 August 2018

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Figure 1. Location Map of PT AMP Plantation



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Figure 4. Location Map of PT Karya Agung Megah Utama



Figure 5. Operational Map of PT AMP Plantation

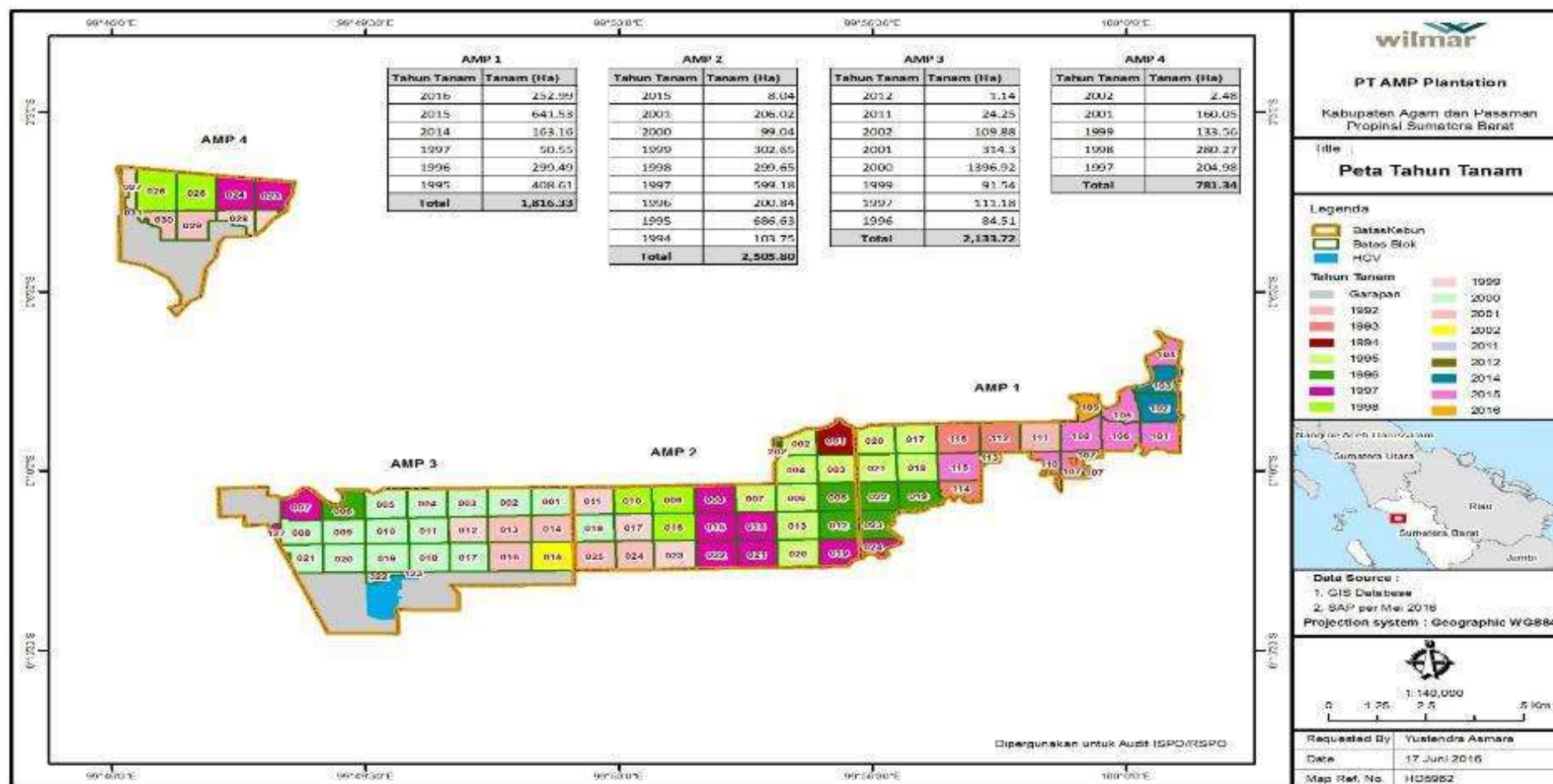


Figure 6. Operational Map of PT Primatama Mulia Jaya

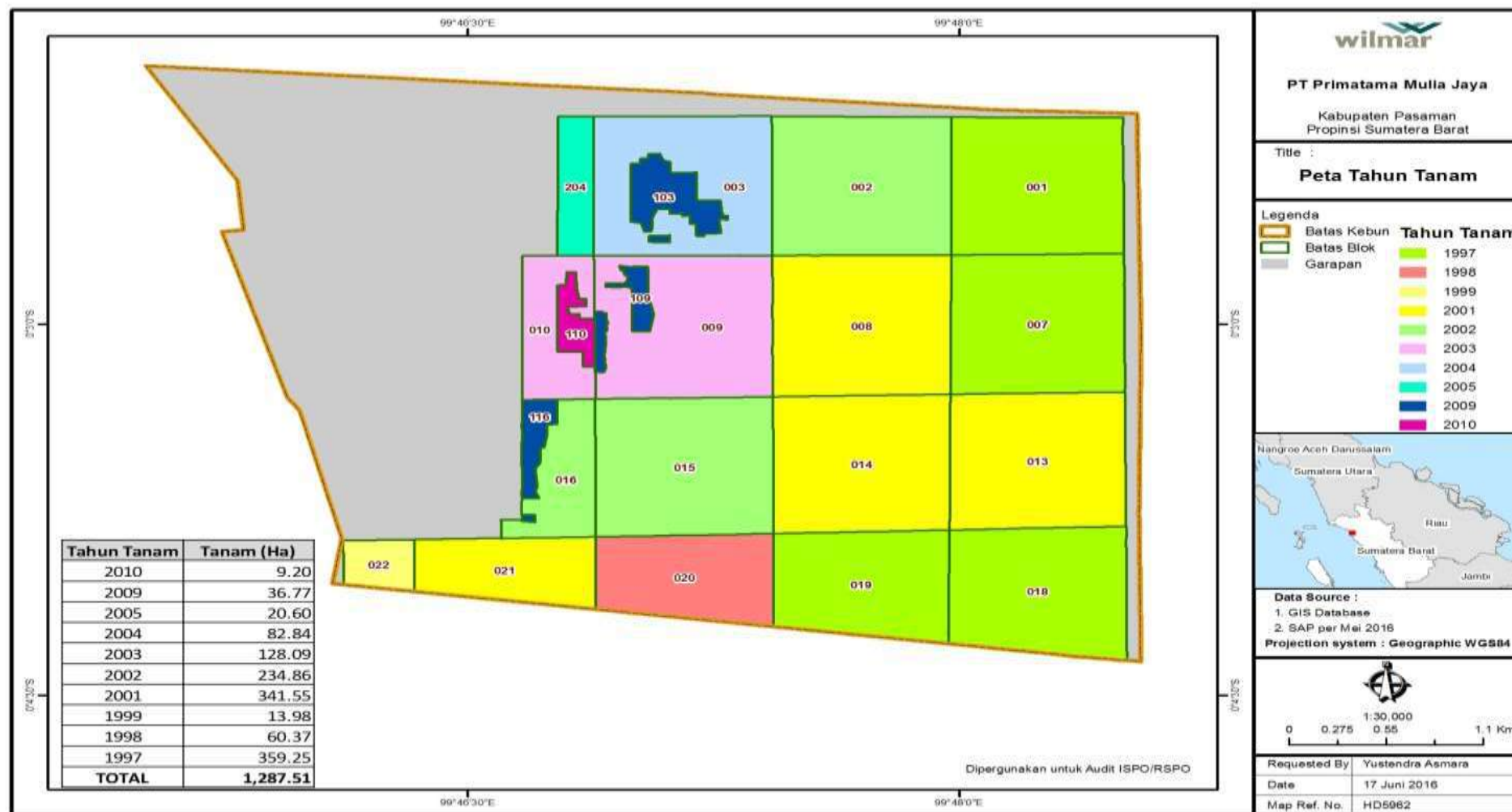


Figure 7. Operational Map of PT Perkebunan Anak Negeri Pasaman

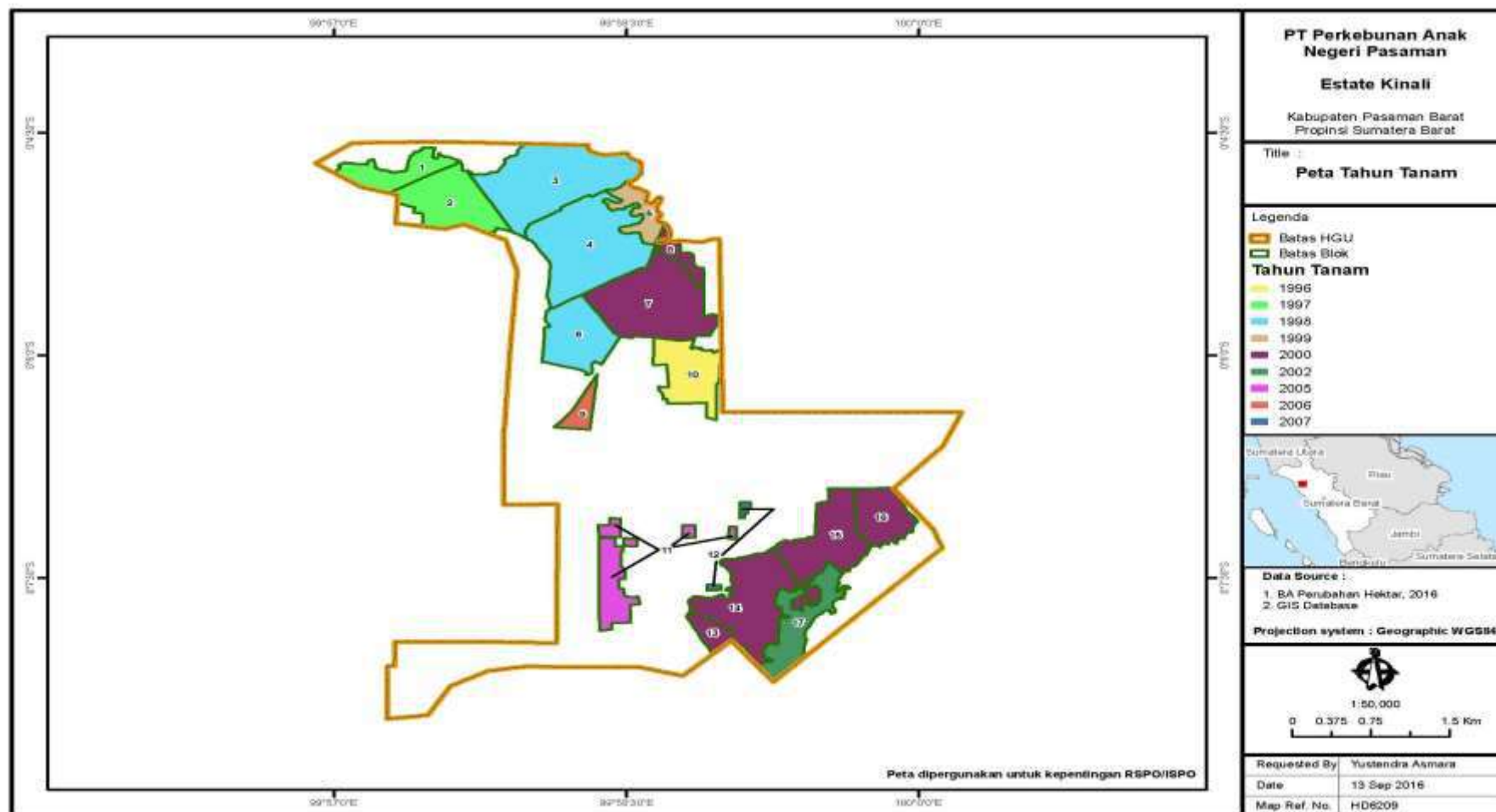


Figure 8. Operational Map of PT Karya Agung Megah Utama

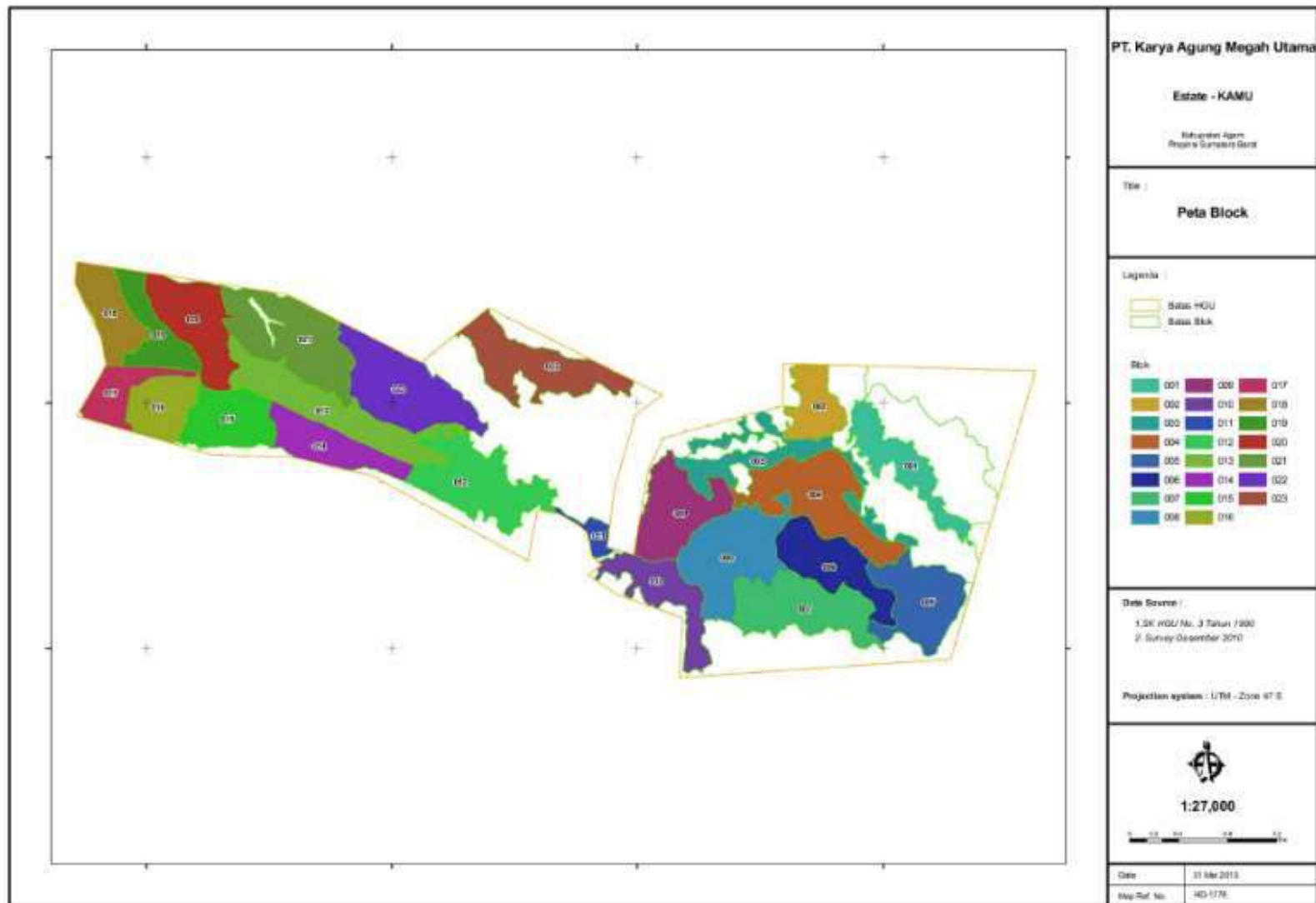


Figure 9. Operational Map of KPS Bukit Sanding Tigo

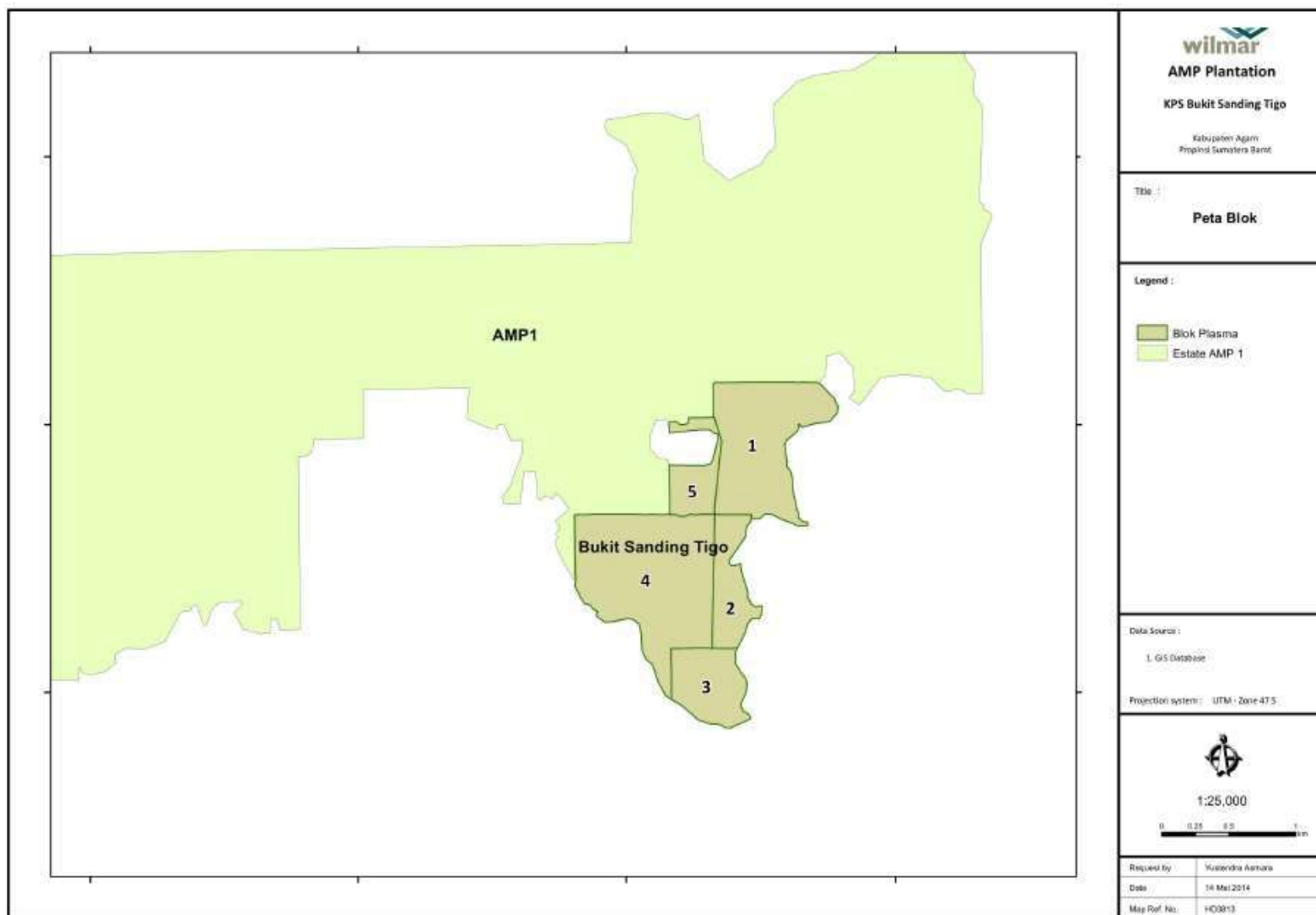


Figure 10. Operational Map of KPS Tompek Tapian Kandis

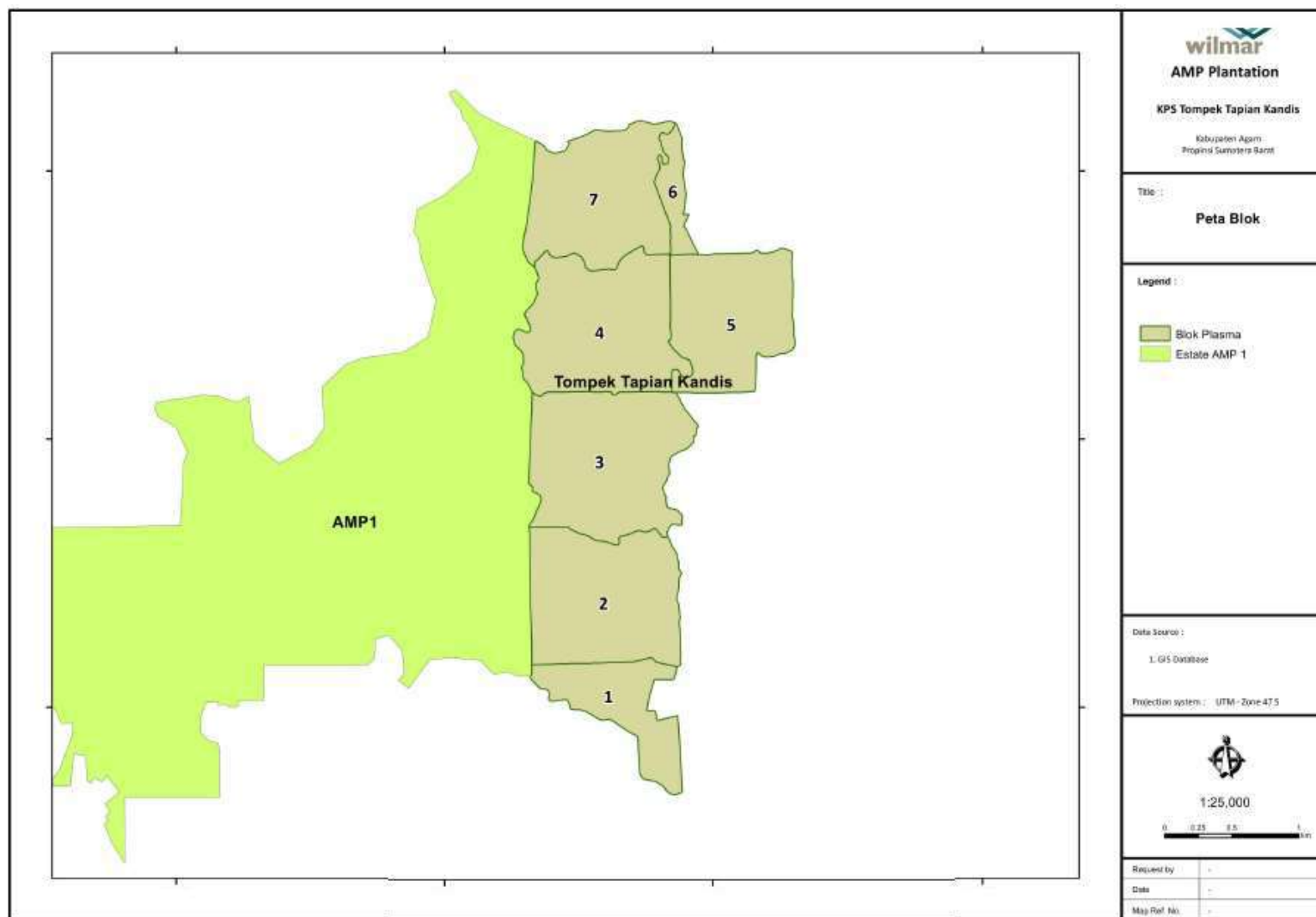


Figure 11. Operational Map of KUD Agro Wira Masang

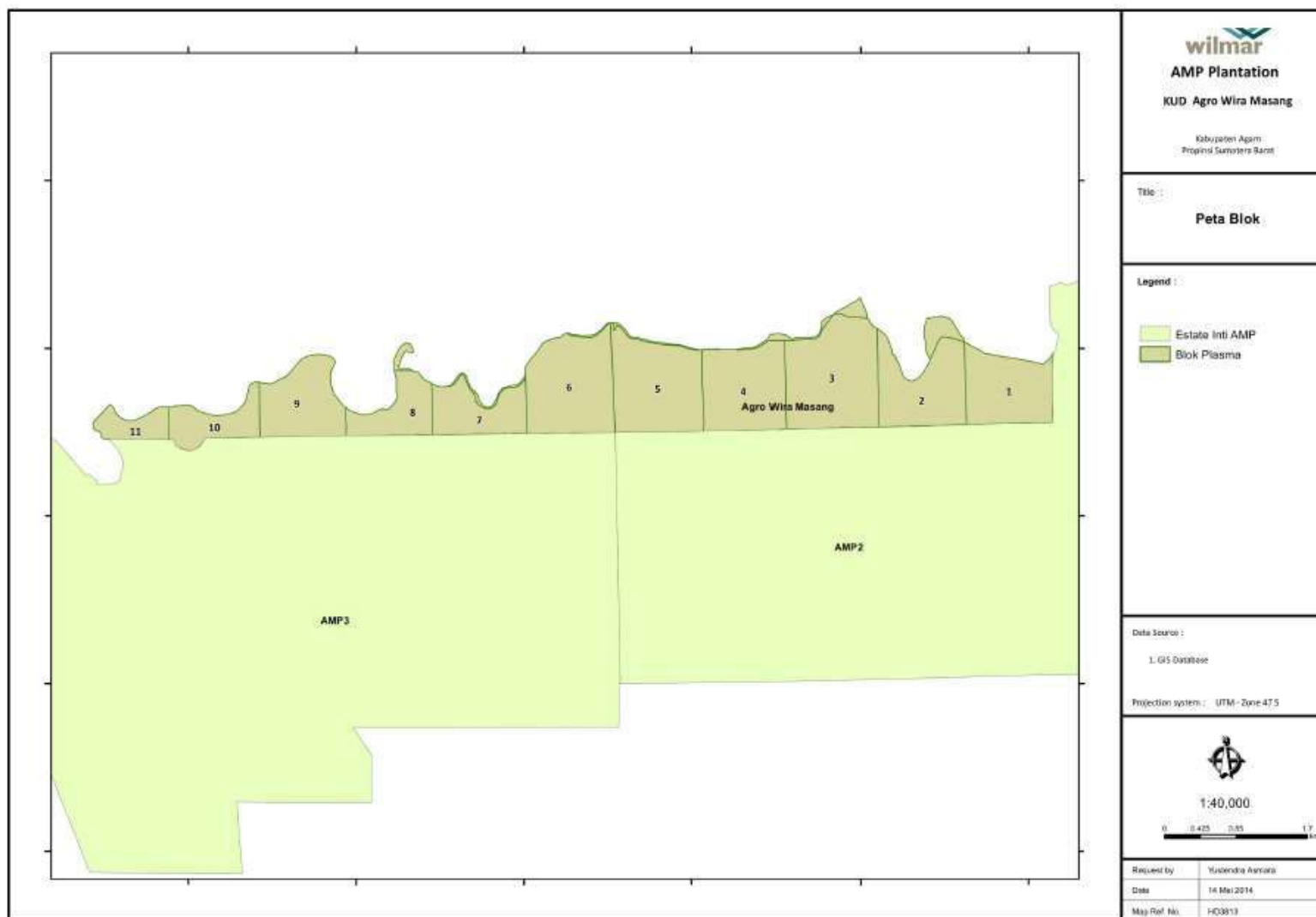
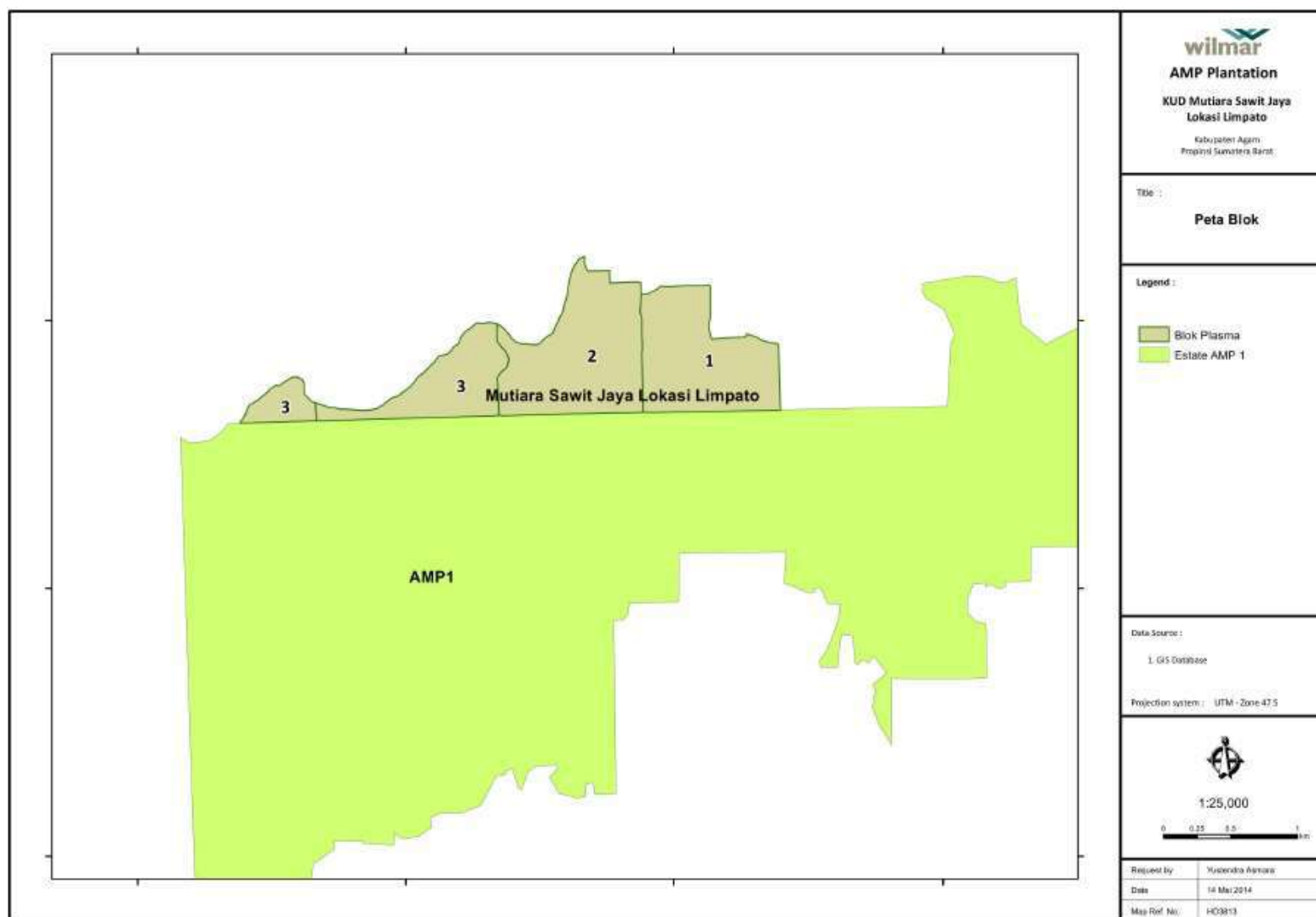


Figure 12. Operational Map of KUD Mutiara Sawit Jaya



Abbreviations Used

AMP-1	:	AMP-1 Estate
AMP-2	:	AMP-2 Estate
AMP-3	:	AMP-3 Estate
AMP-4	:	AMP-4 Estate
ASA	:	Annual Surveillance Assessment
AWM	:	Agro Wira Masang (Associated Smallholders of AMP Plantations)
BMS	:	Block Manuring System
BPN	:	<i>Badan Pertanahan Nasional</i> (National Land Agency)
BSS	:	Block Spraying System
BST	:	Bukit Sanding Tigo (Associated Smallholder of AMP)
CB	:	Certification Body
CH	:	Certificate Holder
CPO	:	Crude Palm Oil
CR	:	Collection Road
CSPK	:	Certified Sustainable Palm Kernel
CSPO	:	Certified Sustainable Palm Oil
CSR	:	Corporate Social Responsibility
EFB	:	Empty Fruit Bunch
EHS	:	Environment Health and Safety
EWS	:	Early Warning System
ENT	:	Ear Nose Throat
FFB	:	Fresh Fruit Bunch
GAPKI	:	<i>Gabungan Pengusaha Kelapa sawit Indonesia</i>
GEM	:	General Estate Manager
GHG	:	Greenhouse Gasses
GM	:	General Manager
GMP	:	Gersindo Minang Plantation
HCV	:	High Conservation Value
HGB	:	<i>Hak Guna Bangunan</i> (Land Use Title for Building)
HGU	:	<i>Hak Guna Usaha</i> (Land Use Title/Right)
HRGA	:	Human Resources General Administration
IPM	:	Integrated Pest Management
ISCC	:	International Sustainability & Carbon Certification
ISPO	:	Indonesian Sustainability Palm Oil
KAMU	:	Karya Agung Megah Utama
KMSI	:	<i>Komisi Minyak Sawit Indonesia</i>
KUD	:	<i>Koperasi Unit Desa</i>
LA	:	Land Application
MR	:	Main Road
MSDS	:	Material Safety Data Sheet
MSJ	:	Mutiara Sawit Jaya
NGO	:	Non-Government Organization
OHS / OSH	:	Occupational Health and Safety
P&D	:	Pest & Disease
P2K3	:	<i>Panitia Pembina Keselamatan dan Kesehatan Kerja</i> (OHS Committee)
PANP	:	Perkebunan Anak Negeri Pasaman
PHP	:	Permata Hijau Pasaman -1
PIC	:	Person In Charge
PMJ	:	Primatama Mulia Jaya

POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protective Equipment
PTUN	:	<i>Pengadilan Tinggi U</i>
RKL/RPL	:	<i>Rencana Kelola Lingkungan/ Rencana Pemantauan Lingkungan</i> (Environmental Management Plan / Environmental Monitoring Plan)
RTE	:	Rare threatened and Endangered
SCCS	:	Supply Chain Certification System
SEIA	:	Social Environment Impact Assessment
SHM	:	<i>Sertifikat Hak Milik</i> (Ownership Right)
SIA	:	Social Impact Assessment
SUMBAR	:	Sumatera Barat
SOP	:	Standard Operation Procedure
SPS	:	Siak Prima Sakti
SPSI	:	Serikat Pekerja Seluruh Indonesia
TTK	:	Tompek Tapian Kandis
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016) • RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module D / E for CPO Mill) • RSPO Certification System for Principles and Criteria, June 2017 	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT AMP PLANTATION, subsidiary of Wilmar International Ltd	
1.2.2	Contact person	Perpetua George	
1.2.3	Organisation address and site address	Indonesia Office: Multivision Tower 15rd floor, Jl.Kuningan Mulia Kav.9B, Jakarta Selatan, Indonesia Site: Tapian Kandis Village, Palembang Sub-District, Agam Regency, West Sumatera Province, Indonesia	
1.2.4	Telephone	(62-21) 461 6555	
1.2.5	Fax	(62-21) 461 6687	
1.2.6	E-mail	perpetua.george@wilmar.com.sg	
1.2.7	Web page address	www.wilmar.co.id	
1.2.8	Management Representative who completed the application for certification	Perpetua George (Sustainability Coordinator)	
1.2.9	Registered as RSPO member	2-0017-05-000-00 16 August 2005	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Estates: AMP-1, AMP-2, AMP-3, AMP-4, PT Primatama Mulia Jaya (PMJ Estate), PT Perkebunan Anak Negeri Pasaman (PANP Estate), PT Karya Agung Megah Utama (KAMU Estate). Smallholders Cooperatives (full manage by PT AMP) Tompek Tapiah Kandis, Mutiara Sawit Jaya, Bukit Sandiang Tigo, Agro Wira Masang.	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude

	AMP POM	Tapian Kandis Village, Palembayan Sub-District, Agam Regency, West Sumatera Province, Indonesia	S 00° 09' 22"	E 100° 01' 40"
1.4.2	Location of Certification Scope of Supply Base			
	Name of Supply Base	Location	Coordinate	
			Latitude	Longitude
	AMP 1	Tapian Kandis Village, Palembayan Sub-District, Agam Regency, West Sumatera Province, Indonesia	S 00° 08' 23"	E 100° 00' 28"
	AMP 2	Tapian Kandis Village, Palembayan Sub-District, Agam Regency, West Sumatera Province, Indonesia	S 00° 09' 30"	E 99° 55' 13"
	AMP 3	Tapian Kandis Village, Palembayan Sub-District, Agam Regency, West Sumatera Province, Indonesia	S 00° 10' 48"	E 99° 49' 06"
	AMP 4	Village of Ampat Koto, Sub-District of Kinali, Pasaman Barat Regency, West Sumatera Province, Indonesia	S 00° 04' 23"	E 99° 48' 10"
	PT. PMJ	Jorong IV Koto Kenagarian Kinali, Sub-district of Kinali, Pasaman Barat Regency, West Sumatera Province, Indonesia	S 00° 03' 17"	E 99° 47' 51"
	PT PANP (Associate Outgrower)	Jorong VI Koto Selatan, Sub-district of Kinali, Pasaman Barat Regency, West Sumatera Province, Indonesia	S 00° 04' 54"	E 99° 58' 06"
	PT KAMU (Associate Outgrower)	Village of Simpang Kajai Pisik, Sub-District of Lubuk Basung, Agam Regency, West Sumatera Province, Indonesia	S 00° 15' 53"	E 99° 59' 06"
	Cooperative of Tompek Tapian Kandis	Tepian Kandır village, Palembayan Sub District, Agam District, West Sumatera Province	S 00° 08' 20"	E 100° 01' 00"
	Cooperative of Mutiara Sawit Jaya	Taratak Nan Tigo Tiku village, Tanjung Mutiara Sub District, Agam District, West Sumatera Province	S 00° 08' 42"	E 99° 58' 32"
	Cooperative of Bukit Sandiang Tigo	Bawan village, Ampek Nagari Sub District, Agam District, West Sumatera Province	S 00° 10' 25"	E 99° 59' 29"
	Cooperative of Agro Wira Masang	Kinali village, Kinali Sub District, Pasaman Barat District, West Sumatera Province	S 00° 10' 02"	E 99° 52' 58"
1.5	Description of Area Statement			
1.5.1	Tenure			
	• State		14474.73 Ha	
	• Community		1858 Ha	
1.5.2	Area Statement	Own Estate (AMP 1, AMP 2, AMP 3, AMP 4, PMJ, PANP, KAMU)	Plasma (TTK, MSJ, AWM, BST)	Total
	• Total area	14474.73	1857.78	16332.51
	• Mature Area	9552.09	1798	11350.09
	• Immature Area	904.67	-	904.67
	• Mill	22.09	-	22.09

• LC	67.21	-	67.21
• Nursery	11.9	-	11.90
• Infrastructure	358.08	59.78	417.86
• Not Plantable	234.12	-	234.12
• Occupation	3013.39	-	3013.39
• HCV	311.18	-	311.18

*The difference in area statement and land use title (0.22 ha) due to a joint re-measurement between PT AMP and Management of KUD TTK on 14 May 2011.

1.6 Planting Year and Cycles
1.6.1 Age profile of planting year

Planting Year	Hectarage (Ha)											
	AMP-1	AMP-2	AMP-3	AMP-4	PMJ	PANP	KAMU	MSJ	BST	TTK	AWM	Total
1990							13.82					13.82
1991							88.79					88.79
1992										101.85		101.85
1993								75.64	73.63	52.49		201.76
1994		96.88			-			142.61	96.07	92.58		428.14
1995	360.37	686.63							25.96	17.27		1090.23
1996	299.49	200.84	84.51			47.92			22.87	65.14	646.38	1367.15
1997	50.35	599.18	110.98	204.98	359.25	188.26				105.96	110.7	1729.66
1998		299.65		280.27	60.37	314.09				66.25		1020.63
1999		302.65	91.54	133.56	13.98	21.2						562.93
2000		99.04	1410.53			336.17						1845.74
2001		206.02	314.3	160.05	341.55							1021.92
2002			55.07	2.48	234.86	58.05						350.46
2003					128.09							128.09
2004					82.84							82.84
2005					20.6							20.60
2006						9.61	29.92					39.53
2007						2.35						2.35
2009					36.77							36.77
2010					9.2							9.20
2011			24.25								102.6	126.85
2012			1.14									1.14
2013							69.16					69.16
2014	163.89						208.65					372.54
2015	637.94											637.94
Sub Total Mature	1512.04	2490.89	2092.32	781.34	1287.51	977.65	410.34	218.25	218.53	501.54	859.68	11350.09
2015		8.04					115.43					761.41

	2016	447.21						164.85					612.06	
	2017							131.46					131.46	
	2018							37.68					37.68	
	Sub Total Immature	447.21	8.04					449.42					904.67	
	TOTAL	1959.25	2498.93	2092.32	781.34	1287.51	977.65	859.76	218.25	218.53	501.54	859.68	12254.76	
1.6.2	New Planting area after January 2010						-							Ha
1.6.3	Planting Cycle						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 (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)							
	AMP	80	385758.02	69243.67		17.95	20287.95		5.26					
*Production data source from July 2017 until June 2018														
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)	%							
	AMP 1	2128.31	1959.25	18772.65	9.58	18772.65 100								
	AMP 2	2595.08	2498.93	52950.61	21.19	52950.61 100								
	AMP 3	3225.11	2092.32	30757.29	14.70	30757.29 100								
	AMP 4	1300.00	781.34	21496.09	27.51	21496.09 100								
	PMJ	1940.00	1287.51	34866.32	27.08	34866.32 100								
	PANP	2036.23	977.65	22764.95	23.29	22370.51 98.27								
	KAMU	1250.00	859.76	9788.86	11.39	9788.86 100								
	MSJ (110 SH)	220.00	218.25	3785.54	17.34	3785.55 100								
	BST (113 SH)	226.00	218.53	3038.24	13.90	3038.24 100								
	TTK (256 SH)	511.78	501.54	6153.33	12.27	6153.33 100								
	AWM (450 SH)	900.00	859.68	15828.97	18.41	15828.97 100								
	TOTAL	16332.51	12254.76	220202.85	17.97	219808.42 99.82								
*Production data source from July 2017 until June 2018														
1.7.3	FFB description from other source													
	Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill									
					FFB (tonnes/year)									
	PHP 1 (certified)	Subsidiary of Wilmar International Ltd.	-	1190.84	250.40									
	AMP 2 Plasma (Non-certified)	Independent Smallholders	-	-	6378.54									
	AMP 3 Plasma (Non-certified)		-	-	2692.36									
PMJ Plasma (Non-certified)	-		-	8842.43										

	PHP Plasma (Non-certified)		-	-	149.91
	GMP Plasma (Non-certified)		-	-	69.41
	PT Siak Prima Sakti (Non-certified)	Independent supplier	-	-	147808.45
	TOTAL				166191.49
	*Production data source from July 2017 until June 2018				
1.7.4	Product categories		FFB, CPO, PK		
1.8	Tonnage of Product				
1.8.1	Past Annual Claim Certified Product		Previous Certificate Claim 21 th August 2017 to 20 th August 2018 (tonnes/year)	Actual certified product 21 th August 2017 to 30 th June 2018 (tonnes/year)	
	• FFB Production		233067	180693.51	
	• CPO Production		44283	29271.30	
	• Palm Kernel (PK) Production		12819	9478.02	
1.8.2	Product selling				
	Tonnage of selling product		Period of actual selling product July 2017 to June 2018		
	• CSPO sold as RSPO certified product		8140.61		
	• CSPK sold as RSPO certified product		11452.60		
	• CSPO sold under other scheme		27221.20		
	• CSPK sold under other scheme		-		
	• CSPO sold as conventional		-		
	• CSPK sold as conventional		-		
1.8.3	Estimate of Certified FFB Claim				
	Name of Estates	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)
	AMP 1	2128.31	1959.25	7600	3.88
	AMP 2	2595.08	2498.93	51000	20.41
	AMP 3	3225.11	2092.32	30900	14.77
	AMP 4	1300.00	781.34	18500	23.68
	PMJ	1940.00	1287.51	32900	25.55
	PANP	2036.23	977.65	21700	22.20
	KAMU	1250.00	859.76	5700	6.63
	MSJ (110 SH)	220.00	218.25	4500	20.62
	BST (113 SH)	226.00	218.53	3200	14.64
	TTK (256 SH)	511.78	501.54	5700	11.36
	AWM (450 SH)	900.00	859.68	16300	18.96
	TOTAL	16332.51	12254.76	198000	16.16
	*Estimate production data for 21 August 2018 to 20 August 2019				
1.8.4	Estimate of Certified Palm Product Claim				

	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	
		AMP	80	198000	38610	19.50	10395	5.25
*Estimate production data for 21 August 2018 to 20 August 2019								
1.9	Other Certifications							
	ISO 9001:2008			-				
	ISO 14001: 2004			-				
	OHSAS 18001:2007			-				
	ISCC			AMP; PMJ; KAMU; PANP; Plasma EU-ISCC-Cert-ID218-20180035				
	Others			PT AMP Plantation (ISPO Sertifikat No. MUTU-ISPO/022)				
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						
	Sapi (1 + 2)	2008	Sapi 1 & 2, Kiabau	2008	Sandakan, Sabah, Malaysia	Certified		
	Sabahmas	2008	Sabahmas	2008	Lahad Datu, Sabah, Malaysia	Certified		
	Reka Halus	2008	Reka Halus	2008	Sandakan, Sabah, Malaysia	Certified		
	Saremas 1	2008	Saremas 1, Saremas 2 (Div D), Suai	2008	Miri Serawak, Malaysia	Certified		
	Saremas 2	2008	Saremas 2 (exclude Div D), Kaminsky, Segarmas	2008	Miri Serawak, Malaysia	Certified		
	Terusan (1 + 2)	2009	Terusan 1 & 2, Rumidi	2009	Sandakan, Sabah, Malaysia	Certified		
	Ribubonus	2009	Ribubonus	2009	Sandakan, Sabah, Malaysia	Certified		
	PT Perkebunan Milano	2009	Sei Daun, Batang Saponggol, Marbau	2009	North Sumatra	Certified		
	PT Mustika Sembuluh 1	2009	Mustika Sembuluh 1, Mustika Sembuluh 2, Kerry Sawit Indonesia 1, Sarana Titian Permata 1, Sarana Titian Permata 2, , KUD Bitu Maju Bersama	2010	Central Kalimantan	Certified		
	PT Mustika Sembuluh 2	2015	Mustika Sembuluh 1, Mustika Sembuluh 3, Bumi Sawit Kencana 1	2015	Central Kalimantan	Certified		
	PT Kencana Sawit Indonesia	2010	Kencana Sawit Indonesia, Koperasi Swamata	2010	West Sumatra.	Certified		
	PT. Kerry Sawit Indonesia 1	2010	Kerry Sawit Indonesia 2, Kerry Sawit Indonesia 3	2011	Central Kalimantan	Certified		
			KUD Sejahtera Bersama, KUD Kosudra	2017	Central Kalimantan	Final Audit		

PT. Kerry Sawit Indonesia 2	2015	Kerry Sawit Indonesia 1, Kerry Sawit Indonesia 2, Mustika Sembuluh 2	2015	Central Kalimantan	Certified
		KUD Tabiku Makmur, KUD Karya Bersama	2017	Central Kalimantan	Final Audit
PT. Tania Selatan	2010	Burnai Barat, Burnai Timur	2010	South Sumatra	Certified
		KUD Bumi Jaya, KUD PUMA, KUD Tunggal Mulya, KUD Sinar Sawit Bahagia, KUD Dwi Tunggal, KUD Tani Mandiri, KUD Maju Jaya	2016	South Sumatra	Certified
Sri Kamusan	2010	Hibumas 1, Hibumas 2, Sri Kamusan, Jebawang, Sekar Imej, Sapi Sugut	2010	Sandakan, Sabah	Certified
PT. AMP Plantation	2011	AMP I, AMP II, AMP III, AMP IV, Primatama Mulia Jaya, Karya Agung Megah Utama, Perkebunan Anak Negeri Pasaman, Koperasi Tompek Tapian Kandis, Koperasi AWM, Koperasi BST, Koperasi MSJ	2011	West Sumatra	Certified
		KUD Dastra II, KUD Dastra 1	2019	West Sumatra	-
PT. ANI (Sambas)	2012	ANI Sambas	2012	West Kalimantan	Certified
		KUD Cempaka Biru, KUD Sentama Lestari (Plasma binaan ANI 1 Sambas)	2017	West Kalimantan	Certified
PT. Buluh Cawang Plantation	2012	Bumi Arjo, Dabuk Rejo, Sukamulya, Bambu Kuning	2012	South Sumatra	Certified
PT. Bumi Sawit Kencana	2012	Bumi Sawit Kencana 1, Bumi Sawit Kencana 2, Karunia Kencana Permaisejati 1	2013	Central Kalimantan	Certified
PT. Sarana Titian Permata 1	2012	Sarana Titian Permata 1, Sarana Titian Permata 2, Sarana Titian Permata 3	2012	Central Kalimantan	Certified
PT. Sarana Titian Permata 2	2020	Sarana Titian Permata 2, Sarana Titian Permata 3	2020	Central Kalimantan	-
PT. Gersindo Minang Plantation	2013	Gersindo Minang Plantation, Permata Hijau Plantation-1, Permata Hijau Plantation-2	2013	West Sumatra	Certified
		KUD Sasak, KUD Kapar, Mutiara Bosa Sikilang, Permata Sawit Maligi	2019	West Sumatra	-
		PHP-1 (block 22)	2020	West Sumatra	-
PT. Daya Labuhan Indah	2013	Wonosari, Sei Deras, Cabang Dua	2013	North Sumatra	Certified
PT. Milano (Cabang Dua Estate)	2013	(Supply base DLI-2)	2013	North Sumatra	Certified
PT. Agro Palindo Sakti	2014	PT Agro Palindo Sakti Estate	2014	South Sumatra	Certified

PT. Mentaya Sawit Mas	2015	Mentaya Sawit Mas 1, Mentaya Sawit Mas 2, Bumi Sawit Kencana 2	2015	Central Kalimantan	Certified
PT. Sinarsiak Dianpermai	2020	PT Sinarsiak Dianpermai Estate	2020	Riau	Stage 1
BBPOP (Benso Plantation)	2015	Benso, Benso Smallholder	2015	Ghana	Certified
PT. Murini Sam Sam	2015	Murini Sam Sam Estate	2015	Riau	Certified
PT Bumi Pratama Khatulistiwa	2017	Bumi Pratama Khatulistiwa Estate Buluh Cawang Estate	2017	West Kalimantan	Certified
PT Karunia Kencana Permaisejati	2017	PT. Karunia Kencana Permaisejati 1, PT. Karunia Kencana Permaisejati 2, PT. Karunia Kencana Permaisejati 3	2017	Central Kalimantan	Certified
PT Rimba Harapan Sakti	2015	PT. Rimba Harapan Sakti 1, PT. Rimba Harapan Sakti 2, PT. Kerry Sawit Indonesia 3	2015	Central Kalimantan	Certified
PT Agronusa Investama Pahauman	2020	PT ANI Pahauman Estate PT Pratama Procentindo	2020	West Kalimantan	-
PT. Agro Palindo Sakti 2	2018	Agro Palindo Sakti, Putra Indotropical, Daya Landak Plantation, Indoresin Putra Mandiri	2018	West Kalimantan	-
PT. Agroindo Indah Perkasa 2	2023	PT Agroindo Indah Perkasa Estate	2023	Bangko – Jambi	NPP Audit
PT. Musi Banyuasin Indah	2020	Sei Selabu, Sei Jarum, KUD Karya Gatra, KUD Karya Makmur Sriwijaya, KUD Panca Karya Jaya, KUD Sumber Makmur, KUD Tri Tunggal Karya	2020	South Sumatera	Final Audit
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard				
	KUD Damai Sejahtera (DASTRA) as an associated smallholders which supervised management by the PT. AMP and PT. PMJ has failed to be submitted within 1 st certification cycle due to cooperative internal problem. According to interview in Jorong Ampek Koto and Jorong Wonosari, auditor found clearly information that this cooperative has internal land conflict. Therefore, this cooperative has postponed for certification However, certificate holder has self-assessment for this cooperative unit and it will planned to be submission for certification in 2019.				

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-1.1	<p>1. Muhammad Rinaldi (Lead Auditor). Indonesian citizen, Diploma of Oil Palm Plantation. He has experience 4 years working as Assistant Agronomy since 2007. He has attended training RSPO Lead Auditor, training of Auditor ISPO, training of Lead Auditor ISO 9001-2008, training of ISO 14000, training of HCV identification, training of OHS system management, training of potential and conflict resolution. Experienced in auditing in relevant scheme (ISPO) since 2014 with the aspects of land legality, environmental, social, occupational health and safety, Best Management Practices, Conservation and worker welfare. During the assessment he assigned to verify legal, land dispute and SCCS.</p> <p>2. Rizliani Aprianita Hsb (Auditor). Indonesian Citizen. Bachelor and Magister of Agribusiness, Faculty of Agriculture. She had followed training such as RSPO Lead Auditor Training, lead Auditor ISO 9001;2008, ISO 14001;2004, ISPO Auditor training and followed several IHT related to environment, BMP etc. She has been involved in several audit activities related to sustainable palm oil certification since 2015 covering social aspect, health and safety aspect, worker welfare and waste management aspect. During the assessment she assigned to verified environmental management, GHG, HCV and social aspect.</p> <p>3. Moh. Arif Yusni (Auditor). Indonesian citizen, bachelor of Agriculture, majoring of Plant Pest and Diseases (Plant Protection) Faculty of Agriculture. He has a working experience for 2 (two) years since 2010 as Operational staff in oil palm Plantation Company in Indonesia. Trainings attended namely: Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course. Now he worked at Professional Certification Body. He has been several times following audit related to sustainable palm oil certification system as an observer and auditor. Training attended: ISO 19011, ISO 9001; ISPO 14001, RSPO Lead Auditor, ISPO Lead Auditor, OHS Expert, OHS Auditor based on National Government No 50 year of 2012. Since 2012 has been following many audit as auditor for ISPO and RSPO Scheme for several aspect, such as land Legality, Worker Welfare, OHS, transparency, long term economic aspect and Supply chain for palm oil mill. During the assessment, he assigned to verified Best management Practices (BMP).</p> <p>4. Afiffuddin (Auditor Trainee). Indonesian citizen, Diploma III majoring Palm Oil Plantation. Five years working experience since 2010 at Oil Palm Plantation Company in Indonesia as agronomy operational staff and followed several trainings namely : Basic Plantation Management Program , Indonesian Sustainable Palm Oil (ISPO), OHS General Expert, OHS System Management based on PP 50 2012 and Management System Certification (ISO 9001-2015/SNI 19011-9001:2015). He has been involved in several audit activities related to sustainable palm oil certification since 2016 covering Best Management Practices aspect, health and safety aspect and worker welfare aspect. During the assessment, he assigned to verified occupational health & safety.</p> <p>5. Rindu Galih Rezza Rachmansyah (Auditor Trainee). Indonesian citizen, Bachelor of Agriculture department of plant and pest disease (Agrotechnology). He has 1 year experience as Field Expert in Pesticide Company and 3 years experience in Industrial Forest Management, Forest Rehabilitation and Reclamation on BUMN Indonesia as Assistant. Training which had attended including Training Lead Auditor ISO 9001, ISO 14001, ISO 17021, ISO 19011, Training ISPO, RSPO awareness, RaCP and NPP awareness for RSPO, OHSAS 18001 : 2007. He has been involved in several audit activities related to sustainable palm oil certification since 2017 covering Best Management Practices aspect, social aspect and worker welfare aspect. During the assessment, he assigned to verified worker welfare and transparency.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-1.1	<p>Number of auditors : 2 auditors and 3 auditors in trainee</p> <p>Number of days for ASA-1.1 at site : 6 days</p> <p>Number of working days for ASA-1.1 at site : 12 Working days</p>
2.2.2	Assessment Process
ASA-1.1	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT AMP PLANTATION to the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted</p>

by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module E for CPO Mill)

The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site. Some opportunities for improvement of the results **ASA-1.1** delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (**ASA-1.2**). Improvement of findings from main assesment findings were observed by auditors at this **ASA-1.1** assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of **ASA-1.1**.

The assessment program please find Appendix 2

2.2.3
Locations of Assessment
ASA-1.1
AMP POM

- **Security.** Observation related to the acceptance of FFB.
- **Weighbridge Station & Logistic Clerk.** Observation of supply chain procedure.
- **Stelirizer.** Observatio and interview related safety working and daily work done as well as an understanding of the emergency response situation
- **Engine room.** Observation and interview related first aid box, periodic medical checkup, and understanding of worker related labour union.
- **Boiler.** Observation and interview regarding operator"s licensed and periodic medical checkup.
- **Grading.** Observation and interviiw related FFB criteria, PPE, working hour, and worker welfare
- **Hydrant Simulation.** Observation reated preparedness for emergency situations.
- **WTP.** Observation of water treatment activities and the use of chemicals. Interview related to wages, implementation OHS and complaint mechanism.
- **Water intake.** Observation for POM water intake condition
- **WWTP.** Observation of several pond (5 pond), there was function properly. There was available flow meter in 5th pond before pump to location of Land Application.
- **Chemical Warehouse.** Observation and interviews with workers related to management of hazardous waste and hazardous material, MSDS, training, implementation of OHS, emergency response facilities and worker welfare.
- **Central Warehouse.** Observation and interviews with workers related to management of hazardous waste and hazardous material, MSDS, training, implementation of OHS, emergency response facilities and worker welfare.
- **Hazardous Waste Temporary Warehouse.** Observation and interviews with workers related to management of hazardous waste and hazardous material, MSDS, training, implementation of OHS, emergency response facilities and worker welfare.
- **Workshop.** Observation and interviews with workers related to management of hazardous waste and hazardous material, training, implementation of OHS, emergency response facilities and worker welfare.
- **Housing.** Observation of the availability of infrastructure such as employee housing facilities and domestic waste management.

AMP 1 Estate

- **Block 8A Division 1 (Manuring Applicator).** Observation on safe working practices and interview with the manuring workers related type of fertilizer use according to the procedure and also worker welfare.
- **Block 3A Division 1 (Loading FFB).** Interview with foreman of FFB about loading FFB procedure, administration, FFB sortation in platform, safety and health and worker welfare.
- **Block 2A Division 1 (Pesticide Applicator).** Observation on safe working practices and interview with the spraying workers related type of pesticides use according to the procedure and also worker welfare.
- **Block 12A Division 1 (Empty Fruit Bunch application).** Observation application of EFB and interview with EFB aplicator related of worker welfare, safety and health.
- **Block 10.** Observation of legal boundary conditions No. 22, 49 and 50.
- **Block 3 division 1.** Observation related to riparian zone.
- **Control well (community areal / block 8 B-C).** Observation for waste water monitoring and management

- **Land application block 8B.** Observation for waste water management.
- **Agrochemical storage.** Observation related to storage condition, symbols, MSDS, and emergency facilities.
- **Hazardous waste storage.** Observation about condition of temporary storage, monitoring hazardous waste, and emergency facilities
- **Workshop.** Interview with worker related to OHS, worker welfare, and emergency response
- **Chemical store including mixing area.** Field Observation of storage and management of chemicals used by the company among others herbicides, fungicides, pesticides and insecticides.
- **Fertilizer store.** Field observation related to storage and management of fertilizer.
- **Workshop.** Field observation of workshops activity such as: repair and maintenance of vehicles and heavy equipment including observation related to hazardous waste management, OHS, worker welfare and emergency response.
- **Housing complex in Block II.** Field observation related to facilities for worker and management of domestic waste.
- **Clinic.** Field observation related to clinic facilities.

PT Perkebunan Anak Negeri Pasaman

- **Block 5.** Observation to riparian of Singkok River
- **Block 17.**
 - Observation to HCV that owned by the community
 - Observation of legal boundary conditions No. 16
- **Block 13.** Observation of legal boundary conditions No. 17
- **Occupied area.** Observation about occupied area. There are oil palm crops planted about 10 years ago
- **Manuring. Block 1. Division 1.** Observation and interview related fertilizer application, periodic medical check up, buffer zone, and fertilization dose.
- **Spraying. Block 2. Division 1.** Observation and interview related selective spraying, buffer zone, handling on pesticide, training, PPE, and medical check up.
- **Harvesting. Block 4. Division 1.** Observation and Interview related criteria of FFB, payment, worker welfare, PPE, and knowledge of labour union.
- **Barn Owl Nest. Block 4. Division 1.** Observation related IPM application.
- **Terrace Contour. Block 3. Division 1.** Observation related soil and water conservation.
- **Chemical Warehouse.** Observation and interviews related to chemical containers management, OHS implementation, medical check up and complaint mechanism.
- **Fertilizer warehouse.** Observation and interviews related to hazardous management, waste management and implementation OHS.
- **Rinse house for spray team.** Observation and interviews related to washing of working tools, PPE spray teams and used pesticide containers handling.
- **Rinse house of fertilizer sack.** Observation related to fertilizer sack handling.
- **Fire extinguisher Equipment.** observation of emergency response of land fires
- **Workshop.** Observation and interviews related to the competence of workers, implementation OHS (including medical check up), employment, waste management and complaint mechanism.
- **Hazardous Waste Storage.** Observation and interviews related to hazardous waste management, OHS implementation, employment and complaint mechanism.
- **Housing (Kinali).** Observation of the availability of infrastructure such as employee housing facilities and domestic waste management.
- **Daycare.** Observation and interviews related to employee welfare facilities, wages, employment and domestic waste management.

Mutiara Sawit Jaya Cooperative

- **Block 1 and Block 2.** Observation related to ownership area. MSJ's cooperative area is restricted to ditches, roads and trees.
- **Block 2 D and 3 D.** Observation related to riparian zone.
- **Harvesting. Block 2 AB.** Observation and Interview related criteria of FFB, payment, worker welfare, PPE, and knowledge of labour union.

- **Selective Weeding. Blok 3A.** Observation and interviews related standard manual weeding work, PPE, and housing facilities
- **Picker. Blok 3 BC.** Interview with manuring and spraying worker. Interview related periodic medical check up, PPE, standard work according to SOP, and knowledge on BSS and BMS house.
- **Lost Fruit Picker. Blok 3 BC.** Interview with IPM officer. Interview related common pest monitoring methods, potential pest, training related pest control, and control threshold.

Agro Wira Masang Cooperative

- **Block 1.** Observation of owner ship right area
- **Block 2.**
 - Observation related to boundary area with the community. The boundary is in the form of dike.
 - Observation related to riparian zone
- **Block 4.** Observation related to boundary area with the community. The boundary is in the form of dike.
- **Harvesting. Blok 2AB.** Observation and Interview related criteria of FFB, payment, worker welfare, PPE, and knowledge of labour union.
- **Spraying. Blok 5AB.** Observation and interview related selective spraying, buffer zone, handling on pesticide, training, PPE, and medical check up.
- **Peat subsidence pole dan water level. blok 5C.** Observation related peat management
- **Chemical Warehouse.** Observation and interviews related to chemical containers management, OHS implementation, medical check up and complaint mechanism.
- **Fertilizer warehouse.** Observation and interviews related to hazardous management, waste management and implementation OHS.
- **Rinse house for spray team.** Observation and interviews related to washing of working tools, PPE spray teams and used pesticide containers handling.
- **Rinse house of fertilizer sack.** Observation related to fertilizer sack handling.
- **Clinic.** Observation and interviews related to hazardous waste management, employee health care, wages and employment.
- **Landfill Blok 2A Division 1.** Observation related to domestic waste management
- **Housing 13.** Observation of the availability of infrastructure such as employee housing facilities and domestic waste management.
- **Daycare.** Observation and interviews related to employee welfare facilities, wages, employment and domestic waste management.
- **Fire extinguisher Equipment.** observation of emergency response of land fires

Stakeholder

- Public consultation with government of Agam District, Province of West Sumatera (Environmental Agency; Labour Agency; National Land Agency and Plantation Agency)
- Public consultation with surrounding community (Local Contractor, NGO of Topan RI, NGO of Lembaga Koordinasi Pemuda Minang, Nagari Tapian Kandis, and Nagari Kinali)
- Public consultation with Internal Stakeholders (Gender Committee, Labor Union and Worker Cooperative)

2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-1.1	<p>The public consultation with stakeholders to PT AMP PLANTATION done through:</p> <ul style="list-style-type: none"> • Conduct a public announcement on the CB website (www.mutucertification.com) on 12th June 2018. • Conducting visits and direct interviews with stakeholders (Environmental Agency; Labour Agency; National Land Agency and Plantation Agency, Agam District, Province of West Sumatra) on 02nd July 2018. • Conduct consultations via email questionnaire to NGOs (WALHI, Sawit Watch, World Wildlife Fund for Nature, Forest People Programe and Aliansi Masyarakat Adat Nusantara) on 21th June 2018. • Conducting visits and direct interviews with stakeholders (Local Contractor, NGO of Topan RI, NGO of Lembaga Koordinasi Pemuda Minang, Nagari Tapian Kandis, and Nagari Kinali) on 03rd July 2018

	<ul style="list-style-type: none"> • Conducting Interviews with the Cooperative Employees, local contractor, Gender Committee, Labor Union PT AMP PLANTATION on 03rd July 2018. • Conducting Interviews with the Cooperative Employees, local contractor, Gender Committee, Labor Union PT Perkebunan Anak Negeri Pasaman on 04th July 2018. • Conducting interviews with Mutiara Sawit Jaya Cooperative and Agro Wira Masang Cooperative on 03rd – 04th July 2018.
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (ASA-1.2) will be determined one year after this ASA-1.1 (July 2019).

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of **AMP POM – PT AMP Plantation subsidiary of Wilmar International Ltd** operation consisting of one (1) mill and eleven (11) oil palm estates.

During the assessment, there were two (2) nonconformities were assigned against Minor Compliance Indicators and nine (9) opportunities for improvement were identified.

MUTUAGUNG LESTARI found that **AMP POM – PT AMP Plantation subsidiary of Wilmar International Ltd** complied with the requirements of **Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module E for CPO Mill).**

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is Continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
1.1.1	<p>The certificate holder has procedure for information demand from another relevant stakeholder in “<i>SOP Pelayanan Informasi</i>” No. PRO-BNM-006 which describe the types of information that can be accessed by public such as:</p> <ul style="list-style-type: none"> • Company policy • Company Yearly Report • OHS and Environment Plan • Assessments and plan for SEIA • HCV documents • Company CSR Plan and Realization • Public summary and certification assessment reports • Etc. <p>The entire information above can be easily accessed by stakeholders and document that not list above is confidential document. Based on the interviews with the surrounding community it is known that they have understood the procedure of requesting information to the company by sending a request for information.</p>	
1.1.2	<p>Procedure for respond to stakeholder is also written on “<i>SOP Pelayanan Informasi</i>” No. PRO-BNM-006. It explains the kind of documents that can be accessed publicly and the time given to respond the request for information from stakeholders. Based on procedure, the time to respond to information three (3) month.</p> <p>Based on the overall review of documents of “<i>Buku Surat Masuk dan Keluar</i>”, it is known that the certificate holder have responded to the letter of information requests to the stakeholders in accordance with established procedures and not exceeding the time period specified.</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 certificate holder has procedure for information demand from another relevant stakeholder in "SOP Pelayanan Informasi" No. PRO-BNM-006 which describe the types of information that can be accessed by public such as:

- Company policy
- Company Yearly Report
- OHS and Environment Plan
- Assessments and plan for SEIA
- HCV documents
- Company CSR Plan and Realization
- Public summary and certification assessment reports
- Etc.

The entire information above can be easily accessed by stakeholders and document that not list above is confidential document. Based on the interviews with the surrounding community it is known that they have understood the procedure of requesting information to the company by sending a request for information.

Based on the overall review of documents of "Buku Surat Masuk dan Keluar", it is known that the certificate holder have responded to the letter of information requests to the stakeholders in accordance with established procedures and not exceeding the time period specified.

Status: Comply

1.3

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

1.3.1

The certificate holder have Code of Ethics (applicable to Plantation & Industry), Approved by Country Head, Known by HRGA Corporate Head (Human Resource and General Affairs) and Checked by Sustainability Division Head, became effective on 15th December 2015 Document No: 044 / DIR-KP / XII / 2016. The code of ethics the company explains about workers must be be kind and courteous in accordance with ethical and behavioral values in accordance with ethical standards and norms established by the Company, employees should refrain from any illegal or unethical actions that could damage the company's reputation. Based on interview with workers, labor union, representatives of gender committees know about code of ethics behavior. Based on interview with local contractor (CV Purnama Sari and CV Jefri Group), they have been socialized about Ompany Code of Ethics before signed work agreement and have a good understanding about that.

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 certificate holder has a list of rules and regulations for each aspect to be met such as compliance with plantation, environmental, occupational safety and health and employment regulations. Each certification unit stores the documents in their respective office units and has been updated on 2 January 2018.

Evidence of compliance with relevant legal requirements related to labor aspect, including Quarter I Guiding Committee Of Occupational Safety & Health Report 2018, Forest and Land Fire Monitoring and Evaluation Report, License of Heavy equipment operator, license of Firs Aid officer at work place, Steam Boiler Operator license, license certificate of factory machinery (including inspection and testing), Sterilizer Operator license, Welder license, OHS Electrical Expert license and Electrical Technician, certification of Hiperkes Doctor Company and Paramedic and fire mitigation officers training.

However, there are operators of heavy equipment, steam boiler operators, sterilizer operators, electric safety experts

whose license period has expired and has been carried out an extension process cooperated by CV. Karya Mitra. CV. Karya Mitra submitted a certificate that the current extension management process has been in the Ministry of Manpower, as shown in the Letter Number 75 / KM / Ext-VII / 2018 dated July 5, 2018. **OFI.**

The CH showed list of regulations which used as reference for oil palm cultivation and processing activity. Every regulation were kept under the respective units. The company has classified the regulations into four aspect, listed as follows:

- Regulation related to Environmental
- Regulation related to OHS
- Regulation related to plantation
- Regulation related to employment

Best Management Practices

- Certification holder does not use pesticides with paraquat active ingredients and reduces the use of WHO 1A and 1B pesticides
- The pesticide used by the certification holder is a registered and permitted pesticide by the government

Worker Welfare

- The Company has set a minimum wage in accordance with the Decree of the Governor of West Sumatra No: 562-879-2017 About the Minimum Wage of West Sumatera Province 2018 dated 31th October 2017 which explains that Minimum Wage of West Sumatera Province amounted to Rp 2,119,067
- Collective Labour Agreement period of 2017-2019 between PT AMP Plantation and PUK SPSI PT AMP Plantation which has been registered to the Department of Integrated Service One Stop Service and Manpower Agam Regency with registration No. 02 year 2018 on 17th May 2018. This Collective Labour Agreement is valid from 23th December 2017 to 22th December 2019.
- Collective Labour Agreement period 2016-2018 between PT Perkebunan Anak Negeri Pasaman with PUK SPSI PT Perkebunan Anak Negeri Pasaman which has been registered to the Office of Social, Labour and Transmigration of West Pasaman District by Decree No. KEP.15 / PP-PKB / DSTK-TRAN / 2016 on 15th April 2016.
- The certificate holder has set a minimum age of 18 workers and up to now there are no workers under the age of 18 working in the company. This is in accordance with Law No. 13 about Manpower.

2.1.2 & 2.1.4

The certificate holder has document of procedure of *Identifikasi dan Evaluasi Aspek Hukum dan Peraturan Perundang-undangan yang Berlaku*, document number of PRO-BNM-005, revision 03, valid date October 1, 2013 and procedure of *Pemenuhan Persyaratan/ Kewajiban (Compliance) terhadap Hukum dan Perundang-undangan*, number of documents PRO-BNM-004, revision 02, date of valid October 1, 2013. The two procedures mentioned above regulate, among others, related to the process of identification and evaluation of the provisions of laws and regulations applicable every 6 months responsible by the Manager of Bina Mitra (for plantation aspect), Manager EHS (for the OHS and Environment aspect) and Manager HRD (for Manpower aspect). Sources of information can be obtained from law books or regulations, industry associations (KMSI, SPSI, GAPKI), non-governmental organizations, general information media (radio, television newspapers, internet), related agencies and others.

2.1.3

The certificate holder conducts internal audits annually and is documented through the internal audit activities of ISPO (Indonesian Sustainable Palm Oil) and RSPO that assess compliance with legal compliance related to land legality, best management practices, environment, employment and others. The company shows the results of internal audit, for example on February 12, 2018 at PT PANP. The findings of nonconformities have been fixed in the same month. For example related to the existence of packaging used pesticides used to shunt fuel oil. Corrective action taken is to record and make sure the conductor is returned to the chemical warehouse and then returned to hazardous waste temporary warehouse. Used pesticide used packaging is withdrawn and handed back to authorized officer.

Status: Comply

2.2

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

2.2.1

The Certificate Holder has documents showing land use right as follow:

Land Use Right (HGU)

- PT. AMP Plantation total permitted area is 9,226.40 Ha. This use right is consisting of 6 HGU certificate, among others: HGU Certificate No. 9 Year 1997 (1,334 Ha); HGU Certificate No. 10 Year 1997 (1,340 Ha); HGU Certificate No. 15 Year 2000 (1,300 Ha); HGU Certificate No. 11 Year 2004 (4,360 Ha); HGU Certificate No. 12 Year 2004 (714 Ha); HGU Certificate No. 1 Year 2004 (178 Ha).
- AMP POM total permitted area is 220,990 M². This use right is consisting of 4 HGB certificate, among others: HGB Certificate No 1 Year 1995 (200,900 M²); HGB Certificate No 3 Year 1996 (6,200 M²); HGB Certificate No 4 Year 1996 (4,820 M²); HGB Certificate No 2 Year 1996 (9,070 M²)
- PT. Karya Agung Megah Utama total permitted area 1,250 Ha. HGU Certificate No. 3 Year 1990 (1,250 Ha).
- PT. Primatama Mulajaya total permitted area 1,940 Ha. HGU Certificate No. 1 Year 1998 (1,940 Ha).
- PT. Perkebunan Anak Negeri Pasaman total permitted area 2,036.23 Ha. HGU Certificate No. 1 Year 1992 (1,890 Ha), HGU Certificate No. 1 Year 1989 (130.25 Ha) and Ownership Right (SHM) No. 28 on 1979 (15.975 Ha)

Associated Smallholders

KUD Tompek Tapan Kandis total land certificates are 512 Ha (256 ownership right/*Hak Milik*); KUD Mutiara Sawit Jaya: 220 Ha (110 ownership right/*Hak Milik*); KUD Sandiang Tigo 226 Ha (Traditional Rights or "*Hak Ulayat*")/ 113 ownership); KUD Agro Wira Masang consisting of 810 Ha with status of traditional rights (405 ownership) and 90 Ha as ownership right/*Hak Milik* (45 ownership).

The history of land tenure ownership and the actual legal use of the land are available, including statement of traditional rights or *Hak Ulayat* from their leader or "*Ninik Mamak*".

The CH has have business permit, among others:

- PT KAMU: Letter of Registration of Plantation Business No. 205/Menhutbun-VII/2000 dated March 10, 2000 with a total area of 1,250 Ha; types of commodities: Cocoa. The Company has an opportunity to make sure the commodity type in Plantation Business Registration License of PT KAMU. **OFI**
- PT PMJ: Letter of Registration of Plantation Business No. 206/Menhutbun-VII/2000 dated March 10, 2000 with total area of 1,940 Ha; commodity types is oil palm.
- PT. AMP: Plantation Business License No. 499 of 2008 dated August 8, 2008 with an area of 7,925.42 Ha and the Decree of the Pasaman Barat Regent Number: 188.45/583/BUP-PASBAR/2012, dated 12 July 2012 with area of ± 1,300 Ha.
- PT PANP: Decree of Pasaman Barat Regent no. 188.45/593/UP-PASBAR/2008 dated December 30, 2008 concerning the granting of plantation business permit with an area of 840.65 Ha of oil palm commodity and Decree of Pasaman Barat Regent No. 188.45/466/BUP-PASBAR/2016 dated June 10, 2016 with an area of 130.25 hectares of oil palm commodity.

The CH need to reassure that all cooperatives that have been certified to obtain Certificate of Cultivation Business License. **OFI**

2.2.2

The procedure of maintaining boundary poles there no change with the previous assessment is containing on SOP of "*Pemeliharaan Tapal Batas HGU*" (No. Dok. PRO-BNM-012, Rev.01) on 1 October 2013". Based on field observation to boundary pole at PT PANP and AMP-1 Estate, it is known that the boundary pole has been installed according to coordinates and well maintained.

The CH also shown the Schedule of Maintaining of HGU poles in 2018 which explains that the maintenance activities of the boundary in both the AMP-1 Estate and PT PANP are conducted every 3 months (4 times a year). The maintenance implementation is completed with Minutes of Maintaining of HGU poles for example at PT PANP has done the last maintenance on 07 June 2018.

For Associated Smallholders, there is no boundary pole. However, based on field observation at KUD MSJ and AWM are known that the boundary of the area has been well demarcated by means of roads, dikes and trenches. CH are encouraged to conduct consultations with BPN related to boundary markers of SHM cooperatives. **OFI**

2.2.3

Based on interviews with BPN of Agam district, it is known that there are 3 land disputes that occurred in the period 2017-2018 in PT KAMU. The company has shown the results of the land dispute resolution in the form of Lubuk Basung court decision, among others:

- Court Decision No 42/Pdt.G/2017/PN Lbb on December 13, 2017 with the prosecutor an Nurlaili et al with a land disputes of 400 Ha. With the result of the decision that the lawsuit is invalid and the case is terminated.
- Court Decision No 11/Pdt.G/2018/PN Lbb on March 12, 2018 with the prosecutor an Netri et al with a land disputes of 400 Ha. With the result of the decision that the lawsuit is invalid and the case is terminated.
- Court Decision No 19/Pdt.G/2017/PN Lbb on July 17, 2017 with the prosecutor an Syahrial et al with a land disputes of 850 Ha. With the result of the decision that the lawsuit is invalid and the case is terminated.

2.2.4 & 2.2.5

The Land Dispute Settlement Procedure (No. Doc: PRO-BNM-013, Rev. 02) dated August 23, 2016, has not changed from the previous assessment.

At the time of audit activity there is no indication of land dispute. This is based on the results of field visits and interviews with BPN and surrounding communities. The land dispute has been resolved in accordance with the explanation in indicator 2.2.3. On the CH operational area, there were occupied areas by community. The occupied area is an area that cannot be compensated by the CH because the owner refused to compensate the area.

2.2.6

The policy related to avoiding the use of such violence, threats or acts rudely is containing on WILMAR Policy on December 5, 2013.

The result of field visit at the cultivated area at PT PANP, there is no indication of confrontation and intimidation by the company. All disputes are resolved by involving village officials or through courts in accordance with applicable law.

Status: Comply

2.3

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

2.3.1, 2.3.2, 2.3.3 & 2.3.4

Procedure for Acceptance of Complaints and Dispute Settlement, No. Doc: PRO-BNM-007, Rev. 02, the effective date February 17, 2017, has not changed from the previous assessment.

There is no new land acquisition in the CH. Based on document review and interviews with Village Officer and communities, it is known that the origin of the company areal is customary land of indigenous peoples. The CH can show the handover document of customary land, for examples:

- Handover Letter of Kinali Customary Land Located in Koto Selatan IV Village, Pasaman Sub-District, Pasaman District For Oil Palm Plantation PT AMP Plantation, April 9, 1993, Area of Land ± 2000 Ha.
- Letter of Statement signed by the customary leader of VI Koto Selatan, Langgam Kinali stated that willing to hand over an area of customary land of 2000 Ha is located in VI Koto Selatan Village to PT Pasaman Permai.

This shows that land acquisition is obtained voluntarily from indigenous peoples.

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

Certification Holder has a Long Term Plan for the next 5 years which informs about Area Statement, FFB Estimation Production, FFB Estimation Production, Production Cost, Capital Expenditure, Sustainability Cost, FFB Estimation Cost, Sustainability Implementation Cost, Plantation Development Cost, Capital Expenditure, Buildings, Workers Housing

Requirement, Staff Requirement and Replanting Plan. Based on interviews with management, long-term plans will be evaluated each year as the basis for the preparation of annual budget.

3.1.2

The replanting program is contained in the Long Term Plan that has been prepared by the certification holder. Information about replanting are

Estate	Year (ha)									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
MSJ	-	-	-	50,80	47,60	63,53	56,32	-	-	-
PANP I	-	-	-	-	-	-	47,92	197,44	189,11	-
PANP II	-	-	-	-	-	-	-	-	-	137,00
AMP	452	429	1.019	520	585	307	-	-	-	-

Realization of replanting can be seen in the document area statement. For example, AMP-1 has realized a 441 ha in 2016. After 2016 replanting activities have not been implemented yet due to pending environmental documents and replanting studies. Information from estate staff, managers, research staff, to GM PT AMP for peat areas will not be replanted.

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

procedures for mill and estate have been well documented and cover the main processes. For example:

- **AMP POM**

Procedure (No. Dok PRO-MIL-001 until 008) and No. Dok SOP-MIL-001 until 028.

- **Estate**

PRO-EST-001 sd 008 dan SOP-EST-001 s/d 025.

KUD MSJ and AWM in daily operations refers to main estate procedures. SOPs are relevant and cover all operational activities in the plantation as well as at the plant starting from land clearing, seeding, harvesting, fruit processing, to supply chain.

At the time of Recertification there are OFI related to harvesting intervals that reach 25 days on February and 15 days in March. At this time (On ASA 1.1) the harvesting interval is in normal condition (8 – 10) days. For example in block 4 of Division 1 of PANP and Block 2AB of KUD MSJ are known the FFB in harvesting platform is still fresh. There were no overripe fruits and loose fruits in the samples taken. In addition, the FFA value in the factory is also in the normal range.

Based on the description above, it can be concluded that the certification holder has made improvement progress to normalize the harvest interval. The correlation is the quality of the fruit and the value of the FFA.

4.1.2 & 4.1.3

Routine internal monitoring is carried out by supervisory levels ranging from the foreman, division assistant, to the manager of the estate. While the annual supervision performed by the internal audit team. In accordance with Internal Audit Procedures (PRO-GEN-003) internal audit is conducted every 12 months. any findings in the internal audit should be documented and certified. Non-compliance and corrective actions are included in the Problem Identification Corrective Action (PICA) sheet. The internal audit for AMP POM was last implemented in April 2018.

Records of measurements and monitoring conducted internally among others :

- Problem Identification Corrective Action (PICA) AMP POM dated June 26, 2018. There are 14 nonconformity and all have been fulfilled
- List of non-conformities Internal Audit RSPO, ISPO, and ISCC AMP POM dated February 07, 2018. There are 45 nonconformity and all have fulfilled
- List of RSPO Internal Audit of PT PANP there are 15 nonconformity and all of them are stated to have been fulfilled

- Internal Audit Field dated February 12, 2018 on AMP-1 and PANP. Assessment includes the quality of the harvest and the quality of upkeep and housing infrastructure.

Records of corrective actions are present on each sheet of nonconformity. For example, correction on non-compliance of internal audit results of RSPO PT PANP for indicator 4.6.6 on the existence of packaging of pesticide used to disperse fuel oil. Corrective action is done by logging and ensuring the jerry cans are returned to the chemical warehouse and then returned to temporary hazardous waste storage. Used pesticide packaging is withdrawn and handed back to authorized officer

4.1.4

Based on basic info data known FFB supplier data from other sources as follows :

- AMP 2 PLS
- AMP 3 PLS
- PMJ PLS
- PANP Batang Biyu
- PHP PLS
- GMP PLS
- SPS

Cooperation agreement :

- November 30, 2012. Between PT AMP Plantation with KUD Agro Wira Masang The agreement period is one cycle of oil palm plantation.
- Cooperation Agreement number 299 / AMP-DIR / PK-X / 2001; 05 / KOP-PS-BST / X / 2001 dated October 11, 2001 between PT AMP Plantation and Koperasi Plasma Sawit Bukit Sandung Tigo.
- Number 200 / AMP-DIR / PK-XI / 94; No. 01 / Koptan Tompek / XI - 1994 dated 29 November 1994 between PT AMP Plantation with Kelompok TaniTompek
- No. 219 / AMP-DIR / PK-X / 9-KUD dated 24 October 1997 between PT AMP Plantation and KUD Mutiara Sawit Jaya.

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

Soil fertility management arranged in SOP Estate manuring section. Based on field observation to block 1 of PANP' 1st division at the time of ZA manuring. employees have understood the manuring technical based on procedure and safe working methods. fertilization is done in accordance with recommended doses using calibrated bowl. The dose of the ZA application is 1.75 Kg/palm tree

Employee awareness in the use of PPE has been applied well, such as gloves, apron and mask. After working the PPE used washed and stored in washing room. Sacks of fertilizer were collected and returned to the warehouse. mplementation of the work is always monitored by levels of supervision ranging from the foreman, field assistant, to the head of the estate.

4.2.2

Records of manuring are in the daily monitoring of the foreman in the Activity Book of the Mandor which will then be recorded into monthly fertilizer use. The result of field visit to block 1 Division 1 of PANP known fertilization has been done in accordance with the recommendation of 1.75 kg / tree. The application area is 21.50 ha and the total fertilizer amount is 5.1 tons

In the recap monthly fertilization can be known the use of fertilizer per ton of FFB in January – May 2018 include:

- AMP – 1 : MOP (0.00113 ton/ton FFB); NPK (0.02683 ton/ ton FFB); Borate (0.00013 ton/ton FFB); RP (0.00129 ton/ton FFB)
- PANP : NPK (0.02771 ton/ton FFB), Borate (0.00041 ton/ton FFB), RP (0.0095 ton/ton FFB)

KUD MSJ and AWM in the period of 2018 have not realized the fertilization because it is still focused to do the treatment of the circle. the implementation of fertilization is planned to begin in August.

4.2.3

Soil and Leaf Analysis Procedure (PRO-EST-008) dated 01 October 2014 stated that the leaf sampling was carried out once every year while the soil samples were conducted 5 to 10 years according to the recommendation of the research team.

Certification Holder has carried out soil sampling and leaf samples. AMP-1 was implemented on March 2, 2018. While PANP was on May 19, 2017. LSU was implemented by EMU R & D laboratory of Wilmar International Plantation with parameters tested Macro (%): N, P, K, Mg, Ca. Micro (ppm): B, Cu, Zn.

PANP soil samples were last implemented in April 2016. While for the last AMP is done on June 15, 2015. The parameters tested include ph, C-Org, Cu, Zn, Mn (ppm). LSU and SSU are implemented by EMU Laboratory Wilmar International Plantation. In addition, in the semi-detailed soil survey document carried out by Param Agricultural Surveys (M) SDN.BHD in 2008 there is also information on the implementation of soil sampling for AMP-1. AMP 2, AMP 3, and PANP. Scope of assessment includes MSJ and AWM plasma plantations.

4.2.4

Nutrition recycling strategies implemented by the certification holder include applying the Empty Fruit Bunch and POME as organic fertilizer to improve the soil's natural condition. Records of the implementation and monitoring of the utilization of EFB and POME among others can be seen from the monthly recap of EFB and POME as follows

- POME
From July 2017 to June 2018 has been applied as many as 288,394 m3. Application blocks are 6B and 6C, 8A - 8C, 7A - 7C, and 11A - 11D.
- EFB
EFB application to the estate period July 2017 until June 2018 amounted to 4,907.87 Ton

Based on field observation to block 12 B AMP-1 and block 2 of Division 1 PANP Empty Fruit Bunch applications for immature were placed on the circle while on mature were applied in the interrow. Applied dose is 40 ton / ha or 300 Kg / palm tree. Field visit to Block 8A AMP-1 at the time the POME app has been properly done and monitored by the foreman's app. The observed flatbed is in good condition and there are no signs of overflow / pollution. Application is done by leaving the last 3 flat beds (in one lane) in anticipation of overflow in case of rain

Status: Comply	
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4.3

Practices minimize and control erosion and degradation of soils.

4.3.1 & 4.3.2

Certification Holder has conducted a semi-detailed soil survey conducted by Param Agricultural Soil Surveys (M) SDN.BHD in 2008. The scope of the survey includes the main estate and plasma. In the document there is a map of the type of soil that informs the distribution of land types for each estate. From the map it can be seen that including the fragile soil is the peat area in AWM area of 498.3 ha and the PANP area of 1,200 ha.

Management's strategy for planting on the slopes is by making contour terrace and individual terrace. Based on field observation to block 3 division 1 PANP in area with certain slopes, the contour terrace was constructed. As a soil and water conservation strategy such as by preparing the frond on the edge of the terrace and let the *Nephrolepis sp* grow.

4.3.3

Certification Holder has a 2018 road program and road maintenance document completed with maps. Based on observations to the location of the audit sample (AMP-1, PANP, MSJ, and AWM) it is known that the road condition is still in good condition and can be easily passed. On the part of the road that is slightly damaged and perforated stacking with rocks then given the ground.

- AMP-1 : Realization of collection road maintenance up to April 2018 along 400 m while for realization of road maintenance in May 2018 is all along 1,429 m

- Agro Wira Masang cooperative: Realized road maintenance manually in block 5C by making water rope and repair spotting damaged roads with stones

4.3.4

- Subsidence pole and Water Level

PANP

Number of Subsidence pole /block	1/1	2/3	3/6
1st Data Retrieval Date	23 March 2017	23 March 2017	23 March 2017
Decrease (cm)	0	0	0
2nd Data Retention Date	23 September 2017	23 September 2017	23 September 2017
Decrease (cm)	0	0	0
3rd Data Retrieval Date	7 March 2018	7 March 2018	7 March 2018
Decrease (cm)	4	3	3

Subsidence pole has been equipped with GPS coordinates and given a fence to avoid damage. Measurement of decline is done every 6 months. Water level measurement is done once a week. Based on the document review of the water level of PT PANP. During the period January to June 2018 the water level is always in the range of 55 - 57 cm.

Agro Wira Masang

Based on the field observation to block 5c is known the water level is at 60 cm. AWM water level document stated in January - June 2018 period the water level ranges 65 to 68 cm. Locations in blocks 2E and 5C. For subsidence pole Measurement date June 7, 2018 block 2E 1cm and block 5C 1.3 cm

The management of the ground cover is by spray selective weeds. Nephrolepis is allowed to grow in the interrow or on the intercrops other than on the circle with the aim of helping maintain soil moisture

4.3.5

Based on document of realization of replanting, it is known that replanting activity was last performed in 2016. For this assessment, there is no replanting on peat area. based on the replanting program, it is known that replanting activities in 2019 are not done in the peat areas.

4.3.6

Based on soil type map and semi-detailed soil survey, it is known that the marginal area of KUD Agro Wira Masang and PANP is peat. While on AMP-1 and KUD MSJ there is no peat area. Management of peat areas is to keep the water level in the range of 50 - 70 cm and to install a subsidence pole to determine the decrease of peat surface. In the sloping area as found in block 3 of PANP division 1 is treated by making terrace and arranging frond on the edge of the terrace.

Status: Comply

4.4

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

4.4.1

Water sources identification and management plan are listed on 2017 water management document. These document describe the water source identification, POM and estates water usage monitoring & efficiency, and catchment area protections.

CH has implemented water management plans as indicated by documentary evidence along with field visits, for example:

- CH has provided drinking water depots for workers and community with low price
- Carry out the recording of water discharge used per ton FFB
- Conduct testing of river water quality, waste water, and etc
- Establish the boundary area of the application of the chemical at the river border
- Enriching the river border
- Etc

4.4.2

CH has a river border management procedure - the riparian belt described in the procedure (SOP-GEN-018, Rev 04, date of effect December 28, 2016) approved by GEM. River border protection include: marking the river border area in the form of yellow paint on live plants; not doing spraying and fertilizing applications, planting trees and allowing the area at the time of replanting.

There are several activities that the company has undertaken as a form of protection against riparian areas based on field visits, such as:

- Installing a hunting ban plank, HCV area plank, prohibition of chemical application and fertilization.
- Not doing chemical application in the HCV area with distance \pm 100 meter (big river)
- Conducting border marking of management area (application of chemicals) with yellow color mark
- Enriching by planting mahogany plant (blocked 3)

Ensure the buffer zone that has been eroded to the relevant agency. (OFI)

In addition, CH also conducts water quality testing of the river every 6 months contained in the RKL-RPL implementation report. The results of testing the quality of river water based on regulation No. 82 year 2001 for Class II as follows:

Test Parameters	Standard	Results			
		Upstream B. Anggang River	Downstream B. Anggang River	B. Masang River (AMP 1)	B. Masang River (AMP 3)
TSS	Max. 50	16	11	24	424
pH	6 – 9	7,89	7,71	8,06	7,83
BOD	Max. 3	0,38	0,11	0,76	0,88
COD	Max. 25	11	2	2	18
DO	Min. 4	6,62	6,4	6,84	6,47
Nitrit	Max. 0,06	0,052	0,041	0,045	0,224
Oil and Fat	Max. 1	0,8	0,8	0,4	0,8

4.4.3

Mill effluent produced by AMP POM processed at waste water treatment plant (WWTP) before it discharged to AMP 1 estates as land applications based on decree of *Dinas Penanaman Modal Pelayanan Terpadu Satu Pintu dan Ketenagakerjaan* of Agam Regency No. 1 year 2018 dated 6 April 2018

Waste water quality testing document review shown for Oct 17 – May 18 all of waste water testing parameters are compliant to the standards quality, and all of waste water management and monitoring has been reported to related institutions for regular basis per 3 month. Field visit results in the block 8 B division I AMP 1 it was known that waste water has been flowed to the block in accordance with Land Application license owned. In addition, based on visits in the area of WWTP and LA there is no indication of leakage of liquid waste.

4.4.4

Water usage monitoring was done periodically and recorded, for example on May 2018 FFB processed 39,392 mt, water usage 54,040 m³, and water usage eficiency was 1.37 m³/tonne FFB processed. Observations on AMP POM water treatment plant found monitoring for raw and process water usage was done by officer periodically.

The results of the field visit found that there were 4 flow meters consisting of:

- Flowmeter of water entering the WTP
- Flowmeter of water entering the boiler
- Flowmeter of water entering the process
- Flowmeter of water entering to the housing

From the results of the field visit, it was known that the flowmeter to the boiler and process have been damaged (2 days). However, officers can still record the total debit of water entering the WTP. The company has shown the progress of

improving the flow meter to the auditor team		
	Status: Comply	
4.5		
Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
4.5.1		
<p>The pest management plan is contained in Pest and Disease documents created by P & D staff. The original species being introduction is an Barn owl. Certification holder also planted benefecial plant from turnera and antigonon leptosus as seen along CR and MR AMP-1, PANP, KUD Agro Wira Masang, and KUD Mutiara Sawit Jaya.</p> <p>With the implementation of IPM is expected to reduce the use of pesticides. There is no prophylactic use. Pesticides that appear to be reduced are brodifakum which since 2017 has no more use. However, if at any time the level of rats infestation back above the threshold of control, then brodifakum will be reused.</p> <p>summary of the EWS census stated for Palm Leaf Eating Caterpillar, Rats, and Termite pests in both PANP, AWM, and AMP-1, and MSJ is still below the threshold of control. While ganoderma investment in AWM block 1 (8.17%), block 2 (12,90%), block 3 (19,33%), block 4 (25,50%), block 5 (13,29%). The economic threshold is 5% so the recommendation issued by the P & D team is to conduct a census of detail and control both biologically and manually. PPC applications are recommended along with replanting before new plants are planted.</p> <p>Oryctes attacks on AMP-1 Blocks 1,2,5,6,7,8,18,19 & 21 are above the economic threshold. Recommended controls: Manual and Chemistry (take larvae, Pupa and Imago, instalation of ferotrap Recommended chemicals: Methyloctanoate Time of control implementation June - August 2018.</p> <p>Evaluation of the recommendation result of the control will be conducted three months after application in August 2018. Based on interviews with P & D staff known specifically for gamoderma pest control is carried out simultaneously on the implementation of replanting. For the current condition of the activities undertaken is to inventory the palm tree amount of attacked and then given a red cross.</p>		
4.5.2		
Socialization of IPM and Training of Spraying Officer		
<p>AMP-1, PANP, MSJ, AWM: Dated 08 November 2017 followed by 20 people. Presented by plant pest and disease officer . Discuss about EWS census, Detail Census, Introduction control of pests and disease.</p> <p>AMP-1: April 20, 2018. Training of spray calibration and spraying techniques. Followed by 9 spraying officer. Based on interview to IPM officer, it is known that the worker has been given training related to Pest & Disease and can explain how to do census according to SOP.</p>		
	Status: Comply	
4.6		
Pesticides are used in ways that do not endanger health or the environment		
4.6.1		
<p>Certification holder policy on safety in using chemicals one of them can be seen from the existence of HIRAC documents that manage risk analysis and controlling for workers who handle chemicals. In addition, with routine briefing at every morning briefing to every employee on the security of working directly increases the employee's understanding for safe work.</p> <p>Selective use of products is contained in SOP Plant Pest and Disease control which in the SOP has explained the types of controlled pests and recommended material recommendations. For example Glisat 480SL, Isopropylamine Glyphosate 480 g / l active ingredient for controlling broadleaf weeds and narrow leaf weeds.</p> <p>With the application of IPM, the right pesticide application of timely and precise dose, and rotation in the use of pesticide active ingredients is one way to avoid resistance. Based on field observation to the 5AB block of KUD Agro Wira Masang and block 2 of Division 1 of PANP it is known that the spraying worker has been carried out in accordance with the</p>		

procedure eg circle and path spraying using glifosat mixed with methyl metsulfuron. Dose per knapsack is 120 cc. For each 10 Liter water.

List of Used Pesticides

Trademarks	Active Ingredients	Target Organism
Tiara	Methyl Metsulfuron	Broad leaf weed
Becano	Indaziflam	Broad leaf weed
Basta	Amonium Glufosinat	narrow-leaved weeds
Glisat	Glifosat	narrow-leaved weeds
Glinat	Amonium Glufosinat	Broad leaf weed

4.6.2

The pesticide application program is listed in the annual work plan which is then detailed into a monthly work plan and daily work plan. Records of the use of pesticides shown are as follows:

- PANP (May 2018)

Garlon 480 EC (Triklorpir butoksi etil ester)	
Applied land area (ha)	8.9
Number of pesticides (liter)	1
Active ingredients used (liter)	0.67
a.i/ha (l/ha)	0.075281

- April 2018

Glysat 480 SI (Glyphosate)	
Applied land area (ha)	37.98
Number of pesticides (liter)	65
Active ingredients used (liter)	1.71
a.i/ha (l/ha)	31.2
Applied land area (ha)	0.821485

4.6.3

With the implementation of IPM as described in indicator 4.5.1 is expected to reduce the use of pesticides. There is no prophylactic use on pesticide. The use of pesticides for pest control has been minimized in accordance with the results of the census. For example, the use of brodifakum for 2017 and up to June 2018 is nil because in that period there is no rat infested that exceeds the threshold.

4.6.4

Certification holder can show a complete list of pesticides belonging to the category of world health agencies (WHO) class 1A or 1B. Commitments related to the reduction of the use of WHO pesticides class 1A and 1B in particular are listed in the Wilmar Policy (No Deforestation, No Peat And No Exploitation) released on December 5, 2013, which states "The use of pesticides categorized by World Health Organization (WHO), Class 1A or 1B as set forth in the Stockholm or Rotterdam conventions shall not be used unless under certain circumstances or emergency conditions. Parakuat use is prohibited".

At the time of the ASA-1 audit, there was no use of WHO 1A and 1B pesticides. Parakuat was last applied in 2016 same as brodifakum. Based on field visits to the AMP-1 chemical warehouse and PANP warehouse stocks are the same as those listed in the warehouse card. KUD AWM and MSJ in storing the chemicals come entrusted to the main estate warehouse.

4.6.5 & 4.6.9

Based on field observations and interviews with herbicide applicators at KUD Agro Wira Masang, PT PANP and AMP 1 on herbicide application activities, it is known that herbicide applicators have received training on herbicide handling. This is reinforced based on the results of the document review, for example training on safe herbicide application work, on 16

March 2018 at PANP attended by 26 sprayers. The materials described are related to chemical hazards and things to keep in mind in order to avoid accidents while working. Herbicide applicators have been equipped with PPE in the form of face shield, mask, apron, rubber gloves and boots in accordance with the results of risk analysis and product label/ MSDS. The foreman of spraying has been equipped with a first aid kit that can be used in case of accident work. In addition, the foreman also has provided a warning board on the block that applied pesticides to others know that there is spraying activity in the block. Based on field observation in PPE storage area, work tools and washing and chemical warehouse is known there is a chart / groove handling pesticide installed on the wall. In addition, MSDS is also installed in pesticide warehouses, in mixing tanks in the field and the foreman also carries MSDS materials used.

4.6.6

Based on interviews and field visits at AMP1 and PANP chemical warehouses, chemicals are placed in special warehouses arranged according to size, type and have been equipped with MSDS, spill kits, first aid boxes, cleaning place and embankments. Warehouse in and out access is held only by the warehouse responsible. Any interested to enter the storage warehouse must be accompanied by the responsible warehouse. All storage pesticide used are stored in Warehouse Temporary Hazardous Waste, which will then be delivered to the licensed hazardous waste collecting and transporter (PT Shali Riau Lestari). The results of observations at the housing workers AMP Estate, PANP Estate and AMP POM not found pesticide used for other purposes such as bins, flower pots, etc.

4.6.7

The certificate holder has a pesticide application procedure such as in pesticide use procedure document, PRO-EST-005 number, revision 00, valid date June 1, 2014, which explained that the use of pesticide must be right type, right dose, right on target, right on time, and guided by MSDS. In addition, the mixing of pesticides with water is done in a special place (mixing tank) provided with due regards the instructions for using pesticides present on the packaging label.

Based on interviews with herbicide applicators at *Koperasi Unit Desa Agro Wira Masang*, PANP and AMP 1, it is known that workers applying herbicides have received training related to herbicide handling. Based on the results of field visits on the units, it is also known that the herbicides are mixed in the mixing tank. Mixing into the tank is done in the laundering warehouse and storage of personal protective equipment provided by the company.

4.6.8

Airborne pesticide applications have never been done. This is based on the review of annual corporate work plan documents and information obtained from the supervisory board to PT AMP, PT PANP, and associated small holders

4.6.10

The certificate holder has SOPs related to waste disposal including *SOP Pencucian Kemasan Bekas Racun dan Bekas Pupuk serta Pengelolaan Air Limbah Bekas Pencucian*, *SOP Pengendalian Limbah Bahan Berbahaya dan Beracun* and *Sumber Polusi, Emisi dan Penanganan* document. The procedures in between explain that waste disposal should be recorded, filed and stored in a licensed temporary storage place and handed over to licensed waste collectors and report them to the relevant agencies.

The procedure has also been socialized to workers, such as socialization dated June 26, 2018 regarding the hazardous use of pesticide / chemical containers and proper disposal of waste at the muster morning at PANP was attended by 24 participants.

The certificate holder shows evidence of proper disposal of waste disposal such as the hazardous waste handover to the collector and waste transporter of PT Shali Riau Lestari, for example on March 9, 2018, for 60.5 kg contained containers (AAO 0010782 manifest number).

4.6.11

The certificate holder has a *Prosedur Pemeriksaan Kesehatan Tenaga Kerja*, document number PRO-KLK-002, dated April 17, 2017, which explains the special examination of the worker associated with the pesticide is done 2 times a year.

The certificate holder shows the document of the Periodical Health Check Report of PT AMP Plantation March 2018 in collaboration with the West Sumatra Provincial Manpower and Transmigration Office. Examination includes Cholinesterase examination on 7 - 8 March 2018. The results of Cholinesterase in serum blood as follows:

- In AMP I, it is known from 66 workers examined (25 pesticide operators), all of which are stated in good health.
- In AMP I Plasma 3 (KUD Mutiara Sawit Jaya), it is known from 6 pesticide operators examined, all declared in good health / normal.

- In AMP II Plasma 2 (KUD Agro Wira Masang), known from 25 workers examined (8 pesticide operators), all declared in good health / normal.
 - In PANP, it is known from 38 workers examined (14 pesticide operators), all of which are stated in good health.
- Based on the results of interviews with herbicide applicators at KUD Mutiara Sawit Jaya, KUD Agro Wira Masang, PANP and AMP1, stated by the worker that so far there are no health complaints such as itching and allergies when doing herbicide application.

4.6.12

The certificate holder has an internal memorandum document number 54 / Mem-GEM / Int / VII / 2010 dated June 27, 2010 on the prohibition of spraying and fertilizing work for pregnant and breastfeeding women. The memo explains that pregnant and breastfeeding women workers (according to doctor's information) are prohibited from doing chemicals and transferred to other non-chemical jobs.

The certificate holder has a *Prosedur Pemeriksaan Kesehatan Tenaga Kerja* (Labor Inspection Procedure), the document number PRO-KLK-002, dated 17 April 2017, which explains the examination of female chemicals-related labor performed once in 2 months.

Based on interviews with female herbicide applicators at KUD Mutiara Sawit Jaya, KUD Agro Wira Masang, PANP and AMP1, it was stated that the workers had been given socialization regarding these two matters.

The certificate holder represents the Health Checkup Document Result of Female Workers Related to Chemicals, for example for April 2018 period, it is known that there are no pregnant or breastfeeding workers in AMP1 and KUD Mutiara Sawit Jaya. The certificate holder also shows evidence that female workers who are pregnant or breastfeeding are not allowed to handle pesticides such as in AMP 1 decree number 137 / SK-PGA / I / 2018, dated January 29, 2018 on the mutation of female spray workers to manual handling activities due to the concerned being pregnant.

Status: Comply

4.7

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

4.7.1

KUD Mutiara Sawit Jaya and KUD Agro Wira Masang has a Health & Safety Policy approved by Chairman of KUD on September 2010. PANP and AMP1 has a Health & Safety Policy approved by Company Head on May 22, 2015. The policy had been disseminated to employees, for example, on May 22, 2018 to 12 participants socialized policy delivered by EHS Team in KUD Mutiara Sawit Jaya. Based on interviews' with the harvester, sprayer and fertilizer, it is known that the policy has been understood by the workers and the workers understand the principles of how to work safely.

The certificate holder also has plans related health and safety work in the workplace, including related training (eg First Aid training, OHS for Contractor, safety standards), Fire Management System (monitoring of fire extinguishers, simulation), OHS monitoring (accident reporting & work, periodic checks, etc.) and the environment.

The certificate holder shows proof of the implementation of the OHS program in 2017, including the document of the Regular Health Check Report of PT AMP Plantation November 2017 in collaboration with the Hiperkes and Occupational Safety Office of the Manpower and Transmigration Office of West Sumatra Province. Based on the document, it is known there are 14 workers in AMP POM who experienced hearing loss. The certification holder has performed an evaluation by referring the worker who has decreased hearing function to ENT specialist (Auris Sentra Pendengaran). Of the 14 reexamined, 7 workers were expressed within normal limits and 7 NIHL (Noise-Induced Hearing Loss). Of 7 people, 1 person was expressed due to ear anatomy and 6 under mild distress conditions and controlled with use of ear muffs. The certificate holder has given ear muffs to workers who have hearing impairments.

4.7.2

The certificate holder has an actual document of *Identifikasi Aspek dan Evaluasi Dampak Lingkungan serta Analisa Bahan dan Resiko Keselamatan dan Kesehatan Kerja* for mill, estate and KUD operations for the period of 2018. The document is prepared by a team of companies by identifying potential hazards and risks, then proceed to assess the risk level and risk control until risk is tolerated. If an accident occurs in the field, it will be considered in risk control to prevent future accidents.

Based on the results of field observations in chemical warehouses and toxic mixing sites there is an MSDS that is placed as a guide in the handling of chemicals.

Based on interviews with spraying workers it is also known that the foreman in the field understands the procedures in case of work accidents as well as instructions in the MSDS each product has been applied to the employees. The PPE provided by the company refers to the product label / MSDS or risk assessment, for example for herbicide applicators have been equipped with PPE in the form of face shield, mask, apron, rubber gloves and boots in accordance with the results of risk analysis and product label/ MSDS.

4.7.3

The certificate holder has a *Prosedur Pengadaan Alat Pelindung Diri* document, document number PRO-GEN-018, revision 00, dated 1 Juni 2017, which explains the provision of PPE refers to the matrix of scheduling the replacement of PPE, but if the damage to PPE due to work risk can be done with the evidence of investigation of damage to PPE. The results of field observations in mill, estates and KUD as well as interviews with workers, it is known that the certificate holder has provided PPE and has been given safe work practices training. The certificate holder shows the proof of the handover of PPE, for example AMP 1 dated January 2018 providing safety shoes for 11 harvest workers. The PPE provided by the company refers to the product label / MSDS or risk assessment, for example for herbicide applicators have been equipped with PPE in the form of face shield, mask, apron, rubber gloves and boots in accordance with the results of risk analysis and product label/ MSDS.

The certificate holder has also undertaken safe work-related training on harvesting activities, for example on January 29, 2018 which was attended by 25 harvests by speakers by OHS Expert and among others explained related to harvesting (harvesting distance) so as not to be exposed to palm oil pollen.

4.7.4

The certificate holder has a *Panitia Pembina Keselamatan dan Kesehatan Kerja/ P2K3* (Guiding Committee of Occupational Safety & Health) organization related to the implementation of occupational health and safety in the workplace. PT AMP indicate endorsement of the latest P2K3 structure authorized by the Department of Labor and Transmigration of West Sumatra province, on May 24, 2018. PT PANP also indicate endorsement of the latest P2K3 structure authorized by the Department of Labor and Transmigration of West Sumatra province, in June 2018. The Secretary P2K3 each structure is OHS General Expert. However, for the current PANP license period OHS General Expert is in the process of extension in accordance with a letter from CV. Mitra Karya Padang, dated January 8, 2018. This becomes **OFI**.

P2K3 meetings are conducted monthly with discussions related to occupational health, safety and welfare. For example, in the AMP, on January 31, 2018 attended by 43 participants with discussions on periodic health checks in accordance with the type of work and fogging in the housing environment of core employees and plasma.

Based on the results of interviews with the Harvest Foreman at KUD Mutiara Sawit Jaya and the foreman at KUD Agro Wira Masang, it is known that the people are usually invited and present to participate in the P2K3 meeting.

4.7.5

The certificate holder has procedures for handling workplace accidents and emergencies, including *Prosedur Tindakan Keadaan Darurat*, document number PRO-GEN-014, valid date October 1, 2013 (revision 2). Procedures include explaining the handling of emergency situations that fire land, forest, housing and factories. There is also a *Prosedur Pelaporan dan Penyelidikan Kecelakaan dan Pencemaran Lingkungan*, document number PRO-GEN-015, which explains how reporting and investigation.

Based on the results of field observations and interviews with workers in the field, it is known there are workers who have experienced work accidents such as exposure to palm oil pollen. Then, the certificate holder shows the *Form Notifikasi Kejadian* document for the accident that describes the time of the incident, the location, the name of the victim, the affected body part, the day lost, the translation of the event, the cause, and the corrective plan. Corrective actions taken by the certificate holder include by providing safe harvesting practice training and inspecting the use of PPE.

The certificate holder provides first aid facilities for the building or for mobilization in the field according to *Prosedur Pertolongan Pertama Pada Kecelakaan*, document number PRO-KLK-004. Based on the results of field observation and

interviews with the workers / supervisors at the KUD Mutiara Sawit Jaya, KUD Agro Wira Masang, AMP POM, PANP and AMP1, it is known that each activity has been equipped with first aid kit and bags and the person in charge or the foreman has received first aid training.

4.7.6

Based on the results of interviews with workers in KUD Mutiara Sawit Jaya, KUD Agro Wira Masang, AMP POM, PANP and AMP1, stated that workers get medical services from certificate holder in the form of clinic facilities. In addition, they have also been enrolled in the *Badan Penyelenggara Jaminan Sosial/ BPJS* (Workers Social Security Agency) Health and Employment program. This is in accordance with the *Rincian Iuran Tenaga Kerja* document (listing the Details of Employee Contributions) for BPJS Health and Employment. So also with contract workers, based on the results of interviews with contract workers EFB application in AMP1, stated that contract workers get medical services at the certificate holder clinic which is also a clinic *BPJS Pratama*.

The certificate holder has shown proof of payment of BPJS Employment and Health, for example for May 2018 period for KUD Mutiara Sawit Jaya, KUD Agro Wira Masang, AMP POM, PANP and AMP1.

The certificate holder represents documents related to *BPJS* Employment's claims, for example for an accident of employment of AMP1 employees on May 10, 2017. The documents shown in relation to the claim process include membership card, *Laporan Kasus Kecelakaan Kerja Tahap I* (Work Accident Report Phase I), *Laporan Kasus Kecelakaan Kerja Tahap II* (Work Accident Report Phase II), sickness certificates from company doctors, work attendance list and *Penetapan Jaminan Kecelakaan Kerja* (Work Accident Insurance Decision) documents on behalf of the person concerned. The claim process is now complete.

4.7.7

The certificate holder has monitored workplace accidents for the period July 2017 through June 2018 and analyzes the time lost by accident. Over the past 12 months, there were 318 lose time accidents in AMP 1 (including KUD Mutiara Sawit Jaya), 115 in AMP II (included in KUD Agro Wira Masang), 54 in AMP POM and 65 in PANP.

Status: Comply

4.8

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

4.8.1 and 4.8.2

The certificate holder has a training program of 2018 in which there are several types of training including:

Estate and Associates Smallholders

- Harvesting and sortation techniques
- Fertilization techniques
- Spraying technique
- Firefighting / emergency response
- OHS and Environment
- First aid
- etc

Mill

- Mill maintenance
- Firefighting / emergency response
- OHS and Environment
- First Aid
- Socialization of Company Policy
- Socialization of ISCC/SCCS/RSPO/ISPO
- Socialization of Collective Labour Agreement
- etc

The certificate holder can also show the realization of the implementation of training programs that have been conducted include:

- First Aid Training in AMP POM Estate on 27th March 2018 which was attended by 59 workers.

- Spraying Training in AMP 1 Estate on 30th January 2018 which was attended by 9 workers.
- Spraying Training in KUD Mutiara Sawit Jaya on 30th May 2018 which was attended by 6 workers.
- Socialization and training for Firefighting/Emergency Response in AMP POM on 31th May 2018 was attended by mill workers and local contractors.

The Company has a database for each worker who has followed the training courses provided by the company and is well documented, including:

- Maniur S Tambunan have attended training steam trap tools and boiler operator training in 2018
- Asnah attended first aid training, socialization of company policy, manuring training, socialization of gender in 2018
- Desi attended manuring and spraying training, hazardous waste management training and emergency response training in 2018

Based on the results of field observations and interviews with estate workers (harvesting and spraying) it is known that workers have understood their work procedures, duties and responsibilities in accordance with existing procedures.

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

CH has an environmental impact assessment document, as follows:

- PT AMP 1, 2 & 3 has environmental document (DPL, 2007) approved by relevant agency. Total area 7,748 ha and processing capacity 80 tFFB/hour (Governor's decree of SUMBAR number: 660-18-2007). PT AMP 1, 2 & 3 has new environmental document (DELH, 2018) with total estate area 7.926,42 ha and mill 22,099 ha (Governor's decree of SUMBAR number: 660-5-2018).
- PT PANP has environmental document (DPPL, 2009) approved by relevant agency (Government District's decree of PASBAR number: 188.045/184/BUP-PASBAR-2009). Total area 2.020,25 ha.
- AWM & MSJ has Identification of Aspect and Evaluation of Environmental Impact and Material Analysis and OHS risk with no. document FRM-GEN-017 dated January 1, 2015 which was reviewed on April 25, 2017.

OFI

- Ensure Reporting of Environmental Management and Monitoring Plan in accordance with the latest PT AMP Environmental Documents.
- Ensure environmental permit progress for KUD AWM and MSJ.

5.1.2

Implementation of environmental management has been conducted in accordance with the matrix environmental management plan (RKL). Based on field visit, known that company has implemented the management plan in accordance with RKL-RPL. For example : Management of plantation drainage, road hardening, setting clear boundaries on the river border, equipping employees with PPE etc. The results of environmental management plan (RKL) semester 2 year 2017 have been reported to environment agency. CH has demonstrated the identification of aspects and evaluation of environmental impacts as well as the analysis of materials and OSH risks for KUD MSJ and AWM which have plans for management of those impact aspects. However, it has not been able to show evidence of the implementation report of the management plan that has been done. **It becomes NC no. 2018.01 with a minor category.**

5.1.3

CH has conducted environmental monitoring as outlined in the Report of the Environmental Management and Monitoring for regular basis. These report described realization of monitoring and management of the environment in accordance with environmental parameters in the RKL/RPL. Public consultation with Environmental agency of Agam indicate that the company has made environmental management and there is no issue of pollution caused by the company's operational activities. Based on document verification, the result of environment monitoring is no exceed from the quality standard. CH has demonstrated the identification of aspects and evaluation of environmental impacts as well as the analysis of materials and OSH risks for KUD MSJ and AWM which have plans for management of those impact aspects. However, it has not been able to show evidence that there are environmental monitoring plans and implementation reports. **It becomes NC No. 2018.02 with a minor category.**

Minor 5.1.2	Status:	
Minor 5.1.3	Non-conformity No. 2018.01 with Minor category	
	Non-conformity No. 2018.02 with Minor category	

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

Certificate Holder has conducted HCV assessment contained in PT AMP's HCV Identification Report in 2010 conducted by Aksenta. The HCV identification assessment was performed for the scope of AMP Units of 10,351.10 and 5,060.9 for plasma. Similarly with PT AMP, PT PANP has identification HCV document on Dec 2010. HCV document also includes a list of common wildlife identified in the area. Evidence that HCV assessment has been performed by involving affected parties is contained in annex of HCV document

The company has determined the area of HCV which refers to the HCV identification document owned, among others:

Unit	Area HCV Actual (ha)
PT AMP	220.51
PT PANP	7.24
PT KAMU	83.43
Total	311.18

5.2.2; 5.2.3

To provide protection against RTE species, management unit has made the hunting ban signboard, patrolling, doing rehabilitation of riparian as habitat and report to relevant agencies if there is a protected flora and fauna. CH also conducted a periodically monitoring every month for HCV areas, species monitoring, and wild hunting by HCV officer.

Based on field observation for example block 3 division 1 AMP 1 and block 3 D MSJ, known that company has conducted river riparian management, such as:

- There is a boundary that shows high conservation value areas
- There is signboard of forbidden to hunt.
- The sign for the prohibition of spraying and fertilizing
- Results of interviews with workers are known that they know about the mechanism of managing the riparian. Around the river border should not spray and fertilize which marked with yellow sign. Workers also understand about the animals that are prohibited from hunting, and forbidden to electrocute in the area of the river.

5.2.4

CH have established HCV management plan, and implemented it well. All of records for monthly patrols on each estate are available and verified by auditors. For example patrols summary results for June 2018 on PT PANP found *Siebenrockiella crassicolis* at block 6. As the results of monitoring output, company has plan feed back into the

management plan 2018 for examples enhance socialization for all workers related to RTE species every semester.

5.2.5

The verification results of HCV identification document and field visit known that no HCV areas that overlap with local community rights. Likewise the results of interviews with surrounding communities, also known there is no overlap HCV with the rights of local communities.

Status: Comply

5.3

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

5.3.1

The certificate holder has identified waste and pollution products for estate and mill activities. For example in AMP (including KUD), the certificate holder explains the identification of pollution sources, types of pollution, handlers and other information. For mill units, the certificate holder shows identification results, for example boiler stations with pollution produced by boiler smoke, air waste classification, hazardous waste category and air pollution impact.

5.3.2

Based on field observations and interviews with workers, it is known that certificate holders safing and dispose of chemical containers in licensed hazardous waste temporary warehouse and are collected for transport by licensed hazardous waste collectors and transporter.

The certificate holder indicates the hazardous waste temporary warehouse PANP license issued by the Regent of Pasaman Barat is valid from 15 May 2018 to 5 years. The permit describes the types of waste that are allowed to be stored in Hazardous Waste Temporary Storage, the size of the building and the shelf life allowed. However, for hazardous waste temporary warehouse permit located at AMP1, the permit has expired and field verification process has been done by Environment Agencies Agam Regency for permit extension process. It becomes **OFI**.

The certificate holder cooperates with PT Shali Riau Lestari as hazardous waste collector and transporter who has been granted permission from the Ministry of Environment and Forestry starting from November 23, 2016 up to 5 years.

The certificate holder shows the recording of the collection and disposal of chemical containers such as the hazardous waste handover report on March 8, 2018, with the details of used oil 1.775 liters with manifest number AAO 0010736, Filter 170 kg with manifest number AAO 0010728. and packaging used (contaminated) 400 kg with manifest number AAO 0010730.

Based on the results of field observation in hazardous waste temporary warehouse AMP1, it is known that hazardous waste temporary warehouse is in good condition, has been completed waste balance, storage according to type and characteristics, equipped with first aid box, symbol, siren emergency response, spilkit and others.

Based on the results of interviews with hazardous waste temporary warehouse officials, it is known that the last transport was carried out in March 2018.

5.3.3

The certificate holder represents the Identification and Handling Form document, the FRM-EHS-020 document number, which includes the name of the waste, the waste category, the waste form, the waste source, the handling, the frequency of handling and the person in charge. For example, household kitchen waste with organic and / or organic waste category. Handling is done garbage collection in front of each worker's house and done carried out routinely 2 times a week to landfill according to *Prosedur Pengelolaan Sampah Domestik* (Procedure of Domestic Waste Management), SOP-GEN-004.

The certificate holder shows the socialization document of domestic waste disposal, for example on December 20, 2017, which explains the distribution of 3 types of waste, namely organic, inorganic and Hazardous Waste.

Based on field observations in clinics, warehousing, housing and interviews with workers, it is known that workers have received socialization and understanding related to waste disposal.

Status: Comply

5.4

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

5.4.1

CH shown commitment to reducing fossil fuel by renewable energy usage came from fiber and shell. Shell and fiber usage have been monitored per month and realization of fossil fuel usage during June 2018 are 4588 litre or 0.291 litre/Kwh.

During July 2017-June 2018, fiber and shell usage for boiler resulting average energy efficiency for diesel fuel are 0.164 MT/ton FFB. CH has planned the development of biogas plant as a part of waste and renewable energy optimization.

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.

5.5.1 & 5.5.2

The certificate holder shows the *Prosedur Land Clearing Tanpa Bakar* document, which explains that the land clearing procedure does not use combustion techniques but with mechanical or manual techniques.

Based on the results of field observations in KUD Mutiara Sawit Jaya, KUD Agro Wira Masang, AMP POM, PANP and AMP1, there is no evidence that the land is managed using combustion techniques.

Status: Comply

5.6

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

5.6.1; 5.6.2

To reduce pollution and emission, CH has identified the emissions source which are described in the SOP No. PRO-GEN-019. The GHG mitigation plan also has been described in the GHG SOP (Doc. PRO-GEN-019). GHG mitigation plans that have been realized include: reforestation in the river border; fertilizing based on fertilizer recommendation; performing machine maintenance; using shells and fibers for boiler fuel; managing waste water in WWTP and using them on soil as fertilizer; conducting air quality testing, quality of waste water etc.

5.6.3

AMP POM conduct GHG calculation and its monitoring using RSPO palm GHG calculator v 3.0.1 . Summary of GHG emission for AMP POM are listed as follows :

Summary of Net GHG Emissions

Emmision per product	tCO2e/tProduct
CPO	11.6
PK	11.6

Production	t/yr
FFB processed	375375.568
CPO produced	68205.048
PK produced	19690.947

Extraction	%
OER	18.17
KER	5.25

Lan use	Ha
Planted area	9803.79
Planted on peat	4707.2367
Conservation (forested)	0
Conservation (non-forested)	35.65

Summary of field emission and Sinks

Description	Own crop	Group	3 rd party
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Emissions Sources	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB
Lan conversion	83547.63	0.52	167.36	0.47	0	0
CO ₂ emissions from fertilizer	8129.64	0.05	11.15	0.03	0	0
NO ₂ emissions	37411.19	0.23	101.83	0.29	0	0
Fuel consumption	2881.93	0.02	6.54	0.02	0	0
Peat oxidation	209353.88	1.28	678.17	1.91	0	0
Sinks						
Crop sequestration	-79438.84	-0.49	-158.64	-0.45	0	0
Sequestration in Conservation area	0	0	0	0	0	0
Total	261885.43	1.6	806.41	2.27	727345.21	0

Summary Oil Mill Emissions and Credits

Remarks	tCO ₂ e	tCO ₂ e/t FFB
Emissions sources		
POME	48382.83	0.13
Fuel consumption	771.97	0
Grid electricity	0	0
Credits		
Export of grid electricity	0	0
Sales of PKS	-19610.24	-0.05
Sales of EFB	0	0
Total	29544.56	0.08

Palm Oil Mill Effluent (POME) Treatment

Divert to compost (%)	0
Divert to anaerobic digestion (%)	100

POME Divert to Anaerobic Digestion

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

Status: Comply

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; 6.1.2; 6.1.3 & 6.1.4

Social impact assessment (SIA) of the certificate holder has been conducted by consultant in 2010. This assessment conducted by involving affected parties. This document was explained of negative and positive impact of plantation and mill operation to social aspect and the recommendation for negative impact reduction and increasing of positive impact. Evidence that SIA assessment has been performed by involving affected parties is contained in annex of SIA document containing a list of attendance, and photos of implementation.

Certificate holder has a social management plan for 2018 which contains management plans related to external and internal impacts. The plan also contains the implementation schedule and the PIC. The company has also presented the report on the implementation of social impact assessment evaluation conducted on June 26, 2018 by involving affected parties along with the attendance list and photo of the implementation of the event which was attended by 32 participants. Based on interviews with stakeholder, known that issues are already contained in the SIA document.

OFl:

Ensure a more comprehensive Manage and Monitor social Plan in accordance with the issues raised.

6.1.5

Social Impact Assessment that has been done, has covered smallholders that is in the scope of the estate. For social impact management has been included in the nucleus management plan. so that the implementation of the social impact management plan has also been included in the nucleus estate management plan.

Status: Comply

6.2

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

6.2.1; 6.2.2 and 6.2.3

The certificate holder has the procedure for communication which is written in Communication and Consultation Procedure (Policy No. PRO-BNM-008). The objective of this procedure is to provide practical guidance for handling communications and consultation with related stakeholder such as surrounding community and government agencies.

Certificate holder has the latest update of Stakeholder List and their detail address. This document was categorize each of stakeholder, comprise of the government agencies in province and regency, sub district and village government level, communities representative, NGO, local contractors, buyer and supplier.

Based on consultation with related stakeholder, mentioned that relationship and communication with the company was goes well, the entire grievance/complaint and aspiration has been addressed/responded wel by the company. Other than that they already know the procedure for communication and consultation with the company. They also know the PIC for communication and consultation. The PIC will be responsible as public speaker and communication process with the related parties.

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 and 6.3.2

The mechanism, open to all affected parties and resolve disputes management in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers (where requested) are presented in their procedures "SOP Penerimaan Keluhan dan Penyelesaian Perselisihan" and "SOP Keluh Kesah dan Pangaduan Karyawan". Based on the procedure all complaint submitted to "Bina Mitra" staff for external complaints and supervisor for internal complaints written in the register book, the SOP has been explain related on the secrecy of whistleblower. In the procedure was not explained explicitly about the way in submitted the complaint through the RSPO Complaints System, however based on interview with labor union it was mentioned that the complaint submission through RSPO was understood.

Complaints from external and internal recorded in the register book of complaints. Based on the Complaint Book in two company sampling (PT AMP Plantation and PT Perkebunan Anak Negeri Pasaman), it is known that during 2017 to May 2018 there are only complaints related to housing facilities, such as the repair of housing facilities of employees and have been followed up by the company. Based on Result of stakeholder consultation with Village Government, Community Leader, Village Representative, there is no indication of complaint related to plantation and factory operation by the certificate holder. Based on interview with the labor union mentioned that currently there is no employment issues, the employer obligation has been carry out in accordance with applicable regulation.

The certificate holder is consistently to implement their procedures for dealing with complaints and grievances.		
	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 procedure of identification of landowner and calculation of the compensation that containing on SOP Land acquisition No. SOP-IJIN LAHAN&OPS-006 on 15 October 2008.		
6.4.3 There is no new land acquisition activity in the scope of certification. The last land acquisition activity was carried out in 2011 and has been verified in the previous assessment.		
Based on interviews with BPN of Agam District, there are 3 land disputes that have been settled in the period 2017-2018, but the whole dispute resolution is not through compensation but through court decision. This is due to the land dispute that occurred is a lawsuit from the plaintiff to the Lubuk Basung High Court.		
	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 The certificate holder has implemented decree of West Sumatera Governor related to minimum wage and province minimum wage in 2018. The decree was reaffirmed for implementation in the form of Internal Memorandum. Furthermore, the basic salary for worker is explained in appointment decree. Review of documents also show an example of pay slip which explain the details of income (basic salary, premium pay) and deduction such as employment insurance payment and other deductions.		
6.5.2 The certificate holder has Collective Labour Agreement that has been ratified by Labour and Transmigrations Agency. The Collective Labour Agreement describes related to company and workers duty and rights, such as wage system, assessment of worker performance, promotion, demotion, leave rights, etc. the company doesn't have work agreement with worker in form of appointment decree for daily, because all workers in the company has been permanent worker.		
6.5.3 The certificate holder provides facility and infrastructure for personnel welfare, such as housing, polyclinic, clean water, education facilities, worship venue, and access to electricity. Field observation at housing complex in PT AMP Plantation and PT Perkebunan Anak Negeri Pasaman show that the facilities and infrastructures are available. Based on the interview with employees mentioned that the infrastructures provided by company.		
6.5.4 The certificate holder facilitates the workers to access adequate food supply by giving an access for small traders to selling in the company environment. Moreover, location of plantation is near the city, so workers never complaint about food supply. Personnel have an issue to access good food with reasonable price. Based on field visit and interview with workers, company does not prohibited personnel to be a vendor, like selling staple food. Subsequently, there is no difficulty to access food.		
	Status: Comply	
6.6 The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.		
6.6.1 and 6.6.2 The certificate holder has an internal memorandum No.026/WIPHRD/Int-VIII/2009 dated 12 th August 2009 regarding the provisions of employment which one of its points is to join Labour Union. The certificate holder guarantees the freedom		

of every employee to form and become a member of a labour union or trade union in accordance with applicable laws. In addition, the company has a Collective Labour Agreement which states that the company has acknowledged the union's unity in the company and provides support to all workers who want to associate. The policy is available in bahasa. The result of policy is formation of Labor Unions in every unit.

The labor union conducted meeting periodically or where there is an issue with company or the member of union. There are meeting documentation, such as:

- Minutes of meeting on 30th January 2018, attended by 32 participants. Discussion of meetings regarding plans for making children's playgrounds, creating "wudhu" facilities for residential mosques, additional procurement of school buses.
- Minutes of meeting on 14th May 2017, attended by 10 participants. Discussion of meetings regarding draft for new Collective Labour Agreement.

The documentation of minutes meeting is available in office unit and available for member if they were asking.

Based on interview with estate workers, labour union and gender committee, it could be concluded that company has facilitate labor union according to worker aspiration.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1

The certificate holder has a Child Labour Policy signed by Group Plantation Head and Group CSR Head on September 2010. The policy explains:

- Will not employ children who are included in the ILO convention's definition of provisions, regardless of any state or local laws or regulations that allow it
- Will comply with all applicable child labour laws and regulations, including all things related to payroll, working hours, overtime and workplace conditions
- Oppose all forms of exploitation of children. The Company will not provide work to the children before they reach the age allowed by law to complete compulsory education, in accordance with the provisions of the local government
- Expect business partners and cooperating agencies to have and apply the same standards and comply with government law enforcement in place of operation. If Wilmar knows of these violations and is not corrected, we will take serious action, including termination of business relationships.
- It is the responsibility of local management and HRD departments to implement and ensure compliance with this policy in all Wilmar operations and facilities.

Based on interview with worker union and gender committee, there are no personnel under 18 years old during the hiring. Based on interview, personel should attach their national identity card in order to ensure that candidate was more than 18 years old. Furthermore, company will verify candidate's national identity card. Based on document verification and fiield visit, there is no indication the use of child labor.

Status: Comply

6.8

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

6.8.1

The certificate holder has a social policy which stated that every staff/employees should be handled fairly in everything relating to the recruitment, promotions, restrictions and conditions of employment without regard to personal issues such as race, degrees, ethnicity, gender, skin color (defects/imperfect), a membership organization, and political views, religious and/or age. It is revealed that the hired employees have diverse educational, ethnic and religious backgrounds. Interview with worker in labor union and gender committee revealed that company opens work opportunity for local communities (in mill and estate) and worker from another Province. This can be considered as positive impact over company's existence for local communities. There is no complaint related to discrimination from local communities.

6.8.2

Based on document verification and interview with management, labor union and gender committee, recruitment is based

on company requirement without considering ethnic, religious, and racial and religion. All prospective workers have rights for employment opportunity according with their educational background and company requirement. Moreover, result of interview with worker also reveals that there is no indication of discrimination against employees.

6.8.3

Based on document verification and interview with unit management, labor union and gender committee, that the selection process and recruitment of candidates is done in accordance with the applicable procedures in the company, starting from the signing of the agreements, the evaluation of the performance, until the appointment becomes permanent workers. In process there are not discrimination about race, degrees, ethnicity, gender, skin color (defects/imperfect), a membership organization, and political views, religious and/or age.

Status: Comply

6.9

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

6.9.1

The certificate holder has a policy of Internal Memorandum no. 026 / WIP-HRD / Int-VIII / 2009 endorsed by HRD Head on 12th August 2009. The memorandum explains that all employees are required to maintain morality and security while in the workplace and prohibit the existence of sexual harassment and oppression of women. The results of interviews with gender committee and labour union known that the certificate holder has formed a gender committee to handle the issues of female workers. In addition, also delivered that the certificate holder is given the reproductive rights, such as menstruation and pregnant leave in accordance with the applicable procedures.

6.9.2

Maternity leave is given to the pregnant worker for about 3 months. The certificate holder also forms gender committee for handling the harassment issue around women workers. Interviews with the management of gender committee showed that they have already known the duties and responsibilities as the socialization about the complaints mechanism, the socialization of sexual harassment. Additionally obtained information that the company guarantees the anonymity of the reporting and the revellers of the case.

6.9.3

Complaints and response mechanism is that listed on the SOP of Employee Complaints Handling. Based on document verification of Complaints Book and interview with Gender Committee, there are no complaints related to sexual harassment and violence. Based on information from gender committee, that the handling of issues about sexual harassment and violence will be resolved together with gender committee and the identity of reporter will be protected.

Status: Comply

6.10

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

6.10.1 & 6.10.2

The certificate holder purchases FFB from plasma and non-plasma (3rd party). The price for FFB is determined by the price of FFB set by the Provincial Government of West Sumatera Northern Territory I (Agam District) and done twice a month. For non-plasma FFB price, certificate holder cooperates with PT Siak Prima Sakti (PT SPS) as a provider of FFB. PT SPS purchases to individual farmers at prices based on CPO and PK prices prevailing at that time. This is indicated for example in the sale and purchase agreement of FFB, number 001 / SPS / TBS / I / 2018 between PT SPS and FFB Agent. Then, PT SPS will accumulate total non-plasma FFB purchases and apply for payment to PT AMP. Based on the results of interviews with PT SPS, it is known that there are no complaints related to the payment of FFB purchases.

6.10.3

The certificate holder only cooperates in buying and selling FFB with an intermediary, PT SPS. Then PT SPS cooperates in buying and selling with Supplier.

The certificate holder shows the document of the FFB Provision Agreement, for example 001 / SPS-AMP / P-TBS / 2018 number between AMP POM and PT SPS. Then also shown FFB Sale Agreement, for example 001 / SPS / TBS / I / 2018 number between PT SPS with FFB Agent. The agreement is valid from 1 January 2018 - 31 December 2018.

The certificate holder also presented work agreement letter document, number 05 / SPK / AMP / III / 2018 dated March

7, 2018 between PT AMP Plantation with CV Karya Muda Utama (local contractor in Tapan Kandi, Agam, West Sumatra) for roof replacement activities, light steel frame and plafont house G6-1 coupling & mess semi D-1 coupling in residential complex Asoka mill PT AMP Plantation.

Based on the interviews with the contractor, it is known that the contractor has understood the contents of the signed contract agreement and each party keeps a copy of the agreement.

6.10.4

Based on the results of interviews with contractors, for example with PT SPS and CV Karya Muda Utama, for example PT SPS, payment is made by bank transfer to PT SPS account. PT SPS also stated that during this time payment is done on time.

This is reinforced based on the result of the document review of In House Transfer payment document on June 28, 2018. The certificate holder also shows documents of payment proof such as invoice, tax invoice, monthly report of the quantity of FFB received by PT SPS and proof of transfer.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1

The certificate holder has been established the Corporate Social Responsibilities (CSR) program every year, the program establishment has been involve the the surrounding communities, through Forum Group Discussion with government, surrounding communities and the companies. The Forum Group Discussion last implemented on 30th April 2018 in Ballroom Hotel Sakura Syariah Lubuk Basung which attended by government, surrounding communities and companies. The Forum Group Discussion discussed the potential of villages that can be built and empowered by the government and companies.

The CSR programs 2018 consist of education aspect, Health, Social Community, Religious Affairs and included of the total of budget. Other than also was shown sample of evidence record related to realization of CSR/CD Program by PT AMP Plantation period of January till June 2018.

6.11.2

The company has commissioned two (2) workers to conduct supervision and guidance to the KUD Agro Wira Masang and Mutiara Sawit Jaya, this is done to assist and facilitate operational activities in the scope of Cooperatives. The company also provides training to cooperative employees such as harvesting, manuring and spraying training.

Status: Comply

6.12

No forms of forced or trafficked labour are used.

6.12.1; 6.12.2 and 6.12.3

Based on review on the list of personnel's document of PT AMP Plantation, PT Perkebunan Anak Negeri Pasaman, KUD Agro Wira Masang and KUD Mutiara Sawit Jaya, its known that there was no illegal worker. The entire worker has their position based on the signed work agreement and appointment letter. Interview with labour union revealed that there is no force or illegal labour who works in company. The entire personnel had appointment letter for permanent workers and there is no contract worker in the company. Moreover, company does not hire illegal or force labour. Based on interview with several workers on each estates and factory, that known: there are no contract substitution or contract workers.

Based on interview with labour union and gender committee there is no indication the use of illegal or forced labor.

Status: Comply

6.13

Growers and millers respect human rights

6.13.1

The certificate holder has a Human Right Policy signed by Goh Ing Sing (Group Plantation Head) and Jeremy Goon (Group CSR Head), updated June 2014 and included in Wilmar Policy (5 December 2103, updated 16/1/2015, reviewed by Khairul Anwar) at point 3 that will not exploit people and local people. In the policy stated that the commitment Wilmar

supports the respect and protection of human rights as a policy anti child labor, Health & Safety, **providing equal opportunity for everyone**, reports and complaints, anti-sexual harassment, anti-violence and torture, respect for reproductive rights, and social responsibility company. This policy applies to all companies under the auspices of the Wilmar group and business unit has relationships including suppliers and contractors.

The certificate holder was shown examples of socialization of Company policy, including policies related to human rights, 05th March 2018 in the front page of PT AMP office. These documents consist of Photographs and attendant list of participants.

Based on consultation with internal stakeholder (labor union and Gender Committee) and the external stakeholder from several surrounding communities, there was no information related to Human Right abuse cause by the plantation and mill operation.

	Status: Comply	
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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; 7.1.2; & 7.1.3

The certificate holder has no expansion area for planting. An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders are still applicable and documented. Please refer to Criteria 5.1 and 6.1

	Status: Comply	
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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 & 7.2.2

Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.

Certificate holder has the marginal soil type map, topography maps, slope map, and peat depth map in sufficient scale and legend. Based on maps review known that there were several marginal area such as peat soil in KUD Agro Wira Masang covering 498.3 ha area and in PT PANP covering 1.200 ha area. Meanwhile, slope level in AMP-1. AWM, PANP, and MSJ were flat to undulating and in PT PANP on the spot – spot area can find Undulating to hilly.

	Status: Comply	
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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; 7.3.2; 7.3.3; 7.3.4; & 7.3.5

The certificate holder has no expansion area for planting. The Certificate Holder has sent Liability Disclosure and LUCA PT AMP and PMJ to RSPO Compensation and was received on January 26, 2017. CH also has sent Liability Disclosure and LUCA PT KAMU and PT PANP to RSPO Compensation and was received (Pass) on August 16, 2017

	Status: Comply	
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7.4

Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.

7.4.1 & 7.4.2

Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done

since 2015.

In a semi-detailed soil survey document carried out by Param Agricultural has included a map of land type and a slope map of the land. The semi-detailed soil survey document has identified the suitability of the land contained in the operational area.

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

Until now, the Certificate Holder does not conduct new land clearing, there is only replanting activity conducted since 2015.

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

Until now, the Certificate Holder does not conduct new land clearing, there is only replanting activity conducted since 2015.

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 & 7.7.2

Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.

Status: Comply

7.8

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

7.8.1 & 7.8.2

Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.

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

Social Impact

The CH has conducted a Social Impact Assessment in each of the management units (PT AMP, PT PMJ, PT AMP and PT KAMU) in 2010 and Plasma in 2014. The Company has implemented identifiable social impact management plan. Evaluation of the implementation of social impact management plan is done at least annually involving the surrounding communities.

Environmental Impacts

The CH has undertaken environmental management and monitoring activities in accordance with its environmental

document matrix. In addition, the company is building biogasplants for liquid waste management.

Best Management Practices

The CH has committed to apply the application of Integrated Pest Management which emphasizes on EWS results and detailed census so as to reduce the use of pesticides, No pesticide use prophylactically.

Training on EWS and Integrated Pest Management is carried out routinely to all levels of workers so that the planned program can run well because it is supported by competent human resources.

Worker welfare

- The CH has set minimum wage rules to all employees based on decree of West Sumatera Governor concerning minimum wage for West Sumatera Province in 2018 and currently all employees have become permanent workers
- The CH has facilitated every employee with decent housing, electricity facilities and the availability of clean water in every house available to the public.
- The CH is always committed to prevent discrimination, sexual harassment, child labor and human rights violations in the workplace

Internal Audit RSPO

The certificate holder conducts internal audits annually and is documented through the internal audit activities of ISPO (Indonesian Sustainable Palm Oil) and RSPO that assess compliance with legal compliance related to land legality, best management practices, environment, employment and others. The company shows the results of internal audit, for example on February 12, 2018 at PT PANP. The findings of nonconformities have been fixed in the same month.

Status: Comply

3.2. Summary of Assessment Report of Supply Chain Requirement
3.2.1. General chain of custody requirements for the supply chain

Clause	Requirement
5.1	Applicability of the general chain of custody requirements for the supply chain
5.1.1	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.</p> <p>Question: Does the organization take legal ownership and physically handles RSPO Certified Sustainable oil palm products at their premises or through the outsourcers?</p> <p>The whole process of FFB certified processing is done by mill and there are no activities done by the contractors. All buying and selling activities carried out by the mill and transportation activities become the responsibility of the buyer.</p> <p>Status: Comply</p>
5.1.2	<p>Traders and distributors require a license obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.</p> <p>Question: Is the organization buying from RSPO licensed traders who pass the certification number of the product manufacturer and the applicable supply chain model?</p> <p>The mill does not buy palm oil certified product. All buying and selling activities carried out by the mill and transportation activities become the responsibility of the buyer.</p> <p>Status: Comply</p>
5.1.3	<p>Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.</p> <p>Question: Is the site level or its parent company a member of RSPO and registered on RSPO IT platform?</p> <p>RSPO IT Platform member registration number: RSPO_PO1000000601 with contact person is Erman Hartono</p> <p>Status: Comply</p>
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>Question: Is the site level or its parent had a processing aids?</p> <p>There is no processing aids in the operational AMP POM</p> <p>Status: Comply</p>
5.2	Supply chain model
5.2.1	<p>The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.</p> <p>Question: Has the organization applied the Supply Chain Model correctly?</p> <p>AMP POM until audit ASA-1 is still implemented a model of supply chain Mass Balance. FFB supply source for AMP POM is still received from uncertified sources. The volume of products sold by using Mass Balance claim.</p> <p>AMP POM has determined supplier FFB RSPO certified and non-certified RSPO, are: RSPO Certified which are AMP, PMJ, PANP, KAMU, KUD TTK, KUD MSJ, KUD BST, and KUD AWM.</p> <p>RSPO Non Certified which are PT Siak Prima Sakti and other independent smallholders such as Smallholders of PT GMP,</p>

smallholders of PT PHP, smallholders of PT PMJ, etc.	
	Status: Comply
5.2.2	
The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	
Question: Has the organization applied a combination of Supply Chain Model correctly?	
AMP POM just apply one supply chain models which is Mass Balance (MB). FFB supply source for AMP POM is still received from uncertified sources. The volume of products sold by using Mass Balance claim.	
	Status: Comply
5.3	Documented procedures
5.3.1	
The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified.	
Questions : Documented procedures established and covering all provisions following:	
<ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). • Identification of the role 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 organization's procedures for the implementation of this standard. 	
<ol style="list-style-type: none"> 1. SOP Mass Balance (SOP – MILL- 024) Rev 6 dated 05 March 2018) Procedures include: Data Input of FFB (Certified & Non Certified); Data Input of FFB process become CPO (Certified & Non-Certified); Data Input of CPO Dispatch (Technical dispatch, Seals mounting, Delivery of certified products need to be approved by Head of Administrator and Mill Head); Logistics of quantity data input of sustainable and non-sustainable product delivery; Every three months the condition of the stock balance should not be negative; Transactions of certified products, logistic parts inputting data in the eTrace system after all commodities are shipped by POM and accepted by consumers. Data input is done after all the transaction details are correct. The revision are about reference, removing stock on Palm Trace, 2. Responsible person in the whole process of supply chain described in Procedure of traceability for CPO and PK (SOP – MILL- 011) Rev 2 dated 21 February 2016) Security (register of all FFB expeditions and dispatch of CSPO / CPO), Weigh operators (weighing in all received FFB and shipping products), Logistics (calculation results of CSPO / CPO production, dispatch, reports of the products delivery and traceability report), Head of Administrator (acceptance control of FFB and CSPO / CPO, FFB acceptance report, dispatch, product delivery reports and traceability reports), Mill Head. 3. The CH has Memorandum from Manager Sustainability & Supply Chain Department of Wilmar International Ltd. on 02 January 2018 about prohibition to using logo and trademark of RSPO. 	
	Status: Comply
5.3.2	
The site shall have a written procedure to conduct annual internal audit	
Question :	
Documented annual internal audit procedures established and covering all provisions :	
<ol style="list-style-type: none"> i) Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. ii) Effectively implements and maintains the standard requirements within its organization. 	
The CH shows the Internal Audit procedure (PRO-GEN-003 dated 01 March 2018) which describes the internal audit conducted once in every 12 months, the internal audit results are discussed in Management Review Meetings every year, any non-conformances are made corrective action and completion time, all internal audit activities recorded in documents of Internal Audit Check Sheet, Non-Conformance Report, Audit Report and Non-Conformance List. There is Opportunity to add audited standards in SOP related to Internal Audit. OFI	
CH can show the result of internal audit conducted on 07 February 2018 In the Audit Check Sheet document, it is known that the company has performed an internal audit using SCCS standard with the result of non-conformance.	

	Status: Comply
5.4	Purchasing and goods in
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier</p> <p>Question :</p> <p>All RSPO product information is provided by suppliers in accordance with :</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment / delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number • Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). • The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. • A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. • The validity of license for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements/announcements.
	AMP POM does not purchase RSPO certified oil palm products. AMP POM is the producer of RSPO certified oil palm products
	Status: Comply
5.4.2	<p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents</p> <p>Question :</p> <p>Has the organization established mechanism in place for handling non-conforming oil palm products and/or documents?</p>
	AMP POM does not purchase RSPO certified oil palm products. AMP POM is the producer of RSPO certified oil palm products
	Status: Comply
5.5	Outsourcing activities
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.</p> <p>Question : Are the outsourcers RSPO certified?</p> <p>There is no contractors that processing or physical handling of RSPO certified oil palm products. The whole CPO and kernel produced are sold to other party and transportation activities is become the responsibility of the buyer.</p>
	Status: Comply
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p>

- a. The site has legal ownership of all input material to be included in outsourced processes;
- b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.
- c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.
- d. d) The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance

Question : Has the site established outsourcing procedures, agreement and keeps legal ownership of the products during the outsourcing

There is no contractors that processing or physical handling of RSPO certified oil palm products. The whole CPO and kernel produced are sold to other party and transportation activities is become the responsibility of the buyer.

Status: Comply

5.5.3

The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.

Question : Has the site maintained names and contact details of all outsourcers?

There is no contractors that processing or physical handling of RSPO certified oil palm products. The whole CPO and kernel produced are sold to other party and transportation activities is become the responsibility of the buyer.

Status: Comply

5.5.4

The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products

Question : Has MUTU informed about any new outsourcers?

There is no contractors that processing or physical handling of RSPO certified oil palm products. The whole CPO and kernel produced are sold to other party and transportation activities is become the responsibility of the buyer.

Status: Comply

5.6

Sales and goods out

5.6.1

The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form: The name and address of the buyer

Question :

All RSPO product information is provided by the organisation in accordance with :

- The name and address of the seller;
- The loading or shipment / delivery date;
- The date on which the documents were issued;
- A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);
- The quantity of the products delivered;
- Any related transport documentation;
- Supply chain certificate number of the seller;
- A unique identification number.
- Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products
- For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.
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The RSPO product sales document is recorded in the document of Sale and Purchase Contract, Sales Order, Delivery Order up to weigh ticket. Information in the documents such as in contract No. Penj/030/CPO/WINA/X/17 among others the name of buyer, quantity and quality, type of supply chain model and Delivery order No. 2652112351 dated on 14 August

2017 that informing the quantity, supply chain model till the destination.

Status: Comply

5.7 Registration of transactions

5.7.1

Supply chain actors who:

- are mills, traders, crushers and refineries; and
- take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable

Question :

Has the organization registered their transactions in the RSPO IT platform? (mills, traders, crushers and refineries only)

RSPO IT Platform member registration number: **RSPO_PO1000000601** with contact person is Erman Hartono

All transaction of RSPO certified oil palm products has been registered in RSPO IT Platform (see indicator SCCS 5.7.2).

Status: Comply

5.7.2

The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:

- Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.
- Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.
- Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.
- Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.

Question :

Did the organization correctly perform the applicable actions on RSPO IT Platform?

The AMP POM has been take action at RSPO IT Platform with the data:

• Certified CPO sold to each buyer period of 06 September 2017 to 30 June 2018

Date	Buyer	Volume
8/3/2018	PT. Wilmar Nabati Indonesia - Padang	651.89
21/11/2017	PT. Wilmar Nabati Indonesia - Padang	645.13
21/11/2017	PT. Wilmar Nabati Indonesia - Padang	3,574.16
25/09/2017	PT. Wilmar Nabati Indonesia - Padang	3,246.11
2/7/2018	Sold as ISCC	22,355.81
Total		30,473.10

• Certified Palm Kernel sold to each buyer period of 06 September 2017 to 30 June 2018

Date	Buyer	Volume
28/06/2018	PT. Usaha Inti Padang	873.05
8/6/2018	PT. Usaha Inti Padang	955.79
16/04/2018	PT. Usaha Inti Padang	904.88
9/3/2018	PT. Usaha Inti Padang	819.59
8/3/2018	PT. Usaha Inti Padang	976.06
29/01/2018	PT. Usaha Inti Padang	18.76
29/01/2018	PT. Usaha Inti Padang	130.91

23/01/2018	PT. Usaha Inti Padang	730.03
14/12/2017	PT. Usaha Inti Padang	988.82
21/11/2017	PT. Usaha Inti Padang	1,074.19
27/10/2017	PT. Usaha Inti Padang	1,531.28
Total		9,003.36

All transactions have been shown in shipping announcement, for example Shipping Announcement no. TR-486a0fc2-b199 dated 08 March 2018 related to the sale of CPO of 651.89 tons to PT Wilmar Nabati Indonesia-Padang.

	Status: Comply
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5.8 Training

5.8.1

The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff

Question :

Has the organization established RSPO training plan?

The CH has shown the Training Plan on 2018 that is include the plan of SCCS training.

Company also show the evidence of training related to Supply Chain for responsible personnel for supply chain activities, including:

- RSPO Certification System Training for P & C & SCCS (June 2017) on 06 September 2017 to responsible staff for SCCS including palm trace officer on 13 September 2017.
- Socialization of SCCS on 19 April 2018 to responsible personnel in AMP POM to 20 workers (logistic clerk, weighbridge operator , personnel and general affairs)

	Status: Comply
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5.8.2

Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed

Question :

Has the organization Delivered Effective RSPO training?

Based on interviews with Logistic Clerk and weight Bridge Operator, it is known that the personnel have been aware of the duties and responsibilities related to the implementation of supply chain and can distinguish the origin of FFB that is certified and not certified.

	Status: Comply
--	-----------------------

5.9 Record keeping

5.9.1

The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements

Question :

All records are accurate, complete, up-to-date and accessible?

Based on SOP of Mass Balance (No. SOP-MIL-024 rev 6 dated 05 March 2018) which explains that all documents related to RSPO-SCCS must be kept at least 2 years and maximum 5 years with document type of data of FFB acceptance, production data and shipment of CPO and PK, and RSPO IT Platform data.

Based on interview with logistic clerk, it is known that the company still maintain the document of Daily CPO & PK Production Record on 2016 which informed the FFB acceptance, production data and shipment of CPO and PK.

	Status: Comply
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5.9.2

Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock

Question :

All records are kept for minimum two years and comply with legal and regulatory requirements?

Based on SOP of Mass Balance (No. SOP-MIL-024 rev 6 dated 05 March 2018) which explains that all documents related to RSPO-SCCS must be kept at least 2 years and maximum 5 years with document type of data of FFB acceptance, production data and shipment of CPO and PK, and RSPO IT Platform data.

Status: Comply

5.9.3

The organization shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.

Question :

For all palm oil / palm kernel oil volumes purchased (input) and claimed (output) records kept over a period of twelve (12) months.?

Estimates of CPO and PK produced by AMP POM obtained from the projection based on actual data of 12 months before audit activities and have been described in this ASA-1 report, consist of:

FFB: 198000 ton

CPO: 38610 ton (OER: 19.50%)

PK: 10395 ton (KER: 5.25%)

The CH also shown Daily CPO & PK Production Record that inform the balance on three monthly basis of FFB receipts of RSPO certified FFB, Production and Delivery CPO and PK.

	RSPO CPO (Kg)					RSPO PK (Kg)				
	Production		Sold		BALANCE	Production		Sold		BALANCE
	Today	Yr Todate	RSPO	ISCC		Today	Yr Todate	RSPO		
JULY 2017 TOTAL	3,879,816	3,879,816	-	3,584,060	1,253,105	1,324,587	6,966,464	428,820		1,071,535
AUGUST 2017 TOTAL	4,008,124	7,887,940	3,255,020	1,248,778	757,431	1,169,619	8,136,082	1,506,023		735,130
SEPTEMBER 2017 TOTAL	3,473,807	11,361,747	3,707,860	-	523,377	1,022,852	9,158,934	1,548,560		209,422
END OF Q3 2017	11,361,747	11,361,747	6,962,880	4,832,838	523,377	3,517,057	9,158,934	3,483,403		209,421
OCTOBER 2017 TOTAL	3,104,089	3,104,089	523,334	2,760,900	343,232	1,005,952	10,164,886	1,061,230		154,144
NOVEMBER 2017 TOTAL	2,827,206	5,931,295	-	2,843,160	327,278	938,080	11,102,966	923,800		168,424
DECEMBER 2017 TOTAL	2,198,103	8,129,398	-	2,307,920	217,461	709,750	11,812,716	731,107		147,067
END OF Q4 2017	8,129,398	8,129,398	523,334	7,911,980	217,461	2,653,782	11,812,716	2,716,137		147,066
JANUARY 2018 TOTAL	3,269,662	3,269,662	654,400	1,952,900	879,823	1,044,516	1,044,516	1,003,883		187,700
FEBRUARY 2018 TOTAL	2,658,556	5,928,218	-	3,181,565	356,814	814,368	1,858,883	839,017		163,051
MARCH 2018 TOTAL	2,717,894	8,646,112	-	2,201,300	873,408	935,992	2,794,876	878,733		158,827
END OF Q1 2018	8,646,112	8,646,112	654,400	7,335,765	873,408	2,794,876	2,794,876	2,721,633		158,827
APRIL 2018 TOTAL	2,564,539	2,564,539	-	3,138,770	299,178	874,467	3,669,343	966,148		67,146
MAY 2018 TOTAL	2,798,057	5,362,596	-	2,756,200	341,035	945,390	4,614,733	880,169		132,368
JUNE 2018 TOTAL	2,145,244	7,507,840	-	1,245,650	1,240,629	736,081	5,350,814	685,111		183,337
END OF Q2 2018	7,507,840	7,507,840	-	7,140,620	1,240,629	2,555,938	5,350,814	2,531,428		183,337

Status: Comply

5.10

Conversion factors

5.10.1

Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries

Question :

Conversion rates applied accurately?	
AMP POM only performs FFB processing up to CPO and PK. Based on SOP of Mass Balance, it is explained that the conversion factors of CPO and PK are based on actual rendemen.	
	Status: Comply
5.10.2	
Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	
Question :	
Conversion rates periodically updated?	
AMP POM only performs FFB processing up to CPO and PK. Based on SOP of Mass Balance, it is explained that the conversion factors of CPO and PK are based on actual rendemen.	
	Status: Comply
5.11	Claims
5.11.1	
The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	
Question :	
Any communication to any stakeholder group / customers issued in accordance with RSPO Rules on Market Communications and Claims?	
Based on Shipping Announcement and transaction report documents, all CSPO and CSPK submitted are in accordance with the applied supply chain model that is Mass Balance.	
	Status: Comply
5.12	Complaints
5.12.1	
The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	
Question :	
Documented procedures for stakeholders complaints established?	
The CH has a Procedure for Receiving Complaints and Settlement of Disputes no. Document: PRO-BNM-007 Revision 05 of the effective date of 09 February, 2017. In the procedure explained that for the resolution of conflicts that arise.	
Up to ASA-1 audit, there is no complain on the certified product sold.	
	Status: Comply
5.13	Management review
5.13.1	
The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken	
Question :	
Management reviews performed annually at planned intervals?	
The CH has SOP of Management Review No. PRO-GEN-006 dated 01 October 2011 which explains that management review activity is done at least once a year.	
	Status: Comply
5.13.2	
The input to management review shall include information on:	
<ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	

<p>Question :</p> <p>Has all input required above has been included in the management review?</p>	
<p>The CH shows Management Review Minutes conducted on February 24, 2018 with a total of 27 workers discussing the results of internal and external audits, discussion of operational quality, follow-up from previous review management to discussion of changes that could improve the quality management system.</p>	
	Status: Comply
<p>5.13.3</p> <p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	
<p>Question :</p> <p>Has all output required above has been included in the management review?</p>	
<p>The CH shows Management Review Minutes conducted on February 24, 2018 with a total of 27 workers discussing the results of internal and external audits, discussion of operational quality, follow-up from previous review management to discussion of changes that could improve the quality management system.</p>	
	Status: Comply

3.2.2. (Module E) CPO Mills Mass Balance Requirements

Clause	Requirement																		
E.1	Definition																		
E.1.1																			
Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.																			
AMP POM until audit ASA-1 is still implemented a model of supply chain Mass Balance. FFB supply source for AMP POM is still received from uncertified sources. The volume of products sold by using Mass Balance claim.																			
AMP POM has determined supplier FFB RSPO certified and non-certified RSPO, are:																			
RSPO Certified which are AMP, PMJ, PANP, KAMU, KUD TTK, KUD MSJ, KUD BST, and KUD AWM.																			
RSPO Non Certified which are PT Siak Prima Sakti and other independent smallholders such as Smallholders of PT GMP, smallholders of PT PHP, smallholders of PT PMJ, etc.																			
	Status: Comply																		
E.2	Explanation																		
E.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. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.																			
Estimates of CPO and PK produced by AMP POM obtained from the projection based on actual data of 12 months before audit activities and have been described in this ASA-1 report, consist of:																			
FFB: 198000 ton																			
CPO: 38610 ton (OER: 19.50%)																			
PK: 10395 ton (KER: 5.25%)																			
	Status: Comply																		
E.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).																			
<ul style="list-style-type: none">RSPO IT Platform based on Palm Trace: Member Name: PT. AMP Plantation Unit POM Member ID: RSPO_PO1000000601 PIC : Erman Hartono																			
<ul style="list-style-type: none">Certified CPO sold to each buyer period of 06 September 2017 to 30 June 2018																			
<table><tr><th>Date</th><th>Buyer</th><th>Volume</th></tr><tr><td>8/3/2018</td><td>PT. Wilmar Nabati Indonesia - Padang</td><td>651.89</td></tr><tr><td>21/11/2017</td><td>PT. Wilmar Nabati Indonesia - Padang</td><td>645.13</td></tr><tr><td>21/11/2017</td><td>PT. Wilmar Nabati Indonesia - Padang</td><td>3,574.16</td></tr><tr><td>25/09/2017</td><td>PT. Wilmar Nabati Indonesia - Padang</td><td>3,246.11</td></tr><tr><td>2/7/2018</td><td>Sold as ISCC</td><td>22,355.81</td></tr></table>		Date	Buyer	Volume	8/3/2018	PT. Wilmar Nabati Indonesia - Padang	651.89	21/11/2017	PT. Wilmar Nabati Indonesia - Padang	645.13	21/11/2017	PT. Wilmar Nabati Indonesia - Padang	3,574.16	25/09/2017	PT. Wilmar Nabati Indonesia - Padang	3,246.11	2/7/2018	Sold as ISCC	22,355.81
Date	Buyer	Volume																	
8/3/2018	PT. Wilmar Nabati Indonesia - Padang	651.89																	
21/11/2017	PT. Wilmar Nabati Indonesia - Padang	645.13																	
21/11/2017	PT. Wilmar Nabati Indonesia - Padang	3,574.16																	
25/09/2017	PT. Wilmar Nabati Indonesia - Padang	3,246.11																	
2/7/2018	Sold as ISCC	22,355.81																	

Total	30,473.10
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• **Certified Palm Kernel sold to each buyer period of 06 September 2017 to 30 June 2018**

Date	Buyer	Volume
28/06/2018	PT. Usaha Inti Padang	873.05
8/6/2018	PT. Usaha Inti Padang	955.79
16/04/2018	PT. Usaha Inti Padang	904.88
9/3/2018	PT. Usaha Inti Padang	819.59
8/3/2018	PT. Usaha Inti Padang	976.06
29/01/2018	PT. Usaha Inti Padang	18.76
29/01/2018	PT. Usaha Inti Padang	130.91
23/01/2018	PT. Usaha Inti Padang	730.03
14/12/2017	PT. Usaha Inti Padang	988.82
21/11/2017	PT. Usaha Inti Padang	1,074.19
27/10/2017	PT. Usaha Inti Padang	1,531.28
Total		9,003.36

Status: Comply

E.3 Documented procedures

E.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.

- SOP Mass Balance (**SOP – MILL- 024) Rev 6 dated 05 March 2018**) Procedures include: Data Input of FFB (Certified & Non Certified); Data Input of FFB process become CPO (Certified & Non-Certified); Data Input of CPO Dispatch (Technical dispatch, Seals mounting, Delivery of certified products need to be approved by Head of Administrator and Mill Head); Logistics of quantity data input of sustainable and non-sustainable product delivery; Every three months the condition of the stock balance should not be negative; Transactions of certified products, logistic parts inputting data in the eTrace system after all commodities are shipped by POM and accepted by consumers. Data input is done after all the transaction details are correct. The revision are about reference, removing stock on Palm Trace,
- Responsible person in the whole process of supply chain described in Procedure of traceability for CPO and PK (**SOP – MILL- 011) Rev 2 dated 21 February 2016**) Security (register of all FFB expeditions and dispatch of CSPO / CPO), Weigh operators (weighing in all received FFB and shipping products), Logistics (calculation results of CSPO / CPO production, dispatch, reports of the products delivery and traceability report), Head of Administrator (acceptance control of FFB and CSPO / CPO, FFB acceptance report, dispatch, product delivery reports and traceability reports), Mill Head.

The CH shows the Organizational Structure of Mass Balance responsible for carrying out administrative records related to Supply Chain with officers such as Weighbridge Operator, Logistic Clerk, etc.

Based on interviews with Logistic Clerk and Weighbridge Operator, it is known that the personnel have been aware of the duties and responsibilities related to the implementation of supply chain and can distinguish the origin of FFB that is certified and which is not.

Status: Comply

E.3.2

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

The mass Balance procedure (SOP-MIL-24 rev.6), to ensure the verification and documentation of certified and noncertified FFB, CPO, PK volume with Mass Balance scheme. Logistic and Mill Manager are responsible to monitor stock balance and the dispatch of CPO/PL.

In the FFB Admissions procedure (SOP-Mill-026) Rev. 6 dated March 5, 2018) At 7.7 points explained that the reception of FFB certified, the weighbridge clerk ensure the validity of the certificate matches the FFB recipient supplier list of PT AMP.

Based on interview with weighbridge operator and logistic clerk, it is known that the personnel can explain the source of uncertified and certified FFB.

Status: Comply

E.4 Purchasing and goods in

E.4.1

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

The CH has Daily CPO & PK Production Record that informed the certified and uncertified FFB received each day.

Certified and non-certified FFB received period of 21 August 2017 to 30 June 2018

Period	FFB Receive (Ton)		
	Certified	Non-Certified	Total
21-30 Aug 2017	7,902.81	7,123.88	15,026.69
Sep-17	19,461.79	11,299.89	30,761.68
Oct-17	18,576.39	10,133.15	28,709.54
Nov-17	17,987.85	10,175.14	28,162.99
Dec-17	13,661.23	9,994.26	23,655.49
Jan-18	19,683.74	7,250.54	26,934.28
Feb-18	15,992.17	7,919.26	23,911.43
Mar-18	17,506.22	15,881.84	33,388.06
Apr-18	17,121.84	17,787.14	34,908.98
May-18	18,852.71	20,761.77	39,614.48
Jun-18	13,946.76	16,427.92	30,374.68
Total	180,693.51	134,754.79	315,448.30

Status: Comply

E.4.2

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

In the previous certified (ASA-4) period 07 June 2016 till 06 June 2017, production of CSPO and CSPK does not exceed the RSPO certificate issued.

- CPO: 46,776.67 Ton → Total estimate in certificate is 50,759 ton
- PK: 13,530.78 Ton → Total estimate in certificate is 13,666 Ton

For this period (Re-Certification) from 21 August 2017 till 30 June 2018, AMP POM production of CSPO and CSPK does not exceed the RSPO certificate issued.

- CPO: 29,271.30 Ton → Total estimate in certificate is 44,283 Ton
- PK: 9,478.02 Ton → Total estimate in certificate is 12,819 Ton

Status: Comply

E.5 Record keeping

E.5.1

- The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.**
- All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.**

c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.)

The CH has Daily CPO & PK Production Record that inform the balance on three monthly basis of FFB receipts of RSPO certified FFB, Production and Delivery CPO and PK.

	RSPO CPO (Kg)					RSPO PK (Kg)				
	Production		Sold		BALANCE	Production		Sold		BALANCE
	Today	Yr Todate	RSPO	ISCC		Today	Yr Todate	RSPO		
JULY 2017 TOTAL	3,879,816	3,879,816	-	3,584,060	1,253,105	1,324,587	6,966,464	428,820		1,071,535
AUGUST 2017 TOTAL	4,008,124	7,887,940	3,255,020	1,248,778	757,431	1,169,619	8,136,082	1,506,023		735,130
SEPTEMBER 2017 TOTAL	3,473,807	11,361,747	3,707,860	-	523,377	1,022,852	9,158,934	1,548,560		209,422
END OF Q3 2017	11,361,747	11,361,747	6,962,880	4,832,838	523,377	3,517,057	9,158,934	3,483,403		209,421
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END OF Q4 2017	8,129,398	8,129,398	523,334	7,911,980	217,461	2,653,782	11,812,716	2,716,137		147,066
JANUARY 2018 TOTAL	3,269,662	3,269,662	654,400	1,952,900	879,823	1,044,516	1,044,516	1,003,883		187,700
FEBRUARY 2018 TOTAL	2,658,556	5,928,218	-	3,181,565	356,814	814,368	1,858,883	839,017		163,051
MARCH 2018 TOTAL	2,717,894	8,646,112	-	2,201,300	873,408	935,992	2,794,876	878,733		158,827
END OF Q1 2018	8,646,112	8,646,112	654,400	7,335,765	873,408	2,794,876	2,794,876	2,721,633		158,827
APRIL 2018 TOTAL	2,564,539	2,564,539	-	3,138,770	299,178	874,467	3,669,343	966,148		67,146
MAY 2018 TOTAL	2,798,057	5,362,596	-	2,756,200	341,035	945,390	4,614,733	880,169		132,368
JUNE 2018 TOTAL	2,145,244	7,507,840	-	1,245,650	1,240,629	736,081	5,350,814	685,111		183,337
END OF Q2 2018	7,507,840	7,507,840	-	7,140,620	1,240,629	2,555,938	5,350,814	2,531,428		183,337

Status: Comply

3.3. Conformity Checklist of Certificate and Trademark Use

1.	Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client	X or√
ASA-1.1	There is no logo use	√
	Status: Comply	
2.	Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ASA-1.1	There is no logo use	√
	Status: Comply	
3.	Implementation of Certificate and Trademark is not used on product	X or√
ASA-1.1	There is no logo use	√
	Status: Comply	
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate logo.	X or√
ASA-1.1	There is no logo use	√
	Status: Comply	

3.4. Summary of RSPO Partial Certification.

Summary Partial Certification

Compliance of the uncertified management units of Wilmar International Ltd against the rules for partial certification was determined through Self Assessment in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below.

Wilmar International Ltd Time Bound Plan (TBP) is explained in point 1.10. Wilmar International Ltd has informed the TBP progress, MUTU has considered that Wilmar International Ltd is complied with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by Wilmar International Ltd on September 2016.

MUTU has verified partial certification for un-certified unit's subsidiary of Wilmar International Ltd based on their Time Bound Plan. There are seven (7) uncertified mills and sixteen (16) uncertified estates of Wilmar International Ltd. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

- There are no significant land conflicts which have not been declared above.
- The company has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There are no labour disputes that are not being resolved through an agreed process.
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above.

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.1.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Yes and positive assurance is produced for these units.</p> <p>Auditor verification</p> <p>There is internal audit produced for</p> <ul style="list-style-type: none"> - PT Agronusa Investama Pahauman - PT Bumipratama Khatulistiwa - PT Agro Palindo Sakti 2 - PT Musi Banyuasin Indah - PT Sinarsiak Dianpermai - PT Agroindo Indah Perkasa 2 <p>And positive assurance is produced for these units.</p>
2.1.2	<p>No replacement after dates defined in Nis Criterion 7.3 of:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>WILMAR International Ltd has submitted liability disclosure to RSPO on 31 July 2014 and LUCA template on 3-8 March 2015</p> <ul style="list-style-type: none"> - PT Agronusa Investama Pahauman, LUCA document was verified by RSPO on 1 Sept 2015. The 2nd LUCA verification document was on 2nd Nov 2015 with result of PASS WITH CLARIFICATION. - PT Bhumi Pratama Khatulistiwa, Submitted liability disclosure to RSPO on 8 Dec 2015 and LUCA template on August 2015. The final RSPO endorsement from RSPO

		<p>compensation on 29 September 2016 is 0 ha therefore there is no compensation plan required</p> <ul style="list-style-type: none"> - PT Agro Palindo Sakti 2, LUCA doc was verified by RSPO on 1 Sept 2015. The 2nd LUCA review was on Dec 2016 with result of PASS - PT Musi Banyuasin Indah, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005 - PT Sinarsiak Dianpermai, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005 - PT Agroindo Indah Perkasa 2, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005 <p>Auditor verification Auditor has verified the supporting evidence of above the company statement. The above statement in accordance with the supporting evidence provided.</p>
2.1.3	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>No new planting/land clearing after 1st January 2010.</p> <p>Auditor verification</p> <ul style="list-style-type: none"> - PT Agronusa Investama Pahauman, The first planting year was in 1999. The latest land clearing was in 2009 based on: LUCA analysis 2009 where the area was already bare land area. LUCA has been submitted to RSPO as part of company disclosure requirement. - There is no new planting after 1st January 2010 for, PT Bumipratama Khatulistiwa, PT Agro Palindo Sakti 2, PT Musi Banyuasin Indah, PT Sinarsiak Dianpermai, PT Agroindo Indah Perkasa 2
2.1.4	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p>There is no land conflicts.</p> <p>Auditor verification There is no information from public source and RSPO website on any land conflict for uncertified unit of the group subsidiaries.</p> <p>Based on the company record there is documentation on land compensation recapitulation updated on 1 October 2007, participatory mapping, agreement letter on compensation between company and land owner, land owner identity and procedure on compensation technical guidance SOP 001/WIP-KB/(0)/0610 dated June 2010.</p>

2.1.5	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>There is no labor disputes.</p> <p>Auditor verification There is no information from public source and RSPO website on any labour conflict for uncertified unit of the group subsidiaries.</p> <p>The company has mechanism to handle employee complaint and grievance that is stated in SOP 005/WIP-KB/(0)/0610 for communication and consultation with community and SOP 004/WIP-KB/(0)/ 0610 on complaint and grivance mechanism and solving any dispute out off court.</p> <p>There is no list of employee and stakeholder complaint and grievance.</p>
2.1.6	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Yes, there is process for land legality.</p> <p>Auditor verification PT Agronusa Investama Pahauman</p> <ul style="list-style-type: none"> - The continues changing on PIPIB map. In accordance to PIPIB 10 there is no area of the company (based on location permit) that is in the moratorium area. When PIPIB 11 released, some area of the company is in the updated peat moratorium map. <p>PT Agro Palindo Sakti 2</p> <ul style="list-style-type: none"> - There is an obstacle on processing HGU is before continuing the HGU process, the company has to complete the requirement for 20% area allocation for smallholder. Based on BupatiSanggau Decree No. 137 year 2011 dated 25 March 2011 for 623 ha of smallholder scheme for 2 koperasi of Batu Ceramin and and Maju Bersama. Later, koperasi Maju Bersama split into Koperasi Maju Bersama and Koperasi Harapan Baru. And Koperasi Harapan Baru wants to take about 136 ha within company proposed HGU area. The company needs to resolve this issue first before be able to continue HGU process. <p>PT Musi Banyuasin Indah</p> <ul style="list-style-type: none"> - Overlay the map of land use with attachments Ministerial Decree No. SK.822/Menhut-II/2013 PT MBI entered in production forest area. - Planting outside HGU Kebun Sei Selabu (block 010, 024 and 027). <p>Explanation management unit following the legal department still perform continuous coordination with the government while waiting for a change of</p>

		<p>government decisions regarding the status of the area.</p> <p>PT Sinarsiak Dianpermai</p> <ul style="list-style-type: none"> - HGU 1,002 Ha on process - Status of Other Use Areas based on Appendix SK 878 / Menhut-II / 2014 dated September 29, 2014 and letter no. S.160 / BPKH.XIX-3/2016 dated March 31, 2016 <p>Explanation management unit as follows:</p> <ul style="list-style-type: none"> - Disagreement between the ministry of forestry by the Riau provincial government on the status of land PT SSDP (between the status of forest and APL), which led to the process of making the concession inhibited. - There are some estate areas around the Mill that does not have permission locations. The process of acquiring a location permit was hampered due to the reasons in point 1 as well. - The legal department is still doing continuous coordination with the government while waiting for a change of government decisions. <p>PT Agroindo Indah Perkasa 2</p> <ul style="list-style-type: none"> - There is HGU on propose.
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3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components

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

NCR No.	: 2017.01	Issued by	: Y. Wisnu Rahmanto
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 6 June 2017
Standard Ref. & Requirement	<p>RSPO Certification System, 2007 (rev. 2011)</p> <p>4.2.3 The unit of certification shall be the mill and its supply base:</p> <ul style="list-style-type: none">- The unit of certification must include both directly managed land (or estates) and associated smallholders and outgrowers, where estates have been legally established with proportions of lands allocated to each.- All the FFB from the directly managed lands (or estates) shall be produced to certifiable standards. The mill will develop and implement a plan to ensure that 100% of associated smallholders and outgrowers are of certifiable standard within 3 years.. <p>4.2.4 (a) The parent organization or one of its majority owned and/or managed subsidiaries is member of RSPO. The requirements (b) to (j) will be applicable, whether the registered RSPO member is the holding company or one of its subsidiaries, including uncertified management units:</p> <p>(c) Any revision to the time-bound plan or to the circumstances of the company shall cause the plan to be reviewed (as provided for in the guidance on surveillance assessments, Annex 4) for whether it is still appropriate, such that changes to the timebound plan are permitted only where the organisation can demonstrate that they are justified.</p> <p>(i) Certification bodies will assess compliance with these rules for partial certification at each and every assessment of any of the management units (see Annex 4). Assessment of compliance with requirements (e) – (h) by the certification body based on selfdeclarations only by the Company, with no other supporting documentation, will not be acceptable. Verification of compliance must be based on the following approach: Positive assurance statement, which is based upon self-assessment (i.e. internal audit) by the organisation. This would require evidence of the self-assessment against each requirement.</p>		
<p>Non-Conformance Description & Evidence observed <i>(filled by auditor):</i></p> <p>The certificate holder has shown the Time-Bound Plan (TBP) for WILMAR International Limited which is TBP (new) Sumatera Kalimantan 2016 and TBP Wilmar 2016 Malaysia and Africa, where there is a target for each supply base that has not been certified. However, the Certificate Holder has not been able to show evidence:</p> <ul style="list-style-type: none">- A clear justification for changes to the Time-Bound Plan for uncertified units and updating of their status.- Support document in the form of positive assurance statement that is self-assessment for uncertified unit. For example: for the scope of AMP POM such as KUD Dastra I and II. <p>On that basis, the Certificate Holder and / or WILMAR as a member of the RSPO has not applied the requirements under the 2007 RSPO Certification System (rev. 2011).</p>			

Root Cause Analysis <i>(filled by organization audited):</i> <p>A review that has not been done routinely on the time bound plan, including supporting its documents to ensure the relevant time bound plan with current conditions.</p>	
Corrective Action <i>(filled by organization audited):</i> <p>Making self-assessment for 5 smallholders in Agam-Aasaman regional area as supporting document in determining RSPO certification time bound plan for its smallholders.</p>	
Preventive Action <i>(filled by organization audited):</i> <p>Perform an annual review of the time bound plan to ensure that the condition remains updated (done on every annual work schedule of the WILMAR sustainability department).</p> <p>This annual review will be implemented also to other companies by using applicable template.</p>	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> <p>Auditor Verification June 16, 2017:</p> <p>The certificate holder has submitted evidence of improvement in the form of Self Assessment Report for Uncertified Units (KUD Damai Sejahtera) as supplier of AMP POM. Based on the results of the self-assessment there is still a non-conformities against the relevant criteria so it is planned to be included into the scope of certification in 2019, this is in accordance with the TBP that has been made and shown during the audit.</p> <p>Proof of such improvement is acceptable, but Non-compliance is NOT FULLY Comply before the response to the auditor's question is answered.</p> <p>Auditor verification July 6, 2017 against appeal dated April 12, 2017:</p> <p>The management representative of the certificate holder appealed this non-conformities by pointing out the explanations and opinions regarding the requirements in the relevant RSPO Certification System by email dated April 12, 2017. Such submission will be considered for the auditor team when the certification decision is determined by the Mutuagung Certification Panel Committee Team, while Remedial action still takes place.</p> <p>Evidence of improvement may be accepted by the auditor team, while the final decision relates to the Mutuagung Certification Panel Committee Team in terms of the significance of the Non-Conformity.</p> <p>Status: CLOSED WITH OBSERVATION by Auditor Team (temporary), PENDING TO MUTU CERTIFICATION PANEL COMMITTEE for Final Decision.</p> <p>Certification Panel Committee on 21st August 2017 conclusion: COMPLY</p>	
Verified by	: Yudwi Wisnu Rahmanto

NCR No.	: 2017.02	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 27 July 2017
Standard Ref. & Requirement	: 2.1.1 There is compliance with all applicable local, national and ratified international laws and regulations.		
Non-Conformance Description & Evidence observed (filled by auditor): <p>interview and document verification of employees (workers attendance records and payment slip in January 2017, February 2017 and March 2017), auditor found that CH still employed casual workers or "Buruh Harian Lepas" that have been working for more than 21 days a month in 3 months continuously. In example, workers that worked as loosefruit handpicker at Cooperative Bukti Sandiang Tigo and Cooperative Tompek Tapan Kandise.</p> <p>According to Indonesian Law referred to Manpower Decree No. 100 Year 2014 Article 10 stated that if any workers have been worked for 21 days or more within 3 months continuously or more, status of worker agreement should be increase as Permanent Workers.</p> <p>Based on this finding, the CH have not been provide the evidence related to compliances with rules and regulations</p>			
Root Cause Analysis (filled by organization audited): <p>When FFB production on peak season in certain condition, BST and TTK uses labor to pick the looses fruit as casual workers without following the requirements of applicable laws (Kepmenakertrans No. 100 Year 2004 Article 10). This requirement has been explained in the contract but not executed properly. Because:</p> <p>KUD management instructed to their staff for recruiting of casual workers (BHL), but the staff did not follow the "Prosedur Rekrutment (PRO-HRD-001)" when hire of workers in accordance with employment requirements and did not report to the smallholder administration staff, smallholder manager and head of cooperative. This is due to the lack of understanding the staff regarding recruitment mechanisms as per the requirements of the laws). To prevent this is not repeated, during recruiting of any workers then Cooperative should be communicate with field staff and report to the Smallholder Manager.</p>			
Corrective Action (filled by organization audited): <ol style="list-style-type: none"> 1. Withdrawing the letter No. 26 / KPS-BST-Int / IV / 2017 related to termination of daily workers on BST smallholders. 2. Making an employment contract as permanent worker (KHT) to the daily workers (BHL) who have worked for more than 21 days for 3 consecutive months. 			
Preventive Action (filled by organization audited): <ol style="list-style-type: none"> 1. In the future, if any recruitment of casual workers, then should be following the applicable requirements. 2. Conducting socialization to all Smallholders Cooperative (administrators and field staff of smallholders) regarding understanding of Labor Law. 			
Assessor Evaluation and Conclusion (filled by auditor): Verification on June 09, 2017 <p>The certificate holder may show the corrective evidence:</p> <ul style="list-style-type: none"> - Minutes of training programs on socialization of procedures and provision of manpower, sustainability of PPE to the smallholders on 03 June 2017. - Letter / memorandum from PGA No -15 / AMP-PGA / Ext = V / 2017 dated May 13, 2017 regarding Employment Regulation concerning recruitment of employees addressed to Smallholders Cooperative (KUD) management. - Agreement Contract of Daily Workers who has worked for more than 21 days for 3 months consecutively at KUD 			

Bukit Sanding Tigo and KUD Tompek Tapian Kandis.

Based on the corrective evidence that have been submitted, the auditor stated the NC's in this indicator is NOT YET COMPLY because there is still lack of evidence available:

- Identification of Root Causes, corrective actions and preventive actions to anticipate non-conformance to these indicators are raised again.

Verification on July 05, 2017

The auditor team was accepting the response of root cause, but to ensure the field implementation, the auditor team recommends to conduct MAJOR FIELD VERIFICATION to ensure its fulfillment.

Recommendations of auditor team on July 18, 2017: FIELD VERIFICATION is required to ensure that all corrective actions that have been submitted can be applied appropriately.

Major Verification on July 27, 2017

Based on field visits and direct interviews with two employees of casual worker for loose fruit picker in Block 4A KUD Bukit Sandiang Tigo obtained information that their has been appointed as permanent workers (KHT) since May 2017 where previously they are casual workers.

Based on the corrective evidence and field verification, auditor team concludes this NC is CLOSED.

Verified by	:	Moh Arif Yusni
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NCR No.	: 2017.03	Issued by	: Sofyan Hadi Lubis
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 25 May 2017
Standard Ref. & Requirement	4.4.2. Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the time of or prior to replanting shall be demonstrated.		
Non-Conformance Description & Evidence observed (filled by auditor): <p>Based on field visits the auditor found an indication of the spraying application activity in ditch area Block 2A AMP-1 Estate. Based on review of Daily Costing Books document, the spraying activity was conducted on 10 - 14 February 2017. This was not in accordance with the procedure (SOP-GEN-018 and SOP No. SOP-EST-2009) related to the prohibition of spraying application on ditch area.</p> <p>During the audit activities, the management unit has clarified the issues identified, but the auditor team assesses that the evidence presented was not sufficiently effective and comprehensive to be applied to the scope of audit.</p>			
Root Cause Analysis (filled by organization audited): <ol style="list-style-type: none"> 1. There is a contradiction between content of the procedure and operational instruction in the field. 2. The content of the procedure did not explain criteria of drainage type that dissalowed to sprayed. 3. There are no additional tools in the field as guidance for sprayers that in a certain drainage are dissalowed to spray 			
Corrective Action (filled by organization audited): <ol style="list-style-type: none"> 1. Revised SOPs by considering the review of Wilmar Best Management Agricultural Manual 2. Make a boundary mark that should not be sprayed (portable signboard) 3. Re-socialize to all spraying workers regarding spray warning in certain drainage 			
Preventive Action (filled by organization audited): <p>Conduct environmental inspections once 4 months across the unit → Prepared environmental inspection checklists and inspection schedules.</p>			
Assessor Evaluation and Conclusion (filled by auditor): Verification of Auditors, May 25, 2017 <p>The certificate holder has shown corrective evidence of NCR No. 2017.03:</p> <ul style="list-style-type: none"> - Revision of SOP Circle and Path Spraying (SOP-EST-002). The SOP describes: 1) Ensure spraying in the area of the Main and Collection Drain of water flow, prohibited from spraying. Spraying activities are equipped with a portable signboard, spray limit 3 meters from the edge of the drainage and a portable board installed during each spraying activity. 2) No spraying in HCV area and river banks and drainage ditches. - Evidence of the socialization activities of the prohibition of spraying along the drainage (Main and Collection Drain) to spray workers in all units. Sighted: Minutes of the spray prohibition socialization, attendance list of socialization, photo socialization, portable photo signboard and notes. <ul style="list-style-type: none"> • On 04 May 2017 at AMP 1, the number of participants was 22 people • On 22 May 2017 at AMP3, the number of participants was 13 people • On 20 May 2017 at PMJ, the number of participants was 7 people • On 15 May 2017 at BST, the number of participants was 6 people • On May 16, 2017 at TTK, the number of participants was 10 people • On May 24, 017 at KAMU, the number of participants is 10 people. - Minutes of Portable Signboard installation in all units. - LK3 inspection form in all units. 			

Based on the above explanation, the Non-conformance on this indicator is stated CLOSED WITH OBSERVATION and will be verified the effectiveness at the next assessment.

Verified by	:	Sofyan Hadi Lubis
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NCR No.	: 2017.04	Diterbitkan oleh	: Arif Faisal Simatupang
Date Issued	: 06 April 2017	Batas Waktu	: Prior Issued Certificate
NC Grade	: MAJOR	Tanggal Terpenuhi	: 20 June 2017
Standard Ref. & Requirement	: 4.5.1 Monitoring of Integrated Pest Management (IPM) plan Implementation Shall be Available		
Non-Conformance Description & Evidence observed : <p>Certificate holder undertakes pest and disease census as the early warning system. Census is conducted in every three month, if there is a high potential of infestation, carried out a census every month.</p> <p>Based on documents of summary census EWS of AMP 3 Estate from January 2016 to February 2017, there were rat infestations that exceeded the economic threshold (5 %) with details :</p> <ul style="list-style-type: none"> - Census of February and May 2016, no rat infestation exceeding economic threshold. - Census of August 2016, there were rat infestations exceeding economic threshold in all blocks (21 blocks). Breakdown of 10 Blocks with infestation rate 5 – 10 %, 9 Blocks with infestation rate 10 – 20 %, and 2 Blocks with infestation rate > 20 %. - Census of November 2016, there were decreased of infestations that exceed the economic threshold, 3 Blocks with infestation rate 5 – 10 %. - Census of February 2017, there were increases of infestations that exceed the economic threshold, consist of 6 Blocks with infestation rate 5 – 10 %, 2 Blocks with infestation rate 10 – 20 %. <p>Certificate holder has carried out the control using active ingredients <i>Brodifacoum</i> in the period of September 2016 to March 2017. The amount of pesticides for control were fluctuated.</p> <p>Review of procedure related to pest and disease control (SOP-EST-005) and pest control system (SOP-EST-023) explained that the priority option to control rat infestation is by natural predators such as owls. The certificate holder has build three barn owl boxes in 2014 (Block 3A, 6B, and 9A), as well as monitoring the occupancy rate every month. Based on interview with management and the last monitoring data, it's known that there was no signs of occupation at those barn owl boxes since the instalation</p> <p>Certificate holder has communicated with the Research Department related to this obstacles. Research Departement gave the recommendation by increase the number of barn owl boxes in to reach the ratio 1 box for 50 ha area, in accordance with the existing procedure.</p> <p>Until the assessment, certificate holder has not been able to demonstrate a clear management plan (detailed activities, clear timetable, targets, evaluation and preventive action) related to integrated rat infestation control, as part of reducing pesticide usage.</p>			
Root Cause Analysis (filled by organization audited): <ol style="list-style-type: none"> 1. Lack of potential owl presence in AMP 3 2. The existing owl cages are not sufficient in terms of quantity and distribution 			
Corrective Action (filled by organization audited): <ol style="list-style-type: none"> 1. Identify the needs of the owl cages → map of the owl cage location plan 2. Make the program of procuring the owl cages gradually → ensuring the design of the standard owl cages 3. Introduction of owls in AMP 3 			
Preventive Action (filled by organization audited): <p>Monitoring the effectiveness the addition of the owl cages against the level of rats infestation → through the analysis of infestation trends that been recorded on the EWS</p>			

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

Auditor Verification on June 20, 2017:

The certificate holder sends a proof of improvement:

- Sketches and technical specs of owl cages, as well as photographs of progressive caged owls made of wood and plywood, roofs of zinc, and poles of iron pipes.
- Program of procurement and installation of the Owl cages of AMP 3 Estate in 2017, as many as 40 units are planned from May to December 2017 (5 cages each month). Until December 2017 is expected to have installed a total of 43 cages (plus 3 cages that have been exist). With an AMP 3 planted area of 2,134.54 ha, then the owl cage ratio will be 1 cage for 50 ha of area.
- Map of the location plan of the owl cage in 2017 along with the coordinate point.
- Minutes and photo of the owl receiving on April 14, 2017 as much as 3 tails from PT Murini Sam Sam. For the purpose of quarantining, to fill the owl cages that have been installed.
- Data, graph, explanation and recommendation of EWS AMP 3 census summary for 2nd period of May 2017, with summary of rat pest attack level below economic threshold of 2.5%, and no use of pesticides for control.

Based on the corrective evidence provided, it can be concluded that the certificate holder has shown the management plan which includes details of activities, timeliness, targets, periodic evaluation related to integrated pest control. This Non-conformance is stated CLOSED WITH OBSERVATION and will be verified at the next assessment.

Verified by	:	Arif Faisal Simatupang
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NCR No.	: 2017.05	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Prior Issued Certificate
NC Grade	: MAJOR	Date of Closing	: 27 July 2017
Standard Ref. & Requirement	: 4.7.2 Availability of Assessment and Risk Control, Documentation on Implementation		
<p>Non-Conformance Description & Evidence observed : The certificate holder has had the documents of Aspects of the Impact and Hazards of Environmental Risks and Occupational Safety 2017 with last review in 03 January 2017. The document is composed to conduct identification and analysis of dangers potential that is probably happened at workplace and the recommendation to reduce the potential of work accident. Meanwhile based on documents verifications, field observations and interview with employees and worker obtained information if:</p> <ol style="list-style-type: none"> 1. The inputting process of the documents of Aspects of the Impact and Hazards of Environmental Risks and Occupational Safety not refiring to "SOP Petunjuk Pengisian Aspek Impact (SOP – GEN-009)" 2. There is no evidence if the review process has been aware the potencial hazard from the sub – activity product and service that probably happened, but not limited to: <ol style="list-style-type: none"> a. Potencial hazards the eyes exposed palm oil powder in harvesting process b. Potencial hazards the storage of harvesting tools in housing c. Potencial hazards the transportation of employees on departure and return to work site d. Potencial hazards the Management of domestic waste in land fill e. Potencial hazards the The actiftiy of looses fruit picking 3. Based on field observations founded there is some risk control not been implemented, like: <ol style="list-style-type: none"> a. There is FFB Loader sitting in front and roof of vechicle and also hanging in vechicle tank, for example in Blocks 001 AMP 3 Estate b. There is utilization former wheels, drums and wood as a drag (jack) the vehicle that was under repair in the workshop. For example in AMP 3 Estate workshops <ul style="list-style-type: none"> - Hazardous waste management in temporary / transit storage in workshop AMP 3 estate in improper condition, in example there is no OHS and hazardous waste symbol, there is no second containment and bund off to pretend spillage. - Employee transport is found for chemist activities in a vehicle carrying chemicals. - Its founded FF truck accident in AMP 3 Estate 4. There is no monitoring of the use of PPE in the field as regulated in the identified risk identification. This is based on samples of field visits and plantations found by employees who do not use Personal Protective Equipment in accordance with the established identification, for example: <ol style="list-style-type: none"> a. Employees in the CaCo3 warehouse do not use PPE in the form of gloves when lifting CaCo3 b. Employees at Press and Kernel stations do not use PPE ear protector c. Employees at Kernel stations do not use masks d. Some Harvesters do not use PPE in accordance with the matrix of Gloves and Glasses <p>During the audit activities, the management unit has shown evidence of clarification in accordance with the issues encountered. However, the auditor team considered that the clarification evidence has not shown effective and comprehensive action to the management unit under the scope of certification. As well as evidence of evaluation, monitoring and implementation of the Identification of Aspect of Impact and Hazard of Environmental and Safety Risks</p>			
<p>Root Cause Analysis (filled by organization audited):</p> <ol style="list-style-type: none"> 1. There is a direction for the revision of Hazard Identification - OHS risk, which is not followed up by SOP 			

changes resulting in inconsistencies.

2. There is no complete identification & evaluation of the potential hazards and safety risks of each activity.
3. Lack of awareness and monitoring for all realization of risk control in the field.

Corrective Action *(filled by organization audited):*

1. Do all the lacks found in this finding at point 3 above.
2. Revise the potential risk hazard documents of OHS, by adding potential hazards to point 2 above
3. Revise the potential risk hazard documents of OHS, in accordance with the rules in the SOP.
4. Provide PPE according to its activities to employees that identified during the audit (if still do not have the PPE).

Preventive Action *(filled by organization audited):*

1. Re-socialize how to fill the hazard risk table
2. Re-socialize of OHS awareness to Mill and Estate workers
3. OHS routine inspection per 1 month → make inspection checklists and inspection work plan.

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

Verification on June 09, 2017,

The certificate holder may show corrective evidence:

- Revised document of risk identification that has been referring to the owned procedure
- Revised document of risk identification that describes the whole process of activities in the estate
- Monitoring of personal protective equipment, socialization related to K3, jack-stand procurement, and investigation related to vehicle accident,

Based on corrective evidence that have been submitted, the auditor concludes the NC of this indicator is NOT YET COMPLY because there is not enough evidence available:

- Identification of Root causes, corrective actions and preventive actions to anticipate non-conformance to these indicators were raised again.

Verification on July 05, 2017

the auditor team has accepted regarding respond of the root cause provided, to make sure that corrective action have been implemented, the auditor team recommends to perform MAJOR VERIFICATION to ensure its fulfillment.

Auditor team recommendations as of July 18, 2017: FIELD VERIFICATION is required to ensure that all corrective actions that have been submitted can be applied appropriately.

Major Verification on July 25, 2017

PT PMJ

Based on field visits and interviews with 6 (six) harvest workers in Block 19 and 6 workers of loose fruit picker in Block 22 it is known that employees have used PPE in accordance with risk identification. Employees also understand the potential hazards if did not using PPE.

AMP 3 Estate

- Based on field visits and interviews with 3 (three) harvest workers in Block 1 C and with 3 (three) loose fruit pickers in Block 3 it is known that employees have used PPE in accordance with risk identification. Employees also understand the potential hazards if not using PPE.
- Based on the field visits in Block 1 D it is known that FFB loaders sit in provided seat properly and do not sit or hanging on vehicles.
- in the workshop visit, it is known that the company has provided Jack Stand which is used as vehicles holder during

maintenance.

- interview result with 4 sprayer in block 8 obtained information that company has facilitated the transportation vehicle for pick up and distribute to work location.
- field visits at schedule waste storage (LB3) at AMP 3 estate are known that the company has provided embankment and signboard of OHS at AMP POM
- results of field visits in the AMP POM it is known that employees have used PPE in accordance with the potential hazards identified and other interviews with their employees have received socialization / training on safe working practices.

Based on the corrective evidence that has been submitted and the results of major verification on field, it concludes this NC is CLOSED.

Verified by	:	Moh. Arif Yusni
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NCR No.	: 2017.06	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Prior Issued Certificate
NC Grade	: MAJOR	Date of Closing	: 27 July 2017
Standard Ref. & Requirement	4.7.3 Records of training Occupational Health and Safety program (see 4.8) and Personal Protective Equipment (PPE) in accordance with the results of hazard identification and risk analysis should be available to all workers.		
Non-Conformance Description & Evidence observed : The result of the document review is known that the certificate holder has provided Personal Protective Equipment (APD) to the employees with the allocation as regulated in SOP of Procurement of Personal Protective Equipment (PRO-GEN-020 rev 00 dated 21 April 2016). Based on the results of field visits and interviews with harvesting employees in Block 06 AMP3 Estate and Block 009 PMJ, FFB Loader at AMP3, Employees at Boiler Station, Employees at Press Station, obtained information that if the PPE used is damaged/broken then the employee will provide their own, until the next allocation period. In relation about that the Certificate Holder has not been able to show the Mechanisms governing the provision of Personal Protective Equipment if damaged by the work activities and the evidence of its implementation. Based on the result of sample of field visit, interview with loose fruit workers in Block 4B KUD Bukit Sandiang Tigo and in Block 8 PT KAMU and verification document handover PPD obtained information that they do not get PPE in accordance with potential hazard that happened.			
Root Cause Analysis <i>(filled by organization audited):</i> 1. SOP of PPE procurement has explained that the replacement of broken PPE is possible as long as it can be proved that the damage occurred because of running the job, but the workers have not understood this well. 2. Identification of potential health risk hazard for loose fruit picker activity not available upto with recommendation of standard of PPE for the activity.			
Corrective Action <i>(filled by organization audited):</i> 1. Socialization on PPE procurement procedure, especially regarding the replacement of PPE because of damage at work 2. To identify potential hazard risk of OHS loose fruit picker 3. Revision of PPE matrix by adding activity of loose fruit picker according to potential hazard of OHS point 2 above 4. Provide PPE to loose fruit picker in BST Smallholder and PT KAMU in accordance with point 3 above			
Preventive Action <i>(filled by organization audited):</i> - Provide PPE to loose fruit picker in other units - Conduct routine of OSH inspections per 1 month to ensure use of PPE in the field → make inspection checklists and inspection workplans.			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification on June 09, 2017: The certificate holder may show evidence of improvement: - Procurement procedure of Personal Protective Equipment (Pro-GEN-020) dated 21 April 2016 which explains that if PPE is damaged due to work by the company - Socialization of PPE used to employees - Minutes of PPE handover for smallholder worker, employees of loose fruit picker in PMJ			

- Document matrix type of PPE required

Based on corrective evidence that have been submitted, the auditor concludes the NC of this indicator is NOT YET COMPLY because there is not enough evidence available:

- Identification of Root causes, corrective actions and preventive actions to anticipate non-conformance to these indicators were raised again.

Verification on July 05, 2017

the auditor team has accepted regarding respond of the root cause provided, to make sure that corrective action have been implemented, the auditor team recommends to perform MAJOR VERIFICATION to ensure its fulfillment.

Auditor team recommendations as of July 18, 2017: FIELD VERIFICATION is required to ensure that all corrective actions that have been submitted can be applied appropriately.

Major Verification on July 25, 2017

PT PMJ

Based on field visits and interviews with 6 (six) harvest workers in Block 19 and 6 workers of loose fruit picker in Block 22 it is known that employees have used PPE in accordance with risk identification and given periodically every 6 months. Employees also stated that if APD is damaged due to work it will be replaced by the company after reporting to the Leader (foreman / staff).

AMP 3 Estate

Based on field visits and interviews with 3 (three) harvest workers in Block 1 C and with 3 (three) loose fruit pickers in Block 3 it is known that employees have used PPE in accordance with risk identification and given periodically every 6 months. Employees also understand that if PPE's broken due to work, it will be replaced by the company after reported to the headship (foreman/staff).

KUD Bukit Sandiang Tigo

Based on field visits and interviews with 2 maintenance workers in Block 1 A and with 3 loose fruit pickers in Block 4 it is known that employees have used PPE in accordance with risk identification and given periodically every 6 months. Employees also stated that if APD is damaged due to work it will be replaced by the company after reporting to the Leader (foreman / staff).

Verified by	:	Moh Arif Yusni
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NCR No.	: 2017.07	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Next Surveillance
NC Grade	: Minor	Date of Closing	: 06 Juli 2018
Standard Ref. & Requirement	4.7.5 There shall be procedures in case of accidents and emergencies along with the instructions that should be able to be clearly understood by all workers. Procedure in case an accident should be provided in a language that can be understood by the workers. Workers who have been trained to provide first aid should be present both in the field and in other operations, and equipment for first aid should always be available in the workplace. Note all accidents must be kept and reviewed regularly.		
Non-Conformance Description & Evidence observed : Based on sampling of field observations in mill and estates obtained information if the certificate holder has been Providing emergency response and first aid facilities at workplace, but it is known that: <ul style="list-style-type: none"> - There is several MSDS who written in english, for example in oil storage in AMP POM, ie Shell Omala 220, Neutron Lab ISO 320, - There is no MSDS for Turalink 52 in oil storage - There is no symbol or OHS signboard and risk potential in CaCo3 in chemical warehouse AMP POM - Hazardous storage in AMP POM Not equipped with emergency response siren and in PT PMJ not equipped with emergency response siren and Shower – - Light Fire Extinguishers at the Press Station for its validity period have expired (November 30, 2016) - There is no bund-off in Chemical Storage at AMP POM and at Hazardous storage at PT PMJ - <p>During the audit activities, the management unit has shown evidence of clarification in accordance with the issues encountered. However, the auditor team considered that the clarification evidence has not shown effective and comprehensive action to the management unit under the scope of certification. As well as evidence of evaluation, monitoring and implementation.</p>			
Root Cause Analysis (filled by organization audited): No environmental and safety inspection has been done regularly and thoroughly			
Corrective Action (filled by organization audited): Fixed all the deficiencies identified in the above findings			
Preventive Action (filled by organization audited): Conduct routine OHS inspections in accordance with Environmental Inspection and OHS procedures, PRO-GEN-012 number, revision 02, valid date October 1, 2013.			
Assessor Evaluation and Conclusion (filled by auditor): Verification on 6 July 2018 : The certificate holder shows the proof of improvement document, as follows: <ol style="list-style-type: none"> 1. Minutes dated May 4, 2017 on the installation of shower next to the entrance of hazardous waste temporary storage at PT PMJ and photo installation activities. 2. Minutes dated 22 April 2017 on the installation of alarm / siren in hazardous waste temporary storage of PT PMJ and photo installation activities. 3. 3. Photo documentation of MSDS of CaCO3 in warehouse. 4. 4. Photo of Fire Extinguishers at Press Station that has been refilled. 5. 5. Photo of siren installation at hazardous waste temporary storage and hazardous material Symbol in CaCO3 			

warehouse

6. Photo of MSDS in AMP POM at oil warehouse written in Indonesia Language such as Shell Omala 220, Neutron Lab ISO 320 and Turalink 52.
7. Inspection Form of EHS, including inspections in January, March and June 2018.

Based on the results of document review and field observation on ASA-1.1 at LB3 TPS and oil warehouse, it was found that the shower, sirens, MSDS and symbols have been installed as specified and APAR is also in good condition. So that this non-conformance is declared fulfilled.

Verified by	:	Muhammad Rinaldi
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NCR No.	: 2017.08	Issued by	: Sofyan Hadi Lubis
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 7 June 2017
Standard Ref. & Requirement	5.5.1 Records of land clearing with zero burning shall be available, referring to the ASEAN Policy on Zero Burning (2003) or other recognised techniques based on the existing regulations.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> The certificate holder already has a policy regarding burning land clearance (recorded in procedure No. PRO-EST-002 Revision 04 dated 01 October 2013; Agronomy Guide of 2015 in part I sub-section 4.0 and Wilmar's Policy of 5 December 2013). The certificate holder has also conducted socialization on emergency response of land fires to employees, plasma farmers / community on 21 February 2017. However, on the way to housing complex of M1700, the auditor saw an indication of the burning activity at Plasma Agro Wira Masang (in front of Block 5 AMP3 estate). On that basis, the certificate holder has not been able to show an effectiveness evaluation of the established mechanism to ensure that it does not happen again			
Root Cause Analysis <i>(filled by organization audited):</i> SOPs related to Zero Burning do not cover handling mechanism the use of fire that are not allowed in daily activities in the Estate and Mill.			
Corrective Action <i>(filled by organization audited):</i> 1. Making Procedure of handling mechanism against the use of fire that is not allowed in daily activities in the Estate and Mill 2. Socialization of SOP point 1 above to AWM smallholder 3. Make a joint agreement with AWM smallholder on the implementation of Zero Burning policy			
Preventive Action <i>(filled by organization audited):</i> 1. Socialization of procedure to other smallholder 2. Make a joint agreement with other related smallholder on the implementation of Zero Burning policy 3. Conduct environmental inspections once a month in all units → Prepared environmental inspection checklists and inspection schedules			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Auditor Verification, June 07, 2017 The certificate holder has shown the corrective evidence among others: <ul style="list-style-type: none">- Revised SOP of Land and Forest Fires (SOP-GEN-012, rev. 01, dated May 2, 2017). In SOP it is stated that it is forbidden to burn for any type of activity; If an employee or community encounters a burning field adjacent to the Smallholder, immediately negotiate with them so that the burning can be stopped; Collecting / identifying communities or employees who are farming on the borders of the plasma plantations; Conducting social prohibition of burning; And put signboards on fire ban.- Evidence of socialization prohibition of burning land & forest to community in Smallholders Kinali area on May 19, 2017. Sighted: List of present and photo of socialization activity.- News of Socialization of Zero Burning Policy to smallholder organisation of TTK, BST, MSJ, AWM, and Dastra dated 03 June 2017 # number of participants 19 people. Sighted: List of present socialization activities.- Minutes of Agreement regarding Disallowance on Burning in smallholder area with communities around AWM cooperative dated May 19, 2017. The parties (11 land occupiers) agreed to not burning of corn waste after harvesting in smallholder area. Sighted: Photo and signature of burn ban agreement.			

- Minutes of Agreement regarding Disallowance on Burning in smallholder area with farmers and cooperative management dated 03 June 2017. The Parties (4 persons/farmers) agreed to comply with and adhere to Zero Burning policy and burning disallowance within smallholder plantations.
- Environment and OHS inspection forms in all the unit.

Based on the above description then Non-conformance on this indicator is stated CLOSED WITH OBSERVATION and will be seen the effectiveness of its application during the next assessment.

Verified by	:	Sofyan Hadi Lubis
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NCR No.	: 2017.09	Issued by	: Oktovianus Rusmin
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 19 July 2017
Standard Ref. & Requirement	6.1.3 Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.		
Non-Conformance Description & Evidence observed: The Certificate holder already has a Social Impact Assessment document in 2010 and is updated in 2016. Where there is a Management Plan and Monitoring Matrix which is an appendix of the Social Impact Assessment Report in each management unit within the scope of the certification. However, these plans have not been developed in a clear implementation schedule nor have they been developed in consultation with affected parties (participatory).			
Root Cause Analysis <i>(filled by organization audited):</i> Discussion of evaluation of the plan Social Impact Management and Monitoring of previous periods that require prolonged periods Management Plan and Social Impact Monitor for the next period also delayed			
Corrective Action <i>(filled by organization audited):</i> Create a detailed implementation schedule as part of the general social impact management and monitoring plan from 2017 to 2019 and communicate with the affected parties			
Preventive Action <i>(filled by organization audited):</i> Create a more structured work plan in the coming period so that every evaluation of the management plan and monitor social impacts can be completed on time			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verify June 7, 2017 The certificate holder has shown the corrective evidence, including: <ol style="list-style-type: none">Minutes of Socialization of SIA Implementation from 2014 to 2016 and Management Planning Plan Social Impact Assessment Year 2017-2019 at PT AMP Plantation, dated January 22, 2016.Plan of Action Plan Program Plan SIA 2017 PT Perkebunan Anak Negeri Pasaman; Plan of Activity of SIA Plan Management Plan 2018 PT AMP Plantation Unit 1, 2, 3 & POM; Planned Activity of SIA Plan Management Plan 2019 PT Perkebunan Anak Negeri Pasaman. Where is the type of activity / activity, implementer and the time schedule of its implementation.			
Auditor response: <ul style="list-style-type: none">The audit was conducted on 29 March to 6 April 2017, if the Socialization was conducted on January 22, 2016, this document should be shown at the time of the audit activity, but the auditor never saw this document during the audit.? Documents can not be shown during the audit, as they are saved to other documentsConsultation is only done in Jorong Tapani Kandis, what about in other Jorong around PT AMP. This is as a whole participatory evidence of the affected parties? Consultation has been made for the AMP area (Tiku, Katiagan)			
Verify 4 July 2017 Evidence sent, only in Tapani Kandis, while Tiku & Katiagan not yet available			

- There is no evidence of consultation with the community around PT PMJ and PT KAMU which is also the Scope of Certification? Has been consulted with the community for PMJ (not yet shown evidence), and in the plan for PT.KAMU
- How is the evidence of involvement that the SIA Management Program Activity Plan in PT. PAN-P (2017); KUD Plasma PT. AMP (2018); CSR PT. PAN-P has been known in a participatory manner to the affected parties? [Not yet done, the plan will be done in the fourth week of July 2017]

Based on the above, the Non-conformance on this indicator has not been fulfilled (Open) because there is still evidence that has not been provided.

Auditor verification July 5, 2017:

On request of the indicator that a social impacts management and monitoring plan should be available to avoid or mitigate negative impacts and enhance the positive impacts based on the results of the Social Impact analysis through a consultation process with the affected parties.

Auditor verification July 18, 2017:

It has been shown some evidence of, among others:

PT AMP 1,2, 3 & 4 (PMJ)

- Minutes of Implementation of Community Consultation (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari)
- Photographs of the implementation of consultations with the community (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari)
- List of Present Consultations (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari)
- Minutes of Socialization of Participatory Plans with the community (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari)

PT PANP

- Minutes of meeting communication with community (Nagari Kinali)
- Minutes of Socialization of Participatory Plans with the community (Nagari Kinali)
- Photographs of community consultation (Nagari Kinali)
- List of Present Consultation (Nagari Kinali)

PT KAMU

- Minutes of Implementation of Community Consultation (Jorong Kampung Pisang & Jorong Sei Jaring)
- Minutes of Socialization of Participatory Plans with the community (Jorong Kampung Pisang & Jorong Sei Jaring)
- Photographs of the implementation of consultations with the community (Jorong Kampung Banana & Jorong Sei Jaring)
- List of Present Consultation (Jorong Kampung Banana & Jorong Sei Jaring)

Based on the evidence that addressed, the Nonconformance of this indicator is stated to have been fulfilled (Closed With Observation)

Verified by	:	Oktovianus Rusmin
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NCR No.	:	2017.10	Issued by	:	Oktovianus Rusmin
Date Issued	:	6 April 2017	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	19 July 2017
Standard Ref. & Requirement	:	6.1.4 The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.			
Non-Conformance Description & Evidence observed: The Certificate holder already has a Social Impact Assessment document in 2010 and was updated in 2016. However, there is no evidence that a review of the Social Impact Management and Monitoring Plan has been implemented in each management unit within the scope of the certification and no evidence has been involved with all affected parties (Participatory).					
Root Cause Analysis: There is no scheduling standard for the evaluation of the social impact management plan and monitoring for all management units, so there are still management units that have not been evaluated.					
Corrective Action: 1. Fulfillment of the evaluation of the social impacts management plan and monitoring for all management units. 2. Consult the results of point 1 to the affected party.					
Preventive Action: Establish standards for scheduling of evaluation of social impacts management plan and monitoring					
Assessor Evaluation and Conclusion: Verification 7 Juni 2017 There is no evidence that evaluations of the Social Impact Management and Monitoring Plan have been implemented in each management unit within the scope of the certification, and there is no evidence has been involved with all affected parties (participatory). → The evaluation will be conducted at the fourth week of July 2017 Verification 4 July 2017: There is no evidence of corrective action Verification 18 July 2017: The evidences has been shown, including: <u>PT AMP 1,2, 3 & 4 (PMJ)</u> <ul style="list-style-type: none"> • Official report of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari) • Minutes of meeting of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari) • List of attendees of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari) • Photo documentation of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari) 					
PT PANP					

- Official report of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Nagari Kinali)
- Minutes of meeting of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Nagari Kinali)
- List of attendees of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Nagari Kinali)
- Photo documentation of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Nagari Kinali)

PT KAMU

- Official report of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Jorong Kampung Pisang & Jorong Sei Jaring)
- Minutes of meeting of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Jorong Kampung Pisang & Jorong Sei Jaring)
- List of attendees of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Jorong Kampung Pisang & Jorong Sei Jaring)
- Photo documentation of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Jorong Kampung Pisang & Jorong Sei Jaring)

Based on the evidence of those corrective action, the Non-conformance on this indicator is stated to comply (**Closed With Observation**)

Verified by	:	Oktovianus Rusmin
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NCR No.	: 2017.11	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Prior Issued Certificate
NC Grade	: MAJOR	Date of Closing	: 18 July 2017
Standard Ref. & Requirement	: 6.5.1 Must be available documentation of wages and conditions of employment in accordance with the provisions of the labor force.		
Non-Conformance Description & Evidence observed : <p>There is a letter from General Manager - Sumatera 1 dated March 24, 2017 stating that if the loose fruits worker has carried out the work in accordance with the established working hours that is for 7 (seven) hours but still not able to achieve wages according to the calibration results then wages paid in accordance with wages According to calibration result.</p> <p>The certificate holder may show the Letter of Employment Agreement for daily workers employee, where for wage system mentioned that in PT PMJ is Rp 77,972 / day while in PT KAMU and AMP 3 Wages estate paid is Rp 185 / Kg.</p> <p>However, based on the results of document review and interviews it is known that:</p> <ul style="list-style-type: none"> - Wages paid for loose fruits workers in PT PMJ still refer to the tonnage / output of Rp. 185 / Kg - in KUD BST and PT KAMU, it is known that the average output produced per day is 200-350 kg / person or equivalent to Rp. 37,000 - 64,750 / person. Meanwhile, the results of the payroll slip document for the procurement workers for the period of March 2017 are known to be the highest average wage of workers received in the amount of Rp. 69.120 / day. <p>Based on the explanation above, the Certificate Holder has not been able to show evidence that the implementation of the wage fixing of daily employees has been in accordance with the provisions set by the management of the company and the government. Based on That Explanation Raised NCR No 2017.12 With Major Category</p>			
Root Cause Analysis (filled by organization audited): <ol style="list-style-type: none"> 1. The difference between the contents of the loose fruits pickers quotation agreement brondolan in the payment system between PT PMJ, KAMU, AMP 3 and KUD BST where there is writing of wage determination based on work 1 day and based on the result (kg). 2. Point 1 above occurs during the determination of the price of kutib brondolan which is still in the calibration and analysis stage 			
Corrective Action (filled by organization audited): <ol style="list-style-type: none"> a. Issue a Top Management decision regarding the payment system of kutib brondolan work b. Preparation of work agreement for Each loose fruits pickers for the region of Agam Pasaman in accordance with point 1 			
Preventive Action (filled by organization audited): <p>Each loose fruits pickers will be made with finger system for PT AMP & PMJ and manual absenteeism for TK loose fruits picker PT KAMU, PANP and KUD with the information about hours of work and work</p>			
Assessor Evaluation and Conclusion (filled by auditor): Verify 09 June 2017 <ul style="list-style-type: none"> - Explanation Letter and Notice from GM Sumatera-1 to all Head of Operating Unit dated 17 April 2017 concerning Adjustment of Brondol Quotation Price which explains that if the worker has reached 7 working hours but still not able to achieve wages in accordance with the calibration result then the wages paid accordingly With daily wage of Rp 77,972, - - A revised employment agreement letter refers to a letter from GM Sumatera-1 <p>Based on evidence of improvements that have been submitted the auditor assessed the Non Conformities in this</p>			

indicator is stated NOT Comply because there is not enough evidence available:

- Identification of Root cause, corrective actions and preventive actions to anticipate non-conformance to these indicators.
- the implementation of wages that have been set in accordance with the Minimum Regional Wage

Auditor verification July 5, 2017:

- Identification of Root issues, corrective actions and precautions to anticipate non-conformance to these indicators. (Already acceptable to the auditor).
- There is no evidence of wage employment implementation that has been set in accordance with the Minimum Regional Wage

Based on the above, the Non-conformance on this indicator is NOT FULLY (Open).

Auditor verification July 18, 2017:

The certificate holder may show evidence of improvement in the form of:

- payment slip of salary for employees of Brondolan Quotation at AMP 3, Plasma Bukit Sanndiang Tigo, PT KAMU and PT PMJ for May 2017
- An example of calculating the loose fruit pickers Wage Period for May period 2017

Based on the results of the study documents it is known that the company can show evidence that the wages paid for loose fruit pickers been in accordance with the provisions set by the management of the company and the government.

Based on the explanation above, the Non-conformance on this indicator is are CLOSED WITH OBSERVATION.

Verified by	:	Moh Arif Yusni
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NCR No.	: 2017.12	Issued by	: Moh. Arif Yusni			
Date Issued	: 6 April 2017	Time Limit	: Prior Issued Certificate			
NC Grade	: MAJOR	Date of Closing	: 27 July 2017			
Standard Ref. & Requirement	: 6.5.2 Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers					
Non-Conformance Description & Evidence observed : Company also has collective labour agreement (PKB) between company and labour union which is endorsed by relevang agencies. The collective labour agreement is regulated about company and worker responsibilities, recruitment process, promotion and demotion, work time management, payment system, social insurance, and contract termination. Based on the sample of field visits it is known that: <ol style="list-style-type: none"> 1. In AMP 3 Estate Block 06 and PT PMJ Block 09 found people (not employees) who assist with harvesting activities. The results of the interviews obtained information that the people does not have a working relationship with the company. At the time during audit activity, the certificate holder has shown clarification that the people who assisting the harvesting activity has been above 18 years old and proved by the existence of a statement accompanied by supporting documents in the form of Family Card and ID card. And proof of socialization of the prohibition of bringing child laborers and family members to the work site. 2. At KUD Bukit Sanding Tigo Block 4B were found employees who worked as a looses fruits picker. Based on the result of document review (list of wages and absenteeism) and interviews it is known that the employee has no work agreement with the company. Base on that explanations, the Certificate Holder has not been able to show the evidence that all employees who work have been registered and have a legal working Agreement						
Root Cause Analysis <i>(filled by organization audited):</i>						
Corrective Action <i>(filled by organization audited):</i> For the workers of AMP 3 & PMJ : <ol style="list-style-type: none"> 1. Providing the warning letter to all employees who brings the unregistered workers 2. Do the re-socialization for all employees of AMP 3 & PMJ regarding to the ban for bringing any other people who are not officially registered at the company. For the Plasma of BST <ol style="list-style-type: none"> 1. Do the re-withdrawal for the letter with the reference number 26/KPS-BST-Int/IV/2017 regarding to the work termination for the daily labor of BST Plasma 2. Creating the work agreement to lose fruit bunch worker which have been worked for more than 21 days for the period of 3 months 						
Preventive Action <i>(filled by organization audited):</i> <ol style="list-style-type: none"> 1. Socialization to all employees of the management unit regarding the prohibition of bringing other people to work who are not registered in the company. 2. If at any time there will be addition of casual workers, then done by following the requirements and the applicable administration (work agreement). Personal general affair of AMP will issue a letter to the Plasma regarding the acceptance requirements of casual workers 3. Conducting socialization to all administrator of cooperative 						
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification on 09 June 2017 The certificate holder show the corrective evidence are:						

- Socialization of the prohibition of bringing unregistered workers as employees in each of the working locations
- Warning letter and official Statement from employees not to bring unregistered workers

Based on evidence of improvements that have been submitted the auditor assessed the non conformity in this indicator is stated NOT COMPLY because there is not enough evidence available:

- Mechanism to ensure / prevent that there are no employees who take / bring family members to the field
- Clarification from the company on questions arising at the root of the problem, precautions and corrective actions
- Identification of Root cause, corrective actions and preventive actions to anticipate non-conformance to these indicators.

Verification July 05, 2017

In accordance with the response at the root cause, the auditor team has accepted but to ensure the implementation of the field the auditor team recommends to perform VERIFICATION OF MAJOR to ensure its fulfillment.

Auditor team recommendations as of July 18, 2017: FIELD VERIFICATION is necessary to ensure that all corrective actions that have been submitted can be applied appropriately.

Verify July 25, 2017

PT PMJ

Based on the results of field visits and interviews with 6 (six) harvester in Block 19 and 6 (six) of loose fruits pickers in Block 22 it is known that employees have understood that it is not permissible to bring family members who are not / non-members of the family.

AMP3 Estate

Based on the results of field visits and interviews with 3 (three) harvest workers in Block 1 C and with 3 (three) loose fruits pickers in Block 3 it is known that employees have understood that it is not allowed to bring family members who are not / not family members.

Based on the evidence of improvement that has been submitted and the results of field verification then this Non conformity are CLOSED

Verified by	:	Moh Arif Yusni
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NCR No.	: 2017.13	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Prior Issued Certificate
NC Grade	: MAJOR	Date of Closing	: 27 July 2017
Standard Ref. & Requirement	: 6.8.1 The company's policy on equal opportunity and treatment for work shall available and documented.		

Non-Conformance Description & Evidence observed :

On the wilmar policy of no deforestation, no land clearing in peat area and no exploitation of people and local communities (5 December 2015) on points three, mentioned if "No exploitation of people and local communities" states that:

- (v) Occupational health and safety - the company and its suppliers / sub-contractors shall protect employees from the occurrence of occupational hazards (health and safety) which may result in the risk of permanent disability, illness or death
- (viii) Salaries - companies and suppliers / sub-contractors must ensure that all employees are paid equal to or exceed the minimum wage set by the government

Based on the result of document review, interview and field visit at KUD Bukit Sanding Tigo, PT. KAMU, PT. PMJ, AMP-3 Estate is known that there are still daily employees who work in the operational area of the company. But the Certificate Holder has not been able to show:

- Evidence that the company has provided appropriate personal protective equipment for daily employees
- Evidence that the employee has earned a reasonable daily wage and in accordance with the applicable provisions,
- Evidence that daily employees have earned equal rights / protection / in industrial relations. For example the correction action related to the dismissal / non-employment of three Daily worker who work as lose fruits picking workers in KUD BST based on Statement Letter No: 26 / KPS-BST-IntIV / 2017 on April 05, 2017, where the previous employee is do not have the working agreement.

Root Cause Analysis (filled by organization audited):

- There's no identification and evaluation which is complete due to the hazard potential and the risk of occupational health and safety from each kind of activity (root cause for the findings in number one)
- There's a difference content of daily labor (lose fruit bunch worker) work agreement, especially in the payment system between PT PMJ, KAMU , AMP 3, and village cooperative unit of BST which is mentioned that the determination of wages based on work for a day and based on the result (kg). This matter happened due to the determination of wages along the period of pricing the lose fruit bunch worker who still in the level of calibration and analyze (root cause for the findings in number two)
- In the special condition, high production of fresh fruit bunch, plasma of BST is using the lose fruit bunch worker but not following the requirement and administration (needs of worker, job application, evaluation of age, medical test, interview, reception, and the publishing of work agreement). (root cause for the findings in number three)

Corrective Action (filled by organization audited):

- provide identification of the potential hazards of OHS risk on loose fruits picking activity
- Revise matrix PPE by adding activity of loose fruits picking activity according to potential hazard of OHS risk
- Provide PPE to brutolan kutib workers in Plasma BST and PT KAMU according to APD matrix
- Issued a Top Management decree regarding the payment system of loose fruits picking activity
- Preparation of SPK TK BHL kutib brondolan uniform for Region Agam Pasaman in accordance with decision letter

- Withdraw letter No. 26 / KPS-BST-Int / IV / 2017 related to termination of Daily Worker in Bukit Sandiang Tigo.
- Creating working agreement letter to BHL kutib brondolan who has been working for more than 21 days for 3 consecutive months

Preventive Action (filled by organization audited):

- Giving the self protective equipment for lose fruit bunch worker in any other kind of unit
- Do the periodical inspection for the occupational, health and safety for each month for ensuring the using of self protective equipment in the field → create the inspection checklist and inspection work plan
- Every daily labor of lose fruit worker will be provided by the finger system for PT AMP 1 & PMJ and the manual absence for PT AMP 2, AMP 3, PT KAMU, PANP, and plasma by the remarkable information of total work hour and work result.
- If there will be an additional of daily worker, it should be done by following the regular requirement and administrative (work agreement) → PGA AMP will be publishing the letter to plasma due to the requirement of recruiting the daily worker
- Do the socialization for all village cooperative unit (board, field staff, and plasma administration)

Assessor Evaluation and Conclusion (filled by auditor):
Verifi Verify June 09, 2017

- Risk identification documents that have taken into consideration aspects for quotation activities of Brondolan
- Document handover of APD for employees of brondolan
- Socialization of employment aspect for Cooperative
- work agreement appointment of casual worker to be a permanent employee
- Letter of cancellation of dismissal or unemployment for dismissed casual worker

Based on corrective evidence of improvements that have been submitted the auditor assessed the discrepancies in this indicator is stated NOT COMPLY because there is not enough evidence available about Identification of Root issues, corrective actions and precautions to anticipate non-conformance to these **indicators**.

Verification July 05, 2017

Associated with the response at the root of the problem, the auditor team has accepted but to ensure the implementation of the field the auditor team recommends to perform VERIFICATION OF MAJOR to ensure its fulfillment.

Verification July 18, 2017:

Responses to the root cause analyziz as well as documentative evidence have been submitted, the auditor team assessed that the Non-conformance to this indicator is stated CLOSED WITH OBSERVATION and will be of concern during the subsequent Surveillance assessment.

Verification on 25 July 2017
PT PMJ

Based on field observation and interview with 6 (six) casual worker of loose fruits picker in Block 22 obtained informations if Employees have used PPE in accordance with risk identification and are regularly allocated every 6 (six) months. Employees also stated that if PPE is damaged due to work it will be replaced by the company after reporting to the Leader (foreman / staff)

AMP3 Estate

Based on field observation and interview with 3 (three) harvester in Block 1 Cand 3 (three) casual worker of loose fruits picker in Block 3 obtained informations if Employees have used PPE in accordance with risk identification and

are regularly allocated every 6 (six) months. Employees also stated that if PPE is damaged due to work it will be replaced by the company after reporting to the Leader (foreman / staff)

KUD Bukit Sandiang Tigo

Based on the results of field visits and interviews with two employees quotation brondolan in Block 4A KUD Bukit Sandiang Tigo obtained information that the relevant has been appointed to permanent worker since May 2017 where previously they are casual workers

Verified by	:	MOh Arif Yusni
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NCR No.	: 2017.14	Issued by	: Sofyan Hadi Lubis
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 7 June 2017
Standard Ref. & Requirement	7.3.1 There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced		
Non-Conformance Description & Evidence observed (filled by auditor):: To ensure that no new plantings in primary forest or HCV areas since November 2005, the Certificate Holder has sent Liability Disclosure and LUCA PT AMP and PMJ to RSPO Compensation and was received on January 26, 2017. However, the Certificate holder has not been able to show evidence of Liability Disclosure for PT KAMU and PT PANP and Land Use Change Analysis (LUCA) already sent and received (PASS) from RSPO Compensation Panel (rspocompensation@rspo.org).			
Root Cause Analysis (filled by organization audited): As the issue of compensation is still relatively new, the sustainability department's personnel have not fully understood the scope of the supply chain object that must undergo this reporting process (including with reporting obligations for external parties tied to the core company of Wilmar).			
Corrective Action (filled by organization audited): Creating a reporting obligation to the RSPO compensation to the panel on the PT KAMU and PT PANP			
Preventive Action (filled by organization audited): Create an understanding training on LUCA and RACP to a sustainability department team that includes representatives from the agam-pasaman region			
Assessor Evaluation and Conclusion (filled by auditor): <u>Verification Auditor, 07 Juni 2017</u> The certificate holder has shown evidence of improvement to NCR No. 2017.14 in the form of: <ul style="list-style-type: none"> - Evidence of Submission Liability Disclosure and LUCA PT KAMU and PANP to RSPO Compensation by email on May 30, 2017. Sighted: Attachment Annex 2, Annex 5, Doc. Methodology and LUCC Reporting Checklist Table PT KAMU and PANP. - Evidence of email reply from RSPO Compensation by email dated 07 June 2017 against Submission Liability Disclosure and LUCA PT KAMU and PANP. The Submission Liability Disclosure and LUCA results by RSPO will be observed in the next audit. - Evidence of understanding training on LUCA and RACP to the sustainability department team. Sighted: List of attendance and photo of training activities. Based on the above description, the Non-conformance on this indicator is CLOSED WITH OBSERVATION, and will be verified when the next assessment relates to the presence / absence of compensation and evidence received by Concept Note by RSPO Compensation Panel.			
Verified by	: Sofyan Hadi Lubis		

NCR No.	:	2017.15	Issued by	:	Yudwi Wisnu Rahmanto
Date Issued	:	6 April 2017	Time Limit	:	Prior issued certificate
NC Grade	:	Major	Date of Closing	:	9 June 2017
Standard Ref. & Requirement	:	8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
Non-Conformance Description & Evidence observed : Based on a summary of the results of the non-conformities identified during the first cycle of the RSPO assessment (Stage 2 - ASA 4), the auditor team assessed that there was a continuous improvement commitment that had not yet been fully implemented in relation to the recurrence of nonconformities in the second cycle re-certification activity this. As : <ul style="list-style-type: none"> • Implementation of occupational safety and health policies. It is not in accordance with guidance on criterion 4.7: Oil palm growers and millers should ensure that their workplaces, machinery, equipment, transportation and processes under their control are always safe and harmless to health. Planters and millers should ensure that chemical, physical, and biological substances and things under their control do not endanger health excessively, and take action where necessary. All of these indicators apply to all workers, regardless of their status. • Accumulation of insufficient evidence of implementation for management pursuant to criterion 2.2; Criterion 6.1; Criteria 8.1 and SCCS. 					
Root Cause Analysis (filled by organization audited): <ol style="list-style-type: none"> 1. Inconsistencies in the application of PRO-GEN-004 (Corrective and preventive action) 2. PRO-GEN-004 does not clearly state the PIC that will evaluate the effectiveness of corrective and corrective actions from internal or external audit results 					
Corrective Action (filled by organization audited): <ol style="list-style-type: none"> 1. Revised PRO-GEN-004 to establish the PIC in charge of the evaluation 2. Create an evaluation schedule in conjunction with when creating an internal audit schedule 					
Preventive Action (filled by organization audited): Socializing PRO-GEN-004 to the responsible PIC					
Assessor Evaluation and Conclusion (filled by auditor): Verification May 23, 2017: The certificate holder has addressed the corrective evidence in the form of revised corrective and Prevention Procedures Procedures (PRO-GEN-004, Rev.05, May 8, 2017) and Annual Internal Audit Period for various sustainable certification schemes on AMP POM's supply bases . In the revision of the procedure there is a change to the executing party to ensure the effectiveness of the improvement is done on target. Based on the corrective evidence that has been addressed, the non conformity not fully closed Verification June 6, 2017: Evidence of additional corrective evidence in the form of socialization revised procedure PRO-GEN-004, Rev.05, dated May 8, 2017 to the responsible person. Dissemination Socialization of Risk Identification Aspects K3, Employment and Action Improvement was conducted on May 31, 2017 by the relevant PIC. Based on the corrective evidence that has been addressed, the non conformity are CLOSED WITH OBSERVATION and will be verified again at the next assessment.					
Verified by	:	Yudwi Wisnu Rahmanto			

NCR No.	: 2017.16	Issued by	: Y. Wisnu Rahmanto
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 06 July 2017
Standard Ref. & Requirement	RSPO SCCS Requirements, November 2014 (Module E: CPO Mills – Mass Balance) E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: a) Complete and up to date procedures covering the implementation of all the elements in these requirements b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> AMP POM has list of FFB's suppliers (certified and non-certified sources). Based on sample visit at Weighbridge Station, auditor has interviewed with the WB operator. It was found that the WB operator have not yet explained in well regarding the differences of FFB's Delivery Notes from certified nor non-certified sources. While, in the FFB's Receiving Procedure (SOP-MILL-026) explained that WB operator must be ensuring the FFB's sources entering the mill. According to this case, the Certificate Holder has not complied with this requirement.			
Root Cause Analysis <i>(filled by organization audited):</i> Three (3) weighbridge operator have not received formal training in understanding of FFB Reception procedure			
Corrective Action <i>(filled by organization audited):</i> 1. Conducted in house training for three weighbridge operator about the understanding of FFB Reception procedure 2. Simulation of training results in field implementation, the simulation concuted in the form of checklist and qesioner			
Preventive Action <i>(filled by organization audited):</i> Conduct evaluation of training results within 2 to 3 months after training			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Auditor verification June 8, 2017: The certificate holder has sent the corrective evidence on May 31, 2017 in the form of socialization of supply chain procedure (SOP-MILL-026) and conducting In House Training to three weightbidge operators and Person In Charge Supply Chain AMP POM dated May 19, 2017. But the certificate holder has not shown enough evidence Tools in simulation, to ensure the effectiveness of the training. Based on the corrective evidence that has been addressed, the non conformity not fully closed			
Auditor verification 5, 2017: The certificate holder sends additional evidence in the form of tools to simulate the understanding of SCCS training that has been implemented. The evidence is among others "Checklist Implementation on Socialization of SOP-MILL-26 on FFB Receipt in MCC AMP" for 3 operators Scales. Based on the corrective evidence that has been addressed, the non conformity are CLOSED WITH OBSERVATION and will be verified again at the next assessment.			
Verified by	: Yudwi Wisnu Rahmanto		

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

NCR No.	:	2018.01	Issued by	:	Rizliani Aprianita Hsb
Date Issued	:	07 July 2018	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	5.1.2 Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.			
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> The certificate holder has demonstrated the identification of aspects and evaluation of environmental impacts as well as the analysis of materials and OSH risks for KUD MSJ and AWM which have plans for management of those impact aspects. However, it has not been able to show evidence of the implementation report of the management plan that has been done.					
Root Cause Analysis <i>(filled by organization audited):</i> 					
Correction <i>(filled by organization audited):</i> 					
Corrective Action <i>(filled by organization audited):</i> 					
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> 					
Verified by	:				

NCR No.	:	2018.02	Issued by	:	Rizliani Aprianita Hsb
Date Issued	:	07 July 2018	Time Limit	:	Next Surveillance
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	5.1.3 Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.			
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> The certificate holder has demonstrated the identification of aspects and evaluation of environmental impacts as well as the analysis of materials and OSH risks for KUD MSJ and AWM which have plans for management of those impact aspects. However, it has not been able to show evidence that there are environmental monitoring plans and implementation reports.					
Root Cause Analysis <i>(filled by organization audited):</i> 					
Correction <i>(filled by organization audited):</i> 					
Corrective Action <i>(filled by organization audited):</i> 					
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> 					
Verified by	:				

3.5.3 Opportunity for Improvement

No	Ref. Std.	Description
1	2.1.1	Ensure the process of extension of certificates/licenses and operator licenses
2	2.2.1	<ul style="list-style-type: none"> The CH needs to reassure that all the cooperatives that have been certified to obtain the Plantation Registration License. Observation The CH has a chance to ensure that it is related to the type of commodity in the Plantation Registration License of PT KAMU. Observation
3	2.2.2	CH are encouraged to conduct consultations with National Land Agency related to boundary markers of SHM cooperatives. Observation
4	4.4.2	Ensure that river boundaries have been eroded. Observation
5	4.7.4	Ensure the process of extending the statement of appointment of PT PANP OHS Expert
6	5.1	<ul style="list-style-type: none"> Ensure Reporting on Environmental Management and Monitoring Plans in accordance with the latest PT AMP Environmental Documents. Observation Ensure the progress of environmental permits for KUD AWM and MSJ. Observation
7	5.3.2	Ensuring the process of renewal of Temporary Hazardous Waste Warehouse in AMP 1 Estate
8	6.1	Ensure a more comprehensive Environmental Management and Monitoring Plans in accordance with the issues raised. Observation
9	6.10.2	The CH has the opportunity to inform the mechanism for pricing FFB to suppliers from PT SPS.

3.5.4 Noteworthy Positive Components

No	Descriptions
1	The CH commitment to implement the principles of sustainable palm oil management
2	Teamwork, PIC competence, and good document presentation during the assessment process
3	GHG mitigation efforts in the form of methane capture development progress.
4	Have an ISPO, RSPO and ISCC certificate.

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

Public Issues (Institution/ NGO/Community)	Auditor Responses
Environmental Agency, Agam District <ul style="list-style-type: none"> The certificate holder has an environmental permit in the form of <i>Dokumen Evaluasi Lingkungan Hidup</i> (DELH) 2018 Land Application permit has been renewed in 2018 The certificate holder has conducted environmental reporting on a regular basis, such as RKL / RPL (<i>Rencana Kelola Lingkungan / Rencana Pemantauan Lingkungan</i> ; Environmental Management Plan / Environmental Monitoring Plan) reports, Liquid Waste Reports and Hazardous Waste Reports. There have been complaints from communities related to LA pollution into the river that resulted in dead river fish. However, lab tests have been conducted and the results are still below the quality standard. It is done. Getting a Red PROPER (<i>Program Peringkat Kinerja Perusahaan/ Corporate Performance Rating Program</i>) because LA permission is still an extension process 	<p>This has been described further in Principle 5 regarding environmental management.</p>
Plantations Agency, Agam District <ul style="list-style-type: none"> Reporting of Plantation Business Progress Report has been routinely done every semester. CSR reporting has been submitted specifically CSR conducted by companies such as providing oil palm seeds. Fixed FFB price is 2 x in a month. No issues related fire and replanting. There is an error related to the valuation of plantation business conducted by the Agriculture Office of West Sumatra Province, so the value obtained becomes less good. Agam District Agriculture Agency will ensure the improvement of the value. 	<ul style="list-style-type: none"> Based on the results of the document review, the certificate holder has presented the reporting evidence This has been described in Criteria 6.10 on FFB purchases Based on the results of document review, field observation and interviews with stakeholders, there are no issues related fire and replanting. Based on the results of interviews with the management, it has been informed by the Agricultural Agency of Agam Regency.
Labour Agency, Agam District <ul style="list-style-type: none"> The certificate holder has an approved <i>Panitia Pembina Keselamatan dan Kesehatan Kerja</i> P2K3 (Guiding Committee of Occupational Safety & Health) structure Reporting of P2K3 Quarterly Reports has been regularly reported The wages have been paid in accordance with the relevant government (UMP IDR 2,198,000 per month). Terms of payment overtime in accordance with the Decree of the Minister of Labor applicable The company has provided housing complex, water, electricity, masques, and clinic facilities to workers. All workers have registered with the program Social Security Administration Bodies (BPJS). 	<ul style="list-style-type: none"> This has been described in indicator 4.7.4 This has been described in indicator 2.1.1 It was in accordance with the indicators 6.5.3 It was in accordance with the indicators 6.6.1 There was no child laborers under age at the companies. It was in accordance with the indicators 6.7.1 There was no foreign workers at the companies. It was in accordance with the indicators 6.12.1 There was no labor discrimination at the companies. It was in accordance with the indicators 6.8.2

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none"> The company has a Workers Union in each unit. There is no child laborers under the age at the company There is no foreign workers at the company There was no labor discrimination at the company 	
National Land Agency, Agam District <ul style="list-style-type: none"> The certificate holder has reported the report of land use per semester I 2018 in accordance with the applicable regulations There are 3 land claims to the High Court for the period 2017-2018 and have been completed. 	<p>This has been described in Criteria 2.1 and 2.2</p>
Nagari Tompek Kandis <ul style="list-style-type: none"> There is assistance such as village office facilities, school facilities and sports facilities There was land dispute but has been resolved Has known about conservation and HCV areas such as riparian areas. The CH does not conduct replanting activities in the riparian areas There is a request for shuttle the school children from the surrounding community There is no community involvement to identify social impacts and community needs. Assistance that provided is currently based on request from the village 	<ul style="list-style-type: none"> This is in accordance with criteria 6.11, 2.2, 5.2 Based on interviews with school bus drivers of AMP-1 Estate, it is explained that there is no ban for the child from the surrounding community to participate in the school bus, so far the surrounding community children take part in the school bus Based on document review, the company can show evidence of social impact mitigation plan and evidence of corporate involvement in deliberation the development plan, one of which shows CSR program from CH.
NGO of Topan RI and NGO of Lembaga Koordinasi Pemuda Minang <ol style="list-style-type: none"> There is assistance from the company in the form of maintenance for kindergarten, but the assistance is based on the request of the community There are issues such as: <ol style="list-style-type: none"> There no construction permit for Methane Capture There is indication of operational area entered in forest area there are termination of 6 mill employees who are still in contract period Mechanism determination of FFB price from independent smallholders are not transparent There is an indication that AMP POM accommodates illegal clay mine from CV Citra Mandiri Lack of attention to the road conditions in the Alahan Jambu Village There is an indication of total LA area is not accordance with permitted There is an indication of mill capacity exceeds of the permits. 	<ol style="list-style-type: none"> This is in accordance with the criteria 6.11 <ol style="list-style-type: none"> The CH already has Decision Letter of Palembayan District Head No. 08/IMB/Kec.PLBY-2016 dated December 20, 2016 related to Construction Permit explaining that the AMP Plantation is given Construction permit in the form of Building Methane Capture & Other Equipment covering of 755.78 M2 located at PT AMP Mill. The CH shows an overlay of the operational map with map of the designation of forest area with SK no. 35 year 2013, it is known that the entire company area is in APL area. Related to termination of employment, the company has shown some evidence, among others: <ul style="list-style-type: none"> Man Power Plan document which explains that the employment budget for 2018 is 173 workers and the actual worker amount is 180 (for the period of April 2018).



Public Issues (Institution/ NGO/Community)	Auditor Responses
	<ul style="list-style-type: none"> ➤ Minutes of the Bipartite Meeting on May 26, 2018 with 4 former of daily paid worker and 31 May 2018 for 3 former of daily paid worker related to the calculation of salary payment of the remaining contract in accordance with the contract period of each worker and the rejection of the company related to the payment of feast day allowance year 2018 due to termination of employment done on 01 May 2018. ➤ A Joint Agreement Letter made for each former of daily paid worker stating an agreement on payment of a pay deficiency under the daily paid worker contract, for example a Joint Approval Letter no. 02/AMP/V/2018 agreement with former of daily paid worker on behalf of Yol Effendi. ➤ An Employment Agreement describing the term of each work contract of daily paid worker, for example Rinol Yuhendra with SPK No. 20/SPK/BHL/AMP/IV/2018 dated 21 April 2018 with a working period from 23 April 2018 to 22 June 2018. ➤ The CH also shows proof of payment of salary deficiency in accordance with the Joint Agreement Letter, such as Rinol Yuhendra paid on 07 June 2018. <p>d. Based on data of TBS suppliers at AMP Plant, it is known that the supplier of TBS to PT AMP is only PT Siak Prima Sakti (PT SPS). Based on interviews with PT SPS, it is explained that the price of FFB is determined by PT SPS based on CPO and PK prices and this is in accordance with the sale and purchase agreement between PT SPS and Supplier. The CH has the opportunity to inform the mechanism of FFB pricing to suppliers from PT SPS. OFI on indicators 6.10.2</p> <p>e. The CH shows the Work Agreement Letter no. 15/SPK/AMP/V/2018 dated May 3, 2018 related to the purchase of clay soil to CV. Citra Mandiri. In article 6 of the agreement, it is explained that the purchase of clay soil is in accordance with the permit of West Sumatra Provincial Government by letter no. 544-150-2017 dated May 15, 2017. The CH also shows the Decree of the Governor of West Sumatera. 544-150-2017 dated May 15, 2017 related to the operating license for production operations for the sale of non-metallic minerals to CV Citra Mandiri in Agam District with clay type for sale to PT AMP Plantation with the</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
	<p>amount of $\pm 22,400 \text{ M}^2$ with the origin of the soil derived from own house construction project on land Certificate of Own Right (SHM) no. 00613 with the area of 11,191 M^2 on behalf of Taswin.</p> <p>f. The CH shows evidence of road maintenance to Alahan Jambu Village with evidence such as:</p> <ul style="list-style-type: none"> ➤ Proof of payment of sandstone purchase as much as 85.19 tons paid on May 24, 2018. ➤ Daily Report VRA (Vehicle Running Account) which shows that there are work on the road maintenance of Alahan Jambu area in May 2018 <p>Based on a visit to the Alahan Jambu area, it is known that road conditions are in good condition and there are stone fillings at the holey road and there are still piles of stones used for road maintenance on the truck's parking at the mill.</p> <p>g. Based on a review of LA layout documents and field visit on block 108 in AMP 1 Estate, it is known that the LA area is 348.3 Ha. This is still in accordance with the permit (area of license are 362.98 Ha) and the field visit results that the liquid waste drainage block is in accordance with the permit.</p> <p>h. Based on the monthly data of mill capacity realization (throughput), it is known that the average throughput during the last 12 months is 76.78 ton/hour, this is still under the permit given 80 tons/hour.</p>
<p>Nagari Kinali, indigenous Society of Nagari Kinali and public figure of Nagari Kinali</p> <ul style="list-style-type: none"> • There is assistance in the form of religious facilities, tools for farmer groups and introduction to the farmers around the plantation • Request submitted to the company is always response • CSR programs do not involve the community but have been socialized • There is a socialization related to the prohibition of land burning and livestock appeal • Already explained related to conservation area in the company area • There is no environmental pollution • The company's areal are comes from customary lands that are handed over by customary stakeholders 	<p>This is in accordance with the criteria 2.2; 5.2; 6.11</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none"> There is a land dispute with indigenous peoples; this is due to differences of opinion related to the land between the old indigenous chairman and the new indigenous chairman. 	
Labour Union of PT AMP Plantation <ul style="list-style-type: none"> There is no negative issues such as discrimination, the use of labor under 18 years, sexual abuse issues and others. Providing wages and overtime in compliance with applicable regulations. All employees have been included in the program BPJS employment and health. The Company has conducted periodic health checks to workers with high risk. The Company has also provided PPE which is provided for free. All the companies policy have been socialized to employee 	<ul style="list-style-type: none"> Has been described in criterion 6.5. Has been described in indicator 6.5.1 The company has paid labour social insurance and labour health insurance for all workers as written in indicator 4.7.6. Has been described in indicator 4.6.11. Has been described in indicator 4.7.3
Labour Union of PT Perkebunan Anak Negeri Pasaman <ul style="list-style-type: none"> There is no negative issues such as discrimination, the use of labor under 18 years, sexual abuse issues and others. Providing wages and overtime in compliance with applicable regulations. All employees have been included in the program BPJS employment and health. The Company has conducted periodic health checks to workers with high risk. The Company has also provided PPE which is provided for free. All the companies policy have been socialized to employee 	<ul style="list-style-type: none"> Has been described in criterion 6.5. Has been described in indicator 6.5.1 The company has paid labour social insurance and labour health insurance for all workers as written in indicator 4.7.6. Has been described in indicator 4.6.11. Has been described in indicator 4.7.3
Gender Committee of PT AMP Plantation <ul style="list-style-type: none"> There are no negative issues such as discrimination and sexual abuse or child labor. Management of the gender committee has the program associated with sexual harassment policies, protection of reproductive rights. Socialization also includes a ban on pregnant and lactating women to spray. Socialization is delivered through meetings like recitation etc. 	<ul style="list-style-type: none"> According o document verification and interview with workers, there was no issues related to violation of the rights of woman. From the results of interviews with workers, the company has implemented of Company Policies such as reproductive rights and prohibition of pregnant woman to spray. It refer to criterion 6.9
Gender Committee of PT Perkebunan Anak Negeri Pasaman <ul style="list-style-type: none"> There are no negative issues such as discrimination and sexual abuse or child labor. Management of the gender committee has the program associated with sexual harassment policies, protection of reproductive rights. Socialization also includes a ban on pregnant and lactating women to spray. Socialization is 	<ul style="list-style-type: none"> According o document verification and interview with workers, there was no issues related to violation of the rights of woman. From the results of interviews with workers, the company has implemented of Company Policies

Public Issues (Institution/ NGO/Community)	Auditor Responses
delivered through meetings like recitation etc.	such as reproductive rights and prohibition of pregnant woman to spray. It refer to criterion 6.9
Workers Cooperative of PT AMP Plantation <ul style="list-style-type: none"> Worker Cooperative has owned Articles of Association and Deed of Establishment which have been approved by Department of Cooperative, Industry and Trade of Agam District, Province of West Sumatera The current member is 77 people and the membership fee is Rp. 50.000, - / month Annual Member Meetings for finance in 2017 have been conducted on 24th March 2018 together with Cooperative Surplus distribution to members The type of business undertaken is the grocery business (there are 3 cooperative shops in PT AMP Plantation) 	The certificate holder supports the establishment of worker cooperatives to facilitate access of employees to obtain food sources and daily needs.
Workers Cooperative of PT Perkebunan Anak Negeri Pasaman <ul style="list-style-type: none"> Worker Cooperative has owned Articles of Association and Deed of Establishment which have been approved by Department of Cooperative, Industry and Trade of West Pasaman District, Province of West Sumatera The current member is 21 people and the membership fee is Rp. 50.000, - / month Annual Member Meetings for finance in 2017 have been conducted on 02nd July 2018 together with Cooperative Surplus distribution to members The type of business undertaken is the savings and loans for members 	The certificate holder supports the establishment of worker cooperatives to form savings and loan cooperatives and facilitate workers to gain easy access to savings and loans.
CV Jefri Grup (Local Contractor) <ul style="list-style-type: none"> Company had socialized policies such as corporate codes and the use of labor over 18 years. Contractor's workers have given PPE by the contractors and company. The entire execution of the work and payment in accordance with the applicable agreement. Workers has been registered in health insurance (BPJS) There is no complaint from contractor. 	<p>Based on document verification, show that the rights and obligation of each party has been set in the contract.</p> <p>Has been describe in criteria 6.10</p>
CV Purnama Sari (Local Contractor) <ul style="list-style-type: none"> Company had socialized policies such as corporate codes and the use of labor over 18 years. Contractor's workers have given PPE by the contractors and company. The entire execution of the work and payment in accordance with the applicable agreement. 	<p>Based on document verification, show that the rights and obligation of each party has been set in the contract.</p> <p>Has been describe in criteria 6.10</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none"> Workers has been registered in health insurance (BPJS) There is no complaint from contractor. 	
KUD Mutiara Sawit Jaya <ul style="list-style-type: none"> The total number of workers working in the cooperative is 25 people Employment system in cooperatives refers to the system of employment in the company. The payment of workers' wages is made by the cooperative The entire workers have become a permanent worker and there are no more contract workers. Fixed TBS pricing based on pricing determined by the FFB pricing team from Government The entire execution of the work and payment in accordance with the applicable agreement Each worker has been included in the BPJS program Coaching continues to be done by the company to improve the productivity of workers and cooperative production 	<p>The employment system is further described in indicators 6.5.1 and 6.5.2</p> <p>FFB payments and pricing are further explained in indicator 6.10</p>
KUD Agro Wira Masang <ul style="list-style-type: none"> The total number of workers working in the cooperative is 116 people Employment system in cooperatives refers to the system of employment in the company. The payment of workers' wages is made by the cooperative The entire workers have become a permanent worker and there are no more contract workers. Fixed TBS pricing based on pricing determined by the FFB pricing team from Government The entire execution of the work and payment in accordance with the applicable agreement Each worker has been included in the BPJS program Coaching continues to be done by the company to improve the productivity of workers and cooperative production 	<p>The employment system is further described in indicators 6.5.1 and 6.5.2</p> <p>FFB payments and pricing are further explained in indicator 6.10</p>
PT Siak Prima Sakti (Independent Supplier) <ul style="list-style-type: none"> Company had socialized policies such as corporate codes and the use of labor over 18 years. The company has understanding for FFB criteria from the CH The entire execution of the work and payment in accordance with the applicable agreement. All workers have been given an appropriate PPE There is no complaint from contractor. 	<p>Based on document verification, show that the rights and obligation of each party has been set in the contract.</p> <p>Has been describe in criteria 6.10</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>PT AMP PLANTATION Group Estate Manager</p>  <p><u>Sutanto</u> Friday, 20 July 2018</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Muhammad Rinaldi</u> Friday, 20 July 2018</p> </div> </div>

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

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	WWF (World Wildlife Fund for Nature)	Indonesia	-	Quisioner Via Email	21 th June 2018		✓
2	WALHI (Wahana Lingkungan Hidup Indonesia)	Indonesia	-	Quisioner Via Email	21 th June 2018		✓
3	Sawit Watch	Indonesia	-	Quisioner Via Email	21 th June 2018		✓
4	AMAN (Aliansi Masyarakat Adat Nusantara)	Indonesia	-	Quisioner Via Email	21 th June 2018		✓
5	Forest People Programme	Indonesia	-	Quisioner Via Email	21 th June 2018		✓
6	National Land Agency	Agam District, Province of West Sumatera	-	Interview	02 nd July 2018	✓	
7	Plantation Agency	Agam District, Province of West Sumatera	-	Interview	02 nd July 2018	✓	
8	Labour Agency	Agam District, Province of West Sumatera	-	Interview	02 nd July 2018	✓	
9	Environmental Agency	Agam District, Province of West Sumatera	-	Interview	02 nd July 2018	✓	
10	Nagari Tompek Kandis	Agam District, Province of West Sumatera	-	Interview	03 rd July 2018	✓	
11	Nagari Kinali	Agam District, Province of West Sumatera	-	Interview	03 rd July 2018	✓	
12	NGO of Topan RI and NGO of Lembaga Koordinasi Pemuda Minang	Agam District, Province of West Sumatera	-	Interview	03 rd July 2018	✓	
13	Labour Union of PT AMP Plantation	PT AMP Plantation	-	Interview	03 rd July 2018	✓	
14	Employee Cooperative of PT AMP Plantation	PT AMP Plantation	-	Interview	03 rd July 2018	✓	
15	Gender Committee of PT AMP Plantation	PT AMP Plantation	-	Interview	03 rd July 2018	✓	
16	CV Purnama Sari (Local Contractor)	Agam District, Province of West Sumatera	-	Interview	03 rd July 2018	✓	
17	KUD Mutiara Sawit Jaya	West Pasaman District, Province of West Sumatera	-	Interview	03 rd July 2018	✓	
18	KUD Agro Wira Masang	PT Perkebunan Anak Negeri Pasaman	-	Interview	04 th July 2018	✓	
19	Labour Union of PT Perkebunan Anak Negeri Pasaman	PT Perkebunan Anak Negeri Pasaman	-	Interview	05 th July 2018	✓	
20	Employee Cooperative of PT Perkebunan Anak Negeri Pasaman	PT Perkebunan Anak Negeri Pasaman	-	Interview	05 th July 2018	✓	
21	Gender Committee of PT Perkebunan Anak Negeri Pasaman	PT Perkebunan Anak Negeri Pasaman	-	Interview	05 th July 2018	✓	

22	CV Jefri Grup (Local Contractor)	West Pasaman District, Province of West Sumatera	-	Interview	05 th July 2018	✓	
23	AMP 1 Estate: <ul style="list-style-type: none"> • 3 spraying workers, 3 manuring workers, 4 empty bunch workers, 2 loader workers. AMP POM: <ul style="list-style-type: none"> • 3 warehouse workers, 3 workshop workers • 3 grading worker • 3 operation worker • 2 security • 2 weighbridge officer 	PT AMP Plantation	-	Interview	03 rd July 2018 & 06 th July 2018	✓	
24	<ul style="list-style-type: none"> • 4 manuring worker • 4 spray worker • 1 harvest worker 	PT Perkebunan Anak Negeri Pasaman	-	Interview	05 th July 2018	✓	
25	<ul style="list-style-type: none"> • 2 Harvesting Worker • 5 selective weeding worker (4 women and 1 man) • 1 IPM Officer • 4 Manuring & spray worker 	KUD Mutiara Sawit Jaya	-	Interview	03 rd July 2018	✓	
26	<ul style="list-style-type: none"> • 2 harvest worker • 4 spray worker (3 women & 1 man) 	KUD Agro Wira Masang	-	Interview	04 th July 2018	✓	

Appendix 2. Assessment Program

[illegible]

DATE	02 – 07 July 2018	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
08.00 – 12.00	Field observation to Koperasi Agro Wira Masang: <ul style="list-style-type: none"> Manuring, Spraying, Harvesting, Integrated Pest Management (IPM), Fragile Soil Management, OHS implementation and Worker Welfare (payments, complaint mechanism) Legal operational High Conservation Value Area, Empty Fruit Bunch Application Worker facilities (housing, health clinic, clean water, etc) and Hazardous Waste Material (B3) management, Land Fire facilities, Storage, ect. 	All Team
12.00 – 14.00	Break	
14.00 – 17.00	<ul style="list-style-type: none"> Continue Field Observation and field observation clarification Verification of field visit and completing checklist 	All Team
Thursday, 05 July 2018		
08.00 – 12.00	Field observation to PT Perkebunan Anak Negeri Pasaman: <ul style="list-style-type: none"> Manuring, Spraying, Harvesting, Integrated Pest Management (IPM), Fragile Soil Management, OHS implementation and Worker Welfare (payments, complaint mechanism) Legal operational High Conservation Value Area, Empty Fruit Bunch Application Worker facilities (housing, health clinic, clean water, etc) and Hazardous Waste Material (B3) management, Land Fire facilities, Storage, ect. 	All Team
12.00 – 14.00	Break	
14.00 – 17.00	<ul style="list-style-type: none"> Continue Field Observation and field observation clarification Verification of field visit and completing checklist 	All Team
Friday, 06 July 2018		
08.00 – 11.30	Field observation to AMP 1 Estate: <ul style="list-style-type: none"> Manuring, Spraying, Harvesting, Integrated Pest Management (IPM), Fragile Soil Management, OHS implementation and Worker Welfare (payments, complaint mechanism) Legal operational High Conservation Value Area, Empty Fruit Bunch Application Worker facilities (housing, health clinic, clean water, etc) and Hazardous Waste Material (B3) management, Land Fire facilities, Storage, ect. 	All Team
11.30 – 14.00	Break	
14.00 – 17.00	<ul style="list-style-type: none"> Continue Field Observation and field observation clarification Verification of field visit and completing checklist 	All Team
Saturday, 07 July 2018		
08.00 – 10.00	<ul style="list-style-type: none"> Closing Meeting 	All Team
10.00 – 13.00	<ul style="list-style-type: none"> PT AMP Plantation → Padang 	
14.05 –	<ul style="list-style-type: none"> Padang → JAKARTA 	