

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

**[✓] Surveillance**

Name of Management : Bumi Pratama Khatulistiwa Palm Oil Mill, PT Bumi Pratama Khatulistiwa  
Organisation : Subsidiary of WILMAR INTERNATIONAL Ltd  
Plantation Name : PT Bumi Pratama Khatulistiwa : Bumi Pratama Khatulistiwa Estate  
Location : Sungai Tempayan/Mega Timur Village, Sub-District of Sungai Ambawang,  
Kubu Raya District, Kalimantan Barat Province, Indonesia  
Certificate Code : **MUTU-RSPO/100**  
Date of Certificate Issue : 18 October 2017 Date of License Issue : 18 October 2018  
Date of Certificate Expiry : 17 October 2022 Date of License Expiry : 17 October 2019

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1	27 to 31 August 2018	Muhammad Rinaldi (Lead Auditor), Rizliani Aprianita Hsb, Haikal Kharismansyah, Dwi Haryati	Octo HPN Nainggolan	Ardiansyah

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1	04 December 2018

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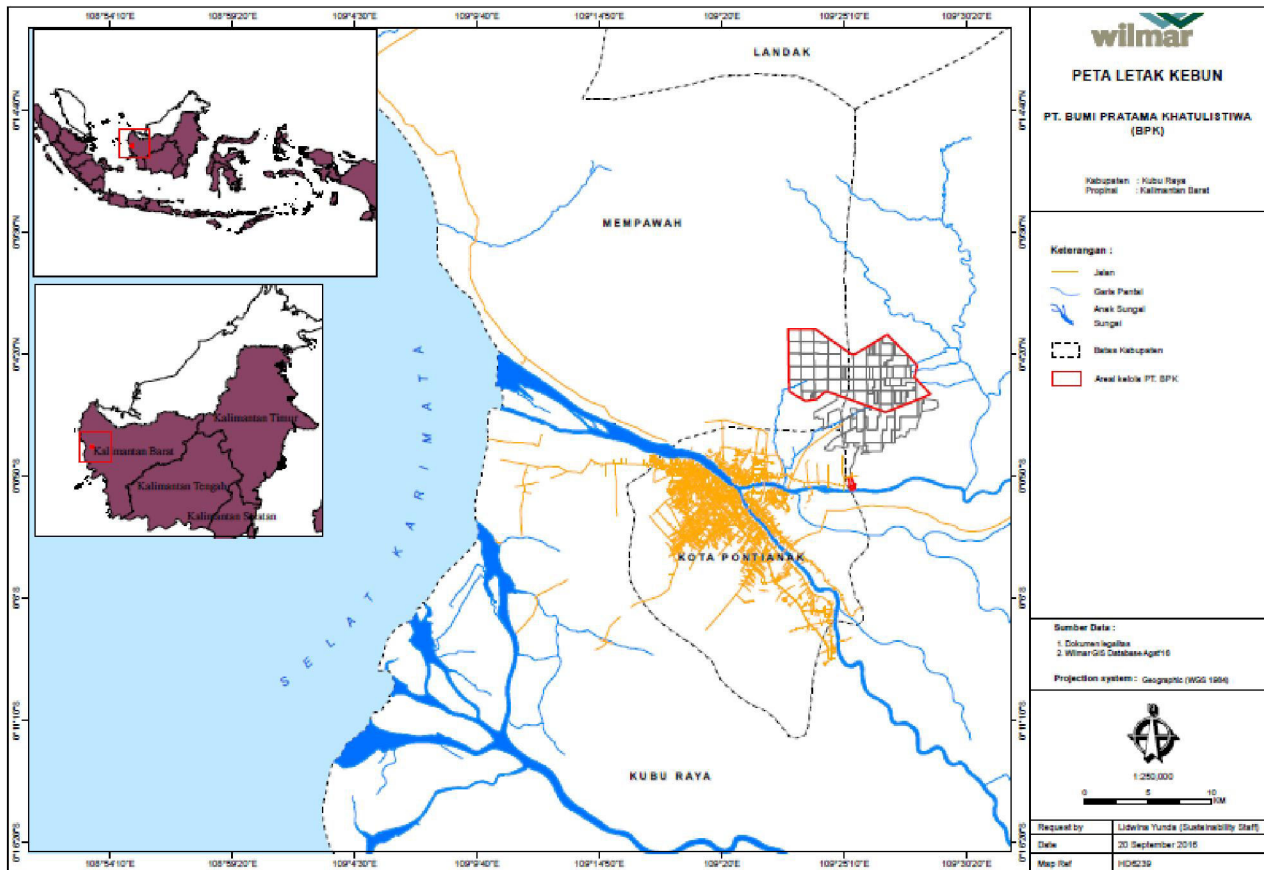
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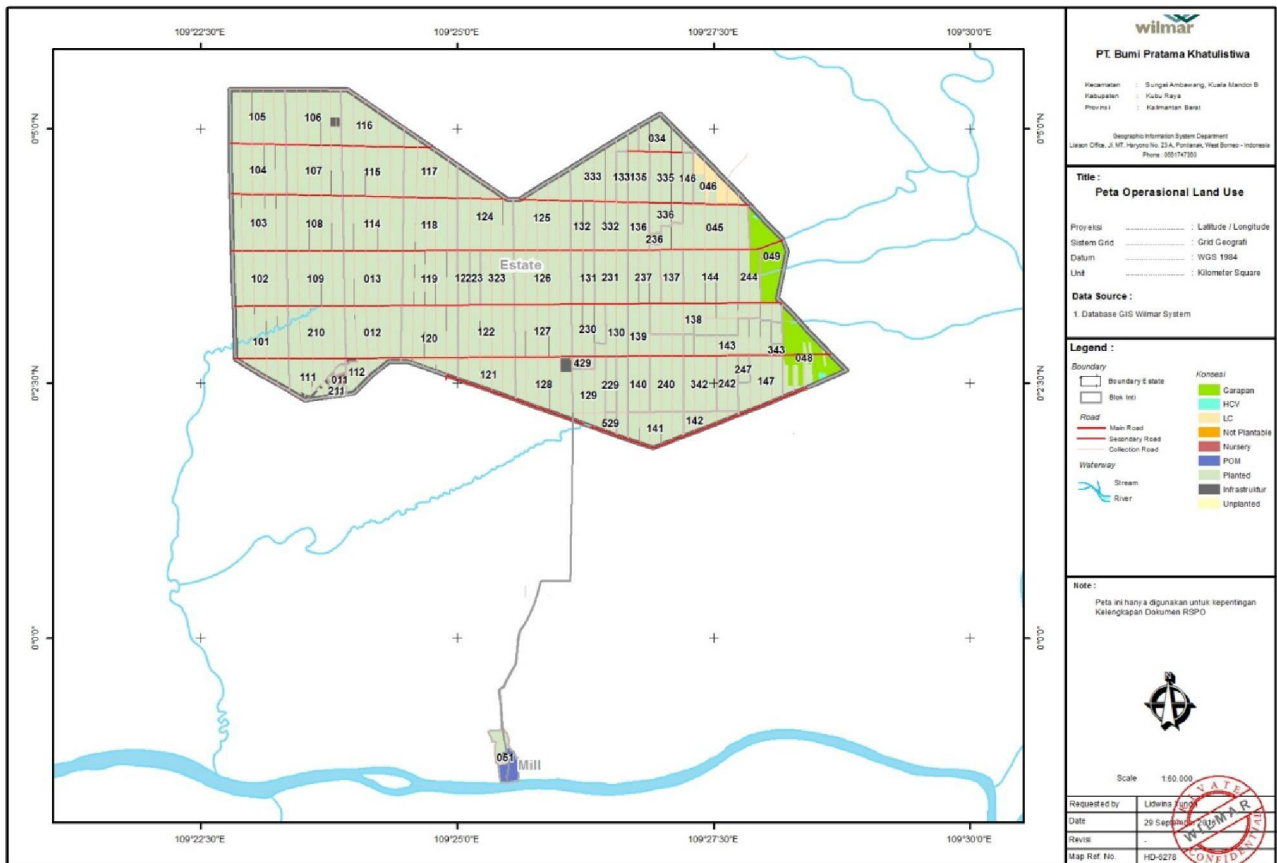
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Figure 1. Location Map of PT Bumi Pratama Khatulistiwa



**Figure 2. Operational Map of PT Bumi Pratama Khatulistiwa**



**Abbreviations Used**

AMDAL	:	<i>Analisis Dampak Lingkungan</i> (Environmental Impact Analysis)
APAR	:	<i>Alat Pemadam Api Ringan</i> (Light Fire Extinguisher)
AGM	:	Assistant General Manager
ASA	:	Annual Surveillance Assessment
BCP	:	Buluh Cawang Plantation
BM	:	<i>Bina Mitra</i>
BPJS	:	<i>Badan Penyelenggara Jaminan Sosial</i> / Sosial Insurance Agency
BPK	:	Bumi Pratama Khatulistiwa
BPN	:	<i>Badan Pertanahan Nasional</i> (National Land Agency)
BOD	:	Biological Oxygen Demand
CH	:	Certificate Holder
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
EFB	:	Empty Fruit Bunch
EHS	:	Environment, Health and Safety
EIA	:	Environment Impact Assessment
FFB	:	Fresh Fruit Bunch
FGD	:	Forum Group Discussion
GHG	:	Green House Gasses
GM	:	General Manager
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> land title
HRD	:	Human Resources Departement
HIRAC	:	Hazard Identification and Risk Assessment/Control
ILO	:	International Labour Organization
IPM	:	Integrated Pest Management
IUP	:	<i>Izin Usaha Perkebunan</i> / Plantation Business Permit.
KER	:	Kernel Extraction Rate
KSBSI	:	<i>Konfederasi Serikat Buruh Sejahtera Indonesia</i> / Indonesian Prosperous Labor Union Confederation
KUD	:	<i>Koperasi Unit Desa</i> (Village Cooperative Unit)
LC	:	Land Clearing
LO	:	Liaison Office
LSU	:	Leaf Sampling Unit
LUC	:	Land Use Change
LUCA	:	Land Use Change Analysis
MB	:	Mass Balance
MSDS	:	Material Safety Data Sheet
NCR	:	Non Comformance Request
OER	:	Oil Extraction Rate
OHS	:	Occupational Health and Safety/ <i>Kesehatan dan Keselamatan Kerja</i>
OHS Committee/ P2K3	:	Occupational Health and Safety Committee/ <i>Panitia Pembina Keselamatan dan Kesehatan Kerja</i>
P&D	:	Pest and Disease
PK	:	Palm Kernel
PKB	:	Perjanjian Kerja Bersama / Collective Labour Agreement
PPE	:	Personal Protective Equipment

POM	:	Palm Oil Mill
POME	:	Palm Oil Mill effluent
RaCP	:	Remediation and Compensation Procedure
QAMS	:	Quantitative Agro Management System
RKL/RPL	:	<i>Rencana dan Pemantauan Lingkungan/</i> Environmental Management Plan and Environmental Monitoring Plan
RSPO	:	Roundtable and Sustainable Palm Oil
RTE	:	Rare Threatened and Endangered
SAP2K	:	<i>Staff Administrasi Penanganan Pengaduan dan Komplain</i> (Staff Administration of Complaint/Grievance)
SCCS	:	Supply Chain Certification System
SEIA	:	Social and Environmental Impact Assessment
SK	:	<i>Surat Keputusan</i> (Decree)
SOP	:	Standart Operational and Procedure
SPUP	:	<i>Surat Penilaian Usaha Perkebunan /</i> Letter of Plantation Business Registration
SSU	:	Soil Sampling Unit
TPKP	:	<i>Tim Penanganan Keluhan dan Pengaduan</i> (Tim grievance and complaints)
WHO	:	World Health Organization
WIP	:	Wilmar International Plantation
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"><li>Indonesian National Interpretation of RSPO P&amp;C 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO BoG 30<sup>th</sup> September 2016.</li><li>RSPO Supply Chain Certification Standard for organizations seeking or holding certification Adopted by the RSPO BoG on 21<sup>st</sup> November 2014, revised on 14 June 2017 (Module D / E for CPO Mill)</li><li>RSPO Certification System for P&amp;C, June 2017 endorsed by the RSPO BOG 14 June 2017)</li></ul>	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT BUMI PRATAMA KHATULISTIWA subsidiary of Wilmar International Ltd	
1.2.2	Contact person	Perpetua George	
1.2.3	Organisation address and site address	<b>RSPO registered company (Singapore Office):</b> 56 Neil Road Singapore 088830  <b>Jakarta Liaison Office:</b> Multivison Tower Lt. 15 Jl. Kuningan Mulya Blok B9 Kuningan, Jakarta, 12980, Indonesia.  <b>Mill &amp; Estate:</b> Sub District of Sungai Ambawang, Kubu Raya District, Province of Kalimantan Barat, Indonesia	
1.2.4	Telephone	(62-21) 29380777	
1.2.5	Fax	(62-21) 29380115	
1.2.6	E-mail	<a href="mailto:perpetua.george@wilmar.com.sg">perpetua.george@wilmar.com.sg</a>	
1.2.7	Web page address	<a href="http://www.wilmar.co.id">www.wilmar.co.id</a>	
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	Bumi Pratama Khatulistiwa POM and Bumi Pratama Khatulistiwa Estate	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			LatitudeLongitude
	Bumi Pratama Khatulistiwa POM	Sungai Tempayan/ Mega Timur Village, Sub District of Sungai Ambawang, Kubu	S 00° 01' 19"E 109° 25' 28"

		Raya District, Province of Kalimantan Barat, Indonesia		
1.4.2	Location of Certification Scope of Supply Base			
	<b>Name of Supply Base</b>	<b>Location</b>	<b>Coordinate</b>	
			<b>Latitude</b>	<b>Longitude</b>
	Bumi Pratama Khatulistiwa Estate	Sungai Tempayan/ Mega Timur Village, Sub District of Sungai Ambawang, Kubu Raya District, Province of Kalimantan Barat, Indonesia	S 00° 02' 32"	E 109° 23' 36"
<b>1.5</b>	<b>Description of Area Statement</b>			
1.5.1	Tenure			
	• State		4847.20	Ha
	• Community		-	Ha
1.5.2	<b>Area Statement</b>			
	• Total area		4847.20	Ha
	• Mature area		4051.13	Ha
	• Immature area		386.80	Ha
	• Mill		15.94	Ha
	• Infrastructure (Emplishment, Road, Bridge)		230.32	Ha
	• Occupation		145.17	Ha
	• Not planted area		1.43	Ha
	• Reserve Area		7.88	Ha
	• HCV		8.53	Ha
<b>1.6</b>	<b>Planting Year and Cycles</b>			
1.6.1	Age profile of planting year			
	<b>Planting Year</b>	<b>Hectarage (Ha)</b>		
		<b>BPK ESTATE</b>	<b>Total</b>	
	2000	14.19	14.19	
	2005	160.48	160.48	
	2006	25.63	25.63	
	2009	582.78	582.78	
	2010	1115.3	1115.3	
	2011	296.65	296.65	
	2012	683.79	683.79	
	2013	837.52	837.52	
	2014	334.79	334.79	
	<b>Subtotal Mature</b>	<b>4051.13</b>	<b>4051.13</b>	
	2014	13.55	13.55	
	2015	330.43	330.43	



	2016	42.82		42.82			
	Subtotal Immature	386.8		386.8			
	Total	4437.93		4437.93			
1.6.2	New Planting area after January 2010		Ha				
1.6.3	Planting Cycle		2 <sup>nd</sup> 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 (%)
	BPK POM	30	164774.54	28707.15	17.42	6513.64	3.95
	*Production data source from August 2017 – July 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)	%
	BPK ESTATE	4847.20	4437.93	56903.20	12.72	56725.93	99.69
	TOTAL	4847.20	4437.93	56903.20	12.72	56725.93	99.69
	*Production data source from August 2017 – July 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)		
	BCP Estate	Subsidiary of Wilmar International Ltd		1615.73	10886.85		
	KUD Mekar Lestari	Non certified - Associated Smallholder scheme of PT BPK	590	1,167.02	12028.07		
		Non certified - Associated Smallholder scheme of PT BPK		431.75	5244.57		
		Non certified - Associated Smallholder scheme of PT BPK		381.21	5394.66		
	KUD Tuah Jubah	Non certified - Associated Smallholder scheme of PT BPK	53	95.44	791.35		
	BCP Plasma	Non certified Associated smallholder of PT BCP		426.17	5802.47		
	CV Bintang Borneo	Non certified Independent smallholder			22837.40		
	CV SAB.A	Non certified Independent smallholder			2814.47		
	H.M. AMIN. A	Non certified Independent smallholder			20.37		

PT KJA. A	Non certified Independent smallholder			915.61
PT AAN	Non certified Independent smallholder			4911.12
PT IMG	Non certified Independent smallholder			5157.32
LESMAN SIMBOLON	Non certified Independent smallholder			462.96
PT.AUL	Non certified Independent smallholder			2913.37
KHAIRUL .A	Non certified Independent smallholder			11.24
PT. NJP	Non certified Independent smallholder			4718.30
PT.RJP	Non certified Independent smallholder			1001.94
PT.AUL	Non certified Independent smallholder			19188.50
HETTY.M	Non certified Independent smallholder			13.82
SAIFUL BAHRI	Non certified Independent smallholder			1950.16
PT. SUM	Non certified Independent smallholder			193.32
PT.BAS	Non certified Independent smallholder			132.51
PT.PLJ	Non certified Independent smallholder			527.70
ARIANSYAH	Non certified Independent smallholder			299.00
<b>TOTAL</b>				<b>108217.08</b>

*\*Production data source from August 2017 – July 2018*

1.7.4	Product categories	FFB, CPO, PK	
1.8	Tonnage of Product		
1.8.1	Past Annual Claim Certified Product	Last Year Projected Certified Volume (tonnes/year)	Last Year Actual Certified Volume (tonnes/year)
	• FFB Production	55400	49380.06
	• CPO Production	11080	8839.83
	• Palm Kernel (PK) Production	2770	1873.78
1.8.2	Product selling		
	Tonnage of selling product	Period last year of actual selling product	
	• CSPO sold as RSPO certified product	1801.10	
	• CSPK sold as RSPO certified product	202.96	
	• CSPO sold under other scheme	-	
	• CSPK sold under other scheme	-	
	• CSPO sold as conventional	5550	
	• CSPK sold as conventional	1278.18	

1.8.3	Estimate of Certified FFB Claim							
	Name of Estate(s)		Total Area (Ha)	Planted Area (Ha)		FFB (tonnes/year)		Yield (tonnes/ha/year)
	BPK ESTATE		4847.20	4437.93		65439		14.75
	TOTAL		4847.20	4437.93		65439		14.75
<i>*Projected FFB production for 18 October 2018 – 17 October 2019</i>								
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 (%)	
	BPK POM		30	65439	12761	19.5	2945	4.5
<i>*Projected CSPO and CSPK production for 18 October 2018 – 17 October 2019</i>								
1.9	Other Certifications							
	ISO 9001:2008			-				
	ISO 14001: 2004			-				
	OHSAS 18001:2007			-				
	ISCC			-				
	Others							
1.10	Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status		
	MILL	Time Bound Plan						
	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	2010	Central Kalimantan	Certified			

			1, Sarana Titian Permata 1, Sarana Titian Permata 2, , KUD Bitu Maju Bersama			
	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
<b>1.10.2</b>	<b>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</b>					
	On the ASA-1 assessment, observations were made regarding the scheme smallholders of PT BPK to follow the certification standards					

<b>2.0</b>	<b>ASSESSMENT PROCESS</b>
<b>2.1</b>	<b>Assessment Team</b>
<b>ASA-1</b>	<ol style="list-style-type: none"> <li><b>Muhammad Rinaldi (Lead Auditor).</b> 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, SCCS training, 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.</li> <li><b>Rizliani Aprianita Hsb (Auditor).</b> Indonesian Citizen. Bachelor and Magister of Agribusiness, Faculty of Agriculture. She had followed training such as RSPO Lead Auditor Training, SCCS 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.</li> <li><b>Dwi Haryati (Auditor).</b> Indonesian citizens. Bachelor of Agriculture Department of Agriculture – Program study : Agronomy. She has experienced on Palm Oil Plantation as Sustainability staff. Training have been followed include: Training Auditor ISPO, Quality Management ISO 9001-2008, ISO 14001 Environmental Management, ISO 17021 &amp; 17065, HCV, General Health Safety Expert, Health Safety Management System, Workshop GHG by the ISPO Commission, IHT Palm Oil Mill Processing, Awareness RSPO, IHT Best Practice in Peat Management, Mapping Potential and Conflict Resolution in Production Forest. RSPO audit experience since March 2015 and ISPO since May 2014. During this assessment she was observed and audit on Transparency, Occupational Health and Safety, and Worker Welfare.</li> <li><b>Haikal Ramadhan Kharismansyah (Auditor Trainee).</b> Indonesian citizen, Bachelor of Agriculture department of plant and pest disease (Agrotechnology). He has 3 years experience as an Agronomy Staff in private oil palm plantation in Indonesia. Training which had attended including Basic Management Development Program Agronomy, Integrated Urban Pest Management, Integrated Pest Management, ISO 9001 : 2015, Auditor ISPO, RSPO awareness, ISO 22000 awareness. Did some audit ISPO scheme with aspects Best management practices. During this audit, he assigned to best management practice and long-term plan.</li> </ol>
<b>2.2</b>	<b>Assessment Methodology, Assessment Process and Locations of Assessment</b>
<b>2.2.1</b>	<b>Figure of person days to implement assessment</b>
<b>ASA-1</b>	<p>Number of auditors : 3 auditors and 1 auditors in trainee</p> <p>Number of days for <b>ASA-1</b> at site : 5 days</p> <p>Number of working days for <b>ASA-1</b> at site : 20 Working days</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA-1</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Kridatama Lancar 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 30<sup>th</sup> 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)</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results <b>ASA-1</b> delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (<b>ASA-2</b>).</p> <p>Improvement of findings from main assesment findings were observed by auditors at this <b>ASA-1</b> assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of <b>ASA-1</b></p>



The assessment program please find Appendix 2	
<b>2.2.3</b>	<b>Locations of Assessment</b>
<b>ASA-1</b>	<p><b>BPK POM</b></p> <ol style="list-style-type: none"> <li><b>Weighbridge Station &amp; Logistic.</b> Observation of supply chain procedure.</li> <li><b>Security.</b> Observation related to the acceptance of FFB.</li> <li><b>Housing.</b> Observation and interview regarding management of domestic waste, quality and feasibility of employee welfare facilities and infrastructure such as water source, electricity, and others.</li> <li><b>WWTP.</b> Observations and interviews related to wastewater management, working hours, PPE, measuring instruments used liquid waste (flow meter),</li> <li><b>Water intake.</b> Observation for POM water intake condition</li> <li><b>WTP.</b> Observation of water treatment activities and the use of chemicals. Interview related to wages, implementation OHS and complaint mechanism.</li> <li><b>EFB collection point.</b> Observation related EFB Management.</li> <li><b>Grading.</b> Observation and interview with sortation personnel related to personnel understanding over sortation procedure, the implementation of sortation, fruit criteria, fruit separation with ripeness and rawness criteria.</li> <li><b>Loading Ramp.</b> Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, PPE, trainings from company and worker welfare.</li> <li><b>Press.</b> Observation and interview with operator related personnel understanding over the applicable SOP, the implementation of occupational health and safety, work accident, trainings from company and worker welfare.</li> <li><b>Boiler.</b> Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, medical examination, trainings from company, OHS license and worker welfare.</li> <li><b>Engine Room.</b> Observation and interview with operator related personnel understanding over the applicable SOP, PPE, medical examination, OHS license and worker welfare.</li> <li><b>Workshop.</b> Observation and interview with operator related personnel understanding over the applicable SOP, overtime, minimum wage, medical examination, trainings from company, OHS license and worker welfare.</li> </ol> <p><b>BPK Estate</b></p> <ol style="list-style-type: none"> <li><b>Block 127 B. Division II.</b> Selective Weeding. observations and interviews related to how to handle pesticides and how to work safely.</li> <li><b>Block 127 A. Division II.</b> Manuring. observation and interviews related to fertilization doses and safe working methods</li> <li><b>Block 119 A. Division I.</b> Harvesting. observations and interviews related to FFB criteria and safe working methods</li> <li><b>Block 112 A. IPM.</b> BOB &amp; Turnera. Observation related IPM implementation.</li> <li><b>Block 21 E and Block 27 A.</b> Water level Stick. Observation related peat management</li> <li><b>Block 127 E. Divisi II.</b> Subsidence pole. Observation related peat management.</li> <li><b>Block 51.</b> Observation of legal boundary conditions No 1,10 &amp; 11</li> <li><b>Block 101c.</b> Observation of legal boundary conditions No T10B.</li> <li><b>Block 101a.</b> Observation of legal boundary conditions No T14B &amp; T19B and burned area.</li> <li><b>Block 10a.</b> Observation related to riparian zone of Malaya River</li> <li><b>Site of Padagi Block 122b.</b> observation of the location where the indigenous Dayak tribes who were in the area estates.</li> <li><b>Block 049, BPK Estate.</b> Observation on conflict area, an area of 145.17 ha, legal boundary no T115A and burned area.</li> <li><b>Block 140c, BPK Estate.</b> Observation on conflict area, an area of 93 ha</li> <li><b>Clinic.</b> Observation and interviews related to hazardous waste management, employee health care, wages and employment.</li> <li><b>Fertilizer warehouse.</b> Observation and interviews related to hazardous management, waste management and implementation OHS.</li> <li><b>Chemical Warehouse.</b> Observation and interviews related to chemical and pesticide storage area, hazardous waste management, employment, and implementation OHS.</li> <li><b>Fuel Storage.</b> Observation emergency response procedure.</li> </ol>

	<p>18. <b>Fire extinguisher warehouse.</b> Observation related equipment of emergency response personnel</p> <p>19. <b>Hazardous Waste Storage.</b> Observation and interviews related to hazardous waste management, OHS implementation, employment and complaint mechanism.</p> <p>20. <b>Sprayer and PPE storage.</b> Observation of environmental aspects and OHS</p> <p>21. <b>PPE and sprayer washing facility.</b> Observation of environmental aspects and OHS</p> <p>22. <b>Workshop.</b> Observation and interviews related to the competence of workers, implementation OHS (including medical check up), employment, waste management and complaint mechanism.</p> <p>23. <b>Housing M5.</b> Observation of the availability of infrastructure such as employee housing facilities, water facilities, educational facilities, religious facilities, health facilities and sports facilities.</p> <p>24. <b>Genset room (M5).</b> Observation and interviews related to work procedures, OHS implementation, employment and complaint mechanism.</p> <p>25. <b>Landfill Block 42A, Div. 2.</b> Observation related to domestic waste management</p> <p><b>Stakeholder visit</b></p> <ol style="list-style-type: none"> <li>1. Mega Timur Village</li> <li>2. Sungai Malaya Village</li> <li>3. Sungai Enau Village</li> <li>4. Government Agencies (BPN, Labour, Plantation, Environment)</li> </ol>
<b>2.3</b>	<b>Stakeholder Consultation and Stakeholders Contacted</b>
<b>2.3.1</b>	<b>Summary of stakeholder consultation process.</b>
<b>ASA-1</b>	<p>The public consultation with stakeholders to PT Bumi Pratama Khatulistiwa done through:</p> <ul style="list-style-type: none"> <li>• Conduct a public announcement on the CB website (<a href="http://www.mutucertification.com">www.mutucertification.com</a>) on 23<sup>th</sup> July 2018.</li> <li>• Conducting visits and direct interviews with stakeholders (Labour Agency, BPN, Environment and Plantation Agency, Kubu Raya District, Province of Kalimantan Barat) on 28<sup>th</sup> August 2018.</li> <li>• Conduct consultations via email questionnaire to NGOs (WALHI, Sawit Watch, World Wildlife Fund for Nature and Aliansi Masyarakat Adat Nusantara) on 31<sup>th</sup> July 2018.</li> <li>• Conducting visits and direct interviews with stakeholders (Local Communities) on 28<sup>th</sup> August 2018.</li> <li>• Conducting Interviews with the Cooperative Employees, local contractor, Gender Committee, Labor Union on 28<sup>th</sup> August 2018.</li> </ul>
<b>2.3.2</b>	<b>Stakeholder contacted</b>
	<b>Please find appendix 1</b>
<b>2.4</b>	<b>Determining Next Assessment</b>
	The next visit ( <b>ASA-2</b> ) will be determined one year after this <b>ASA-1</b> .



### 3.0. ASSESSMENT FINDINGS

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

MUTUAGUNG LESTARI has conducted an assessment of BPK POM – PT Bumi Pratama Khatulistiwa, Wilmar Plantation Ltd Group/Holding operation consisting of one (1) mill and one (1) oil palm estates.

During the assessment, there were four (4) Nonconformities were assigned against Major Compliance Indicator(s); one (1) nonconformity were assigned against Minor Compliance Indicators; and *eleven (11)* opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective actions that had been reviewed and accepted by Auditor(s) in form of documentation evidence(s). Those corrective actions taken that consist of four (4) Major non-conformities had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that BPK POM – PT Bumi Pratama Khatulistiwa, Wilmar Plantation Ltd Group/Holding 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 30<sup>th</sup> 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	
<b>PRINCIPLE #1 COMMITMENT TO TRANSPARENCY</b>		
<b>1.1</b>	<b>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.</b>	
<b>1.1.1</b>	<p>PT BPK has Procedure for Communication with the number of policy SOP52/WIP-KB/(02)/0911, this procedure has been socialized to workers such as socialization on June 20, 2018 in divisions II and 11 July in division 1. These procedures as practical guidance to handle the internal and external communication related to information of RSPO, environment, social and law. The Company has submitted information to stakeholders including regular reports to the agency, such as the labor required report, safety organization quarterly report to the Department of Labor Kubu Raya Regency, and the monitoring of RKL &amp; RPL to the Department of Environment Kubu Raya Regency.</p> <p>Based on interviews with the Kubu Raya Regency and villages around the company, if they need information they will submit a letter to the company. According to them, the company always responds each letter submitted.</p>	
<b>1.1.2</b>	<p>The company was documented all of incoming and outgoing letter from another party. Based on document verification of incoming letter and the respond by the company, for example Based on the study of incoming letter documents and the results of public consultations with the village there were several requests for assistance through a letter of proposal that had been submitted to the company. Some of them have already been realized and some have not been realized. However the documentation shown regarding the response from the request for information has not been shown in full. This is an opportunity for improvement for the company to show documentation of incoming mail responses such as requests for information and requests for assistance from stakeholders. <b>OFI</b></p>	
	<b>Status: Comply</b>	

**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**

PT Bumi Pratama Khatulistiwa has a list of information that can be accessed by stakeholders in the SOP Providing Information to Outsiders (Transparency) on 1<sup>st</sup> October 2015. Documents that can be accessed by the public, for example AMDAL, company annual report, general company policy, etc.

Based on interviews with Village head and community, known that the villagers understand how to obtain information from the company. The company maintains records of request for information and responses on each unit management. Based on document verification, that's known no information request from stakeholders. There are showed sample of request from villagers (relief fund) and the company has been follow up these request.

**Status: Comply**

**1.3**

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

**1.3.1**

Company has a policy of standard business of conduct that explains fair business practices, prohibition of corruption, bribery, fraud in the use of funds and resources as well as the disclosure of information in accordance with prevailing regulations. The policy contained in the Company Policy no. 003/DIR-KP/IV/2016 on 20 April 2016. The policy is available in Bahasa. The policy is communicated to workers in accordance with the results of interviews with them. Based on interview with contractor of FFB supplier, it is known that company has been disseminated the policy of standard business of conduct.

**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.**

Certificate holder consistently applies legislation relating to plantation and palm oil mill. The last update of laws and regulations list was conducted on August, 2018. The Certification Unit has shown compliance with laws and regulations, for example :

**Plantation Business Permit**

Company has have Letter of Plantation Business Registration (SPUP), published by Dirjenbun No. 448 / Menhutbun-VII / 2000 dated 25 April 2000 for estate with total area 4,814.96 Ha and Palm Oil Processing Plant Permit capacity of 60 Tons FFB / Hour. The difference area between permit with operational area has been processed to Plantation Agency.

Until this ASA-1, the progress of Plantation Business Permit is still same with the corrective action on March 27, 2017, this is because of change of structure in the government of Kubu Raya District. Based on the Announcement on the RSPO website on July 13, 2018, stated that "For company that has have RSPO certificate but have not received HGU/IUP, the certificate is still valid and can continue the recertification process" until the end of 2019.

**Best Management Practices**

- Use pesticides that have been registered with valid permits
- There is no use of paraquat to weeding control
- Has done routine reporting, for example report on the development of the plantation business semester II year 2017 (No.003/BPK-BM/PPUB/II/2018 dated February 13, 2018) and semester I year 2018 (No.027/BPK-BM/PPUB/VII/2018 dated July 20, 2018).

**Environment**

The Certificate Holder has an environmental document that explains the business description plan. The document has been approved by the Amdal Commission of Pontianak Regency and Pontianak Regent in accordance with Letter No. 660.1/024.a/IV/DLHESDM-B dated April 8, 2004 with a project area of 6,814.96 Ha consisting of 4,814.96 Ha and 40 ha for processing areas as own plantation and 2,000 Ha for Plasma plantations. Mill capacity which is the scope of the study is 30

tons of FFB / hour which is planned to be built outside the plantation area.

## OHS

- Has P2K3 structure and P2K3 report in accordance with Minister of Labor Regulation No. 4 year 1987
- Has boiler operators, welders and heavy equipment operators certified in accordance with the regulations.

### 2.1.2; 2.1.3 and 2.1.4

To ensure compliance to regulations, company has Policy FRM 02/SOP 02/WIP-KB/0610. This document explaining personel who have responsibility to update the regulation and law, identification and inventory, evaluation and monitoring Information of regulation from national, provincial and district regulatory bodies, and renewal of any changes to prevailing laws and regulations and monitoring of expired regulations/licenses.

A list of regulatory identifications ranging from Laws, Government Regulations, Presidential Decrees, Ministerial Regulations, Ministerial Decrees, Regional Regulations, and the ratification of the ILO. Internal audits have been conducted continuously and are documented and reviewed in the management review activities conducted January, 23 2018.

**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 Document of land tenure (HGU) on an area of 4,847.20 hectares can be shown by PT BPK, consisting of:

- HGU for an area of 4,814.96 Ha based on Minister of Agrarian / Head of BPN Decree No. 18 / HGU / BPN / 96 dated 31 May 1996. 30-year concession valid until July 21, 2026. Based on its document, issued HGU Certificate No. 59 of 1996 dated July 29, 1996.
- There are 2 HGUs which has expired, namely:
  - ✓ Head BPN Decree No.: 06 / HGU-KB / 1989 dated 8 November 1989, valid until December 31, 2014 and HGU Certificate No. 56 1989 covering an area of 16.1843 Ha. This HGU certificate has been extended and there is a cadastral map No. 089-14.14-2014 with a total area of 11.06 Ha
  - ✓ Head BPN Decree No.: 07 / HGU-KB / 1989 dated 8 November 1989 covering an area of 23.3719 Ha, valid for 25 years, and HGU certificates No. 57 of 1989 by the Head of the Land Agency District of Pontianak dated November 25, 1989. This HGU certificate has been extended and there is a cadastral map No. 090-14.14-2014 with a total area of 21.18 Ha

The difference in area between the expired HGU and the extension cadastral map (as much as 7.32 Ha) is an area not controlled by PT BPK in the form of community housing and community farming / plantation areas.

Based on the operational map overlay with the No. HGU map 56-57 in 1989 and cadastral map No. HGU 89-14.14-2014 and 90-14.14-2014, it is known that there is planting area on the outside the HGU as much as 0.73 Ha in block 51. The process of obtaining land ownership rights in that area has been processed together with the process of HGU extension No.56 & 57. The company need to re-ensure the process of HGU extention. **OFI**

### 2.2.2

The Company has shown map of boundary markers location for all three HGU owned. Map presented in a scale of 1: 35,000 (HGU No. 59) and 1: 3.500 (HGU No. 56 and 57). The map informed the source map and coordinate point, the total number of boundary marker of HGU No. 59 were 68 and HGU No. 56 and 57 were 22.

The SOP of Installation and Monitoring Benchmark Boundaries (No.: 001/SOP/GIS/2014 effective date of July 1, 2014) does not change with the previous assessment. In the SOP of described that the installation of marker conducted by the Land Agency, monitoring using form of verification/monitoring of boundary markers, monitoring period at the latest once a year. Also mentioned that the implementing monitoring boundary markers are Surveyor, Plantation Staff and Bina Mitra Dept.

The company has routinely carried out maintenance stakes in accordance with the SOP for the final inspection of the boundary markers in the HGU No. 59 area on March 29, 2018 and at HGU 56 & 57 on March 31, 2018 with the results of all stakes in good condition.

Based on field visits at Boundary Pole No.BPN BPK 001, BPN BPN 011, BPN BPK 010, T10B, T14B, T19B and T115A, it

was found that the installation of the pole was in accordance with the coordinates.

**Non-conformity No. 2016.03**

- Based on interview with management representative, document verification on boundary marker monitoring and maintenance report, as well as field observation known that there were as much as 9 boundary markers on HGU No 59 that does not available/demarcated clearly, example Marker No. T115A and T113A.
- The company could not demonstrate evidence that the marking of boundaries / demarcation for areas of HGU 56 and 57 (has been expired), are carried out in accordance with coordinate specified by BPN.

**Verification on March 28, 2017**

The company has shown evidence of the installation of 68 HGU pole in March 2017, including the installation of 9 new stakes on HGU No. 59, corrective action has include boundary pole map with scale 1 : 40000.

**Verification on August 28 2018**

The company has shown a map with a scale of 1 : 3500 which shows the location of boundary poles on HGU No. 56 and 57 with a total number of poles as many as 22 stakes. The location of the pole is in accordance with the cadastral map for extension HGU No.56 and 57.

Based on field visits at Boundary Pole No.BPN BPK 001, BPN BPN 011, BPN BPK 010, T10B, T14B, T19B and T115A, it was found that the installation of the pole was in accordance with the coordinates.

Based on the explanation, this non-conformity is stated **Fulfilled**

Based on the operational map overlay with the map of HGU No. 56-57 in 1989 and a cadastral map No. HGU 89-14.14-2014 and 90-14.14-2014, it is known that there are planted area outside the HGU in the form of the connecting road between the mill area and the plasma area which is still being carried out maintenance and harvesting. This is not in accordance with the specific guidelines of indicator 2.2.2 which states that "Plantation operations should be stopped on lands located outside legally designated areas". **Non-Conformity No. 2018.01 with Minor upgrade to Major**

**2.2.3, 2.2.4, 2.2.5**

Based on interviews and review of documents, there is an ongoing land dispute, namely an area of 93 hectares in Division 1 Block 46 by the Group of Saniwar Cs (H. Zaini) from the Sungai Enau village.

The land was originally acquired by the Company through a pattern of cooperation of 70:30 in 1996, the communities handed over 70% of the land area to be compensated and the company will establish smallholdings on of land 30% through credit mechanisms. The resolution attempt has been conducted by way dialogue and to seek legal redress. The Company shows the document "Road Map Problems" for the land dispute resolution processes.

Meetings and consultations has been done 3 times that have involved groups of claimants, PT BPK and the Commission II DPRD Kuburaya (the third meeting was on May 23, 2015). The company can show evidence of a report to the police with no.: TBL / 63 / I / 2015 / KALBAR / RESTA PTK / SEK ABW dated January 21, 2015 on FFB theft and detention oil palm estates conducted by Saniwar CS. Field checks has been conducted and currently the legal process was has been submitted to the court.

Until this ASA-1 activity, the company can show progress of the land dispute in the form of the Minutes of the PT BPK Agreement with "Kelompok Tani Swadaya Makmur" on 2017 with the results:

- The problem of claiming compensation has not yet reached the agreement, but the Farmers Group is willing to open 93 hectares with the condition that PT BPK can provide work agreement with "Kelompok Tani Swadaya Makmur" for maintain the area.
- PT BPK agreed to these conditions with work activities according to the company standards.

Based on field visits to the disputed area (Block 40C), it is known that the area has been managed by the company and there

is no indication of conflict with the community. The results of an interview with the Head of the Mega Timur Village and public figure (previous land owner) revealed that currently is no land disputes and in the initial land acquisition, the village team was formed and the price was determined by negotiating.

### 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 results of field visits to areas that cannot be compensated by PT BPK, there is no indication of confrontation and intimidation by the company. All disputes that occur are resolved by means of deliberation involving related parties such as village officials and district governments.

<b>2.2.2</b>	<b>Status: Non-Conformity No. 2018.01 with Minor upgrade to Major has been closed</b>	<b>Open</b>
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### 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

There are no changes to the SOP of FPIC listed in the "SOP Panduan Teknis Perolehan Tanah/Lahan" (document No. SOP01/WIP-KB/(1)/1215 on January 01, 2015 authorized by GM of PT BPK.

Based on a document review of the statement area and interviews with the village head and the Plantation Agency in Kubu Raya district, it was found that there was no acquisition of new land in the company. Land compensation activities at the beginning of the opening have been explained in the previous assessment.

	<b>Status: Comply</b>	
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## 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 & 3.1.2

Certification Holder has a five-year long-term plan for the period 2015-2020. Projections include financial aspects, area statement development, projected FFB production, cost production for estate and cost production for mill. Projected annual and long-term five-year work plans are evaluated annually based on the actual conditions of the current year recorded in the monthly and annual reports. Each projection document is authorized by the Assistant General Manager (AGM). Certification holder also has a long-term plan for peat management which includes water management parameters including maintenance drainage system, drainability assessment, and monitoring

The last replanting activity was carried out in 2015. Certification Holder has not planned replanting activities for at least the next three years because the oldest plant is still 18 years old (planting year 2000). As stated in the Agronomy Guidelines and the SOP of Wilmar International Plantation's in 2015 stated that oil palm plantations will replanting when they are 25 years old or the palm tree has exceeded 13m or production less than 20 tons / ha / year for three consecutive years.

	<b>Status: Comply</b>	
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## 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

The master list of all SOPs has been documented in the Document Master List form (FRM-GEN-002). The information contained in the document includes number, name, and revision date. Special officers to monitor updates, namely document control:

#### BPK POM

(No. Doc SOP-MIL-001 to 028), among others: SOP on weightbridge, sorting, loading ramps, decoction, capstan, threshing, press, clarification, kernel, boiler, power house, water treatment, kernel crushing plant, effluent, empty fruit bunch transportation, hazardous waste storage, mill security, workshops, land applications, commodity shipping, sounding, crane statistics, operation of CPO storage tanks, mass balance, solid waste, methods of shipping FFB, formal packaging handling.



**ESTATE :**

PT BPK is a subsidiary of Wilmar International so the procedure used refers to the SOP Group. The procedure in question is:

- PRO-EST-001 s.d 008: Nursery, Land clearing without burning, Planting, Maintenance, Harvesting, Pesticide use, Integrated pest management, Soil and leaf analysis.
- SOP-EST-001 till 026: fertilization, circle and path spraying, selective weeding, pruning, pest and disease control, weed control, harvesting in dangerous areas, peat soil management, spraying work safety, EFB applications, road maintenance, soil conservation, circle racking, sandy land, spray tool calibration, spray tank calibration, guidelines for measuring soil erosion levels, monitoring plant pest attacks, controlling caterpillars with viruses, controlling caterpillars with fogging, controlling termite pests, controlling horn beetles, controlling pest mice, controlling ganoderma boninense, replanting and fertilizer dose calibration.

Based on field visits to block 127 B division II during selective weeding activities, it was found that workers had carried out work in accordance with the SOP. For example the use of PPE in working and controlling selective weeds according to the active ingredients used.

**4.1.2 & 4.1.3**

Daily routine internal supervision is carried out by supervision levels ranging from foreman, division assistants, to estate managers. While annual supervision is carried out by the internal audit team. There are no specific procedures for nonconformities and corrective actions, but each finding in the internal audit must be documented and received endorsement. Nonconformities and corrective actions are found in the Problem Identification Corrective Action (PICA) sheet.

There is a quantitative agro management system (QAMS) census report that describes information on crop conditions and quality (FFB, loose fruit), non-productive palm tree recapitulation, circle conditions, dura palm tree and pest attack rates of oryctes, rats, and ganoderma. QAMS assesses the level of loss based on these parameters. The QAMS report is signed by the Field Auditor and Agronomy Manager. The loss level analysis is then submitted and discussed with the Estate Manager and workers to immediately make a decision for improvement.

Records of the results of measurements and monitoring conducted internally include:

- BPK POM Problem Identification Corrective Action (PICA) dated June 26, 2018. There are 14 non-conformities and all have been fulfilled
- List of RSPO BPK POM Internal Audit nonconformities dated January 23, 2018. There are 14 nonconformity and all have been fulfilled.
- Reports on the QAMS daily census on July 25 2018 in Division I section I

Records of corrective actions are found on each non-conformity sheet. For example, corrective actions for the non-conformity of RSPO internal audit results for indicators 4.3.4 about not updating the water level measurement data on the weirs. The corrective action taken is to form a special team to monitor water level with supervision under the division manager. Data collection is carried out every day. If the water level is below or above the standard then open or close the water gate.

**Nonconformity No. 2016.05**

BPK Estate has not been able to show the implementation of result of work activities review dated 5 September 2016, which stated that if the harvester is not sufficient for hand-picking activities, then the gang for hand-picker can be formed.

During the field observations, for example in Block 128, Block 129, Block P51 and Block 27E, was found loose fruit that has not been cited.

**Verification on 30 August 2018**

The company shows that the number of harvest personnel updated on July 2018 are 285 people. There is a work agreement for new harvest workers stating the duties for harvester is must picked the loss fruit. The results of the field visit when ASA-1 to block 127A, 127B divisions 1 and block 119A, 112A division 2, were known that the circle condition in general was clean from loss fruit.

Based on the analysis of the root causes, corrections, and corrective actions the **non-conformity No. 2016.05** are stated to have been **fulfilled**.

#### 4.1.4

Certification Holder shows SOP for Receiving External FFB on January 18, 2018. A more detailed description of the procedure is found in the Cooperation Agreement with each supplier, for example the Principal Agreement between PT Bumi Pratama Khatulistiwa (No.001 / AUL-BPK / TBS / K / I / 2018) with PT Artha Unggul Lestari and No.001 / BB-BPK / TBS / K / I / 2018 with CV Bintang Borneo.

Letter of agreement describes, among other things, terms in the cooperation agreement, principal agreement and administration of FFB delivery, quality standards of FFB traded, sorting FFB, delivery of FFB by suppliers, FFB prices and payment, FFB legality, and OHS aspects.

#### List of Supplier PT BPK POM

No	Name of Source	Organisation	Status
1	KUD Mekar Lestari	Associated Smallholder scheme of PT BPK	Non-Certified
2	CV Tirta Galus	Independent Smallholder	Non-Certified
3	CV PMT A	Independent Smallholder	Non-Certified
4	CV Kusuma JA	Independent Smallholder	Non-Certified
5	PT PMT B	Independent Smallholder	Non-Certified
6	CV SAB A	Independent Smallholder	Non-Certified
7	CV Karunia Indah A	Independent Smallholder	Non-Certified
8	CV Karunia Indah B	Independent Smallholder	Non-Certified
9	PT Agro Alam Nusantara	Associated Outgrower/AMS	Non-Certified
10	PT Kapuas Abadi Jaya A	Independent Smallholder	Non-Certified
11	PT Kapuas Abadi Jaya B	Independent Smallholder	Non-Certified
12	PT Kapuas Abadi Jaya C	Independent Smallholder	Non-Certified
13	Lesman Simbolon	Independent Smallholder	Non-Certified
14	Ariansyah	Independent Smallholder	Non-Certified
15	Saiful Bahri	Independent Smallholder	Non-Certified
16	PT Putra Lirik Domas	Associated Outgrower/AMS	Non-Certified
17	PT Nusa Jaya Perkasa	Associated Outgrower/AMS	Non-Certified

The implementation of the principal procedure / agreement agreed between the PT Bumi Pratama Khatulistiwa and the supplier of FFB, for example:

- A sorting and grading mechanism is applied to ensure the quality of FFB in accordance with the agreed terms
- Payment of FFB in accordance with the agreed price and on time (Explained in more detail on indicator 6.10.4)

Recap of FFB receipts from suppliers, for example:

- August 24, 2018: CV Bintang Borneo 52.68 tons; PT AUL 20.23 tons
- Delivery in July 2018: CV Bintang Borneo 5839.87 tons; PT AUL 1546.17 tons

**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

Management of soil fertility is regulated in the SOP Estate manuring section. Based on field visits to Division II's 127A block when the application of MOP fertilizer, employees have understood the procedure and safe working both for environment and themselves. manuring is carried out at the right dose (the same sow dose available) and on time according to recommendations from the research team. The dose used is 1.75 kg / palm tree.

Employee awareness in the use of PPE has been applied well, such as gloves, aprons and masks. After working the PPE used was washed and stored in the washing room. Sacks of used fertilizer are collected and returned to the warehouse.

#### 4.2.2

Information about fertilization can be seen in fertilizer monitoring as follows:

Fertilizer	January	February	March	April	May	June	July	Total	Fertilizer/Ton FFB
Urea						29.1	70.95	100.05	0.0014
Borate				0.00114	0.00114			0.00228	0.0000000341
CuSO <sub>4</sub>			9					9	0.00013
Dolomite			90.7	105.85	47.15	60.35	151.2	455.25	0.0068
Rp	72.65		41.3		24.4	75.25	29.8	243.4	0.0036
MOP							113.75	113.75	0.0017
NPK	3.55	286.7		366	272.6		63.2	992.05	0.0148
FFB									
Production	4233.91	3333.78	4423.71	5189.94	5099.12	3099.42	7987.97	33367.85	66735.7

#### 4.2.3

##### SSU & LSU

- IOM WIP - EMU Kalimantan dated 06 July 2011 No 059 / EMU / VIII / 2011 - Implementation of SSU every five years
- LSU 2017 results by EMU R & D Wilmar International Plantation. Parameters tested: Major element (N, P, K, Mg, Ca); Minor elements (B, Cu, Zn, Fe)
- The results of the 2018 LSU are in accordance with the Test Result Report Number: 47 / Plant Material / VI / 2018 / BPK dated 3 August 2018; the test parameters are % of macro elemental content (N, P, K, Mg, Ca) and ppm micro element content (B)
- Fertilization is carried out in accordance with recommendations for example for Urea in block 127 with a dose of 1.75 kg / palm tree
- SSU is listed in a semi-detailed land survey that was carried out in 2014 by Param Agricultural Soil Surveys (M) SDN. BHD in September.

#### 4.2.4

The company does not carry out EFB, POME, ash or fiber applications to the estate. Nutritional cycle is derived from the accumulation of oil palm plant biomass at the time of replanting, frond stacking from former harvesting activities, and planting of LCC that will die when already shaded by the canopy of the oil palm.

**Status: Comply**

#### 4.3

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

##### 4.3.1 & 4.3.2

The entire area of PT Bumi Pratama Khatulistiwa is peat. Maps of soil types are found in semi-detailed land survey documents. The map scale used is 1: 50,000. Based on the semi-detailed soil survey map report in September 2014, it was informed that the slope of the land in the company's operational area is in the flat category (0-2 ° or 0-4%). Thus, the company does not have a sloping area management strategy.

##### 4.3.3

Certification holder shows PT Bumi Pratama Khatulistiwa Road Maintenance Program for period 2018. The information contained in the document includes:

- Main estate road maintenance plan - POM. From 5,500 meters up to May 2018, 7,000 meters have been realized.
- Collection Road maintenance plan block 126. From the 1000 meter improvement plan until July 2018 100 meters is realized
- Plan to maintenance collection road block 132. From the 4000 meter maintenance plan. Up to July 2018 it has been



realized for 3180 meters

Based on field observations when visiting harvest, fertilizer, spray, and checking the boundary pole it can be concluded that the accessibility of roads and bridges is good enough, so that it can be passed easily.

#### 4.3.4

In order to reduce the rate of decline in peat land subsidence, the company carries out water management activities, which refers to procedure No. SA 02 / WIP-KB / 0/2010 concerning the management of peat areas. The procedure states that the company must manage and monitor the height of the peat water level, by carrying out water level recording and monitoring, the water table that is read through the piezometer and the reduction of subsidence stakes. Measurement of water level and water table is carried out every day, while subsidence is carried out once a year.

Certification holder can show documents recording the water level monitoring of PT BPK peatlands from January to July 2018 and annual measurement data of PT BPK peat surface subsidence. Based on the document monitoring the water level of the peatlands of PT BPK it is known that in July 2018 the average water level was 57 cm. As an explanation from the observer to maintain the height of the water, a system of opening and closing the water gate is carried out according to the water conditions.

Based on the the field visit to block 21 E and 27 A known that the water level is at 60 cm. While the decline in peat face measured by the pole subsidence in Block 127 E shows the number 6 cm since it was first installed in October 2016.

#### 4.3.5

Certification Holder within the next three years after the ASA-1 assessment will not carry out replanting activities because the oldest palm oil is 18 years old (planting year 2000). in accordance with the replanting procedure owned by Wilmar International Plantation, it is known that replanting is carried out if the age of the plant has been 25 years or the palm oil height has been more than 13 m or the production of per ton per hectare per year for three consecutive years of less than 20 tons.

#### 4.3.6

The strategy for processing peat soils that are fragile in the PT BPK area refers to procedure No. SA 02 / WIP-KB / (0) / 2010, which includes among others:

- Drainage systems, dams and Watergate
- Monitor water level.
- Monitor peatland degradation through soil subsidence pole.
- Planting ground cover crops in TBM area 1.
- Compaction of the planting path at least 3 times with heavy equipment in the replanting area
- Plant planting with a hole in hole system in the 2015 planting year.
- Ground surface water limits must be kept between 50 and 75 cm.

The company can show documents recording the water level monitoring of the PT BPK peatland from January to / July 2018 and annual measurement data of PT BPK peatland subsidence. Based on field observations, it can be concluded that the company has carried out water management activities in accordance with the procedures held.

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

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

##### 4.4.1 ; 4.4.2

CH has a water management plan for the 2018 period which describes the source and quality of drinking water quality at PT BPK including a decrease in the quality and quantity of water due to the activities of the plantations and mill. In addition, it has been explained related to the estimated needs and use of water for plantation and mill operations, as well as control and water conservation systems (distribution inspection system, detection, leakage and repair, recycling of water, emergency management, dry season emergency planning and integrated planning).

Identification of water sources is also contained in the HCV identification document. The identification of water sources includes:

- Malaya Tributary
- Ampening Trench
- Kongsu Trench
- Trench of Gotong Royong
- Landak River
- Tempayan River

The results of field visits and document verification are known that the company has realized several water source quality management and monitoring plans, such as:

- Conduct clean water quality testing for employee consumption needs.
- Marking the boundaries of river / trench management in accordance with the HCV identification document recommendations.
- Perform river quality testing periodically / every 6 months.

CH has been implementing monitoring of surface water quality in rivers (Upstream, downstream) landak river, Malaya river, gotong royong trench, kongsu trench, ampending trench, tempayan river. The monitoring results for the 1st half has been included in the report monitoring management plant (RKL and RPL) first half of 2018. From the test results it is known that some parameters of the samples exceeded the quality standards. The company has shown the results of testing evaluations that exceed the quality standards, and one of them is because PT BPK is located in the peat area, so it affecting the quality of surface water.

Protection of the flow of water and swamp areas has been described in the SOP river border management No. document SOP17 / WIP-KB / (01) / 2015 dated October 2015. The SOP explains that the river border width for river width 10 - 30 m is 50 meters while the river border width for river width > 30 m is 100 m. CH also has a SOP of Watershed Management with document number: SOP 18 / WIP-KB / (01) / 0515 revision 1 of the validity date in May 2015. The SOP aims to ensure the sustainability of the watershed functions within the activity location.

Based on the field visit at the Malaya riparian at block 10 A, it was found that there were activities of chemical applications in the area that had been designated as a buffer zone. This shows that the company has not yet protected the riparian in accordance with the HCV identification document. **This is a non-conformity No. 2018.02**

### 4.4.3

Mill effluent produced by BPK POM processed at waste water treatment plant (WWTP), until it complying to standards before it discharged to water body. The company has waste water discharge permit no. 503/008 / DPMPTSP-E / IPLC / 2017 dated November 23, 2017 with a validity period of up to 5 years.

Table test results wastewater 2018

Parameter	Standart	January	February	March	April	May	June
BOD	100	82	85	80	79	83	98
COD	350	134	139	144	124	137	240
TSS	250	110	107	178	136	128	66
oil	25	4,7	4,8	2,25	4,1	3,35	2,5
N total	50	12,5	12,3	12,8	37	11,9	15,0
pH	6-9	8,03	7,91	8,31	7,85	7,23	6,33

Waste water quality testing document review shown for January- June 2018, 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 on WWTP during audit found there is no leakage indications and these area are managed well.

### 4.4.4

Water usage monitoring was done periodically and recorded, for example on July 2018 FFB processed 19.651,8 mt, process water usage 1,20m<sup>3</sup>/ton FFB from budget 1,62 meter<sup>3</sup> water per ton FFB. Observations on BPK POM water treatment plant found monitoring for boiler and process water usage was done by officer periodically, and flowmeters serves normally.

**4.4.2** Status: NonConformity No 2018.02 with Major category has been closed

#### 4.5

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

##### 4.5.1

Pest management plans are contained in the Pests and Diseases document made by P & D staff. The original species that are being developed are barn owls. Based on the map of the owl nest distribution, there are 4 nest in all area of PT Bumi Pratama Khatulistiwa. the occupancy rate is still zero because there are still many natural trees around the border area so that the owls introduced in the cage eventually nesting in natural trees.

In addition to owls, the company also planting benefecial plant such as turnera and antigonon leptosus as seen along Collection and Main Road. With the implementation of IPM, it is expected that there will be a reduction in the use of pesticides. There is no prophylactic use

The recording of PT Bumi Pratama Khatulistiwa's pest observation and control for the period of January - August 2018 includes :

##### Rat

Block 111. Area of 50.58%. The rat invasion rate in the block is above 5%. The baiting application with warfarin round I is 100%. Warfarin application is 38 Kg. Application date May 18 2018. Number of feeds eaten 78%. Round II dated July 20, 2018. Application of 38 Kg warfarin with 30% eaten amount. Round III application dated August 4, 2018. If the feed eaten is less than 20% then the feed is stopped and returned to the routine census method.

##### Palm Leaf Eating caterpillar

Summary of observations and controls in June 2018 states as follows:

Census Result		Control	
Pest attack level	Area affected	Ha controlled	Control method
< Economic Threshold	956.54 Ha	-	
Light	409.82 Ha	246.98	Hand picking pupa, light trap, dan agrochemical prevaton
Medium	0.00 Ha	-	
Heavy	0.00 Ha	-	
Total	1366.36 Ha	246.98	

##### 4.5.2

Training on Integrated Pest Management has been routinely carried out such as:

- The Integrated Pest Management Socialization on April 7, 2018 was attended by 17 participants. Socialization was carried out in Division I Phase I
- Socialization of Integrated Pest Management on 15 April 2018 was attended by 14 participants. Socialization was carried out in Division II Phase III

Based on interviews with Division I and II census officers of the BPK Estate were known to those concerned who had understood the detection and census methods. Besides that, it can explain the frequency of pest detection (detection), for example, rat and palm leaf eating caterpillar are once a month.

Status: Comply

#### 4.6

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

4.6.1; 4.6.2 & 4.6.3

The company's policy on the safety in using chemicals, one of which can be seen from the existence of HIRAC documents that regulate risk analysis and control for workers related to chemicals. In addition, giving regular briefings on muster morning to each employee regarding work security directly increases employee understanding to always work safely.

Selective use of products is contained in the Pest and Disease Control SOP which in the SOP has explained the type of pest that is controlled along with the recommended material recommendations. Examples of recommended and used pesticides include:

- Glisat 480 SL, active ingredient Isopropylamine Glyphosate 480 g / l to control broadleaf weeds and narrow leaf weeds.
- Tiara 20 WG, the active ingredient of Metyl Metsulfuron to control broadleaf weeds.
- Abolisi 856 SL, active ingredient 2,4 Dymethyl amine to control broadleaf weeds.

Steps to avoid resistance that has been applied by the certification holder for example:

- Applied the IPM
- Pesticide application that is on time, on target and right on dose
- Perform rotation in the use of active ingredients of pesticides

### List of pesticide use

Trademark	Active Ingredients	Usability
Tiara	Methyl Metsulfuron	Broadleaf weeds
Becano	Indaziflam	Broadleaf weeds
Basta	Amonium Glufosinat	Narrow leafy weeds
Glisat	Glifosat	Narrow leafy weeds
Glinat	Amonium Glufosinat	Broadleaf weeds

Based on field observation to block 127B divisi II, it was known that spray work had been carried out in accordance with procedures such as circle and path spraying using *glyphosate* mixed with Methyl Metsulfuron. The dose per knapsack is 120 cc

### Pesticide usage up to July 2018

Trademark	a.i.	Amount of a.i.	Usage	a.i usage	Application Area	a.i./Ha
Glisat	Glifosat	0.048	784	37.632	523	0.071 l/Ha
Tiara	Metil Metsulfuron	0.2	326.43	65.286	435.24	0.15 Kg/Ha
Starlon	Triklopir	0.665	200	133	327.87	0.40l/Ha
Regent	Fipronil	0.5	7	3.5	120.05	0.029Kg/Ha
Penalty	Fipronil	0.5	7	3.5	140	0.025 Kg/Ha
Chepate	Asefat	0.75	28	21	14	1.5 l/Ha
Phrevaton	Cholaranthronipole	0.95	110	104.5	442	0.24 l/Ha
Anvil	Haksakonazol	0.05	6	0.3	1.33	0.225 Kg/Ha
Omite	Propargit	0.57	2.75	1.5675	18.53	0.084 Kg/Ha
Glimax	Glifosat	0.48	4555	2186.4	3036.67	0.72 l/Ha
Garlon	Triklopir	0.67	444	297.48	1110	0.26 l/Ha
Racumin	Kumatetralil	0.0375	3605	135.1875	4508	0.029 Kg/Ha

The use of pesticides for pest control has been minimized according to the results of the census. For example, the use of warfarin will only be applied if the census results show that the attack level is above the control threshold (5%). The plan to reduce pesticide use has been explained in indicator 4.5.1

**4.6.4**

The company can show a complete list of pesticides which are categorized as World Health Organization (WHO) categories 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".

There is the use of pesticide class 1b (warfarin) to control rat pests. Warfarin application is done because from the results of the detailed census shows the attack rate is above 5% for example for block 111. The implementation of WHO class 1a and 1b pesticide use reduction was not all blocks were attacked by rats applied by rodenticides. From 7 blocks, rodenticide application was only applied for 3 blocks. Only blocks with an attack rate of more than 5% were applied to rodenticides.

Based on a field visit to the warehouse of the chemical BPK Estate the warehouse stock is the same as that stated in the warehouse card.

**4.6.5**

One of the pesticide handling procedures is found in the 2015 agronomic and SOP guidelines for oil palm plantations stating that the steps for monitoring and using pesticides must meet occupational health and safety rules and refer to the OSH SOP for safe guidance on work. In addition there are SOP for Chemical and Fertilizer Spill Management, document number SOP-EHS-013, revision 00, the validity date of October 1, 2011, which includes explaining flow charge for handling chemical and fertilizer spills

Results of interviews with five spray workers in block 127B afdeling II during selective weeding activities found that the entire spray team had routinely received guidance to handle pesticides, for example in the morning briefing. Pesticide applicators are special people who have been trained and equipped with knowledge about chemicals. The training that was given to the PT BPK spray team for example on April 13, 2018 was attended by 20 participants.

Pesticides are always applied according to the product label. For selective weeding activities using pyclopylic active pesticides at a dose of 70cc / knapsack. Material MSDS has been attached to tank mixing tanks. Results of field visits to block 127 B afdeling II during selective weeding work, workers have used appropriate PPE such as aprons, boot shoes, glasses, gloves, and masks with respirators. K3 inspection is carried out routinely by the supervision team to ensure compliance in using PPE.

**4.6.6 & 4.6.10**

CH has SOP for pesticide storage facilities and ways of working in pesticide storage places with no. document 14 / WIP-KB / (0) / 0610 revised 0 effective date January 2011. The procedure describes the procedure for making pesticide storage places, mixing places, storage rules, work procedures in pesticide storage warehouses and OHS provisions.

As a result of visits to chemical storage warehouses, it was known that chemicals were stored in accordance with applicable regulation. It was found a complete series of MSDS, in accordance to the current stock. Specific pesticides mixing site has also available. Water which had used for sprayer washing and pesticides mixing process was properly reused. The storage has also equipped with pesticide flows records, proper risk symbols, PPE, first aid and fire extinguisher. Based on the visit and interviews with chemical officers, ex chemical was sent to hazardous waste storage.

The company also has a hazardous and hazardous waste management document No SOP 19 / WIP-KB / (0) / 0610 revision document 01 validity date January 2016. In the procedure section it is explained about the management and storage of hazardous waste.

In terms of hazardous waste management, the Company cooperates with third party, namely PT Mitra Karya Surya Kencana as indicated by SPK No. 019 / BPK-EST / SPK / EHS-LB3 / V / 2018 dated May 2, 2018 and valid until December 31, 2018. PT MKSK has a permit to manage and transport hazardous waste from the authorized agency. CH has shown documents for handling hazardous waste in the form of a logbook, balance sheet and manifest of hazardous waste transported on July 5, 2018.



The results of interviews with workers, namely chemical warehouse officer and hazardous waste officer, were conveyed that officers knew the hazardous waste management mechanism. They also have trained for hazardous management training. All hazardous waste is placed in the hazardous waste warehouse and then transported by licensed transporters and hazardous waste collectors. Based on field visit in the plantation office, mill office and houseng complex known that no ex pesticides or hazardous material containers used for household purposes.

### 4.6.7

Work instructions for pesticide applications are explained in the 2015 edition of the wilmar international plantataion agronomic guide. Guidelines include informing about the types of pesticides, target pests, and application doses. The guidelines also state that the steps for monitoring and using pesticides must meet the rules of occupational safety and health and refer to the OHS SOP for safe guidance on work.

Training on pesticide work instructions as described in indicator 4.6.5 also discusses the risks and impacts of pesticide applications. based on interview with the spraying team known that every worker had been routinely given an assignment on how to work safely both for themselves, team mate, and for the surrounding environment.

### 4.6.8

Based on information received from spraying workers, the Division of Managers, to the Estate Manager, pesticide applications by airborne have never been implemented. Field visits to workshops and chemical storage warehouses were not found facilities and infrastructure to apply pesticides through the air

### 4.6.9

Information regarding pesticide handling is carried out through socialization or training activities. For example in the socialization and training activities as follows:

- OHS RSPO, MSDS, and spray tool calibration and socialization training were held on April 13, 2018 and May 7, 2018. Followed by a total of 34 participants from employees, contractors and smallholders.
- The results of interviews with the spray team (5 people) and representatives of plasma farmers (2 people) found information about handling pesticides has been routinely given.

### 4.6.11

The company have a medical examination for pesticide operator. Management unit of Estate has a list of the latest pesticide operator as many as 117 workers. All workers spray has examined health through inspection types of *cholinesterase*, to ascertain the condition of workers in good health. One worker was identified with mild indication indications, the status was assessed with sufficient health status with non-intrusive disorders. this is recommended by doctors to discipline the use of PPE while working in the field.

The last examination was conducted in January, 2018. Examination results stating that all workers spray are in a healthy condition (normal result). Based on interview with pesticide operator and chemical warehouse clerk in BPK Estate that the results of medical examinations are known to workers. From field observation are also not identified any complaints of skin disease or itching.

### 4.6.12

The company has a policy that prohibits pregnant and lactating personnel working with chemical material. Based on interview with spraying personnel, it is known that there was neither pregnant nor lactating female personnel who work with pesticide. Moreover, company conducts pregnancy test and examination every month. Audit team also got information that the personnel have understood that female personnel cannot work with chemical material if they are pregnant or lactating.

**Status: Comply**

## 4.7

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

### 4.7.1

The company has a policy of occupational safety and health available in Indonesian language. The policy has been legalized and updated on 2010 by Head of Group Plantation Indonesia. The company's commitment on the implementation of occupational health and safety within company's operation. This policy is designed to control hazards in every activity that is in the working environment to prevent accidents and occupational diseases. It has been disseminated on the activities of the

safety briefing before doing the work. Management have work program of occupational.

This policy is designed to control hazards in every activity that is in the workplace to prevent accidents and occupational diseases. It has been disseminated on the activities of the safety briefing before doing the work. Management have work program of occupational health safety every year. Realization of the program of work will be monitored through regular meetings Guiding Committee of Occupational Safety & Health every month. This work program applies generally to all workers in the workplace. If the plans have been made yet on target then will be evaluated in the management review to assess effectiveness.

Interviews were conducted to warehouse clerk and pesticide operator in BPK Estate. Based on the results of interviews can be concluded that workers understand the OHS policy and it's recognized that every morning meeting is always affirmed about the importance of safety and the use of PPE in work.

Based on fielf visit, there are contractor employees not using PPE. However, it is explained by the company that in this regard the company has made an OSH policy that applies to all parties including contractors as third parties carrying out activities in the company's operations.

The company demonstrated the OSH policy to the contractor, namely "Creating and communicating to employees, contractors, clients and guests about safe work practices and specific site-specific safety regulations and the need to prevent workplace accidents, occupational health hazards and property damage or loss. This has been carried out by the company by showing the news of the OHS Socialization program, SOP, policies, house keeping to the contractor for some time, for example on July 16, 2018. This is an improvement opportunity for the company to monitor the effectiveness of the implementation of OSH policy for all parties including contractors. **OFI**.

#### **4.7.2**

Hazard Identification and risk assessment documents for 2018 have been prepared for estate and mill covering all operational activities by identifying hazards in work activities which are then carried out risk control. The identification in the estate is contained in the Risk Assessment document on work activities, hazards, risks and impacts, risk analysis and risk control.

Based on work accident reports from January to December 2017 there were 11 work accidents without missing days. Whereas from January to August 2018 there is a recapitulation of 8 work accidents. The company has documented work accident reports that are complemented by work accident investigations.

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. According to the result of document review and field visit to mill and estate, the management unit has socialized the risk analysis document to all workers. Based on interview with the employes in BPK Estate and mill, obtained information that the employee has known the potential of dangers that could occure at workplace.

Based on site observation at workshop and agrochemical warehouse in BPK Estate it was clearly confirmed that workers had been aware related potential risk and hazards in the work place. Following up on this, the company has been reduce the potential risk by providing PPE and OHS signboard are available in workplace.

#### **4.7.3**

The PPE provided by the company has been adjusted to the potential hazards and risks of its work so as to effectively protect the workers as its users.

Certificate holder has had a training program related to safety and health for 2018 including technical training, safety license training, firs aid training, safety briefing. Workers have been given training related to safety and health such as how to work safely, first aid training. Certificate holder aslo provides PPE to employees according to HIRAC and MSDS.

In the PPE procedure owned by the company, the type of ear protectors in the area identified as having high noise levels are ear plugs and ear muffs. This has been implemented in the field. Workers working in high noise areas such as workers in machine rooms use ear muffs for work and workers at the press station using ear plugs.

Based on field observations there were several activities of workers and contractors who did not use PPE while working, but were provided by the company and the contractor. This is an improvement opportunity for companies to ensure the effectiveness of PPE monitoring activities again. **OFI**

#### **4.7.4**

The Company has appointed the person in charge for the OHS implementation in OHS Organizational Structure which has been approved by the Labor Agency and in accordance with the regulations. The organization routinely conducts monthly

meetings on OHS issues in the workplace. The minutes of the meeting were recorded and stored well. Based on interviews to workers who are members of the OHS organization it is known that monthly meetings are always routinely conducted to discuss about OHS such as consistency of PPE usage, work accident report, medical check up, safe working practices etc.

### 4.7.5

The company has an emergency response procedure and an emergency management team No. SOP 29 / WIP-KB / (0) / 2011 which describes the prevention of emergencies. The company also has procedures related to OHS that cover the main potential causes of emergencies, not limited to fires, chemical spills, and the main potential of natural disasters including the following:

- Occupational Investigation procedure No. SOP 36 / WIP-KB / (0) / 2011 explains that every work accident that occurs must be reported by the relevant section head to EHS, paramedics and P2K3 members. Accidents with lost time > 3 days must be investigated, the investigation team consists of P2K3, EHS and paramedics.
- Work accident reporting procedure No SOP 35 / WIP-KB / (0) / 2011 explains that the unit leader reports 1x24 hours of accident, the medical party immediately handles and treats employees who have an accident, HRD RO is responsible for reporting to Jamsostek no later than 2x24 hours.
- First aid on accident procedure no document SOP 34 / WIP-KB / (0) / 2011, stated that the ratio of first aid officers is 1 person for 25-150 employees, first aid officers must have first aid manuals, first aid workers must be trained, available first aid rooms and first aid kits in the field must be available.

The simulation was performed on hydrants located in BPK factory and the result of the simulation was concluded that the hydrant tool is ready for use. Based on field visits, the company has provided first aid boxes in accordance with regulations such as field visits at the POM process office and the maintenance room has a first aid box that is fully available in accordance with the provisions.

### 4.7.6.

The company has provided the employees with insurance to cover accident in accordance with the provision set by the government (BPJS). Such insurance is named national social insurance for manpower/ BPJS, which is routinely paid every month. Meanwhile, for medical insurance, PT Bumi Pratama Khatulistiwa has registered its entire personnel in manpower medical insurance/ BPJS. Based on interview with some personnel, it is known that the entire personnel have been registered in manpower medical insurance/ BPJS. In addition the company has also shown evidence that any work accidents have been reported to the relevant agencies. From the results of the document review, it is known that there are no incidents of work with missing days and have been paid claims against BPJS Employment.

Based on interviews with workers such as harvesting, spraying workers and the BPK Mill workshop, they explained that they had been registered with BPJS Employment and health. Beside that, interview with contractor representative, it is known that the accident insurance for contractor's workers is covered by the head of contractor itself.

### 4.7.7

Based Monitoring accident period January to December 2017, there is in Estate have 11 work accident, no loss time and mill (zero accident). Beside that, monitoring from January to August 2018, there is 8 work accident

The company has been monitoring statistic work accidents until June 2018 and analyze the lost time due to accidents.

Work accident is documented on the work accident recapitulation report and provided the lost time accident matrix in it. The matrix describe the number of work accident, working days lost, working time lost, and the number of lost cost. The matrix is attached on the P2K3 report.

<b>Status: Comply</b>
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### 4.8

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

#### 4.8.1 & 4.8.2

Certification holder has an OHS program document which contains information about the training plan and its realization as contained in the 2018 training plan. The training has involved the contractor and also the representatives of the smallholders.

- Simulation training on the use of light fire extinguisher and OHS Training as well as the application of PPE for contractors. Planned for February 2018. Implemented on February 20, 2018
- Assessment study of PPE and OHS control of Toxic and Hazardous material spillage and handling of hazardous waste. Planned in March. Implemented on 6.10, 15 and 22 March
- OHS, RSPO, MSDS, and Agronomy work instructions. Planned in May. It was carried out on 5,7,8 and 31 May
- HCV socialization is planned for September 2018



- Socialization of human rights policies, Zero Burning, Sexual Harassment. Planned in June. Realized on the 12th, 19th, 20th and 28th June

The results of interviews with staff (3 people), employees (2 harvesters, 5 pesticide applicators and 5 fertilizers), representatives of contractors (2 people), and representatives of smallholders (2 people) were known to the company to routinely provide socialization and training.

Training records for each employee are stored by the document control section. The frequency of training is adjusted to the needs of workers in accordance with the analysis of the training needs of each person / team. The training record shown in the mission:

- Spraying team: OHS training on March 10; MSDS Training on May 7, Hazardous and Toxic waste spill control training on March 22; RSPO training and corporate policy socialization on 28 June 2018.
- Manuring Team: OHS Training March 25, MSDS Training on May 8, RSPO training and company policy dissemination on June 28, 2018

**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**

PT BPK has had Environmental documents in the form of EIA documents consisting of the Document Main Report, the Environmental Management Plan (RKL), Environmental Monitoring Plan (RPL) and Executive Summary. In the EIA document has outlined a plan description of the activities of the business or activity

- Stages of preparation / pre-construction; licensing, feasibility studies, project dissemination activities, boundary demarcation and land acquisition
- Stage physical development / construction; mobilization of heavy equipment and manpower, land clearing arrangement division and block, orchard road network construction, land clearing
- Physical development non crops: roads and bridges, drainage channels, office and residential buildings, the construction of a palm oil processing factory and WWTP.

The document has been approved by the Amdal Commission of Pontianak Regency and Pontianak Regent in accordance with Letter No. 660.1/024.a/IV/DLHESDM-B dated April 8, 2004 with a project area of 6,814.96 Ha consisting of 4,814.96 Ha and 40 ha for processing areas as own plantation and 2,000 Ha for Plasma plantations. Mill capacity which is the scope of the study is 30 tons of FFB / hour which is planned to be built outside the plantation area.

#### **5.1.2 & 5.1.3**

CH has had applied environmental management and monitoring aspects in accordance with matrixes of RKL-RPL. aspects that are managed and monitored based on the RKL RPL matrix among others :

- Social restlessness
- Flood
- Habitat of flora and fauna
- Land fire
- Increased community income
- Decreasing river water quality
- Public health

In addition, CH also conducts management and monitoring related to other impacts, such as:

- Noise
- Use of chemicals
- Waste

- Peat ecosystem

Implementation of environmental management has been conducted in accordance with the matrix environmental management plan (RKL). Based on the results of the field visit, it is known that the company has carried out environmental management activities, such as:

- Not carry out burning activities in the operational area, both land clearing and domestic waste management
- Providing social assistance to the community
- Providing employment opportunities to the surrounding community

CH also 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. Based on document review, there has been an evaluation of the results of environmental monitoring and management described in the Report of RKL-RPL.

Based on document verification and field visits, it is known that the company has conducted environmental monitoring, such as:

- Conducting surface water quality testing
- Monitoring land fires
- Monitoring HCV / flora and fauna
- Etc.

CH has submitted reporting 1st half (RKL and RPL) to the related agency such as Environmental Agency of Kubu Raya, Environment Agency of West Kalimantan Province, the Agriculture Agency of Kubu Raya district. There is evidence of a receipt document dated August 21, 2018.

<b>Status: Comply</b>
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## 5.2

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

### 5.2.1

The company has had identification documents HCV in High Conservation Value Assessment Report in PT. BPK, Kubu Raya, West Kalimantan Province. Identification was done in cooperation with PT. Remark Asia in 2015 with the composition of the team as follows;

1. Yokyok Hadiprakarsa (ALS15019YP) as Licensed HCV Assesor
2. Wawan Gunawan (enviroment expert)
3. Eno Sumarno (Social expert )
4. Adi Wijoyo (GIS / Remote Sensing)

Preparation of documents HCV done with reference to the Guide Identification of HCV (HCV Toolkit Indonesia Consortium Revised 2008). Implementation of field surveys conducted in March-July 2015 with the implementation of public consultation on 17 April 2015 followed by 29 participants. Document of HCV Identification has reviewed on february 13, 2016.

### 5.2.2 ; 5.2.3

HCV identification results also explain there is an RTE species according IUCN-Redlist namely *Manis javanica*. The Company has established a Management and monitoring of HCV PT BPK year 2016-2020 which the goal is to become a reference in the implementation of HCV management areas in PT BPK as well as reference document in the implementation of the management and monitoring of HCV Area.

CH has been conducting a periodically monitoring every month for HCV areas, species monitoring, and wild hunting by HCV officer. For example, monitoring carried out on the river border on March 21, 2018 with the location of the Malaya tributary in blocks 01 & 10 of Division I and Padagi in block 022. In the monitoring record, was conveyed the actual condition of the

HCV area. At the time of the monitoring there were also several wildlife such as *biawak*, *burung bubut*, *burung kareo padi*, *burung blambangan* etc.

Related to RTE species, CH has a policy to protect species of wildlife protection RTE SOP SOP No. 15 / WIP- KB / (01) / 2015 in the SOP consists of :

- Not allowed to maintain or kill animals that are protected by state regulations or those that are not protected without company permission
- Not allowed to trade in wildlife protected and unprotected
- Not allowed to catch fish using poisons and electricity (stun equipment)
- Sanctions that apply if the employee is proven to do things that are prohibited such as the explanation above for protected animals in accordance with the provisions of the government regulation and company regulation in a row are subject to sanctions and termination of employment.

The company routinely conducts HCV socialization as indicated by HCV socialization records on July 26-27, 2018 carried out in Malaya Village, Sungai Enau Village and Megatimur Village with total of 36 participants. Results Interviews with employees confirm an understanding of HCV protection. The results of interviews with representatives of the village of Megatimur were stated that the company had socialized the HCV area. For example, by installing plank-plank HCV and disseminating the ban on hunting and cutting trees.

#### 5.2.4

Company have established HCV management plan, and implemented it well. Regularly monitoring record shown company has been monitored hunting, and other illegal activities. All of records for monthly patrols on each estate are available and verified by auditors.

CH has evaluated the HCV management plan based on the results of HCV monitoring / patrol evaluated in August 2018. Based on the results of HCV monitoring, there are several corrective actions to the HCV management plan, including:

- Coordinate with the Incharge maintenance staff to clean the HCV area that contains waste and conduct socialization to employees and the community so that they do not dispose of trash on the land / ditch.
- Clean the water flow.
- Conduct socialization to the community about the HCV area and prohibition not to disturb / capture flora and fauna
- Request assistance from village officials to explain to the community not to conduct root burning activities in the area that has been designated as HCV and prevent land fires
- Conduct routine monitoring of secondary forests that including HCV.
- Socialization to employees, maintenance about how to maintain riparian areas

Ensure implementation of follow-up improvements of HCV management plans based on monitoring results (**Observation**)

#### 5.2.5

Plantings done long before the identification of HCV. At the beginning of the plantation, land acquisition from community lands into plantations has been done by the company. However, Based on the results of interviews with Management and the results of the document verification of operational map, it is known that there is an HCV 3 area in the company area which is also controlled by the community, but the company has not shown enough evidence of the negotiated agreement to protect HCV. **It become nonconformity no.2018.03.**

5.2.5	Status: Nonconformity No. 2018.03 with Minor Category
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### 5.3

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

#### 5.3.1

The company has identified the resulting waste which is contained in the PT BPK Waste Identification List. In the document, describes activities that produce Non-hazardous waste and hazardous Waste. Some examples of hazardous waste produced, among others: ex chemical, chemical / oil spills, contaminated PPE, used oil, used oil filter, contaminated majun, Ink / toner, medical waste, used lights, etc.

#### 5.3.2; 5.3.3

The company has a hazardous and hazardous waste management document No SOP 19 / WIP-KB / (0) / 0610 revision document 01 validity date January 2016. In the procedure section it is explained about the management and storage of hazardous waste.

In terms of hazardous waste management, the Company cooperates with third party, namely PT Mitra Karya Surya Kencana (MKS) as indicated by SPK No. 019 / BPK-EST / SPK / EHS-LB3 / V / 2018 dated May 2, 2018 and valid until December 31, 2018. PT MKS has a permit to manage and transport hazardous waste from the authorized agency. CH has shown documents for handling hazardous waste in the form of a logbook, balance sheet and manifest of hazardous waste transported on July 5, 2018.

The results of interviews with workers, namely chemical warehouse officer and hazardous waste officer, were conveyed that officers knew the hazardous waste management mechanism. They also have trained for hazardous management training. All hazardous waste is placed in the hazardous waste warehouse and then transported by licensed transporters and hazardous waste collectors. Based on field visit in the plantation office, mill office and houseng complex known that no ex pesticides or hazardous material containers used for household purposes.

### Shell & Fiber Waste

The company utilizes shell and fiber waste as boiler fuel which can be shown in the table below:

Month /2018	Shell for boiler (kg)	Fiber for boiler (kg)
January	639.981	2.014.050
February	557.184	1.499.336
March	624.536	1.368.450
April	426.296	1.151.921
May	387.649	834.924
June	450.209	922.740
July	632.561	1.855.481

### Liquid waste

Liquid waste is discharged into water bodies after meeting the permitted quality standards. Based on the results of testing, for example the period January - June 2018, there are no test results that are above the quality standard.

The mill needs to re-ensure the barrier wall on the pond of liquid waste from empty bunch. **OFI**

### Domestic waste

The company manages domestic waste by throwing it into the landfill and cooperating to carry out the disposal of domestic waste to landfill of Sanitation Agency according to the Letter from the Sanitation Agency no. 078/401 / DKP-Sekr / 2013 which explained that the Sanitation Agency received garbage disposal at Batu Layang landfill. The company has a recording of the transportation of domestic waste contained in the logbook of waste records and minutes of cleaning / moving domestic waste.

**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. Shell and fiber usage have been monitored by company, as follows :

Records of the use of shells and fiber for the past year per ton of FFB

Month (2017/2018)	FFB Process (ton)	Shell ton)	Fiber (ton)	ton shell/ ton FFB	Ton fiber / ton FFB
August	15.417,070	665,321	1.967,381	0,043	0,128
September	14.583,746	917,97	1.932,384	0,063	0,133
October	16.440,13	782,136	1.951,018	0,048	0,119

November	14.254,062	623,264	1.598,861	0,044	0,112
December	15.696,601	834,926	1.727,092	0,053	0,11
January	15.696,024	639,961	2.014,05	0,041	0,128
February	12.437,193	557,184	1.499,336	0,045	0,121
March	10.707,937	624,536	1.368,45	0,058	0,128
April	10.436,310	426,296	1.151,921	0,041	0,11
May	10.811,734	387,649	834,924	0,036	0,077
June	9.043,999	450,209	922,74	0,05	0,102
July	19.249,782	632,561	1.855,481	0,033	0,096

The use of fossil fuels per ton of FFB :

Month (2017/2018)	FFB Process (ton)	total diesel consumption (liter)	liter diesel/ ton FFB
August	15.417,070	3.823	0,248
September	14.583,746	4.071	0,279
October	16.440,13	4.797	0,292
November	14.254,062	6.142	0,431
December	15.696,601	5.098	0,325
January	15.696,024	4.726	0,301
February	12.437,193	3.717	0,299
March	10.707,937	7.771	0,726
April	10.436,310	6.921	0,663
May	10.811,734	7.682	0,711
June	9.043,999	7.877	0,871
July	19.249,782	2.301	0,033

**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

Commitment to prohibit burning in all operational activities of the company has been stipulated in the No Deforestation, No Peat, No exploitation policy, issued on December 5, 2013. In the document it is stated that the wilmar group applies a no-burn policy, where burning activity is not permitted during land preparation for new planting, replanting and or all other activities. CH also has a replanting SOP listed in the agronomy and SOP guidance document of the WILMAR 2015 oil palm plantation, explained that replanting is done mechanically and avoids burning.

### 5.5.2

At the time of surveillance-1 assessment, it was found that there were no replanting activities. Land clearing activities for replanting were last conducted in 2015. The company showed example of work agreement related replanting activities No. 18 / BPK-REPLANTING / DIV-1/04/2015 dated 27 April 2015, the entire replanting process was carried out by mechanical means ranging from land clearing, chipping work, stump felling, stacking lines and drainage making.

**Status: Comply**

## 5.6

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

**5.6.1; 5.6.2**

CH has identified sources of pollution and emissions generated from all operational activities of the plantation and factory. The company also has plans to reduce or minimize these emissions. This is contained in the Mitigation document and efforts to reduce GHG emissions, such as:

- Providing appropriate training to spraying team
- Planting beneficial plants (cassia cobanensis, tunera spp and antigonon spp) in empty areas.
- EFB application
- Perform routine services on vehicles and generators
- Plant trees around generator houses and riparian belt areas.
- Perform leaf analysis to determine the type and dosage of fertilizer
- Land monitoring that has the potential to be fire-prone
- Etc

CH has also conducted an assessment of activities that cause pollution or emissions, for example:

- Liquid Waste quality testing
- air quality testing
- testing of emissions of boilers and generators
- noise testing
- odor testing
- and vibration testing

Based on the results of a field visit in the factory area, known that warning signs are posted at high noise areas.

### 5.6.3

CH also has conducted GHG emission calculations period 2017 make use of Calculator Palm GHG version 3.0.1. Accurate data has been put into the RSPO PalmGHG Calculator (Palm GHG version 3.0.1) and has been verified. Summary of net GHG emissions from PalmGHG calculator of the audit report which calculation option is applied for the reporting.

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

1.	RSPO PalmGHG	Ver 3.0.1
2.	Report	Applying November 2005 cut off for LUC
3.	Site	PT Bumi Pratama Khatulistiwa
4.	Certificate validity	18 Oct 2017 – 17 Oct 2022
5.	Certificate Registration no	MUTU-RSPO/100
6.	CB	Mutu Certification International
7.	Audit date	27-31 Aug 2018
8.	Data set	Jan – Dec 2017

### Summary of Net GHG Emissions

Emmision per product	tCO2e/tProduct
CPO	26.52
PK	26.52

Production	t/yr
FFB processed	150788.028
CPO produced	26090.014
PK produced	6381.551



<b>Extraction</b>	<b>%</b>
OER	17.3
KER	4.23

<b>Lan use</b>	<b>Ha</b>
Planted area	5584
Planted on peat	4765.6371
Conservation Area	8.53

#### Summary of field emission and Sinks

<b>Description</b>	<b>Own crop</b>		<b>Group</b>		<b>3<sup>rd</sup> party</b>	
<b>Emissions Sources</b>	<b>tCO<sub>2</sub>e</b>	<b>tCO<sub>2</sub>e/tFFB</b>	<b>tCO<sub>2</sub>e</b>	<b>tCO<sub>2</sub>e/tFFB</b>	<b>tCO<sub>2</sub>e</b>	<b>tCO<sub>2</sub>e/tFFB</b>
Land conversion	41479.69	0.84	14189.81	1.32	0	0
CO <sub>2</sub> emmisions from fertilizer	4175.96	0.08	1319.34	0.12	0	0
NO <sub>2</sub> emissions	37803.78	0.77	2987.43	0.28	0	0
Fuel comsumption	758.39	0.02	287.9	0.03	0	0
Peat oxidation	242310.98	4.93	14696.56	1.37	0	0
<b>Sinks</b>						
Crop sequestration	-41546.72	-0.85	-8812.82	-0.82	0	0
Sequestration in Conservation area	0	0	0	0	0	0
<b>Total</b>	<b>284982.08</b>	<b>5.8</b>	<b>24668.25</b>	<b>22.29</b>	<b>525336.62</b>	<b>0</b>

#### Summary Oil Mill Emissions and Credits

<b>Remarks</b>	<b>tCO<sub>2</sub>e</b>	<b>tCO<sub>2</sub>e/t FFB</b>
<b>Emissions sources</b>		
POME	29557.01	0.2
Fuel consumption	597.16	0
Grid electricity	0	0
<b>Credits</b>		
Export of grid electricity	0	0
Sales of PKS	-3931.93	-0.03
Sales of EFB	0	0
<b>Total</b>	<b>26222.24</b>	<b>0.17</b>

#### 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 & 6.1.5**

CH has conducted a social impact assessment conducted on April 13-18, 2015 in collaboration with PT. Remark Asia. The scope of the study: PT. BPK, Management Unit of BPK POM, Four Villages around the plantation, and the Plasma Cooperative partner of PT BPK. Assessment of social impacts includes road infrastructure, sources of livelihood, educational facilities, cultural values, etc. The social impact assessment has also discussed the social impacts of plantation activities on smallholders of plantation partners.

The social impact assessment carried out has involved affected parties. The 2015 SIA study document stated that it involved 122 resource persons, 7 stakeholders, holding 5 FGD meetings and public consultations, as well as 8 informal meetings in the form of FGDs and indepth interviews. The evidence of the parties' participation was available in the form of attendance meetings and FGDs, photos of meetings and FGDs contained in the Annex to the Social Impact Assessment Document.

**6.1.4 ; 6.1.5**

As explained in the previous assessment, a social impact management plan is implemented through the preparation of a CSR program. CSR programs provided include environmental infrastructure facilities, clean water facilities and infrastructure, rural economic development, and others. The company has shown evidence of the realization of the provision of CSR to the surrounding community as a form of management of the social impacts.

During the implementation of surveillance audit 1, the company has compiled a plan for management and monitoring of social impacts based on the affected party review carried out on 26-27 July 2018 (surrounding villages) and on 28 August 2018 (internal / employee). Evidence of the implementation of the SIA review, such as:

- Attendance on the implementation of the SIA review in Sungai Malaya Village on July 26 by 16 participants.
- Attendance on the implementation of the SIA review in Sungai Enau Village on July 26 by 11 participants
- Attendance on the implementation of the SIA review in the Mega timur Village on July 27 by 9 participants
- Minutes, absences and photos of the SIA review on August 28, 2018 were attended by 45 employees

The example of a social impact management and monitoring plan is based on the results of the review:

No.	Impact parameter	Management Plan	Monitoring Plan
	Perception to the company	<ol style="list-style-type: none"> <li>1. Providing employment opportunities to local communities consistently</li> <li>2. Facilitating the development of plantation roads for alternative access to village communities</li> <li>3. Implementation of the MOU according to the agreement consistently</li> <li>4. Hold regular meetings with the community</li> <li>5. Planning a Community Development / CD-CSR program in a participatory manner according to the needs of the community.</li> <li>6. Chemical physical monitoring of river water quality (to prove whether there is water pollution).</li> <li>7. etc</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitoring the database of employee acceptance once a year</li> <li>2. Interview with the community once a year</li> <li>3. Monitoring the results of the river water quality analysis every semester.</li> </ol>



Implementation of the Management and Social Impact Monitoring Plan based on the results of the affected party review  
(Observation)

**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 company has shown the standard operational procedure of communication with stakeholder in the reference number of SOP 58/WIP-KB/(0)/0915 on September, 1 2015 which has been approved by the General Manager. The SOP for providing information to outside parties (transparency) section 3 states that the response to information requests will be made by PT BPK no later than 14 days after the request is received. It has been shown list of stakeholder of PT BPK which is as much as 24 stakeholders and consists of surrounding villages, district offices, banks, suppliers, hospitals, village heads, sub-districts, community leaders, provincial governments, NGOs and suppliers.

In the procedure, it is explained that those responsible for consulting and communicating with stakeholders are the Bina Mitra department. There is Decree No. 039 / BPK-HRR / SK-XI / 2015 was set on November 1, 2015 which appointed Bina Mitra staff as the person in charge of communication and consultation outside the PT BPK community. With the description of the tasks, among other things storing all relevant information data and conveying it to related parties neatly, safely, easily controlled and accountable for the truth.

Based on interview with community of Mega Timur Village, if they need information they will submit a letter to the company. According to them, the company always responds each letter submitted. The company has responded well to any existing communication processes, the preparation of SOP has been take into consideration of suggestions from the public and other affected 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

Certificate Holder have mechanisms Handling complaints from all parties is described in procedure of Management / Handling Complaints and / or Complaints No. SOP 60 / WIP-KB / (0) / 0915 approved by the General Manager valid starting September 1, 2015. This SOP explains the principle of handling complaints, namely, the confidentiality of perpetrators, tiered, transparent, accountable, objective, fast, accurate and recorded.

Based on a public consultation with Mega Timur village, it was explained that there was information about the use of roads by a third party carrying FFB and supplying it to the BPK Mill. With the use of the road, the village feels the company has the power to the contractor to contribute to the payment of road use. A photo of documentation has been shown about the meeting between the company, third parties and the village that has been carried out but there is no additional information about the documentation. With this presentation, this is an opportunity for improvement for the company to complete the documentation with meeting minutes related to payment of road use. **OFI**

**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 & 6.4.3

There are no changes related to the procedure for identifying the law and customary rights listed in procedure number: SOP 01 / WIP-KB / (0) / 0610 dated June 1, 2010 about Land Acquisition Technical Guidance which explains procedures for identifying legal, customary or use rights and procedures for identifying people entitled to compensation.

Based on a document review of the statement area and interviews with the village head and the Plantation Agency in Kubu Raya district, it was found that there was no acquisition of new land in the company. Land compensation activities at the beginning of the opening have been explained in the previous assessment.

	<b>Status: Comply</b>	
<b>6.5</b> <b>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.</b>		
<p><b>6.5.1</b> Company has Decree of the Governor of Kalimantan Barat Number 695 / DISNAKERTRANS / 2017 concerning the Determination of Kubu Raya District Minimum Wages in 2018. Stipulated on November 6, 2017 and entered into force January 1, 2018. Establishing the Kubu Raya UMK in 2018, namely Rp. 2,075,000.. Company could present the payment receipt of minimum wage as indicated in personnel salary list. Company can show employee salary list of BPK estate and mill in accordance with the decision of the Governor of Kalimantan Barat Province of Minimum Wage 2018. Examples of salary documents in July, 2018. Within the company regulation, one of condition to pay the workers is refer to working hours (max. 40 hours a week). certification unit has used Finger Scan tools to monitor workers presence. Based on a review of the 2018 Harvest Volume Pricing document, there is information on the reference price based on the price of the planting year. The document is stipulated on December 31, 2017 and entered into force on January 1, 2018. Based on this, the Company has an opportunity to improve to ensure the provisions of the 2018 Harvest Volume Pricing are not under the applicable District Minimum Wage (<b>Observation</b>).</p> <p><b>6.5.2.</b> The company has a Collective Labor Agreement (PKB) which contains provisions that apply in the company and has been agreed with employees and management. The PKB shown at this assessment has been approved by the Head of the Manpower and Transmigration Agency No. KEP / 340 / HI / XI / 2017 concerning PKB Registration of PT BPK POM with the Management of KSBSI F.Hukatan Commissariat PT BPK POM. Stipulated on November 22, 2017. In the PKB contains an explanation of the employment relationship, working time, remuneration, social security and welfare, work rules, layoffs, settlement of complaints, implementing regulations and transitional provisions. There are examples of work agreements between the two parties, namely workers, contractors and companies. The agreement has been made in a language that is easily understood and signed by both parties. Based on the explanation above, the company has provided company regulations in accordance with labor regulations and is available in clear and explained language by the management or trade unions to workers.</p> <p>Based on field visits as well as interviews with fertilizers in Block 127 A Division II and picker of lost fruits in Block 119 A Division I, it is known that working workers are not based on work agreements detailing payments and conditions of work. This is not in accordance with Law No. 13 of 2003 and / or Kepmenaker No. 100 of 2004. <b>Non conformity No. 2018.04</b></p> <p><b>6.5.3.</b> Based on field visits to the employee housing of PT BPK has provided workers welfare facilities and other basic needs such as adequate housing, electricity, clean water supplies (always available throughout the year), medical services, educational facilities for children, school buses, religious facilities in the form of mosques and churches, sports facilities and employee halls. PT BPK's clean water testing as drinking water is carried out every year, for example the October 2017 test in the analysis of P.3971-17. Testing based on Permenkes RI No.492 / MenKes / Per / IV / 2010 concerning drinking water quality requirements. Test samples were received from the company to Baristand Pontianak Kubu Raya on September 26, 2017. Test results of 32 parameters did not exceed the threshold.</p> <p><b>6.5.4</b> Based on observations in the field and interview with workers, auditors assess the company has shown real efforts in helping workers get sufficient and affordable food. The company has access roads that are easily traversed by workers in search of staple food and daily necessities from the basic food needs, side dishes, various kitchen needs at a close distance from the city. The nearest market is approximately 5-6 km from the company.</p>		
<b>6.5.2</b>	<b>Status: Non conformity No.2018.04 with major category has been closed</b>	
<b>6.6</b> <b>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.</b>		

**6.6.1. & 6.6.2**

Certificate holder has a memorandum signed by HRD head in August 2009, no doc. 026/WIP-HRD/Int-VIII/2009 regarding the revision of employment provisions concerning 'Freedom of Association'. The Company guarantees the freedom of every employee to form and become a member of a trade union or labor union in accordance with the applicable legislation. The document is presented in an Indonesian format that is easily understood by all workers and is available at the audit site.

The Workers Unions have been formed in the company. Recording of Labor Unions of the Management of the Indonesian Prosperous Labor Union Commissariat of PT BPK. It has been recorded in the Department of Manpower and Transmigration of the District of Kubu Raya with a Registration Proof Number 560/14 / SP-SB / Sosnakertrans-C / XII / 2012 dated 21 December 2012.

During stakeholder consultation with Manpower Agency of Kubu Raya District, both organization has been registered and approved officially. Based on interviews with the Head of Labor Unions noted that the CH has facilitated the establishment. Worker Unions meetings both internally and with management to do if there are labor issues that have been raised by the company. The company showed internal meeting minutes of Workers Union, for example the meeting at March, 11 2018 about Collective Labour Agreement.

<b>Status: Comply</b>
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**6.7**
**Children are not employed or exploited.**
**6.7.1.**

The Company has established a policy of age requirements for workers and maintains the decency contained in the Internal Memorandum addressed to all leaders of the HRD head with document no. 026 / WIP-HRD / Int-VIII / 2009 dated August 12, 2009. This policy concerning the revision of Manpower Provisions containing policies on the age requirements of workers and decency, in which there is a 'Prohibition of Employing Children': The company upholds the prevailing laws and the company does not employ children . The definition of a child in the policy is every person under the age of 18 (eighteen) years.

Based on a review of the BPK POM employee list document, there is data on the age of the youngest employee is 21 years old.

Field observations during assessment activities, found no minors who work in the work area or underage children who are working with their parents. Based on field observations during the assessment, the auditor does not find harvesters accompanied by his wife or children while working (forced to work).

<b>Status: Comply</b>
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**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 policy related to the same opportunity was published in September 2010 stating that the company supports the principles of justice and non-discrimination and aims to treat everyone with respect, free from discrimination that violates the law and ethics. This policy is available to the public and establishes the company's position on equal opportunities in all aspects of employment, including recruitment, training and promotion. Document review shows an example of employee recruitment that applies to the public with requirements according to procedures, such as employee to become new employees in harvesting activities. Also included in the letter are other supporting documents such as a certificate, family card, occupational health check letter, self identity and other supporting certificates.

Public consultations with agencies and worker unions stated that there were no cases of discrimination in obtaining employment opportunities.

**6.8.2 and 6.8.3**

The process of selection, recruitment and promotion of workers can be demonstrated. In the SOP of Human Resource management which is owned by the company can be seen that the process has been based on the expertise, capacity, quality and medical health of prospective labor / labor. The Company has a policy of recognizing equal opportunities and treatment stating that all staff/employees should be treated fairly and fairly in matters relating to recruitment, progress, conditions and work descriptions, regardless of race, degree, ethnicity, sex, color, imperfection, sexual orientation, organizational membership, political views, religion, and age.

For example:

- Permanent Daily Employee Appointment Letter number 004 / BPK-HRR / SK / II / 2017 on behalf of harvesting workers with class 2A at PT BPK as of March 1, 2017.
- Appointment Letter for permanent daily Employees Letter number 024 / BPK-HRR / SK / VIII / 2018 on behalf of workers harvesting with class 2A at PT BPK as of September 1, 2018 .

Based on interviews with local contractors and workers which are local communities, said that community members around the company interviewed explained that the company had provided equal opportunities to local communities and migrants in receiving employees according to their respective skills.

**Status: comply**

## 6.9

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

### 6.9.1, 6.9.2 & 6.9.3.

Company has the Policy to prevent sexual harassment and abuse on procedure No. SOP/BPK-ADM/012/0915 dated 1<sup>st</sup> September 2015), which develops and enforces policies to protect women workers from crimes and sexual harassment and to protect rights related to reproduction. Documents are presented in an easily understandable Indonesian format and available at the audit site.

These policies are documented, implemented and communicated to all levels of workers. For example, at BPK Estate division II, date February, 28 2018 followed by 11 participant..

Gender Committee has been formed with the organizational structure, namely chairman, secretary, treasurer and representative of each division. There are regulations concerning female menstruation leave as much as 2 days/month (first and second day) with a medis examination, as well as maternity leave 1.5 months before giving birth and 1.5 months after birth with the calculation of a doctor's examination. The CH's procedure of Handling of Complaints and Grievances assured the anonymity of the reporting and the revealer of the case. The determination for the start date of maternity leave (H2) should be on the recommendation of the company doctor based on the estimated day of birth calculated referring to the last menstrual day and ultrasound examination of the obstetrician. The gender committee stated that there is no reporting of violations related to the rights of women workers for H1 and H2 leave, with evidence of the wages of workers being fully paid.

Interview with the female workers, Labor Unions, and Gender Committee, known that CH has disseminated and implemented the policy related to prevent sexual and other form of harassment and violence, as well as to protect reproductive rights. Pregnant and lactating women are prohibited to work related to agrochemicals. The workers already known the grievance mechanism through grievance book, Labor Union, Gender Committee, or anonymous by suggestion box. Up to the time of the assessment there is no complaints related to sexual harassment, violence, or violation of reproductive rights.

**Status: Comply**

## 6.10

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

### 6.10.1; 6.10.2; 6.10.3; dan 6.10.4

In the FFB receipt document, it is known that the Certified Holder receives the EFB from associated smallholder, independent smallholder, and associated grower. The price of FFB for associated smallholders follows the price issued by the Kalimantan Barat Oil Palm FFB Pricing Team. While pricing for independent smallholders or outgrowers as written in the Letter of Agreement is in accordance with the agreement of both parties.

The price set by the Kalimantan Barat Provincial Plantation Service for the first period of August 2018 on the 15th of August 2018 is the lowest for a 3-year plant life of Rp. 1076.33 while the highest price for a 25-year plant life is Rp. 1285.33. Pricing for independent smallholders or associated outgrowers as written in the letter of agreement in accordance with the agreement of both parties

Records of transaction documents between PT BPK and suppliers of FFB include receipts for FFB receipts, Proof of collection, and proof of payment. Information of FFB prices is communicated via e-mail, sms or telephone. For example, the price of FFB for the July 2017 period for independent smallholders is IDR 1420.00 while the price for plasma farmers follows the stipulation by the government. In the period II July 2018 the price determined by the West Kalimantan FFB pricing team was Rp. 1123.53 up to 1342.05 according to the planting year.

Information obtained from one supplier, namely PT Artha Unggul Lestari, is known that information about prices has been

made transparently and can be accessed easily

Certification Holder shows sample work agreement with FFB suppliers including:

- Principal Agreement No.001 / AUL-BPK / TBS / K / I / 2018 between PT Bumi Pratama Khatulistiwa with PT Artha Unggul Lestari dated January 2, 2018
- Principal Agreement No.001 / BB-BPK / TBS / K / I / 2018 between PT Bumi Pratama Khatulistiwa and CV Bintang Borneo

Both agreement letter are valid until December 2018. Both parties have understood the contract agreement marked by the signature of each party in the contract. The contract is made in duplicate and each party stores one copy.

BPK POM will make payments to suppliers no later than one week after receiving the invoice. Payment records made by PT Bumi Pratama Khatulistiwa include:

- Domestic transfer on July 31 2018 through Bank Mandiri to CV Bintang Borneo for invoice Number 023 / INV / BB-BPK / TBS / VII / 2018 for payment of 500,000 Kg FFB
- Domestic transfer dated July 27, 2018 through Bank Mandiri to PT Artha Unggul Lestari for invoice number 072 / INV-TBS / PT.AUL-PT. BPK / VII / 2018 for payment of 300,000 Kg FFB

In addition there is information on payments to KUD Mekar Lestari (associated smallholders) for example for the payment of FFB for the period July 2018 through the BCA bank to all farmer groups joining the KUD Mekar Lestari. As proof of payment made by PT Bumi Pratama Khatulistiwa is in accordance with the stipulation of plantation agency price and agreement, all heads of farmer groups sign the Minutes of Payment for FFB

Payments made by the company are in accordance with invoices that are billed. The results of interviews with suppliers of FFB (PT AUL) are known to have been paid on time according to the agreement.

**Status: Comply**

### 6.11

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

##### 6.11.1

The company has compiled a CSR budget estimates for the period 2017-2018, categorize into five groups of items, namely: education program, donations, health, culture, infrastructure and development, economic empowerment. In the preparation for CSR programe has involved the the local community, when company determined CSR priorities.

Detaile of realization CSR report can be shown for year 2017-2018 to assistance program surrounding villages have been implemented. Community members from Mega Timur Village, who were interviewed by the auditors, admitted that the community around the company was pleased with the results of the company's consultations related to CSR. In addition, the company has also provided work opportunities openly to local communities. This can be seen from the list of employees, some of whom are residents of villages around the company.

##### 6.11.2

Based on the results of the examination of documents and interviews with the management representatives it is known, that the company have development activities with a plasma scheme. The company has cooperation with the community in the form of plasma plantation management. This is effort to improve agricultural practices of independent smallholders. In addition, there is cooperation in the sale and purchase of fruit by calculating the results of selling FFB. In addition, efforts made by the company to increase the productivity of plasma farmers are by providing training programs related to plantation operations and fertilizer recommendations that explain the plasma block, planting year, explanation of kg dose per tree in February, March, April, May, June, July, September and October.

**Status: Comply**

### 6.12

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

##### 6.12.1, 6.12.2, and 6.12.3

The company has a policy on respect for human rights stipulated in September 2010 which explains that every worker who



works in company is based on a work contract that has been agreed upon by both parties without coercion. Interviews with employees during field visits in the plantation to harvest, spray, fertilizer and factory employees on boiler and processing activities and interviews with trade unions it was found that there was no trafficked labor use, outsourcing and foreign employees or forced labor. Based on employee list, field observation and interview with workers, Labor Unions, and Manpower Agency known that there is no indication of forced labor and illegal worker. Field observation in sample location during this audit such as harvesting activity, known that there are no found any act of illegal/forced labor such as family gank. Auditor found that there is no evidence for forced or trafficked labor. Every worker has a work agreement that describe specific job description, there is no substitution of contract without prior consultation and agreement from the worker.

<b>Status: Comply</b>
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### 6.13

#### Growers and millers respect human rights

##### 6.13.1.

The company has a policy regarding respect for human rights established (update June 2014) written in Indonesian so that it is easily understood and understood by various parties. In this policy there are 2 key aspects, namely:

- Workers' rights: Freedom of association, no forced labor, no child labor and decent working conditions
- Rights of surrounding communities and indigenous people.

Policies have been socialized to all workers and third parties, for example dissemination on 3 July 2018 in block 108 phase 1 division 1 regarding OHS, code of ethics, human rights, PPE and other company policies. The socialization was carried out by EHS to the head of the contractor for making harvest titans and a total of 4 members. Based on interviews with workers known that the company has socialized company policies regularly including policies on human rights. Socialization is done by sticking to the policy in offices, socializing in the housing and socialization to workers during the morning briefing before the activities started.

<b>Status: Comply</b>
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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

There is no new planting since 1 January 2010, the planting year of 2010 and above is replanting. During the Surveillance 1 audit, the company did not develop new areas. 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

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

Certification holder can show a semi-detailed soil survey map carried out by Param Agricultural Soil Surveys (M) Sdn. Bhd. September 2014 with a scale of 1: 50,000. Map informs that 99.90% of the company's operational area is peat soil with a depth of > 3.0 m and 0.10% is peat with a depth of 1.50-3.00 m. Based on the semi-detailed soil survey map report in September 2014, it was informed that the slope of the land in the company's operational area is in the flat category (0-2 ° or 0-4%) with the majority of categories of deep peat lands that are vulnerable to flooding.

Based on field observations, it can be concluded that the company has carried out management of peatland management through the creation of a drainage system consisting of a field drain with a 1: 2 pattern; 1: 4 and 1: 8 (depending on land conditions), collection and main drain making, installation of Watergate, piezometer and subsidence pole

<b>Status: Comply</b>
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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**

There is no new planting since 1 January 2010, the planting year of 2010 and above is replanting. During the Surveillance 1 audit, the company did not develop new areas. Based on previous assessments, it has been explained that reporting template for disclosure of areas cleared without prior HCV Assessment since November 2005 has been submitted to RSPO on 8 Dec 2015 (directly). In the summary of raw liability described that total area of raw liability as 23.02 Ha, time clearance November 2005 – 30 November 2007. LUC Analysis has been conducted in collaboration with AKSENTA on August 2015, the total area of raw liability Ha 23.02 Ha and the total area of conservation liability 0 Ha.

Analysis of land cover changes conducted using landsat imagery with 30m spectral resolution of Oct 2005, Sept 2007, Jan 2010, August 2014 and August 2015. The land cover is reclassified into vegetation coefficients as coefficient 0 (according to the RaCP document).

PT BPK has sent and reported the LUCA to the RSPO and has been addressed by the RSPO (rspocompensation@rspo.org) on August 9, 2016 that explains that the LUCA is marked as Pass with Clarification.

On 29 September 2016 has been declared that the LUC Analysis has been endorsed by the RSPO, and described in the email (rspocompensation@rspo.org) that the final liability for PT BPK is 0 Ha, no compensation plan is needed.

<b>Status: Comply</b>
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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**

The entire area of PT BPK is peat. The soil survey report describes the technical management of peat soils, as follows:

- Drainage systems, weirs and watergate.
- Monitor water level
- Monitor peatland degradation through soil subsidence pole.
- Planting legume cover crops in immature area 1.
- Compaction of the planting path at least 3 times with heavy equipment in the replanting area.
- Plant planting with a hole in hole systems in the 2015 planting year.
- Ground surface water limits must be kept between 50 and 75 cm

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

Until now, the Certificate Holder does not conduct new land clearing, there is only replanting activity conducted since 2009

<b>Status: Comply</b>
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**7.6**
**Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.**
**7.6**

Until now, the Certificate Holder does not conduct new land clearing, there is only replanting activity conducted since 2009

<b>Status: Comply</b>
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**7.7**
**Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.**

7.7.2		
Certification Holder has and implemented a zero burning policy issued on December 5, 2013. The policy does not allow burning activities when preparing land for new planting, replanting and or all other activities.		
	Status: Comply	
7.8		
New plantation developments are designed to minimise net greenhouse gas emissions.		
7.8.1; 7.8.2		
There is no new development since January 2015 for entire areas on PT BPK. Existing GHG calculation has been described on criteria 5.6		
	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.		
The company has made improvements in continuous business improvement, including:		
Environmental		
The company has routinely carried out management and monitoring of environmental impacts and reported to relevant agencies.		
Social		
The company has implemented social impact management in accordance with the social impact analysis that has been carried out.		
Best Management Practices		
Certification Holder has implemented the IPM and implemented it widely, for example integrating all pest control techniques to be recognized by censuses and monitoring, the use of biological agents such as owls and banafacial plants and agrochemichal applications if the pest attack has exceeded the threshold.		
RSPO internal audit		
- Estate		
RSPO Internal Audit Report of PT Bumi Pratama Khatulistiwa is available on January 23, 2018. There are 24 nonconformities identified in the report. All nonconformities are stated to have been fulfilled on January 25, 2018.		
- Mill		
Available RSPO and SCCS Internal Audit Report for POM BPK dated 02 August 2018. There are 10 non-conformities. All nonconformities have been fulfilled on August 10, 2018		
	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>The mill take legal ownership for all FFB within its scope, as well all phisically handling.</p>								
	Status: Comply								
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>The mill does not use traders and distributors. All of selling certified product has been done by the mill.</p>								
	Status: Comply								
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>BPK POM has been registered on RSPO IT Platform, as describes below:</p> <table><tr><td>Member Name :</td><td>Bumi Pratama Khatulistiwa</td><td>Core Product :</td><td>Palm Oil</td></tr><tr><td>Account UID :</td><td>RSPO_AC1000004271</td><td>Member ID :</td><td>RSPO_PO1000004335</td></tr></table>	Member Name :	Bumi Pratama Khatulistiwa	Core Product :	Palm Oil	Account UID :	RSPO_AC1000004271	Member ID :	RSPO_PO1000004335
Member Name :	Bumi Pratama Khatulistiwa	Core Product :	Palm Oil						
Account UID :	RSPO_AC1000004271	Member ID :	RSPO_PO1000004335						
	Status: Comply								
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>There is no processing aids in the operational BPK POM</p>								
	Status: Comply								
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 -&gt; Segregated -&gt; Mass Balance.</p> <p>BPK POM still implemented a model of supply chain Mass Balance. FFB supply source for BPK POM is still received from uncertified sources from outgrowers, PT Buluh Cawang Plantation, Plasma of BPK and Plasma of Buluh Cawang Plantation. The volume of products sold using Mass Balance claim.</p>								
	Status: Comply								
5.2.2	<p>The site can use one (1) or a combination of supply chain models as audited and certified by the CB.</p> <p>BPK POM just apply one supply chain models which is Mass Balance (MB).</p>								
	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.

SOP traceability of CPO and PK Model MB, No. document SOP/BPK-ADM/007/ 0218 Rev 2 dated February 2018, describes the responsible PIC, references, the reception process of FFB (separating record keeping of certified and non-certified), processing of FFB and CPO/PK production (recorded in the 3 monthly basis with appropriate ratio calculation), shipment of CPO certified and PK certified (should be of positive stock, specify RSPO certificate number on the sales documents) and palmtrace data entry.

In addition, Mill has FFB reception procedures, namely SOP/BPK-SRT/002/0118 dated January 2018, which describes the process of receiving and verifying of FFB on BPK POM:

1. FFB delivery document checked by security
2. Security and weighbridge operator checks the list of certified and non-certified supplier
3. For FFB unclear status shall be segregated and reported for investigation
4. The weighbridge clerk recording FFB received, separated by FFB quantity of certified and non-certified, will be input into MB daily Report

The Mill 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.

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**

**5.3.2**

The site shall have a written procedure to conduct annual internal audit

The Mill shows the Internal Audit procedure (SOP/BPK-EHS/018/0818 dated August 2018) which describes the internal audit conducted once in every year, 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 Checklist and Audit Report.

Mill can show the result of internal audit SCCS conducted on 02 August 2018 In the Audit Report document, it is known that the company has performed an internal audit using SCCS standard. There are 10 non-compliance and has been comply on 05 August 2018, for example SOP SCCS has not referred to SCCS Standard version June 2017.

**Status: Comply**

**5.4**

**Purchasing and goods in**

**5.4.1**

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

BPK POM does not purchase RSPO certified oil palm products. BPK POM is the producer of RSPO certified oil palm products

**Status: Comply**

**5.4.2**

The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents

BPK POM does not purchase RSPO certified oil palm products. BPK POM is the producer of RSPO certified oil palm products

**Status: Comply**

**5.5**

**Outsourcing activities**

**5.5.1**

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.	
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.	
	<b>Status: Comply</b>
<b>5.5.2</b>	
Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:	
<ul style="list-style-type: none"> <li>a. The site has legal ownership of all input material to be included in outsourced processes;</li> <li>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.</li> <li>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</li> <li>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</li> </ul>	
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.	
	<b>Status: Comply</b>
<b>5.5.3</b>	
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.	
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.	
	<b>Status: Comply</b>
<b>5.5.4</b>	
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	
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.	
	<b>Status: Comply</b>
<b>5.6</b>	<b>Sales and goods out</b>
<b>5.6.1</b>	
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	
<b>CPO</b>	
The CSPO product sales document is recorded in the document of Delivery Order and Minutes of handover of CPO loading. Information in the documents such as in Delivery Order No. 3852106752 dated on 06 August 2018 among others the name and address of seller (PT BPK at Kubu Raya District), the name and address of buyer (PT. Wilmar Cahaya Indonesia at Pontianak), quantity (1,225 ton), type of supply chain model (RSPO MB) and Minutes of handover of CPO loading No. 02/BPKPOM-CPO/VIII/2018 dated on 16 August 2018 that informing name and address of seller (PT BPK at Kubu Raya District), Number of Delivery Order (3852106752 and 3852106757), the quantity (1,801.1 ton), supply chain model (RSPO MB), certificate number (MUTU-RSPO/100), quality (FFA 4.67%; Moisture 0.29%; Dirt 0.02%), Loading time (13-16 August 2018), name and address of buyer (PT Wilmar Cahaya Indonesia at Pontianak).	
<b>PK</b>	
The CSPK product sales document is recorded in the document of Delivery Order and Weighbridge Ticket. Information in the documents such as in Delivery Order No. 3852106755 dated on 07 August 2018 among others the name and address of seller (PT BPK at Kubu Raya District), the name of buyer (PT. Wilmar Cahaya Indonesia at Pontianak), quantity (200 ton), type of supply chain model (RSPO MB) and Weighbridge Ticket No. BXXBR0158055A dated on 23 August 2018 that informing name	

and address of seller (PT BPK at Kubu Raya District), the quantity (4.58 ton), supply chain model (RSPO MB), certificate number (MUTU-RSPO/100), quality (Dirt 7.1%; Moisture 7.4%), name and address of buyer (PT Wilmar Cahaya Indonesia).

**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

BPK POM has been registered on RSPO IT Platform, as describes below:

Member Name :	Bumi Pratama Khatulistiwa	Core Product :	Palm Oil
Account UID :	RSPO_AC1000004271	Member ID :	RSPO_PO1000004335

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.

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

#### • Certified CPO sold to each buyer period of 18 October 2017 to 28 August 2018

Date	Buyer	Volume
15/06/2018	Credit Allocation (Book & Claim)	3,000
24/08/2018	Credit Allocation (Book & Claim)	2,550
24/08/2018	PT Wilmar Cahaya Indonesia-Pontianak (refinery)	1,801.1
<b>Total</b>		<b>7,351.1</b>

#### • Certified Palm Kernel sold to each buyer period of 18 October 2017 to 28 August 2018

Date	Buyer	Volume
24/08/2018	PT Wilmar Cahaya Indonesia-Pontianak (KCP)	203.47
28/08/2018	Remove from certified stock (sold as conventional)	1,278.18
<b>Total</b>		<b>1,481.65</b>



All transactions have been shown in shipping announcement, for example Shipping Announcement no. TR- b78a07c8-c18e dated 24 August 2018 related to the sale of CPO of 1,801.1 tons to PT Wilmar Cahaya Indonesia-Pontianak (refinery).	
	<b>Status: Comply</b>
<b>5.8</b>	<b>Training</b>
<b>5.8.1</b>	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
<p>The Mill has shown the Training Plan on 2018 that is include the plan of SCCS training on June and August 2018.</p> <p>Mill also show the evidence of training related to Supply Chain for responsible personnel for supply chain activities, including:</p> <ul style="list-style-type: none"> <li>• RSPO Certification System Training for P &amp; C &amp; SCCS (June 2017) on 06 September 2017 to responsible staff for SCCS including palm trace officer on 13 September 2017.</li> <li>• Socialization of SCCS on 01 August 2018 to responsible personnel in BPK POM to 12 workers (logistic clerk, weighbridge operator)</li> </ul>	
	<b>Status: Comply</b>
<b>5.8.2</b>	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
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. The workers also explained that this year they had been given training related to SCCS.	
	<b>Status: Comply</b>
<b>5.9</b>	<b>Record keeping</b>
<b>5.9.1</b>	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
Based on SOP of Making, Controlling And Changing Documents (No. SOP/BPK-DC/001/0118 dated on January 2018) which explains that all documents related to RSPO-SCCS must be kept at least 2 years, such as 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 2017 which informed the FFB acceptance, production data and shipment of CPO and PK.	
	<b>Status: Comply</b>
<b>5.9.2</b>	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
Based on SOP of Making, Controlling And Changing Documents (No. SOP/BPK-DC/001/0118 dated on January 2018) which explains that all documents related to RSPO-SCCS must be kept at least 2 years, such as FFB acceptance, production data and shipment of CPO and PK, and RSPO IT Platform data.	
	<b>Status: Comply</b>
<b>5.9.3</b>	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.
<p>Estimates of CPO and PK produced by BPK 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:</p> <p>FFB: 65,439 ton</p>	

CPO: 12,761 ton (OER: 19.5 %)

PK: 2,945 ton (KER: 4.5 %)

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

Month	CPO				PK			
	Production (Ton)	Sell (Ton)			Production (Ton)	Sell (Ton)		
		Conventional	RSPO	Total		Conventional	RSPO	Total
Oct-17	457.05				111.08			-
Nov-17	814.47				201.52			-
Dec-17	682.51	740		740	162.11	378.41		378.41
END OF Q4	1,954.03	740.00		740	474.71	378.41		378.41
Jan-18	722.26				177.36			-
Feb-18	597.54				143.42			-
Mar-18	814.47	2,366		2,366	192.26	367.21		367.21
END OF Q1	2,134.27	2,366.00		2,366	513.04	367.21		367.21
Apr-18	978.34				199.41			-
May-18	896.87				129.51			-
Jun-18	532.33	2,444		2,444	104.67	532.56		532.56
END OF Q2	2,407.54	2,444.00		2,444	433.59	532.56		532.56
Jul-18	1,454.73				272.02			-
Aug-18	889.26		1801.10	1,801	180.42		202.96	202.96
Sep-18				-				-
END OF Q3	2,343.99	-	1,801.10	1,801	452.44	-	202.96	202.96
Grand Total	8,839.83	5,550.00	1,801.10	7,351.10	1,873.78	1,278.18	202.96	1,481.14

**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](http://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

BPK 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 extraction.

**Status: Comply**

##### 5.10.2

Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.

BPK 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 extraction.

**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.

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.

	<b>Status: Comply</b>
<b>5.12</b>	<b>Complaints</b>
<b>5.12.1</b>	<p>The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.</p> <p>The Mill has a Procedure for Receiving Request and Complaint no. Document: SOP/BPK-ADM/003/0218 Revision 01 of the effective date of February, 2018 that explained complaints can be submitted to PGA and will be responded to at least 2 weeks after receiving the complaint.</p> <p>Up to ASA-1 audit, there is no complain on the certified product sold.</p>
	<b>Status: Comply</b>
<b>5.13</b>	<b>Management review</b>
<b>5.13.1</b>	<p>The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken</p> <p>The Mill has SOP of Management Review No. SOP/BPK-ADM/013/0218 dated on February 2018 which explains that management review activity is done at least once a year that containing the information about:</p> <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> <li>• Recommendations for improvement.</li> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul>
	<b>Status: Comply</b>
<b>5.13.2</b>	<p>The input to management review shall include information on:</p> <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> <li>• Recommendations for improvement.</li> </ul> <p>The Mill shows Management Review Minutes conducted on January 4, 2018 with participant is 19 workers and August 9, 2018 with participant is 18 worker discussing the results of internal and external audits, discussion of operational quality, recommendation of improvement such as EHS performance need to be improved, minimize losses and operate the empty bunch press.</p> <p>Based on the Management Review Minutes, there are no discussion related to customer feedback and follow-up from previous management reviews. This will be an observation on the next assessment because the management review just done once on 2018 and the sale of CSPO and CSPK were just done on August 2018. <b>OFI</b></p>
	<b>Status: Comply</b>
<b>5.13.3</b>	<p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul> <p>The Mill shows Management Review Minutes conducted on January 4, 2018 with participant is 19 workers and August 9, 2018 with participant is 18 worker has discussing improvement of the effectiveness of the management system/its processes and Resources needs, such as replace the damaged lorry, more control for losses in press cages and LTDs, provision the safety shoes to workers and etc.</p>

	<b>Status: Comply</b>
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**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.																		
BPK POM still implemented a model of supply chain Mass Balance. FFB supply source for BPK POM is still received from uncertified sources from outgrowers, PT Buluh Cawang Plantation, Plasma of BPK and Plasma of Buluh Cawang Plantation. The volume of products sold by using Mass Balance claim.																		
	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 BPK 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: 65,439 ton																		
CPO: 12,761 ton (OER: 19.5 %)																		
PK: 2,945 ton (KER: 4.5 %)																		
	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).																		
The company has been registered on RSPO IT Platform, as describes below:																		
Member Name :	Bumi Pratama Khatulistiwa	Core Product :	Palm Oil															
Account UID :	RSPO_AC1000004271	Member ID :	RSPO_PO1000004335															
• Certified CPO sold to each buyer period of 18 October 2017 to 28 August 2018																		
<table><tr><th>Date</th><th>Buyer</th><th>Volume</th></tr><tr><td>15/06/2018</td><td>Credit Allocation (Book &amp; Claim)</td><td>3,000</td></tr><tr><td>24/08/2018</td><td>Credit Allocation (Book &amp; Claim)</td><td>2,550</td></tr><tr><td>24/08/2018</td><td>PT Wilmar Cahaya Indonesia-Pontianak (refinery)</td><td>1,801.1</td></tr><tr><td colspan="2">Total</td><td>7,351.1</td></tr></table>				Date	Buyer	Volume	15/06/2018	Credit Allocation (Book & Claim)	3,000	24/08/2018	Credit Allocation (Book & Claim)	2,550	24/08/2018	PT Wilmar Cahaya Indonesia-Pontianak (refinery)	1,801.1	Total		7,351.1
Date	Buyer	Volume																
15/06/2018	Credit Allocation (Book & Claim)	3,000																
24/08/2018	Credit Allocation (Book & Claim)	2,550																
24/08/2018	PT Wilmar Cahaya Indonesia-Pontianak (refinery)	1,801.1																
Total		7,351.1																
• Certified Palm Kernel sold to each buyer period of 18 October 2017 to 28 August 2018																		
<table><tr><th>Date</th><th>Buyer</th><th>Volume</th></tr><tr><td>24/08/2018</td><td>PT Wilmar Cahaya Indonesia-</td><td>203.47</td></tr></table>				Date	Buyer	Volume	24/08/2018	PT Wilmar Cahaya Indonesia-	203.47									
Date	Buyer	Volume																
24/08/2018	PT Wilmar Cahaya Indonesia-	203.47																

	Pontianak (KCP)	
28/08/2018	Remove from certified stock (sold as conventional)	1,278.18
Total		1,481.65
	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:		
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.		
SOP traceability of CPO and PK Model MB, No. document SOP/BPK-ADM/007/ 0218 Rev 2 dated February 2018, describes the responsible PIC, references, the reception process of FFB (separating record keeping of certified and non-certified), processing of FFB and CPO/PK production (recorded in the 3 monthly basis with appropriate ratio calculation), shipment of CPO certified and PK certified (should be of positive stock, specify RSPO certificate number on the sales documents) and palmtrace data entry.		
The Mill 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		
SOP traceability of CPO and PK Model MB, No. document SOP/BPK-ADM/007/ 0218 Rev 2 dated February 2018, describes the responsible PIC, references, the reception process of FFB (separating record keeping of certified and non-certified), processing of FFB and CPO/PK production (recorded in the 3 monthly basis with appropriate ratio calculation), shipment of CPO certified and PK certified (should be of positive stock, specify RSPO certificate number on the sales documents) and palmtrace data entry.		
In addition, Mill has FFB reception procedures, namely SOP/BPK-SRT/002/0118 dated January 2018, which describes the process of receiving and verifying of FFB on BPK POM:		
<ul style="list-style-type: none"><li>- FFB delivery document checked by security</li><li>- Security and weighbridge operator checks the list of certified and non-certified supplier</li><li>- For FFB unclear status shall be segregated and reported for investigation</li><li>- The weighbridge clerk recording FFB received, separated by FFB quantity of certified and non-certified, will be input into MB daily Report</li></ul>		
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 Mill has Daily CPO & PK Production Record that informed the certified and uncertified FFB received each day.

**Certified and non-certified FFB received period of 18 October 2017 to 28 August 2018**

Period	FFB Receive (Kg)		
	Certified	Non-Certified	Total
18-31 Oct 2017	2,533,280	4,802,296	7,335,576
Nov-17	4,669,580	9,480,852	14,150,432
Dec-17	4,000,040	11,648,111	15,648,151
Jan-18	4,233,910	11,521,564	15,755,474
Feb-18	3,333,780	9,229,853	12,563,633
Mar-18	4,423,710	6,142,067	10,565,777
Apr-18	5,189,940	5,285,530	10,475,470
May-18	5,089,120	5,724,804	10,813,924
Jun-18	3,099,420	6,150,869	9,250,289
Jul-18	7,987,970	11,261,812	19,249,782
1-28 Aug-18	4,819,310	8,871,958	13,691,268
Total	49,380,060	90,119,716	139,499,776

Based on overlay of operational map with cadastral field map No. 89-14.14-2014 and 90-14.14-2014, it is known that there are planting in non-certified area in the form of  $\pm 0.73$  Ha in block 51 and connecting road between the mill and plasma area, but the company has not shown the documentation of volume separation from non-certified FFB in that area. **Non-Conformity No. 2018.05 with Major Category**

**Status: Non-Conformity No. 2018.05 with Major Category**

**E.4.2**
**The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.**

For this period (ASA-1) from 18 October 2017 till 28 August 2018, BPK POM production of CSPO and CSPK does not exceed the RSPO certificate issued.

- CPO: 8,839.83 Ton → Total estimate in certificate is 11,080 Ton
- PK: 1,873.78 Ton → Total estimate in certificate is 2,770 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.
- 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, Production and Delivery CPO and PK.

Month	CPO				PK			
	Production (Ton)	Sell (Ton)			Production (Ton)	Sell (Ton)		
		Conventional	RSPO	Total		Conventional	RSPO	Total
Oct-17	457.05				111.08			-
Nov-17	814.47				201.52			-
Dec-17	682.51	740		740	162.11	378.41		378.41
END OF Q4	1,954.03	740.00		740	474.71	378.41		378.41
Jan-18	722.26				177.36			-
Feb-18	597.54				143.42			-
Mar-18	814.47	2,366		2,366	192.26	367.21		367.21
END OF Q1	2,134.27	2,366.00		2,366	513.04	367.21		367.21
Apr-18	978.34				199.41			-
May-18	896.87				129.51			-
Jun-18	532.33	2,444		2,444	104.67	532.56		532.56
END OF Q2	2,407.54	2,444.00		2,444	433.59	532.56		532.56
Jul-18	1,454.73				272.02			-
Aug-18	889.26		1801.10	1,801	180.42		202.96	202.96
Sep-18				-				-
END OF Q3	2,343.99	-	1,801.10	1,801	452.44	-	202.96	202.96
Grand Total	8,839.83	5,550.00	1,801.10	7,351.10	1,873.78	1,278.18	202.96	1,481.14
Status: Comply								

**3.3. Conformity Checklist of Certificate and Trademark Use**

<b>1.</b>	<b>Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client</b>	<b>X or√</b>
<b>ASA-1</b>	PT Bumi Pratama Khatulistiwa do not use RSPO trademark and CB Logo.	√
	<b>Status: Comply</b>	
<b>2.</b>	<b>Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of Logo Use</b>	<b>X or√</b>
<b>ASA-1</b>	PT Bumi Pratama Khatulistiwa do not use RSPO trademark and CB Logo.	√
	<b>Status: Comply</b>	
<b>3.</b>	<b>Implementation of Certificate and Trademark is not used on product</b>	<b>X or√</b>
<b>ASA-1</b>	PT Bumi Pratama Khatulistiwa do not use RSPO trademark and CB Logo.	√
	<b>Status: Comply</b>	
<b>4.</b>	<b>Controlling of Certificate and Trademark, including withdrawing inappropriate logo.</b>	<b>X or√</b>
<b>ASA-1</b>	PT Bumi Pratama Khatulistiwa do not use RSPO trademark and CB Logo.	√
	<b>Status: Comply</b>	

### 3.4. Summary of RSPO 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.

<b>2.1 Un-Certified Units or Holdings</b>		
<b>Section</b>	<b>Requirement</b>	<b>Concerns to Discuss, if any</b>
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><b>Auditor verification</b></p> <p>There is internal audit produced for</p> <ul style="list-style-type: none"> <li>- PT Agronusa Investama Pahauman</li> <li>- PT Bumipratama Khatulistiwa</li> <li>- PT Agro Palindo Sakti 2</li> <li>- PT Musi Banyuasin Indah</li> <li>- PT Sinarsiak Dianpermai</li> <li>- PT Agroindo Indah Perkasa 2</li> </ul> <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"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	<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"> <li>- PT Agronusa Investama Pahauman, LUCA document was verified by RSPO on 1 Sept 2015. The 2<sup>nd</sup> LUCA verification document was on 2<sup>nd</sup> Nov 2015 with result of PASS WITH CLARIFICATION.</li> <li>- 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 compensation on 29 September 2016 is 0</li> </ul>

		<p>ha therefore there is no compensation plan required</p> <ul style="list-style-type: none"> <li>- PT Agro Palindo Sakti 2, LUCA doc was verified by RSPO on 1 Sept 2015. The 2<sup>nd</sup> LUCA review was on Dec 2016 with result of PASS</li> <li>- PT Musi Banyuasin Indah, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005</li> <li>- PT Sinarsiak Dianpermai, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005</li> <li>- PT Agroindo Indah Perkasa 2, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005</li> </ul> <p><b>Auditor verification</b> 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 <sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.	<p>No new planting/land clearing after 1<sup>st</sup> January 2010.</p> <p><b>Auditor verification</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- There is no new planting after 1<sup>st</sup> January 2010 for, PT Bumipratama Khatulistiwa, PT Agro Palindo Sakti 2, PT Musi Banyuasin Indah, PT Sinarsiak Dianpermai, PT Agroindo Indah Perkasa 2</li> </ul>
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><b>Auditor verification</b> 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><b>Auditor verification</b></p> <p>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><b>Auditor verification</b></p> <p>PT Agronusa Investama Pahauman</p> <ul style="list-style-type: none"> <li>- 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.</li> </ul> <p>PT Agro Palindo Sakti 2</p> <ul style="list-style-type: none"> <li>- 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.</li> </ul> <p>PT Musi Banyuasin Indah</p> <ul style="list-style-type: none"> <li>- Overlay the map of land use with attachments Ministerial Decree No. SK.822/Menhut-II/2013 PT MBI entered in production forest area.</li> <li>- Planting outside HGU Kebun Sei Selabu (block 010, 024 and 027).</li> </ul> <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"> <li>- HGU 1,002 Ha on process</li> <li>- 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</li> </ul> <p>Explanation management unit as follows:</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- The legal department is still doing continuous coordination with the government while waiting for a change of government decisions.</li> </ul> <p>PT Agroindo Indah Perkasa 2</p> <ul style="list-style-type: none"> <li>- There is HGU on propose.</li> </ul>
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### 3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Component

#### 3.5.1 Identification of Findings, Corrective Actions and Observations at **ST-2** Assessment

##### Certification Assessment

<b>NCR No.</b>	<b>: 2016.1</b>	<b>Issued by</b>	<b>: Sandra Purba</b>
<b>Date Issued</b>	<b>: 29 September 2016</b>	<b>Time Limit</b>	<b>: Prior to certificate issuance</b>
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 20 March 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 2.1.1</b>		
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> Land tenure document (HGU and HGU on process) and hectare statement of the company informs that the total of cultivated area are 4854.52 Ha, while the area covered by the document of SPUP is 4814.96 Ha, so that there is a difference of approximately 40 Ha which is until now has not had a plantation permit (IUP/SPUP), This is not in accordance with to Regulation No. 98/2013.			
<b>Root Cause Analysis (filled by organization audited):</b> The factory location of 39.52 Ha is not covered by the SPUP (plantation permit) of PT. BPK, on year of 2010 had requested clarification to Regent of Kubu Raya on SPUP which has owned by PT. Bumi Pratama Khatulistiwa in accordance with the PerMentan (NO 26 of 2007) in force, however there is no written response to the matter.			
<b>Correction (filled by organization audited):</b> Apply for the revision of IUP (plantation permit) to the Regent of Kubu Raya Regency			
<b>Corrective Action (filled by organization audited):</b> <ul style="list-style-type: none"> <li>- Ensure that the area map and mill capacity are adjusted to the unit's operations</li> <li>- Ensure the submission of the revised permit is adjusted to the legality area owned and the operation area</li> <li>- Submission of permits will be done by PIC (staff of Bina Mitra), then will continuous to coordination to the relevant agencies.</li> </ul>			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verification on 20 March 2017</b> Plantation permit (IUP) has been requested for the difference area of approximately 40 Ha, through application letter of PT BPK No 041/BPK-BM/IUP/X/2016 dated October 31, 2016 received by Regional Secretary and Plantation Agency of Kubu Raya Regent dated November 23, 2016. Non-conformance is declared closed with observation. Based on RSPO statement on HGU and IUP in Indonesia on 12 October 2017 acknowledged that for grower members that are currently RSPO certified but yet to obtain the HGU, <b>their certification will continue but are given not later than 3 (three) years from the date of this notice</b> , to process and obtain HGU. Failure to do so will result in the suspension of the RSPO certificate.			
<b>Verified by</b>	<b>: Sandra Purba</b>		

<b>NCR No.</b>	<b>: 2016.2</b>	<b>Issued by</b>	<b>: Sandra Purba</b>			
<b>Date Issued</b>	<b>: 29 September 2016</b>	<b>Time Limit</b>	<b>: 28 Sept 2017</b>			
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 19 Sept 2017</b>			
<b>Standard Ref. &amp; Requirement</b>	<b>: 2.2.1</b>					
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> PT BPK has two decree of HGU which has expired, namely: Decree of the Head of BPN No. : 06 / of HGU-KB / 1989, November 8, 1989, valid until December 31, 2014, certificate number 56, covering an area of 16.1843 hectares; and Decree of the Head of BPN No. : 07 / of HGU-KB / 1989, November 8, 1989, valid until December 31, 2014, certificate number 57 covering an area of 23.3719 hectares. Application for renewal has been made by September 22, 2014. The process to date, namely information gathering regarding the status of the area from the relevant agencies. Until the initial assessment, the company has not been able to show documents of tenure on an area of 39.54 hectares.						
<b>Root Cause Analysis (filled by organization audited):</b> The following letters are required for the renewal process: 1. Certificate / recommendation from the provincial forestry agency that the proposed area is outside of the forest area. 2. A letter from BPKH that the area is not related to the moratorium area. 3. A certificate from the plantation / mining agency that the proposed area is not related to the mining permit. 4. Statement from regent that the utilization of HGU area is in accordance with the spatial area. 5. Statement of the Board of Directors on partnership, forest and land fire, zero burning						
<b>Correction (filled by organization audited):</b> 1. Complete all required letters. 2. After the submission of the letter will be continued to the determination of the schedule of the meeting of the committee-B by BPN. 3. Issued letters of recommendation to BPN Kanwil by Committee-B for the issuance of extension of HGU Decree.						
<b>Corrective Action (filled by organization audited):</b> Preventive plan taken for each HGU extension: 1. PIC Legal shall monitor the validity date of HGU. 2. PIC Legal informs HGU that will expire at least 3 years before the expiry date to Legal Manager. 3. Legal Manager submits application letter for extension of HGU to Provincial BPN.						
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> The Company shows a chronological document of obtaining HGU for an area of 40 Ha, which explains the extension constraint from 2014 to 2016 and the current process status, namely the issuance of land map map No. 089-14.14-2014 and No. 090-14.14-2014 and will continue the committee-B process.						
<b>Verification on 28 March 2017</b> The Company has shown land map No. 090-14.14-2014, issued by BPN for an area of 21.8 Ha on 30 Sept 2014.						
<b>Verification on 16 August 2017</b> The Company shows a map of land parcels based on measurement and mapping for extension of PT BPK HGU by BPN for land area of 11.06 Ha with map number 89-14.14-2014 scale 1: 1000, issued on 30 Sept 2014 by head of survey, measurement and mapping - BPN of West Kalimantan.						
<b>Verification on 19 Sept 2017,</b>						

The company has shown evidence of corrective action i.e. the installation report of the boundary pegs in accordance with the coordinates issued by BPN as much as 21 pegs, completed with the map scale of 1: 3500 (map no HD7359, issued on 15 Sept 2017, based on field map No. 89 and 90). There is also evidence of socialization to the surrounding community on 9 August 2017 followed by 9 participants. PT BPK has revised the hectare statement no document 08: BX21 / 08/2017, total area of 4847.20 Ha.

Has been explained by GIS,

There is an explanation from the GIS Dept., that the change occurred on the HGU document of mill to be reduced by 7.32 Ha. Reduced of mill HGU area has no significant effect in the field, this difference is caused by the differences accuracy of the tool used. Based on these evidences, the discrepancies are met.

Based on RSPO statement on HGU in Indonesia on 12 October 2017 acknowledged that for grower members that are currently RSPO certified but yet to obtain the HGU, **their certification will continue but are given not later than 3 (three) years from the date of this notice**, to process and obtain HGU. Failure to do so will result in the suspension of the RSPO certificate.

<b>Verified by</b> <b>Diverifikasi oleh</b>	<b>:</b>	<b>Sandra Purba</b>
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NCR No.	:	2016.3	Issued by	:	Sandra Purba
Date Issued	:	29 September 2016	Time Limit	:	ASA-1
NC Grade	:	Minor	Date of Closing	:	28 August 2018
Standard Ref. & Requirement	:	2.2.2 Legal boundaries shall be clearly identified and well-maintained.			
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> <ul style="list-style-type: none"><li>- Based on interview with management representative, document verification on boundary marker monitoring and maintenance report, as well as field observation known that there were as much as 9 boundary markers on HGU No 59 that does not available/demarcated clearly, example Marker No. T115A and T113A.</li><li>- The company could not demonstrate evidence that the marking of boundaries / demarcation for areas of HGU 56 and 57 (has been expired), are carried out in accordance with coordinate specified by BPN.</li></ul>					
<b>Root Cause:</b> <ol style="list-style-type: none"><li>1. In this area, there are 145.17 Ha of occupied/disputed area, located at 045 A and B, 049 E and D and 048. There has been no agreement / settlement method agreed by the occupant and the company so that the company cannot install the BPN benchmark on the occupied/disputed land.</li><li>2. In the area of HGU 56 and 57, the provision of boundaries markings cannot be shown based on the determination from BPN because the extension of HGU number 56 and 57 is still in the process.</li></ol>					
<b>Corrective Action:</b> <ol style="list-style-type: none"><li>1. Identify the land tenure of the occupied area.</li><li>2. Communicating with the occupant to jointly find the solutions.</li></ol>					

3. Make an agreement with the community about the agreed settlement method.  
Continuing the extension process of HGU No. 56 and 57

**Preventive Action:**

1. There is a road map for the settlement method between the company and the community in relation to the installation of the boundary mark on the occupation area.
2. Steps implemented for each HGU extension:
  - The PIC of Legal monitors the date of validity of the HGU.
  - The PIC of Legal informs the HGU which will expire at least 3 years before the expiration date to the Legal Manager.
  - Legal Manager submits application letter for extension of HGU to the National Land Agency Province.
  - Follow up to the BPN to monitor progress in managing the HGU extension.

**Auditor Evaluation & Conclusion:**
**Verification on March 28, 2017**

The company has shown evidence of the installation of 68 HGU pole in March 2017, including the installation of 9 new stakes on HGU No. 59, corrective action has include boundary pole map with scale 1: 40000.

**Verification on August 28 2018**

The company has shown a map with a scale of 1: 3500 which shows the location of boundary poles on HGU No. 56 and 57 with a total number of poles as many as 22 stakes. The location of the pole is in accordance with the cadastral map for extension HGU No.56 and 57.

Based on field visits at Boundary Pole No.BPN BPK 001, BPN BPN 011, BPN BPK 010, T10B, T14B, T19B and T115A, it was found that the installation of the pole was in accordance with the coordinates.

Based on the explanation, this non-conformity is stated **Fulfilled**

<b>Verified by</b> <b>Diverifikasi oleh</b>	<b>Sandra Purba &amp; Muhammad Rinaldi</b>
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NCR No.	: 2016.3	Issued by	: Sandra Purba
Date Issued	: 29 September 2016	Time Limit	: 28 Sept 2017
NC Grade	: Major	Date of Closing	: 28 March 2017
Standard Ref. & Requirement	: 2.2.4 Evidence of dispute / conflicts resolution in a participatory		
<b>Non-Conformance Description &amp; Evidence observed</b> (filled by auditor): Based on verification on area statement document and field observations result known that there are areas of claim/disputed of 145.17 hectares, located in the block 045A and B, Block 049E and D and Block 048, The company has not been able to show evidence of land dispute/conflict resolution in participatory manner.			
<b>Root Cause Analysis</b> (filled by organization audited): The company has not identified the area as a land dispute because the company does not force the community to hand over the land to the community. During this time the company allows community to manage the area.			

**Correction (filled by organization audited):**

1. Identify the dispute area by way of socialization to the community of occupant by inventory the number of household heads living in the arable area, the number of houses, the number of other buildings, the area controlled by person and the type of plants in the controlled area.
2. Communicate with the community to jointly seek the solutions.
3. Make a collective agreement with the community on the agreed way of settlement.
4. Communication with the regional government

**Corrective Action (filled by organization audited):**

1. Any land dispute report will be made a road map of the settlement agreement between the company and the community.
2. The party to be responsible for the settlement shall be the parties participating in signing the road map of settlement of land issues.
3. Conduct incidental identification by PIC BM in accordance with the report from the field (operating unit).

**Assessor Evaluation and Conclusion (filled by auditor):**
**Verification on 27 March 2017**

PT BPK has entered into a settlement agreement with the sungai enau villagers for an area of 145.17 Ha on 4 Feb 2017 (there are attendance and minutes of agreement).

**Verification on 28 March 2017**

Showed the evidence of mounting of the pegs for the disputed area and its mapping together with the affected parties on March 2017. Non-compliance is declared fulfilled and will be verified on subsequent visits. Close with observation.

**Verified by** : **Sandra**

NCR No.	:	2016.5	Issued by	:	Mohamad Amarullah
Date Issued	:	29 September 2016	Time Limit	:	ASA-1
NC Grade	:	Minor	Date of Closing	:	30 August 2018
Standard Ref. & Requirement	:	4.1.3 Records of monitoring and implementation of each action should be maintained and available, with reasonable.			
<b>Non-Conformance Description &amp; Evidence observed</b> (filled by auditor): BPK Estate has not been able to show the implementation of result of work activities review dated 5 September 2016, which stated that if the harvester is not sufficient for hand-picking activities, then the gang for hand-picker can be formed. During the field observations, for example in Block 128, Block 129, Block P51 and Block 27E, was found loose fruit that has not been cited.					
<b>Root Cause Analysis</b> (filled by organization audited):  Arrangement of fruit picker worker has not been maximized due to lack of employment of fruit picker and harvester					



**Correction** (filled by organization audited):

1. Making a harvest plan by determining the location of the harvest, the area, the need for harvesting employment, the needs of the fruit-picker.
2. Make documentation on Circle and collection place that are clean from loss fruit on blocks: Block 128, Block 129, Block 051 and Block 27E.
3. Harvest Reports from Field Conductor on Block 128, Block 129, Block 051 and Blok 27E
4. Increase the number of harvesters and loss fruit picker

**Corrective Action** (filled by organization audited):

1. Field Conductor and Field Officer ensure the all loss fruit picked and transported within 24 hours.
2. Harvest planning documents, Field Conductor harvest reports and photos are available.

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

**Verification on 30 August 2018**

The company shows that the number of harvest personnel updated on July 2018 are 285 people. There is a work agreement for new harvest workers stating the duties fro harvester is must picked the loss fruit. The results of the field visit when ASA-1 to block 127A, 127B divisions 1 and block 119A, 112A division 2, were known that the circle condition in general was clean from loss fruit.

Based on the analysis of the root causes, corrections, and corrective actions the non-conformity are stated to have been **fulfilled**.

**Verified by** : **Muhammad Rinaldi**

NCR No.	: 2016.6	Issued by	: Mohamad Amarullah
Date Issued	: 29 September 2016	Time Limit	: 28 Sept 2017
NC Grade	: Major	Date of Closing	: 27 March 2017
Standard Ref. & Requirement	4.3.4 Soil subsidence in peat should be minimized and monitored. Program should be available also for water management and landfill (ground cover) documented.		
<b>Non-Conformance Description &amp; Evidence observed</b> (filled by auditor): Based on field observations on water level measurement location (block 8E / 14 A and Block 7E / 15A); measurement of water table (piezometers) and subsidence marker in Block 27 E Division II, known that: <ul style="list-style-type: none"><li>- Installation of of measuring instruments not yet in accordance with principles of RSPO BMP, which point 0 (zero) is not parallel to the ground surface so that the water level of the measurement results are not accurate.</li><li>- Instrument installed (piezometers) not yet equipped with gauges groundwater levels.</li><li>- Installation of peat subsidence of measuring instruments does not reach the lower layers of peat, but still within the peat layer, thus the measurement results are not accurate.</li></ul>			
<b>Root Cause Analysis</b> (filled by organization audited): Responsible officers have not understood the principles of water level measurements and peat subsides so that measuring instruments are made inadequate.			
<b>Correction</b> (filled by organization audited):			

<ol style="list-style-type: none"> <li>1. Conduct training to the PIC on the standard measure equipment</li> <li>2. Improving the water level gauge and subsidence pegs.</li> </ol>
<b>Corrective Action</b> (filled by organization audited): <ol style="list-style-type: none"> <li>1. There is evidence of training documentation</li> <li>2. The field has been installed water level gauge and subsidence pegs has been in accordance with the standard.</li> </ol>
<b>Assessor Evaluation and Conclusion</b> (filled by auditor): <b>Verification on 17 March 2017</b> The Company shows evidence of corrective action, among others, as follows: <ul style="list-style-type: none"> <li>✓ Documentation of the installation and correction of a water level meter where the zero point (0) is parallel to the surface of the soil. Thus, the diluted water level measurements are accurate. The company also shows a map of the location of the water level gauge with a total of 224 units consisting of 45 units in Phase 1, 61 units in Phase 2, 52 units in Phase 3 and 66 units in Phase 4.</li> <li>✓ Documentation of the installation of piezometer pegs in Block 27, Block 24, Block 14 and Block 210, complete with a water table measurement ruler.</li> <li>✓ Documentation of the installation of subsidence pegs 9 meter. The subsidence bench is located at coordinates 109 ° 26 '6,414 "BT 0 ° 2' 52.285" BT.</li> </ul> <b>Verification on 27 March 2017</b> The company shows the minute of training on October 8, 2016 related to the way of weirs installation, weirs measurement, piezometer installation and piezometer measurement. The training was conducted by agronomy manager attended by 14 people. Based on this, the NC 2016.6 is declared fulfilled.
<b>Verified by</b> : <b>Mohamad Amarullah</b>

<b>NCR No.</b>	: 2016.7	<b>Issued by</b>	: Leonada
<b>Date Issued</b>	: 29 September 2016	<b>Time Limit</b>	: 28 Sept 2017
<b>NC Grade</b>	: Major	<b>Date of Closing</b>	: 27 March 2017
<b>Standard Ref. &amp; Requirement</b>	: 4.7.3 Boiler operator licensed		
<b>Non-Conformance Description &amp; Evidence observed</b> (filled by auditor): The Company installing the boiler with a capacity of 25 tons / hour and has 3 licensed operator class 2. Under the provisions of the national regulations, stated that for the boiler with these capacity should be operated by a licensed operator class 1 and class two (for each shift). So in this case the company does not have a licensed operator on every shift of boiler operation.			
<b>Root Cause Analysis</b> (filled by organization audited): There were one of licensed boiler operators which have just resigned and the company has not provided any training / certification to the replacement Boiler operator			
<b>Correction</b> (filled by organization audited): <ol style="list-style-type: none"> <li>1. Registering the boiler operators for training to obtain license from the authorised institution.</li> </ol>			
<b>Corrective Action</b> (filled by organization audited): <ol style="list-style-type: none"> <li>1. PGA is responsible for monitoring compliance in regards of requirements of operators and engineers license.</li> </ol>			

2. Ensuring that one of license boiler operators class 1 and class 2 are available for each shift.

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

The company shows the license for as much as 4 boiler operators of class 1:

1. Wendi No. Ser 228 / OPK3 / B.I / I / 2017
  2. Mispawan no. Ser 216 / OPK3 / B.I / I / 2017
  3. Dedi No. Ser 226 / OPK3 / B.I / I / 2017
  4. Rudiansyah no. Ser 214 / OPK3 / B.I / I / 2017
- Based on this, NC 2016.7 can be declared fulfilled.

**Verified by** : Leonada

NCR No.	: 2016.8	Issued by	: Leonada
Date Issued	: 29 September 2016	Time Limit	: ASA 1
NC Grade	: Minor	Date of Closing	: 27 March 2017
Standard Ref. & Requirement	: 4.7.6 Healthy insurance for worker		
<b>Non-Conformance Description &amp; Evidence observed</b> (filled by auditor): Based on health insurance payment slip (BPJS KES), the period of August 2016, known that there is differences of numbers with the existing employees, namely: BPK POM employees as much as 123 (differences 4 employs) and BPK Estate as much as 537 employees (differences 94). Based on the explanation, the company not yet able to show evidence of health insurance payments for the 4 employees of the factory and 94 employees of the estate.			
<b>Root Cause Analysis</b> (filled by organization audited): <div><div>1.</div><div>Company refers to "Guidelines for the administration of membership year of 2014 page 3 point 5 that workers are every person working by receiving salary, wages or other forms of remuneration declared in one work contract and point 6: Workers are everyone work on the employer by receiving a salary or wage expressed in an employment contract</div></div> <div><div>2.</div><div>The Company refers to the Decree of the Minister of Manpower and Transmigration of the Republic of Indonesia No. KEP 100 / MEN / VI / 2004 concerning the provisions on the implementation of Specific Working Agreements in Chapter V (free daily work contract) article 11 " spesific time (not included in work contract category)</div></div>			
<b>Correction</b> (filled by organization audited): Send a letter to the Head of BPJS South Jakarta for the direction of whether daily rate workers can be included in the category of non-wage workers or not.			
<b>Corrective Action</b> (filled by organization audited): Provided the BPJS Health guidance on the non-permanent daily rate workers that the workers on that category can not be grouped in Wage Workers or self-employed so that participation personally borne by individuals.			
<b>Assessor Evaluation and Conclusion</b> (filled by auditor): The Company shows a letter from BPJS Branch of South Jakarta No.2284 / IV-02/1216 dated December 20, 2016. In the letter states that Non-permanent Daily Rate Workers belonging to non-wage workers. So based on the letter the NC 2016.12 is stated fulfilled.			
Verified by	: Leonada		

<b>NCR No.</b>	<b>: 2016.9</b>	<b>Issued by</b>	<b>: Yohanes hardian</b>			
<b>Date Issued</b>	<b>: 29 September 2016</b>	<b>Time Limit</b>	<b>: 28 Sept 2017</b>			
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 28 March 2017</b>			
<b>Standard Ref. &amp; Requirement</b>	<b>: 5.1.1 Accordance of POM capacity with the environment permit</b>					
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> Based on data of daily processing per month for latest 12 months, known that the capacity of BPK POM exceed the provisions of the EIA document (the document scope is 30 ton/ hour), for example, the data for the year 2016 todate amounted to 31.45 tons / hour. So that there were the actual processing capacity exceeded the provisions of document EIA 2004.						
<b>Root Cause Analysis (filled by organization audited):</b> Lack of monitoring of mill officers to the production throughput						
<b>Correction (filled by organization audited):</b> <ol style="list-style-type: none"> <li>1. Monitoring of FFB tonnage received based on annual budget on daily and monthly so as not to exceed the budget.</li> <li>2. Monitoring will be done by Mill Manager, routinely by the Weight-bridge operators will provide report every two-hour to Mill Manager to know the daily fruit tonnage for TBS monitoring to be processed.</li> </ol>						
<b>Corrective Action (filled by organization audited):</b> Available FFB annual revenue budgets 2016 and 2017 and daily / monthly processing reports that do not exceed the capacity of 30 tons FFB / Hour.						
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verification on 17 March 2017</b> The Company has shown the annual FFB revenue data of 2016 and 2017 and the monthly average processing report that does not exceed the capacity of 30 tons FFB / Hour.  <b>Verification on 28 March 2017</b> The Company demonstrated a mechanism in monitoring of FFB processing in MEMO No 01 / BPKPOM / III / 2017 dated March 27, 2017 which aims to avoid over-processing of installed capacity and as per environmental permit. Non-compliance has been met						
<b>Verified by</b>	<b>: Yohannes H</b>					

<b>NCR No.</b>	<b>: 2016.9</b>	<b>Issued by</b>	<b>: Yohanes hardian</b>
<b>Date Issued</b>	<b>: 29 September 2016</b>	<b>Time Limit</b>	<b>: 28 Sept 2017</b>
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 17 March 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 5.2.1. HCV document peer review</b>		
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> The Company has identified the presence of HCV in 2015 conducted by the Remark Asia. However, the company			

has not able to show the peer review evidence of Tracking and HCV Identification Document.	
<b>Root Cause Analysis</b> (filled by organization audited): At the time of this audit the HCV Assessment Report is not finalized, so there is no peer review document.	
<b>Correction</b> (filled by organization audited): Conducted the peer review on the document of HCV report by the HCVRN licensed reviewer	
<b>Corrective Action</b> (filled by organization audited): Ensure that the document of peer review of HCV report available during the audit	
<b>Assessor Evaluation and Conclusion</b> (filled by auditor): <b>Verification on 17 March 2017</b> The Company has presented document evidence of peer review of HCV assessment report. The peer review assessment was conducted by Machmud Thohari (ALS). Thus the NCR's non-conformity. 2016.10 has been fulfilled	
<b>Verified by</b>	: <b>Yohanes H</b>

**3.5.2 Identification of Findings, Corrective Actions and Observations at ASA-1**

<b>NCR No.</b>	<b>: 2018.01</b>	<b>Issued by</b>	<b>: Muhammad Rinaldi</b>
<b>Date Issued</b>	<b>: 31 August 2018</b>	<b>Time Limit</b>	<b>: 30 November 2018</b>
<b>NC Grade</b>	<b>: Minor Upgrade to Major</b>	<b>Date of Closing</b>	<b>: 10 November 2018</b>
<b>Standard Ref. &amp; Requirement</b>	<b>2.2.2</b> <b>Legal boundaries are demonstrated clearly and maintained.</b>  <b>Specific Guidance:</b> For 2.2.2: Grower should cease operations on land planted beyond the legally determined area and there should be specific plans in place to address such issues for associated smallholders.		
<b>Evidence observed &amp; Non-Conformance Description</b> (filled by auditor):  Based on the operational map overlay with the map of HGU No. 56-57 in 1989 and a cadastral map No. HGU 89-14.14-2014 and 90-14.14-2014, it is known that there are planted area outside the HGU in the form of the connecting road between the mill area and the plasma area which is still being carried out maintenance and harvesting. This is not in accordance with the specific guidelines of indicator 2.2.2 which states that "Plantation operations should be stopped on lands located outside legally designated areas".			
<b>Root Cause Analysis</b> (filled by organization audited): Planting is carried out as a road divider that has been compensated by PT Bumi Pratama Khatulistiwa and is actually not intended to be plant that is expected to produce results for plantation operations.			
<b>Correction</b> (filled by organization audited): <ul style="list-style-type: none"><li>• Immediately stop operational activities in the road area along BPK Estate to POM (maintenance and harvesting)</li><li>• Issued a management policy letter regarding the terminate of oil palm management on the connecting road between the mill area and plasma as long as ± 2500 meters.</li><li>• Submission of a statement letter from the Estate Manager to terminate the management of oil palm management at the connecting road between the mill area and plasma as long as ± 2500 meters.</li></ul>			
<b>Corrective Action</b> (filled by organization audited): socializing information to field staff regarding management policy about the terminate of oil palm management on connecting roads between the mill area and plasma as long as ± 2500 meters.			
<b>Assessor Evaluation and Conclusion</b> (filled by auditor): <b>Verification on 10 November 2018</b> The company shows some evidence of improvements including: <ul style="list-style-type: none"><li>• Minutes of terminate of Oil Palm Management along the road leading to mill as long as ± 2500 meter which was issued on October 29, 2018 by the General Manager.</li><li>• Statement from the Division Manager and Estate Manager regarding the termination of operations on oil palm trees along the road to the mill which was issued on November 1, 2018.</li><li>• Socialization to Field conductors, field officers and employees on November 8, 2018 related to the termination of activities in the area along the road to the mill.</li></ul>			



Based on these explanations, this non-conformity is stated to be closed.

<b>Verified by</b>	:	<b>Muhammad Rinaldi</b>
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<b>NCR No.</b>	<b>: 2018.02</b>	<b>Issued by</b>	<b>: Rizliani Aprianita Hsb</b>
<b>Date Issued</b>	<b>: 31 August 2018</b>	<b>Time Limit</b>	<b>: 30 November 2018</b>
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 11 November 2018</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 4.4.2</b> <b>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.</b>		
<b>Evidence observed &amp; Non-Conformance Description (filled by auditor):</b>  Based on the field visit at the Malaya riparian at block 10 A, it was found that there were activities of chemical applications in the area that had been designated as a buffer zone. This shows that the company has not yet protected the riparian in accordance with the HCV identification document			
<b>Root Cause Analysis (filled by organization audited):</b> - The barrier condition in the field were not clear - Employees do not understand riparian boundaries - Lack of monitoring schedules			
<b>Correction (filled by organization audited):</b> Install the Riparian boundary so that employees can see the riparian boundary directly and provide a rope when doing spraying and manuring.			
<b>Corrective Action (filled by organization audited):</b> - Providing information to all employees, foremen and maintenance staff in charge - Review the HCV monitoring schedule and make improvements if needed (especially in terms of monitoring frequency)			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verification on 11 November 2018</b> The company showed evidence of improvement in the form of: - Minutes of HCV socialization and training on September 15, 2018 which was attended by 17 participants. There were attached documentation of HCV socialization and training along with attendance. - Evaluation of the schedule of HCV monitoring program of PT BPK. - Plan a schedule of HCV monitoring programs in 2019. Monitoring of riparian will be carried out every second week and HCV patrol will be carried out every fourth week. - Photograph of evidence of making boundaries of the riparian area using a rope along the boundary pole. - Socialization to 26 spraying and fertilizer workers on November 8, 2018 related to areas that are prohibited from applying for chemicals.  Based on these explanations, this non-conformity is stated to be closed.			
<b>Verified by</b>	<b>:</b>	<b>Rizliani Aprianita Hsb</b>	

<b>NCR No.</b>	<b>:</b>	<b>2018.03</b>	<b>Issued by</b>	<b>:</b>	<b>Rizliani Aprianita Hsb</b>
<b>Date Issued</b>	<b>:</b>	<b>31 August 2018</b>	<b>Time Limit</b>	<b>:</b>	<b>Next Surveillance</b>
<b>NC Grade</b>	<b>:</b>	<b>Minor</b>	<b>Date of Closing</b>	<b>:</b>	
<b>Standard Ref. &amp; Requirement</b>	<b>:</b>	<b>5.2.5</b> Where HCV areas overlapped with an identified local community's land, there shall be evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights			
<b>Evidence observed &amp; Non-Conformance Description</b> <i>(filled by auditor):</i>  Based on the results of interviews with Management and the results of the document verification of operational map, it is known that there is an HCV 3 area in the company area which is also controlled by the community, but the company has not shown enough evidence of the negotiated agreement to protect HCV.					
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>  					
<b>Correction</b> <i>(filled by organization audited):</i>  					
<b>Corrective Action</b> <i>(filled by organization audited):</i>  					
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>  					
<b>Verified by</b>	<b>:</b>				

<b>NCR No.</b>	<b>: 2018.04</b>	<b>Issued by</b>	<b>: Dwi Haryati</b>
<b>Date Issued</b>	<b>: 31 August 2018</b>	<b>Time Limit</b>	<b>: 30 November 2018</b>
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 23 November 2018</b>
<b>Standard Ref. &amp; Requirement</b>	<b>6.5.2</b> <b>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.</b>		
<b>Evidence observed &amp; Non-Conformance Description (filled by auditor):</b>  Based on field visits as well as interviews with fertilizers in Block 127 A Division II and picker of lost fruits in Block 119 A Division I, it is known that working workers are not based on work agreements detailing payments and conditions of work. This is not in accordance with Law No. 13 of 2003 and / or Kepmenaker No. 100 of 2004			
<b>Root Cause Analysis (filled by organization audited):</b> 1. Provision of work contracts to third parties does not pay attention to aspects of employment, wage protection, welfare and work conditions, because previously the unit considers that the matter has been discussed by a third party and the workforce concerned is no longer included in the employment contract . 2. The employment agreement has not included a prohibition for harvesters to bring in auxiliary workers to pick loose fruit (unregistered workers).			
<b>Correction (filled by organization audited):</b> 1. Issue an internal memorandum regarding Harvesters responsible for quoting loose fruit and not allowed to bring unregistered workers to assist in harvesting work 2. To appoint fertilizer employees who have not been registered as daily paid workers of company			
<b>Corrective Action (filled by organization audited):</b> 1. Socialization of Internal Memorandum to harvesters regarding to Harvesters are responsible for quoting loose fruit and are not permitted to bring unregistered workers to assist in harvest work 2. Eliminating the cooperation with third parties to procure of fertilization worker and each employment must be done with a work agreement based on the Labor Regulation.			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verification on 23 November 2018</b> The company showed evidence of improvement in the form of: <ul style="list-style-type: none"> <li>PT BPK's Internal Memorandum Number 219/DM-BPK/INT/XI/2018 dated November 15, 2018 regarding teh responsibility of loose fruit picker from Division Manager. The memorandum is addressed to all harvesters, harvest foremen, field harvesting conductors and field officers. The memorandum explains the provisions as follows:             <ul style="list-style-type: none"> <li>Harvesters are responsible for quoting loose fruit and collecting in production collecting area.</li> <li>In carrying out the responsibility to quote loose fruit, harvesters are not permitted to bring unregistered workers to assisst the loose fruit pick.</li> </ul> </li> <li>Minutes of socialization of the Labor Regulation to field staff on November 17, 2018. This socialization explained the submission of internal memorandum to all field staff divisions 1 and 2 to ensure that there were no unregistered workers for loose fruit picker. The socialization was delivered to all staff of division 1 and division 2 as many as 19 people.</li> <li>Minutes of Socialization for harvesters on phase 1-4 (divisions 1 &amp; 2), on November 17, 2018. The socialization is about the submission of internal memorandum concerning the prohibition of bringing unregistered workers to assist in the harvesting activity.</li> </ul>			

- Daily Work Agreement to 31 fertilizing workers. For example a work agreement Number 215 / DM-BPK / XI / INT / 2018 which describes several articles such as employment relations, type of work, number of work days and wages, insurance, OSH standards, health and treatment, work discipline, expiration of the agreement. The work agreement was signed by both parties and is known by the Labor and Transmigration Agency of Kubu Raya Regency.

Based on these explanations, this non-conformity is stated to be closed.

<b>Verified by</b>	:	<b>Dwi Haryati</b>
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<b>NCR No.</b>	<b>: 2018.05</b>	<b>Issued by</b>	<b>: Muhammad Rinaldi</b>
<b>Date Issued</b>	<b>: 31 August 2018</b>	<b>Time Limit</b>	<b>: 30 November 2018</b>
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 10 November 2018</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: E.4.1</b> <b>The site shall verify and document the volumes of certified and non-certified FFBs received.</b>		
<b>Evidence observed &amp; Non-Conformance Description (filled by auditor):</b>  Based on overlay of operational map with cadastral field map No. 89-14.14-2014 and 90-14.14-2014, it is known that there are planting in non-certified area in the form of $\pm 0.73$ Ha in block 51 and connecting road between the mill and plasma area, but the company has not shown the documentation of volume separation from non-certified FFB in that area.			
<b>Root Cause Analysis (filled by organization audited):</b> The company just found out that there are areas outside the scope of certification and FFB status are non-certified			
<b>Correction (filled by organization audited):</b> <ul style="list-style-type: none"> <li>- Review of the number of Non-Certified FFBs that have already been claimed as certified and revise them in the mass balance table (since the external audit last year until these findings were discovered)</li> <li>- Installation of marking in the field for marking areas with Non-Certified FFB</li> <li>- Arrangement in the field for handling non-certified FFB (socialization, differentiation of harvest time, separate the FFB sending letter and transportation for Non-Certified FFB).</li> </ul>			
<b>Corrective Action (filled by organization audited):</b> Conduct a comprehensive review of the planting area to ensure that there are not areas with Non Certified FFB status (evidenced by the minutes of review of all planting area against legal land ownership)			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verification on 10 November 2018</b> The company shows some evidence of improvement, including: <ul style="list-style-type: none"> <li>• Minutes and photos of the installation of boundaries of Non-certified areas and certified areas in Block 151 dated October 20, 2018</li> <li>• Minutes of Measurement of Non-certified areas in Block 151 with a total area of 3.32 Ha on September 13, 2018</li> <li>• Minutes on 05 November 2018 related to the Mass Balance Report period October 2017 until October 2018 by issuing production data in block 151. Based on these data, it is known that there is no overclaim after excluding the FFB production on non-certified area in block 151 and the stock is still positive with the amount the stock for CPO as much as 60,637 Kg and PK as much as 12,942 Kg.</li> <li>• Proof of slip and weighbridge ticket dated November 8, 2018 in block 151 which is marked as an uncertified area with a total of 42 bunches of FFB.</li> </ul> Based on these explanations, this non-conformity is stated to be closed.			
<b>Verified by</b>	<b>:</b>	<b>Muhammad Rinaldi</b>	



**3.5.3 Opportunity for Improvement (OFI)**

No	Ref. Std.	Description
1	1.1.2	Documentation of responses of incoming letters such as requests for information and requests for assistance from stakeholders.
2	2.2.1	Re-ensuring the progress of the HGU extension
3	4.7.1	need to evaluate the effective implementation of OSH policies for all parties including contractor that work in company operations.
4	4.7.3	Re-ensure the effectiveness of PPE monitoring activities
5	5.2.4	Ensure the implementation of follow-up improvements to the HCV management plan <b>(Observation)</b>
6	5.3.3	The mill needs to re-ensure the barrier wall on the pond of liquid waste from empty bunch. <b>(Observation)</b>
7	6.1.4	Implementation of the Management and Social Impact Monitoring Plan based on the results of the affected party review <b>(Observation)</b>
8	6.3	Ensure meeting minutes related to payment of road use
9	6.5.1	Ensure that the provisions of Harvest Prices are not under the stipulation of the applicable District Minimum Wages <b>(Observations)</b> .
10	SCCS COC 5.13.1	Mill has the opportunity to reassure the information discussed in the management review activity. <b>(Observasi)</b>
11	Sistem Sertifikasi 4.1.3	The company has the opportunity to ensure that all plasma controlled directly by the company follows the RSPO standard. <b>(Observasi)</b>

**3.5.4 Noteworthy Positive Components**

No	Description Deskripsi
1	The company's commitment to implement the principles of sustainable palm oil management
2	Provision of Water Treatment Plan for drinking water facilities at employee housing
3	Has built a plasma plantation as part of community empowerment

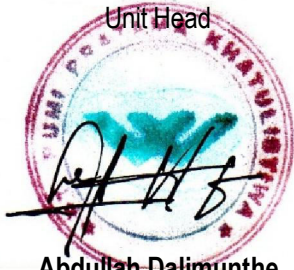

**3.6 Summary of Arising Issues from Public, Management and Auditor Response**

Public Issues (Institution/ NGO/Community)	Auditor Responses
<b>Sub-Department of Agriculture Kubu Raya District – Head of Agriculture Division</b> <ul style="list-style-type: none"> <li>• There has been no additional operational area of the company</li> <li>• Ownership status is Land Use Tile</li> <li>• Never been informed about land disputes</li> <li>• Mandatory reporting such as Report on the development of the plantation business directly to the Province. District level has not received cc</li> </ul>	<p>Has been verified in indicator 2.1.1</p>
<b>Manpower and Transmigration Agency Kubu Raya District – Head of section on norms and terms of employment</b> <ul style="list-style-type: none"> <li>• The company has made mandatory reporting; submission of reports to related agencies</li> <li>• There is no issue related to employment</li> <li>• Company regulations have been ratified in the province</li> <li>• The company facilitates the formation of labour union and supports the activities</li> </ul>	<p>In accordance with criteria 2.1, 6.5, 6.6</p>
<b>Environment Agency Of Kubu Raya District – Head of compliance and arrangement</b> <ul style="list-style-type: none"> <li>• The company has made mandatory reporting; submission of reports to related agencies</li> <li>• There is no issue of land fires and environmental pollution</li> <li>• The first semester RKL / RPL report year 2018 has been received</li> <li>• Environmental documents are complete and in accordance with regulations</li> </ul>	<p>In accordance with criteria 2.1 and 5.1</p>
<b>Labor Union</b> (Chairman of KSBSI POM BPK for the period of 2017 - 2019) <ul style="list-style-type: none"> <li>- Trade Unions / Labor Unions have been active from 2013.</li> <li>- Communication between workers and companies is good and communicative.</li> <li>- Regular internal union meetings or with companies can be carried out incidentally according to needs and have been well documented in the Document Control officer.</li> <li>- The company has implemented compliance with minimum wage District of Kubu Raya update since January 2018.</li> <li>- Currently employees in the company's operations are permanent employees and Contract workers with a trial period of 3 months.</li> <li>- Registration of membership of BPJS has been given to all levels of workers.</li> <li>- Origin of local and migrant workers with details of about 70-75% of the local population and 25% of migrants.</li> </ul>	<p>In accordance with criteria 2.1; 4.7; 5.2; 6.2; 6.5; 6.6 and 6.8.</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none"> <li>- There is no discrimination in employment opportunities and career advancement.</li> <li>- Facilities provided by companies for workers such as housing, electricity, clean water, houses of worship, first aid posts. Education facilities are in the village around the company.</li> <li>- There are no employment and discrimination issues in the employment relationship.</li> <li>- Each work agreement will be made in two copies for companies and workers and each gets a copy signed by both parties.</li> <li>- Work Agreement Letter stored in the PGA (Personnel) section.</li> <li>- Workers have known sanctions regarding the protection of endangered animals and have been socialized by the company.</li> <li>- The company currently uses CLA (Cooperative Labor Agreement) for the period 2017-2019.</li> <li>- List of SBSI POM members: 95% recorded 128 people January 2018 update of the total 134 factory workers.</li> </ul> <p>KSBI members are voluntary and are given a Member Identity Card.</p>	
<p><b>Gender Committee (BPK Estate and BPK POM)</b></p> <ul style="list-style-type: none"> <li>- The activities of the Gender Committee have been active and endorsed by the company since 2015. Currently held by the management period 2018-2019.</li> <li>- The socialization policy on prevention of sexual harassment and reproductive health has been carried out for fertilizers, sprayers, harvesters.</li> <li>- Examination for H1 leave applies to field workers without any salary deductions and medical examinations are carried out.</li> <li>- Until the assessment activities are carried out, there are no reports of cases of sexual harassment.</li> <li>- The flow of complaints is to report to the coordinator of each phase, dialogues both parties and reported to the leader.</li> </ul> <p>Access to food: easy (nearest market 30 minutes by motorbike, there is a traditional market in the Siantan area).</p>	<p>In accordance with criteria 6.2; 6.5 and 6.9</p>
<p><b>Local Contractor</b>  <b>CV Putra Perkasa Khatulistiwa (Mega Timur - Kabupaten Kubu Raya) – Civil contractor</b></p> <ul style="list-style-type: none"> <li>- Cooperation with the company has been well established from 2015 in the civil field. Currently doing a laboratory manufacturing project in the BPK Estate, phase 3 employee housing (2 units of G4), making bridges for harvest activities in phase 1, laterite stockpiling for the estate block road.</li> <li>- The employment agreement is made every 3 months with payment at the end of the job.</li> <li>- There is no payment problem, if there is a delay it can still be tolerated.</li> <li>- There are around 20 contractor workers.</li> <li>- PPE and work accident insurance for contractor workers is the responsibility of the contractor. This is stated in the contents of the employment agreement with the company.</li> </ul>	<p>In accordance with criteria 4.7; 5.2; 6.5; 6.8 and 6.10</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none"> <li>- Socialization for contractors has been carried out by the company, namely socialization related to Occupational Health Safety (June 2018), company code of ethics (2017).</li> </ul> <p>The company has provided opportunities for cooperation with local contractors.</p>	
<p><b>Local Contractor (PT SBP Sarana Buana Perkasa - Mechanical Engineering Repair)</b></p> <ul style="list-style-type: none"> <li>- Establishing cooperation with companies starting in 2016 and currently doing work in the company in the form of lorry repairs, repairs to silo kernels and pipetnk boilers / hot water boilers. .</li> <li>- There are currently 7 contractor employees.</li> <li>- PPE and work accident insurance for contractor workers is the responsibility of the contractor. This is stated in the contents of the employment agreement with the company.</li> <li>- There has never been a work accident</li> </ul> <p>Socialization of the Code of Ethics and Human Rights has never been socialized.</p>	<p>In accordance with criteria 4.7; 5.2; 6.5; 6.8 and 6.10</p>
<p><b>FFB Supplier (PT Artha Unggul Lestari)</b></p> <ul style="list-style-type: none"> <li>- PT AUL collaboration with POM from 2013.</li> <li>- Currently there are 2 active FFB suppliers for BPK POM (PT AUL and CV Bintang Borneo). Domicile of PT AUL (Pontianak) and CV Bintang Borneo (Landak Regency).</li> <li>- The process of the company to ensure the legality of FFB is to go to the field from the OPS section using GPS and see several aspects such as plant conditions, legality, planting year, FFB average rate, and seeds.</li> <li>- FFB taken from PT AUL comes from farmers in Sambas.</li> <li>- Article which requires only legal FFB to be received in the Work Agreement is contained in article 9, namely concerning the Seller Guarantee that the company will only receive FFB from the farmer's own estate.</li> </ul> <p>This is ascertained from the company by the OPS section and will be reviewed annually with a period of 3-4 months by sampling farmers.</p>	<p>In accordance with criteria 4.7; 5.2; 6.5; 6.8 and 6.10</p>
<p><b>Mega Timur Village (Head of Vilage and Public Figure/previous land owner)</b></p> <ol style="list-style-type: none"> <li>1. In the initial land acquisition, the village team was formed and the price was determined by negotiating</li> <li>2. One of the positive impacts of PT BPK is the absorption of labor and the increasing economy of the community around PT BPK.</li> <li>3. There are planting outside the HGU on the connecting road between the plant area and the plasma that is still being carried out maintenance and harvesting by PT BPK.</li> <li>4. CSR management systems have not involved the community to identify community needs.</li> <li>5. There is no land conflict</li> <li>6. There are socialization related HCV including flora and fauna</li> <li>7. There is a meeting between the village, supplier and company regarding the supplier's obligation to pay road retribution. However, there are several suppliers who have not paid. The</li> </ol>	<p>In accordance with indicator 2.2.3</p> <ol style="list-style-type: none"> <li>1. NC in indicator 2.2.2</li> <li>2. Has been explained in indicator 6.11.1</li> <li>3. Based on interviews with management, the company is only a facilitator between suppliers and villages. The company has submitted data related to FFB suppliers that entered the PT BPK factory in accordance with the results of the meeting on January 25, 2018.</li> </ol>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>company is expected to assist in terms of retribution deductions.</p> <p>8. There is an issue of waste water pollution due to EFB stacks. There were environmental pollution issues 2 years ago. However, a meeting was held regarding the follow-up with the community.</p>	<p>4. The issue actually already existed in 2016 which was delivered by the Link-Ar NGO / NGO Borneo. The company has shown several progress stages of the settlement with the NGO, which is indicated by records such as:</p> <ul style="list-style-type: none"> <li>- News of the first field review conducted on September 6, 2016.</li> <li>- Minutes of progress updates on FGD results on workplan implementation between PT BPK and Link-Ar Borneo on September 21, 2016</li> <li>- News of the implementation of the second field review between the company and Link-Ar Borneo together with the chairman of solidaritas forum of the Sungai Tempayan and Parit Selatan Village of Mega Timur on January 24, 2017.</li> <li>- Quaterly recording of Link-Ar Borneo complaint handling report dated 14 August 2017 (ground Checking Link-Ar Borneo). In the recording, Link-Ar Borneo provided special notes and recommendations related to monitoring the discharge and quality of waste along with socialization to the public on a regular basis and requested the company's commitment to improve WWTP.</li> </ul> <p>The company has socialized the effluent quality standard on March 20, 2017 which was attended by 9 participants including community representatives.</p> <p>Based on visits to WWTP ponds and leachate storage ponds, it is known that the entire pond is functioning properly and there is no indication of leakage of liquid waste to the water body or the environment.</p> <p>The company has plans to extend the wall of the leachate pond to 165 meters. This was indicated by the Agreement with CV Baroena Riski in the framework of making concrete slabs of leachate ponds with Agreement No.009 / BPKPOM-SPK / Turap Beton-leachate / VII-2018.</p>

4.0	<b>CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY</b>
4.1	<b>Formal Sign-off of Assessment Findings</b>
	<p>Hereunder sign by management representative from inspected company 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; margin-top: 100px;"> <div style="text-align: center;"> <p>PT Bumi Pratama Khatulistiwa Unit Head</p>  <p><b>Abdullah Dalimunthe</b> Monday, 25 November 2018</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><b>Muhammad Rinaldi</b> Monday, 25 November 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	National Land Agency	Kubu Raya Regency, West Kalimantan	-	Direct interview	28 August 2018	√	
2	Labor and Transmigration Agency	Kubu Raya Regency, West Kalimantan	-	Direct interview	28 August 2018	√	
3	Environment Agency	Kubu Raya Regency, West Kalimantan	-	Direct interview	28 August 2018	√	
4	Plantation, Forestry and Mining Agency	Kubu Raya Regency, West Kalimantan	-	Direct interview	28 August 2018	√	
5	Communities of Mega Timur Village	Kubu Raya Regency, West Kalimantan	-	Direct interview	28 August 2018	√	
6	Local contractors	Kubu Raya Regency, West Kalimantan	-	Direct interview	28 August 2018	√	
7	Labour Union and Bipartite	Kubu Raya Regency, West Kalimantan	-	Direct interview	28 August 2018	√	
8	Labor Cooperative	Kubu Raya Regency, West Kalimantan	-	Direct interview	28 August 2018	√	
9	Gender Committee	Kubu Raya Regency, West Kalimantan	-	Direct interview	28 August 2018	√	
10	BPK Estate <ul style="list-style-type: none"> <li>• 5 manuring worker</li> <li>• 5 spraying worker</li> <li>• 1 warehouse officer</li> <li>• 1 BSS &amp; BMS officer</li> <li>• 1 mechanic</li> <li>• 1 hazardous waste temporary storage officer</li> <li>• 3 daycare officer</li> <li>• 1 generator operator</li> </ul>	Kubu Raya Regency, West Kalimantan	-	Direct interview	29 August 2018	√	
11	BPK POM <ul style="list-style-type: none"> <li>• 3 grading officer</li> <li>• 1 loading ramp officer</li> <li>• 1 press officer</li> <li>• 1 engine operator</li> <li>• 1 boiler operator</li> <li>• 1 WTP officer</li> <li>• 1 warehouse officer</li> <li>• 2 mechanic</li> <li>• 4 firefighter officer</li> <li>• 3 security</li> <li>• 2 weighbridge officer</li> <li>• 1 logistic clerk</li> </ul>	Kubu Raya Regency, West Kalimantan	-	Direct interview	30 August 2018	√	
12	WWF	Jakarta	wwf-	Email	15 August		√

			indonesia@wwf.or.id		2018		
13	Sawit Watch	Jakarta	info@sawitwatch.or.id	Email	15 August 2018		√
14	Walhi	Jakarta	informasi@walhi.or.id	Email	15 August 2018		√
15	AMAN	Jakarta	rumahaman.com.net.id	Email	15 August 2018		√

**Appendix 2. Assessment Program**

DATE	27-31 August 2018	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
<b>Monday, 27 August 2018</b>		
05.30 – 07.30	<b>JAKARTA → Pontianak</b>	<b>All Team</b>
08.00 – 10.00	<b>Pontianak → PT BPK</b>	
11.00 – 12.00	Opening meeting <ul style="list-style-type: none"> <li>Auditee Speech (Introduction of PIC, Profile of Certified Management Unit)</li> <li>Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)</li> </ul>	
12.00– 14.00	<b>Break</b>	
14.00– 17.00	<ul style="list-style-type: none"> <li>Review of previous findings</li> <li>Verification of Basic Information Mill and Estate</li> <li>Verification of Time Bound Plan and Partial Certification</li> <li>Document verification</li> </ul>	<b>All Team</b>
<b>Tuesday, 28 August 2018</b>		
08.00 – 12.00	<b>Stakeholder consultation to affected communities surrounding the plantations (Sungai Tempayan and Mega Timur Village)</b>  <b>Interview with Gender Committee, Worker's Union, Worker's Cooperative (if any), Local Contractor for Mill and Estate (CPO, kernel and FFB transporter), Third Party Supplier, Plasma cooperative (if any).</b>  <b>Public Consultation with Government in Kubu Raya District</b>	<b>RAN</b>  <b>DWH</b>  <b>MRD/HRK</b>
12.00 – 14.00	<b>Break</b>	
14.00 – 17.00	Interview clarification  <i>Continue document verification and completing checklist</i>	<b>All Team</b>
<b>Wednesday, 29 August 2018</b>		
08.00 – 12.00	<b>Field Observation <span style="color: blue;">BPK ESTATE</span></b> <ul style="list-style-type: none"> <li>Manuring, Spraying, Harvesting, Integrated Pest Management (IPM), and Worker Welfare (payments, complaint mechanism)</li> <li>Legal operational</li> <li>High Conservation Value Area, Empty Fruit Bunch Application, Fragile Soil Management</li> <li>Worker facilities (housing, health clinic, clean water, etc) and Hazardous Waste Material (B3) management, Land Fire facilities, Storage, ect.</li> </ul>	<b>All Team</b>
12.00 – 14.00	<b>Break</b>	
14.00 – 17.00	<ul style="list-style-type: none"> <li><i>Continue Field Observation and field observation clarification</i></li> </ul>	<b>All Team</b>

DATE	27-31 August 2018	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
	<ul style="list-style-type: none"> <li>Continue document verification and completing checklist</li> </ul>	
<b>Thursday, 30 August 2018</b>		
08.00 – 12.00	<b>Field Observation <span style="color: blue;">BPK POM</span></b> <ul style="list-style-type: none"> <li>Workshop, Chemical Storage, Loading Ramp (Grading), waste management</li> <li>Supply Chain &amp; Operational activities</li> <li>WWTP (IPAL), Land Application (LA), WTP, Hazardous Waste Material (LB3) management</li> </ul> <b>Document Review and Clarification of Public Consultation and Field Observation</b>	<b>All Team</b>
12.00 – 14.00	<b>Break</b>	
14.00 – 17.00	<ul style="list-style-type: none"> <li>Continue Field Observation and field observation clarification</li> <li>Continue document verification and completing checklist</li> </ul>	<b>All Team</b>
<b>Friday, 31 August 2018</b>		
08.00 – 10.00	<ul style="list-style-type: none"> <li><b>Closing Meeting</b></li> </ul>	<b>All Team</b>
10.00 – 11.30	<ul style="list-style-type: none"> <li><b>PT BPK → Pontianak</b></li> </ul>	
12.35- .....	<ul style="list-style-type: none"> <li><b>Pontianak → JAKARTA</b></li> </ul>	