

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

[✓] Re-Certification

Name of Management Organisation : Bumi Palma Mill – PT Bumipalma Lestari Persada, subsidiary of Golden Agri Resources Ltd
 Plantation Name : PT Bumipalma Lestari Persada – Bumi Palma Mill, Bumi Palma Estate, Bumi Sentosa Estate and Bumi Lestari Estate.
 Location : Village of Bagan Jaya, Sub District of Tempuling, District of Indragiri Hilir, Province of Riau, Indonesia
 Certificate Code : **MUTU-RSPO/034**
 Date of Certificate Issue : 25 March 2019 Date of License Issue : 25 April 2019
 Date of Certificate Expiry : 24 March 2024 Date of License Expiry : 24 March 2020

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
RC	25 February to 01 March 2019	Leonada (Lead Auditor), Ardiansyah, Hasiholan Sihombing, Bayu Yogatama	Hera Hendrasana	Octo HPN Nainggolan

Assessment	Approved by MUTUAGUNG LESTARI on:
RC	16 April 2019

TABLE OF CONTENT

FIGURE	1
Figure 1. Location Map of PT Bumipalma Lestari Persada.....	1
Figure 2. Operational Map of PT Bumipalma Lestari Persada.....	2
Glossary.....	3
1.0 SCOPE OF THE CERTIFICATION ASSESSMENT	5
1.1 Assessment Standard Used	5
1.2 Organisation Information.....	5
1.3 Type of Assessment	5
1.4 Locations of Mill and Plantation.....	5
1.5 Description of Area Statement	6
1.6 Planting Year and Cycles.....	6
1.7 Description of Mill and Supply Base.....	7
1.8 Estimate Tonnage of Certified Product.....	8
1.9 Other Certifications.....	8
1.10 Time Bound Plan	8
2.0 ASSESSMENT PROCESS	15
2.1 Assessment Team	15
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	15
2.3 Stakeholder Consultation and Stakeholders Contacted	19
2.4 Determining Next Assessment.....	19
3.0 ASSESSMENT FINDINGS	20
3.1 Summary of Assessment Report of the RSPO Certification	20
3.2 Summary of Assessment Report of Supply Chain Requirements	43
3.3 Conformity Checklist of Certificate and Logo Use	55
3.4 Summary of RSPO Partial Certification	56
3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components	61
3.6 Summary of Arising Issues from Public, Management and Auditor Response.....	64
4.0 CERTIFIED ORGANISATION’S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY	68
4.1 Formal Sign-off of Assessment Findings.....	68
APPENDICES	69
Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process.....	69
Appendix 2. Assessment Program	71

FIGURE

Figure 1. Location Map of PT Bumipalma Lestari Persada

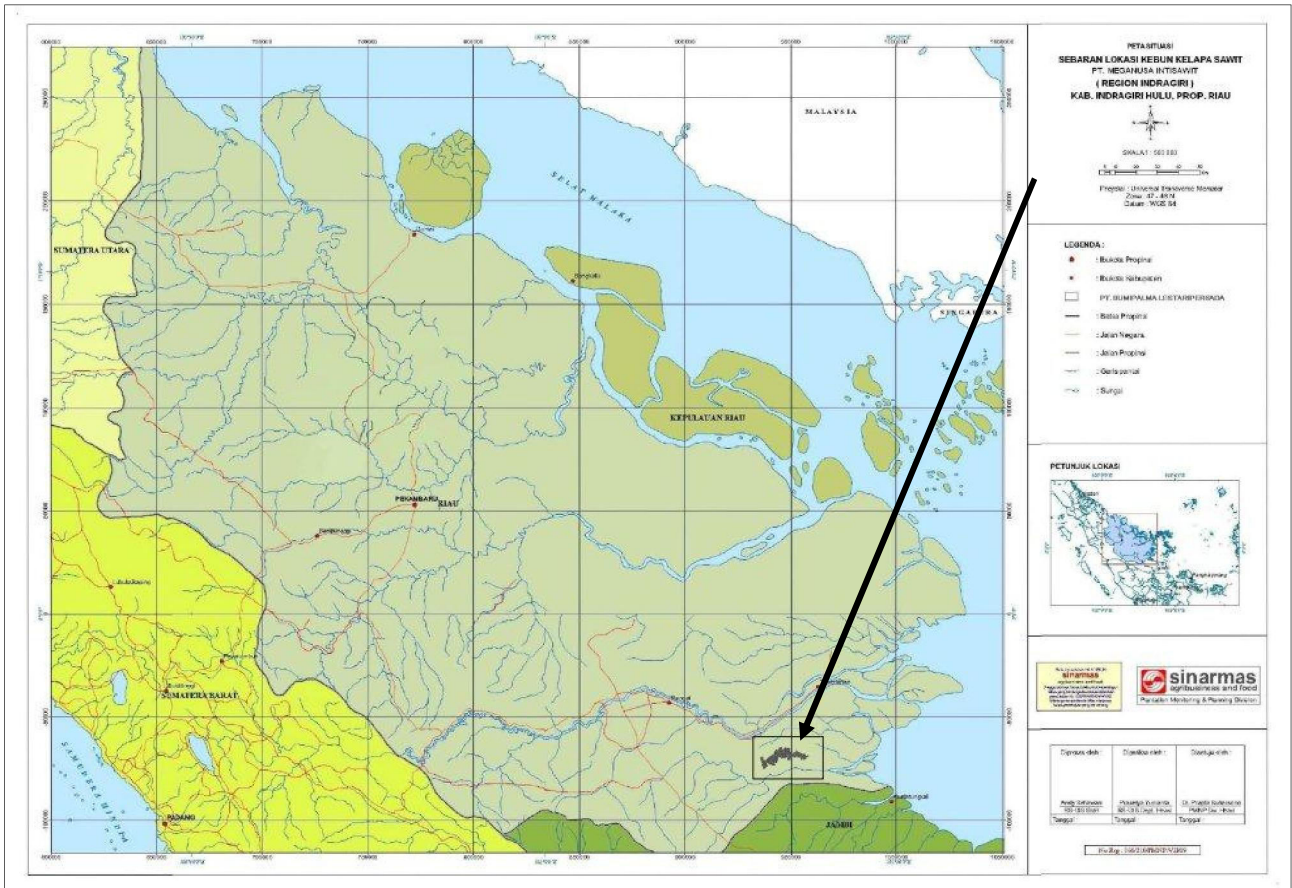
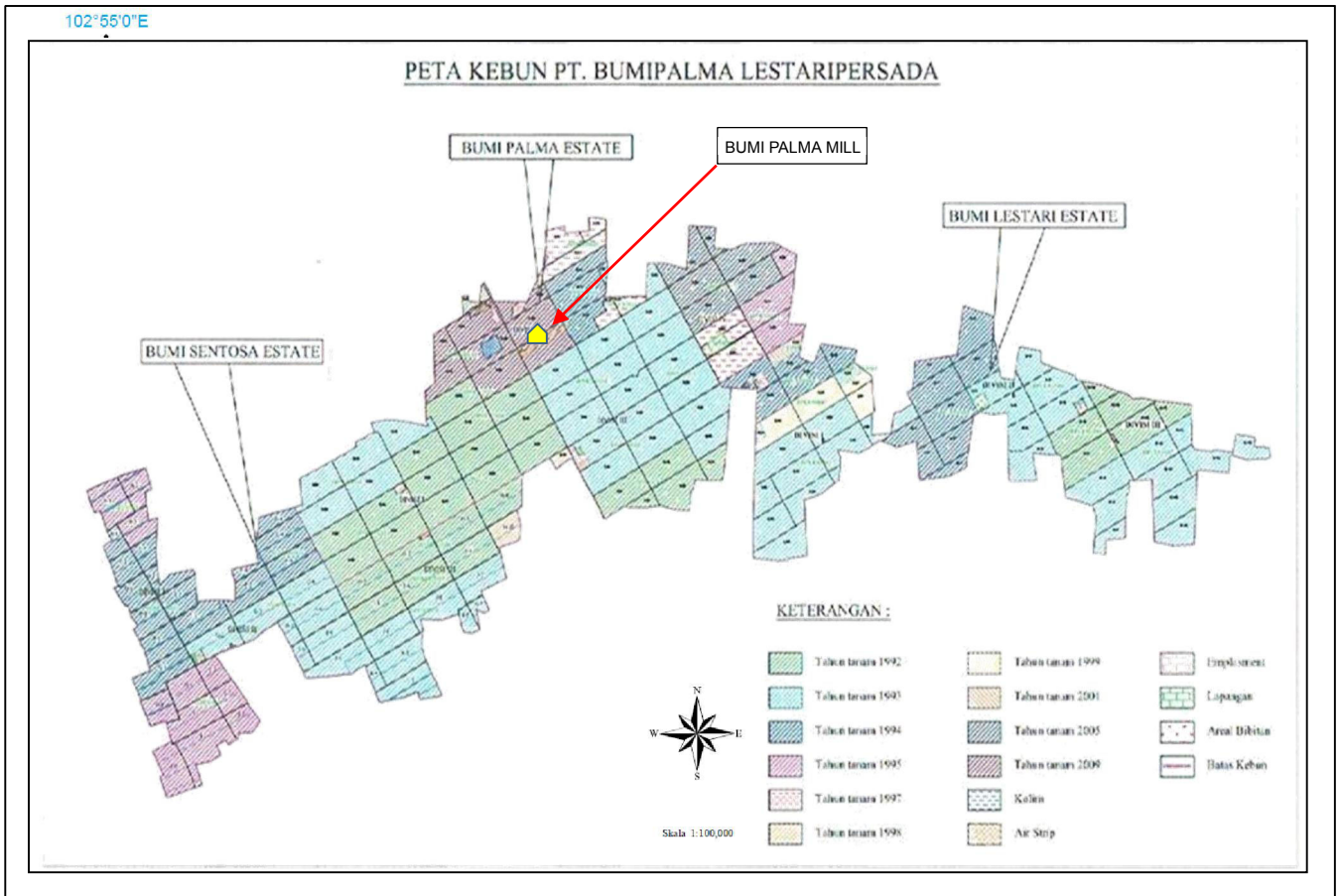


Figure 2. Operational Map of PT Bumipalma Lestari Persada



Glossary

BOD	: Biochemical Oxygen Demand
BPJS	: <i>Badan Penyelenggara Jaminan Sosial</i> / Social Security Agency
BPME	: Bumi Palma Estate
BPMM	: Bumi Palma Mill
BPLE	: Bumi Lestari Estate
BPLP	: Bumipalma Lestari Persada
BSNE	: Bumi Sentosa Estate
CB	: Certification Body
COC	: Chain of Custody
COD	: Chemical Oxygen Demand
CPO	: Crude Palm Oil
CSPK	: Certified Sustainable Palm Kernel
CSPO	: Certified Sustainable Palm Oil
CSR	: Corporate Social Responsibility
EIA	: Environment Impact Assessment
FFB	: Fresh Fruit Bunch
FPIC	: Free, Prior, Informed, Consent
FR	: Frequency Rate
GHG	: Green house gases
GPS	: Global Positioning System
GSEP	: GAR Social and Environment Policy
HCS	: High Carbon Stock
HCV	: High Conservation Value
HGU	: <i>Hak Guna Usaha</i>
IPM	: Integrated Pest Management
KER	: Kernel Extraction Rate
LSU	: Leaf Sampling Unit
LUC	: Land Use Change
MSDS	: Material Safety Data Sheet
OER	: Oil Extraction Rate
OHS	: Occupational Health and Safety
P2K3	: <i>Panitia Pembina Keselamatan dan Kesehatan Kerja</i> /OHS Committee
PET	: <i>Pertanian Ekologi Terpadu</i> (Integrated Ecological Agriculture)
PK	: Palm Kernel
PKWT	: <i>Perjanjian Kerja Waktu Tertentu</i> (Fixed Term Contract)
PMNP	: Plantation Monitoring and Planning
POME	: Palm Oil Mill Effluent
PP	: <i>Peraturan Pemerintah</i>
PPE	: Personal Protective Equipment
RC	: Recertification
RKL	: <i>Rencana Kelola Lingkungan</i>
RPL	: <i>Rencana Pemantauan Lingkungan</i>
RSPO	: Roundtable on Sustainable Palm Oil
RTE	: Rare, Threatened, Endangered
SCCS	: Supply Chain Certification Standard
SMARTRI	: Sinar Mas Agro Resources and Technology Research Institute
SIA	: Social Impact Assessment
SMD	: Senior Managing Director
SOP	: Standard Operating Procedure
SR	: Severity Rate
SSU	: Soil Sampling Unit

WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT			
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • <i>Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016)</i> • <i>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)</i> • <i>RSPO Certification System for Principles and Criteria, June 2017 (Endorsed by the RSPO Board of Governors on 14th of June 2017)</i> 	
1.2 Organisation Information			
1.2.1	Organisation name listed in the certificate	Bumi Palma Mill – PT Bumipalma Lestari Persada, subsidiary of Golden Agri Resources Ltd	
1.2.2	Contact person	Ismu Zulfikar	
1.2.3	Organisation address and site address	RSPO Registered Company: 108 Pasir Panjang Road, #06-00 Golden Agri Plaza, Singapore 118535 Liaison Office: Sinar Mas Land Plaza, Tower II, 30th Floor Jl. MH Thamrin No. 51, Jakarta 10350, Indonesia	
1.2.4	Telephone	(+62-21) 5033 8899 ext 1184	
1.2.5	Fax	(+62-21) 5038 9999	
1.2.6	E-mail	ismu-zulfikar@sinarmas-agri.com	
1.2.7	Web page address	www.goldenagri.com.sg	
1.2.8	Management Representative who completed the application for certification	Ismu Zulfikar (Head of Environmental Department)	
1.2.9	Registered as RSPO member	1- 0096 -11 - 000 - 00; 31 March 2011	
1.3 Type of Assessment			
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base: Bumi Palma Mill, Bumi Palma Estate, Bumi Sentosa Estate and Bumi Lestari Estate	
1.3.2	Type of certificate	Single	
1.4 Locations of Mill and Plantation			
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude
			Longitude
	Bumi Palma Mill	Village of Bagan Jaya, Sub District of Tempuling, District of Indragiri Hilir, Province of Riau, Indonesia.	S 0°35' 53"
			E 102° 59' 01"

1.4.2	Location of Certification Scope of Supply Base				
	Name of Supply Base	Location	Coordinate		
			Latitude	Longitude	
	Bumi Palma Estate	Village of Bagan Jaya, Sub District of Tempuling, District of Indragiri Hilir, Province of Riau, Indonesia.	S 0°36' 14"	E 102° 59' 19"	
	Bumi Lestari Estate	Village of Pebenaan, Sub District of Kritang, District of Indragiri Hilir, Province of Riau, Indonesia.	S 0°35' 59"	E 103° 01' 35"	
	Bumi Sentosa Estate	Village of Suhada, Sub District of Kritang, District of Indragiri Hilir, Province of Riau, Indonesia.	S 0°39' 11"	E 102° 55' 54"	
1.5	Description of Area Statement				
1.5.1	Tenure				
	• State		6,690.00 Ha		
	• Community		- Ha		
1.5.2	Area Statement				
	• Total area		6,690.00 Ha		
	• Mature area		4,082.93 Ha		
	• Immature area		1,999.62 Ha		
	• Mill and Emplishment		45.90 Ha		
	• Road		260.35 Ha		
	• Canal		272.20 Ha		
	• Air Strip		5.41 Ha		
	• Dock		0.08 Ha		
	• Trench		0.23 Ha		
	• Occupation		23.28 Ha		
	<i>Source: Basic Info PT BPLP Tahun 2019</i>				
1.6	Planting Year and Cycles				
1.6.1	Age profile of planting year				
	Planting Year	Hectarage (Ha)			
		Bumi Palma Estate	Bumi Lestari Estate	Bumi Sentosa Estate	Total
	2005	223.29	-	-	223.29
	2009	248.00	-	-	248.00
	2011	221.55	317.82	-	539.37
	2012	573.81	239.21	-	813.02
	2013	266.15	212.75	-	478.90

	2014	343.09	284.61	-	627.70		
	2015	239.37	350.02	203.80	793.19		
	2016	114.89	244.57	-	359.46		
	Mature Area	2,230.15	1,648.98	203.80	4,082.93		
	2016	222.67	-	-	222.67		
	2017	276.77	-	1,500.18	1,776.95		
	Immature Area	499.44	-	1,500.18	1,999.62		
	TOTAL	2,729.59	1,648.98	1,703.98	6,082.55		
1.6.2	New Planting area after January 2010		- Ha				
1.6.3	Planting Cycle		2 nd Cycle				
1.7 Description of Mill and Supply Base							
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Bumipalma	30	159,828.33	34,199.48	21.40	8,268.23	5.17
	<i>*Production data source from February 2018 - January 2019</i>						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Bumi Palma	2,994.14	2,729.59	51,809.68	18.98	51,809.68	100
	Bumi Lestari	1,826.38	1,648.98	31,064.50	18.84	31,064.50	100
	Bumi Sentosa	1,869.48	1,703.98	2,000.89	1.17	2,000.89	100
	TOTAL	6,690.00	6,082.55	84,875.07	13.95	84,875.07	100
	<i>*Production data source from February 2018 - January 2019</i>						
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)		
	Scheme Smallholders of PT Meganusa Intisawit – RSPO Certified	Associate growers	-	14,813.31	27,619.70		
	Bumi Palma Estate (HGU on process) – Non Certified	PT BPLP	-	39.21	67.76		
	PT Kharisma Riau Sentosa Prima – Non Certified	Independent outgrower	-	-	37,572.03		
	PT Agro Tunggal Jaya Mandiri – Non Certified	Independent outgrower	-	-	9,737.21		
	TOTAL					74,996.70	
	<i>*Production data source from February 2018 - January 2019</i>						

1.7.4	Product categories	FFB, CPO, PK						
1.8 Estimate Tonnage of Certified Product								
1.8.1	Past Annual Claim Certified Product	Last Year Projected Certified Volume (MT)			Last Year Actual Certified Volume (MT)			
	• FFB Production	95,273			112,494.78			
	• CPO Production	25,017			24,171.55			
	• Palm Kernel (PK) Production	6,031			5,803.13			
	CSPO and CSPK projections have extended volume approved on 25 February 2019 due to an additional FFB production from certified product							
1.8.2	Product selling	Actual selling product for last year (MT)						
	Tonnage of selling product							
	• CSPO sold as RSPO certified product	24,170.31						
	• CSPK sold as RSPO certified product	5,683.84						
	• CSPO sold under other scheme	-						
	• CSPK sold under other scheme	-						
	• CSPO sold as conventional	-						
	• CSPK sold as conventional	-						
1.8.3	Estimate of Certified FFB Claim							
	Name of Estates	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)			
	Bumi Palma	2,994.14	2,729.59	55,000	20.15			
	Bumi Lestari	1,826.38	1,648.98	35,000	21.23			
	Bumi Sentosa	1,869.48	1,703.98	5,000	2.93			
	TOTAL	6,690.00	6,082.55	95,000	15.62			
	<i>*Projected FFB production for 25 March 2019 to 24 March 2020</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 (ton)	Extraction (%)	Out put (ton)	Extraction (%)	
	Bumi Palma	30	95000	20,900	22.00	5,700	6.00	MB
	<i>*Projected CSPO and CSPK production for 25 March 2018 to 24 March 2019</i>							
1.9 Other Certifications								
	ISCC	ISCC from Intertek Period 2019 to 2020						
	Others	ISPO from Mutuagung Lestari period 2014 to 2019 OHS Management System from PT Alco Indo Sejahtera period 2018 to 2021						
1.10 Time Bound Plan								
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		Estate (Supply Base)	Time Bound	Location	Status		
	Mill	Time						

	bound		Plan		
Pangkalan Panji (PT Sawit Mas Sejahtera)	2013	Sawit Mas Estate	2013	South Sumatera	Certified
Bumi Sawit Mill (PT Bumi Sawit Permai)	2013	Bumi Sawit Estate	2013	South Sumatera	Certified
Muara Kandis Mill (PT Djuanda Sawit Lestari)	2013	Muara Tawas Estate	2013	South Sumatera	Certified
		Muara Kandis Estate	2013	South Sumatera	Certified
		Muara Kandis Estate (HGU on progress – 402.41 Ha)	2020	South Sumatera	-
		Muara Tawas Estate (HGU on progress – 73.78 Ha)	2020	South Sumatera	-
		Smallholder (KKPA Pandawa)	2020	South Sumatera	-
Sungai Rungau Mill (PT Sumber Indah Perkasa)	2013	Sungai Rungau Estate	2013	Central Kalimantan	Certified
		Sungai Seruyan Estate	2013	Central Kalimantan	Certified
		Terawan Estate	2013	Central Kalimantan	Certified
		Tangar Estate	2013	Central Kalimantan	Certified
		Bukit Tiga Estate	2013	Central Kalimantan	Certified
Bukit Perak EMIII (PT Bumi Permai Lestari)	2013	Bukit Perak Estate	2013	Bangka Belitung	Certified
		Bukit Permata Estate	2013	Bangka Belitung	Certified
Tanjung Kembiri Mill (PT Forestalestari Dwikarya)	2013	Tanjung Kembiri Estate	2013	Belitung	Certified
		Tanjung Rusa Estate	2013	Belitung	Certified
		Tanjung Rusa Estate (HGU on process 48.81 Ha)	2020	Belitung	-
		Tanjung Rusa KKPA	2020	Belitung	-
Sungai Buaya Mill (PT Sumber Indah Perkasa)	2014	Sungai Buaya Estate	2014	Lampung	Certified
		Smallholder (KKPA Gedung Aji Lama)	2014	Lampung	Certified
		Smallholder (KKPA Mesuji)	2014	Lampung	Certified
Sungai Merah Mill (PT Sumber Indah Perkasa)	2014	Sungai Merah Estate	2014	Lampung	Certified
		Smallholder (KKPA Gedung Aji Baru)	2014	Lampung	Certified
Kasuari Mill (PT Sinar Kencana Inti Perkasa)	2020	Cendrawasih Estate	2020	Papua	ST-1
		Nuri Estate	2020	Papua	ST-1
		Rajawali Estate	2020	Papua	ST-1
		Mambruk Estate (PT Sumber Indah Perkasa)	2020	Papua	ST-1
Pekawai Mill	2020	Kayung Estate	2020	West Kalimantan	ST-1
		Pekawai Estate	2020	West Kalimantan	ST-1

	(PT Agrolestari Mandiri)		Sungai Kelik Estate	2020	West Kalimantan	ST-1
			Nanga Tayap Estate	2020	West Kalimantan	ST-1
			Smallholder (Kayung Plasma)	2020	West Kalimantan	ST-1
	Kenanga Mill (PT Kencana Graha Permai)	2014	Kencana Estate	2015	West Kalimantan	Certified
			Cendana Estate	2015	West Kalimantan	Certified
			Kenanga Estate (PT Cahaya Nusa Gemilang)	2018	West Kalimantan	Certified
			Delima Estate (PT Kencana Graha Permai)	2020	West Kalimantan	-
			Gaharu Estate (PT Bangun Nusa Mandiri)	2020	West Kalimantan	-
			Smallholder (Gaharu Plasma)	2020	West Kalimantan	-
			Smallholder (Kencana Plasma)	2020	West Kalimantan	-
			Smallholder (Kenanga Plasma)	2020	West Kalimantan	-
	Perdana Mill (PT Binasawit Abadi Pratama)	2020	Perdana Estate	2020	Central Kalimantan	ST-1
			Lenggana Estate	2020	Central Kalimantan	ST-1
			Semandau Estate	2020	Central Kalimantan	ST-1
			Muara Dua Estate	2020	Central Kalimantan	ST-1
	Kuayan Mill (PT Agrokarya Prima Lestari)	2020	Mentaya Estate	2020	Central Kalimantan	ST-1
			Kuayan Estate	2020	Central Kalimantan	ST-1
			Bukit Santuhai Estate	2020	Central Kalimantan	ST-1
			Tajur Beras Estate	2020	Central Kalimantan	ST-1
Seranau Estate			2020	Central Kalimantan	ST-1	
Sungai Sambon Estate			2020	Central Kalimantan	ST-1	
Smallholder (Sungai Sambon Plasma)			2020	Central Kalimantan	-	
Sapiri Estate (PT Buana Adhitama)			2020	Central Kalimantan	ST-1	
Bukit Dua Estate (PT Buana Adhitama)			2020	Central Kalimantan	-	
Bukit Tunggul Estate (PT Buana Adhitama)			2020	Central Kalimantan	-	
Belian Mill (PT Paramitra Internusa Pratama)	2020	Belian Estate	2020	West Kalimantan	ST-1	
		Tengkawang Estate	2020	West Kalimantan	ST-1	
		Kenari Estate (PT Bangun Nusa Mandiri)	2020	West Kalimantan	ST-1	
		KerANJI Estate (PT Bangun Nusa Mandiri)	2020	West Kalimantan	ST-1	
		Muara Tawang Estate (PT Kartika Prima Cipta)	2020	West Kalimantan	ST-1	

		Kapuas Hulu Estate (PT Persada Graha Mandiri)	2020	West Kalimantan	ST-1
		Sungai Beran Estate (PT Persada Graha Mandiri)	2020	West Kalimantan	ST-1
		Smallholder (Belian KKPA)	2020	West Kalimantan	-
		Smallholder (Kenari Plasma)	2020	West Kalimantan	-
		Smallholders (Kapuas Hulu KKPA)	2020	West Kalimantan	-
Sungai Kupang Mill (PT Sinar Kencana Inti Perkasa)	2020	Sungai Kupang Estate	2020	South Kalimantan	-
		Sungai Kupang KKPA	2020	South Kalimantan	
		Senakin Estate	2020	South Kalimantan	-
Sungai Kikim Mill (PT Sawit Mas Sejahtera)	2020	Sungai Kikim Estate	2020	South Sumatera	-
		Sungai Pangi Estate	2020	South Sumatera	-
		Sungai Musi Estate	2020	South Sumatera	-
		Sungai Saling Estate	2020	South Sumatera	-
		Sungai Enim Estate (PT Bumi Sawit Permai)	2020	South Sumatera	-
		Sungai Lematang Estate (PT Bumi Sawit Permai)	2020	South Sumatera	-
Tangar Mill (PT Mitra Karya Agroindo)	2020	Sulin Estate	2020	Central Kalimantan	-
		Nahiyang Estate	2020	Central Kalimantan	-
		Katayang Estate	2020	Central Kalimantan	-
		Sungai Nusa Estate	2020	Central Kalimantan	-
		Kajui Estate (PT Agro Lestari Sentosa)	2020	Central Kalimantan	-
		Manuhing Estate (PT Agro Lestari Sentosa)	2020	Central Kalimantan	-
		Sungai Ayawan Estate (PT Aditunggal Mahajaya)	2020	Central Kalimantan	-
Sungai Magalau Mill (PT Sinar Kencana Inti Perkasa)	2020	Sungai Magalau Estate	2020	South Kalimantan	-
Jalemo Mill* PT Agro Lestari Sentosa	2020	Balasang Estate	2020	Central Kalimantan	-
		Jalemo Estate	2020	Central Kalimantan	-
Sako Mill* (PT Adi Tunggal Mahajaya)	2020	Sulin Plasma	2020	Central Kalimantan	-
		Sapiri Plasma	2020	Central Kalimantan	-
		Sako Plasma	2020	Central Kalimantan	-
Padang Halaban Mill	2011	Padang Halaban Estate	2011	North Sumatera	Certified

(PT SMART Tbk)		Penantian Estate	2011	North Sumatera	Certified
		Adipati Estate	2011	North Sumatera	Certified
		Kanopan Ulu Estate	2011	North Sumatera	Certified
Batu Ampar Mill (PT SMART Tbk)	2012	Batu Ampar Estate	2012	South Kalimantan	Certified
		Batu Mulia Estate	2012	South Kalimantan	Certified
		Sungai Panci Estate	2012	South Kalimantan	Certified
		Sungai Panci KKPA	2012	South Kalimantan	Certified
Tanah Laut Mill (PT SMART Tbk)	2012	Tanah Laut Estate	2012	South Kalimantan	Certified
		Kinta Pura Estate	2012	South Kalimantan	Certified
Langga Payung Mill (PT Tapian Nadenggan)	2012	Langga Payung Estate	2012	North Sumatera	Certified
		Paya Baung Estate	2012	North Sumatera	Certified
		Normark Estate	2012	North Sumatera	Certified
Hanau Mill (PT Tapian Nadenggan)	2012	Hanau Estate	2012	Central Kalimantan	Certified
		Tasik Mas Estate	2012	Central Kalimantan	Certified
		Tanjung Paring Estate	2012	Central Kalimantan	Certified
		Langadang Estate	2012	Central Kalimantan	Certified
		Medang Sari (PT Satya Kisma Usaha)	2020	Central Kalimantan	-
Semilar (PT Tapian Nadenggan)	2013	Semilar	2013	Central Kalimantan	Certified
		Sei Rindu	2013	Central Kalimantan	Certified
		Mandang	2013	Central Kalimantan	Certified
		Puri	2013	Central Kalimantan	Certified
Jak Luay Mill	2015	Pantun Mas Estate	2015	East Kalimantan	Certified
		Jak Luay Estate	2015	East Kalimantan	Certified
		Jak Luay KKPA	2020	East Kalimantan	-
		Long Buluh Estate	2015	East Kalimantan	Certified
		Bukit Subur Estate	2015	East Kalimantan	Certified
		Bukit Subur KKPA	2020	East Kalimantan	-
Leidong West Mill (PT MP Leidong West Indonesia)	2014	Leidong West Utara Estate	2014	Bangka Belitung	Certified
		Leidong West Selatan Estate	2014	Bangka Belitung	Certified
Muara Wahau Mill (PT Kresna Duta Agroindo)	2014	Muara Wahau Estate	2014	East Kalimantan	Certified
		Gunung Kombeng	2014	East Kalimantan	Certified
Gunung Kombeng Mill (PT Kresna Duta Agroindo)	2020	Gunung Kombeng KKPA	2020	East Kalimantan	-
Rantau Panjang (PT Kresna Duta Agroindo)	2020	Rantau Panjang Estate	2020	East Kalimantan	-
		Rantau Panjang KKPA	2020	East Kalimantan	-
Jelatang Mill (PT Kresna Duta Agroindo)	2014	Bangko Estate	2014	Jambi	Certified
		Tiga Serumpun KKPA	2020	Jambi	-

Pelakar Mill (PT Kresna Duta Agroindo)	2020	Pelakar Estate	2020	Jambi	ST-2 Sept 2017
		Tiga Serumpun KKPA	2020	Jambi	ST-2 Sept 2017
		Batang Merangin Estate	2020	Jambi	ST-2 Sept 2017
Langling Mill (PT Kresna Duta Agroindo)	2014	Bangko Estate	2014	Jambi	Certified
		Bangko Plasma	2019	Jambi	-
		Batang Gading Estate	2020	Jambi	-
		Batang Gading KKPA (PT Satya Kisma Usaha)	2020	Jambi	-
Sungai Bengkal Mill (PT Satya Kisma Usaha)	2015	Sungai Bengkal Estate	2015	Jambi	Certified
		Sungai Bengkal KKPA	2015	Jambi	Certified
		Muara Kilis Estate	2015	Jambi	Certified
		Muara Kilis KKPA	2020	Jambi	-
Bukit Kapur Mill (PT SMART Tbk)	2020	Bukit Kapur Estate	2020	South Kalimantan	ST-1
		Sungai Cantung Estate	2020	South Kalimantan	ST-1
Samsam Mill (PT Ivomas Tunggal)	2009	Samsam Estate	2009	Siak-Riau	Certified
		Samsam Estate (HGU on progress – 29.09 Ha)	2020	Siak-Riau	-
		Kandista Estate	2009	Siak-Riau	Certified
		Kandista Estate (HGU on progress – 158.46 Ha)	2020	Siak-Riau	-
		Palapa Estate	2009	Siak-Riau	Certified
Libo Mill (PT Ivomas Tunggal)	2009	Libo Estate	2009	Siak-Riau	Certified
		Nenggala Estate	2009	Siak-Riau	Certified
		Nenggala Estate (HGU on progress 419.9 Ha)	2020	Siak-Riau	-
		Sei Rokan Estate	2009	Siak-Riau	Certified
		Sei Rokan Estate (HGU on progress – 102.7 Ha)	2020	Siak-Riau	-
Ujung Tanjung (PT Ivomas Tunggal)	2009	Ujung Tanjung Estate	2009	Siak-Riau	Certified
		Ujung Tanjung Estate (HGU on progress – 557.3 Ha)	2020	Siak-Riau	-
Naga Sakti Mill (PT Buana Wiralestari Mas)	2010	Naga Mas Estate	2010	Kampar-Riau	Certified
		Naga Mas Estate (HGU on process – 253.39 Ha)	2020	Kampar-Riau	-
		Naga Sakti Estate	2010	Kampar-Riau	Certified
		Naga Sakti Estate (HGU on process – 59.79 Ha)	2020	Kampar-Riau	-

		Rama Bakti Estate	2010	Kampar-Riau	Certified
Kijang Mill (PT Buana Wiralestari Mas)	2010	Kijang Mas Estate	2010	Kampar-Riau	Certified
		Kijang Mas Estate (HGU on process – 56.07 Ha)	2020	Kampar-Riau	-
		Kijang Kencana Plasma	2010	Kampar-Riau	Certified
Ramarama Mill (PT Ramajaya Pramukti)	2010	Ramarama Estate	2010	Kampar-Riau	Certified
		Ramarama Estate (HGU on process – 318.76 Ha)	2020	Kampar-Riau	-
		Amartajaya Plasma	2010	Kampar-Riau	Certified
Indra Sakti Mill (PT Meganusa Inti Sawit)	2011	Indra Lestari Estate	2011	Indragiri-Riau	Certified
		Indra Sakti Estate	2011	Indragiri-Riau	Certified
		Indragiri Plasma	2011	Indragiri-Riau	Certified
		Indrasakti Plasma	2011	Indragiri-Riau	Certified
Bumipalma Mill (PT Bumipalma Lestari Persada)	2012	Bumi Lestari Estate	2012	Indragiri-Riau	Certified
		Bumi Palma Estate	2012	Indragiri-Riau	Certified
		Bumi Sentosa Estate	2012	Indragiri-Riau	Certified
		Bumi Palma Estate (HGU on process – 39.21 Ha)	2020	Indragiri-Riau	-
Sawita Mill (PT Sawitakarya Manunggal)	2020	Sawita Estate	2020	South Kalimantan	ST-1
		Pamukan Estate	2020	South Kalimantan	ST-1
		Sawita KKPA	2020	South Kalimantan	ST-1
<p>There are revision of time bound plan, the justification from top management is:</p> <ol style="list-style-type: none"> 1. Pelakar Mill and Rantau Panjang Mill is still process on disclosure & liability by RSPO, while Bukit Kapur Mill doesn't have land use title (HGU), the HGU is still on process. 2. Several associate smallholders (plasma) which refuses to follow the RSPO certification, but the management unit is still communicating with the plasma for the implementation of RSPO certification. 3. Sawita Mill had conducted pre assessment RSPO on 2015 and Another entire Management Unit under PT Ivo Mas Tunggal has been RSPO certified. <p>There is revision of time bound plan on 12 March 2018 for HGU on process in PT Ivomas Tunggal (Samsam Estate 29.09 Ha, Kandista Estate 158.46 Ha, Nenggala Estate 419.9 Ha, Sei Rokan Estate 102.7 Ha, Ujung Tanjung Estate 557.3 Ha); PT Rama Jaya Pramukti (Ramarama Estate: 318.76 Ha); PT Buana Wira Lestari (Naga Sakti Estate 59.79 Ha; Naga Mas Estate 253.39 ha and Kijang Estate 56.07 ha); PT. Forestalestari Dwikarya (Tanjung Rusa Estate 48.81 Ha). For this area is planned for audit on 2020 because waiting for HGU</p>					
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard				
	Bumi Palma mill received FFB from smallholders which is certified. Bumi Palma Mill has received FFB from outgrowers, e.g. PT Agrotunggal Jayamandiri and PT Kharisma Riau Sentosa. The former company was only as FFB trader while the latter has a short term agreement towards FFB processing.				

2.0 ASSESSMENT PROCESS	
2.1 Assessment Team	
RC	<ol style="list-style-type: none"> Leonada (Lead Auditor). Bachelor of agriculture for plant breeding and seed technology programme study, department of agronomy, faculty of agriculture in Bogor Agricultural University. Having experience of more than five years working as a plantation operations staff and sustainability in private company of Indonesian oil palm plantations and is currently working on independent certification bodies as auditor. Training have been followed are: training of Indonesian sustainable palm oil (ISPO) lead auditor, training of RSPO lead auditor, RSPO SCCS training, SA 8000, ISO 17021; 2011, ISO 17065; 2012, ISO 19011; 2011, lead auditor ISO 9001; 2008, ISO 14001; 2005, training of management development program agronomy, training of analysis base solution for operation, training of integrated pest management (IPM), use of limited pesticides training, training management of waste pesticides and fertilizers, training mediation and conflict resolution, RSPO social and worker welfare training, general safety specialist training, health and safety management system (SMK3) auditor. In this audit He conducted an assessment on Legal, land dispute and SCCS. Ardiansyah (Auditor). Indonesian citizen, Bachelor of Forest Resources Conservation, Department of Forestry. Had work experience in Environmental NGO for 6 month (2007) and consultant for making EIA Document and KLHS for 3 years (2009 – 2012). Had attend training such as RSPO Lead Auditor course, Lead Auditor ISPO, OHSAS (18001 – 2007), land cover crop mapping and Management System Certification (ISO 9001-2008), Environmental Management System Certification (ISO 14001-2004), Social Auditing and Conflict Resolution, SA 8000 Awareness. Had many times following audit activities related to sustainable palm oil certification system which is ISPO as an auditor since 2012 for legal, environmental aspect, conservation and social. Fluent in Bahasa and Malay. At the time of audit, has verify aspect of Social, transparency, and Worker Welfare aspects. Hasiholan Sihombing (Auditor). Indonesian citizen. Bachelor of Agriculture Majoring in Agronomy, Agriculture Faculty. He has working experienced for 7 (seven) years since 2009 as an Operational Staff in an Oil Palm Plantation Company in Indonesia. The training he has followed namely: Lead Auditor ISPO, RSPO P&C Lead Auditor Course by Checkmark, SA 8000 Awareness, Quality Management Systems (ISO 9001:2015), Environmental Management Systems (ISO 14001:2015), OHS General Expert, OHSAS 18001:2007, ISO 19011:2018, ISO 17021:2011 and ISO 17065:2012. He has experienced in various audit activities related to the certification system of sustainable palm oil plantation since 2016. During this audit, he assigned to verify best management practices, long term plan, and OHS aspects. Bayu Yogatama (Auditor). Bachelor of Forestry, Department of Forest Resources Conservation and Ecotourism, Bogor Agricultural University. Has attended the ISO 9001: 2015 Quality Auditor / Lead Auditor Course Quality Management System (QMS) course and ISO 19011: 2011 Guidelines for Auditing Management System, ISPO Lead Training, SA 8000, RSPO Lead Training, IHT RSPO NPP, IHT RSPO RaCP, IHT ISO 17021, and IHT ISO 17065. Having experience working in plywood field as Inspector in foreign private company. Currently working for an independent certification body. During this audit, he verify Environmental Aspect, HCV, and Green House Gases.
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	
2.2.1	Figure of person days to implement assessment
RC	Number of auditors : 4 auditor Number of days for RC at site: 5 days Number of working days for RC at site : 20 Working days
2.2.2	Assessment Process
RC	The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Bumipalma Lestari Persada to the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013, endorsed September 2016 and Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 Revised June 2017 (Module E for CPO Mill).

	<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 RC delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-1.1).</p> <p>Improvement of findings from surveillance assessment findings were observed by auditors at this RC assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of RC.</p> <p>The assessment program please find Appendix 2.</p>
<p>2.2.3</p>	<p>Location of Assessment</p>
<p>RC</p>	<p>Bumi Palma Estate</p> <ul style="list-style-type: none"> • Landfill area Block E06 Division 1 Observation and interview to supervisor anorganic and organic management, and OHS aspect. • HCV Area Block H10 Observation HCV area. the condition of the HCV area is well maintained, good delineated and signed clearly. It is also accessible. • Housing Complex Division 1 (2 workers) Observation and interview regarding to feasibility of facilities, complain mechanism, waste management, clean water and access to basic needs. • Day Care (2 workers) Interview related to worker welfare, complain mechanism, and feasibility of facilities • Observation of Pesticide Houses Field observations and staff interviews related to the condition and facilities of pesticide houses. • Generator House Observation and staff interview about hazardouse maintenance, medical chek up. • Solar tank Observation Hazardouse waste management, MSDS, Symbols and the others. • Fertilizer Warehouse (1 Worker) Field observations related to condition of the storge, symbols, MSDS, channels and pesticide spill containers, and pesticide stock, and management of hazardous and toxic materials. • Interviews and Simulations with Emergency Response Groups Observations related to the preparedness of the emergency response team, the ability and understanding of members, the completeness of the fire prevention equipment. • Workshop (1 operator). Observation and interviews with employees related to management of hazardous • Material Warehouse (1 operator) Field observations related to condition of the storge, symbols, MSDS, channels and pesticide spill containers, and pesticide stock, and management of hazardous and toxic materials. • Pesticide Warehouse (1 worker) Field observations related to condition of the storge, symbols, MSDS, channels and pesticide spill containers, and pesticide stock, and management of hazardous and toxic materials. • Block B01 Division 3 (4 Pesticide Applicator). Observation on safe working practices and interview with the spraying workers related type of pesticides use according to the procedure and also worker welfare. • Block C10 Division 2 (2 harvester and 2 picker). Observation and interview with harvester related fruit ripeness, safe working practices and also worker welfare. • Block C10 Division 2 (Barn Owl Nest Observation). To check nest condition. • Block D06 Division 1: HGU Pole No. 127. Observation the conditions and position of legal boundary. • Block D05 Division 1: HGU Pole No. 125 and 126. Observation the conditions and position of legal boundary. • Block C10 Division 2 (2 Fertilizer Applicator). Interview with the fertilizer applicator related type of fertilizer use according to the procedure and also worker welfare. • Block G07 Division 2 (Peat Area). Observation peat area, water management, water level monitoring, piezometer monitoring and subsidence pole conditions and staff interviews on monitoring techniques. <p>Bumi Lestari Estate</p> <ul style="list-style-type: none"> • Fertilizer Warehouse (1 Worker) Field observations related to condition of the storge, symbols, MSDS, channels and pesticide spill containers, and pesticide stock, and management of hazardous and toxic materials. • Pesticide Warehouse (1 worker) Field observations related to condition of the storge, symbols, MSDS, channels and pesticide spill containers, and pesticide stock, and management of hazardous and toxic materials. • Housing Complex Division 1 (2 workers) Observation and interview regarding to feasibility of facilities,

- complain mechanism, waste management, clean water and access to basic needs
- **Generator House** Observation and staff interview about hazardous maintenance, medical check up.
 - **Landfill Division 1 Block G-05** Observation and interview to supervisor anorganic and organic management, and OHS aspect.
 - **Observation of Pesticide Houses** Field observations and staff interviews related to the condition and facilities of pesticide houses.
 - **Material Warehouse (2 operator)** Field observations related to condition of the storage, symbols, MSDS, channels and pesticide spill containers, and pesticide stock, and management of hazardous and toxic materials.
 - **Solar tank** Observation Hazardous waste management, MSDS, Symbols and the others.
 - **Workshop (3 operator)**. Observation and interviews with employees related to management of hazardous
 - **Day Care (2 workers)** Interview related to worker welfare, complain mechanism, and feasibility of facilities
 - **Block J07 Division 2 (4 Pesticide Applicator)**. Observation on safe working practices and interview with the spraying workers related type of pesticides use according to the procedure and also worker welfare.
 - **Block H04 Division 1 (2 harvester and 1 picker)**. Observation and interview with harvester related fruit ripeness, safe working practices and also worker welfare.
 - **Block H04 Division 1 (Loading FFB process)**. Interview with foreman of FFB about loading FFB procedure, administration, FFB sortation in platform, safety and health and worker welfare.
 - **Block H05 Division 1 (Barn Owl Nest Observation)**. To check nest condition.
 - **Block H06 Division 1: HGU Pole No. 17**. Observation the conditions and position of legal boundary.
 - **Block I06 Division 1: HGU Pole No. 18**. Observation the conditions and position of legal boundary.
 - **Block H04 Division 1: HGU Pole No. 69**. Observation the conditions and position of legal boundary.
 - **Block F04 Division 1: HGU Pole No. 70**. Observation the conditions and position of legal boundary.
 - **Block H05 Division 1 (Peat Area)**. Observation peat area, water management, water level monitoring, piezometer monitoring and subsidence pole conditions and staff interviews on monitoring techniques.
 - **Block H05 Division 1 (Immature area – Year Plant 2016)**. Observation immature area of year plant 2016.
 - **Block G04 Division 1 (Fire Tower)**. Observation the conditions of fire tower.

Bumi Palma Mill

- **Weighbridge station**. Observation and interviews related to FFB reception, CPO/PK dispatch, SCCS implementation and workers welfare.
- **Spare part storage**. Observations and interviews related to safe work practices and workers welfare
- **WWTP**. Observation and interviews regarding the management of POME
- **Water Treatment Plant (1 operator)**. Field observations and staff interviews related to working hours, occupational safety and health (PPE), water sources, water treatment, chemicals used, MSDS, occupational accidents, first aid boxes, health checks, Fire Distinguisher (APAR). and workplace conditions.
- **Hazardous waste storage (1 operator)**. Field observations related to the management of hazardous and toxic materials.
- **Furnace (2 operator)** Field observations and staff interviews related to working hours, occupational safety and health (PPE), water sources, water treatment, chemicals used, MSDS, occupational accidents, first aid boxes, health checks, Fire Distinguisher (APAR). and workplace conditions.
- **Workshop (2 operator)**. Observation and interviews with employees related to management of hazardous waste and hazardous material, training, provision of PPE, training, emergency response facilities
- **Interviews and Simulations with Emergency Response Groups** Observations related to the preparedness of the emergency response team, the ability and understanding of members, the completeness of the fire prevention equipment.
- **Security Post (2 security)**. Observation and interview with security related personnel understanding over the applicable SOP, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Loading Ramp (4 workers)**. 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.

- **Sterilizer Station (1 worker).** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Press Station (1 worker).** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Boiler Station (2 workers).** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Engine Room Station (1 worker).** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Kernel Station (1 worker).** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.

Bumi Sentosa Estate

- **Boundary poles No. 122 block E4 and No. 122A block F3.** Observation the conditions and position of legal boundaries
- **Subsident pole and Piezometer in Block I6.** Observation of subsidized benchmark conditions and staff interviews on monitoring techniques.
- **Spraying in Block H3.** Observation of spraying activities and interviews on health screening, employee understanding of spraying SOP, employment aspect etc.
- **Harvesting in Block F3.** Observation of harvesting activities and interviews on health screening, employee understanding of harvesting SOP, employment aspect etc.
- **Fire Tower block G3.** Observation fire monitoring and fire prevention
- **Watergate block H2/G2.** Observation water management system.
- **Housing in Division 1 & 2.** Interviews with housing residents and observations related to facilities provided by the company.
- **Daycare in Division 1 & 2.** Interviews and observations related to child care facilities provided by the company.
- **Mixing and washing facility in Division 1 & 2.** Interviews and observations related to hazardous waste management, hazardous material handling and OHS management.
- **Pesticide store in Division 1 & 2.** Interviews and observations related to hazardous waste management, hazardous material handling and OHS management.
- **Division 1 & 2 Office.** Interviews and observations related to OHS facilities.
- **Fertilizer Warehouse (1 Worker)** Field observations related to condition of the storage, symbols, MSDS, channels and pesticide spill containers, and pesticide stock, and management of hazardous and toxic materials.
- **Housing Complex Division 3 (2 workers)** Observation and interview regarding to feasibility of facilities, complain mechanism, waste management, clean water and access to basic needs

Surrounding Communities:

- **Bagan Jaya Village.** Interviews related to the issue of environmental pollution, land conflict issue, the company's contribution to society and the impact of corporate activities
- **Sebrang Sanglar Village.** Interviews related to the issue of environmental pollution, land conflict issue, the company's contribution to society and the impact of corporate activities
- **Nusantara Jaya Village.** Interviews related to the issue of environmental pollution, land conflict issue, the company's contribution to society and the impact of corporate activities
- **Sungai Rukam Village.** Interviews related to the issue of environmental pollution, land conflict issue, the company's contribution to society and the impact of corporate activities
- **Lintas Utara Village.** Interviews related to the issue of environmental pollution, land conflict issue, the company's contribution to society and the impact of corporate activities

Stakeholder consultation describes on appendix 1.

2.3 Stakeholder Consultation and Stakeholders Contacted	
2.3.1	Summary of stakeholder consultation process.
RC	<p>Consultation of stakeholders for PT Bumipalma Lestari Persada held by:</p> <ol style="list-style-type: none"> 1. Public announcement at web www.rspo.org on 11 January 2019. 2. Public consultation with government agencies of Indragiri Hilir Regency conducted by visit and interview on 26 February 2019. 3. Public consultation by interview with locals of the nearby village (Bagan Jaya, Sebrang Sangkar, Nusantara Jaya, Sungai Rukam and Lintas Utara Village) on 26 February 2019. 4. Consultation meeting and interview with Internal Stakeholder (labour union, worker cooperative, gender committee and local contractor) on 27 February 2019. 5. Consultation with NGO (Sawit Watch, WWF, Walhi and Jikalahari) via email on 19 February 2019. <p>Numbers of input from stakeholders were clarified by PT Bumipalma Lestari Persada.</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4 Determining Next Assessment	
	The next visit (ASA-1.1) will be determined eight to twelve months after date of certificate (February - 2020).

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Bumi Palma POM – PT Bumipalma Lestariopersada operation consisting of one (1) mill and three (3) oil palm estates.

During the assessment, there were no Nonconformities were assigned against Major Compliance Indicator raised; no nonconformity were assigned against Minor Compliance Indicators raised; and no nonconformance against supply chain requirement for CPO mill raised and four (4) opportunities for improvement were identified.

MUTUAGUNG LESTARI found that Bumi Palma POM – PT Bumipalma Lestariopersada complied with the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016); 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); and RSPO Certification System for Principles and Criteria, June 2017 (Endorsed by the RSPO Board of Governors on 14th of June 2017).

Therefore Auditor of MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is **Issued**.

Ref Std.	VERIFICATION RESULT of MUTU-Certification
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY	
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.
1.1.1	CH has develop Communication and Consultation Procedure which explain the mechanism to communication and list of document that can be access by stakeholders. The response to incoming mail not later than three (3) weeks after the letter was received. CH has inform to relevant agencies related to routine reporting such as POME report, hazardous report, land use report, implementation of environmental (RKL-RPL) report and manpower report. Interviewed with stakeholder inform that CH has given access to information such as RKL-RPL implementation report, CSR report and plantation business report, etc.
1.1.2	CH conduct has document storage and control procedure which inform storage period for each document. SPO Officer is responsible for identifying and planning the necessary information and shall be communicated / response plan to stakeholders and the depositary. The company also shown communication logbook periods 2018 which describes letter date, PIC, applicant name, the institution, the request, the necessary, the disposition, the decision maker and the letter status. Based on this document, there was no information request during 2018. Interview with stakeholder (community, worker union and government agencies) also inform that they never request information to CH.
	Status: Comply
1.2	Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

1.2.1

Company shown list of information for stakeholders listed on Communication and Consultation Procedure. The information list includes the number of employees and a list of basic wages of employees, payment of local taxes/retribution, environmental documents, deed of establishment and its amendments, the data of area and production, and fertilizer application data, evidence of land tenure, High Conservation Value identification report, HCS report, SIA reports, CSR program reports, guiding committee of occupational health and safety report, and etc. The list is available at each unit and can be accessed by internal and external stakeholders. If stakeholders ask for documents apart from the list, it needs approval from top management.

Interview with related agency company has socialize information that publicly available to related stakeholders. The publicly document also can be access in CH website (goldenagri.com.sg and smart-tbk.com) such as policy, code of conduct, organization structure and sustainability report. Interview with communities inform that if they want information they can ask to head of estate/ mill or head of administration.

Status: Comply

1.3

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

1.3.1

CH has a code of conduct policy of commitment to ethical conduct in all business operation and transaction applied since 1 August 2014. The policy has socialized in Bahasa to all workers including contractor workers and government institution. Interviews with workers, contractor and government institution, they already know and understand the business ethics policy. The business policy is also on display at the estate and mill offices.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

2.1.1

The Company has list of regulations of 2019 that includes local regulations and national regulation updated annually. List of laws/regulations listed has covers several aspects such as land permit and legality, manpower, occupational health and safety, best management practices and environment. Some examples of regulations compliance that have been done such as plantation business permit (No. 758/Menhutbun-VIII/2000 dated 29 June 2000). The other compliances of regulations are regarding to environment aspects are EIA management and monitoring in routinely, hazardous waste storage license approved by local government. Compliances of workers and OHS regulations are provided the minimum wage, company safety & occupational health, transporting and forklift operator etc.

Based on interview with stakeholders such as government agencies it is known that the company has comply the related regulations for example: has plantation business permit, land use right, no workers under age of 18, land application permit, hazardous waste storage permit etc. Based on interview with other stakeholders such as workers union and surrounding communities it is also known that the company has comply with related regulations for example: comply with minimum wage, there is no workers under age of 18 and there is no environment issues.

2.1.2, 2.1.3, 2.1.4

Procedure of legal requirement which presented in document SOP/SMART/UMUM/SADV//002, dated 1 July 2014 mentioned that sustainability officer has responsibility to arranged and monitored legal related laws and/or regulation. Internal audit of regulations compliance are conducted annually as example on 6 August 2018. The procedure mentioned that in order to monitor and update of laws and/or regulations, the sustainability officer required to actively check and make coordination with Government Agencies or Institutions.

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 corporate area originates from state land with other usage area status, in which there are several community's land. The acquisition process began with obtaining a location permit from the governor of Riau in 1990. The next process is land acquisition from community's area by providing compensation conducted in 1991/1992. The Company has Land Use Right (HGU) through Decree of Minister of Agraria and Chief of National Land Agency No. 73/HGU/BPN/95 dated 10 November 1995, with Certificate of HGU No. 1 dated 20 April 1996 for area 6,690 Ha. The HGU was valid until 31 December 2030. Based on information from external stakeholder and review on PT Bumipalma Lestari's hectare statement of 2018 it could be concluded that there is no expansion and new planting areas. Currently PT Bumipalma Lestari has managed area totaling for about 6,729.21 ha, which consist of 6,690 Ha under HGU and 39.21 Ha HGU-on process. However, scope of certification has stick on HGU area (6,690 ha).

2.2.2

Procedure of legal boundary poles monitoring and maintenance is presented in document No. SOP/SMART/CERS-EHSD/SADV//004 dated 1 July 2014. Procedure mentioned that maintenance was carried out by foreman with supervision of Assistant Manager. Estate management were able to shows location of boundary poles map as well as its coordinate points, which presented in document of Specific Situation Map No. 02/1995 of PT Bumipalma Lestari dated 30 March 1995 with scale 1:25,000. Boundary poles monitoring record period 2018 informed that from totaling 129 poles monitored it was identified 31 poles in Bumi Palma Estate, 55 poles in Bumi Lestari Estate and 43 poles in Bumi Sentosa Estate were in good condition and satisfactory maintained.

Based on field observation to Poles No. 122 block E4 and No. 122A block F3 (Bumi Sentosa Estate), No. 17 block H6, No. 18 block I6, No. 69 block H4, No. 70 block F4 (Bumi Lestari Estate), No. 125,126 block D5, No. 127 block D6 (Bumi Palma Estate), it could be concluded that estate management has monitor their boundary legal poles, clearly demarcated and visibly maintained . Verification using GPS indicates that the pole coordinate is in accordance with the provisions of the land title and confirmed that there has been no planting beyond the legal demarcated boundary areas of the plantation.

2.2.3, 2.2.4, 2.2.5, 2.2.6

The Company has established the mechanism for conflict resolution and land dispute in the procedure No. SOP/SMART/SENS-CSR/SADV//002 dated July 2014. Based on interview with communities and field observations, there were no significant land disputes and no indication of contractually army or paramilitaries using in plantation area of PT Bumipalma Lestari. However, it was reported by estate management that there were identified disputes areas totaling for about 23.28 ha (completed with map of disputes area), which claimed by 8 persons from surrounding Villages. To overcome this situation, estate management, occupant and stakeholder from village representative (Chief of Village and Elders) has agreed a resolution which mentioned that there will be no conflict between affected parties. All agreement were signed in January 2018 and this matters has goes smoothly without any conflicts. Hence it could be concluded that land conflict could be handled through a smooth and kinship process which involving representative from respective Villages.

Status: Comply

2.3

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

2.3.1, 2.3.2, 2.3.3 & 2.3.4

Procedure of Free, Prior, Inform and Consent (FPIC) is presented in document No. SOP/SMART/SENS-CSR/SADV//003 dated 1 July 2014. The procedure mentioned that FPIC shall be implemented since the beginning of estate and mill development. The Company has no new land acquisition and legal acquisition or compensation payment had conducted in 1991/1992. The results of compensation documents verification and interview with communities (Village of Bagan Jaya, Lintas Utara, Sungai Rukam, Sebrang Sanglar and Nusantara Jaya) are known that there is no indigenous rights or customary rights. It also known that compensation process are done directed to the land owner and not diminish the legal/customary right, landowners are given the freedom to release their land without coercion.

Status: Comply	
PRINCIPLE #3 Commitment to long-term economic and financial viability	
3.1 There is an implemented management plan that aims to achieve long term economic and financial viability.	
<p>3.1.1 The company has documents on the long-term plan contained in the PT Bumipalma Lestariopersada Feasibility Analysis period 2019 - 2023 that explain about business plan and operational management which includes: area statement, projections for production, CPO, PK, Revenue CPO and PK, cost estates, mill costs, profit and loss, and net profit and loss.</p> <p>Annual planning also evaluated at the end of year and compared with realization. It annual planning can be adjusted based on field condition, financial condition or another reason.</p> <p>3.1.2 Based on interview with management unit, PT BPLP has completed replanting activities in 2017, so there are no more replanting program.</p>	
Status: Comply	
PRINCIPLE #4 Use of appropriate best practices by growers and millers	
4.1 Operating procedures are appropriately documented and consistently implemented and monitored.	
<p>4.1.1 PT Bumipalma Lestariopersada has documents of SOP Technical of Oil Palm Cultivation starting from land clearing up to harvesting, approved by SMD Ops and entered into force on 12 June 2012. The SOP documents among others about planning of new area planting, replanting plans, nurseries, land clearing, planting, replanting, pest and disease control, weed control, fertilization, maintenance of immature plant, preparation ahead of harvest, harvesting, loading and transportation of FFB. The Oil Mill has SOPs covering all mill operations such as FFB Grading, Sterilization Station, Press Station, Threshing Station, Oil Room, Kernel Plant, Laboratory, CPO & PK Despatch, Engine Room, Boiler Room, Electrical, Workshop as well as Raw and Boiler Water Treatment Plant. That SOP's is available on audit site (Estate and Mill office) and written in a language that is easily understandable for workers (written in Bahasa).</p> <p>Interviews were conducted to harvesters, pesticides applicators, and manuring workers in BPME, BPLE and BSNE and also operators in BPMM. Based on the results of interviews can be concluded that the workers understand the duties and responsibilities of their work in accordance with the applicable SOP.</p> <p>The entire procedure both of plantation and mill has been included of safe working instruction, other than those described in the HIRAC document.</p> <p>4.1.2 and 4.1.3 The company has a procedure associated with operational internal audit in the SOP No. SOP-ISCC/IMT/OIA. The SOP approved by VPA and VPM, entered into force on 1 July 2011. Ensuring consistency of procedures implementation, the suitability and effectiveness of the procedure, suitability with regulatory updates and best practices, the companies routinely conduct internal audit activities both agronomic and processing. It is held by the Department of Operational Internal Audit (OIA) every semester. The records of internal audit on second semester of 2018 has been documented. Non compliance records of internal audit has been corrected and verified by management. There is no revision of SOP at the recertification assessment. In each SOP, there is page of document control that record the revision if any.</p> <p>Each unit has documented the operations of the estate and mill production such as daily reports, supervisor workbooks, etc. The field visit at the mill shows that the unit has been documenting the daily activities in a daily production report that documented by using computerized systems.</p>	

4.1.4

Procedure of third party FFB source was presented in document of Work Agreement. Based on production and FFB processing record, it was informed that FFB supplier third parties for BPMM are PT Agrotunggal Jayamandiri and PT Kharisma Riau Sentosa Prima. A valid FFB transaction and processing agreement of those supplier were available.

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

The company has SOP of Manuring (SOP/SMART/MCAR/IX/TA-PPK) to maintain soil fertility. The SOP approved by SMD Ops on 12 June 2012. The company has conducted soil sampling units and leaf sampling units (SSU/LSU), manuring activities, POME applications, and ground cover maintenance in accordance to maintain soil fertility.

BPME, BSNE and BPLE can show documents on the realization of anorganic fertilization for 2018. The auditor conducted an interview with the fertilizer workers at BPME. Fertilization is done manually by sowing. Workers can also explain the fertilization procedure well, which is in accordance with the dosage determined based on the recommendations.

4.2.2 and 4.2.4

Bumi Palma Estate, Bumi Lestari Estate and Bumi Sentosa Estate shown the plan and the realization of anorganic fertilization for period January to December 2018. Based on document review and interview with the staff, the realization of fertilization in all estates reach 100% completed according to the program. Apart from anorganic fertilizers mentioned above, by-product of bunch ash have also been applied in BPLE and BPME with dosage about 4.00 to 5.50 kg/palm, and have been applied in BPLE of 327.40 tons and in BPME of 103.83 tons. In period 2018, there is no application bunch ash in BSNE.

4.2.3

The company has routinely monitored the changes on the nutrient status based on the regular soil sampling unit (SSU) and leaf sampling unit analysis (LSU) to determine fertilizers recommendation. The sampling spot has been determined in each division and block routinely by SMART Research Institute (SMARTRI) and it is supported by well-trained census Officer in each estate. SSU is conducted every 5 year for trees with age of 3, 8, 18 and 23, meanwhile LSU is conducted annually. The last LSU result was issued on March and April 2018 and the last SSU result was issued on December 2017. Visual observations performed every year at the time of leaf analysis activities. Visual observation is a consideration in determining the fertilizer recommendations, deficiency of nutrients and analyze the potential of disease which is likely to become endemic of a particular disease.

Result of soil and leaf analysis published recommendation on fertilizer doses to produce an optimal production of palm fruit. Principles of fertilization are giving treatment on the ground to produce the nutrients required by palm and generating optimal results.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1; 4.3.2 and 4.3.6

The company has soil map which derived from soil survey semi detail conducted by Plantation Monitoring and Planning Division (PMNP) in 2007, Reg. No. 447/202/PMNP/VII/2007 for Bumi Palma, Bumi Lestari and Bumi Sentosa Estate. Maps were in scale 1:25,000 and 1:50,000. According to map, it could concluded that all estates has covered by 100 % peat soil with shallow depth category, ranged from 1.50 to 3.00 m. Moreover, slope within estates in PT BPLP operational areas were classified as flat (0-3%). This is confirmed during field observation to BPLE, BPME and BSNE. Overall, it could be concluded that soil suitability has classified as marginal for oil palm cultivation with limitation factor on the presence of peat soil which may lead to soil low fertility and poor drainage properties. To overcome those limitation factors, several strategies has been conducted, such as soil compaction, hole in hole planting and water management through installation

and maintenance of field drain system with 1:16, 1:8, 1:4 or 1:2 patterns (depend on field conditions), as well as water level, water table and peat subsidence monitoring. Furthermore, in order to enhance soil fertility level, application of fertilizer towards leaf and soil analysis has also conducted by SMARTRI Agronomist.

4.3.3

The company has two type of transportation. FFB from owned estates (BPME, BSNE and BPLE) were mostly transported through peat canals system while FFB from outside grower, several owned estate blocks and CPO were transported through ground-based road. Both transportation system has maintained for smoothness of FFB and CPO transportation.

The company was able to shows canal desilting program and realization in BSNE, BPME and BPLE for period 2018 which presented in work program division report. For example, for BPME has been doing 18,000 meters and BPLE 22,000 meter of canal maintenance. Based on field observation to BSNE, BPME and BPLE, it was found that both canals and road conditions were well maintained and easily passable.

4.3.4

Procedure on peat management has presented in SOP of planning on new planting area and SOP of new land clearing. Both procedures mentioned that in order to minimize peat subsidence and peat over drain, water level management on 50-70 cm, water table monitoring through piezometer, peat subsidence poles monitoring, watergate installation and drains or canals desilting were compulsory to be conducted. According to document reviews, it could be concluded that the company procedures has adopt RSPO manual on BMPs for existing oil palm cultivation on peat 2013. Moreover, Indonesian regulations related to peat management such as Indonesia Forest Moratorium 2011, Presidential Decree No. 32/1990 and Minister of Agriculture Decree No. 14/2009 were also adopted.

PT BPLP has subsidence monitoring poles of 38 compliance points with details:

- BPLE: there are 15 compliance points.
- BPME: there are 15 compliance points.
- BSNE: there are 8 compliance points.

The company shows the results of monitoring subsidence poles from August 2017 to December 2018. Monitoring of subsidence poles is done every 1 month. From the results of the monitoring, various results were obtained. For example, in block A02 BSNE from August 2017 to December 2018 there is a land surface increase of 0.9 cm. In general, the results of monitoring subsidence poles concluded that there was no significant land subsidence, even more likely that the soil surface in the PT BPLP area had increased. This is because water conditions are very well maintained and the company also has good water management because all transportation of FFB is carried out through water canals.

BPLE, BPME and BSNE can show water level and piezometer monitoring documents from January 2018 to January 2019. The average water table is maintained in 40 cm below ground surface. Monitoring of water table is carried out every 1 week. At the time of visit in block G07 BPME, water table measured were about 20 cm below ground surface and in block H05 BPLE, water table measured were about 40 cm below ground surface. Moreover, soft grasses has looks maintained to retain soil moisture on the field.

4.3.5

The company has demonstrated the assessment of the drainability assessment of oil palm plantations of PT Bumipalma Lestarpersada. Based on the results of the study conducted can be concluded several points, namely:

- The drainability assessment activity at PT BPLP is done by approaching condition analysis of peat characteristic and drainage / hydrological condition with study area boundary of HGU BPLP Area
- The drainability assessment in PT BPLP is done by approaching rainfall data analysis, distribution and channel dimension, river network, ground water level and zonation of water governance. For water management zonation in PT BPLP is divided into 5 zones. Available zonation maps of water governance and flow direction of PT BPLP.
- Projected future peatland drainage conditions related to the viability of oil palm plantation activities in PT BPLP are conducted with an analysis Drainage Limit Time (DLT) approach each zonation. Referring to the analysis result, it is known that from every zone 1 of 176.47 year zone 2 is 137.61 years, zone 3 is 468.75 year, zone 4 is 468.75 year and zone 5 is 468.75 year. Then the area can still be used for production activities (in the case of replanting)

The main drainage problems that occur in PT BPLP are the water supply (water supply), the loss of water (water loss) and overcapacity or flood. Water resources management and drainage problem solutions are carried out by (1) operational water management and (2) drainage problem solution (through channel maintenance and infrastructure development for water management).

Status: Comply

4.4

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

4.4.1

High conservation values identification on 2012 and Environment Evaluation Study (SEL) report indicates there is no springs and river stream on entire company operational areas. Water sources that identified were surface canal water on estates.

PT BPLP also shown drainability assessment on 2018 as long term water management plan, this assessment consist of water management plan such as : water management Re-Zoning, stop block and watergate installation, flooding areas re-mapping, canal management for optimum water intake. According to environment monitoring program analysis, it was informed that the company activity has not affect the value of BOD and COD in the downstream, since the figure in the upstream is already above the standard required. Moreover, domestic housing well and consumption water from reverse osmosis testing analysis shows that all parameters are still relevant with standard quality.

4.4.2

Based on semi detil soil map with 1:25000 scale indicates there is no river stream on entire company areas. Field visits on Immature area block G5 Bumi lestari estate and block E6 Bumi Palma estates found that company has maintained water level between 75 cm and cover crops on field and ground cover on canals are growing well.

4.4.3

CH has the permit of dispose of liquid waste into water bodies based on the decision of the investment service and integrated service of Indragiri Hilir District on October 20, 2017 number 503 / DPMTSP-IPAL / 08 which is valid for 5 years.

observation in WWTP and mill effluent discharge point and interview with environmental agency indicates there is no environmental pollution caused by POME discharging activities. The waste water quality testing conducted by accreditation laboratory. The quality standard used is the Decree of LH No. 5 of 2014. Parameters tested include: BOD, COD, pH, Oil, and N. the results of testing the quality of wastewater in the past year showed no parameters that exceeded the quality standard.

4.4.4

The company has had SOP/SMART/MCMD/I/TM/PKS procedures Revision 6. Point 6.8 explained about SOP of Water Treatment Station, that is:

- Water derived from reservoirs in Raw Water Tank
- Water is accommodated in Raw Water Tank then be flowed to Clarifier Tank for the settling process (chemical injection).
- The precipitated water is filtered (sand filter)
- After going through the screening process, the water is used for boilers and domestic consumption.

Water usage records in 2018 is documented in recapitulation and distribution of water of mill. The average of water consumption for processing is 0.645 m3 water/ton FFB from budget 0.675 m3 water/ ton FFB. All the evidence provided and field visit lead the auditor to conclude that the company has had well water management program and has been implemented with periodic monitoring.

Status: Comply

4.5

Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated

Pest Management techniques.

4.5.1

The activity budgeted on the program were consist of detection, census and monitoring of pests and diseases attack, biological control such as barn owl nest installation and planting of beneficial plants. According to IPM activity records for January to December 2018 such as program and realization of rat census, leaf eating caterpillar census, and termite census, it could be concluded that all the census results were still under its economic threshold. There is no invasive species attack. This may lead to zero use of pesticides for pests and diseases control. It could be concluded that IPM techniques implemented by biological methods is effective to control pests and diseases, and also to minimize the use of chemicals. Furthermore, according to pesticides used record in 2018, agrochemical uses was only implemented for weeds control purposes.

The company has a good commitment to improve the use of pest natural predator as part of integrated pest control. One of natural predator development is the reproduction and the construction of barn owl box as a mechanism to control rat. It monitoring barn owl box occupation at least once a month. The monitored parameter are the existing of barn owl in the boxes, left food, and sign of reproduction such as egg or owl. Currently, there are total 214 barn owl boxes in PT BPLP and inhabited 201 barn owl boxes.

4.5.2

The company has records of the training implementation for workers who are involved in the implementation of integrated pest management, for example, Integrated Pest Management training on 2 October 2018 with the number of participants are 25 employees consisting of census operators, supervisors, and field assistants. Based on interview with the worker revealed that the worker understand the method of plant pest and diseases census or detection.

Status: Comply

4.6

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

4.6.1

The company has SOP and work instruction on weeds management, the guidance covering about chosen, storage, application, contaminated handling, known about signs and symptoms of pesticides poison and first aid for poison case. To ensure pesticide used are in accordance with the target, company conducted identification the type of weed found in operational area. Based on field visits and interviews with 4 pesticide applicators in block B01 BPME, 6 pesticide applicators in block H05 BSNE and 4 pesticide applicators in block J07 BPLE, it was concluded that workers knew about the function of the chemical used and selective when doing the spraying activity, as for example for glyphosate material used to spray the circle and harvesting path only while the weeds in inter row not sprayed. The company used *Isopropil amina glyphosate* and *Metil metsulfuron* which have received permission from the government. Based on document verification and observation to pesticide storage, there is no prohibited chemicals use.

4.6.2

The company has documented records of pesticide toxicity in the document of Monthly Pesticide Toxicity Data. The document is recorded product name, active ingredients, LD₅₀, area treated, amount of active ingredients applied per Ha, and total application. This document is constantly recorded and updated by Estate Sustainability Officer each month.

4.6.3

PT BPLP has program to reduce the pesticide usage by replacing pesticides with biological controls such as using natural predators to control rat and planting the beneficial plant. Based on document review and field observation, several IPM program with biological approach that has been implemented such as rat control by *Tyto alba*, and leaf eater caterpillar by planting beneficial plant such as *Turnera subulata* and *Casia cobanensis*. Moreover, it has also conducted early detection routinely listed in the monthly report of early warning system. There is no prophylactic use. In 2018, the company does not use pesticide for pest control at all.

4.6.4

On the August 2015, President Director of SMART Tbk issued a memorandum not to use paraquat in 2016. Regarding to

Pesticides that are categorized as WHO Class 1A or 1B, there is Social and Environment Policy that stated minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances. Based on document verification and field visit to pesticide storage, there is no paraquat and WHO Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions application from January 2018 until January 2019.

4.6.5; 4.6.7 and 4.6.9

The results of field observation in warehouse and interview with pesticide applicator in BPME, BPLE and BSNE, it is known that the employees have been given regular training in safe work practices. This was evidenced by the employee can demonstrate the correct way to work in accordance with the procedures including how use and handling the risks in accordance with material safety sheets. There have been sheets of safety work (MSDS) and the symbols of hazardous and toxic materials are properly installed on the walls and doors of warehouse. The pesticide applicator also using personal protective equipment in accordance with specified hazard identification and material safety data sheet such as respirator mask, gloves, safety shoes, apron and goggles.

In addition, employees are also informed about the steps of secure work in each roll call in the morning before work. Meanwhile, the spraying workers interviewed also claimed that after spraying they will be washing up and drying up the PPE and spraying tools (sprayer tank, jerry, etc), and taking shower/changing clothes in special place near pesticide store of the division office. Therefore, based on field observation to mixing area in BPME, BPLE and BSNE, that known there are storage for keeping all PPE's and spraying tools after use.

4.6.6

Procedure of material management (including agrochemicals) and material movement has presented in document SOP/SMART/LEMS-EHSD/SADV/I/006 which covers ex pesticide containers collection and recording. Based on document review and field visit on chemical storage shown that during 2017-2018, company only use 3 types pesticides (erkafurone, roll up, and rolifos) and all of this pesticides are produced by Rolimex. Based on MSDS, ex pesticides containers are allowed to be used for the same purposes over 3x washing .

Base on field visit in Chemical warehouse of Bumi Lestari Estate, Bumi Palma Estate and Bumi Sentosa estate found, there are signboards and hazardous symbols maintenance chemical by category, Material Safety Datasheet (MSDS), chemical logbook, emergency response, personal protective equipment and OHS management. All of ex pesticides/agrochemicals containers were kept temporary storage and then handed over to licensed hazardous waste managers.

Based on field visit at the Hazardous Waste Temporary warehouse and employee housing, it was found that all pesticide ex-containers have been stored in the Hazardous Waste Temporary Store Based The spraying team interview at BPLE and BPME claimed that handling of pesticide ex-containers has been done in accordance with established procedures. The ex-container of agrochemical can not be taken home or other used. The pesticide ex-containers are shipped entirely to licensed Haxardous Waste carrier company. The Company shows the Hazardous Waste Manifest from PT Pratama Saoloan Green, dated 22 November 2018, among others contaminated ex-containers of 85 Kg.

4.6.8

Based on a review of documents and interviews with management staff, the company did not perform the application of pesticides from the air.

4.6.10

Field visit on Bumi lestari and bumi sentosa estates shown that agrochemicals containers are disposed based on MSDS i.e cleanly washed on pesticides optimalization storehouse and regularly submitted to PT Pratama Saoloan Green (last shipment conducted on November 2018). All evidence for ex agrochemical disposal for examples "*berita acara pengiriman bekas kemasan pestisida*" to licensed Haxardous Waste carrier company are available and verified by auditor. Both estates, Bumi lestari estate and bumi sentosa estate were implemented proper ways for waste disposal based on procedure SOP/SMART/LEMS-EHSD/SADV/I/002.

CH has conducted socialization and training on handling used pesticide packaging, for example socialization on April 16 2018 which was attended by 74 participants.

Based on the results of interviews with management and employees who came into contact with pesticides such as (spraying worker block employee B01 Div 3 Bumi Palma Estate and Block J07 Div 2 Bumi Lestari Estate) it was known that employees had understood the procedures for ex-pesticide management, such as ex-pesticide packaging must be stored in the hazardous waste warehouse. The same thing was conveyed by employees of the pesticide warehouse and fertilizing employees.

4.6.11

PT BPLP has list of pesticide operator based on latest data of February 2019 as many as 26 workers in BPME, 11 workers in BPLE and 15 workers in BSNE. Medical examination (cholinesterase) has been conducted on 15-16 January 2019 to all pesticides workers. The result of medical examination is informed to the workers and all pesticide operators are in a healthy condition (normal result). And also, based on interview with the workers, it is known that they are never get experience of occupational injury which caused by chemical such as irritation.

4.6.12

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

	Status: Comply	
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4.7

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

4.7.1

The company has a policy of occupational safety and health were written in Bahasa. The policy has been legalized and updated on 1 November 2013 by President Director of PT SMART. This policy is designed to control hazards in every activity that is in the working environment to prevent accidents and occupational diseases. 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 estate workers (harvester and pesticides applicator) and mill workers (boiler operator, engine room operator, kernel operator, etc.). 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.

4.7.2

The company shown the document of hazard identification, risk assessment and risk control which issued on January 2019. It will be reviewed if any occupational accident happen. The document describes the description/activity, potential hazards, risk assessment and risk control. Based on site observation at workshop in BPMM and agrochemical warehouse in BPME, BPLE and BSNE, 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 routine socialization about OHS, providing PPE, and OHS signboard are available in workplace.

4.7.3

Based on documents verification and interviews, it is known that all operators at BPME, BPLE, BSNE and BPMM already have lisense such as boiler operators, lift carrier operators, welders and electrical technician. The management unit has had the training plan for workers exposed to high noise levels such as training of procedure, socialization of HIRAC and safety briefing before work.

Based on field visits and interviews with workers, the company has provided PPE and it is known that all workers received socialization about PPE every morning before go to work. PPE provided adequate and appropriate based on the results

of identification of sources of hazard and risk control. PPE for type of glove, ear plug, ear muff, helmet, apron, goggles and safety shoes can be replaced immediately if damaged. This is evidenced by shown the recording of PPE distribution documents to the workers and the workers recognition from interviews also confirmed it.

4.7.4

The company already has persons that responsible for the OHS program within the organizational structure of Committee of Occupational Health and Safety (*P2K3*) established in each management unit. The organization routinely conducts monthly meetings on OHS issues in the workplace. The documentation of the meeting were recorded and stored well. Based on interviews to workers who are members of the *P2K3* organization it is known that monthly meetings are always routinely conducted to discuss about OHS such as consistency of PPE usage, work accident report, fire simulation, checking of emergency response equipment, OHS sign board, cleanliness of work area, etc.

4.7.5

The company provides procedures for accidents and emergencies in the SOP handling accidents and occupational diseases (SOP/SMART/HESS-EHSD-10) and SOP Preparedness and Emergency Response (SOP/SMART/GENERAL/SADV//005). The procedures cover the main potential causes of emergencies such as fires, chemical spills. The procedures also explained that records of all accidents shall be kept and periodically reviewed. Since one last year, there is no occupational accidents in PT BPLP. Simulation was performed to know the preparedness of emergency response equipment in the POM. The simulation was performed on hydrants located in the mill and the result of the experiment was concluded that the hydrant tool is ready for use.

Based on interviews with operators at BPMM, it was generally concluded that they understood emergency procedures and if an emergency occurred, they knew where the muster point was. However, based on interviews with the weighbridge operators at BPMM, these employees still did not fully understand the emergencies signs such as sirens and others. This becomes OFI, it needs to be improved again regarding socialization of signs if there is an emergency. **OFI**

BPME, BPLE, BSNE and BPMM has already licensed first aid officers and there was first aid internal training conducted on 4 October 2018 which was attended by 36 participants. Based on field visits and interviews, it was found that all the supervisor in each of activities were equipped with first aid kit and had been trained on the use of first aid boxes and the supervisor explained the usefulness of each first aid kit.

4.7.6

The company has provide medical care for worker including contract and permanent worker. Medical care is covered by worker and health insurance (*BPJS*). The payment for BPJS is conducted every month according to the available rule. Besides, the company also provide medical facilities for workers if work accident is occurred. Work accident will be reported to the *BPJS* Agency and claim for it will be done if the medical process has been completed. Based on document verification and interviews with workers, every worker has been registered to health insurance and accident insurance (*BPJS Kesehatan dan Ketenagakerjaan*). There are some contractors in certification unit. Based on interview with contractor representative, it is known that the accident insurance and health insurance for contractor’s workers is covered by the head of contractor itself.

4.7.7

The company has calculated the Lost Time Accident every month for monitoring the recording of occupational accidents. It shown the Lost Time Accident calculation per January 2019. This document informs the number of worker, number of working days, the number of non effective working days, overtime, hours of work in total, the number of accidents, the number of working days lost, hours of work a year, the number of accidents a year, lost days a year. Calculation of SR and FR is reviewed regularly and will be evaluated at monthly meeting of OHS Committee.

Status: Comply

4.8

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

4.8.1

CH has had the identification of personnel competence matrix for each year. The training is intended for the whole staff,

workers (permanent and contract/ PKWT), contractor and contractor workers. The training programme has covered all aspects of the RSPO principles and criteria such OHS, social, environment, good agricultural and manufacturing practices, etc. The last training related to aspect of the RSPO Principles and Criteria in 2018, which are Integrated pest management training, first aid training, handling pesticides training, SCCS training etc.

4.8.2

CH has had a worker training records for each unit stored in personal files. Based on interviews with workers in estate and mill it is known that workers have been trained and understand in accordance with the work being performed. Contractors has been involved in several training such as Socialization of GSEP, Business ethical, PPE and OHS.

Status: Comply

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

5.1

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

5.1.1

The Company has an environmental document such as Environmental Evaluation Study, approved by EIA Commission of the Ministry of Agriculture No.RC.220/713/B/ V/1993 on 1993. This EIA document are coverage 8000 ha study areas and 30 tonne FFB/hour POM capacity. The matrix of Environmental Management Plan/Environmental Monitoring Plan include the changes in hydrology, water quality degradation, Hazardous waste management, solid waste disposal, noise, and air quality, landfire prevention, increased pests and plant diseases, job creation and increasing revenue for community. Since 2016-2017 company has conduct replanting on bumi lestari and bumi sentosa estate. For this reason, companies develop new EIA addendum covering replanting activities and planning for Bumipalma mill capacity upgrading from 30 tonne FFB/hour to 45 FFB tonne/hour.

5.1.2

CH has carried out periodic environmental management and monitoring according to the direction of the *RKL / RPL* matrix carried out by the environment officer. The implementation of environmental monitoring and management plan documented and reported every 6 months to related agency, such as the reporting for 2nd Semester of 2018 was on 21th February 2019 to Environmental Agency of Indragiri Hilir. The monitoring report is made based on matrix identification in environmental document. The report made is in accordance with *KepmenLH* No. 45 of 2005 concerning guidelines for writing *RKL-RPL*.

5.1.3

Company done the environmental management and 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 *RKL-RPL* report, it's known that all monitoring parameters are in accordance with the requirements, there are no nonconformities in environmental management.

Public consultation with Environmental agency of Indragiri Hilir indicate that the company has made environmental management and there is no issue of pollution caused by the company's operational activities.

Review for environmental monitoring/management plans have been developed and listed on *RKL/RPL* management review document conducted on January 2019. For examples, related to replanting activities shown that company has properly managed and reduced all impact caused by plantation activities for examples zero burning activities and etc.

Status: Comply

5.2

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

5.2.1

Certificate holder has conduct HCV assessment which carried out by Biodiversity and Conservation Sustainability Division (RSPO approval HCV accessor) in 2012, presented in HCV report of HCV Identification PT BPLP dated February 2013. Peer review of the report had carried out in May 8th 2013 by Dr. Nyoto Santoso while public consultation had carried out in may 11th 2013 in, attended by 40 stakeholders.

Based on HCV identification there were identified two HCV attributes, i.e. HCV 1.2 on protected species and HCV 6. Based on HCV 1.2 identification, it was informed that there were no RTE species, but there were 9 species with category protected by PP No.7 / 1999, 8 species with category CITES appendix II, and one species identified on the IUCN redlist with Vulnerable status. Furthermore, HCV 6 has Identified in Block H09/H10 Div. 2 Bumi Palma Estate as local cemetery covered 0.50 ha areas and has been mapped in 1:50,000 scales.

5.2.2, 5.2.3, 5.2.4

Based on HCV identifications, interviews with workers and related agency during audit, and field visit found there is no species in PT BPLP operational areas categorized on RTE status. However, Companies has HCV management plant 2019 program, as follows for examples: regular species monitoring, HCV socialization to workers / communities, regular patrols for HCV areas and landfires activities.

The HCV monitoring including fauna and flora is conducted every month, for example the report period 2018 describes the species and its change from year to year since 2013 to 2018, the monitoring of flora and fauna also refers to PP 7/1999. The last monitoring flora fauna found in 2018 there are 6 types of Aves, 1 type of Mammal and 2 type of Reptile identified in the last monitoring. Reporting to relevant agency done through environment management and monitoring semester report.

Regular patrols within the plantation area was being carried out and findings recorded by the respective Estate, monitoring and control of any illegal hunting/fishing/collecting activities was also implemented. Signages that prohibit hunting/fishing/water polluting activities were verified on-site. Based on interview to chemical applicator stated that they has been known the company's policy related to HCV management.

In the CH's policy issued on 25 June 2012 describes the company's commitment to protect and prohibit illegal hunting/fishing/collecting RTE species. Socialization to workers and communities around was done regularly, for e.g on 3 July 2018 in Bumi Palma Estate (28 workers) and 10 August 2018 (20 operator). Interview with management representative states that inspection conducted routinely to worker's line-site and HCV area to ensure that the mitigation has been implemented. No found any violation done by workers such capture and collecting RTE species during the field observation.

5.2.5

Interviews with local communities found that the presence of HCV 6 on block H10 bumi palma estates was not overlapped with local communities' rights. Auditors team found that cemetery areas has not planted by oil palm trees and those place has been marked properly.

Status: Comply

5.3

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

5.3.1

All waste products and sources of pollution have been identified and documented in identification and evaluation of pollution source document issued on 2018.

Type of waste been identified for examples are :

- Estates, waste source : chemist activities, waste type : ex pesticides containers (toxic and hazardous waste)
- Mill, waste source : FFB process, waste type : shell and fiber (non toxic/hazardous waste)
- Estates, waste source : pruning activities, waste type : oil palm fornd (organic waste)

5.3.2 & 5.3.3

The CH has scheduled waste storage in each unit, mill and estate. The permit of Hazardous Waste storage is in accordance with Decree of Head of Capital Investment, Integrated Service and Industry Agency Indragiri Hilir districts No

503/DPMPTSP-IPSL.B3/4 issued on 20th October 2017 and valid for 5 years. Based on field observation in hazardous waste storage in mill and estate, the waste is placed accordance with its license.

The waste is collected by the transporter of hazardous waste (PT Pratama Saoloan Green). Document of hazardous waste transporting is in form of official report of handover and manifest. The latest handover of hazardous waste was on 22th November 2018, among others:

- AWE 0000528 for TL lamps as much as 2 kg
- AWE 0000500 for Used Oil as much as 1400 liters
- AWE 0000491 for 8 Pcs of Used Batteries
- AWE 0000530 for 85 kg of contaminated used packaging
- AWE 0000492 for 25 Kg used rag.
- AWE 0000284 for 55 kg used filters

Based on field observation in housing complex in BPME and BPLE, there is no hazardous waste that is reused. The in and out wastes is recorded in hazardous waste balance sheet that updated every month. Based on interview with worker in chemical storage in BPME and BPLE, ex-chemical container is re-used for pesticide mixing, other than that everything is collected at hazardous waste warehouse.

Domestic waste and other waste are managed in accordance with the management plan owned. Waste management plan can be seen in the document "list of identification of Environmental Aspects for 2018 for estate and mill", example of waste management carried out by CH is domestic housing waste is disposed of in landfills, shell waste and fiber are used as boiler fuel. Based on the results of field visits to the Mill Bumi Palma area it is known that shells and fiber are used as fuel, while EFB is burned and residual ash is used to be applied to the field.

Hazardous waste management has been done well by the company, this is indicated by the document recording the waste that already contains all the waste produced including waste from WTP. The results of visits to hazardous waste warehouse are known that waste from chemical packaging of WTP and other hazardous waste has been properly stored and managed according to the procedure. Based on the results of observations and interviews with 9 employees and operators in Mill area. 8 employees in the chemical warehouse, workshop, WWTP, and Empty Bunch Area have understood waste hazardous management well. but as a result of interviews with 1 WTP operator it is known that operators not really understand the management of hazardous waste.

The socialization and training carried out are good, but need to be improved and carried out again so that all employees become more understanding. the effectiveness of socialization and understanding employees regarding hazardous waste management will be ensured during the next audit. **OFI**

Status: Comply

5.4

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

The CH has reduce the use of fossil fuel by use of energy renewable, sighted the document of review of efficiency use of fossil fuels for 2018, which inform:

- Processed FFB is 160,637 ton
- CPO Production is 34,301 ton
- Fibre used 20,079.91 ton and shell 8,835.16 ton
- Actual diesel fuel use is 226,278 liter

The turbin using steam power generated from boiler and the boiler fuel derived from shell and fiber. So, based on data above, it is known that the efficiency of fossil fuel from reneable energy is as much as 897,402 liter.

Status: Comply

5.5

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

5.5.1 & 5.5.2

Based on field observation in BPME, BPLE, BSNE, there is no burning activities in estate. The CH has policy about prohibition of burning activities in estate. Besides, there is no new land clearing activities based on document and field observation. Also, the procedure of land preparation mentioned that zero burning method are used for preparing land. Based on field observation in estate, sighted the signboard for zero burning activities.

Status: Comply

5.6

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

5.6.1; 5.6.2

To reduce pollution and emission, the company has identified the pollution sources and emissions and the management steps which are described in SOP of Waste Management. In addition, company also identified GHG sources included management plan for reducing it. Monitoring for emission and pollutants (air emission, air ambient, odor, noise, and vibration) from estate and mill was done periodically every semester, covered on RKL/RPL implementation report and reported to environmental agency periodically. 2nd Semester 2018 testing result indicates all parameters related to emission are still comply with standard quality.

All waste including emissions and pollutions sources from Mill and estate are identified and recorded on waste and pollution identification risk 2019 document. Fossil fuel reducing have been implemented by fiber and shell usage. Realization of renewable energy have been monitored on monthly report for fiber and shell usage. Waste water has been monitored every months and monitoring periods July - December 2018 sighted that all of waste water testing parameters is compliant to the standards quality. Based on field visits in the boiler station any a fiber and shell is used as fuel. Remaining fiber shell and placed so did not result in pollution and potential fire. Base on field visit in landfill, Bumi Lestari Estate is known there are not ex pesticide containers disposed in landfills and be divided organic and an organic trash.

5.6.3

The CH already monitored and reported the significant emissions and pollutions annually using RSPO palmGHG calculator, for period of July 2017 – June 2018 describes as follow (calculator ver 3.0.1):

Summary of Net GHG Emissions

Emmission per product	tCO2e/tProduct
CPO	17.49
PK	17.49

Production	t/yr
FFB processed	131781.351
CPO produced	28146.248
PK produced	6897.905

Extraction	%
OER	21.36
KER	5.23

Lan use	Ha
Planted area	6082.55
Planted on peat	6082.55
Conservation Area	0

Summary of field emission and Sinks

Descripton	Own crop	Group	3 rd party
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Emissions Sources	tCO2e	tCO2e/ha	tCO2e/tFFB	tCO2e	tCO2e/tFFB	tCO2e	tCO2e/tFFB
Land conversion	60075.09	9.88	0.78				
CO2 emissions from fertilizer	44808.92	0.74	0.06				
N2O emissions	49599.01	8.15	0.64				
Fuel consumption	1148.99	0.19	0.01				
Peat oxidation	332107.23	54.6	4.29				
Sinks							
Crop sequestration	-56943.21	-9.36	-0.74				
Sequestration in Conservation area	0	0	0				
Total	390468.03	64.19	5.04			231543.39	

Summary Oil Mill Emissions and Credits

Remarks	tCO2e	tCO2e/t FFB
Emissions sources		
POME	14001.22	0.11
Fuel consumption	770.31	0.01
Grid electricity	0	0
Credits		
Export of grid electricity	0	0
Sales of PKS	-24021.8	-0.18
Sales of EFB	0	0
Total	-9250.27	-0.07

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

CH has conducted GHG emission calculations period 2018 Using 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 Apply November 2005 Cut of for LUC.

Status: Comply	
PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills	
<p>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.</p>	
<p>6.1.1 & 6.1.2 CH has Social Impact Assessment (SIA) in 2013 conducted by internal team. SIA explain of negative and positive impact for estate and mill operational with their recommendation for managing and monitoring the impact. SIA document was analyzing of local worker opportunity, worker welfare, economy improvement in the surrounding village, improvement of stakeholder activity, education, religion and health.</p> <p>Evidence of participation of related parties to SIA was also showed by the document of social impact meeting on May 2013 which was attended by stakeholder and also in form of questioner. Interview with communities inform that all negative issue has been covered by SIA.</p> <p>6.1.3 and 6.1.4 In effort to increase positive impacts and decrease negative impacts, CH has implemented management and monitoring plan of social impact for period October 2017 to September 2018. The monitoring of social impact performed by consultation with stakeholders who directly affected through regular meetings. Based on SIA monitoring in 2018, there are two issues which not settled regarding to dust and housing reparation. Beside that some issues has been settled such as pest invasive to community plantation, increasing community financial by CSR program, promotion of daily workers, etc. The result of monitoring has been evaluated as input for next management plan.</p> <p>Interview with communities inform that there was social impact related to dust, this also has been capture in monitoring of social impact in 2018. The management plan to reduce this issue is conduct road watering if no rain in two days. CH has show monitoring of rainy day and the implementation of road watering if no rain in two days. The effectiveness of social management plan related to dust will be observe in next assessment (OFI).</p> <p>It was demonstrated and well documented in Management and Monitoring Plans of SIA for period of October 2018 – September 2019. The plans have included a clear implementation schedule for a year and the person who is responsible for the implementation.</p> <p>6.1.5 CH didn't have smallholder.</p>	
Status: Comply	
<p>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.</p>	
<p>6.2.1 CH has Communication and Consultation procedure which explains guidance in planning, implementing, regarding communication and consultation among stakeholders. The procedure has been be designed in collaboration with local communities. Interviews with relevant stakeholders (communities, worker union, government agencies) indicates they known how to communicate with companies based on company procedures.</p> <p>6.2.2 According to Communication and Consultation procedure, CH has appointed estate manager and mill manager as person in charge of social. The PIC of social/ CSR officer is also responsible for communication and consultation with stakeholders including the dissemination of the list of documents that can be accessed by stakeholders. Interview with stakeholder (communities, government agencies, worker union) stated that they are knowing the PIC for communication.</p>	

6.2.3

CH has stakeholders list for 2019, there are some addition stakeholder such as *Masyarakat Siaga Api* and *Koperasi Binaan untuk Pertanian Ekologi Terpadu*. The other stakeholder is the same with previous stakeholder list consisting of government agencies, universities, surrounding villages, workers' organizations, public figures, and etc. Record of communication from external stakeholder is also available at estate and mill in form of communication book. Based on document review and interview with stakeholder stated that all CH has response all communication with stakeholders.

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

CH has Handling Complaints and Dissatisfaction procedure which explain grievance mechanism. Complain is started from the Chief of Administration who is tasked to receive reports of complaints and dissatisfaction, and continued with the completion by Head unit level, RC/PC, and VPA/VPM/CEO. In the SOP also explained about the protection of whistleblower. Grievances can also be communicated through labor union in the company.

The procedure has been socialized to stakeholders. Interview with stakeholder (communities and government agencies) stated that they know how to submit complain to company (if any).

6.3.2

CH has a complaint logbook document for each unit. Throughout 2018 there are no internal and external complaints at all unit. But during interview with communities, stated that there was complain related to dust. Based on complaint book, this issue has been happened in 2017 and CH has follow up by road maintenance an road watering. This issue only happen for communities who lived near company access road. The complaint handling was conducted based on agreement from community. To manage this issue, CH conduct road watering if there was no rain in two days.

Interview with workers and government agencies stated that there was no complaint to CH.

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

The Company has compiled SOP of Land Compensation, document No. SOP/SMART/SENS-CSR/SADV/II/002 (conflict resolution) dated 1 July 2014. Moreover, procedure on compensation was presented in document No. SOP/NP/SMART/VII/D&L002 (land acquisition and compensation) dated 10 July 2010 about conflict handling. The scope of procedure is all activities related to the compensation process for land over the land right cultivated by the Company, the purpose is to ensure the area of plantation free from others right. The Company has no new land acquisition and the entire compensation process was completed in 1992 that show in complete land compensation record. The results of compensation documents verification and interview with communities Village of Bagan Jaya, Lintas Utara, Sungai Rukam, Sebrang Sanglar and Nusantara Jaya) is known that compensation process are done directed to the land owner and landowners are given the freedom to release their land without coercion.

Status: Comply

6.5

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

6.5.1

There are two type of workers in CH consist of permanent workers and contract workers (PKWT). CH has implemented the payment of wages for all workers in 2018 refers to the minimum wage 2018 in accordance with Decree of Riau

Governor. The minimum wages is IDR. 2,617,500. While for minimum wages for 2019 is not yet approve by Riau Governor. If the minimum wages has been approve, CH will implement minimum wages for 2019. Based in CEO decree on March 2018 inform that the wages for PKWT is IDR 2,620,000 and for lowest grade of permanent worker is IDR 2,620,000 (IDR 2,483,500 and rice 15 Kg or IDR 136,500).

Based on interview with workers (permanent and PKWT) stated that they wages is in accordance with regulation. This is confirm with workers payslip. Terms of overtime payments for employees who work over working hours have been made in accordance with applicable provisions, such as examples of overtime workers of office workers and mill. For harvesters do not use overtime payment system, but the system of premium payment of harvest by still get the basic wage and there is no violation of wage or forced labor regulation.

6.5.2

Employment law contained in the Collective Labour Agreement period 2015 – 2017 which contained in Bahasa. The document has been contained about the acceptance of workers, working time, wages, employment, overtime and the payment, social security, work equipment and OHS, old age insurance and etc. Based on the results of interviews with labor union, Colective Labor Agreement 2018 – 2020 has been finilized and waiting approval from Ministry of Manpower. Workers rights and obligation in Collective Labour Agreement has been explained to all workers. Interview with workers stated that they know about workers right and obligation.

For PKWT, employment law contained in agreement which explain about working time, wages, insurance, etc. interview with PKWT workers the already know about rights and obligation that contain in agreement.

6.5.3 & 6.5.4

CH has been providing worker with facilities such as homes, worship places, clinic, schools (kindergarten, primary and junior high school), sports facilities and also daycare in appropriate conditions. In addition, the company provides transportation for student who attend school in the village around the company. Electricity in housing complex have been provided from mill and the clean water supply provided by the company through the artesian well. For water drinking is provide by company from Reverse Osmosis (RO). Based on interviews with workers and labor union, explained that the number of homes provided by the company have been sufficient for all workers. The workers also equipped by the worker’s cooperative that sell basic necessities and have easy access to surrounding villages to get basic necessities.

Status: Comply

6.6

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

6.6.1

CH has Policy of Freedom of Association for Employees which stated that the company respects the provisions and rules applicable in Law 21 of 2000 including freedom of association for workers / employees that are the basic rights of workers. Implementation of the policy is formation of Labor Union in each unit. Interview with employees and labor union officials, it was known that every worker has the right to join the labor union. Union membership is voluntary for the workers.

There is an other workers union in PT BPLP, which is Serikat Buruh Riau Mandari. The member of this union is 28 members. CH has respect all workers union in their operation area.

6.6.2

CH showed minutes of meeting of worker union, for example on 15 May 2018 discussed about workers coordination which attended by 26 members. Beside that worker unit also conduct meeting with company, such as on May 2018 discuss about Eid allowance. Based on interviews with labor union, explained that Labor Union has good communication with the company and for the minutes of the meeting also owned by Worker Union.

Status: Comply

6.7	
Children are not employed or exploited.	
6.7.1	
<p>Policy related to requirement of worker age can be traced through the Circular Letter from HR Director on 31 March 2009. The policy explained that the minimum age of workers who accepted is 18 years. Based on Employee List jan 2019 which described the worker's date of birth, it was known that age of all workers is over 18 years. As well as the visit and interviews with labor union, not found any worker who is under 18 years. Workers have been aware that the minimum age for employment is 18 years old and at the time of acceptance of work must be equipped with an ID card.</p>	
	Status: Comply
6.8	
Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.	
6.8.1 & 6.8.2	
<p>Policy related to not discriminate the workers listed in the Non Discrimination accordance with Circular Letter from CEO PSM 5 on 24 June 2009 stated that every operational unit must realize industrial relations without distinction of race, religion, race and sex in all occupations.</p> <p>Based on the list of workers, it was known that workers come from diverse ethnic, religious, age, sex and there was no migrant workers. interview with worker union, gender committee and workers known that CH did not discriminate against workers on the work reception or promotions.</p>	
6.8.3	
<p>CH can show identity of workers recorded when applying, such as ID card, Education Certificate, family card, results of medical check up, etc. CH can demonstrated promotion or appointment of new employees based on assessment. Interviews with worker union, workers and gender committee, known that he company did not discriminate the workers from acceptance till promotions.</p>	
	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	
<p>Policy regarding sexual harassment is listed in Circular Letter CEO 5 on 20 february 2009. The protection policy has been socialized to all levels of workers and based on interview with several level, they already know about the protection policy. CH has formed a Gender Committee to address women-related issues. Based on interviews with woman workers and Gender Committee the was sexual harassment case and has been follow up by CH and government.</p> <p>Interviews with a gender committee and female workers known that workers can explain the reproductive rights that provide by the company include leave of menstruation are given 2 days with the information from paramedic and day off for childbirth are given for period 1.5 months before giving birth and 1.5 months after giving birth. They also given the opportunity to breastfeed and not work in contact with chemicals.</p> <p>CH has Handling Complaints and Dissatisfaction procedure which inform Grievance Mechanism. In the SOP also explained about the protection of whistleblower. Grievances can also be communicated through labor union in the company. Complaint related to woman issues can be submitted through Gender Committee. The company has appointed gender committee members as a forum to address women's issues.</p>	
	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 and 6.10.4	
<p>Company did not purchase FFB from the third party, but company has a agreement with the third party for processing FFB. FFB received by the Bumi Palma mill comes from the own estate and third party (PT Agrotunggal Jayamandiri and</p>	

PT Kharisma Riau Prima Sentosa).	
Status: Comply	
6.11	
Growers and millers contribute to local sustainable development wherever appropriate.	
6.11.1 & 6.11.2	
<p>CH has local development programs or improved quality of life and the useful environment contained in CSR Activity Plan. Implementation of CSR in accordance with the needs of the community as indicated by the document submission / proposal request assistance. For 2018, CH contribution to local development consist of:</p> <ul style="list-style-type: none"> • Education. Assistance students and teachers to participate at elementary school competition and repair of elementary school library. • Economic. Develop Integrated Ecological Agriculture (<i>Pertanian Ekologi Terpadu/ PET</i>). • Infrastructure. Routine maintenance of roads, bridges and trenches • Social. repair public facilities, assistance for youth activities, sports, local and religious arts • Environment. Develop <i>Masyarakat Siaga Api</i>, and help complete facilities for firefighting equipment. <p>In addition, the company also works with local contractors for several activities including purchases from local businesses. The results of interviews with the communities was known that the company has realized the assistance to communities. Based on the results of document review, stakeholder interviews and field visits also known there is no scheme smallholders.</p>	
Status: Comply	
6.12	
No forms of forced or trafficked labour are used.	
6.12.1, 6.12.2 & 6.12.3	
<p>Based on employment documents verification, field observation, interview with government agencies, it was known that workers are permanent worker, and contract workers. There are no migrant workers, no substitution contracts, no labor trade or forced labor forms were found. All workers has been equipped with the Working Agreement or Appointment Letter that has been agreed together. CH has overtime form in accordance with regulation and CH is consider to review the use of the term "overtime order" in the overtime form. It will be observe in next assessment (OFI).</p> <p>Results of field visit in estates and mill were not found child labor or worker families who helped worker without any agreement.</p>	
Status: Comply	
6.13	
Growers and millers respect human rights	
6.13.1	
<p>The Policy of human right is written in point 6 of social and community which is approved by the President director on 10 November 2011. Based on interviews with workers, labor unions and government agencies, there was no issues regarding human right violation, the worker welfare, no discrimination against workers and company has given of right in accordance with the agreement.</p>	
Status: Comply	
PRINCIPLE #7 Responsible development of new plantings	
7.1	
A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.	
7.1.1, 7.1.2 & 7.1.3	
<p>Certification units have no expansion and new development of plantation area after November 2005.</p>	

	Status: Comply	
7.2		
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.		
7.2.1 and 7.2.2		
Based on documents review, interview and field visits, it is known that the company did not expand the operational area and there is no more land clearing activity after 2005.		
	Status: Comply	
7.3		
New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.		
7.3.1, 7.3.2, 7.3.3, 7.3.4 & 7.3.5		
PT BPLP does not make any expansion over its operation area after November 2005. Document's review and interview with management revealed that the latest land clearing was conducted in October 2005.		
The document review and interview with management showed that the company is not performed land clearing after 1 November 2005. HCV identification in PT BPLP was conducted on 2012. GAR, as the parent of PT BPLP has conducted disclosure of liability data and zero liability disclosure on 29 August 2014 by email.		
	Status: Comply	
7.4		
Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.		
7.4.1 and 7.4.2		
Based on documents review, interview and field visits, it is known that the company did not expand the operational area and there is no more land clearing activity after 2005.		
	Status: Comply	
7.5		
No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
7.5.1		
Based on documents review, interview and field visits, it is known that the Company did not expand the operational area and there is no more land clearing activity after 2005.		
	Status: Comply	
7.6		
Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
7.6.1, 7.6.2, 7.6.3, 7.6.4, 7.6.5, 7.6.6		
Based on documents review, interview and field visits, it is known that the Company did not expand the operational area and there is no more land clearing activity after 2005.		
	Status: Comply	
7.7		
Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.		
7.7.1 & 7.7.2		
Based on interview with estate management unit, government agencies, village representatives, as well as review on hectare statement 2018, it could be concluded that there is no new expansion or extension of PT BPLP operational areas.		

<p>Land clearing has lastly carried out in October 2005.</p> <p>HCV assessment has conducted in 2012. Golden Agri Resources (GAR) as mother company of PT BPLP has deliver disclosure of liability data and zero liability through email on August 29th 2014.</p>	
<p>Status: Comply</p>	
<p>7.8 New plantation developments are designed to minimise net greenhouse gas emissions.</p>	
<p>7.8.1 & 7.8.2 Based on interview with estate management unit, government agencies, village representatives, as well as review on hectare statement 2018, it could be concluded that there is no new expansion or extension of PT BPLP operational areas. Land clearing has lastly carried out in October 2005.</p> <p>HCV assessment has conducted in 2012. Golden Agri Resources (GAR) as mother company of PT BPLP has deliver disclosure of liability data and zero liability through email on August 29th 2014.</p>	
<p>Status: Comply</p>	
<p>PRINCIPLE #8 Commitment to continuous improvement in key areas of activity</p>	
<p>8.1 Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.</p>	
<p>8.1.1 Improvement conduct by CH</p> <ul style="list-style-type: none"> • Develop new house to replace old ones • Replacement of supporting facilities such as offices, pesticide storage in the division, etc. <p>Aspects of Best Management Practices: The company has implemented a commitment to continuous improvement, including:</p> <ul style="list-style-type: none"> • Control of rat pests using owl predators (<i>Tyto alba</i>). • Biological leaf caterpillar pests control by planting and maintaining (conservation) beneficial plants, such as <i>Antigonon leptosus</i>, <i>Cassia cobanensis</i>, and <i>Turnera subulata</i>. • Since 2016, PT BPLP was no longer using Paraquat. <p>Environment:</p> <ul style="list-style-type: none"> • Processing canal water to be used as drinking water and distributing it to all employees • The results of the 1 year limitation test are always below the quality standard <p>Social aspect</p> <ul style="list-style-type: none"> • Stakeholder meeting to discuss social impact of PT Bumipalma Lestari Persada • CSR Program • Develop 5 team for fire fighting in community level to reduce hotspot issue in Riau Province. <p>All aspect regularly reviewing and evaluation to ensure effectiveness for improvements such in best management practices aspect which in pest monitoring and evaluation known that biological control can managed the pest population. In social aspect known that CSR program and participatory SIA can effectively manage the social impacts etc. The monitoring mechanism is based on the each aspect, for social aspect the company conduct SIA monitoring by direct interview with stakeholder. The action plan for social such as develop 5 team for fire fighting in community level to reduce hotspot issue in Riau Province.</p>	
<p>Status: Comply</p>	

3.2 Summary of Assessment Report of Supply Chain Requirements
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 organization take legal ownership and physically handles RSPO certified sustainable oil palm products. The entire area, mill and storages are owned by the organization and all processing from FFB to CPO/PK are done by the Bumi Palma Mill. PK transporter are under contract with buyer, however the CPO transporter is under contract with PT. Bumipalma Lestari Persada, which is PT. Sumber Kencana Inhu.</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 site does not buy from any RSPO licensed traders. CSPO and CSPK are produced from certified FFBs processed that supplied from its own estates.</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>The parent company are member of RSPO (Golden Agri Resources Ltd):</p> <ul style="list-style-type: none"> - Number of RSPO membership: 1-0096-11-000-00 - RSPO IT Platform of Bumi Palma Mill: RSPO_PO1000001064
	Status: Comply
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>Parent company or site has no processing aids</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 -> Segregated -> Mass Balance.</p> <p>The organization has applied mass balance supply chain model correctly and there is no declassification. Bellows are FFB supplier for BPMM:</p> <ul style="list-style-type: none"> - PT Bumipalma Lestari Persada (RSPO certified). - PT Kharisma Riau Sentosa (RSPO non-certified). - PT Agro Tunggal Jaya (RSPO non-certified)

	Status: Comply
5.2.2	
The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	
The organization has applied mass balance supply chain model only	
	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.	
Bumi Palma Mill has the documents of supply chain procedures for Mass Balance models with document No. SOP/SMART/CERS-EHSD/SADV//003 dated 1 July 2014, revised 2018. The procedures established and covering all elements of the supply chain model requirements, records and reports of compliance with supply chain requirements including responsibilities of each key personnel involved, definition, the FFB reception process, weighing, checking quality, processing, monitoring refined products, mass balance calculations, delivery of the product. The procedure is according to RSPO SCCS 21 November 2014, revised 14 June 2017. Based on interviews with mill clerk it was known that bridge with certified FFB from PT BPLP owned estate were received and measured in weigh-bridge with capacity 20 ton, while FFB from outsider and "long-strip" areas (which was certified areas of PT BPLP) were received in weigh-bridge with capacity 40 ton. Software program of "Weighbridge" has used by operator to classified and separate RSPO certified and non-certified products.	
	Status: Comply
5.3.2	
The site shall have a written procedure to conduct annual internal audit	
The Procedure to conduct annual internal audit are describe in SOP for internal audit No. SOP/SMART/UMUM/SADV//009 issued on 1 July 2014 covering all audit for sustainable palm oil including SCCS. In the SOP mentioned that internal audit are done annually. Internal audit of SCCS conforms to the requirements in the RSPO SCCS and the RSPO market communications and claims documents and effectively implements and maintains the standard requirements. The last internal audit are conduct at 8 – 12 October 2018.	
	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	
Bumi Palma Mill has received FFB RSPO certified from PT Meganusa Intisawit which was in the same group of Golden Agri Resources (GAR). The Mill do not bought RSPO certified products (CSPO and CSPK) from outsource or traders. Based on documents verification of FFB receives are known that all data such as name, address, date of transaction, date of issued claim, transport documentation were match without any non compliance.	
	Status: Comply
5.4.2	
The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents	
The company has SOP of handling non-conforming oil palm products and/or documents describe in supply chain procedures for Mass Balance models with document No. SOP/SMART/CERS-EHSD/SADV//003 dated 1 July 2014, revised 2018. Non-conforming of oil palm product has describe a false in deliveries and regarding of certified products record. The handling of this non-conforming are to corrected the record and monitored by mass balance record documents. Based on interview and observation to weigh-bridge stations, it was known that certified FFB from PT BPLP owned estate were received and measured in weigh-bridge with capacity 20 ton, while FFB from other sources (outsiders or FFB from other GAR group) were received in weigh-bridge with capacity 40 ton.	

	Status: Comply
5.5	Outsourcing activities
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.</p>
	<p>The company has an agreement with a third party in terms of transporting CPO (PT. Sumber Kencana Inhu). The transporters have complies to the requirements of the RSPO Supply Chain Certification Standard show in contractor control form (Formulir/Smart/MCAR/XVI/TA-PKT/03 issued 26 March 2012 revised 1 February 2019).</p>
	Status: Comply
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <ol style="list-style-type: none"> The site has legal ownership of all input material to be included in outsourced processes; 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. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. 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
	<p>The company has legal ownership of CPO and PK products which in the transport of CPO is given to third parties under the agreement of CPO Transportation with PT. Sumber Kencana Inhu No. 001/BPLP/BMM/01/2019 - CPO dated 2 January 2019. CPO transportation contract has a clause regarding the fulfillment of RSPO SCCS and ensure that certification bodies have access to the outsourcing contractor. The site has control system on contractor control form (Formulir/Smart/MCAR/XVI/TA-PKT/03 issued 26 March 2012 revised 1 February 2019).</p>
	Status: Comply
5.5.3	<p>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.</p>
	<p>The site has record the names and contact details of contractor used for the processing or physical handling of RSPO certified oil palm products, such as PT. Sumber Kencana Inhu (CPO Transporter), address: Riau.</p>
	Status: Comply
5.5.4	<p>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</p>
	<p>A contractor used (names and contact details) has been informed to the CB, which is PT. Sumber Kencana Inhu (CPO Transporter).</p>
	Status: Comply
5.6	Sales and goods out
5.6.1	<p>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</p>

The site has product information provided in such as document of weighbridge ticket, delivery order and other invoices. The informations are:

- The name and address of the buyer;
- The name and address of the seller;
- The loading or shipment / delivery date;
- A description of the product RSPO certified Mass Balance model
- The date on which the documents were issued;
- The quantity of the products delivered;
- Any related transport documentation;
- etc.

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

Bumi Palma Mill has registered all transactions in RSPO IT platform.

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.

Transactions are registered in RSPO IT platform as for periods Period of 25 March 2018 – 24 March 2019

• Certified CPO sold to each buyer

Date	Buyer	Volume (Ton)
27/02/2019	Removing stock	2,000
27/02/2019	Removing stock	1,141.70
02/01/2019	Removing stock	1546
23/01/2019	PT SUMBER INDAHPERKASA	111.31
23/01/2019	PT SUMBER INDAHPERKASA	2,433.09
30/11/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	991.88
30/11/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	2,211.89
6/9/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	920.9
6/9/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	1,081.45
16/08/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	915.9
16/08/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	1,039.19
4/8/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	807.8
4/8/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	1,303.65
14/07/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	647.23

14/07/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	709.95
30/06/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	909.75
30/06/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	846.65
16/05/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	755.57
20/04/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	902.45
2/4/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	901.52
25/03/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	852.92
TOTAL		23,030.80
• Certified Palm Kernel sold to each buyer		
Date	Buyer	Volume (Ton)
11/2/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	147.59
7/2/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	97.67
13/02/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	100.55
22/01/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	292.37
16/01/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	102
3/1/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	150.82
10/12/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	150.3
7/12/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	197.62
22/11/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	145.54
1/12/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	151.9
28/11/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	152
2/11/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	151.49
30/10/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	200.2
18/10/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	146.77
19/10/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	201.42
27/09/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	300.8
3/9/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	253.96
8/9/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	152.44
17/09/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	148.8
16/08/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	303.22
18/08/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	150.06
1/8/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	99.39
27/07/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	100.28
21/07/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	200.62
17/07/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	253.04
11/7/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	198.96
28/05/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	200.34
9/5/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	197.69
3/5/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	198.53
25/03/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	151.48
3/4/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	146.77
Total		5,444.62
	Status: Comply	
5.8	Training	
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff	
	SCCS training are planned annually, for example in 2018 conducted on 21 August 2018.	
	Status: Comply	
5.8.2		

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

The company has provided training at 21 August 2018 for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements, such as: dispatch operators, weighbridge operators, etc. Based on interview at weighbridge station is known that the weighbridge operator and SCCS person in charge have understand the RSPO supply chain procedures.

Status: Comply

5.9 Record keeping

5.9.1

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

The site has maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements. Those are describe in this recertification report on section of Module E CPO Mills - Mass Balance Requirements.

Status: Comply

5.9.2

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

The retention times for all records and reports are keep in minimum 10 years According to the SOP no. SOP/SMART/UMUM/SADV/II/001. Based on documents verification, there is available at mill the record of supply chain for last 2 years.

Status: Comply

5.9.3

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

FFBs, CSPO and CSPK produced and/or claimed records are kept in minimum 12 months. Record of all certified palm oil / palm kernel oil volumes purchased (input) and claimed (output) for period of 25 March 2018 to 24 March 2019:

Period	CPO production (Kg)			CPO Dispatch (Kg)			Total
	Cert	Non Cert	Total	RSPO	Other scheme (ISCC)	Non Cert	
Last period stock	150,430	246,888	397,318	-	-	-	-
25 March 2018	292,368	160,891	453,259	165,960	-	-	165,960
April 2018	1,240,994	792,146	2,033,140	1,360,550	-	937,910	2,298,460
May 2018	1,344,329	925,033	2,269,362	1,139,350	-	918,250	2,057,600
June 2018	1,650,351	655,451	2,305,802	1,185,900	-	636,760	1,822,660
July 2018	3,321,466	945,562	4,267,028	4,034,440	-	839,940	4,874,380
August 2018	2,810,737	791,195	3,601,932	2,719,810	-	844,540	3,564,350
September 2018	2,979,831	603,240	3,583,071	3,098,800	-	604,980	3,703,780
October 2018	2,202,628	1,048,766	3,251,394	2,175,950	-	901,760	3,077,710
November 2018	2,183,740	968,463	3,152,203	2,191,480	-	996,830	3,188,310
December 2018	1,865,811	660,920	2,526,732	1,872,170	-	612,300	2,484,470
January 2019	1,891,635	622,600	2,514,235	1,835,860	-	919,180	2,755,040
24 February 2019	1,263,811	695,435	1,959,245	1,302,160	-	699,200	2,001,360
Total	23,198,129	9,116,592	32,314,720	23,082,430	-	8,911,650	31,994,080

Period	PK production (Kg)			Cert PK Dispatch (Kg)			Total
	Cert	Non Cert	Total	RSPO	Other	Non Cert	

					scheme		
Last period stock	73,146	153,359	226,505	-	-	-	-
25 March 2018	71,668	39,491	111,159	48,640	-	-	48,640
April 2018	311,863	200,203	512,066	260,810	-	294,220	555,030
May 2018	336,654	234,618	571,273	385,920	-	291,530	677,450
June 2018	319,072	139,134	458,206	107,810	-	75,800	183,610
July 2018	651,883	185,546	837,429	694,080	-	126,550	820,630
August 2018	664,896	188,334	853,230	759,210	-	242,950	1,002,160
September 2018	740,744	149,642	890,386	738,400	-	144,510	882,910
October 2018	546,222	260,149	806,371	599,070	-	325,180	924,250
November 2018	633,920	283,710	917,630	479,750	-	264,910	744,660
December 2018	475,371	169,299	644,670	407,470	-	150,460	557,930
January 2019	461,948	153,000	614,948	653,240	-	149,660	802,900
24 February 2019	269,736	147,126	416,862	416,070	-	49,440	465,510
Total	5,557,124	2,303,610	7,860,734	5,550,470	-	2,115,210	7,665,680
Status: Comply							
5.10	Conversion factors						
5.10.1							
Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries							
The site doesn't applied a conversion rate.							
Status: Comply							
5.10.2							
Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.							
The site doesn't applied a conversion rate.							
Status: Comply							
5.11	Claims						
5.11.1							
The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.							
Question :							
Any communication to any stakeholder group / customers issued in accordance with RSPO Rules on Market Communications and Claims?							
Based on announcement and transaction report documents review, it concluded that all RSPO certified products submitted are in compliance with the RSPO Rules on Market Communications and Claims.							
Status: Comply							
5.12	Complaints						
5.12.1							
The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.							
Procedures for stakeholders complaints established in the document no. SOP/SMART/SIGS-CSR/SADV/003, issued on 1 July 2014.							
Status: Comply							

5.13	Management review
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken
	The company has management review conduct annually at 2 November 2018.
	Status: Comply
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement.
	The content of management review related to SCCS are the result of internal audit, customer feedback, preventive and corrective actions, follow up actions and recommendations for improvement.
	Status: Comply
5.13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs.
	The Management review are include the decision and actions related to Improvement of the effectiveness of the management system and its processes and Resource needs.
	Status: Comply

3.2.2 (Module E) CPO Mills - Mass Balance Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements			
E.1	Definition			
E.1.1				
<p>Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p> <p>The site is applied supply chain model Mass Balance due to it still received FFB from uncertified sources. FFB's suppliers to Bumi Palma Mill are:</p> <ul style="list-style-type: none"> - PT Bumipalma Lestari Persada (RSPO certified). - PT Kharisma Riau Sentosa (RSPO non-certified). - PT Agro Tunggal Jaya (RSPO non-certified) 				
Status: Comply				
E.2	Explanation			
E.2.1				
<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p> <p>Estimate product certified CPO and PK for period 25 March 2019 – 24 March 2020 describe at this re-certification report (basic info 1.8.3). Actual tonnage product certified for period 25 March 2018 – 24 March 2019:</p>				
Period of 21 April 2018 – 20 April 2019 (tonnes/year)				
Products	Estimate	Extension	New estimate	Actual <i>*(period 25 March 2018 – 24 February 2019)</i>
CSPO	20,245	4,772	25,017	23,047.70
CSPK	5,240	791	6,031	5,483.98
<p>The extension approved on 25 February 2019 due to an additional production from certified product.</p>				
Status: Comply				
E.2.2				
<p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p> <ul style="list-style-type: none"> • RSPO IT Platform member registration number: RSPO_PO1000001064 • Certified CPO sold to each buyer 				
	Date	Buyer	Volume (Ton)	
	27/02/2019	Removing stock	2,000	
	27/02/2019	Removing stock	1,141.70	
	02/01/2019	Removing stock	1546	
	23/01/2019	PT SUMBER INDAH PERKASA	111.31	
	23/01/2019	PT SUMBER INDAH PERKASA	2,433.09	
	30/11/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	991.88	
	30/11/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	2,211.89	
	6/9/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	920.9	
	6/9/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	1,081.45	
	16/08/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	915.9	
	16/08/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	1,039.19	
	4/8/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	807.8	

4/8/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	1,303.65
14/07/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	647.23
14/07/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	709.95
30/06/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	909.75
30/06/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	846.65
16/05/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	755.57
20/04/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	902.45
2/4/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	901.52
25/03/2018	PT IVO MAS TUNGGAL - LUBUK GAUNG	852.92
TOTAL		23,030.80

• Certified Palm Kernel sold to each buyer

Date	Buyer	Volume (Ton)
11/2/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	147.59
7/2/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	97.67
13/02/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	100.55
22/01/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	292.37
16/01/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	102
3/1/2019	PT IVO MAS TUNGGAL - Lubuk Gaung	150.82
10/12/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	150.3
7/12/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	197.62
22/11/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	145.54
1/12/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	151.9
28/11/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	152
2/11/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	151.49
30/10/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	200.2
18/10/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	146.77
19/10/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	201.42
27/09/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	300.8
3/9/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	253.96
8/9/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	152.44
17/09/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	148.8
16/08/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	303.22
18/08/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	150.06
1/8/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	99.39
27/07/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	100.28
21/07/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	200.62
17/07/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	253.04
11/7/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	198.96
28/05/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	200.34
9/5/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	197.69
3/5/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	198.53
25/03/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	151.48
3/4/2018	PT IVO MAS TUNGGAL - Lubuk Gaung	146.77
Total		5,444.62

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.

Bumi Palma Mill has the documents of SCCS procedures for Mass Balance models with document SOP/SMART/CERS-EHSD/SADV/003 dated 1 July 2014, revised 2018. The procedures established and covering all elements of the supply

chain model requirements, records and reports of compliance with supply chain requirements including responsibilities of each key personnel involved, definition, the FFB reception process, weighing, checking quality, processing, monitoring refined products, mass balance calculations, delivery of the product. The procedure is according to RSPO SCCS 21 November 2014, revised 14 June 2017.

Based on interviews with mill clerk note that the clerk understand the separation between FFB certified and non certified. It was known that certified FFB from PT BPLP owned estate were received and measured in weigh-bridge with capacity 20 ton, while FFB from outsider and "long-strip" areas (which was certified areas of PT BPLP) were received in weigh-bridge with capacity 40 ton. Software program of "Weighbridge" has used by operator to classified and separate RSPO certified and non-certified products.

Status: Comply

E.3.2

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

The mill has procedure of Supply Chain RSPO Products - Mass Balance Model (SOP/SMART/CERS-EHSD/SADV/II/003 dated 1 July 2014, revised 2018) explaining that:

- The source or supplier of FFB received by the mill can be classified into 3: Own estates (certified or non certified), smallholder scheme and individuals FFB.
- All FFB suppliers has recorded /recapitulated/and maintained its current status.
- Suppliers of certified FFB as a sustainable raw material that can be identified or given information that differentiates it from non-certified suppliers.

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 site has verified and documented the volumes of certified and non-certified FFBs received. Certified and non-certified FFB received period of 25 March 2018 to 24 February 2019:

Month	FFB (Kg)		
	RSPO Certified	Non Certified	Total
25 March 2018	1,377,454	748,210	2,125,664
April 2018	5,914,656	3,817,874	9,732,530
May 2018	6,495,538	4,504,730	11,000,268
June 2018	8,007,808	3,238,270	11,246,078
July 2018	15,286,936	4,453,030	19,739,966
August 2018	13,027,410	3,674,580	16,701,990
September 2018	13,374,512	2,738,038	16,112,550
October 2018	10,666,198	4,959,562	15,625,760
November 2018	10,310,734	4,669,832	14,980,566
December 2018	8,453,076	3,048,710	11,501,786
January 2019	8,502,976	2,763,830	11,266,806
24 February 2019	5,915,552	3,283,716	9,199,268
Total	107,332,850	41,900,382	149,233,232

Status: Comply

E.4.2

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

There is no projected overproduction of certified tonnage, the company has extended the certified volume approved on 25 February 2019 due to an additional production from certified product. The Tonnage of product certified:

Products	Period of 21 April 2018 – 20 April 2019 (tonnes/year)			
	Estimate	Extension	New estimate	Actual

				*(period 25 March 2018 – 24 February 2019)			
CSP0	20,245	4,772	25,017	23,047.70			
CSPK	5,240	791	6,031	5,483.98			
Status: Comply							
E.5	Record keeping						
E.5.1							
<p>a. The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p> <p>b. 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.</p> <p>c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>							
<p>The Certificate holder has record and balance all received of RSPO FFB and deliveries of RSPO certified CPO and PK. The Volume of certified CPO and PK are delivered from accounting system according to conversion by percentage of FFB certified. The sales of RSPO product claim for period of 25 March 2018 to 24 March 2019 are sold from a positive stocks:</p>							
Period	CPO production (Kg)			CPO Dispatch (Kg)			Total
	Cert	Non Cert	Total	RSPO	Other scheme (ISCC)	Non Cert	
Last period stock	150,430	246,888	397,318	-	-	-	-
25 March 2018	292,368	160,891	453,259	165,960	-	-	165,960
April 2018	1,240,994	792,146	2,033,140	1,360,550	-	937,910	2,298,460
May 2018	1,344,329	925,033	2,269,362	1,139,350	-	918,250	2,057,600
June 2018	1,650,351	655,451	2,305,802	1,185,900	-	636,760	1,822,660
July 2018	3,321,466	945,562	4,267,028	4,034,440	-	839,940	4,874,380
August 2018	2,810,737	791,195	3,601,932	2,719,810	-	844,540	3,564,350
September 2018	2,979,831	603,240	3,583,071	3,098,800	-	604,980	3,703,780
October 2018	2,202,628	1,048,766	3,251,394	2,175,950	-	901,760	3,077,710
November 2018	2,183,740	968,463	3,152,203	2,191,480	-	996,830	3,188,310
December 2018	1,865,811	660,920	2,526,732	1,872,170	-	612,300	2,484,470
January 2019	1,891,635	622,600	2,514,235	1,835,860	-	919,180	2,755,040
24 February 2019	1,263,811	695,435	1,959,245	1,302,160	-	699,200	2,001,360
Total	23,198,129	9,116,592	32,314,720	23,082,430	-	8,911,650	31,994,080
Period	PK production (Kg)			Cert PK Dispatch (Kg)			Total
	Cert	Non Cert	Total	RSPO	Other scheme	Non Cert	
Last period stock	73,146	153,359	226,505	-	-	-	-
25 March 2018	71,668	39,491	111,159	48,640	-	-	48,640
April 2018	311,863	200,203	512,066	260,810	-	294,220	555,030
May 2018	336,654	234,618	571,273	385,920	-	291,530	677,450
June 2018	319,072	139,134	458,206	107,810	-	75,800	183,610
July 2018	651,883	185,546	837,429	694,080	-	126,550	820,630
August 2018	664,896	188,334	853,230	759,210	-	242,950	1,002,160
September 2018	740,744	149,642	890,386	738,400	-	144,510	882,910
October 2018	546,222	260,149	806,371	599,070	-	325,180	924,250
November 2018	633,920	283,710	917,630	479,750	-	264,910	744,660
December 2018	475,371	169,299	644,670	407,470	-	150,460	557,930
January 2019	461,948	153,000	614,948	653,240	-	149,660	802,900
24 February 2019	269,736	147,126	416,862	416,070	-	49,440	465,510
Total	5,557,124	2,303,610	7,860,734	5,550,470	-	2,115,210	7,665,680
Status: Comply							

3.3 Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
RC	PT Bumipalma Lestari Persada do not use RSPO trademark and CB Logo.	NA
	Status: Comply	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
RC	PT Bumipalma Lestari Persada do not use RSPO trademark and CB Logo.	NA
	Status: Comply	
3.	Implementation of Certificate and Logo is not used on product	X or√
RC	PT Bumipalma Lestari Persada do not use RSPO trademark and CB Logo.	NA
	Status: Comply	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
RC	PT Bumipalma Lestari Persada do not use RSPO trademark and CB Logo.	NA
	Status: Comply	

3.4 Summary of RSPO Partial Certification

Compliance of the uncertified management units of Golden Agri Resources, 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

Golden Agri Resources, Ltd Time Bound Plan (TBP) is explained in table 1.10. Golden Agri Resources run forty two (42) mills and one hundred thirty six (136) estates (own and smallholders) in Indonesia and has achieved RSPO certified for twenty eight (28) mills and supply base in Indonesia. Golden Agri Resources, Ltd has informed the TBP progress, MUTU has considered that Golden Agri Resources, Ltd is comply with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by Golden Agri Resources, Ltd on January 31, 2016 approved by President Director and MO Sustainability Strategic & Stakeholders Engagement.

MUTU has verified partial certification for un-certified unit's subsidiary of Golden Agri Resources, Ltd based on their Time Bound Plan. There are sixteen (16) uncertified management unit of GAR. 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 is 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 is no labour disputes that are not being resolved through an agreed process
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Company Group/Holding Statement: Companies are already doing internal audits. There are internal audit reports for each company.</p> <p>Auditor Verification: Internal Audit report available for uncertified management unit:</p> <ul style="list-style-type: none"> - PT Sinar Kencana Inti Perkasa (Sungai Kupang Mill and supply base), 24 – 28 October 2016 - PT Sinar Kencana Inti Perkasa (Kasuari Mill and supply base), 24 – 28 October 2016 - PT Agrolestari Mandiri (Pekawai Mill and supply base), 21 – 25 November 2016 - PT Binasawit Abadi Pratama (Perdana Mill and supply base), 19 – 23 Desember 2016 - PT Agrokarya Prima Lestari (Kuayan Mill and supply base), monitoring via SPO Scorecard online. - PT Mitra Karya Agroindo (Tangar Mill and supply base), monitoring via SPO Scorecard online.

		<ul style="list-style-type: none"> - PT Paramitra Internusa Pratama (Belian Mill and supply base), 28 March – 01 April 2016 - PT Sawit Mas Sejahtera (Sungai Kikim and supply base), monitoring via SPO Scorecard online. - PT Sinar Kencana Inti Perkasa (Sungai Magalau Mill and supply base) 28 March – 01 April 2016 - PT Agro Lestari Sentosa (Jalemo Mill and supply base), monitoring via SPO Scorecard online - PT Adi Tunggal Mahajaya (Sako Mill) (under construction) - PT Kresna Duta Agroindo (Pelakar Mill and supply base) 24 – 29 October 2016 - PT SMART (Bukit Kapur Mill and supply base) 15 – 19 February 2016 - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base) 19 – 23 Desember 2016 - PT Kresna Duta Agroindo (Gunung Kombeng Mill and supply base 06 – 10 February 2017 - PT Sawitakarya Manunggal (Sawita Mill and supply base)
<p>i.</p>	<p>No replacement after dates defined in NIs Criterion 7.3 of:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>Company Group/Holding Statement: GAR and its subsidiaries have been reporting disclosure and zero liability to RSPO by email dated August 29, 2014 and the company has been sent data evidence of LUCA to RSPO by email dated April 11, 2016. Progress result of review LUCA at follow-up via email RSPO dated October 24, 2016 to answer RSPO is still in the review process.</p> <p>Auditor Verification: RaCP Process for:</p> <ul style="list-style-type: none"> - PT Agrolestari Mandiri (Pekawai Mill and supply base) - PT Sinar Kencana Inti Perkasa (Sungai Kupang Mill and supply base) - PT Sinar Kencana Inti Perkasa (Sungai Magalau Mill and supply base) - PT Agro Lestari Sentosa (Jalemo Mill and supply base) - PT Kresna Duta Agroindo (Pelakar Mill and supply base) - PT SMART (Bukit Kapur Mill and supply base) - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base)

ii.	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>Company Group/Holding Statement: There is no new planting.</p> <p>Auditor Verification: Based on auditor verification there are some new planting conducted by company, but NPP has been applied these.</p> <ul style="list-style-type: none"> - PT Binasawit Abadi Pratama (Perdana Mill and supply base) - PT Agrokarya Prima Lestari (Kuayan Mill and supply base) - PT Mitra Karya Agroindo (Tangar Mill and supply base) - PT Paramitra Internusa Pratama (Belian Mill and supply base) - PT Agrolestari Mandiri (Pekawai Mill and supply base) - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base) any new planting since January 1st 2010 and NPP has been applied these.
iii.	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>Company Group/Holding Statement: There are no land conflicts. The Company has a land conflict resolution mechanism in accordance with the RSPO criteria 6.4; 7.5; and 7.6. This procedure is outlined in the SOP Social Conflict Management (SOP/SMART/SENS-CSR/SADV/II/02). This procedure regulates social conflict settlement agreed. Conflict resolution can be done in a participatory manner and can also be done by a third party (mediator). The company also has procedures to deal with complaints before they become conflicts. The procedure is SOP/SMART/SIGS-CSR/SADV/II/003. The company handling complaints appropriately and quickly. GAR has been initiated to become a member of RSPO DSF as a category "out growers".</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are no land conflicts for</p> <ul style="list-style-type: none"> - PT Sinar Kencana Inti Perkasa (Sungai Kupang Mill and supply base) - PT Mitra Karya Agroindo (Tangar Mill and supply base) - PT Kresna Duta Agroindo (Pelakar Mill and supply base) - PT SMART (Bukit Kapur Mill and supply base) <p>There are any land conflicts but was in the process of completion for</p>

		<ul style="list-style-type: none"> - PT Agrolestari Mandiri (Pekawai Mill and supply base) - PT Sinar Kencana Inti Perkasa (Sungai Magalau Mill and supply base) - PT Sawit Mas Sejahtera (Sungai Kikim and supply base) - PT Agro Lestari Sentosa (Jalemo Mill and supply base) - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base) - PT Kresna Duta Agroindo (Gunung Kombeng Mill and supply base)
iv.	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>Company Group/Holding Statement: There is no issue of labour disputes in uncertified unit. The company also has procedures to deal with complaints workers before they become conflicts. The procedure is SOP/SMART/SIGS-CSR/SADV//003.</p> <p>Procedures related employee issues is arranged in the form of internal grooves for employees included in the category of internal stakeholders. Media that is used to deliver complaint is a formal letter submitted by unions or incorporated into a suggestion box which is provided in a convenient location.</p> <p>Auditor Verification: There is no information from public source and RSPO website on any labour conflict for uncertified unit of the group subsidiaries.</p>
v.	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Company Group/Holding Statement: Companies comply with the regulations in accordance with the requirements of the RSPO 2.1 and 2.2 where there is no violation of the rules that are relevant to the plantation. The company has a mechanism to evaluate compliance with regulations, namely SOP/SMART/UMUM/SADV//002. In SOP describes procedures for compliance, completeness and groove sections which explain in detail to evaluate compliance with the legislation.</p> <p>Auditor Verification: Land legal process is still going on and there is a detail update progress documented by the company for each year.</p> <ul style="list-style-type: none"> - PT Paramitra Internusa Pratama (Belian Mill and supply base), still in the process of

		<p>Committee B and the company has got plantation business permit (IUP)</p> <ul style="list-style-type: none"> - PT Sinar Kencana Inti Perkasa (Kasuari Mill and supply base), there is a legal non-compliance. - PT Agro Lestari Sentosa (Jalemo Mill and supply base) and PT Adi Tunggal Mahajaya (Sako Mill) doesn't have Land Use Title (HGU). - PT Kresna Duta Agroindo (Pelakar Mill and supply base), there is a difference the concession area between Land Use Title (HGU) and Plantation Business Permit (IUP) and Permits Location. - PT SMART (Bukit Kapur Mill and supply base, doesn't have land use title (HGU), the HGU is still on process. - PT Sawitakarya Manunggal there is an area is still in process for HGU (Committee B meeting). - PT Djuanda Sawit Lestari is an area is still in process for HGU Muara Kandis Estate (574.58 Ha) - PT Ivomas Tunggal there is an area is still in process for HGU Samsam Estate (29.09 Ha), Kandista Estate (158.46 Ha), Nenggala Estate (419.9 Ha), Sei Rokan Estate (102.7 Ha), Ujung Tanjung Estate (557.3 Ha) - PT Buana Wiralestari Mas there is an area is still in process for HGU Naga Mas Estate (253.39 Ha), Naga Sakti Estate (59.79 Ha), Kijang Mas Estate (56.07 Ha) - PT Ramajaya Pramukti there is an area is still in process for HGU Rama Rama Estate (318.76 Ha) - PT Bumipalma Lestari persada there is an area is still in process for HGU Rama Rama Estate (39.21 Ha)
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3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components

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

NCR No.	: -	Issued by	: -
Date Issued	: -	Time Limit	: -
NC Grade	: -	Date of Closing	: -
Standard Ref. & Requirement	: -		
Non-Conformance Description & Evidence observed :			
<i><u>There is No Non-Conformity</u></i>			
Root Cause Analysis:			
-			
Corrective Action:			
-			
Preventive Action:			
-			
Assessor Evaluation and Conclusion:			
-			
Verified by	: -		

3.5.2 Identification of Findings, Corrective Actions and Observations at RC Assessment

NCR No.	: -	Issued by	: -
Date Issued	: -	Time Limit	: -
NC Grade	: -	Date of Closing	: -
Standard Ref. & Requirement	: -		
Non-Conformance Description & Evidence observed :			
<i><u>There is No Non-Conformity</u></i>			
Root Cause Analysis:			
-			
Corrective Action:			
-			
Preventive Action:			
-			
Assessor Evaluation and Conclusion:			
-			
Verified by	: -		

3.5.3 Opportunity for Improvement

No	Ref Std	Descriptions
1	4.7.5	Improved socialization of emergencies
2	5.3.2	Improved understanding of employees in hazardous and toxic waste management
3	6.1.3	Improved management of social impacts related to dust issues
4	6.12.1	Review the use of the term "overtime order" in the overtime form

3.5.4 Noteworthy Positive Components

No	Descriptions
1	The company's commitment in implementing sustainable palm oil management systems (ISPO, ISCC and SMK3)
2	Document presentation, staff competency on relevant aspects and good communication.
3	Improving the quality of housing facilities
4	Good communication with the surrounding community
5	Good water management
6	Provision of drinking water for employees
7	Decrease in GHG emissions
8	Construction of the fire fighting community
9	Community empowerment through integrated ecological agriculture (PET)

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

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>Surrounding Communities:</p> <ul style="list-style-type: none"> • Bagan Jaya Village. • Sebrang Sanglar Village • Nusantara Jaya Village. • Sungai Rukam Village. • Lintas Utara Village. <ul style="list-style-type: none"> • The communication and relation between villages around with company are well maintained, the company's public relation already known by the communities. The mechanism for complaint and grievance submission has been understood well by the community • There were no significant land disputes and no indication of contractually army or paramilitaries using in plantation area of PT Bumipalma Lestari Persada. Conflict and resolution with company has settled up through spirit of kinship.. • There are no indigenous rights or customary rights. It also known that compensation process are done directed to the land owner and landowners are given the freedom to release their land without coercion • Majority of village peoples has works as local coconut planters, where planted on peat areas. • The company has considered satisfactory cooperative and transparent in providing information, for example towards job vacancies. FFB price, CSR and grants. Village people has recognize company representative (PIC) from Division of Public Relation (PR) which handled this matters. • The company has cooperation with local contractors from surrounding villages. • Canals as estate property were allowed to be used by surrounded villages for transportation activities. • There is no complaints and issues from surrounding villages towards environment aspects • <i>Orcytes rhinoceros</i> (rhino beetle) invasive in community coconut plantation during estate replanting has been settled 	<p>Based on interview result, it could be concluded that presence of company has considered positively affected surrounding community life and contribute to social economic improvement. Communication and coordination towards conflict resolution has smoothly carried out. Department of Public Relation has good relationship with village representatives. Hence, social and environment aspects were satisfactory taken as a part or company operational activity. Further detail from other stakeholder views and document review could be checked on Criteria 1.1, 1.2, 2.2, 5.1, 6.1, 6.2, 6.3, 6.4, 6.8, 6.10 and 6.11 in this report.</p>
<p>Local Contractor (Building Maintenance)</p> <ul style="list-style-type: none"> • The communication and relation between contractor with company are well maintained, the mechanism for complaint and grievance submission has been understood well by the contractor. • The cooperation are based on agreement. Work payments is according to the agreement and there is no complaint regarding to Work payments. • The company has cooperation with local contractors from 	<p>The company has cooperation with local community. There is no negative issues related to local contractors</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
surrounding villages	
<p>Land Office of Indragiri Hilir District</p> <ul style="list-style-type: none"> • No land conflict issue • There is a HGU on process for an area of 39 ha. • <i>Orcytes rhinoceros</i> (rhino beetle) issue has been settled 	CH has been accordance with Criteria 2.2 and 6.3.
<p>Environmental and Forestry Agency of Indragiri Hilir District</p> <ul style="list-style-type: none"> • Routine hazardous waste reports have been submitted every 3 months • Regular reports of POME have not been reported regularly, especially for the second and third quarters of 2018 • Reports related to land fire prevention have been reported • There is no hotspot in BPLP area • There is no issue of environmental pollution due to the company's operational area • The company has an environmental document in the form of an addendum of ANDAL document 	CH has been accordance with Criteria 1.1, 2.1, 4.4, 5.1 and 5.5. Related to POME report for the second and third quarters of 2018, CH has shown evidence of the handover of the report.
<p>Plantation Agency of Indragiri Hilir District</p> <ul style="list-style-type: none"> • There were no negative issues due to the company's operations • Companies have provided CSR such as Integrated Ecological Agriculture with vegetable and ginger species. • The company has provided routine reporting 	CH has been accordance with Criteria 1.1, 6,1 and 6.11.
<p>Manpower Agency of Indragiri Hilir District</p> <ul style="list-style-type: none"> • There are no work accidents during 2018 • There are cases of work termination due to sexual harassment and have been resolved • There are already trade unions and companies respect the existence of unions • The applicable wage is minimum wages for plantation sector (UMSP), but for the UMPS in 2019 not yet approved and until now it still uses UMSP in 2018. 	CH has been accordance with Criteria 2.1, 4.7, 6.5, 6.6 and 6.9.
<p>Gender Committee</p> <ul style="list-style-type: none"> • Gender committees are available in each unit (BPME, BPLE, BNSE and BPMM) • Menstruation rights and maternity leave rights may be made in accordance with the results of a doctor / nurse examination. These rights are contained in the company's policies and regulations. • There is no negative issues such as discrimination and sexual abuse or child labor in 2018 	<p>According o document verification and interview with workers, there was n issues related to violation of the rights of woman.</p> <p>From the results of interviews with workers, the company has implemented of Company Policies such as reproductive rights and prohibition of pregnant woman to spray. It refer to criterion 6.9</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none"> Socialization to workers is done through morning briefing and also includes a ban on pregnant and lactating women to spray. 	
<p>Workers Cooperative</p> <ul style="list-style-type: none"> The form of Prima Palma consumer cooperative business today is saving and loan Chairman: Saiful M (Laboratory operator). Currently the location of the cooperative is located in the factory (Bumi Palma Mill) but the membership is not limited only to factory employees. Members of the cooperative are voluntary, now all workers are permanent / not permanent members. The latest RAT of 2016 has been implemented on February 9, 2017. Based on RAT dated 13 May 2018 members of the current cooperative there are 105 members (from factories only, but the membership is free from Estate and factories). Active members dated February 2019 numbered 55 people, there were 50 members who left. Deed of establishment of Kopkar Deed Prima Palma No. 21 dated November 19, 2015. A cooperative relationship with the company quite well. Basic deposit Rp 50.000, - must be Rp 20.000, - / month. 	<p>The certificate holder has implement fairly cooperation with cooperative. There is no significant industrial issue between both parties. CH has shown the evidence of compliance to RSPO standard criteria 6.11.</p>
<p>Worker Union (Branch Councils of Worker Union)</p> <ul style="list-style-type: none"> Union officials are part of workers not staff There are employment cases related to work termination of workers due to sexual harassment. The case has been resolved. Wages have been paid in accordance with minimum wages in plantation sector (UMSP). For minimum wages in plantation sector in 2019, is not yet issued by the government. If the wages is issued, the company will pay according to the latest minimum wages in plantation sector. There are change of term from SKU become PT (<i>Pekerja Tetap/</i> Permanent Workers) and have been socialized to workers Company cannot interfere in the process of selecting union officials. Until now there has been no intervention from company in the process of selecting the union officials. Registration of workers organizations is conduct only once to Manpower Agency, but if there is a change in union officials the union must reporting to Manpower Agency. The worker union (FSPPP) has been registered in Manpower Agency. Unions conduct regular meetings at the Work Unit level and sometimes also involve company representative and Branch Councils No issue of child labor 	<p>CH has been accordance with Criteria 2.1, 6.5, 6.6, 6.7, 6.8 and 6.9.</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none">No issue of discrimination	

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Formal Sign-off of Assessment Findings

Hereunder sign by management representative from inspected company and audit team to acknowledge a field assessment and agree for all content explained in this assessment report, included of nonconformities issues.

Signed on behalf of:

PT Bumipalma Lestari Persada
Management Representative



Ismu Zulfikar
Friday, 01 March 2019

PT Mutuagung Lestari
Lead Auditor



Leonada
Friday, 01 March 2019

APPENDICES

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

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Land Office	Indrigiri Hilir District	-	Visit and Interview	26 February 2019	✓	
2	Environmental and Forestry Agency	Indrigiri Hilir District	-	Visit and Interview	26 February 2019	✓	
3	Plantation Agency	Indrigiri Hilir District	-	Visit and Interview	26 February 2019	✓	
4	Manpower Agency	Indrigiri Hilir District	-	Visit and Interview	26 February 2019	✓	
5	Surrounding Communities: <ul style="list-style-type: none"> • Bagan Jaya Village. • Sebrang Sanglar Village. • Nusantara Jaya Village. • Sungai Rukam Village. • Lintas Utara Village. 	Indrigiri Hilir District	-	Interview	26 February 2019	✓	
6	Local Contractor (Building Maintenance)	Indrigiri Hilir District	-	Interview	27 February 2019	✓	
7	Previous Land Owner (11 sampel from 162 person according to compensation documents) <i>*all sample can't be met, because they have move out and some have passed away.</i>	Indrigiri Hilir District	-	-	26 February 2019		✓
8	Gender Committee	PT BPLP	-	Interview	27 February 2019	✓	
9	Worker cooperative	PT BPLP	-	Interview	27 February 2019	✓	
10	Worker Union (Branch Councils of Worker Union)	PT BPLP	-	Interview	27 February 2019	✓	
11	BPME <ul style="list-style-type: none"> - Spraying: 4 workers - Manuring: 2 workers - Harvesting: 4 workers - Housing complex division: 2 workers - Day care: 2 workers - Pesticide warehouse: 1 worker - Fertilizer warehouse: 1 worker - Material warehouse: 1 worker - Workshop: 1 workers 	Bumi Palma Estate	-	Visit and Interview	26 February 2019	✓	
12	BPLE <ul style="list-style-type: none"> - Spraying: 4 workers - Harvesting: 3 workers 	Bumi Lestari Estate	-	Visit and Interview	27 February 2019	✓	

	<ul style="list-style-type: none"> - FFB transport: 1 worker - Housing complex division: 2 workers - Day care: 2 workers - Pesticide warehouse: 1 worker - Fertilizer warehouse: 1 worker - Material warehouse: 1 worker - Workshop: 3 workers 						
13	<p>BSNE</p> <ul style="list-style-type: none"> - Spraying: 5 workers - Harvesting: 4 workers - Fertilizer warehouse: 1 worker - Housing complex division: 2 workers 	Bumi Sentosa Estate	-	Visit and Interview	27 February 2019	✓	
14	<p>BPMM</p> <ul style="list-style-type: none"> - Security: 2 Security - Loading ramp: 4 workers - Sterillizer station: 1 worker - Press station: 1 worker - Boiler station: 2 worker - Engine room: 1 worker - Kernel station: 1 worker - WWTP: 1 worker - WTP: 1 worker - Workshop: 2 workers - Hazardous waste storage: 1 worker 	Bumi Palma Mill	-	Visit and Interview	26 February 2019	✓	
15	Sawit watch	Bogor, Indonesia	info@sawitwatch.or.id	Email	19 February 2019		✓
16	WWF	Jakarta, Indonesia	wwf-indonesia@wwf.or.id	Email	19 February 2019		✓
17	WALHI	Jakarta	informasi@walhi.or.id	Email	19 February 2019		✓
18	AMAN	Jakarta, Indonesia	rumahaman@cbn.net.id	Email	19 February 2019		✓

Appendix 2. Assessment Program

DATE	25 February – 2 March 2019	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 25 February 2019		
06.00 – 07.45	Jakarta – Pekanbaru	All Auditor
07.45 – 16.00	Jakarta – SITE (PT. BPLP)	
16.00 – 17.00	Opening meeting <ul style="list-style-type: none"> • Auditee Speech (Introduction of PIC, Profile of Certified Management Unit) • Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification) 	
Tuesday, 26 February 2019		
08.00 – 12.00	<ul style="list-style-type: none"> • Stakeholder consultation to affected communities surrounding the plantations, indigenous peoples, local communities and previous land owners. • Stakeholders consultation to related agencies in Belitung Regency Field Observation to Bumi Palma Estate Aspect to be verified : <ul style="list-style-type: none"> - Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application), Implementation of Occupational Health & Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect, Implementation of Legal Aspect (Land Ownership, Legal Boundaries. - Implementation of Environmental, and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management), Observation of Workers Facilities (Housing, School, Worship Place), HCV area. 	LEO ARD HSS BYG
12.00 – 14.00	Break	
14.00 – 17.00	Field observation to Bumi Palma Mill : <ul style="list-style-type: none"> • Supply Chain verification (FFB Receiving, Weighbridge), • Implementation of Occupational Health & Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect, security post, FFB Sorting, Processing Activity, Despatch CPO) • Implementation of Environmental aspect, Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond & land application 	LEO HSS BYG/ARD
Wednesday, 27 February 2019		
08.00 – 12.00	Interview with Gender Committee, Worker's Union, , Worker's Cooperative (if any), Local Contractor (for Mill and Estate), Smallholders, Third Party Supplier (if any), local NGO (if any) Field Observation to Bumi Lestari Estate Aspect to be verified : <ul style="list-style-type: none"> - Implementation of Legal Aspect (Land Ownership, Legal Boundaries), HCV; - Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application), Implementation of Occupational Health & Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect 	LEO ARD HSS BYG

DATE	25 February – 2 March 2019	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
12.00 – 14.00	<ul style="list-style-type: none"> - Implementation of Environmental, and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management), Observation of Workers Facilities (Housing, School, Worship Place). <p>Break</p>	All Auditor
14.00 – 17.00	<p>Continue Field Observation and field observation clarification</p> <p>Documents Review</p> <ul style="list-style-type: none"> - Review of previous assessment findings - Verification of Basic Information Mill and Estate - Confirmation of Time Bound Plan - Review of Partial Certification - Verification of P n C documents 	
Thursday, 28 February 2019		
08.00 – 12.00	<p>Field Observation to Bumi Sentosa Estate</p> <p>Aspect to be verified :</p> <ul style="list-style-type: none"> - Implementation of Legal Aspect (Land Ownership, Legal Boundaries), HCV; - Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application), Implementation of Occupational Health & Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect - Implementation of Environmental, and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management), Observation of Workers Facilities (Housing, School, Worship Place). 	ARD HSS/LEO BYG
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	<ul style="list-style-type: none"> • Continue Field Observation and field observation clarification • Verification of documents and completing checklist 	
Friday, 1 March 2019		
08.00 – 12.00	<ul style="list-style-type: none"> • Continue Field Observation and field observation clarification • Verification of documents and completing checklist 	All Auditor
12.00 – 14.00	Break	
14.00 – 16.00	Interim Meeting (closing meeting preparation)	
16.00 – 17.00	Closing Meeting	
Saturday, 2 March 2019		
06.00 – 16.00	Site – Pekanbaru	All Auditor
16.35 – 18.25	Pekanbaru – Jakarta	