

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

Stage-1 Stage-2 Surveillance Re-Certification

Name of Management Organisation : Ujung Tanjung Palm Oil Mill Subsidiary of PT. Ivo Mas Tunggal
 Plantation Name : Ujung Tanjung Estates
 Location : Village of Jambai Makmur, Sub District of Kandis, District of Siak, Province of Riau, Indonesia
 Certificate Code : **MUTU-RSPO/030**
 Date of Certificate Issue : 13 September 2013 Date of License Issue : 13 September 2015
 Date of Certificate Expiry : 12 September 2018 Date of License Expiry : 12 September 2016

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-2	18, 19, 22, 27 August 2015	Trismadi Nurbayuto (Lead Auditor), Rudi Ramdani, Sahat Simarmat, Steve Mualim, Brigitta Prita (Auditor Trainee), Dwi Haryati (Auditor Trainee)	Octo HPN Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-2	13 September 2015

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Figure 1. Location Map of PT. Ivo Mas Tunggal

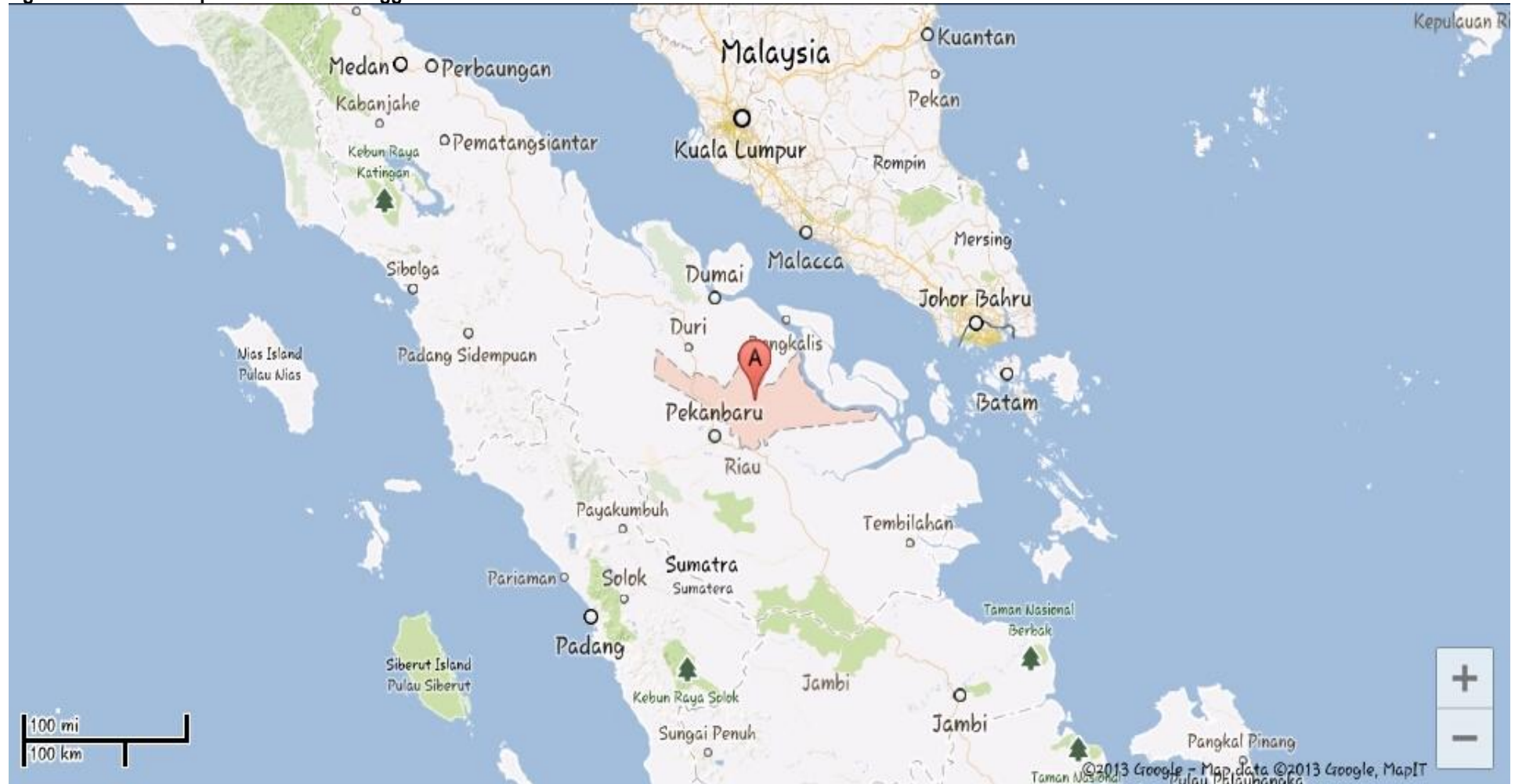
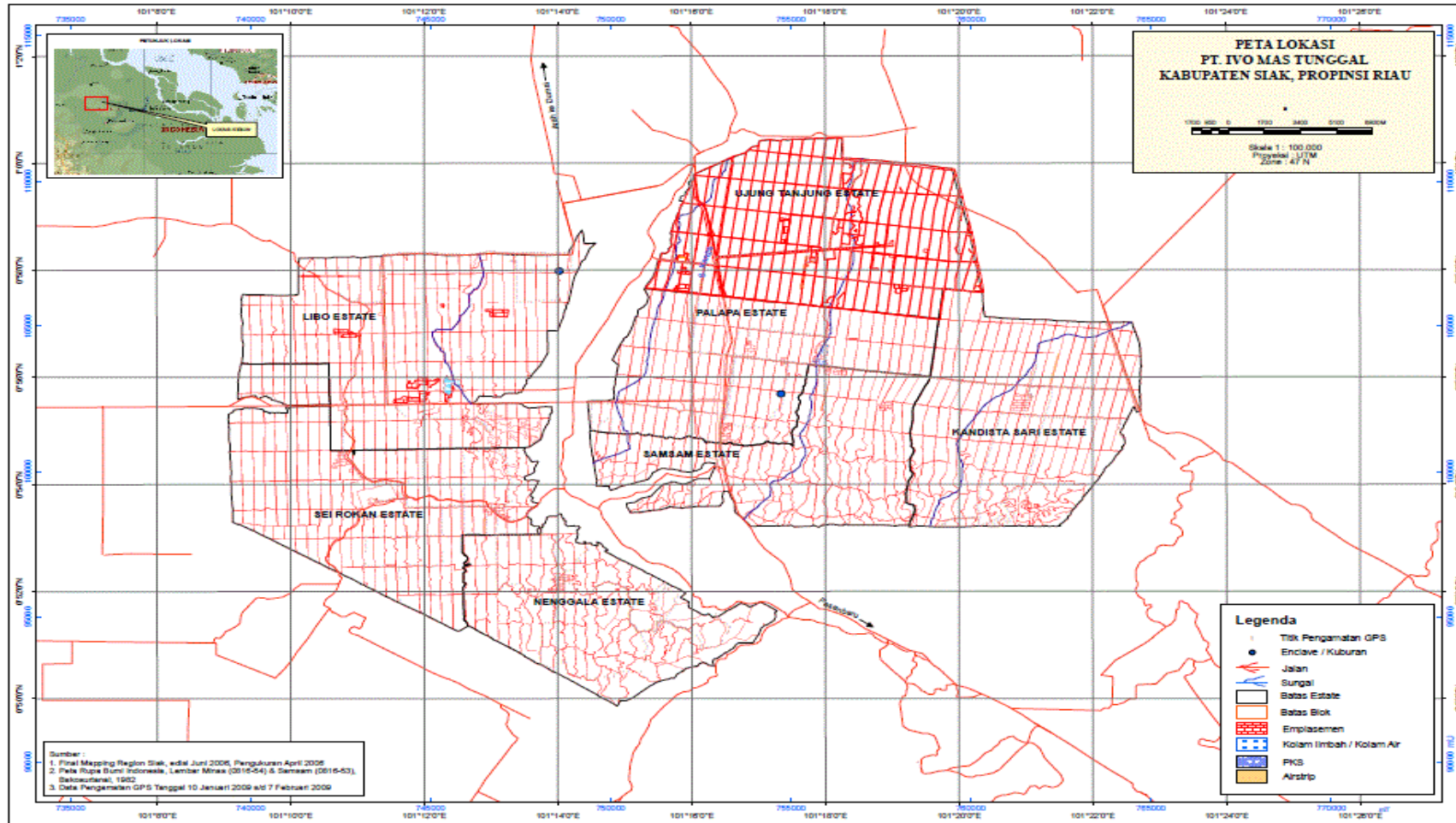


Figure 2. Operational Map of PT. Ivo Mas Tunggal – Ujung Tanjung Mill and Estate



Abbreviations Used

AMDAL (SEIA)	:	Analisis mengenai dampak lingkungan (Social Environmental Impact Assessment)
APAR	:	Alat Pemadam Api Ringan (Fire Extinguisher)
APD (PPE)	:	Alat Pelindung Diri (Personal Protective Equipment)
B3	:	Bahan berbahaya dan beracun (Hazardous Waste)
BLH	:	Badan Lingkungan Hidup (Environmental Agency)
BOD	:	Biological oxygen demand
BHL	:	Buruh Harian Lepas (Daily worker)
BPJS	:	Badan Penyelenggara Jaminan Sosial (Social Insurance Agency)
BPN	:	Badan Pertanahan Nasional (National Land Agency)
CHE	:	Cholinesterase
CPO	:	Crude palm oil
CSR	:	Company Social Responsibility
DPPL	:	Dokumen Pengelolaan dan Pemantauan Lingkungan (Environment Monitoring Document)
FFA	:	<i>Free Fatty Acid</i>
FR	:	<i>Frequency Rate</i>
HCV (NKT)	:	<i>High Conservation Value (Nilai Konservasi Tinggi)</i>
HGB	:	Hak Guna Bangunan (Building Title)
HGU	:	Hak Guna Usaha (Land Use Title)
HPT	:	Hama Penyakit Tanaman (Pest and Disease)
IPAL (WWTP)	:	Instalasi Pengolahan Air Limbah (Waste Water Treatment Plant)
ISBPR (HIRARC)	:	Identifikasi Sumber Bahaya dan Pengendalian Resiko (Hazard Identification Risk Assessment and Risk Control)
ISCC	:	<i>International Sustainability Carbon Certification</i>
ISPO	:	Indonesia Sustainable Palm Oil
IUP	:	Izin usaha perkebunan (Plantation Business License)
Jamsostek	:	Jaminan Sosial Ketenagakerjaan (Worker Social Insurance)
JHT	:	Jaminan Hari Tua
JJK (EFB)	:	Janjang Kosong (Empty Fruit Bunch)
JKK	:	Jaminan Kecelakaan Kerja (Work Accident Insurance)
JKM	:	Jaminan Kematian
K3 (OHS)	:	Kesehatan dan Keselamatan Kerja (Occupational Health and Safety)
KCP	:	Kernel Crushing Plant
KTD	:	Kesiapsiagaan Tanggap Darurat (Emergency Response)
LA	:	<i>Land Application</i>
LC	:	Land Clearing
LCC	:	Legume Cover Crop
MCAR	:	<i>Management Committee Agronomy and Research</i>
OIA	:	Operational Internal Audit
P3K	:	Pertolongan Pertama Pada Kecelakaan (First Aid)
PHT (IPM)	:	Pengendalian Hama Terpadu (Integrated Pest Management)
PK	:	Palm Kernel
PKB	:	Perjanjian Kerja Bersama (Work Agreement)
POME	:	Palm Oil Mill Effluent
PSM	:	Perkebunan Sinar Mas
R	:	<i>Routine</i>
RJP	:	Ramajaya Pramukti
RKL	:	Rencana kelola lingkungan (Environment Management Plan)
RPL	:	Rencana pemantauan lingkungan (Environment Monitoring Plan)
RTRWP	:	Rencana Tata Ruang Wilayah Provinsi

SBSI	:	Serikat Buruh Seluruh Indonesia (Indonesian Labor Union)
SCCS	:	<i>Supply Chain Certification Standard</i>
SEL	:	Studi Evaluasi Lingkungan (Environmental Evaluation Study)
SIA	:	<i>Social Impact Assessment</i>
SKU H	:	Syarat Kerja Umum Harian (Daily employee)
SPSI	:	Serikat Pekerja Seluruh Indonesia (Indonesian Worker Union)
SOP	:	Standar Operations Procedure
SR	:	<i>Severity Rate</i>
TBS (FFB)	:	Tandan Buah Segar (Fresh Fruit Bunch)
UTJM	:	Ujung Tanjung Mill
UTNE	:	Ujung Tanjung Estate
VPA	:	Vice President Agronomy

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • <i>RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil – April 25th, 2013.</i> • <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</i> 	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT Ivo Mas Tunggal	
1.2.2	Contact person	Ismu Zulfikar	
1.2.3	Organisation address and site address	<ul style="list-style-type: none"> • <i>RSPO registered company:</i> Sinan Mas Land Plaza, 30th Floor; JL. MH Thamrin No 51 Kav 22; Jakarta 10350 Indonesia 	
1.2.4	Telephone	+6221 50338899 ext 1184	
1.2.5	Fax	+6221 50389999	
1.2.6	E-mail	ismu_zulfikar@yahoo.co.id	
1.2.7	Web page address	www.smart-tbk.com	
1.2.8	Management Representative who completed the application for certification	Ismu Zulfikar (<i>Head of Environmental Department</i>)	
1.2.9	Registered as RSPO member	No. Registrasi: 1– 0056 – 08 – 000 – 00 Tanggal : 17 June 2008	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	<i>Palm Oil Mill and supply base</i> <ul style="list-style-type: none"> • <i>Ujung Tanjung Mill, Ujung Tanjung Estate</i> 	
1.3.2	Type of certificate	<i>Single</i>	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Ujung Tanjung	Village of Kandis Kota, Sub-district of Kandis, District of Siak, Riau Province, Indonesia	0° 58' 11.85" N 101° 15' 53.66" E
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	Ujung Tanjung	Village of Kandis Kota, Sub-district of Kandis, District of Siak, Riau Province, Indonesia	0° 58' 10.54" N 101° 17' 50,64" E
1.5	Description of Area Statement		
1.5.1	Tenure		
	<ul style="list-style-type: none"> • State 	3,621.23 Ha	

	<ul style="list-style-type: none"> Community 	- Ha		
1.5.2	Area Statement			
	<ul style="list-style-type: none"> Total area 	3,621.23 Ha		
	<ul style="list-style-type: none"> Mature area 	3,601.66 Ha		
	<ul style="list-style-type: none"> Immature area 	- Ha		
	<ul style="list-style-type: none"> Mill 	3.32 Ha		
	<ul style="list-style-type: none"> Infrastructure (Housing, road and bridges) 	16.25 Ha		
	<ul style="list-style-type: none"> HCV (HCV area has include in the operations area) 	(110.56) Ha		
1.6	Planting Year and Cycles			
1.6.1	Age profile of planting year			
	Planting Year	Hectarage (Ha)		
		Ujung Tanjung		
		Total		
	1987	946.95	946.95	
	1988	782.81	782.81	
	1989	1,278.20	1,278.20	
	1992	230.46	230.46	
	1993	363.24	363.24	
	TOTAL	3,601.66	3,601.66	
1.6.2	New Planting area after January 2010	-	Ha	
1.6.3	Planting Cycle	1 st Cycle		
1.7	Description of Mill and Supply Base			
1.7.1	Description of Mill			
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	
			CPO	
			Out put (tonnes)	
			Extraction (%)	
			Palm Kernel	
			Out put (tonnes)	
			Extraction (%)	
	Ujung Tanjung	60	158,346.47	
			28,619.94	
			18.07	
			7,077.35	
			4.47	
	<i>*Production data source from 12 months before assessment (August 2014 – July 2015)</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)	%
	Ujung Tanjung	3,621.23	3,601.66	84,785.09
			23.54	22,071.55
	TOTAL	3,621,23	3,601,66	84,785.09
			23.54	22,071.55
			22,071.55	26.03
	<i>*Production data source from 12 months before assessment (August 2014 – July 2015)</i>			
1.7.3	FFB description from other source			
	Name of sources	Organisation	Location	Supplied to Mill FFB (tonnes/year)
	Palapa Estate (**)	PT Ivo Mas Tunggal	Sub District of Kandis, District Siak, Riau, Indonesia	448.22
	Sei Rokan Estate (**)	PT Ivo Mas Tunggal	Sub District of Kandis, District Siak, Riau, Indonesia	935.94

	Libo Estate (**)	PT Ivo Mas Tunggal	Sub District of Kandis, District Siak, Riau, Indonesia		564.84		
	Dami Mas Seed Estate	-	Sub District of Kandis, District Siak, Riau, Indonesia		2,462.56		
	Kirana Sinar Gemilang	-	Sub District of Kandis, District Siak, Riau, Indonesia		662.08		
	Timur Jaya Indomakmur	-	Sub District of Kandis, District Siak, Riau, Indonesia		788.72		
	Contractor (Individual)	-	Sub District of Kandis, District Siak, Riau, Indonesia		150,412.56		
	TOTAL				158,346.47		
<i>*Source Production Data on 12 months before assessment (August 2014 – July 2015)</i>							
1.7.4	Product categories		FFB, CPO, PK				
1.8	Estimate Tonnage of Certified Product						
1.8.1	Past Annual Claim Certified Product		Previous Certificate Claim 13 September 2014 to 12 September 2015 (tonnes/year)	Actual certified product 13 September 2014 to 21 August 2015 (tonnes/year)			
	• FFB Production		79,600.00	75,636.69			
	• CPO Production		14,885.20	1,011.83			
	• Palm Kernel (PK) Production		3,773.04	4,034.58			
1.8.2	Estimate of Certified FFB Claim						
	Name of Estate(s)	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Ujung Tanjung	3,621.23	3,601.66	84,121	23.36		
	TOTAL	3,621.23	3,601.66	84,121	23.36		
<i>*Projected FFB production for 12 months of certificate</i>							
1.8.3	Estimate of Certified Palm Product Claim						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Ujung Tanjung	60	84,121	15,563	18.5	3,786	4.5
<i>*Projected CSPO and CSPK production for 12 months of certificate</i>							
1.9	Other Certifications						
	ISO 9001:2008		-				
	ISO 14001: 2004		-				
	OHSAS 18001:2007		-				
	ISCC		-				
	Others		ISPO Certificate: No. MUTU/012 valid to 19 September 2018				
1.10	Time Bound Plan						
1.10.1	Time Bound Plan for Other Management Units						
	Unit Manajemen		Estate (Supply Base)	Rencana Tata	Lokasi	Status	
	Pabrik	Tata					

		Waktu		Waktu		
Samsam Mill	2013	Samsam Estate	2009	SIAK-RIAU	Certified	
		Kandista Estate	2009	SIAK-RIAU	Certified	
		Palapa Estate	2009	SIAK-RIAU	Certified	
Libo Mill	2013	Libo Estate	2009	SIAK-RIAU	Certified	
		Nenggala Estate	2009	SIAK-RIAU	Certified	
		Sungai Rokan Estate	2009	SIAK-RIAU	Certified	
Ujung Tanjung Mill	2013	Ujung Tanjung Estate	2009	SIAK-RIAU	Certified	
Naga Sakti Mill	2012	Naga Mas Estate	2010	KAMPAR-RIAU	Certified	
		Naga Sakti Estate	2010	KAMPAR-RIAU	Certified	
		Rama Bakti Inti Estate	2010	KAMPAR-RIAU	Certified	
Kijang Mill	2012	Kijang Mas Inti Estate	2010	KAMPAR-RIAU	Certified	
		Kijang Kencana Plasma	2010	KAMPAR-RIAU	Certified	
Ramarama Mill	2012	Ramarama Estate	2010	KAMPAR-RIAU	Certified	
		Amartajaya Plasma	2010	KAMPAR-RIAU	Certified	
	-	Sungai Tapung Plasma	2011	KAMPAR-RIAU	Certified	
Indra Sakti Mill	2011	Ramarama KKPA	2015	KAMPAR-RIAU	Un Certified	
		Indra Lestari Estate	2011	INDRAGIRI-RIAU	Certified	
		Indra Sakti Estate	2011	INDRAGIRI-RIAU	Certified	
		Indragiri Plasma	2011	INDRAGIRI-RIAU	Certified	
Bumipalma Mill	2012	Indrasakti Plasma	2011	INDRAGIRI-RIAU	Certified	
		Bumi Lestari Estate	2012	INDRAGIRI-RIAU	Certified	
		Bumi Palma Estate	2012	INDRAGIRI-RIAU	Certified	
Sawita Mill	-	Bumi Sentosa Estate	2012	INDRAGIRI-RIAU	Certified	
		Sawita Estate	2015	KOTABARU-KALIMANTAN SELATAN	It has been ST-1 Audit on 24 – 25 March 2015	
		Sawita KKPA	2015	KOTABARU-KALIMANTAN SELATAN	It has been ST-1 Audit on 24 – 25 March 2015	
1.10.2		Pamukan Estate	2015	KOTABARU-KALIMANTAN SELATAN	It has been ST-1 Audit on 24 – 25 March 2015	
		Progress of Associated Smallholders and Outgrowers for Certifiable Standard				
The companies are not yet doing internal auditing the application of RSPO to Supplier FFB from outsiders.						

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-02	<ol style="list-style-type: none"> Trismadi Nurbayuto (Lead Auditor). Associate Forestry from the Forestry Faculty of IPB and Bachelor of Economics from the Department of Agribusiness, Faculty of Economics and Management, IPB. Specialists in the Environmental Social Impact Assessment (SEIA) and the High Conservation Value (HCV). He participated in HCV Management Training, Indonesian Sustainable Palm Oil (ISPO) Auditor, In House Training RSPO; training of ISO 9001:2008 Quality Management System, ISO 22000:2005 Food Safety Management System, and ISO 14001:2004 Environmental Management System. Previously worked in the private oil palm plantations, became HCV assessor who registered at the Roundtable on Sustainable Palm Oil (RSPO) until 2014. He has been involved in the activities of SEIA and Identification of HCV in Palm Plantation. Currently has been several times following audit activities related to sustainable palm oil certification system as an auditor. During the assessment the auditor assessing SCCS and Social aspect. Rudi Ramdani (Auditor). Bachelor of Agriculture Majoring in Agronomy, Agriculture Faculty of Bogor Agriculture Institute. He has working experienced. He has working experience more than two years as an operational staff in a private oil palm plantation company in Indonesia. Several training he has followed namely: Indonesian Sustainable Palm Oil auditor, Awareness RSPO, Management System Certification (ISO 9001-2008) training. During the assessment the auditor assessing legality of company. Sahat Simarmata (Auditor). Hold a bachelor degree on Agriculture Protection, from Agriculture Faculty of University of North Sumatera Medan and Master of Science (Environmental Biology) School of Environmental Science and Management, University of the Philippines Los Banos, Filipina. He had been worked in Ministry of Agriculture at Directorate of Plantation Ministry for 32 years and has followed the trial/ pra-pilot of RSPO P&C, drafting and experimenting ISPO P&C as well as socializing ISPO. During the assessment the auditor assessing the best agricultural practices, integrated pest management. Steve Mualim (Auditor). Master in Environmental and natural resources management, Bogor Agricultural University. He has worked as a freelance in several consultant in the Environmental Impact Assessment. He has followed training of Lead Auditor training ISPO, RSPO awareness, Ecological Risk Assessment, Asian Network Update and Carbon, and Climate Change Mitigation and Adaptation for Agricultural Productivity. During the assessment the auditor assessing the environment aspect. Brigitta Prita (Auditor Trainee). Bachelor of Forestry, Department Forest Resources Conservation and Ecotourism, Bogor Agricultural University. The training which have been followed ISPO Auditor training and certification of Quality management system ISO 9001:2008, 19011 QMS training, IHT awareness of RSPO, IHT of 17021&17065; and training Management of HCV. During the assessment the auditor assessing the conservation aspect under the lead auditor supervision. Dwi Haryati (Auditor Trainee). Bachelor of Agriculture, Department of Agriculture and Agronomy. She have experience of working in the private oil palm plantations in West Kalimantan as Sustainability staff. The training which have been followed: ISPO Auditor Training, Workshop calculations Mitigation Greenhouse Gas from ISPO Commision; IHT awareness of RSPO, Ahli K3 Umum (Health and Safety Training). During the assessment the auditor assessing the OHSAS aspect under the lead auditor supervision.
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-02	<p>Number of auditors : 4 auditor Number of days for ASA-02 at site : 3 days Number of working days for ASA-02 at site : 12 Working days</p>
2.2.2	Assessment Process
ASA-02	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Ivo Mas Tunggal (Ujung Tanjung Mill) to the requirements of RSPO Principles and Criteria for Sustainable Palm Oil Production Generic 2013 and Supply Chain Requirement for CPO Mill November 2014.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, aiming to obtain more detailed information and cross check the</p>

	<p>information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site. Some opportunities for improvement of the results ASA-02 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-03)</p> <p>Improvement of findings from main assesment findings were observed by auditors at this ASA-02 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-03.</p> <p>The assessment program please find Appendix 2</p>
<p>2.2.3</p>	<p>Locations of Assessment</p>
<p>ASA-02</p>	<p>Audit team chose sample locations that represent each operation area by using 0.8√y formulation. Ujung Tanjung Mill has 1 supplier estate, which is Ujung Tanjung Estate.</p> <p><u>Ujung Tanjung Estate</u></p> <p>Location 1. Main Pole BM 03 on Block A37 of Division UTNE (Red Pole), bordering with Jambai Makmur Village. The pole is well maintaind. According to the interview with SPO Officer, the pole monitoring is conducted monthly.</p> <p>Location 2. Supporting Pole IMT 189 on Block A32 of Division UTNE bordering with Jambai Makmur Village. The pole is well maintaind. According to the interview with SPO Officer, the pole monitoring is conducted monthly.</p> <p>Location 3. Supporting Pole IMT 156 on Block A37 of Division UTNE bordering with Jambai Makmur Village. The pole is well maintaind. According to the interview with SPO Officer, the pole monitoring is conducted monthly.</p> <p>Location 4. Supporting Pole IMT 128 on Block A30 bordering with Jambai Makmur Village. The pole is well maintaind. According to the interview with SPO Officer, the pole monitoring is conducted monthly.</p> <p>Location 5. Supporting Pole IMT 121 on Block B31 bordering with Jambai Makmur Village. The pole is well maintaind. According to the interview with SPO Officer, the pole monitoring is conducted monthly..</p> <p>Location 6. Block B22 and C22 of Ujung Tanjung Estate. Angek Tapuak Riparian Area. Riparian area management like planting of vertifier grass, Guatemala and bamboo to deal with erossion; spray boundary marked on each plant (red paint); signboard which inform prohibition to hunt wildlife and to catch the fish by poisoning and electrocuting it as well as chemicals use.</p> <p>Location 7. Monitoring Well No. 4 Block C7. The monitoring well is not stinky, oily and the water is clear.</p> <p>Location 8. Land Application in Blok C7. Land application is conducted on the permitted block based on the permit of effluent utilization. There was a flat bed buffer to prevent the effluent overflow.</p> <p>Location 9. Settlement for Employee on Pondok 3 of Division III. According to the result of field visit and interview with the employee's family, the company gave 2 bed rooms, clean water, lighting, education, household tools, medical service, anorganic waste transport twice a week. Furthermore, there have been educational center, place of worship, sport facility and near access with market to provide daily need.</p> <p>Location 10. Daycare. According to the observation and interview with the babysitter consisted of 3 babysitters and 36 children from 3 month children to 5 years old children, the daycare was vast enough for the playground. There was a monitored first aid kit.</p> <p>Location 11. Kindergarten. According to the interview with the kindergarten principal about the education activity, there were 3 teachers and 45 students. The company provided educational facilities for 5 – 6 years old children from 7.30 a.m to 10 a.m west Indonesia time.</p> <p>Location 12. Workshop. According to the result of interview with workshop workers, the workers have aware of the applied procedure. According to the field observation, the company has complied OHS aspect such as OHS signboard and first aid kit, the welding expert has been certified by participating on competence training, the waste have been managed based on the procedure.</p> <p>Location 13. Hazardous Waste Storage. According to the result of field visit, there were emergency response equipments such as handy fire extinguisher, spillage trap and eye shower (all of them were well-functioned). The hazardous waste have been composed based on its type and there were hazardous waste symbols</p>

based on the applied law.

Location 14. Fertilizer Sack Storage. According to the field observation to the fertilizer sack storage, the fertilizer sacks have been cleaned based on the applied procedure on the specific station and each 10 sacks shall be rolled.

Location 15. Division Fertilizer Storage. According to the result of field visit, before entering the storage, Officer must wear PPE, there has been PPE box on the hazardous material storage. There was a handy fire extinguisher and first aid kit for emergency situation. Furthermore, there was MSDS for each hazardous material on the storage. The symbols installed by the company are referring to the applied law. During the interview, the workers were not clearly describe the differences between the hazardous waste and hazardous material symbols. However, the SPO Officer immediately teach them the differences.

Location 16. Chemicals Storage. According to the result of field visit, before entering the storage, Officer must wear PPE, there has been PPE box on the hazardous material storage. There was a handy fire extinguisher and first aid kit for emergency situation. Furthermore, there was MSDS for each hazardous material on the storage. The symbols installed by the company are referring to the applied law.

Location 17. Clinic. According to the result of interview with the company's doctor on Ujung Tanjung Estate, there was a regular medical check up (each semester) for sprayers. The clinic is consisted of drugs chamber, inpatient room, emergency room, routine medical check up room and medical waste chamber. The medical waste. The medical waste have been consistently transported by cooperating with hospital with licensed incinerator.

Location 18. Pesticide and Fertilizer Containers Washing Station. According to the result of field visit to pesticide containers washing station next to fertilizer containers washing station, there were shower and eyewasher (well functioned). Furthermore, there was a picture which describes the OHS signboard and procedure (fixed because previously faded away based on the result of estate OHSMS internal audit). The water used to wash it is stored on the specific tank to be re-used for land application.

Location 19. Office of Ujung Tanjung Estate. Interview with foreman and sprayers and manurer in term of the safety work procedure, PPE use (glasses, gloves, apron, boots), work uniform and equipments washing, provision of first aid kit and first aid action, type of weed control and type of the pesticide used by as well as the spray boundary, medical check up and its result, rights of workers and freedom to unite.

Location 20. Block C17, Division 2 of Ujung Tanjung Estate. Observation and interview with foreman and harvesters and loosen fruit picker in term of the work standard and harvest quality, safety work procedure, PPE use (helmet, boots), provision of first aid kit and emergency response action, right of workers to unite.

Location 21. Block B17 of Division 2. Observation on EFB application by using Empty Bunch Spreader machine.

Location 22. Block C17 of Divisi 2. According to the observation to barn owl box, there was a fresh rat bones. It indicated that the barn owl box was active. According to the interview with census Officer (Mr. Abdul Rachman), the Officer has aware of the task and responsibility as well as the SOP.

Ujung Tanjung Mill

Location 1. Hazardous Waste Storage. According to the result of observation of hazardous waste management at POM, there were emergency response procedure, hazardous waste symbol inside storage as well as hazardous waste balance sheet and eyewash outside the storage.

Location 2. Grading. According to the observation and interview with grading Officer, the Officer has been equipped with PPE and has been able to describe the good grading criteria on Ujung Tanjung POM.

Location 3. Flowmeter. According to the result of observation, the recording of effluent debit is conducted daily by the well trained Officer and the flowmeter is well functioned.

Location 4. Chemicals Storage. Good storage sanitation, chemicals were perfectly sorted and there was emergency response procedure as well as MSDS for each chemicals.

Location 5. Workshop. Officer on workshop has been provided with proper PPE such as glasses, gloves and safety boots. There was a handy fire extinguisher inside the workshop and the Officer has aware of the emergency

	<p>response procedure.</p> <p>Location 6. WWTP Pond. There was no WWTP pond leakage on Ujung Tanjung POM. The company has realized reforestation program around WWTP pond as well as strengthening the embankment.</p> <p>Location 7. FFB Receipt/Grading. According to the interview, the SOP has been understood by the Officer. According to the observation, the company has supported signboard which inform OHS and has managed waste based on SOP.</p> <p>Location 8. Processing Stage Area. According to the interview with workers of processing stage area, they have aware of the SOP based on each station. Based on observation, the company has supported OHS signboard.</p> <p>Location 9. Despatch. According to the observation, the company has supported signboard in term of OHS and has managed waste based on SOP.</p>
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-02	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT. Ivo Mas Tunggal was held by:</p> <p>Public Notification (14 Days before ASA-02 at 4 August 2015)</p> <p>Public consultation meeting with internal stakeholders by interviews and local stakeholders conducted by visits to villages and interviews with local peoples at 19 August 2015.</p> <p>Numbers of input from stakeholders were clarified by PT. Ivo Mas Tunggal</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (ASA-03) will be determined one year after this ASA-02 (June to August 2016) .

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Ujung Tanjung POM – PT. Ivo Mas Tunggal operation

consisting of one (1) mill and one (1) oil palm estates.

MUTUAGUNG LESTARI found that Ujung Tanjung POM – PT. Ivo Mas Tunggal has met the requirements of RSPO Principles and Criteria (P&C) for Sustainable Palm Oil Production Generic, April 2013 and RSPO Supply Chain Certification Standard November 2014 for CPO Mill.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
	<p>In line with the previous assessment, the company has the procedure of information provision written on the SOP of communication and consultation (SOP/SMART/UMUM/SADV/II/004). According to the procedure, the response over the information was 1 month since the letter was received. All records of information requests were recorded on the register of book of information response and record of PT Ivomas Tunggal (internal and external communication).</p> <p>There was no information request for issues of environment, social and or legal from the stakeholders during period of 2015. According to the result of interview with the management, there was no information request letter since the latest assessment till the recent assessment. However, there was only several collection of outgoing letter such as OHS Guiding Committee mandatory report for 1st and 2nd quarter.</p> <p>All the information request in form of the assistance request from several parties have been recorded. For example, request for assistance for borrowing bus from the principal of Belutu 6 Elementary School on March 18th 2015. It has been responded by the company by lending bus on March 20th 2015.</p> <p>Stakeholders already know about the kind of information that can be obtained from company, it's in consultation with the Department of labor and Transmigration District of Siak who said that any requests for information responded in less than 1 month.</p> <p>The officer in charge of responding if there is a request for information from stakeholders is KTU, which is then submitted to the Unit Manager. And the unit manager can consult with related units if needed. (Based on Communications and Consultation SOP No. SOP/SMART/GENERALI/SADV/II/004.</p>	
	Status: Full Compliance	
1.2	Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	
	<p>The company has attempted to collect type of the needed information for each stakeholders. Those are:</p> <ol style="list-style-type: none"> 1. Number of Employees and List of Employee's Main Wage. 2. Taxpayer ID Number and Property Tax. 3. Regional Tax/Retribution Payment. 4. Environment Document. 5. Official Paper of Establishment and Change, data of area and production and data of application. 6. Evidence of Land Ownership. 7. Report of High Conservation Value (HCV) Identification. 8. Report of Social Impact Assessment (SIA) Identification. 9. Report of Community Empowerment Program. 	

10. Report of OHS Guiding Committee (P2K3).
11. Document of Sustainable Corrective Action Program.
12. Document of RSPO Audit Report.
13. Document of Human Right Policy.

The document list of information to stakeholders is an annex of the SOP Communication and consultation, which is a change of SOP General. This document was placed in the Department of Sustainability Division (SADV) SOP/SMART/GENERAL/SADV/II/004.

Status: Full Compliance

1.3

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

Innovation and Loyalty based on law, principle and criteria of sustainable palm oil. The company shall implement and socialize the Shared Values to all employees on each business activity. The company does not tolerate for all type of corruption on the business practice conducted by employees. The employees who do corrupt action shall be punished and sanction will be put on them based on the applied law. It was legalized by RC and PC of PT Ivomas Tunggal on January 3rd 2015.

Socialization for code of integrity was held on May 4th 2014. It was attended by 26 employees of all management level (attendance list and documentation were available).

Status: Full Compliance

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

The company has shown some evidence of compliance with applicable legal requirements among others:

Land Use Title

There are no changes to licensing legality of land; among others: Areal Based Backup Permits Decree of the Governor of the Province of Riau No. Kpts.532 / XII / 1984 dated December 7, 1984 on Backup Land Covering an area of 41,870 ha; Location Permit In accordance with the Decree of the Governor of the Province of Riau No. Kpts.543 / X / 1986 dated October 8, 1986 on Location Permits and Acquisition Rights / Purchasing land area of approximately 45,870 hectares in the district and sub-district Mandau Kubu, Bengkalis; Approval in principle for oil palm plantations 23,477 ha of the Minister of Agriculture No. HK.350 / E5.790 / 12.94 December 2, 1994; Plantation Director General approval letter No. HK.350 / E4.516 / 10.88 dated October 11, 1988; Approval in Principle: Letter of the Minister of Agriculture No. HK.350 / E5.790 / 12.94, dated December 2, 1994; Plantation Business Registration Document No. 756 / Menhutbun-VII / 2000 dated June 29, 2000.

Environment Legality

The company has permit to utilize effluent based on the decree of Siak District Environment Agency Head No. 02/BLH-S/KPTS/2015 dated January 5th 2015 for 5 years. The management got permit for hazardous waste storage. For example: Decree of Siak District Environment Agency No. 09/BLH-S/KPTS/2014 dated July 9th 2014 in term of hazardous waste storage permit for PT. Ivo Mas Tunggal, Ujung Tanjung POM. The permit is valid for 5 years since its approval. And then Decree of Siak District Environment Agency No. 15/BLH-S/Kpts/2011 dated December 20th 2011 in term of the hazardous waste storage permit. The permit is valid for 5 years.

Manpower:

The company has shown several evidence of law compliance follow: There was an evidence of payment for employee's BPJS (permanent employee) for July 2015. It was in line with statute No. 13 Year 2003 in term of Manpower. The company has circular of CEO 5 No. 004/HR Ops 1/09/2014 in term of the work accident and death insurance for temporary daily labour and the implementation of statute No. 24 Year 2011 about BPJS per July 1st 2015 for the BPJS payment for

temporary daily labour. According to the circular, the daily labour union whom are not yet registered to BPJS but has experienced work accident shall be compensated with the same value based on the applied law. (legalized by RC and PC of Region of Siak).

There was a collective labour agreement for period of 2013 in decree No. 191/PHIJSK-PKKAD/PKB/XII/2012 between Sumatera Estate Company Cooperative Forum and Indonesia Agriculture Labour Union. The agreement was sealed in Jakarta on December 17th 2012. The agreement was valid for 2 years. The collective labour agreement was still valid during the audit program. The new collective labour agreement (2015 – 2017) was being composed. There was a document of certificate and operator license list for Ujung Tanjung Mill. It consisted of 2 operator licenses (thresher machine operator license, boiler operator license, security Officer license, wheel loader operator license, engine room operator license, workshop operator license, staff operator license).

Good Manufacturing Practices :

The company showed the document of the list of maintenance and test for machine and work equipments for Ujung Tanjung Mill per June 4th 2015 for 26 equipments. For example, the electric motor steam turbine with license No. A52/TB/W4/VI/1996 with maintenance period for 1 year. The latest maintenance was held on April 30th 2015.

The company has work program to evaluate the compliance over law to government agency in term of PT IMT of Siak Region which is planned for twice a year or each semester. The program on 2015 is scheduled followed:

Compliance Evaluation	Plan	Realization	Plan
Manpower	June 2015	July 2015	December 2015
OHS	June 2015	April and July 2015	December 2015
Permit	June 2015	May and July 2015	December 2015
Environment	June 2015	June 11th 2015	December 2015
HCV	June 2015	June 2015	December 2015

OFI: the law and manpower bureau of the company is encouraged to evaluate and to communicate the Government Regulation No. 45 and No. 46 Year 2015 with the government over the regulation for temporary daily worker's workdays running on the company.

Minor 2.1.4.	Status: Opportunity For Improvement	
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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.

PT. Ivo Mas Tunggal Acquired land for estate and POM establishment based on the permits follow:
 On 1984, the company got the permit for the reserve area based on th the decree of Riau Governor No. 532/XII/1984 dated December 7th 1984 in term of the land reserve program for 41,870 Ha in Bagan Sinembah Village, Kubu Sub-District and Simpang Libo Village, Mandau Sub-District, Bengkalis District. The area on Simpang Libo Village is now Samsam Estate (2,846.076 Ha), Kandista Estate (3,884.89 Ha) anf Palapa Estate 3,074.89 Ha).
 On 1986, the company got location permit based on the decree of Riau Governor No. 543/X/1986 dated October 8th 1986 in term of location permit and land lease right for 45.879 Ha in Mandau and Kubu Sub-District, Bengkalis District for estate establishment managed by the company. Samsam Estate, Kandisa Estate and Palapa Estate are located on location 1 on Mandau Sub-District (Libo I/12,370 Ha and Libo II/14,000 Ha). The decree was supported by map of location permit in scale 1:100,000.
 Approval of Direktorat General of Plantation through letter No. HK.350/E4.516/10.88 dated October 11th 1988 in term of the approval for estate establishmentt in Riau Province.
 Land Use Title (HGU) certificate No. 1 Year 1994 dated August 18th 1994 for 13,432.087 Ha which is valid till December 31st 2028. It get the extension and update for Land Use Title (HGU) based on the decree of the Head of National land

Agency No. 150/HGU/BPN/2004 in term of the granting for Land Use Title (HGU) extension period and update over land on Siak District, Riau Province for 13,432.087 Ha for 25 years since December 31st 2028 and update period for 35 years post the last extension period based on the decree of Head of National Land Agency No. 150/HGU/BPN/2004. According to the decree of Land Use Title (HGU) No. 1 Year 1994.

UTJE – PT Ivo Mas Tunggal has had procedure of estate poles installation and maintenance (SOP-RSPO/IMT/PPK dated July 1st 2011). It informed the preparation, implementation, inspection and maintenance of boundary poles.

Land Use Title (HGU) poles in **Ujung Tanjung Estate** is consisted of 3 main poles (**BM 01, 02, 03**) and 5 supporting poles (**IMT 10, 11, 12, 13, 14**). According to the data of the latest monitoring on August 2015, all poles were well maintained.

According to the field visit to Land Use Title (HGU) boundary poles (BM 03, IMT 121, 128, 156 & 189), the poles were well maintained.

According to the result of public consultation with Siak District National Land Agency, community figures and village government apparatus as well as with the company's management on August 19th 2015, there was no land dispute within company operational area. The company did not expand the managed area.

Status: Full Compliance

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.

PT Ivomas Tunggal management has informed that there was no any traditional rights within the operational area. According to the information from the stakeholders on the FGD, there was no traditional, customary nor ancestry rights within PT. Ivomas Tunggal estate area. The FGD was attended by the community figures, government, chief of village, head of Riau customary community, Sakai customary figures. The FGD was held on Ujung Tanjung Training Centre on May 30th 2013.

According to the result of public consultation with Siak District National Land Agency and Plantation Agency as well as public consultation with several villages like Jambai Makmur, Telaga Samsam, Kandis Kota and Simpang Belutu on August 19th 2015, there was no traditional nor customary land within PT. Ivomas Tunggal estate area. It was supported by the result of HCV identification (there was no customary community). The locals identified themselves as Sakai Tribes whom are now acculturated with the newcomers.

Status: Full Compliance

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.

The company has plan to conduct replanting program for smallholders for 3 years (2015 to 2017) for 1,500 Ha (750 Family Heads). Cost of replanting is adjusted to the decree of Director General of Plantation No. 256/Kpts/RC.110/10/14 dated October 30th 2014 for IDR 75,490,000.-per Ha. According to the document of Pilot Project for Innovative Financing for Region of Siak, the map of the replanting program location for smallholders can be shown. The survey for identification and inventory for estate and smallholder was conducted on 2015. At the end of July 2015, 124.43 Ha (33 family heads) in 3 villages were inventorized.

The company has composed work plan as written on the document of **Profitability & Asumsi Utama** for 5 years (2015 to 2019). It described the information in term of the POM cost estimation, CPO price, replanting plan, FFB, CPO, PKO and PKM production and profitability.

The company has had replanting program for 5 years (2016 to 2020) for 15,628.74 Ha on 7 estates as shown follows:

No.	Estate	Plan of Replanting (Ha) Year						Total
		2015	2016	2017	2018	2019	2020	
1.	Libo	-	396.00	477.00	517.00	801.00	-	2,191.00
2.	Nenggala	457.82	548.00	-	-	-	-	1,005.82
3.	Sei rokan	-	444.00	856.00	519.00	841.00	694.06	3,354.06
4.	Samsam	734.10	444.00	224.00	490.00	-	-	1,862.10
5.	Palapa	-	473.00	506.00	559.00	525.00	479.40	2,542.40
6.	Kandista Sari	-	-	693.00	576.00	524.00	672.19	2,465.19
7.	Ujung Tanjung	-	466.00	514.00	282.00	694.00	222.17	2,178.17
	Total	1,191.92	2,771.00	3,270.00	2,943.00	3,385.00	2,067.82	15,628.74

Annual review of the plan replanting has been carried out, there was no replanting in Ujung Tanjung Estate on 2015.

Status: Full Compliance

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

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

There was no change over the procedure for cultivation and processing until ASA-2 program.

Evidence that the SOP has been well implemented was supported through field visit and interview follows:

- Interview with harvesters of block C27, division 2 of UTJE. They have known the harvest rotation and mature fruit standard.
- Interview with the pest and disease census and barn owl box supervisor of block C27 of division 2 of UTJE. The Officer was able to describe the procedure of detection, census to pest and disease control to deal with mass attack (exceeding economy threshold).
- Interview with the EFB application Officer of block D17 of division 2. The Officer was able to describe the dosage and period of EFB application for 60 ton /ha per 2 years.

Procedure to check the consistency of procedure implementation on scope of estate and POM regularly on the Operational Internal Audit. There were documents of :

- Executive summary report of OIA No.46/V-UTJM/2014 dated October 21st – 29th 2014 with the scope of audit for bank cash administration and memorial, procurement of goods, non-plant permanent activa, harvest output processing. The document is supported by follow up and response of auditee. For example, the issue of roof made from zinc roofing and CNP steel at the engine and boiler room. It has been corrected by using budget 2015.
- Executive summary report of OIA for UTJE on January 26th – February 2nd 2015 along with the follow up of auditee. For example, the unharvested >15 m plant in block B19 of division 2. It has been followed up by specific harvest method with device modification, harvesters and foreman were fined.

The company through FFB Officer showed the data of vendor who send FFB to Ujung Tanjung POM as follow SUJX, NWKX, SMGX, RHJX, JDPX, KJIX, and SPYX. Overall, the FFB from the third party is a FFB from PT. Agrotunggal Jayamandiri to be processed on mill.

Status: Full Compliance

4.2

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

The company has implemented Good Agricultural Practices based on the SOP of palm oil plants cultivation to maintain soil fertility continuously. Those are:

- Plant manuring for period of 2015 (till July). For example, Urea fertilizer application (11,313 kg for 89.25 Ha area), TSP (3,450 Kg for 53.11 Ha area) and RP (77,250 Kg for 407.36 ha area)
- Upkeep. For example, mature upkeep on July 2015. Those were sapling on edge of road for 895.26 Ha, manual circle racking for 65.96 Ha and EFB distribution for 30.50 Ha.
- Biological control for leaf eater caterpillar by upkeeping and planting *Turnera subulata* along the main road of division 2 for 431.57 Ha.
- Biological rodent control by installing 27 barn owl boxes for *Tyto alba* (1 unit per 15 Ha).
- EFB application as the replacement for MOP dan Urea fertilizer by using *Empty Bunch Spreader* (EBS) machine with capacity of 7 ton. EFB were distributed on the interrow and then is leveled (1 layer) manually. It has been planned for 589.13 Ha (60 ton/ha/year) and till July 2015 has been realized for 343.63 Ha (22,785 ton).

The company has the well documented fertilizer use records. For example, manuring during period of 2015 (till July) by using 9 type of fertilizers such as Meroke Mag-S (Epsomsalt), Meroke Kaliphos (MKP), Urea, TSP, Rock Phosphate (RP), Muriate of Potash (MOP/KCl), $FeSO_4 \cdot 7H_2O$, Borate Mahkota, Super Dolomite

The company has routinely monitored the changes on the nutrient status based on the regular soil and leaf analysis. The leaf analysis is conducted annually while soil analysis is conducted every 5 years. The leaf sampling is conducted on Leaf Sampling Unit (LSU) and soil sampling is conducted on Soil Sampling Unit (SSU). 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. There were 87 leaf samples from LSU of 5 Division (86 Blocks) and 36 soil samples taken from 6 SSU of block D31 during period of 2015. The result of leaf sample analysis has been received. Meanwhile, the soil sample is being analyzed.

Status: Full Compliance

4.3

Practices minimize and control erosion and degradation of soils.

The company also has semi-detail map in scale of 1: 50,000 which describes the unit of soil map, land suitability, boundary factors and hectarage which was composed by Plantation Monitoring and Planning Division on February 2002. There was no distribution of marginal soil on Ujung Tanjung Estate.

The company has implemented palm oil planting technique on the high erosion area by creating:

- Contour terrace on the hilly area with slope between 9 – 22° (width 4.5 m to 3 m), each 30 m there will be a stop bund (width and height for 60 – 70 cm and length for ± 2 m off the cliff).
- Individual terrace on the specific planted area but impossible for the contour terrace to be created (width 2.5 m following contour).

The company has road maintenance program on 2015. Those are:

- CPO road maintenance for 2,500 m by adding gravel and sand. For example, gravel distribution in division 1, 3 and 7 with 6 trucks (13.18 m³).
- Road Grading – June 2015. There was connecting road maintenance and road maintenance in division 1, 2, 3 and 4 for 32,100 m.

The company has the document of environment evaluation study (SEL) which was approved by EIA Commission of Agriculture Department No. RC.220/1052/B/VI/93 dated June 22nd 1993. According to the document of environment evaluation study, there was no cultivated peatland on Ujung Tanjung Estate. Furthermore, according to the semi-detail soil map in scale of 1: 50,000 which describes the unit of soil map, land suitability, boundary factors and hectarage which was composed by Plantation Monitoring and Planning Division on February 2002. Based on the map there is no fragile soil or

other problematic soil in Ujung Tanjung Estate.

According to the result of observation to division II, block C17, there were several area with terrace to control soil surface erosion. Furthermore, the main road condition was being maintained for the existence of gravel at the road edge.

Status: Full Compliance

4.4

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

Commitment to preserve riparian area and wetland bufferzone including upkeeping and preserving the riparian area pre and post replanting program were implemented by:

- Separating the waste trench and non waste trench;
- Improving housekeeping program;
- Manuring based on SOP;
- Construction of storage and washing station for pesticide;

According to the result of field visit to Aek Tapuak river on block B22 and C22 of division II of Ujung Tanjung Estate, the riparian area was dominated by woody trees and bushes. There were chemicals application boundary poles and signboard which inform the prohibition to hunt and to apply chemicals on riparian area.

Monitoring of water quality management is conducted regularly (each semester). For example, the result of surface water test in 1st semester of 2015:

- Surface water quality monitoring on Kandis and Angek Tapuak River Upstream and Downstream. According to the result of monitoring, there were several parameters which were not complying the quality threshold such as pH, BOD, COD, Total of Phospor and fat and oil. According to the result of evaluation of environmental management and monitoring plan docment, the water parameters have already been exceeding the quality threshold before passing through the company area. River downstreams surface water was better. It was well described on the result of surface water analysis.

Furthermore, according to the information from the environment staff and document review, the management unit has regularly (monthly) monitor effluent to the environment laboratory. According to the result of effluent test like in period of April – June 2015, there was no effluent parameters exceeding the quality threshold.

The management unit has also monitored the routine water consumption for Ujung Tanjung POM. According to the information from Ujung Tanjung POM SPO staff and document review, the management unit routinely monitor the water consumption for mill need. The average ratio of water consumption for the last 3 months (April – June 2015) was 1.03 m³/ton of FFB was still below the water consumption budget (1.50 m³/ton of FFB).

Status: Full Compliance

4.5

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

The company implemented IPM program over the detected pest and disease in Ujung Tanjung Estate as follow:

- Palm oil frond leaf eater caterpillar is controlled biologically by planting and maintaining *Turnera subulata* along the main road. For example, maintenance on division II for 431.57 Ha during period of January – July 2015. According to the result of observation on January, March, May and July 2015 in Division 7 (580.81 Ha), there is no Palm oil frond leaf eater caterpillar attack.

According to the result observation to the beneficial plant on division 2 main road, the *Turnera subulata* grew (a little in misery due to drought season) and well maintained. According to the information from census Officer, there will be palm oil leaf eater caterpillar such as *Eucanthecona* sp. However, the pest shall be hard to find on drought season (ASA-2).

- Rodent is controlled biologically by installing 27 barn owl boxes (sarang *Tyto alba*) (1 unit per 15 Ha). All barn owl boxes are still active. According t the result of monitoring on July 2015 in division 4, there were only 89 (0.87%) palm

oil plants of 10,260 palm oil plants which were attacked.

Hasil observasi lapangan menunjukkan, bahwa gupon di Divisi 2 Blok C17 masih aktif, ditandai dengan adanya tulang-tulang tikus yang masih segar dekat tiang gupon hasil predasi burung hantu.

According to the result of observation, the barn owl box on division 2, block C17 was still active due to the fresh bones near the barn owl box poles.

The company has sent 62 workers involved in the IPM implementation on the *In House Training* of "IPM training" on June 4th 2015 in Ujung Tanjung Training Centre (UJTZ). It was taught by SMARTRI. The training materials covered:

- Pest and Disease Census and Control (palm oil frond leaf eater caterpillar, rat, rhinoceros beetle and termit);
- *Ganoderma boninense* Control Strategy (Control Strategy Against *Ganoderma boninense*).

Status: Full Compliance

4.6

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

The company has type of herbicide used during period of 2015 to control the weed (approved by Indonesia Pesticide Commission) and it is registered on the book of pesticide for agriculture and forestry issued by R.I Agriculture Ministry. The list of herbicide contains the trademark, active ingredient, type, weed target, registration number and date of permit period. The list of herbicides use that are re-used covered name of product, active ingredient, LD50, % of active ingredient, amount of application (liter o kg), total of active ingredient, FFB production (ton) and pesticide unit. For example, the herbicide used for period of July 2015 were Rolixone, Roll Up dan Erkafuron.

The company has the record of herbicide use for the last 4 years (2012 to 2015). Those are Rolixone 276 SL (Paraquat), Roll Up 480 SL (Glifosat), Erkafuron 20WDG (Metil metsulfuron) and Garlon 670 EC (Trichlophir) with trend of reduction use. Furthermore, the company has the record of paraquat active ingredient herbicide use for the last 5 years (2011 to 2015) with trend of reduction use. For example 2011 (1,325.23 liter), 2012 (1,213.08 liter), 2013 (1,116.20 liter), 2014 (304.88 liter) and 2015 (till Juli) for 33.00 liter. Ujung Tanjung Estate Manager described that paraquate active ingredient herbicide shall not be used for any longer on 2016.

The pesticide is handled by the well trained Officer. For example, the restricted pesticide use training at Ujung Tanjung Training Center on March 28th 2015. It was taught by Pesticide and Fertilizer Commission, Manpower Agency, Health Agency and Environment Agency of Riau Province. The training was attended by 104 participants consisted of 70 sprayers of 7 estates in Siak Region, each of 10 people and 30 sprayers of Kampar Region. The training covered:

- Prevention and First Aid Action over Pesticide Poison;
- Emergency Aid Procedure;
- OHS to Manage Pesticide

All participants have gotten training certificate from Riau Province Pesticide and Fertilizer Commission. For example, certificate No. 932/Set-KP3/IV/2013 dated April 1st 2013 on behalf of Dede Inwanto (sprayers of Ujung Tanjung Estate).

The medical check up for period of 2015 was held on August 3rd 2015 to 34 workers. According to the cholinestrase medical check up, the cholinestrase on the worker's blood was still normal (75 – 100 = normal).

According to the result of interview with the sprayers team of Ujung Tanjung Estate which was consisted of 7 sprayers (all mean), there was no pregnant nor breastfeeding women workers. Therefore, the company has consistently monitored and checked the program to ensure that there should be no pregnant nor breastfeeding women workers working as sprayers.

The company has had SOP to manage pesticide waste No. SOP/SMART/LEMS-EHSD/SADV/II/002. The SOP set the method to manage agrochemicals containers waste. Agrochemicals containers waste and another solid waste are described on the procedure by having it collected, having it washed, having it recorded on the formulir of agrochemicals containers Log book and then it should be maintained on the provided place →the washed agrochemicals waste can be

used for the same program or can be hoarded and or returned to supplier or depends on the agrochemicals MSDS.

Status: Full Compliance

4.7

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

The company has evidence that they have consistently implemented OHS policy based on the applied procedure and law. For example, compliance over OHS equipments such as PPE for workers based on the hazard level on station, provision of first aid kits for estate and POM, ready use fire control equipments.

OHS Guiding Committee is responsible for OHS program executed on PT Ivomas Tunggal, unit of Ujung Tanjung Estate and Ujung Tanjung Mill. The OHS Guiding Committee has conducted the job and function properly and has held routine monthly meeting to discuss OHS problem. Furthermore, OHS Guiding Committee has reported the program to Siak District Manpower Agency routinely (each quarter).

- Decree of Siak District Manpower Agency No. 566/SKP-P2K3/DSTKT/2013/24 in term of the legalization for OHS Guiding Committee organization structure of **UTJM** (Ujung Tanjung Mill) dated November 29th 2013. The structure was as follow: leader (Budi Hariadi), vice head (Parman Perangin-angin), secretary (Simon Aries Restu with OHS expert certificate No. 4200/PK3/AJ/14/2013/P1 and dated of appointment on April 15th 2013), They are supported by division of evaluation (5 people), division of monitoring (6 people), division of research (6 people), division of consultation (5 people) and division of health (5 people).
- Decree of Siak District Manpower Agency No. 566/SKP-P2K3/DSTKT/2013/22 dated September 20th 2013 in term of the legalization for OHS Guiding Committee organization structure of **UTNE** (Ujung Tanjung Estate). The structure was as follow: leader (Edi), secretary (Sofwan Adli Ahmad with OHS expert certificate and decree of appointment No. KEP.P.162/M/DJPPK/IV/2014 dated April 23rd 2014 for 3 years). They are supported by division of evaluation, division of monitoring, division of research, division of consultation and division of health.

The company has consistently registered all permanent employees to BPJS program. There are 3 programs for permanent employees (work accident insurance, death insurance and retirement assurance). Referring to the circular of CEO 5 No. 004/HR Ops 1/09/2014 and the applied statute No. 24 Year 2011 in term of the BPJS per July 1st 2015. The temporary daily workers who experience work accident but not yet registered to BPJS program shall be given fair compensation based on the applied law (legalized by RC & PC of Region of Siak on August 26th 2015). According to the discussion with the management unit, referring the circular, the work accident compensation to temporary daily labour shall be adjusted with the applied law.

Regular medical check up like cholinestrase for the high risk workers who dealt with chemicals. The medical check up is held by the company twice a year. The medical check up for period of 2015 was held on August 3rd 2015 to 34 workers. Type of medical check up were cholinestrase medical check up and spirometri medical check up. According to the document review, all workers were healthy. According to the cholinestrase medical check up, the cholinestrase on the worker's blood was still normal (75 – 100 = normal).

The company has composed risk analysis document in form of HIRAC for each routine and non routine operationals at POM and Estate work unit. The document was compiled by referring flowchart follows: all operationals and process at POM and Estate were identified for the hazard potential based on the source/event and impacts caused by, the risk level analysis was then conducted and the risk control was then determined such as elimination, substitution, engineering, administrative or PPE use. Socialization for HIRAC was held at UTNE Pondok III year on August 14th 2015.

PT Ivomas Tunggal of Ujung Tanjung Unit has consistently implemented the readiness over the emergency response by forming emergency response team for mill and estate of Ujung Tanjung. The structure of the team follows:

- **UTNE:** leader (Edi Prayitno), daily leader (Sutrisno), secretary (Sofwan Adli Ahmad). They are supported by fire

extinguishing team, fire poison team, sack team, sickle team, health team, secure team, destroyer team, connecting team and evacuation team.

- **UTJM:** leader (Well Buse Milano), daily leader (Purwadi), secretary (Simon A.Restu). They are supported by fire extinguishing team, fire estinguisher team, sack team, sickle team, health team, security team, remover team, connecting team and evacuation team.

Provision of facilities and utilities to deal with fire are in good condition and stand by. According to the result of field observation to Ujung Tanjung Mill, handy fire extinguisher and hydrant were ready use. The monitoring over the equipments is conducted by afety Officer monthly. According to the field observation to Ujung Tanjung Estate, the fire extinguishing equipments were well maintained as well.

According to the result of field observation, the company has provided first aid kit in each work unit. For example, there were first aid kits on POM office, hazardous waste storage and processing stage Office. The harvest foremen of Ujung Tanjung on Block C17 of Division 2 of Ujung Tanjung Estate were equipped with first aid kit to deal with first blood when work accident occured. The foremen have participated on first aid training taught by company's doctor. Selain itu juga pekerja aplikator pestisida, sampai saat kegiatan audit dilaksanakan belum ada keluhan mengenai dampak dari penggunaan bahan kimia seperti gatal, iritasi, dan keluhan lainnya akibat penggunaan bahan kimia (pestisida). Furthermore, the pesticide applicators were not expressing complaint for the impact caused by chemicals use such as irritation, itch and other complaints caused by chemicals use untill the audit program.

The company has documented the record of work accident training in form of the report of FR and SR annual recapitulation report consistently. There was a work accident monitoring of Ujung Tanjung POM for period of January – July 2015 with zero accident result. Meanwhile, there were 7 light work accidents in Ujung Tanjung during period of January – July 2015 with 1 LTA.

Status: Full Compliance

4.8

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

The company has had training programs for employees on 2015 as written on document No. SOP/SMART/LC-PR/HRDV/02. For example, the restricted pesticide training held by pesticide commission on August 2015, land fire simulation on March 2015, settlement fire simulation on March 2015, first aid training on June 2015, emergency response for earthquake simulation on March 2015, generator and pump Operator training on July 2015, forklift and conveyor's operator training on July 2015, riot simulation on March 2015 and hazardous waste spillage control simulation on May 2015.

Furthermore, there were records of training programs for employees on 2015. For example, document of first aid training which was taught by Dr. Yossi A.P on June 6th 2015, socialization of chemicals control on March 30th 2015, land fire simulation, settlement fire simulation, simulation of riots and earthquake on March 19th 2015, simulation of earthquake and riots on March 24th 2015. IPM training on June 4th 2015, Leaf Sampling Unit and Soil Sampling Unit training on January 23rd 2015, socialization to the local contractor in Ujung Tanjung Estate on January 2nd 2015 and socialization to the contractor in Ujung Tanjung Mill pada on January 20th 2015.

The company also has the record of evaluation result for all training programs for employees for period of 2015. For example, the result of IPM training on June 4th 2015. It was taught by Crop Protection of Smatri Team. The result of evaluation showed that the employee's satisfaction level was 74.95% - 76.20% (Remarkable).

Therefore, it is concluded that the company has had well documented and maintained training programs for employees as well as its training records.

Status: Full Compliance

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.

There was no change on the operational scope of PT IVOMAS TUNGGAL until ASA-2.

The management unit has had environment document as the commitment and responsibility over the environment management and monitoring. For example:

- The approved Environment Evaluation Study by EIA Commission of Agriculture Department in letter No. RC.220/1052/B/VI/93 dated June 22nd 1993.
- PT Ivomas Tunggal environmental management plan and palm oil processing approved by EIA Commission of Agriculture Department in letter No 129/RKL-RPL/BA/XII/94 dated December 8th 1994.
- PT Ivomas Tunggal environmental monitoring plan and palm oil processing approved by EIA Commission of Agriculture Department in letter No 129/RKL-RPL/BA/XII/94 dated December 8th 1994.

The scope of Environment Evaluation Study was 46,000 Ha (including PT Salim Ivo Mas) with 4 POM (3 POM with capacity of 30 Ton of FFB/Hour (upgradeable to 50 Ton of FFB/Hour) and 1 POM with capacity of 30 Ton of FFB/Hour). There was a revised environment document which was environmental management and monitoring plan based on the recommendation of environmental management and monitoring plan from Riau Province Environment Impact Control Agency No. 660.1/Bapedal Prop.AM/232 dated May 3rd 2006 within 2 Land Use Title (HGU) for 25,053.287 ha and 3 POM with capacity of 60 Ton FFB/Hour.

The company has conducted management review every 2 years. According to the result of review, there was no expansion for the scope. Therefore, the positive and negative impacts of estate and POM operational are relatively same. The method of management and monitoring is also same.

According to the result of public consultation with the Siak District Environment Agency and document review, the environment management and monitoring program has been reported to the environment agency on the report of environmental management and monitoring plan such as report of environmental management and monitoring plan in 1st semester of 2015 which was reported to Siak District Environment Agency and to Siak District Plantation Agency on July 29th 2015, to Riau Province Environment Agency on July 28th 2015, to Environment Ministry on July 31st 2015.

Status: Full Compliance

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

PT Ivo Mas Tunggal has assessed HCV. It was internally conducted by Environment Department of PT. SMART Tbk on 2009. It was led by Norman Faried M (Team Leader of HCV assessment) who has been approved by RSPO. The result of HCV identification on 2009 follows:

HCV	UTNE		Total (Ha)
	Hectarage	Location	
1.2 and 4.1 (riparian)	110,56	D06; C06; B07; A09 (Kandis Riparian) A20; A21; B21; B22; C21; C22; D21; E22 (Angek Tapuak Riparian)	110.56

The company has the list of endanger species based on Government Regulation No. 7 Year 1999, CITES and IUCN in term of preservation for flora and fauna on PT Ivomas Tunggal. For example

No.	Local Name	Scientific Name	Conservation Status		
			PP.07/1999	CITES	IUCN
1.	<i>Cekakak Belukar</i>	<i>Halcyon smyrnensis</i>	D	-	LC
2.	<i>Elang Hitam</i>	<i>Ictinaetus malayaensis</i>	D	Appendix II	LC
3.	<i>Macan Akar</i>	<i>Felis bengalensis</i>	D	Appendix 1	LC
4.	<i>Rangkong</i>	<i>Rhinocerus hombill</i>	D	Appendix II	NT
5.	<i>Elang coklat</i>	<i>Butastur liventer</i>	D	Appendix 2	LC

According to the data, the wildlife found were *Cekakak belukar*, *elang hitan*, *macan akar*, *rangkong* and *elang coklat* were not incorporated on the list of rare, threatened or endanger species (RTE). Meanwhile, there was no endanger flora.

The hectare of HCV area of Ujung Tanjung Estate is 110.56 Ha and is consisted of Angek Tapuan Riparian and Kandis Riparian. According to the field observation to block B22 & C22 of Angek Tapuak Riparian, the company has managed riparian area by planting LCC plants (*vertifier grass*, Guatemala and bamboo), installing signboard which inform prohibition to hunt wildlife, to use chemicals. There has been a spray boundary painted with red (5 palm oil plants off the river).

Furthermore, PT Ivo Mas Tunggal has had HCV management plan for period of 2015 by managing riparian, managing the endanger species, threathened and preserved and monitoring HCV. Meanwhile, the record of HCV management plan and implementation like HCV patrol during period of January – July 2015, HCV signboard maintenance, LCC plants planting (*Vertifier grass*, Guatemala, and bamboo) and installation of conservation policy poster on UTNE main office and division office.

According to the result of interview with the locals (Belutu Village), there was no community's land which was considered as conservation area. Therefore, there was no need of negotiated agreement to protect HCV and local community area.

Status: Full Compliance

5.3

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

The company has the record of the waste sources identification written on the formulir of identification and evaluation of the environment aspect No. F/SMART/LEMS-EHSD/SADV/001/001 on May 2015. It has been approved by Mill Manager and Manager of each estate.

Hazardous Waste Management

Ujung Tanjung POM

Decree of Siak District Environment Agency No. 09/BLH-S/KPTS/2014 dated July 9th 2014 in term of the hazardous waste storage for PT. Ivomas Tunggal, Ujung Tanjung POM for 5 years. The building size was 6.5 m x 4.5 m x 3.5 m. Located on coordinate N: 00°97'09" and E: 101°26"33'.

Ujung Tanjung Estate

Decree of Siak District Environment Agency No. 15/BLH-S/Kpts/2011 in term of the hazardous waste storage per December 20th 2011 for 5 years. The building size was 2.5 m x 8.5 m x 3 m. Located on coordinate : N: 00° 58' 13,8" E; 101° 17' 48,5".

All the hazardous waste are sent to hazardous waste storage. Each quarter, the waste are transported by PT Primanru Jaya (get the permit from Environment Ministry for 5 years). There was an official record of hazardous waste dispatch for estate and mill. For example, the official record of hazardous waste handover from Ujung Tanjung Estate (UTNE) to PT Primanru Jaya on June 18th 2015. The type and volume of the dispatched hazardous waste were 677 liter of used oil (3 drums), 4 used batteries, 30 kg of rag and 95 kg of used filter with vehicle license plate No. B9405 NQA (got the permit to

transport from Ministry of Transportation No. 1335/AJ.309/DJPD/2015/360030296BB-0010 till June 4th 2016).

The company has reported hazardous waste for 2nd quarter (April – June 2015) to:

- Head of Siak District Environment Agency with receipt No. 030/EHSD-LIBZ/VII/2015 on July 29th 2015.
- Head of Riau Province Environment Agency with receipt No. 032/EHSD-LIBZ/VII/2015 on July 28th 2015.
- Environment Ministry (Deputy Assistant of Hazardous Waste and Materials Management) with receipt No. 033/EHSD-LIBZ/VII/2015 on July 31st 2015.

According to the field observation to hazardous material/chemicals storage in Ujung Tanjung Estate and POM, the Officer must wear PPE before entering the storage. There have been PPE box on the hazardous material area. There have been handy fire extinguisher and first aid kit to deal with emergency response. Furthermore, there has been MSDS for each hazardous material on the storage. The symbols used by the company have complied the applied law. Moreover, the structurization for the hazardous waste have been adjusted and separated based on the type and character of each hazardous waste.

Medical Waste Management

There was an official record of the medical waste dispatch from Ujung Tanjung Clinic to Central Libo Clinic on August 20th 2015. The dispatched type and volume were 12 Kg infuse bottles, 5 Kg injection drugs bottle and 4 Kg of needle. Total of dispatch was 21 Kg to Rama-Rama Polyclinic. Rama-Rama polyclinic cooperated with Bangkinang Hospital for incinerating the medical waste. The cooperation is valid for 1 year (December 30th 2014 to December 30th 2015).

Domestic Waste Management

The domestic waste is managed by separating the organic and anorganic one. The domestic waste is transported twice a week and it is disposed to the landfill (more than 1 km away from settlement).

Effluent Management

The effluent is used as liquid organic waste post its process on the WWTP pond to comply the quality threshold.

Solid Waste Management

The generated solid waste in form of shell, fiber, EFB and boiler ash. Shell and fiber are used as boiler fuel and EFB is used as organic fertilizer.

Status: Full Compliance

5.4

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

The management unit optimize the renewable energy resource consumption for replacing petroleum fuel. The management unit used shell and fiber as alternative energy to substitute diesel fuel. The management unit monitored the renewable energy consumption routinely. There was a document of the conversion of shell and fiber over fossil fuel in Ujung Tanjung POM for period of July 2015 as follow:

Description	Unit	Till July 2015	2014
Diesel Fuel Consumption	Liter	388,799	2,258,701
Total of the Actual Generated Power	KWh	1,888,666	3,749,471
Actual Power Generated by Generator	KWh	101,039	236,872
Difference between the actual generated power and actual power generated by generator	KWh	1,787,627	3,512,599
Diesel fuel conversion (Difference of the generetated power and power from generator / 3.5	Liter	510,750	1,003,599

KWh)			
Efficiency of Renewable Energy Consumption	KWh / Ton of FFB	72.37	24.73

Ujung Tanjung POM has renewable fuel efficiency for shell and fiber for 72.37 kWh/ton of FFB till July 2015 with the potential of diesel fuel consumption retrenchment for during period of January – July 2015 for 510,750 liter.

Status: Full Compliance

5.5

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

The company has the SOP of new land clearing (Document No. SOP/SMART/MCAR/IV/TA-PLB dated September 1st 2012). The SOP was purposed to prepare the new land clearing for manual/mechanical palm oil plants planting (**zero burning**) based on agronomy technical.

There was no new land clearing for replanting program for period of 2015 in Ujung Tanjung Estate.

Status: Full Compliance

5.6

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

Identification of all programs which have potential to generate pollution and emission have been held and monitored by the company for example like the emission and ambient air, odour and noise and effluent quality for Ujung Tanjung POM and Estate.

Emission and Ambient Air

According to the result of emission and ambient test like in period of 1st semester of 2015, the tested parameters were still below the applied quality threshold like parameter of NO₂ for boiler 122 mg/m³ (<BM), noise of ujung Tanjung POM for 61 dBA (<BM), Boiler 1 opacity for 27 % (<BM)

POM Effluent

The company has the permit of effluent utilization based on the decree of the Head of Siak District Environment Agency No. 02/BLH-S/KPTS/2015 dated January 5th 2015 for 5 years. The effluent application was held on 171 ha of land of Ujung Tanjung Estate on block C6, C7, C8, D6, D7, D8, D9, E8, E9 and E10.

According to the result of laboratory test, there was no effluent parameter which was exceeding the BOD quality threshold during period of April – June 2015. For example, the BOD for period of April 2015 was 2,396 mg/l (<BM), and pH 7.34 (<BM). All the effluent application has been routinely reported on the report of effluent utilization. For example, the report of effluent application for period of April – June 2015 has been reported to the Environment Agency on July 31st 2015.

According to the result of field observation to block C7 of the Ujung Tanjung Estate, there was land application program referring the permitted block. Furthermore, there was no indication of environment contamination caused by the effluent overflow from the application bed.

GHG Emission

The plan and implementation to reduce GHG was attached on the SOP of GHG mitigation (SOP/SMART/CERS-EHSD/SADV/II/2015). The actions taken by the company to reduce emission and pollution were:

- Substituting fossil fuel consumption with the renewable energy.
- Using fertilizer based on the recommendation of SMARTRI and improving soil fertility by planting LCC plants.

The company has reported the GHG calculation to RSPO Working Group on August 18th 2015 through letter No.

176/EL/IMT-RSPO/VIII/2015. The method used by the company was by using palm GHG calculator version 2.1.1 with database for period of July – June 2014. According to the result of GHG emission total, the generated emission during period of July 2013 – June 2014 was 1.34 tCO₂e/t CPO.

Status: Full Compliance

PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills

6.1

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

There was no scheme smallholder system within Ujung Tanjung POM scope.
There was a document of PT Ivomas Tunggal estate social impact identification study report which was conducted by the internal staff on August 2012. It was purposed to reduce the negative impacts and increase positive impacts on community.

The company has involved participation of the impacted parties from the nearby company area. The evidence shown by the company were the questionnaire of interview with the Chief of Village, Headman and the locals. For example, Telaga Sam-Sam Village, Simpang Belutu Village, Sakai Libu Jaya Village, Sam-Sam Village, Kandis Village, Belutu Village, Jambai Makmur Village. There was evidence of attendance list of the socialization within estate area on February 27th 2015. It was attended by 54 participants.

According to the result of social impact monitoring and management review on 2015. For instance in term of the local workforce absorption, the company has announced information for the selection requirements to the local government. The recruitment for workers recently has reached 1,158 workers. According to the result of evaluation, the recruitment shall be increased with the formal and informal communication to get workers from all class for the next period.

Status: Full Compliance

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.

The management unit has SOP of communication and consultation from Sustainability Division on 2014 (SOP/SMART/UMUM/SADV/II/004 issued on July 1st 2014). It becomes the reference to plan, implement, handle the communication and consultation among the stakeholders. The SOP was supported by the method of implementation, response for communication, information to the stakeholders and flowchart of each program. The document has been distributed to 17 internal parties like Head upstream, MD Ops, to SPO of Region Officer and SPO of Unit Officer.

The management unit showed the documentation of the attendance list of socialization of the impacts caused by the company to the village. For example, socialization to UTJE has been held on Jambai Makmur Village Government Office on February 26th 2015. The socialization materials were the socialization of communication and consultation and socialization for complaint and disgruntle.

According to the result of public consultation with the stakeholders nearby estate which was held on August 19th 2015, the stakeholders have known the procedure of communication and consultation with the management unit.

The management unit appointed the Estate and Mill Manager as the PIC on the socio-culture PIC. There were decrees of appointment from Siak RC as follow:

- UTNE: Decree No. 007/RC-SIAK/III/2014 dated March 3rd 2014 on behalf of Edi (EM of UTNE).
- UTJM: Decree No. 035/PC/IV/2015 dated April 24th 2015 on behalf of Parman Perangin-angin (caretaker of FM of UTJM).

According to the result of interview with the Estate and Mill Manager, they have known the job assignment as the socio-

culture PIC.

The management unit also has the document of the formulir of the list of law and requirements update. It contains the list of 60 stakeholders (information fo agency, name of PIC, address, telephone number, fax from the government agency, community figure, local NGO (Melayu Customary Body), spiritual figure, industrialist/local contractor). The latest data was updated on June 29th 2015 along with the document of the formulir of contact person list and the agency consisted of 9 stakeholders.

The communication and consultation with the stakeholder is recorded on the book of communication and consultation. There was a book of communication and consultation for Ujung Tanjung Estate and Ujung Tanjung Mill. Most of the incoming letters were the assistance request letter and all of the have been responded.

Status: Full Compliance

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.

There was an SOP of complaint and disgruntle management (SOP/SMART/SIGS-CSR/SADV/II/003). It describes the guidance to report the complaint and disgruntle along with the resolution step. The SOP become the reference to manage and solve the complaint and disgruntle (internal and external). It contained the resolution, PIC for each process, procedure of complaint delivery and flowchart of reporting and follow up.

The confidentiality of whistleblower was described on point 2.2.1 of the complaint and disgruntle receipt.

Documentation of the socialization of SOP of complaint and disgruntle management at Ujung Tanjung Training Center on February 25th 2015. It was led by CSR Deperatment and was attended by 23 internal participants and 10 stakeholders (Chief of Libo Jaya and Simpang Belutu Village, Kandis, Head of Melayu Cutomary Body, Sakai NGO, Chief of Telaga Samsam Village, Sakai and Kandis Village Community Figure).

According to the result of public consultation on August 19th 2015, the stakeholders nearby the company's area have aware of the procedure to express complaint and disgruntle whether written, through adivse box or directly to the social PIC of each unit.

According to the review on formulir of internal complaint and disgruntle on July 2015 for Ujung Tanjung Estate and POM, there was 1 incoming complaint on June 24th 2015 in term of the Health BPJS expressed by the employee. It has been followed up by the company through Health BPJS socialization on Siak Region in SRTZ on August 14th 2015. It was attended by 61 workers of estate and POM. There was no external complaint and disgruntle on August 2015 as written on the formulir of complaint and disgruntle.

According to the result of interview with the workers and labour union representatives, there was no complaint till July 2015 but the explanation over Health BPJS and the facilities to deal with. It has been responded by the company by inviting the BPJS party from the Duri Representative Office.

Status: Full Compliance

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.

The company has SOP of social conflict management No. SOP/SMART/SENS-CSR/SADV/II/002. The SOP was valid since July 2014. It describes the systematic and planned programs on the pre, during and post conflict.

- If the Unit Head received the information of conflict occured within the operational area, the unit Head shall coordinate with the associated D&L.

- D&L mapped the conflict occurred within the operational area.
- According to the conflict mapping, the D&L shall then rank the conflict by using assessment criteria and level of conflict.
- The result of conflict analysis shall be used as reference to compose the conflict management plan.
- The method of conflict management can be implemented flexibly by using more than one method like negotiation, mediation or litigation by keep considering conflict characteristic.

Furthermore, the company also has SOP of implementation of approval based on the early information data (Free Prior Informed Consent) No. SOP/SMART/SENS-CSR/SADV/II/003 dated July 1st 2014 and SOP No. SOP/SMART/TS-SKT/U1FCPD/1/001 in term of the checking of high carbon stock vegetation condition prior the land preparation. According to the SOP, the method to calculate and distribute participative fair compensation was described.

According to the result of interview with the management, there was no new area expansion for PT. Ivomas Tunggal. It was supported by the result of interview with the stakeholders (government and the locals). Recently, there was no new development for estate and mill. Therefore, there was no demand for compensation nor negotiation between the company and the locals.

Status: Full Compliance

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.

The wage payment for employees was based on the Riau Governor Regulation No. Kpts.244/III/2015 in term of the palm oil and rubber estate sub-sector minimum wage standard for period of 2015. It was legalized in Pekanbaru on March 31st 2015 for IDR 2,125,500/month According to the record of wage voucher, the wage of permanent employee was IDR 2,002,750 and temporary daily employee was IDR 85,020,-/working day.

There was a collective labour agreement between the cooperative institution of Sumatera estate company and the labour union. The collective labour agreement has been registered based on the decree of the Director General of Industrial Relation Guidance and Social Labour Agreement No. 191/PHIJSK-PKKAD/PKB/XII/2012. The decree was valid for period of November 14th 2012 to November 13th 2014. According to the collective labour agreement, the rights and obligations of employees, overtime calculation, labour social assurance and other rights and obligations were described. During the audit program, the collective labour agreement was still valid and was waiting for the legalization for the new collective labour agreement.

The company has the list of the recorded facilities on the document of facility data for the employees and map of public facility like:

Ujung Tanjung Mill. House (127 units), daycare, mosque, church, baby and maternal clinic, clinic, tennis court, soccer field, volley court, table tennis, badminton court, ambulance and school bus (1 unit for each).

Ujung Tanjung Estate. House (204 units), daycare, mosque, church, baby and maternal clinic, clinic, tennis court, soccer field, volley court, table tennis, badminton court, ambulance and school bus (1 unit for each).

According to the result of field visit, the provided facilities were in line with the shown data. The properness of the facilities were supported by the result of interview with the workers.

According to the result of interview with SPO of Regional Officer, there was a weekly market and sudden market after the payday in front of the division office (near plain) at strategic spot. Furthermore, the big market was not too far only 1 – 2 km away (accessible with motorbike). The company opened access for the merchant from outside to trade on estate area. The road was could be accessed to each market. The company has had attempts to monitor and improve access for workers to get proper, adequate and affordable foods.

Status: Full Compliance

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.

According to statute No. 2 Year 2004 in term of the freedom to unite and statute No. 21 Year 2000 in term of the labour union, the company freed the the workers to form labour union based on the circular No. 045/CEO5-SE/11/2010 dated November 16th 2010 in term of the freedom to unite on the labour union.

- Recording at Agency (Mill): previous recording No: 568/DSTK/IV/2010/13. The number of member till July 2015 were 108 workers.
- Recording at Agency (Estate): previous recording No: 568/DSTK/V/2010/20. The number of member till July 2015 were 420 workers.
- Record of minute of meeting between the company and the labour union: the management’s response over the Bipartit cooperative forum on the collective labour agreement compilation was that PT IMT was the member of labour union.
- Labour union internal meeting. 30 members of labour union (September 18th 2014) were proposing letter to company in term of the negotiation of Bipartit for composing the company level collective labour agreement. The labour union thought that there were many rights and obligations of the workers and the industrialist which was not yet written on the collective labour agreement and it created similar-ocured disputes due to the different interpretation.

Status:

6.7

Children are not employed or exploited.

According to the policy for age written on collective labour agreement based on the circular on March 31st 2009 No. 002/SE-HRDV/03/09 from HR Director, regarding the implementation of statute No. 13 Year 2003 in term of Manpower clause 68 about the prohibition to employ underage workers, the company applied the minimum age requirements on 18 years old.

According to the list of employees on August 2015, the range of employee’s age was between 18 – 37 years old. The youngest employee on behalf of Gusti Erfian (employee of division II). He was born on March 19th 1980 and he joined the company on September 26th 1998.

According to the result of interview with estate and POM workers, the company did not employ underage workers. According to the information from the interviewed employees, one of the requirements for administration is to attach the ID card to ensure that the applying future workers are not underage workers.

Status: Full Compliance

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.

The company has commitment to prohibit entire type of discrimination regarding race, caste, religion, disability, gender, sexual orientation, organizational membership, political affiliation or age. The commitment was written on the circular No. 035/HR OPS/01/11 dated January 3rd 2011 composed by CEO 6 in term of the industrial relation implementation. In order to implement the harmonic, dynamic and fair industrial relation, all operational unit should implement fair industrial relation regardless tribe, religion, race on all stations.

According to the result of interview with the employee of Tanjung Estate, there is no discrimination occurred. Each employee get the rights and obligations based on competence regardless race, caste, religion, disability, gender, sexual orientation, organizational membership, political affiliation or age.

Furthermore, the selection, recruitment and promotion process are based on the competence, skills, quality and medical check up result. It was written on the procedure of recruitment for workers.

Status: Full Compliance

6.9

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

The company showed the policy in form of the socialization of sexual harassment prevention at workplace and over the children at Ujung Tanjung Training Center Classroom on June 11th 2015. It was attended by 84 participants (representatives of PIRSI madams of each estate and mill; representative of smart house (*Rumah Pintar*) and Guiding Officer, representatives of teacher, representatives of field and office women workers and SPO Officer of estate and mill). The taught materials were the definition of the women reproduction, awareness for menstruation, period of childbirth and women reproduction rights).

SOP of complaint is written on the SOP of complaint and disgruntle management No. SOP/SMART/SIGS-CSR/SADV/003 dated July 1st 2014. The SOP describes the receipt for complaint and disgruntle.

“Head of administration receive the incoming letter (complaint and disgruntle) from the labour union. If there is no labour union yet, the letter can be sent by the employee directly. The company assure the confidentiality of the complainant and *whistleblower*. The data of incoming aspirations are recorded on the formulir of complaint and disgruntle (F/SMART/SIGS-CSR/SADV/003/001).

According to the interview with the employees in Ujung Tanjung Estate settlement, the employees have aware and have been able to describe the procedure of complaints and disgruntle management. Each complaint is recorded on the form of complaint and disgruntle recording.

Furthermore, there is a policy to protect reproduction rights (especially for women) on the policy of sexual harassment prevention signed by top management on August 1st 2011.

The company has circular No. 068/HR OPS/01/11 dated January 3rd 2011 composed by CEO 6. According to the circular, in order to maintain sprayer’s OHS, hence:

- Pregnant and breastfeeding women workers are not allowed to work as sprayers.
- The sprayers who use agrochemicals must participate on the regular (each semester) medical check up conducted by doctor or nurse.

Socialization of the women reproduction rights protection at Ujung Tanjung Center Classroom on June 11th 2015. It was attended by 84 participants (representatives of PIRSI madams of each estate and mill; representative of rumping and guiding Officer, representatives of teacher, representatives of field and office women workers and SPO Officer of estate and mill). The taught materials were the definition of the women reproduction, awareness for menstruation, period of childbirth and women reproduction rights).

Status: Full Compliance

6.10

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

The FFB price determined by Ujung Tanjung POM is informed by Ujung Tanjung Mill FFB Officer (Tugimin) to 7 suppliers. The price is in line with the Change of PK FFB price in *Ujung Tanjung Mill*.

Ujung Tanjung Mill received FFB from another vendors. For example:

- Vendor with estate code number (Plantation Code) JDPX
- Vendor with estate code number (Plantation Code) SMGX
- Vendor with estate code number (Plantation Code) NWKX
- Vendor with estate code number (Plantation Code) RHJX

- Vendor with estate code number (Plantation Code) KJIX
- Vendor with estate code number (Plantation Code) SUJX
- Vendor with estate code number (Plantation Code) DMSE

The FFB pricing determined by the HO of Jakarta is based on the price of CPO and PK price. The price is socialized to vendor weekly via letter composed by FFB Officer. The announcement is conducted directly or via announcement board on the security post.

Example of the price announcement letter are as follow:

- Letter No. 031/FFB/Tg/08/2015 for the FFB price from August 8th – 14th 2015 for IDR 875/Kg.
- Letter No. 032/FFB/TG/08/2015 for the FFB price from August 15th – 21st 2015 for IDR 800/Kg.
- Letter No. 033/FFB/TG/08/2015 for the FFB price from August 15th – 21st 2015 for IDR 770/Kg.

The management unit also cooperated with several local contractors. For example:

Ujung Tanjung Estate

- No. UTNE/SPKL/01/2015/001 – grass cutting service with Masri Tarigan (Kandis). Contract for service period from January 2nd 2015 to December 31st 2015. The official record of the project payment is attached as well.

Ujung Tanjung Mill

- Procurement for staff and employee’s uniform for 314 pieces by cooperating with Mandala Tailor (Simpang Belutu-Kandis) based on contract for service No. 004/Utjm/LKL/05/2015-Pakaian dated May 7th 2015. It was paid on June 27th 2015.
- FFB trade contract for service No. 001/TBS/ATJM-JDP/XII/2014 dated December 23rd 2014 with Jondri Pakpahan for supplying FFB during period of January 1st 2015 to December 31st 2015.

Status: Full Compliance

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

The company has contributed on the sustainable development for the locals through several cooperations with the local contractor and supplier. For example:

Ujung Tanjung Mill

- Procurement for staff and employee’s uniform for 314 pieces by cooperating with Mandala Tailor (Simpang Belutu-Kandis) based on contract for service No. 004/Utjm/LKL/05/2015-Pakaian dated May 7th 2015. It was paid on June 27th 2015.
- FFB trade contract for service No. 001/TBS/ATJM-JDP/XII/2014 dated December 23rd 2014 with Jondri Pakpahan for supplying FFB during period of January 1st 2015 to December 31st 2015.

Ujung Tanjung Estate

- No. UTNE/SPKL/01/2015/001 – grass cutting service with Masri Tarigan (Kandis). Contract for service period from January 2nd 2015 to December 31st 2015. The official record of the project payment is attached as well.

Due to the fact that plantation business permit of PT. IVOMAS TUNGGAL was gotten before the issuance of Agriculture Ministry Regulation No. 26 Year 2007 through the principle approval of Agriculture Ministry Letter No. HK.350/E5.790/12.94 dated December 2nd 1994 in term of the approval for plantation business in Mandau Sub-District, Bengkalis District, Riau Province for 23,477 Ha and POM with capacity for 120 Ton of FFB/Hours, therefore, there was no scheme smallholder system with the local outgrowers.

Status: Full Compliance

6.12

No forms of forced or trafficked labour are used.

According to the document review on the list of employee on August 2015 and interview with the company representatives, the estate and mill management unit did not employ foreign workers for the field work.

Status: Full Compliance

6.13

Growers and millers respect human rights

The company has commitment to respect the human right as written on the circular No. 035/HR OPS/01/11 dated January 3rd 2011 from CEO 6 in term of the industrial relation implementation. In order to implement the harmonic, dynamic and fair industrial relation, all operational unit should implement fair industrial relation regardless tribe, religion, race on all stations.

Status: Full Compliance

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.

The planting have been conducted since 1986 and shall enter replanting stage. Therefore, there was no new planting nor expansion post January 2010.

Status: Full Compliance

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.

The planting have been conducted since 1986 and shall enter replanting stage. Therefore, there was no new planting nor expansion post January 2010.

Status: Full Compliance

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.

The planting have been conducted since 1986 and shall enter replanting stage. Therefore, there was no new planting nor expansion post January 2010.

Status: Full Compliance

7.4

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

The planting have been conducted since 1986 and shall enter replanting stage. Therefore, there was no new planting nor expansion post January 2010.

Status: Full Compliance

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.

The planting have been conducted since 1986 and shall enter replanting stage. Therefore, there was no new planting nor expansion post January 2010.

Status: Full Compliance

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.

The planting have been conducted since 1986 and shall enter replanting stage. Therefore, there was no new planting nor expansion post January 2010.

	Status: Full Compliance	
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.	
	The planting have been conducted since 1986 and shall enter replanting stage. Therefore, there was no new planting nor expansion post January 2010.	
	Status: Full Compliance	
7.8	New plantation developments are designed to minimise net greenhouse gas emissions.	
	The planting have been conducted since 1986 and shall enter replanting stage. Therefore, there was no new planting nor expansion post January 2010.	
	Status: Full Compliance	
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity		
8.1	Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.	
	The company has had several sustainable improvement records. For example:	
	Ujung Tanjung Mill:	
	<ul style="list-style-type: none"> - Best Practices: installation of continuous condensate chamber to ease the condensate dispose control; method of thermal overload relay test. - Environment: GHG emission calculation - Social: Increase of local business on the development of local economy. - OHS: purchase of specific medical check up equipments (spirometri, audiometri and cholinesterase equipments). 	
	Ujung Tanjung Estate:	
	<ul style="list-style-type: none"> - Best Practice: emdek hopper hatch, increasing amount of barn owl box, herbicide spray efficiency and effectiveness with motor-propelled pedicab. - Environment: GHG emission calculation - Social: Increase of local business on the development of local economy. - OHS: purchase of specific medical check up equipments (spirometri, audiometri and cholinesterase equipments). 	
	Status: Full Compliance	

3.2. Summary of Assessment Report of Supply Chain Requirement

Clause	(Module E) CPO Mills - Mass Balance Requirements
E.1	Definition
E.1.1	Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and 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.
	The management unit was able to verify and document the FFB volume (certified and non-certified) received follow: The list of FFB, CPO and PK production of Tanjung Mill:

Month	FFB (ton)		CPO (ton)		PK (ton)	
	Certified	Non Certified	Certified	Non Certified	Certified	Non Certified
Sept'14*	-	5,071.36	891.42	1,899.61	-	1,368.36
Oct'14	-	9,493.67	-	1,776.39	-	432.66
Nov'14	-	7,840.57	-	1,466.99	-	545.93
Dec'14	-	7,459.65	-	1,357.86	-	499.75
Jan'15	-	5,920.71	-	1,045.66	-	289.38
Feb'15	-	7,930.14	-	1,400.92	-	344.15
Mar'15	-	12,245.54	-	2,155.04	-	571.76
Apr'15	-	16,505.65	-	2,926.91	-	767.29
May'15	-	15,301.54	-	2,671.72	-	687.11
Jun'15	-	16,320.30	-	2,919.40	-	648.70
Jul'15	671.54	24,196.21	120.41	4,338.38	-	1,128.73
1-21 Aug'15	342.68	18,211.58	63.81	3,391.383	-	740.72

Note: Rest of stock on August 2014

According to the result of interview with the management unit, Tanjung Mill received FFB only from the certified estate on July and August during certification period. The rest of FFB was received from the non-certified individual smallholder.

Status: Full Compliance

E.2 Explanation

E.2.1

The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. 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.

Ujung Tanjung Mill get the certified FFB supply from Ujung Tanjung Estate. By ensuring the FFB, CPO and PK production tonnage estimation produced during period of September 13th 2014 – September 13th 2015 is as follow:

Certified FFB: 79,600 ton; CPO Projection: 14,885.20 ton and PK Projection: 3,773.04 ton.

The actual production from September 13th 2014 to August 21st 2015 was 75,639.69 ton of FFB; 1,011.83 ton of CPO and 4,034.58 ton of PK. The certified CPO and PK production was not as much as the non-certified one because most of the FFB from Ujung Tanjung Mill were sent to Samsam Mill. According to the production actual data, there was no overproduction from the previous year projection.

Status: Full Compliance

E.2.2

The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).

Ujung Tanjung Mill has conducted registration and has complied proper RSPO requirements reporting via RSPO IT Platform (E-Trace) with ID License: RSPO_PO1000001056. According to the result of interview with the SPO Officer, since September 2014 to ASA-2 program, there was no product RSPO-certified claim (CPO & PK).

Month	Product				Note
	CPO (Kg)	Buyer	PK (Kg)	Buyer	
> 13 September 2014	1,768,190	PT. Buana Wira Lestari-Dumai	776,400	PT. Wilmar Nabati Indonesia-Dumai	
October 2014	1,592,930	PT. Buana Wira Lestari-Dumai	486,210	PT. Wilmar Nabati Indonesia-Dumai PT. Adei P&I – Duri	PT. Adei P&I: 98,970 Kg
November 2014	1,530,510	PT. Buana Wira Lestari-Dumai	545,930	PT. Wilmar Nabati Indonesia-Dumai PT. Adei P&I – Duri PT. Ivo Mas Tunggal - Dumai	PT. Adei P&I: 16,600 Kg PT. IMT: 116,570 Kg
December 2014	1,530,640	PT. Buana Wira Lestari-Dumai	499,750	PT. Wilmar Nabati Indonesia-Dumai PT. Ivo Mas Tunggal - Dumai	PT. WNI: 109,840 Kg PT. IMT: 389,910 Kg
January 2015	1,203,040	PT. Buana Wira Lestari-Dumai	58,670	PT. Wilmar Nabati Indonesia-Dumai	-
February 2015	1,222,200	PT. Buana Wira Lestari-Dumai	83,000	PT. Wilmar Nabati Indonesia-Dumai	-
March 2015	1,848,470	PT. Buana Wira Lestari-Dumai	926,450	PT. Wilmar Nabati Indonesia-Dumai PT. Ivo Mas Tunggal - Dumai	PT. WNI: 432,490 PT. IMT: 439,960
April 2015	2,631,430	PT. Buana Wira Lestari-Dumai PT. Leidong West Indonesia-Dumai	687,350	PT. Ivo Mas Tunggal - Dumai	PT. BWL: 741,670 PT. LWI: 1,889,760
May 2015	3,161,510	PT. Leidong West Indonesia-Dumai	715,460	PT. Ivo Mas Tunggal - Dumai	
June 2015	2,735,330	PT. Leidong West Indonesia-Dumai	619,600	PT. Ivo Mas Tunggal - Dumai	
July 2015	2,671,910	PT. Leidong West Indonesia-Dumai	533,950	PT. Ivo Mas Tunggal - Dumai	
To 21 August 2015	3,383,490	PT. Leidong West Indonesia-Dumai	314,070	PT. Ivo Mas Tunggal - Dumai	
Total	25,279,650	-	6,246,840	-	

Status: Full Compliance

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.**

There is no change on the procedures owned by Ujung Tanjung Mill and keep using MB model on the supply chain implementation. The SOP of identification and traceability No. PT IMT/SOP/01 and describing the responsibilities of the personel over the supply chain requirements.

- a. Tasks and responsibilities of personel over the supply chain implementation requirements are:
- Weight Bridge Officer
 - Ensuring the weighbridge tools and program's functions runs well on the *Weightbridge* program before weighing goods.
 - Checking the completeness of all vehicle's documents that shall be weighted including the license plate number.
 - Ensuring the position of the vehicle that shall be weighted properly, vehicle should be turned off and all passengers including drivers have came out of vehicle.
 - Separating and recording *claim certified product* FFB/CPO document of the *certified product* FFB/CPO.
 - Assistant
 - Monitoring the received FFB based on the applied criteria standard.
 - Monitoring the FFB processing stage.
 - Monitoring the processed product quality analysis process.
 - Head of Administration
 - Recording and reporting the produced product quality and quantity routinely.
 - Monitoring the FFB receipt administration process including the administration of the processed product dispatch.
 - Monitoring the crucial tools/devices on the *Supply Chain* perfectly, accurately, valid license and maintained.
 - Calculating *Mass Balance* based on the amount of the certified product-claimed products.
 - Manager
 - Responsible to ensure all process on supply chain are well executed.
 - Ensuring that the *Mass Balance* calculation has been done and to know the amount of the *Certified Product*.
 - Giving information to the interest party the amount of the *Certified Product*.
 - Production Controller
 - Ensuring and assuring that the produced products are traceable (the sources) and the received products quality and quantity in line with what has been written on the document.

According to the result of interview with CCP Officer like security Officer, weighbridge Operator, Kernel and CPO dispatch Operator. There was a socialization in term of SCCS RSPO. However, most of CCP Officers did not clearly understand SCCS.

Status: Full Compliance

E.3.2

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

Ujung Tanjung POM has the documented procedure of the certified and non-certified FFB receipt and process on the SOP of Identification and Traceability No. PT IMT/SOP/01. It describes the procedure of:

- Checking of FFB covering letter completeness as well as other letters. It is assigned by the security Officer on the gate and it is then weighted by the weighbridge Operator. The weighbridge ticket is then printed and saved on the computerized system of *Weightbridge Computer System*. The system saved the information of the origin of FFB (origin of estate/division/block/outgrower group/cooperative unit, vehicle license plate, type of vehicle, amount of FFB, weight, date, date of FFB receipt, FFB covering letter, total of Certified Product).
- FFB quality checkin is conducted by using grading method to be then continued with the processing stage based on the applied procedure. The CPO and Kernel are written on the daily production report.

Status: Full Compliance

E.4 Purchasing and goods in

E.4.1

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

Verification and documentation of the certified and non-certified FFB volume are conducted by using *Weightbridge System*.

The system has contained registration of the estate origin (certified and non-certified). Each of the certified estate is registered with the code (particular number) like:

- Libo Estate with estate code number (*Plantation Code*) 1920
- Kandistasari Estate with estate code number (*Plantation Code*) 1921
- Nenggala Estate with estate code number (*Plantation Code*) 1921
- Palapa Estate with estate code number (*Plantation Code*) 1923
- Samsam Estate with estate code number (*Plantation Code*) 1924
- Sungai Rokan Estate with estate code number kebun (*Plantation Code*) 1921
- Ujung Tanjung Estate with estate code number (*Plantation Code*) 1926

Meanwhile, the FFB from the non-certified source has also been given code (particular number). There are 7 FFB sources from the non-certified FFB as follow:

- Vendor with estate code number (*Plantation Code*) JDPX
- Vendor with estate code number (*Plantation Code*) SMGX
- Vendor with estate code number (*Plantation Code*) NWKX
- Vendor with estate code number (*Plantation Code*) RHJX
- Vendor with estate code number (*Plantation Code*) KJIX
- Vendor with estate code number (*Plantation Code*) SUJX
- Vendor with estate code number (*Plantation Code*) DMSE

The Head of Administration (Traceability Officer) has authority to monitor and validate the good and monitored ongoing system between the certified and non-certified FFB sources.

Example of the incoming FFB from the certified and non-certified vendor are as follow:

- On August 1st 2015 No. B012960 with vehicle license plate: BM 9064 SA, nett: 10,300 Kg from Ujung Tanjung Estate (1926).
- On August 20th 2015 No. B015220 with vehicle license plate: BM 8832 SC, nett: 12,340 Kg from (SUJX).

Meanwhile, the example of the CPO and PK dispatch weightbridge are as follow:

- On September 25th 2014 No. A009092 with vehicle license plate: BM 8842 TU, nett: 39,480 Kg to PT. IMT Bulking Station (Dumai)
- On August 8th 2014 No. A00166 with vehicle license plate BM 8369 SB, nett: 19,150 Kg to PT. IMT Bulking Station (Dumai)

Status: Full Compliance

E.4.2

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

Ujung Tanjung Mill get the certified FFB supply from Ujung Tanjung Estate. By ensuring the FFB, CPO and PK production tonnage estimation produced during period of September 13th 2014 – September 13th 2015 is as follow:

Certified FFB: 79,600 ton; CPO Projection: 14,885.20 ton and PK Projection: 3,773.04 ton.

The actual production from September 13th 2014 to August 21st 2015 was 75,639.69 ton of FFB; 1,011.83 ton of CPO and 4,034.58 ton of PK. The certified CPO and PK production was not as much as the non-certified one because most of the FFB from Ujung Tanjung Mill were sent to Samsam Mill. According to the production actual data, there was no overproduction from the previous year projection.

Status: Full Compliance

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>a. The management unit of Ujung Tanjung Mill was able to show the record to balance of the certified FFB, CPO and PK receipt on the document of monthly IN OUT CERTIFIED PRODUCT. It describes the received FFB, the processed FFB, CPO and Kernel Production, the dispatched CPO and PK, CPO and PK stock. The document is verified by the Mill Manager and Traceability Officer.</p> <p>b. The information of the dispatched CPO and Kernel has been calculated on the accounting system on the Ujung Tanjung certified CPO and Kernel MB document. It contains the information of the early stock, production, dispatch and final stock.</p> <p>c. During the audit program, the produced CPO and Kernel by Ujung Tanjung Mill from September 2014 – August 2015, the FFB receipt to CPO and PK sales did not claim RSPO certified product.</p>	
	Status: Full Compliance
E.5.2	
<p>In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.</p>	
<p>Since Ujung Tanjung Mill got RSPO certified (September 12th 2013) till ASA-2 program, they sold Kernel to the third party only (they did not process it).</p>	
	Status: Full Compliance

3.3. Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
ASA-2	PT Ivo Mas Tunggal did not use certificate nor logo.	√
	Status: Not Applicable	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ASA-2	PT Ivo Mas Tunggal did not use certificate nor logo.	√
	Status: Not Applicable	
3.	Implementation of Certificate and Logo is not used on product	X or√
ASA-2	PT Ivo Mas Tunggal did not use certificate nor logo.	√
	Status: Not Applicable	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√

ASA-2	PT Ivo Mas Tunggal did not use certificate nor logo.	√
	Status: Not Applicable	

3.4. Summary of RSPO Partial Certification.

Management unit(s) observed: Sawita Mill (South Kalimantan Province) has Stage-1 audited by other CB's		
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	X or√
	According to the result of audit in Sawita Mill Unit, there is no issue over the applied law compliance.	
	Status: Full Compliance	
2.2	The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.	X or√
	According to the result of audit, Sawita Mill Unit got Land Use Title (HGU) for 8,724 ha. However, there are 155.87 ha of land where the Land Use Title (HGU) is being processed on the Committee B Meeting.	
	Status: Full Compliance	
6.3	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	X or√
	The company has provided facilities and transparent procedure to receive complaint and dispute on SOP/SMART/SIGS-CSR/SADV//003 in term of guideline for reporting complaint and disgruntle from internal and external party. There is no major issue based on the audit result.	
	Status: Full Compliance	
6.4	Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or√
	According to the result of audit in Sawita Mill Unit, there is no issue in term of the community whom lost the legal nor traditional right.	
	Status: Full Compliance	
7.3	New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.	X or√
	According to the result of audit, Pamukan and Sawita Estate has conducted planting post November 2005. HCV assessment program has been conducted. However, HCV report is still being processed (resolution).	
	Status: Full Compliance	
7.5	No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or√
	According to the result of audit, there is no issue in term of new planting (post January 2010) on the community's land without FPIC.	
	Status: Full Compliance	
7.6	Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	X or√
	According to the result of audit, there is no issue in term of new planting (post January 2010) on the community's land without FPIC.	
	Status: Full Compliance	

3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

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

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
2013.03	Major 2.1.1	Regulatory Compliance Based on interviews with workers of Ujung Tanjung Estate, Division III, is known that personal protective equipment such as Boat shoes are not provided by the company. This is not complying with Permenaker. No 8 year 2010 Article 2.	Esata te	Major	Before the report send	Companies must personal protective equipment for free to workers.	5 June 2013 There is available evidence handover on June 3 rd , 2013 the provision of PPE such as boots to workers of Ujung Tanjung Estate. Given for 40 people and one of is on behalf of Ponijem.	Closed	5 June 2013
2013.04	Major 4.7.1	Implementation OHS Policy Based on field visits and observations in Ujung Tanjung Mill and Estate, There is workers do not use PPE such as: <ul style="list-style-type: none"> Observations on May 30th, 2013, 2 harvesters who are harvesting in Ujung Tanjung Estate, Division III, Block E07 did not use PPE. Personnel dispatch CPO Ujung Tanjung Mill did not use a helmet when doing the job Grading worker on behalf of Romain did not use gloves when doing the job. 	POM and Estate	Major	Before the report send	Companies must perform in accordance with policy implementation K3 which has been owned.	5 June 2013 The company has improved related to implementation OHS policy, such as: <ul style="list-style-type: none"> The Company publishes and socialize letter No 02/RC-PC/Region Siak/Juni/2013 dated June 5th, 2013 about mandatory use of PPE in all operational activities. Perform engineering techniques in helmets of dispatch officers with add straps. Socializing IK Grading and affirmation PPE usage. 	Closed	5 June 2013
2013.05	Minor 4.7.3	Implementation of Risk Identification Based on the results of field visits in Ujung	PKS	Minor	S 1	Companies should ensure implementation of risk	5 June 2013 The company has made improvements in	Closed	5 June 2013

		Tanjung Mill WWTP ponds known that the implementation of risk identification is not appropriate, because it can still be accessed by someone other than the officer.				identification has been carried out in accordance with the recommendation of risk identification.	the identification of risks related to the implementation of the WWTP as a barrier making entered dijalur WWTP area, the addition of a prohibition sign warnings for unauthorized entry. There are minutes of installing the barrier of entry dated June 3, 2013.		
2013.06	Minor 4.7.6	First Aid Emergency Box Based on field visits in Workshop, Ujung Tanjung POM P3K found first aid emergency box did not appropriate with a list of owned (glass eye wash and distilled water replaced with mineral water)	PKS	Minor	S 1	Companies must ensure all equipment in first aid emergency box appropriate with the list.	5 June 2013 The company has shown evidence of improvement completeness first aid emergency box at the site such as: Handover of equipment first aid emergency box such as eye wash cups and distilled water to officers in Workshop Ujung Tanjung POM dated June 4 th , 2013.	Closed	5 June 2013
2013.07	Minor 5.2.2	HCV officers Based on interviews with HCV officers in Ujung Tanjung Estate on behalf Mr. Rizki Karnain, is known that the officers have not been trained HCV.	Estate	Minor	S 1	Officers must ensure that the designated HCV officer have been trained .	5 June 2013 The Company has conducted training for HCV officers in Siak region conducted on June 3 rd , 2013 in the RC / PC Office Siak Region.	Closed	5 June 2013
2013.08	Minor 5.6.1	Pollution Reduction Efforts Based on field visits in Ujung Tanjung Estate Division IV Block D21 is known that there is a farm tractor No.. WTR4/23 have oil leakage in the hose that cause oil droplets to the ground.	Estate	Major	Before report send	The company must demonstrate an effort to avoid pollution due to operational activities.	5 June 2013 The company has made efforts to avoid pollution due to operational activities through the following activities: <ul style="list-style-type: none"> • Replacement hose tractor ford WTR4-23. • Socialization IK Tractor Ford to farma tractor operator on June 5th, 2013 which followed 19 operators. • Evaluate the leakage that occurred and make preventive plans It will observe in the next visit.	Closed With Observation	5 June 2013

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

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
		During the first surveillance assessment there was no non conformance identified							

3.5.3 Opportunity for Improvement at ASA-1 Assessment

No	Ref Std	Descriptions
1.	Minor 4.1.2	Fruit delivery order should be completed with signature
2.	Minor 4.7.2	Company is suggested to ensure that personnel medical test result will be informed to entire personnel.
3.	Major 4.8.2	Certificate holder should re-document the evaluation evidence over trainings.
4.	Minor 6.1.3	Completing record over interview result and list of visited-stakeholders in Environmental Management Plan – Environmental Monitoring Plan (RKL-RPL) implementation report and internally social impact management and monitoring.
5.	Minor 6.8.1	Identification over work opportunity for people with <i>disability</i> could be documented.
6.	SCCS E.3.3	Company needs to ensure the validity of mechanism to calculate certified product (CPO and Kernel).

3.5.4 Noteworthy Positive Components at ASA-1 Assessment

No	Descriptions
1.	Has earned 'proper blue' from related agency.
2.	The realization of CSR program is to improve and empower local community's economic condition.

3.5.5 Identification of Findings, Corrective Actions and Observations at ASA-2 Assessment

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
		During the first surveillance assessment there was no non conformance identified							

3.5.3 Opportunity for Improvement at ASA-2 Assessment

No	Ref Std	Descriptions
1.	-	The company has opportunity to re-evaluate the procedure of structurization and maintenance for documentation of all the held programs/socializations/guidance to the workers and stakeholders.
2..	Minor 2.1.4	The system which record each change on law must be implemented. The company's law and manpower division is encouraged to evaluate and communicate with the regulator in term of the Government Regulation No. 45 and No. 46 Year 2015 over the system of workdays for temporary daily workers applied on the company.

3.5.4 Noteworthy Positive Components at ASA-2 Assessment

No	Ref.Std	Description (<i>Penjelasan</i>)
1.	-	The company's commitment to implement RSPO certification system.
2.	-	Good PIC cooperation so the audit program ran well.
3.	-	The company's commitment to maintain Land Use Title (HGU) and supporting poles.
4.	-	The company has regularly updated any operational permits within estate and POM.
5.	-	The company's polyclinic has had specific medical check up equipments (spirometri, audiometri & cholinesterase check up equipments).

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

Issue from Public (Agency/ NGO / Community)	Management Response	Auditor Response
Agricultural Sector Labour Union – Indonesia Labour Union (SPPP - SPSI) (Mr. Alexander Hasiholan Samosir – Head of Siak Region)		
<ul style="list-style-type: none"> ● Forming and Programs of Labour Union <ul style="list-style-type: none"> - The labour union has been formed for about 20 years ago (at the beginning of estate establishment). Mr. Alexander H. Samosir is the Head of Labour Union for period of 2014 to 2019. There was a decree of its forming - All company's employees are the member of labour union and are given member card. The dues per month is IDR 10,000/month. ● Meeting Program <ul style="list-style-type: none"> - The member hold routine meeting (monthly). - There is a routine meeting between labour union and the company (minute of meeting is available). The discussed topic are BPJS, complaint (if exist). ● Facility Provided by the Company <p>The company facilitated the member of labour union by providing:</p> <ul style="list-style-type: none"> - Operational Facility: Office, desk, chair, white board. - Employee Settlement Facility: concrete house for family of employees with 3 rooms, supported by water tank (for bathing, washing, pooping), arthesian well (10 unit, the water has been tested on the laboratory and drinkable), electricity grid installed. ● Medical Facility <ul style="list-style-type: none"> - The company provided clinic with doctor and nurse. - Holding medical check up every 4 months. The specific medical check up (blood and urine) is conducted twice in Thamrin Clinic 	<p>The company has given freedom for its employees to unite and join labour union as their crucial right. It has been written on statute No. 21 Year 2000 and the company has supported it by issuing circular No. 045/CEO5-SE/11/2010 dated November 16th 2010 in term of freedom to unite and join labour union.</p> <p>The company provided facilities to labour union office with desk, chair and white board</p> <p>The company gave several facilities for employees follow:</p> <ol style="list-style-type: none"> 1. Settlement with electric grid and clean water. 2. Medical facility on each estate unit. 3. Place of worship such as mosque and church. 4. Sport facility such as soccer field and volley court. 	<ul style="list-style-type: none"> - The company has had registered labour union on Siak District Manpower Agency based on the result of auditor team verification. - Labour union has held routine meeting based on the result of auditor team verification. - The company has facilitated the workers based on the result of auditor team field visit. - The company has provided medical facility in form of policlinic on estate based on the result of auditor team field visit. - The company has implemented minimum wage standard for all employees based on the result of auditor team verification. - The company has socialized the procedure of information request and complaint delivery to stakeholders based on the result of auditor team verification.

<p>laboratory, Pekanbaru. The result of medical check up shall be known and informed to employees within 2 days.</p> <ul style="list-style-type: none"> - Work Safety: PPE and First Aid - Educational Facility: School (Pre School, Kindergarten, Elementary School, Secondary School). The company paid the wage of the teacher based on the agriculture sector minimum wage standard of Riau Province. • Compliance over Regulation <ul style="list-style-type: none"> - There has been a collective labour agreement for period of 2015 – 2017 between labour union and the company. - The agricultural sector minimum wage standard for province is IDR 2,125,500 per month plus rice allowance for workers (15 kg), wife (9 kg), 1 child (7.5 kg) (maximum 3 children) which is given twice a month. - The promotion for employee is running well based on the assessment on achievement by the company. - The company give dispensation for the pregnant and breastfeeding women workers to work on the light job such as babysitter on daycare. - The labour union of agriculture sector gives annual report to province labour union (document is exist). • Socialization Program <ul style="list-style-type: none"> - Socialization from the sectoral police in term of the hazard of drugs and HIV AIDS to labour union member. - Socialization to employees in term of the endanger species and prohibiton to hunt them on signboard. • Company's Response over the Input/Request <ul style="list-style-type: none"> - The company respond all input/request from labour union within 1 week. • Environment Issue 	<ul style="list-style-type: none"> 5. Educational facility such as pre school, kindergarten, elementary school, secondary school. 6. Proper wage standard based on Riau Province Agricultural Sector minimum wage standard plus rice allowance for wife and children, religious feast allowance and bonus. 7. Proper work equipments and PPE based on job type. <p>The company has given a forum to communicate and consult in order to maintain harmonic relation to worker and labour union.</p>	
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<ul style="list-style-type: none"> - There was no land fire within company's estate area yet. - The medical waste is separated (organic and anorganic). It is transported to central clinic. There are 3 central clinic units. Those are located in Samsam, Libo and Ujung Tanjung, each of clinic has 1 doctor (hyperkes). - Dispensation for the pregnant/breastfeeding women workers (placed on light job station like daycare as babysitter). Annual report to province labour union (document is exist). • Positive Impacts <ul style="list-style-type: none"> - Member of labour union have known the rights and obligations on the company. - Labour union respect the certification due to the corrective action. Good communication with the company shall be maintained or improved. • Negative Impact <p>There is no any negative impact so far such as production robbery or any manpower cases.</p> • Expectation and Response: Respect the certification due to the corrective action. Good communication with the company shall be maintained or improved. 		
<p>Bangun Desa Cooperative Unit (Scheme Smallholder) Mr Sofyan (Treasurer)</p>		
<ul style="list-style-type: none"> • Cooperative Unit Forming <ul style="list-style-type: none"> - Bangun Desa Cooperative Unit was established on 1999 (official letter of establishment). The active members are 845 members consisted of 830 smallholders and 15 scheme smallholder employees. There is an agreement between cooperative unit and 	<p>The company has sustainable maintained good relation with cooperative unit with several methods follow:</p> <ol style="list-style-type: none"> 1. Providing personel from level of 	<ul style="list-style-type: none"> - The company has guided the locals including the scheme smallholder cooperative unit. - According to the result of auditor verification, the

<p>its member and each member is given member card.</p> <ul style="list-style-type: none"> - Main programs: Loan and save, shop, FFB production, FFB transport and electric bill payment. - The loan and save program is running well. The maximum loan is IDR 60 million with collateral (scheme smallholder land certificate). - FFB production – the revenue of FFB sales is transferred to village cooperative unit account in form of giro and it is transferred again to the smallholder groups (cash) to be distributed to smallholders. The money distribution is on time. There is no dues deduction but for the Operational Plan Cost for about IDR 300/kg of FFB. The price of FFB is based on the policy of government (Plantation Agency) - FFB Transport: the cooperative unit has 16 unit of dump trucks. There is a contract for service agreement with the company, annual contract. All contracts are running well. Monthly contract payment. <ul style="list-style-type: none"> • Compliance over Regulation <ul style="list-style-type: none"> - Cooperative unit has supervisor board consisted of its member. - The monitoring is conducted by Siak District Cooperative Business Agency. - Scheme Smallholder: estate management – Independent (there is an agreement and the company place the Officer in scheme smallholder). Year of Planting on 1995/1996 (nearly 20 years ago). In order to conduct replanting plan (2020), there has been replanting cost (monthly deducted on cooperative unit). - Annual Member Meeting (RAT): the annual member meeting is conducted annually. The annual member meeting on 2014 was held on April 2015. It was attended by Siak District, Sub-District, Village Cooperative Business Agency and Sectoral Police. 	<p>foreman, assistant, head of assistant, manager and Regional Controller to give technical guidance over the estate cultivation for the smallholders, smallholder group and cooperative unit.</p> <ol style="list-style-type: none"> 2. Initiating replanting saving account. 3. Attending Annual Member Meeting (RAT) 4. Guiding the environment impact technical. 5. Socializing the importance of OHS on work. 6. Etc. 	<p>cooperative unit has had legal status and operating based on code of conduct.</p>
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<ul style="list-style-type: none"> - The fertilizer sack is washed on the cooperative unit specific area and it is then returned to the smallholders for loosen fruit bucket. The pesticide bottle/jerry can is given by foreman to cooperative unit to be washed and to be reutrned to the company. - Socialization from Siak District Cooperative Business Agency in term of business expansion. - Smallholders work on estate wear PPE bought by themselves from cooperative unit (cash or credit). • Achievement <ul style="list-style-type: none"> - The achievement as the best province cooperative unit on 2010 and best district cooperative unit on 2013. • Positive Aspect: <ul style="list-style-type: none"> - Easily accomodating the request from smallholders. All need of smallholders are provided. • Negative Aspect: <p>There will always be several issues on cooperative member. However, it could be discussed.</p> 	<p>The company is volunteerly facilitate cooperative unit occured between the members (unsolved dispute).</p>	
<p>Kandis Kota Village (Chief of Village: Dedi Sasanto) and Telaga Samsam Village (Chief of Village: Adi Zulyanto)</p>		
<ul style="list-style-type: none"> • CSR <p>Kandis Kota (KK): Assistance for place of worship (building materials, church), road construction on new location (heavy equipments assistance).</p> <p>Telaga Samsam (TS): Multi Purpose building assistance (2004/2005), Melayu Customary Board Building Construction (LAM) was handed over by the manager of Sinarmas Jakarta as well as the official announcement. It was then managed by the Melayu Customary Board. Meeting in</p> 	<p>In general, the company maintained good relation with the locals as form of concern with:</p> <ol style="list-style-type: none"> 1. Giving assistance to place of worship (Mosque and Church) 2. Giving assistance for multi purpose building and Melayu Customary Board building to the locals. 3. Holding socialization of fire control to 	<ul style="list-style-type: none"> - According to the result of auditor team verification, the company has realized several CSR program for period of 2014 – 2015. For example, education, infrastructure, health, socio-culture and economy. - According to the result of auditor team verification, the company has had facilities to deal with fire. - According to the result of auditor team verification, the company has improved job opportunity for the locals and business opportunity as contractor and

<p>scale of sub-district, teacher, the locals, badminton sport. The cost of maintenance has been handed over by Sinarmas to sub-district government. Road maintenance assistance (heavy equipments), Cemetery, Al- Muhajirin Mosque Construction (total rehabilitation) at the end of 2012.</p> <ul style="list-style-type: none"> • Socialization of Fire Prevention KK : Socialization is done jointly with the government, held in the Hall Kandis Sub-District. There is help the company, which pumps water to the District (Fire Department). The company asked the village to print posters or creating banners and billboards on anticipation of fire ("Do not Burn Forest and Land") for distribution to the public) TS: Post a Fire (built Siak district government) but benefited the help of machines. The company asked the village to print posters or create banners and billboards on anticipation of fire ("Do not Burn Forest and Land") for distribution to the public. • Response of company over the Proposal TS: Proposal is responded. Especially the religious feast and national celebration. KK: Proposal is proposed to estate based on the guidance of the company (nearest estate with Village/Hamlet). • Job Opportunity KK: the temporary daily employees from the locals (for replanting program) and some of them are working as security Officer. TS : According to the information from the school (no written report), there are permanent employees recruited from the locals (recruited from school) and are then educated on the college. Once they finish their school, they shall work for the company. 	<p>the locals.</p> <ol style="list-style-type: none"> 4. Providing job opportunity (temporary daily labour) to the locals during replanting program. 5. Holding free medical service program on Tzuchi program. 6. Giving assistance for the religious feast based on the received proposal. 7. Lending heavy equipments for maintaining the road access to the nearby villages. 8. Etc. 	<p>supplier.</p>
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<p>There are external security paid by the company (attendance list is available). There are local contractors who are cooperating with the company such as FFB transport, road maintenance, settlement construction, harvest equipments provision and uniform tailor provider.</p> <ul style="list-style-type: none"> • Conflict with the locals KK : No conflict TS : No conflict • Criminality KK: The locals used to be a thief due to the lack of money. Post the recruitment for temporary daily labour, they stop stealing loosen fruit. TS: The locals used to be a thief due to the lack of money. Post the recruitment for temporary daily labour, they stop stealing loosen fruit. • Positive Impact : TS: Developing economy, open apangan jobs for local workers (reducing unemployment), there is help the environment, religious facilities and other buildings, assist in the implementation of government activities . KK : Just like in TS • Negative Impact KK : The company invites the arrival of new communities (population increased three-fold: in 2005 the total population was 25,000, in 2015 had increased to 83,000 people, so the crime is also increasing. TS : No scheme smallholder yet • Harapan : 	<p>The company has cooperated with cops to socialize the public order, traffic order,</p>	
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<p>KK and TS: Companies can better foster local communities, such as women's empowerment (PKK), mentoring farming, animal husbandry / fisheries, and oil palm breeding techniques .</p>	<p>gambling and drugs to reduce criminality.</p> <p>PT Ivomas Tunggal was built before the scheme smallholder establishment program as written on the applied government law.</p> <p>The company has composed community empowerment program on CSR program. Especially women's empowerment program (PKK), mentoring farming, animal husbandry / fisheries, and oil palm breeding techniques and the company has inventorized the community's land within PT IMT area for replanting program for the locals palm oil plants outside the area.</p>	
<p>Jambai Makmur Village (Edison Sitepu – Ayu Hamlet) and Simpang Belutu Village (Chief of Village: Madam – Nurfah Octolita)</p>		
<ul style="list-style-type: none"> • CSR <p>Jambai Makmur (JM): Commodities Assitance (cooking oil, sugar, milk) for 15 package (before Idul Fitri 2015), religious feast (cash, donation for the orphans, building materials for mosque (brick, cement, fan), heavy equipment (grader) for rehabilitating the road (leveling) and Tractor of Loader Buldozer (TLB), national celebrations (cash, children games for celebrating independence day).</p> <p>Simpang Belutu (SB): rain house for cemetery (1 unit), heavy equipments for leveling road (2014 and 2015), medical service for eye and</p>	<p>In general, the company maintained good relation with the locals as form of concern with:</p> <ol style="list-style-type: none"> 1. Giving assistance to place of worship (Mosque and Church). 2. Giving assistance for multi purpose building and Melayu Customary Board building to the locals. 3. Providing job opportunity (temporary daily labour) to the locals during replanting program. 4. Holding free medical service program 	<ul style="list-style-type: none"> - According to the result of auditor team verification, the company has realized several CSR program for period of 2014 – 2015. For example, education, infrastructure, health, socio-culture and economy. - According to the result of auditor team verification, the company has had facilities to deal with fire. - According to the result of auditor team verification, the company has improved job opportunity for the locals and business opportunity as contractor and supplier.

<p>distribution for glasses (free), religious feast assistance (transportation and cash to transport kafilah of MTQ from Simpang Belutu Village to Bekalar Village), construction of security post (community assisted by the company) and installation for 6 electrical grid poles.</p> <ul style="list-style-type: none"> • Socialization to Deal with Fire SB: Cooperation with the village administration government (announcement to the locals for not making fire) by installing banner. JB: assistance in form of equipments (fire truck with fire team) on 2013 when fire occurred on the border of Bengkalis District (extinguished), pump machine (generator) to distribute and spray the water (January 2015), socialization by installing banner (“no land fire and cigar littering are allowed”). • Response over the Proposal SB: the response over the proposal is within 7 days (still positive). All proposals are responded. JB: proposals have been responded within 3 – 7 days. All proposals have been responded. • Worker’s SB: the locals are employed as temporary daily labour, staff. There is a scholarship for the high school students who want to continue their education to college (there is a realization). The locals are also recruited as security Officer. JM: the locals have gotten scholarship (3 people) to be educated on engineering and agronomy school (Estate Assistant). No discrimination on the company. • Positive Impacts 	<p>on Tzuchi program.</p> <ol style="list-style-type: none"> 5. Giving assistance for the religious feast based on the received proposal. 6. Lending heavy equipments for maintaining the road access to the nearby villages. 7. Etc 	
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<p>SB: the job opportunity for the locals, helping the programs of the village administrative government. Increase of community's economy caused by existence of company.</p> <p>JB: transparent information announced by the company for job opportunity (Assistant, Engineering), the announcement is tapped in front of the village government office.</p> <p>There is no battle or ware between the locals and the newcomer.</p> <ul style="list-style-type: none"> • Negative Impacts <p>SB: there is an FFB theft (FFB), potential of criminal theft)</p> <p>JM : loosen fruit theft, roberr for motorbike (2013)</p>	<p>The company has cooperated with police department to socialize the public order, traffic order, gambling and drugs to reduce criminality.</p>	
<p>Employee Cooperative Unit Mr Andrianto (Head of Samsam Mill Cooperative Unit for period of 2015-2016)</p>		
<ul style="list-style-type: none"> • The cooperative units on PT Ivomas Tunggal are located on each unit of estate and mill (different official paper and name). • At the beginning of membership, the member should pay IDR 50,000 and same amount of routine dues. • The members paid only the main dues. • Maximum amount of loan is based on the work period (< 10 years = maximum loan is IDR 10 million, > 10 years = maximum loan is IDR 	<p>The company committed to encourage the existence of employee cooperative unit and has helped the legality process of cooperative unit so the cooperative unit shall be expected to be more helpful.</p>	<ul style="list-style-type: none"> - According to the result of auditor team verification, the company has facilitated the employee cooperative unit forming. Furthermore, the employee cooperative unit is still active.

<p>20 million).</p> <ul style="list-style-type: none"> • Maximum installement is 2 years with interest for 0.8% / month. • There are 259 members till July 2015. • Membership principle = volunteerily. • Member's due is IDR 50,000/month (wage deduction). • There have been : <ul style="list-style-type: none"> ✓ Cooperative Unit Official Paper ✓ Code of Conduct ✓ Annual Member Meeting • Annual Member Meeting on 2014 was held on January 25th 2015 • Facilities provided by the company: <ul style="list-style-type: none"> ✓ Construction for the secretariat of cooperative unit (independently-built cooperative unit secretariat). However ✓ Electricity cost shall be paid by the company. ✓ The accomodation cost for the guidance is paid by the company. • Cooperative unit programs: loan and save, goods credit and fund subsidy (replacement for multi purpose shop based on the request of the member). • Information in term of cooperative unit programs : <ul style="list-style-type: none"> ✓ Monthly shopping money: maximum subsidy of each member per month is IDR 1 million (in form of money) with 2% of interest. ✓ Goods credit: cooperative unit is cooperating with several shops. The member of cooperative unit who wants to buy goods in credit could shop on the shops which are cooperating with the cooperative unit. The cooperative unit of employee shall pay the price to the shop and the bill is kept by the cooperative unit. The member of cooperative unit 		
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<p>could pay the bought goods to the cooperative unit with 1% of interest.</p>		
<p>NGO: Environmentalist Group “Sakai Lestari” (Mr Mawardi – Head of NGO)</p>		
<ul style="list-style-type: none"> • Anticipation over the fire potential <ul style="list-style-type: none"> - The proposal for masker provision to the company for the locals has been planned due to forest fire on Siak District. However, the plan was then suspended due to the rainfall. - There is a cooperation with the sectoral police to socialize the fire potential and to catch those who burn the land. It is socialized for not burning garbage on the drum, there is a banner installation in front of 17 shops. However, due to the high cost for rent, the banner is then moved to the front of NGO’s Head. Principle: proposal only if cannot afford totally. • Garbage Management Service (commercial) Installing 5 garbage bins in front of the community’s houes at county (Belutu Village), the garbage is collected and transported by cooperating with the government. The locals voluntarily pay IDR 20,000 per month/family head. • Conservation Attempting to conserve the area such as guiding the lost deer as well as crab-eating macaque and birds on estate. Sakai Lestari NGO request the company for not killing the animals due to their function as the earthquak indicator. The herbal plants such as garu and bani woods which the leaf could be used as herbal medicine. The plants are still exist on Libo Estate. Sakai Lestari NGO requested the company for not killing it (placed with signboard). • Sub-Contract 	<p>The company shall concern the NGO’s program nearby estate for doing positive program over environment, social, spirituals and education for the locals.</p>	<ul style="list-style-type: none"> - According to the result of auditor team verification, the company has maintained good relation with the Sakai Lestari Custom by giving training to the youth, scholarship to the students, giving teacher’s phone number and involving the Sakai Custom community for providing goods as local supplier.

<p>PT. Ivomas Tunggal cooperated to level the road. The NGO members are educated by the company to level the road and plant palm oil. Therefore, they are able to finish the contract project (2014).</p> <ul style="list-style-type: none"> • Job Opportunity The locals are employed as temporary daily labour for cleaning the estate circle, manuring program, weed cleaning on the harvest circle but they are not superman (resistance to heat). They finally left the job. • Education Sakai Tribe youth are educated to High School (100 boys, half of them are accomodated by PT. Ivomas Tunggal, Chevron, etc). • Positive Existence of the company is good for the locals and the government due to the fast responded proposal as long as the proposal for the intended purpose. • Negative Impact There is no negative impact only the change of animal population such as tiger, elephant, eccentric bird, etc. Those animals are no longer exist (move to Minas conservation forest in Siak District). 	<p>The company committed to protect the endanger species based on the applied terms and law and has held socialization to the locals (within or outside estate are).</p>	
<p>Contractor (CV. Aido, Jl. Pekanbaru - Duri KM 78, Director – Mansyur Slamet Simbolon)</p>		



<ul style="list-style-type: none"> • Work Contract <ul style="list-style-type: none"> - FFB transport since 2013 – now. There are fully understood and clear content of contract for service the worker’s achievement is monitored by Estate Assistant. - Well FFB transport. Enough truck fleet (3 units of dump truck and 4 unit of steel bucket truck). Good estate road, the company provides tractor to deal with rain season. - Transport cost written on the contract for service is not proper yet due to the increase of fuel price but not the increase of contract value. The company should adjust it. - Contract payment is conducted monthly, running well and on time via bank BNI 46 of Kandis. - Extension of contract for service for each semester (for 3 years in row). - There are plan for other projects such as EFB transport, AC maintenance and settlement construction. However, the projects are still executed by contractor from Pekanbaru (not local contractor). • Positive Impact <ul style="list-style-type: none"> - Business opportunity such as contractual project as well as field work for employees of contractor. - Increase of community’s welfare. • Negative Impact <p>The company is lack of concern over the youth organization such as Pancasila Youth Organization, Ikatan Pemuda Karya, and other community organization such as Batak Family Organization of Riau and Minang Family Organization.</p> • Work Safety <ul style="list-style-type: none"> - The work safety, PPE provision by contractor and work accident becomes the responsibility of contractor are written on the 	<p>The company shall give opportunity to the local contractor as an attempt of empowerment and to improve the skills and income of the locals.</p> <p>The company shall calculate the proper payment for contractor cost and it shall be negotiated to reach the project value.</p> <p>The opportunity is given to the local contractor or other local resources based on the need and skills.</p>	<ul style="list-style-type: none"> - According to the result of auditor team verification, the contract for service is composed transparently. All rights and obligations of both parties have been recorded on the contract for service. - The company has paid the project based on the composed agreement with the contractor in line with the result of verification of auditor team. - According to the result of auditor team verification, there are articles which describes the obligations of the contractor to comply manpower and OHS laws.
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<p>contract for service.</p> <ul style="list-style-type: none"> - The frequent work accident (zero victims) are the trucks plunge to cliff. <ul style="list-style-type: none"> • Expectation <ul style="list-style-type: none"> - Cost of transport is expected to be increased (per Kg of FFB) and the recruitment for workers is based on the competence but prioritize the locals. <p>The local contractor is expected to be involved on the project on estate.</p>		
<p>Siak Environment Agency (Head of Wasdal Division)</p>		
<ul style="list-style-type: none"> • PT Ivo Mas tunggal has reported the environment management and monitoring plan and hazardous waste consistently. • The effluent application permit has been extended till January 5th 2015. • There was no land fire issue within PT Ivomas Tunggal area. The company has had facilities to deal with fire and small reservoir. • There was no complaint in term of environment contamination caused by company's operational from the external parties. replanting program is now being conducted. • In term of replanting program, EIA document revision is not needed. • PT Ivomas Tunggal has informed the existence of conservation area and existence of flora and fauna within estate on the report of environmental management and monitoring plan. • The river passing through estate area is small river. • The achievement of management and monitoring for environment of PT Ivomas Tunggal is 7.5. 	<ol style="list-style-type: none"> 1. The company committed to comply all mandatory over regular report which cover reporting of environmental management and monitoring plan on each semester, report of effluent management each quarter and hazardous waste report each quarter. According to the result of the test, all quality threshold have been complied. 2. The company also has reported the existence of conservation area and flora and fauna on report of environmental management and monitoring plan. 3. The company committed to prevent environment contamination and respond the complaint expressed by the locals in term of contamination. 4. The company committed to maintain 	<ul style="list-style-type: none"> - According to the result of field observatio, there was no environment contamination. For example, WWTP leakage, land fire. Furthermore, there was no indication of wildlife within estate area. - The company has reported all report mandatories like effluent quality test per quarter, hazardous waste management per quarter and report of environmental management and monitoring plan for each semester. Based on the result of auditor team verification.

	<p>and monitor the land fire potential which shall impact the environment. The company has had fire truck full with fire team to extinct fire on estate or nearby estate area.</p>	
<p>Siak District National Land Agency (Head of SKP & Administration Division)</p>		
<ul style="list-style-type: none"> • There was no customary land nor legacy land within PT Ivomas Tunggal operational area. • There was no enclave within PT Ivomas Tunggal operational area. The enclave must be based on the specific decree from National Land Agency. • There was no incoming letter that have to do with land dispute within PT PT Ivomas Tunggal operational area. • National Land Agency ask government of regional to inform the plantation business progress. • Boundary pole maintenance is the company's obligation so the borken poles could be replaced by themselves. However, the missing poles must be known by National land Agency. • Maintenance for boundary pole and land utilization is expected to be informed to National Land Agency at least annually. • Managed area boundary with Chevron is clear enough. • The area of POM and settlement on the Land Use Title (HGU) is expected to be expelled and updated to building use title (HGU) so there will be additional value. National Land Agency was sending letter to PT Ivomas Tunggal on May 2015 and it has been responded. National Land Agency shall then take POM coordinate area. 	<ol style="list-style-type: none"> 1. The company shall keep coordinating with National Land Agency to prevent conflict with the locals and other parties and to ensure that there is no customary land within company's operational area. 2. The company has utilized land optimally so there will be no indication of enclave within estate area. The area for conservation is not categorized as enclave. 3. The company has reported plantation business progress to the associated agency (Directorat General of Plantation and Direktorat General of Tax) annually). 4. The company has maintained and monitored estate poles continously and has cooperated with National Land Agency. 5. The boundary of the managed area bordering with chevron has been agreed by the compilation of MoU. 	<ul style="list-style-type: none"> - According to the result of field observation, the condition of Land Use Title (HGU) poles and supporting poles were well maintained. Furthermore, the company has built boundary trench to prevent land dispute.

	<p>6. The company has cooperated with National land Agency to process building use title for POM and settlement within land use title (HGU) in term of the letter from National Land Agency to PT Ivomas Tunggal management.</p>	
<p>Siak District Manpower Agency (Siak District Manpower Supervisor)</p>		
<ul style="list-style-type: none"> • The company has sent routine reports to the agency whether workforce report mandatory, OHS Guiding Committee, manpower, work accident report and BPJS report. • The company has implemented minimum wage standard based on the minimum wage standard on Siak District (estate sector minimum wage standard). Issued by Riau Province. • Manpower Agency has permitted paraquat usage to PT Ivo Mas Tunggal. • OHS implementation is good enough. • POM machine and equipments check is conducted regularly. • Collective Labour Agreement still using version 2012 (1 year extension). • There was no industrial relation dispute in last 1 year. Good industrial relation between the company and the workers. • Information requests are responded within 1 month. • All workers must be registered to Manpower and Health BPJS based on BPJS statute No. 24 Year 2011. 	<p>The company has committed to comply laws and regulations that have to do with manpower. For example:</p> <ol style="list-style-type: none"> 1. Giving routine report to associated agency in term of workforce report mandatory, OHS Guiding Committee, manpower, work accident report and BPJS report. 2. Paraquat use permit processing. 3. Routine POM and estate machine and equipments permit processing. 4. Registering the workers to BPJS program. 5. Composing collective labour agreement 6. Giving relevan information in term of manpower. 	<ul style="list-style-type: none"> - According to the result of interview with estate and POM employees, they have received above minimum wage standard. - According to the result of auditor team verification, the company has given all report mandatory to manpower agency. - According to the result of auditor team verification, the company has registered all staff, permanent employees and temporary employees to BPJS. Meanwhile, the temporary daily workers are not registered. BPJS is now does no want to accept half package payment.

<p>Siak District Plantation Agency (Secretary of Forestry and Plantation Agency)</p>		
<ul style="list-style-type: none"> • The company has routinely informed the plantation business progress. • The plantation business assessment for period of 2015 for PT Ivomas Tunggal has been conducted. However, the result was still being processed. The authority of plantation business permit belongs to Siak District. • There was no complaint in term of land dispute in last 2 years • Procedure of FFB pricing for scheme smallholder is determined in level of Riau Province. It was attended by th staff of Siak District Plantation Agency and smallholders and industrilist. • The company has enough commitment to comply obligation of plantation business. • According to decree of forestry ministry No. 878 Year 2014 of revision 2, PT Ivomas Tunggal operational area is considered as specific purpose land. 	<p>The company has committed to comply the regulation and laws that have to do with plantation business. For example:</p> <ol style="list-style-type: none"> 1. Giving plantation business program report. 2. Coordinating the FFB pricing. 3. Coordinating for the land conflict resolution (if exist). 	<ul style="list-style-type: none"> - The company has given all mandatory report to agency based on the result of auditor team verification. - According to the result of interview with scheme smallholder, the FFB pricing follows the price determined by Riau Province Government.

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company and audit team to acknowledge a field assessment and agree for all content explained in this assessment report, included of nonconformities issues.</p> <p style="text-align: center;">Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>PT. Ivo Mas Tunggal Management Representative (Head of Encironmental Department)</p>  <p><u>Ismu Zulfikar</u> Friday, 4 September 2015</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Trismadi Nurbayuto</u> Friday, 4 September 2015</p> </div> </div>

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

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Environmental Board, District Siak	District Siak	-	Interview	19 August 2015	√	
2	Plantation Agency, District Siak	District Siak	-	Interview	19 August 2015	√	
3	Board of Land Use, District Siak	District Siak	-	Interview	19 August 2015	√	
4	Manpower and Transmigration Agency, District Siak	District Siak	-	Interview	19 August 2015	√	
5	Head of Village Jambai Makmur	District Siak	-	Interview	19 August 2015	√	
6	Head of Village Kandis Kota	District Siak	-	Interview	19 August 2015	√	
7	CV. Aido (FFB Transport/Local Contractor)	District Siak	-	Interview	19 August 2015	√	
8	NGO – Kelompok Pecinta Alam “Sakai Lestari”	District Siak	-	Interview	19 August 2015	√	
9	Serikat Pekerja Pertanian Perkebunan – Serikat Pekerja Seluruh Indonesia (SPPP – SPSI) / Union Labor	District Siak	-	Interview	19 August 2015	√	
10	Karang Taruna (Youth Organization)	District Siak	-	Interview	19 August 2015	√	
11	Head of Village Telaga Samsam	District Siak	-	Interview	19 August 2015	√	
12	Head of Village Simpang Belutu	District Siak	-	Interview	19 August 2015	√	
13	WWF	District Siak	wwf-indonesia@wwf.or.id	Queisoner	6 August 2015		√
14	Sawit Watch	District Siak	info@sawitwatch.or.id	Queisoner	6 August 2015		√
15	WALHI	District Siak	info@walhi.or.id	Queisoner	6 August 2015		√

Appendix 2. Assessment Program

DATE	18, 19, 22, 27 August 2015	
ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Tuesday, 18 August 2015		
06.00 - 08.00	Jakarta - Pekanbaru	• TN/RR/SM/BP/DH/SS
08.30 - 11.30	Pekanbaru – PT IVOMAS TUNGGAL	• TN/RR/SM/BP/DH/SS
11.30 – 12.00	Opening Meeting	• TN/RR/SM/BP/DH/SS
14.00 - 17.30	Document Review and Review of Previous Visit Non-conformance (Surveillance-1)	• TN/RR/SM/BP/DH/SS
Wednesday, 19 August 2015		
08.00 - 12.00	<u>Public Consultation</u> <ul style="list-style-type: none"> Stakeholders consultation to Related Government Institution (Siak) Stakeholders consultation to Nearest village and community leader 	<ul style="list-style-type: none"> RR SS/DH
Saturday, 22 August 2015		
08.00 - 12.00	<u>Field Observation:</u> Ujung Tanjung POM: WWTP (IPAL), Operational, K3 (OHS), waste management and Supply Chain	• TN/SM
08.00 - 12.00	Field Observation Ujung Tanjung Estate <ul style="list-style-type: none"> Manuring, Spraying, Harvesting, best agricultural practices Worker Welfare (payments, complaint mechanism)\ Hazardous Waste Material (B3) management Legal operational and Conservation Area Worker facilities (housing, health clinic, clean water, etc) and Land Fire facilities, Storage, ect.. 	<ul style="list-style-type: none"> RR/SS DH BP RR BP DH
14.00 – 17.30	Continue Field observation clarification	• TN/RR/SM/BP/DH/SS
Thursday, 27 August 2015		
08.00 - 12.00	Continue Field observation clarification & Document Verifications	• TN/RR/SM/BP/DH/SS
14.30 – 15.30	Closing Meeting	• TN/RR/SM/BP/DH/SS
Friday, 28 August 2015		
14.40 – 16.40	Pekanbaru - Jakarta	• TN/RR/SM/BP/DH/SS