

**Roundtable on Sustainable Palm Oil Certification
RSPO**

Stage-1 Stage-2 Surveillance Re-Certification

Name of Management Organisation : Lembiru Palm Oil Mill – PT. Sandika Natapalma subsidiary of Sime Darby Plantation Sdn Bhd

Plantation Name : Lembiru Estates and Awatan Estates

Location : Village of Awatan Sub District of Marau, District of Ketapang Province of West Kalimantan, Indonesia

Certificate Code : **MUTU-RSPO/044**

Date of Certificate Issue : 03 July 2014 **Date of License Issue** : 03 July 2015

Date of Certificate Expiry : 02 July 2019 **Date of License Expiry** : 02 July 2016

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1	06 – 11 April 2015	Trismadi Nurbayuto, Naila Karima, Arif Faisal Simatupang, Agung Wibawa, Entin Hendartin	Octo HPN Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1	28 July 2015

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Figure 1. Location Map of PT. Sandika Natapalma

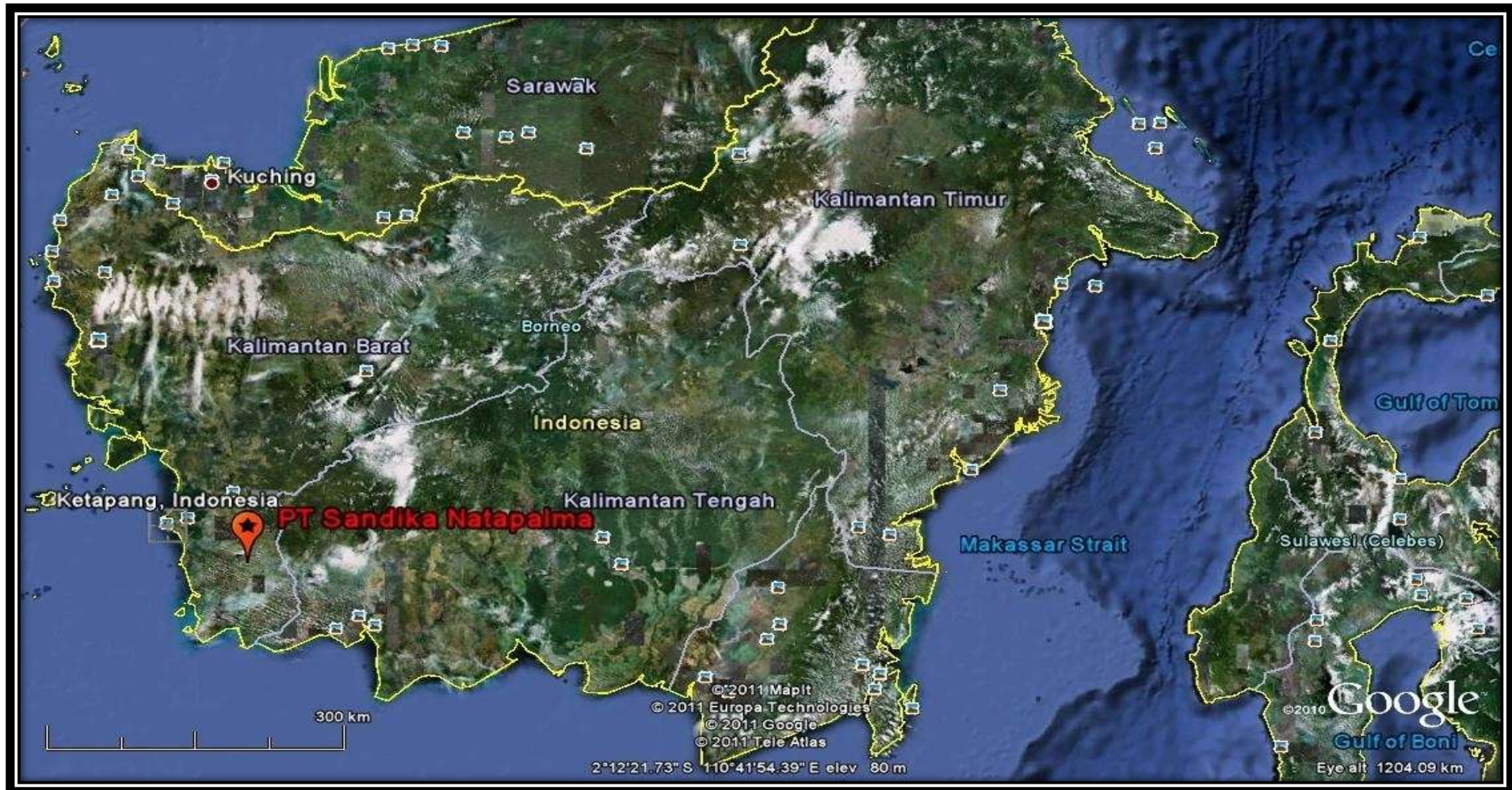
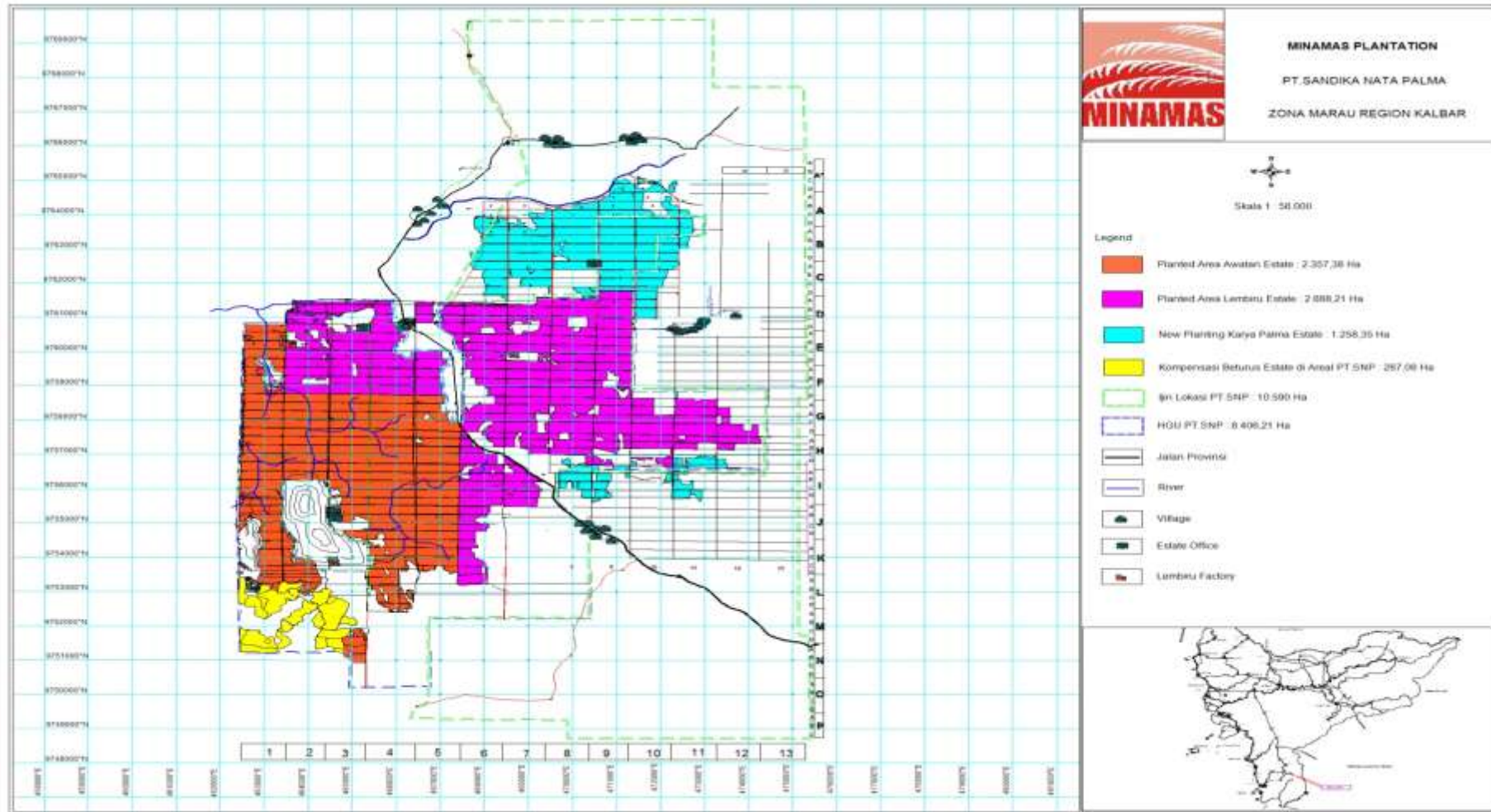


Figure 2. Operational Map of PT. Sandika Natapalma



Abbreviations Used

AMDAL	:	Analisis Mengenai Dampak Lingkungan (<i>Social and Environmental Impact Assessment</i>)
APD / PPE	:	Alat Pelindungan Diri (<i>Personal Protection Equipment</i>)
ASEAN	:	Association of South East Asian Nations
AVP	:	Assisstant Vice President
B3	:	Bahan Beracun dan Berbahaya (<i>Hazardous Material Waste</i>)
BOD	:	Biological Oxygen Demand
CEO	:	Chief Executive Officer
CPO	:	Crude Palm Oil
CBD	:	Convention on Biodiversity
HCV	:	High Conservation Value
HGU	:	Hak Guna Usaha. (<i>Land Use Permit</i>)
HIRARC	:	Hazard Identification Risk Assessment and Risk Control
IUP	:	Izin Usaha Perkebunan. (<i>Plantation Operation Licence</i>)
IPAL / WWTP	:	Instalasi Penyaluran Air Limbah / <i>Waste Water Treatment Plant</i>
JAMSOSTEK	:	Jaminan Sosial Tenaga Kerja (<i>Social Assurance of Labor</i>)
Jankos / EFB	:	Janjangan Kosong / Empty Fruit Bunch
K3 / OHS	:	Keselamatan dan Kesehatan Kerja / <i>Occupational Health and safety</i>
KER	:	Kernel Extarction Rate
LC	:	Land Clearing
MB	:	Mass Balance
NC	:	Non Comformance
OER	:	Oil Extarction Rate
P2K3	:	Panitia Pembina Keselamatan dan Kesehatan Kerja (<i>Occupational Safety and Health Committee</i>)
PHP	:	Permata Hijau Pasaman
PHT / IPM	:	Pengendalian Hama Terpadu / <i>Integrated Pest Management</i>
PK	:	Palm Kernel
PKS / POM	:	Pabrik Kelapa Sawit / Palm Oil Mill
RKL/RPL	:	Rencana Kelola Lingkungan/ Rencana Pemantauan Lingkungan. (<i>Environmental Management Plan/ Environment Monitoring Plan</i>)

SOP	:	Standart Operational and Procedure
SNP	:	Sandika Natapalma
ST 1	:	Stage 1
ST 2	:	Stage 2
TBS / FFB	:	Tandan Buah Segar / <i>Fresh Fruit Bunches</i>
UKL/UPL	:	Upaya Kelola Lingkungan/ Upaya Pemantauan Lingkungan. (<i>Environmental Management Efforts/ Environmental Monitoring Efforts</i>)

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • <i>RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil - April 25th, 2013.</i> • <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</i> 	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT SANDIKA NATAPALMA – SIME DARBY Plantation Sdn Bhd	
1.2.2	Contact person	Mohamad Pirabaharan	
1.2.3	Organisation address and site address	<ul style="list-style-type: none"> • <i>RSPO registered company:</i> No 2, Plantation Tower Jalan PJU 1A/7 Petaling Jaya, Malaysia 47301 • <i>Liaison Office:</i> The Plaza Lt. 36 JI MH Thamrin Kav. 28-30 Jakarta 10350. 	
1.2.4	Telephone	(+62) 21- 29926000	
1.2.5	Fax	(+62) 21- 29922686	
1.2.6	E-mail	mohamad.pirabaharan@simedarwin.com	
1.2.7	Web page address	www.simedarwin.com	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan (Head of PSQM Plantation)	
1.2.9	Registered as RSPO member	1-0008-04-000-00, 7 September 2004	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base <ul style="list-style-type: none"> • Lembiru Mill, Lembiru Estate, Awatan Estate 	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Lembiru	Village of Awatan Sub District Marau, District Ketapang, Province West Kalimantan	S 2° 10' 12" E 110° 40' 4"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	Lembiru Estate	Village of Awatan Sub District Marau, District Ketapang, Province West Kalimantan	S 2° 12' 54" E 110° 40' 55"
	Awatan Estate	Village of Awatan Sub District Marau, District Ketapang, Province West Kalimantan	S 2° 12' 54" E 110° 40' 55"

1.5	Description of Area Statement						
1.5.1	Tenure						
	• State	8,406.28 Ha					
	• Community	- Ha					
1.5.2	Area Statement						
	• Total area	8,406.28 Ha					
	• Mature area	5,245.59 Ha					
	• Immature area	- Ha					
	• Mill	14.29 Ha					
	• Emplishment	16.45 Ha					
	• Infrastructure	201.44 Ha					
	• Occupation	903.88 Ha					
	• Others area	807.20 Ha					
	• HCV	1,217.43 Ha					
1.6	Planting Year and Cycles						
1.6.1	Age profile of planting year						
	Planting Year	Hectarage (Ha)					
		Lembiru	Awatan	Total			
	1997	614.35	374.07	988.42			
	1998	143.85	1,983.31	2,127.16			
	1999	954.54	-	954.54			
	2000	-	-	-			
	2001	1,175.47	-	1,175.47			
	TOTAL	2,888.21	2,357.38	5,245.59			
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		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Lembiru	45	156,945.61	33,869.86	21.58	8,035.62	5.12
	<i>*Production data source from 12 months before assessment</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)	%
	Lembiru Estate	4,929.29	2,888.21	45,115.44	15.62	45,155.44	100
	Awatan Estate	3,476.99	2,357.38	39,579.43	16.79	39,579.43	100
	Total	8,406.28	5,245.59	84,694.87	16.15	84,694.87	100
	<i>*Production data source from 12 months before assessment</i>						

1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill			FFB
							(tonnes/year)
	Pelanjau Estate	PT Budidaya Agro Lestari (Sime Darby Plantation) • <i>RSPO Non Certified</i>	Sub District of Marau (2,014.43 Ha)				37,487.09
	Sungai Putih Plasma (1,375 Smallholders)		Sub District of Marau (2,157.89 Ha)				21,049.70
	Beturus Estate		Sub District of Marau (1,921.58 Ha)				6,661.40
	KelompokTani Gereja Pantekosta Indonesia Barat	Independent Suppliers	Sub District of Marau				345.12
	Koperasi SUMS	Independent Suppliers	Sub District of Marau				4,335.27
	Sungai Kyai	Independent Suppliers	Sub District of Marau				2,000.96
	Karya Palma Estate	PT Sandika Natapalma (Sime Darby Plantation) <i>RSPO Non Certified</i>	Sub District of Marau (1,115 Ha)				371.20
	TOTAL						72,250.74
	<i>*Source Production Data on 12 months before assessment</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 July 2014 to June 2015 (tonnes/year)	Actual certified product July 2014 to 6 April 2015 (tonnes/year)			
	• FFB Production		93,898.00				59,994.65
	• CPO Production		21,127.00				13,524.20
	• Palm Kernel (PK) Production		4,694.90				3,281.38
1.8.2	Estimate of Certified FFB Claim						
	Name of Estates	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Lembiru Estate	4,929.29	2,888.21	47,371	16.40		
	Awatan Estate	3,476.99	2,357.38	41,558	17.63		
	TOTAL	8,406.28	5,245.59	88,929	16.95		
	<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 (%)
	Lembiru POM	45	88,929	20,009	22.50	4,446	5.00
	<i>*Projected CSPO and CSPK production for 12 months of certificate</i>						
1.9	Other Certifications						
	Lembiru POM and supply base does not obtain other certifications.						

1.10	Time Bound Plan				
1.10.1	Time Bound Plan for Other Management Units				
	MANAGEMENT UNIT		Estate (Supply Base)	Time Bound	LOCATION
	P O M	Time Bound			
	Sekunzir. PT. Indotruba Tengah	Certified 2010	Sekunzir	Certified 2010	Seruyan and West Kotawaringin District Central Kalimantan
			Seruyan	Certified 2010	
	Manggala. PT. Tunggal Mitra Plantations	Certified 2010	Manggala 1	Certified 2010	Rokan Hilir District – Riau
			Manggala 2	Certified 2010	
			Manggala 3	Certified 2010	
	PT. Sime Indo Agro	Certified 2010	PT. Sime Indo Agro	Certified 2010	Sanggau District –West Kalimantan
	Teluk Siak. PT Aneka Inti Persada	Certified 2011	Teluk Siak	Certified 2011	Pekanbaru, Siak District – Riau
			Pinang Sebatang	Certified 2011	
			Aneka Persada	Certified 2011	
	Sungai Pinang. PT. Bina Sains Cemerlang	Certified 2012	Sungai Pinang	Certified 2012	Musi Rawas District – South Sumatera
			Bukit Pinang	Certified 2012	
	Sukamandang. PT. Kridatama Lancar	Certified 2011	Sukamandang	Certified 2011	Seruyan and East Kotawaringin District Central Kalimantan
			Sapiri	Certified 2011	
			Baras Danum	Certified 2011	
			Kuala Kuayan	Certified 2011	
	Pematang. PT. Teguh Sempurna	Certified 2011	Pematang	Certified 2011	Seruyan and East Kotawaringin District Central Kalimantan
			Kawan Batu	Certified 2011	
			Hatan Tiring	Certified 2011	
			Batang Garing	Certified 2011	
	Alur Dumai. PT Lahan Tani Sakti	Certified 2011	Alur Dumai	Certified 2011	Rokan Hilir District – Riau
	Teluk Bakau. PT. Bhumireksa Nusa Sejati	Certified 2011	Teluk Bakau	Certified 2011	Indra Giri Hilir District – Riau
			Nusa Perkasa	Certified 2011	
			Nusa Lestari	Certified 2011	
	Mandah. PT. Bhumireksa Nusa Sejati	Certified 2014	Mandah	Certified 2011	Indra Giri Hilir District – Riau
			Rotan Semelur	Certified 2011	
	Angsana Mini. PT Sajang Heulang	Certified 2011	KKPA-1 PT.SHE	Certified 2013	Tanah Bumbu District – South Kalimantan
			Pantai Bonati	Certified 2011	
	Angsana. PT Ladangrumpun Suburabadi	Certified 2011	Angsana	Certified 2011	Tanah Bumbu District – South Kalimantan
			Gunung Sari	Certified 2011	
			KKPA-4 PT.SHE	Certified 2013	
	Mustika. PT Sajang Heulang	Certified 2013	KKPA-2 PT.SHE	Certified 2013	Tanah Bumbu District – South Kalimantan
			KKPA-3 PT.SHE	Certified 2013	
			KKPA-5 PT.SHE	Certified 2013	
	Gunung Aru. PT Bersama	Certified 2011	Gunung Aru	Certified 2011	Kotabaru District – South Kalimantan
			Gunung Kemas	Certified 2011	

Sejahtera Sakti		Laut Timur	Certified 2011	
		Pantai Timur	Certified 2011	
Bebunga. PT. Langgeng Muaramakmur	Certified 2011	Sungai Cengal	Certified 2011	Kotabaru District – South Kalimantan
		Bebunga	Certified 2011	
		KKPA Sungai Cengal	Certified 2015	
Pondok Labu. PT Paripurna Swakarsa	Certified 2012	Binturung	Certified 2012	Kotabaru District – South Kalimantan
		Pondok Labu	Certified 2012	
		Rampa	Certified 2012	
		Sesulung	Certified 2012	
Selabak. PT Swadaya Andhika	Certified 2012	Selabak	Certified 2012	Kotabaru District – South Kalimantan
		Randi	Certified 2012	
		Sangkoh	Certified 2012	
		Lanting	Certified 2012	
Rantau. PT Laguna Mandiri	Certified 2012	Rantau	Certified 2012	Kotabaru District – South Kalimantan
		Matalok	Certified 2012	
Betung. PT Laguna Mandiri	Certified 2014	Betung	Certified 2012	Kotabaru District – South Kalimantan
		Sekayu	Certified 2012	
Ungkaya. PT Tamaco Graha Krida	Certified 2012	Ungkaya	Certified 2012	Morowali District – Sulawesi Tengah
		Plasma TGK	Audited 2015	
Ladang Panjang. PT Bahari Gembira Ria	Certified 2012	Ladang Panjang	Certified 2012	Muaro Jambi District - Jambi
		Plasma BGR	2015	
Rantau Panjang. PT Guthrie Pecconina Indonesia	Certified 2012	Rantau Panjang	Certified 2012	Musi Banyuasin District – South Sumatra
		Bumi Ayu	Certified 2012	
		Karang Ringin	Certified 2012	
		Napal	Certified 2012	
		Mangun Jaya	Certified 2012	
		KKPA Sungai Pinang	2015	
Blang Simpo. PT Perkasa Subur Sakti	Certified 2013	Tamiang (PT PPP)	Certified 2013	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam
		Batang Ara ((PT PSK))	Certified 2013	
		Blang Simpo-01 (PT PPP)	Certified 2013	
		Blang Simpo-02 (PT PPP)	Certified 2013	
MAS. PT Mitra Austral Sejahtera	2020	MAS 1	2020	Sanggau District – West Kalimantan
		MAS 1	2020	
		MAS 1	2020	
Lembiru. PT Sandika Natapalma	Certified 2014	Lembiru	Certified 2014	Ketapang District – West Kalimantan
		Awatan	Certified 2014	
PT Budidaya Agro Lestari	2018	Karya Palma	2016	
		Pelanjau	2018	
		Sungai Putih	2018	
		Baturus	2018	

	<p>Sime Darby telah mendapatkan sertifikat pada seluruh 39 unit management POM di Malaysia dan 21 unit management POM di Indonesia. Terdapat perubahan Time Bound Plan yang menyebabkan perusahaan menunda proses sertifikasi dengan penjelasan sebagai berikut:</p> <ul style="list-style-type: none"> • PT Mitra Austral Sejahtera, masih terdapat permasalahan (issue) social yang masih belum terselesaikan yaitu dari Serikat Petani Kelapa Sawit (SPKS), namun perbaikan sedang berlangsung. • PT Budidaya Agro Lestari menunggu Surat Keputusan Rencana Tata Ruang dan Wilayah Provinsi Kalimantan Barat. TBP untuk PT Sandika Natapalma direncanakan tahun 2016.
	<p>Sime Darby has been certified on all 39 units Palm Oil Mill in Malaysia and 21 units Palm Oil Mill in Indonesia. The Time Bound Plan was revised, cause the company to delay certification process with the following explanation:</p> <ul style="list-style-type: none"> - PT. Mitra Austral Sejahtera, there is still a problem issue that remain unresolved social i.e. from Serikat Petani Kelapa Sawit (SPKS), but improvements are on going. - PT. Budidaya Agro Lestari waiting Decree of RTRWP (Decree of Spatial Planning and Territory of West Kalimantan).
1.10.2	<p>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</p>
	<p>The Company has conducted an internal audit to ensure that the outgrower's and farmers are in compliance with the RSPO standard. In addition smallholders and outgrowers will be done on the RSPO standard ASA-3.</p>

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-1	<p>1. Trismadi Nurbayuto (Lead Auditor). Associate Degree from the Forestry Faculty 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, Lead Auditor's ISPO training, Lead Auditor's RSPO, training of ISO 9001:2008 Quality Management System and ISO 14001:2004 Environmental Management System. Previously worked in the private oil palm plantations, and became HCV assessor who registered at the Roundtable on Sustainable Palm Oil (RSPO). 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 social and environment auditor's. At this surveillance assessment, observation of Legal Aspect and Supply Chain Certification System.</p> <p>2. Naila Karima (Auditor). Bachelor of Public Health, Department of Occupational Health and Safety. Faculty of Public Health, University of Indonesia. She has experience working in private oil palm plantation companies in Indonesia. Who had attended the training including training understanding the RSPO certification system, ISPO Lead Auditor, and certified Integrated Management System (Occupational Health and Safety Management System OHSAS 18001:2007, Environmental ISO 14001:2004, Quality ISO 9001:2008). . At this surveillance assessment, observation of OHSAS Aspect.</p> <p>3. Arif Faisal Simatupang (Auditor). Bachelor of Agriculture, from Department of Agriculture Agronomy, Faculty of Agriculture, University of Gadjah Mada. He has been training on Indonesian Sustainable Palm Oil (ISPO) Auditor, In house training Awareness RSPO, Training of Management System Certification ISO 9001-2008, Awareness of ISO 17021 and ISO 17065, and training of Management High Conservation Value (HCV). He has been 4 years of working experience as a Plantation Operations staff on palm plantation companies in Indonesia. At this surveillance assessment, observation of best management practices under the supervision of Lead Auditor.</p> <p>4. Entin Hendartin (Auditor). Doctor from the Faculty of Forestry, Bogor Agricultural University in 2011. She was attended training RSPO Lead Auditor, ISPO Lead Auditor Training and Sustainable Forest Management (SFM) with LEI Scheme) and the Ministry of Forestry. Experts in the Environmental, Social, Economic and Cultural. Previously has been a lecturer at the Institute of Technology Bandung. On this assessment was observations on worker welfare and social aspects.</p> <p>5. Agung Wibawa (Auditor). Bachelor of Forestry, Forest Management Department of the Faculty of Forestry Bogor Agricultural University. The experience he has ever handled include fields related to Natural Resources Management (Sector Particularly Forestry, Agriculture, and Mining), Environmental Management (EIA, UKL and UPL, Implementation RKL and RPL, Baseline Study), and the Economic Social and Cultural Rights. Several trainings have been followed, among others: EIA, EIA Association, Composer EIA, Strengthening Management and Monitoring Consultant and Technical Assistance), and the introduction of ISO 14000 Documentation, Internal Audit ISO 14000, TECHNICAL COMMITTEE Performance Assessment of Sustainable Production Natural Forest Management (PHAPL), Up Grading AUDITOR Performance Assessment of Sustainable Production Forest Management (SFM), AUDITOR Indonesia Sustainable Palm Oil (ISPO), AUDITOR Timber Legality Verification (VLK), and Auditor Competency Test SFM. On this assessment was observations the environmental aspects.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-1	<p>Number of auditors : 5 auditors Number of days for ASA-1 at site : 25 days Number of working days for ASA-1 at site : 25 Working days</p>
2.2.2	Assessment Process
ASA-1	The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Sandika Natapalma to the requirements of RSPO Principles and Criteria for Sustainable Palm Oil Production for the Production of Sustainable Palm Oil - April 25 th , 2013 and 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).

The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) *interview*, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.

Some opportunities for improvement of the results **ASA-1** delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (**ASA-2**).

Improvement of findings from main assesment findings were observed by auditors at this **ASA-1** assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of **ASA-2**.

The assessment program please find Appendix 2

2.2.3 Locations of Assessment

ASA-1 Lembiru POM:

1. **Security Post.** The Auditor interviews the security Officer. According to the interview, the interview records all FFB paper. However, the certified and the non-certified one is not differentiated yet. Meanwhile, the outgoing CPO truck is stamped with 2 pieces of seal and the outgoing PK truck is stamped with 1 seal.
2. **Weight Bridge Station.** The Auditor interviews the Operator. There is no SCCS training till April 7th 2015. Furthermore, the stamp of RSPO Certified and Non RSPO Certified on the weighbridge ticket of FFB, CPO and PK is not yet implemented.
3. **Loading Ramp Station.** The Auditor interviews the grading Foreman. According to the interview, the sample grading is only conducted for truck within a day for the FFB from one group (PT. SNP and PT. BAL). Meanwhile, the each truck grading for the outgrower FFB is conducted. There are 32 loading ramp gate.
4. **Sterilizer Station.** The Auditor observes the vertical sterilizer with the capacity of 3 unit for 90 ton and another 3 units for 45 ton; total of the capacity is 135 ton.
5. **Boiler Station.** The Auditor observes 3 unit of boiler. There is 1 unit of the unused boiler for 15 ton, 1 unit of boiler with capacity for 50 ton and 1 unit of boiler with capacity of 30 ton (being installed, the progress reaches 90%). Furthermore, the Auditor interviews the boiler Operator. The qualified boiler Operator is only one Operator of two Operators (proven by Operator License). All the PPE are provided by the company. The medical check up has been held and the labour social assurance (Jamsostek) has been paid.
6. **Pressure Station.** The Auditor observes 5 units of pressure, 4 units with capacity of each unit for 15 ton and 1 unit with capacity of 10 ton.
7. **Kernel Silo Station.** The Auditor observes 1 unit of kernel silo with dispatch capacity for 10 ton for each silo.
8. **Thresher Station.** The Auditor observes 2 units of thresher.
9. **Turbine Station.** The Auditor observes 3 units of turbine; 1 unit with capacity for 200 Kwh and 2 unit with capacity of 100 Kwh for each turbine.
10. **Genset Station.** The Auditor observes 3 units; 1 unit with capacity of 150 Kwh; 1 unit with capacity of 600 Kwh and 1 unit with capacity of 250 Kwh.
11. **Workshop.** The Auditor interviews 3 welding experts. Three of them are not qualified (proven by the welding expert certificate).
12. **Hazardous Waste Storage.** Permanent building, the building is supported by information board and coordinate of location, sortation station for separating the hazardous waste based on its type, drainage and oil trap. It is supported by the proper lighting and ventilation.
13. **Water Treatment Plant (WTP).** There are 3 units of Over Head tank to process the POM water from POM reservoir. the POM reservoir water is flowed from Awatan River.
14. **WWTP.** According to the result of observation at the pump station, 1 Magnetic Flow Meter is placed outside Outlet of ponds number 3c and ponds number 4c (Outlet ponds for the LA program). The Flow Meter is well maintained.

Lembiru Estate

1. **National Land Agency Pole 3.** The paint and the alphabet are well seen. It is located in block 97S4 of Division 1/Seleming bordering with the estate of the locals (community of Sukakarya Village, Marau Sub-District).
2. **National Land Agency Pole 11.** The paint and the alphabet are well seen. It is located in block 97S2 of Division 1/Seleming bordering with the estate of the locals (community of Sukakarya Village, Marau Sub-District).
3. **National Land Agency Pole 15.** The paint and the alphabet are well seen. It is located in block 99M03 of Division 2/Batu Permata bordering with the Karya Palma Estate (development area).
4. **National Land Agency Pole 23.** The paint and the alphabet are well seen. It is located in block 97S4 of Division New A bordering with the estate of the locals (community of Sukakarya Village, Marau Sub-District).
5. **National Land Agency Pole 29.** The paint is fading away. It is located at enclave area Kondisi cat pudar terletak di area enclave bordering with the estate of the locals (community of Sukakarya Village, Marau Sub-District).
6. **Ex Mining Complex of PT. Harita Prima Abadi Mineral (PT. HPMA).** The Auditor observes the land condition, it has been reclaimed by PT. HPMA 2012 by planting 2.625 palm oil plants during the field visit. Furthermore, the Auditor also observes the visited mining complex once visited by ST-1 Auditor team (coordinate: 02° 13' 15,6" LS ; 110° 42' 59,2" BT). There is no bauxite mining operational. It has been totally reclaimed by PT. HPMA.
7. **Block F51.** Observation and the Marau Riparian. There are signboards, boundary poles (paint red), the last 5 plants off the riparian area are painted with yellow paint (the width of riparian area is 50 M).
8. **Block D4D.** Observation on the erosion pole. The erosion poles are made of wood. The height of boundary pole is 50 cm off the surface, it is supported by steel leveler. The poles are monitored routinely (monthly). It is placed based on its area slope condition.
9. **Block D5D.** Observation on the EFB application which is spreaded by using mechanical tools (Back Bucket).
10. **Block C3D.** Observation on the HCV 4 management at Seleming Hill. There is a springs but no signboard installed on spot.
11. **Block E9D and Block E9C.** Observation on the management of HCV 6 of the Manang Stone Cemetery and the stone site without HCV 6 location information signboard.
12. **Block F2A and E2D.** It refers the LA permit which is issued by Ketapang District Environment Agency. There is a monitoring well; LA analysis plants at block E3D; LA non-analysis plants; housing complex well made of 3 inch plastic substance. There is a location for taking the soil sample: LA analysis plants; LA non-analysis plants.
13. **Block L6A of Division 4, harvesting program.** Observation and interview with the harvesting Foreman and the Harvester in term of the provision of PPE, work tools, health and work accident assurance, wage, premium, complaint handling. The company has provided PPE and work tools based on the employee's need.
14. **Block F4BC of Division 1 spraying program.** Observation and interview with the Spraying Foreman and the Spraying Team Tim Spraying in term of the provision of PPE, work tools, health and work accident assurance, wage, premium, complaint handling, regular medical check up, spraying training, first aid training, gender issue. The company has provided PPE and work tools. They have manage the manpower issue perfectly.
15. **Block E3CD of Division 1, manuring program.** Observation and interview with the Manuring Foreman and the Manuring Team Tim Spraying in term of the provision of PPE, work tools, health and work accident assurance, wage, premium, complaint handling, regular medical check up, spraying training, first aid training, gender issue. The company has provided PPE and work tools. They have manage the manpower issue perfectly.
16. **Block L6A of Division 1, EFB application.** Field observation and interview with the manager in term of the EFB application. The company applied the EFB as the zero waste attempt as well as to add the organic ingredient and nutrition on the soil nutrient lack land.
17. **Block E3CD of Division 1, barn owl box.** Observation on the barn owl box in term of the installation and monitoring.

Awatan Estate

1. **National Land Agency Pole 1.** The paint and the alphabet are well seen. It is located in block H1D of Division Permata bordering with PT. Budidaya Agro Lestari.
2. **National Land Agency Pole 2.** The paint and the alphabet are well seen. It is located in block E1A of Division Permata bordering with PT. Budidaya Agro Lestari.
3. **National Land Agency Pole 1.** The paint and the alphabet are well seen. It is located in block I1D of Divisi of Permata bordering with PT. Budidaya Agro Lestari.
4. **Block G3A.** Observation on the EFB application which is distributed by using mechanical tools (Back Bucket).
5. **Block H3D and Block H2D.** Observation on the HCV 6 management in form of the Dayak Community Cemetery. It has been deliniated by installing woody fence around the cemetery as well as the information signboard of the HCV 6.
6. **Block I2C.** Observation on the HCV 1 and HCV 5 management in form of the Awatan Hill as well as the installation of the information signboard of HCV 6.
7. **Block H5D, and Block J3C.** Observation on the erossion pole. The erossion poles are made of wood. The height of boundary pole is 50 cm off the surface, it is supported by steel leveler. The poles are monitored routinely (monthly). It is placed based on its area slope condition.
8. **Block I1A of Division 2, harvesting program.** Observation and interview with the harvesting Foreman and the Harvester in term of the provision of PPE, work tools, health and work accident assurance, wage, premium, complaint handling. The company has provided PPE and work tools based on the employee's need.
9. **Block H2D of Division 1, weed spraying program.** Observation and interview with the Spraying Foreman and the Spraying Team Tim Spraying in term of the provision of PPE, work tools, health and work accident assurance, wage, premium, complaint handling, regular medical check up, spraying training, first aid training, gender issue. The company has provided PPE and work tools. They have manage the manpower issue perfectly.
10. **Block 12A of Division 1, manuring program.** Observation and interview with the Manuring Foreman and the Manuring Team Tim Spraying in term of the provision of PPE, work tools, health and work accident assurance, wage, premium, complaint handling, regular medical check up, spraying training, first aid training, gender issue. The company has provided PPE and work tools. They have manage the manpower issue perfectly.
11. **Block I1A of Division 3, barn owl box.** Observation on the barn owl box in term of the installation and monitoring.

2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-1	Summary of stakeholder consultation process Consultation of stakeholders for PT. Sandika Natapalma was held by: Public Notification on Mutuagung Lestari Website on 19 March 2015. Public consultation meeting with internal stakeholders by interviews and local stakeholders conducted by visits to villages and interviews with local peoples on 06 – 08 April 2015. Numbers of input from stakeholders were clarified by PT. Sandika Natapalma
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (ASA-2) will be determined one year after this ASA-1 (April to June 2016).

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Lembiru POM – PT Sandika Natapalma, SIME DARBY Plantation Sdn Bhd operation consisting of one (1) mill and two (2) oil palm estates.

During the assessment, there were Six (6) nonconformances were assigned against major compliance Indicators Major 1.1.2; Major 2.1.1; Major 4.5.1; Major 5.6.2; Major 6.5.2; Major 6.13.1; ten (10) nonconformances were assigned against Minor Compliance Indicators Minor 1.3.1; Minor 2.1.2; Minor 4.2.4; Minor 4.6.10; Minor 5.1.3; Minor 5.2.3; Minor 5.2.5; Minor 5.3.3; Minor 5.4.1; Minor 6.1.4; ; and three (3) nonconformances against supply chain requirement for CPO mill E.3.1; E.3.2; E.5.1; one (1) RSPO Certification System and three (3) opportunity for improvements were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor(s) in form of documentation evidence(s) e.g. (document record/photographic/etc.). Those corrective actions taken that consist of Six (6) Major nonconformances and eight (8) Minor nonconformances had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Lembiru POM – PT Sandika Natapalma, SIME DARBY Plantation Sdn Bhd complied with the requirements of RSPO Principles and Criteria for Sustainable Palm Oil Production for the Production of Sustainable Palm Oil - April 25th, 2013 and 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).

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>The management unit has informed the stakeholders in term of the social and environment issue. For example, the socialization of the endanger flora and fauna policy on June 3rd 2013. Furthermore, the management unit reports the manpower mandatory report to the agency by referring the clause 6, verse 2 of the statute number 7 year 1981 in term of the manpower mandatory report.</p> <p>According to the result of document review, the company is not responding the letter of Ketapang Regent number 500/0235/Bappeda-B dated February 5th 2014 in term of the request for the CSR program plan and realization on 2013 and the report should be given at least on February 28th 2014. NC Number 2015.01 in Major category</p> <p>Root Cause: There is no receipt of CSR realization reporting to the associated agency.</p> <p>Corrective Action: <i>Re reporting the CSR realization on 2013 for IDR 105,475,000 (USD 8113) to the regent by asking for the delivery receipt signature.</i></p>

Preventive Action:

Implementing the incoming letter recording based on the procedure.

Observation on May 28th 2015

The management unit shows the evidence of CSR realization reporting of PT SNP on 2013 dated May 25th 2015 to the Ketapang Regional Economy Development Agency. **However, the management unit is not able to show the evidence of CSR report delivery receipt signature by the Regional Economy Development Agency.**

Observation on June 7th 2015

The management unit has sent the CSR report for period of 2013 back via email to bappeda.ketapang.b@gmail.com on June 27th 2015. The scan of report receipt signature paper shall be sent to the management unit.

Observation on June 9th 2015

The management unit shows the receipt of signature paper over the CSR report for period of 2013 to the Regional Economy Development Agency on June 5th 2015. It was received on June 9th 2015.

Auditor Conclusion:

Complied

1.1.2	Status: NC Number 2015.1 in Major category is Complied
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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.

The management unit has the list of the publicly-accessed document. It is written on the procedure of document handling in policy number 301/SNP-DOC-01/11. The meant documents are the document of EIA, environmental management and monitoring plan, the company policy and manual, OHS and environment program, HCV and SIA, Continual Improvement Program.

	Status: Complied
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1.3

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

The management unit shows the policy of business ethic (Policy number 440/HRM-COC/07). It was approved by GM, SGM, HPO, and GHPI on May 24th 2007. However, there is no enough evidence that the policy has been well communicated to all workers and to the cooperative unit. **NC Number 2015.02 in Minor category.**

Root Cause:

The limited scope only to the level of staff and the unawareness of the management unit that it has to be socialized to the permanent workers and contractor.

Corrective Action:

Holding socialization to all workers and contractor.

Preventive Action:

Holding training for the employees and developing the human resource like the leadership training on the level of supervisor.

Observation on May 28th 2015

The management unit shows the record of human rights and business ethic code of conduct on May 2nd 2015. It was attended by all employees and contractor.

Auditor Conclusion:

Complied

1.3.1 | Status: NC Number 2015.2 in Minor category is Complied

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 Regent of Ketapang issued decree number 523/DISBUN – D/2014 in term of the changes of the land hectarage of PT Sandika Natapalma on October 14th 2014. According to the decree, the Regent approve the area extension of the plantation business permit from 8,406.21 Ha to 13,936.21 Ha with capacity of 45 Ton of FFB/Hours. It is located at Belahan Village and Sukaria Village, Riam Batugading Village and Karya Baru Village of Maraud Sub-District and Sukaria Village of Air Upas Sub-District, Ketapang District (the map is attached).

PT SNP has achieved the latest estate class on 2014 by referring the decree of Ketapang Regent number 322/DISBUN – D/2014 dated June 16th 2014 in term of the estate class assessment on the stage of its development and operationalis which is attached for PT. Sandika Natapalma. The company achieved class II (Good). It is valid for 3 years since its issuance.

PT. SNP attempts to comply the applied statute regulation in term of the estate and mill management. However, there is an **NC Number 2015.03 in Major category:**

- a. The boiler Operator on behalf of Hardianto does not has OHS license yet (Operator License) for the steam machine (boiler) Operator referring the Manpower Ministry Regulation number 1 year 1988.
- b. The welding expert at POM does not have the welding expert qualification referring the Manpower Ministry Regulation number 02 Year 1982.
- c. According to the result of field visit to workshop division Seleming Biru Estate and to the hazardous waste storage, there are oil spillage which could cause the direct environement contamination. It does not comply the Government Regulation number 101 year 2014.
- d. The management unit is not able to show the evidence of the incoming and outgoing hazardous waste reporting realization to the Regent and Ketapang District Environment Agency in quarter-based report based on the decree of Ketapang Regent number 424/KLH-B/2013.
- e. The hazardous waste containers at hazardous waste storage is not supported with label referring the Environment Ministry Regulation Number 14 year 2013 and procedure of hazardous waste management number 301/SNP-LB3-03/11 (5.3.2 Major).

Root Cause:

- a. The boiler Operator and the welding Expert do not have Operator License during the field observation.
- b. The obstacle of the hazardous waste sales is the availability of the licensed buyer.
- c. The existed hazardous waste symbol is looked like crap.

Corrective Action:

- Placing the certified boiler Operator. The certified welding Expert is beeing processed at the associated agency.
- Informing the report of hazardous waste in and out to the Environment Ministry in a quarter based report.
- Installing hazardous waste symbol at the hazardous waste storage.

Preventive Action:

Composing schedule of training for period of 2015.

Field observation in term of the hazardous waste symbols installation at the hazardous waste storage is conducted by POM Staff.

Observation on May 28th 2015

- a. The management unit shows the letter number SKU Rotasi/FM LBF/V/2015/071 dated May 19th 2015 in term of the mutation of worker on behalf of Fatriansyah from the clarification Operator to boiler Operator on since June 1st 2015. According to the certificate number Ser 1738/OPK3/B.I/XII/2013 from the RI Manpower Agency, the worker on behalf of Fatriansyah has participated on the OHS technique training for the steam machine Operator on November 25th – 30th 2013. **(closed)**
- b. The management unit is not able to show the welding expert certification yet. **(open)**
- c. The management unit is not able to show the evidence of the incoming and outgoing hazardous waste reporting realization to the Regent and Ketapang District Environment Agency in quarter-based report based on the decree of Ketapang Regent number 424/KLH-B/2013. **(open)**
- d. The management unit shows the evidence of hazardous waste label in all hazardous waste containers at hazardous waste storage. **(closed)**

Observation on June 9th 2015

The management unit shall registers 2 welding expert on behalf of 2 Tarmidi and Aliyen (LBF) based on the approval of the Interim of GM of Kalteng Kalbar Mill through letter number 098/LBF-EXT/VI/2015 dated June 22nd 2015. **Closed with observation.**

The management unit has shown the report of hazardous waste management and has hazardous waste management in 1st to 4th quarter of 2014 reported to the Ketapang District Environment Agency via email (l.h.ketapang@gmail.com). **It is considered closed.**

Auditor Conclusion:

According to the evidence, the NC number 2015.03 is closed

The management unit is able to show the documentation over the law requirements. However, there is no enough evidence to show that the documents have been updated based on the law statute changes in aspect of plantation, environment and manpower. **NC Number 2015.04 in Minor category.**

Root Cause:

There is no PIC to update the regulation.

Corrective Action:

Updating the plantation-relevant RI regulation per May 2015.

Preventive Action:

Appointing PIC to update the new or expire regulation.

Observation on May 19th 2015

The management unit has updated the relevant statutes on aspects of environment, plantation and manpower. For example:

Agriculture Ministry Regulation Number 47 Year 2014 in term of Brigade and guideline for handling and preventing fire.

Environment Ministry Regulation Number 05 Year 2014 in term of waste water quality threshold.

Statute number 40 year 40 in term of National Social Assurance System.

Auditor Conclusion:

Complied

2.1.1 Status: NC Number 2015.3 in Major category is Complied

2.1.2 Status: NC Number 2015.4 in Major category is Complied

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 SNP has document of the land use including its process:

- Location permit of PT SNP based on the decree of Ketapang Regent number 367 year 2008, dated October 7th 2008. It covers 11,300 ha area at Marau and Upas Sub-District, Ketapang District.
- Business permit of PT SNP based on the decree of the Head of Investment Agency number 1186/Pertanian/Industri/2008 dated November 21st 2008. The land use for 8,406.21 ha for establishment of estate and POM.
- Plantation business permit in form of the registration paper of plantation business permit of PT SNP number 196/Mentanhut/VII/2000. It covers 8,406.21 ha area in Maray Sub-District, Ketapang District, West Kalimantan Province; 1 unit of POM with capacity of 60 ton of FFB/hour. It was issued by the Director General of Plantation on November 3rd 2000.
- Building construction permit based on the decree of Ketapang Regent number 601/073/KIMPRASWIL E-4 dated September 25th 2003; the permit is granted to build mill, office, security post, restroom, Loading Hopper, Road, Pump Station, clean water tank, Sludge Fit, hardenning and trench.
- Land Use Title (HGU) certificate number 4 year 2000. It valid till February 28th 2030. According to the decree of the Head of National Land Agency dated February 22nd 2000 number 8/HGU/BPN/2000; cadastral measurement paper dated December 22nd 1998. It covers 8,406.21 ha; The certificate was issued by the Head of Ketapang District National Land Agency on February 29th 2000.
- The Regent of Ketapang issued decree number 523/DISBUN – D/2014 in term of the changes of the land hectarage of PT Sandika Natapalma on October 14th 2014. According to the decree, the Regent approve the area extension of the plantation business permit from 8,406.21 Ha to 13,936.21 Ha with capacity of 45 Ton of FFB/Hours. It is located at Belahan Village and Sukaria Village, Riam Batugading Village and Karya Baru Village of Maraud Sub-District and Sukaria Village of Air Upas Sub-District, Ketapang District (the map is attached).

PT SNP shows the record of the Lang Use Title (HGU) pole monitoring on March 2015. There are 12 poles in Awatan Estate, 14 well maintained poles in Lembiru Estate. According to the result of field visit to the Land Use Title (HGU) poles number 3, 11, 15, 23, and 29 in Lembiru Estate and to the Land Use Tile (HGU) pole number 1, 1A, 2, and 35, all poles are well maintained and well seen.



According to the result of public consultation with Ketapang District National Land Agency, there is no land claim sent by the locals to National Land Agency. Furthermore, it is supported by the result of public consultation with the Marau Sub-District government apparatus and several community figures of Suka Karya and Karya Baru Village

Status: Complied

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.

According to the result of public consultation with Ketapang District National Land Agency, there is no customary claim over the area to National Land Agency. Furthermore, it is supported by the result of public consultation with the Marau Sub-District government apparatus and several community figures of Suka Karya and Karya Baru Village.

Furthermore, according to the cadastral map which was issued by Ketapang District National Land Agency number 26/2012 dated may 28th 2012, there are area which were enclaved as follow:

- Enclave1 (Sepakat Mekar Cooperative Unit): 36.92 ha
- Enclave 2 (Washing Pool of PT. Harita Tambang): 123.02 ha
- Enclave 3 (Pesanggaran Hamlet): 93.26 ha
- Enclave 4 (PBT of PT SNP dated December 22nd 1998): 310.93 ha

Status: Complied

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 management unit shows the document of the work plan for period of 2014/2015 and the projection for the next 3 years for period of June 2016 – 2018 in each estate. It consisted of the Areal statement (Planted Hectare), Direct Cost, FFB Production, Yield (Ton/Ha) and Fixed Cost for the next 3 years. The document of the long term plan is recognized by the Head Region Kalbar and it has been received by the Team of BPC-Bussineess Planning Controlling. The annual and the mid term plans are written on the monthly workplan by the Estate Manager.

The POM management unit shows the document of the workplan for period of 2014/2015 and the projection for the next five years to June 2018. It consisted of the processed FFB, CPO production, PK production, Palm Oil Extaction, Palm Kernel Extraction and Mill Cost. The document of the long term plan is recognized by the Head Region Kalbar and it has been received by the Team of BPC-Bussineess Planning Controlling. The annual and the mid term plans are written on the monthly workplan by the Mill Manager.

The company does not have replanting program plan for the next five years. The company shall just plan it on 2022. The oldest plants within PT SNP area was planted on 1997.

Status: Complied

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

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

The company has SOP of estate started from LC to its harvesting program. Those are written on the Manual of Agronomy Reference in Policy Number 110/EST-ARM/08. It has been approved by the top management on August 19th 2008. The manual of Agronomy Reference is still used by the company as reference for executing the estate operationals. According to the field observation, the SOP has been distributed to each unit and is understood by the workers.

The company has had SOP of estate. It is written on the procedure of POM Technique (1st and 2nd edition) and the

procedure of general administration for the palm oil estate. The procedure is consisted of 6 chapters in term of the basic of palm oil processing stage, CPO and Kernel storing, waste control, water management and laboratory analysis.

PT Sandika Natapalma also has procedure of product identification and traceability of Minamas Plantation POM (Policy Number RSPO/65/SCCS/SNP) dated July 1st 2013. The procedure is purposed to identify the raw material and the ultimate product so the produced products can be traced.

The company has procedure of operationals monitoring and assessment through *Plantation Advisory (PA)* program for estate and *Mill Advisory (MA)* for mill. It is conducted at least once a year. For example, the PA on January 2014 and the MA on April 2014.

The operational monitoring can be seen on the report of Lembiru POM production on March 2015. It contains the daily report, the ongoing daily report and the total on a month. The report describes the incoming FFB and the processed FFB, the output and the quality of CPO production, the output and the quality of Kernel production, CPO and Kernel dispatch, production and dispatch of EFB, origin of FFB, estate production taxation, processing stage budget, CPO and Kernel storage, shell, reservoir level water, waste application and FFB receipt per hour. For example, the total of FFB on March 31st 2015 was 939 ton, the processed FFB was 704 ton, the total of the processed hour was 23 jam, the capacity per hour was 30 ton, the output of CPO was 151 ton, the OER was 21.53 %, FFA was 4.25 %, the output of kernel was 36 ton, the OER was 5.25 %, moisture was 6.57 %, dirt was 6.79 %, CPO dispatch was 385 ton, Kernel dispatch was 41 ton, EFB production was 161 ton, transpoted to the estate was 75 ton.

The recording of the origin of the FFB processed by Lembiru POM sent by the nucleus estate nor the third party is written on the report of Lembiru POM production. The report contains several informations like the list of FFB supplier including the incoming tonnage per day, the ongoing data and the total in a month. For example, the FFB supply from the third party on March 2015 was sent by Pelanjau Estate for 26,596 ton, Sungai Putih Estate for 16,768 ton, Bantan Sari Estate for 362 ton, Sungai Kyai Smallholder Group for 1,644 ton, SUMS Cooperative Unit for 3,161 ton and GPIB Smallholder Group for 218 ton. The total of the FFB sent by the third party was 53,989 ton.

Status: Complied

4.2

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

The practices to maintain the soil fertility is started by conducting the documented soil survey. It is documented on the report of Tanah Tinjau Soil Survey and the Land Suitability Class on 2014. The report contains the analysis of the soil type to the level of its type and its spread (unit of soil map is available) including the land suitability class over the palm oil plants. The information is used by the company as reference of technical culture reference to maintain and improve soil fertility. For example, most of the land physiography at Awatan Estate are the wavy and declivious area, the management is then recommended to implement cultivation practice on the wavy area.

According to the document of the Tanah Tinjau Soil Survey and the Land Suitability Class on 2014, the result of the soil and leaf analysis is described. The result of the soil analysis of Awatan Estate on the soil type of Typic Kandiodox at the depth of 0 – 9 cm : pH 4.28 ; C 2.36 % (high), K 0.13 me/100 gr (low) ; Ca 0.21 me/100 gr (very low) ; Mg 0.05 me/100 gr (very low) ; Na 0.14 me/100 gr (low) ; and Al 6.91 me/100 gr (very high). The example of the soil analysis result at Lembiru Estate, Division Seleming, Field 97S001, Block E3A: N 2.76 %, P 0.134 %, K 1.005 %, Mg 0.318 %, Ca 0.611 %.

The company shows the manuring monitoring which records each type of fertilizer, the use of fertilizer per each type per day on each field and division including the rest of the fertilizer at the storage. For example (at Awatan Estate):

- MOP Fertilizer: The first stock was 578 ton. The use of it during the period of February 14th 2015 to March 27th 2015 was 238.8 ton. The rest amount of the fertilizer at the storage is 339.2 ton.
- RP Fertilizer: The first stock was 517 ton. The use of it during the period of February 18th 2015 to March 31st 2015 was 132 ton. The rest amount of the fertilizer at the storage is 385 ton.
- Kieserite Fertilizer: The first stock was 322 ton. The use of it during the period of January 7th 2015 to February 13th 2015 was 313 ton. The rest amount of the fertilizer at the storage is 9 ton.
- Borate Fertilizer: The first stock was 34.7 ton. The use of it during the period of February 18th 2015 to March 31st 2015 was 34.4 ton. The rest amount of the fertilizer at the storage is 0.3 ton.
- ZA Fertilizer: The first stock was 580 ton. The use of it during the period of November 15th 2014 to January 7th 2015 was 580 ton. The rest amount of the fertilizer at the storage is 0 ton.

According to the result of field visit to Awatan Estate (Division 1, Block 12 A) and Lembiru Estate (Division 1, Block E3CD), the manuring procedure has been well implemented. The manurer are equipped with proper PPE including the proper recommended dosage. Each line of the plant is attached with the manurer's name to ease the supervisor control.

The company has policy to stack the frond in form of U Shape (stacking at the interrow and inter plants) for pressing the weed growth, spread the recycled soil nutrient of the palm oil plants, reduce the soil nutrient erossion eroded by surface flow, improving the soil humidity. The frond stacking is conducted at the terrace area to minimize the erossion, the erossion monitoring is conducted by creating erossion poles. The company applies EFB on the less optimum plant growth as a soil nutrient recycle program.

The company has report of EFB application on January 2015 in Awatan Estate, Division Permata, Field 98P005 for 150 ton which covers 8 ha, the report of laporan EFB application on Februari in Awatan Estate, Division Permata, Field 98P007 for 721 ton which covers 36 ha. The company is not able to show the documentation of POME application. **NC Number 2015.05 in Minor category.**

Root Cause:

There is no accurate recording of the application so far.

Corrective Action:

Collecting the data in POM over the applied effluent and EFB.

Preventive Action:

Conducting consistent monitoring over the applied effuet at the flatbed area for 42 Ha at Lembiru and concerning the result of MRC result for EFB application.

Observation on June 1st 2015

The management unit shows the record of POME application since January 2014 to March 2015. For example, the effluent application on January 2015 was 7,560 ton to block E2A.

Auditor Conclusion:

According to the record of effluent application during period of 2014/2015, the NC number 2015.05 is closed

4.2.4	Status: NC Number 2015.05 in Minor category is Complied	
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4.3 Practices minimize and control erosion and degradation of soils.

According to the document of EIA on 2004, specifically at chapter V page 5, the slope distribution at the area is

constituted by the flat area (0-3% for 15,964 ha); declivious (3-8% for 3,630 ha); wavy (8-15% for 3,263 ha) and hilly (15-25% for 1,143 ha). The company also has the document of Tanah Tinjau Soil Survey and Evaluation of Land Suitability Class of 2014. According to it, the condition of land physiography is consisted of the 45% of the declivious land and 30% of the wavy land. It means that it needs special treatment and the land suitability class is classified as class 3. The document describes the map of land slop, map of soil type, map of land suitability class and map of potential land suitability. According to the result of Feasibility Study of Oil Palm analysis and the field observation, there is no peatland area within PT SNP operational area.

The company has conducted erosion monitoring for the wavy land. There is a work instruction for measuring the erosion rate (Policy Number 301/SNP-EST-01/11 dated April 8th 2011), the quality threshold used as reference is absed on the soil depth. For example, the soil depth <20 cm means that critical erosion threshold is >0,1 - <1 mm. The company has the record of erosion pole measurement for period of January – December 2014 like pole number SNP-01 with total of the changes for -1 mm, pole number SNP-02 with total of the changes for -1 mm, pole number SNP-03 total with total of the changes for -1 mm. Furthermore, the company does not spray the soft fern on the slope area, arranging U-shape frond by stacking the frond at the harvesting path and at the interrow.

The road maintenance in form of the road hoarding is using laterit soil for all field. The project is conducted by using 3 units of excavator and 1 mini bulldozer. The company also has the record of bridge repairment at Awatan Estate, Field 98D004 and 97D006 for 1 unit of each. According to the result of field observation, the road is accessible (main road to collection road). Furthermore, the road hardenning by using corral stone and laterit soil has also been conducted.

The company has report of EFB application on January 2015 in Awatan Estate, Division Permata, Field 98 P005 for 150 ton which covers 8 ha, the report of laporan EFB application on Februari in Awatan Estate, Division Permata, Field 98 P007 for 721 ton which covers 36 ha.

Status: Complied

4.4

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

The management unit has the water management plan. It is written on the document of environmental management and monitoring plan of EIA on 2004. The water monitoring program is conducted at Kendawangan River Water (Awatan River), Awatan Reservoir and Seleming Reservoir. Furthermore, the management unit also programs the water monitoring program at the operational area of theirs such as at Marau River water, arthesian well and Lembiru Estate Reservoir. The surface water quality monitoring program is scheduled for each semester.

According to the result of HCV assessment, there are several water sources within PT SNP operational area. For example:

- Springs: Awatan Hill, Eastern Beturus Hill complex, Seleming Hill and Serapen Hill. All the springs are used by the employees or the locals (community of Marau and Batu Manang).
- River: Upstream of Kendawangan.

The management unit implements the water management in 1st semester of 2014 (May 21st 2014) and in 2nd semester of 2014 (November 26th 2014). The water management is implemented by testing the water quality of river, reservoir and settlement well. It was conducted by PT Sucofindo, Pontianak. The test locations are the River of Marau and Kendawangan, reservoir and well of the settlement at Lembiru POM, Awatan Estate and Lembiru Estate.

According to the field visit to the reservoir of block D3D of Division Seleming of Lembiru Estate, PT SNP has managed the reservoir location perfectly. The location of reservoir and its nearby spot are determined as conservation area. There are signboards which informs the prohibition to contaminate the reservoir.

According to the field visit to Sekakai Riparian at block G6D of Lembiru Estate, PT SNP has enriched the type of tree at the Sekakai riparian at block G6D. The riparian area has had the canopy layer percentage higher than the type of the local tree.

The management unit shows the policy of protection over the slope and riparian area based on Plantation Upstream Indonesia (Policy Number 724/TQEM-SPMS/09) per April 1st 2010. The protection for the tilt more than >40% (>21.8°) is by determining it as reserve area, the area shall be planted with woody plants; meanwhile, the area with the tilt <40% is planted with LCC plants to prevent the erosion and run off. The buffer zone distance for the main river is 100 m off the river and for the tributary is 50 m off the river.

Furthermore, there is a work instruction for managing the conservation area which have been planted with palm oil plants (Policy Number 301/SNP-ENV-05/11) dated July 8th 2011. It describes the buffer zone of river, reservoir and lake including the sandy area which have been planted with palm oil plants. In order to mark it, the company paint it red for the area where the spraying and manuring programs are not allowed. The company also let the trees, bushes and grass on the area grow naturally.

According to the field visit, the management unit has conducted several attempts. For example:

- Preserving the reservoir as the main water source for the employees settlement like in block D3D of Division Seleming of Lembiru Estate.
- Manging the riparian area 50 m off the river (right and left side of the river) like in Marau Riparian at Lembiru Estate.
- Conducting water quality monitoring of Awatan/Kendawangan and Marau River water regularly (each semester).
- Determining the buffer zone area (50 m off the river) along the Awatan River passing through estate area. The planted palm oil plants within the area are painted red to mark the prohibition for programs that have to do with chemicals.

The management unit has handled the mill's waste. It is conducted by testing the effluent quality. It is proven by the record of the quality test result at the final output ponds based on the *Report Analysis* which is conducted by PT Sucofindo Pontianak Laboratory during period of January – December 2014 and during period of January – March 2015. Two of the tested parameters are BOD and COD.

According to the result of effluent quality test, there parameters like COD dan BOD₅ was still exceeding the quality threshold. However, the company has conducted management actions such as (1) Fabrication of Clarifier Setting Tank with Capacity of 1120 MT, (2) Fabrication of Deolung Tank with Capacity of 100 MT, (3) Construction of Fat Fit Capacity 120 MT, (4) Upgrading Clarification (5). Installation of 2 units of decanter separator, (6) Replacement of strelizer station pipe, (7) Cleaning the Clarifier setting Tank No 1 and 2 regularly, (8) Cleaning the cooling pond No 1 and 2, (9). Repairment of effluent treatment operational, (10). Adding 1 unit of water tower at cooling pond, (11) Holding operator training, (12) Testing the effluent regularly, (14) Digging 1 unit of bactory-raising pond.

Furthermore, PT SNP also review the effluent use for the Land Aplikasi. According to the owned permits, PT SNP get the approval to analyze the effluent use on the palm oil estate area for 42.59 Ha referring the permit letter issued by the Regent of Ketapang in letter number 660/1274/KLH-B dated June 26th 2013. The mandatories of PT SNP are as follow:

- (1) The permitted area for application is 42.59 Ha. The locations are at block E3D for 21.83 Ha and at di block F3A for 20.76 Ha.
- (2) The hectarage of control land is 21.38 Ha at Block E3C.
- (3) Digging monitoring well in 4 locations: Block E3A (Seleming Employees Settlement), Block E3C (Blok of Control),

Block E3D (Block of Analysis) and Block F3A (Block of Analysis).

- (4) Mandatory to send the report of effluent utilization each quarter to the Regent of Ketapang, Plantation Agency and Environment Agency.

The management unit shows the record of effluent usage during period of January – December 2014 and January – March 2015 for the LA analysis program.

The management unit has shown the record of water consumption for the POM. For example, the record of the water consumption monitoring (monthly) for period of January – December 2014. The records shows that the ratio of the water consumption realization was 1.16 m³/Ton of FFB. Below the applied budget (< 1.3 m³/Ton of FFB).

Status: Complied

4.5

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

The company has procedure of IPM, the pest census is conducted when the attack is occurred. However, according to the result of field visit to division office and the interview with the IPM Officer, the pest monitoring is conducted visually only and there is no documentation for it. **NC Number 2015.06 in Major category.**

Root Cause:

There is no well data recording maintenance when doing pest census.

Corrective Action:

Restore all the pest census data during period of January to April 2015. The data which are composed by each PIC.

Preventive Action:

Conducting routine pest and disease census. It should be conducted by naturalist of each unit.

Observation on May 28th 2015

The management unit shows the recapitulation of pest attack in LBE and AWE during period of 2014. The attack level at LBE (Rat: 3.85%; Squirrel: 3.90%; Termit: 1.10% and Oryctes: 6.35%) and the attack level at AWE (Rat: 5.7%; Squirrel: 1.38%; Termit: 0.56% and Oryctes: 2.31%). However, the management unit is not able to show the detail of pest and disease attack detection record per month. For example, the record for period of January to March 2015.

Observation on June 9th 2015

The management unit shows the record of pest census at AWE and LBE during the period of July 2014 to May 2015. According to the data, the attacker on AWE and LBE during period of January to March 2015 were Rats and Squirrel. The Oryctes attack was dominating on February 2015. **(Complied).**

The training for employees who have to with the pest control was held on May 2nd 2014 in form of the pest and disease training. It was participated by the naturalist of Lembiru Estate and Awatan Estate. It was teaching the introduction of the pest and disease, definition, attack indication, control census. According to the result of interview with the pest and disease naturalist of block I1A of Division 3 of Awatan Estate, the pest and disease naturalist has aware of the pest control identification and technique.

4.5.1 Status: NC Number 2015.06 in Major category is Complied

4.6

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

According to the interview with the management, the pesticide used by the company is the listed pesticide and is purposed for the specific target. The company has commitment to reduce the use of pesticide. For example, the company is stop using the limited pesticide like paraquat at the early period of estate development. Furthermore, the

company implement frond stacking with U-shape system (stacking on the harvesting path and on the interrow), giving organic mulche layer so the weed growth can be pressed and herbicide usage can be reduced.

The list of pesticide used on 2014

Trademark	Active Ingredient	LD50	Registration Number	Target
Meta Prima	Metil Metsulfuron	0,01 mg/kg of body weight/day	RI. 1887/7-2008/T	Narrow and wide leaf weed, teki grass
Prima Up	Isopropiamina glyphosat	0,05 mg/kg of body weight /day	RI.1779/11-2007/T	Narrow and wide leaf weed, mikania micrantha, bushes
Decis	Deltametrin	0,23 mg/ kg of body weight /day	RI. 387/11-2007/T	Bagworm and Nettle Caterpillar
Kenlon	Triclophir butoksida, etil ester	1480 mg/ kg of body weight /day	RI.2433/5-2006/T	Common weed

The use of herbicide is monitored on the herbicide usage monitoring. It shows the data of the monthly use of herbicide within a year. For example, the herbicide usage in Awatan Estate during period of 2014: Prima Up (*Glyphosat*) for 283 liter, Kenlon (*Tryclopir*) for 262 liter, Meta Prima (*Metil metsulfuron*) for 21 kg. There are also data of herbicide usage on Lembiru Estate during period of January – March 2015: Prima Up (*Glyphosat*) for 105 liter, Kenlon (*Tryclopir*) for 2 liter, Meta Prima (*Metil metsulfuron*) for 3.75 kg.

The herbicide used on the table are not the preventive herbicide. The herbicides are not categorized as class 1A or 1B, or the those which are attached on the Convention of Stockholm or Rotterdam and paraquat. The use of the herbicides are based on the composed work program and the field observation. When the weed condition is quite normal, the herbicide use is not needed.

The improvement of competence on the pesticide application is conducted by the company by holding Estate Effective Supervision Training (PSEP) of PT Sandika Natapalma on April 22nd – 25th 2014. The taughted training material are the theories and practice of chemicals usage (trademark, active ingredient, and chemical property), PPE, work tools and work procedure.

According to the field observation to block F4BC of Division 1 Seleming of Lembiru Estate and to block 12A of Division 1 Permata of Awatan Estate, the foreman and the employees have aware of the property of the active ingredient used by them. The management unit does not apply pesticide through the air.

The management unit does not dispose the hazardous waste due to the agreement with the hazardous waste transporter which is not dealt. Hence, the management unit attempts to communicate the period extension of hazardous waste storing period at the hazardous waste storage of Lembiru POM with the associated agency (Environment Agency). Therefore, the period extension is extended to 360 days (previously only 90 days). The decree of the extension was issued by the Head of Ketapang District Environment Agency.

According to the result of field observation, the pesticides are stored at the agrochemical storage (Lembiru Estate and Awatan Estate). The chamber is locked and the key is kept, the hazardous material symbols are stucked at the Lembiru POM hazardous waste storage. According to the result of field observation at Lembiru Estate, the company does not have the PPE washing station and warehouse, spraying equipments. Therefore, the employees wash the equipments and the PPE at the estate and store it at house. **NC Number 2015.07 in Minor category.**

Root Cause:

BMS & BSS station is not available

Corrective Action:

Constructing BMS and BSS station

Preventive Action:

Implementing the SOP of BMS and BSS station in all management unit. The company should commit to preserve the environment from being contaminated by pesticide and fertilizer.

Observation on May 28th 2015

The management unit has provided the PPE and spraying equipments washing station that has to do with chemicals at Lembiru Estate. The washing station has been supported with secondary containment to prevent the contamination over the environment.

Auditor Conclusion:

Complied.

The company has documented the training programs that have to do with the worker's skill and knowledge maintenance in term of the pesticide handling and safe work practice.

The management unit has consistently held regular medical check up for the sprayers. It is conducted by the hyperkes-certified company doctor. For example, the medical check up in 1st semester of 2015. It was held on March and April 2015. The result of medical check up in form of the doctor diagnose has been documented and maintained carefully at the central clinic. In general, there is no indication which prove that the workers suffer disease caused by the job.

According to the result of spraying programs observation in block F4BC of Division 1 of Lembiru Estate, there is no pregnant nor breastfeeding women workers. According to the result of interview with the workers, they have aware of the policy (prohibition for the pregnant and breastfeeding women workers to work with chemicals). The policy is written on the work instruction of BMS team and the use of BMS station number 301/SNP-EST-02/11.

4.6.10	Status: NC Number 2015.07 in Minor category is Complied
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**4.7
An occupational health and safety plan is documented, effectively communicated and implemented.**

The management unit is consistently documenting the applied OHS, the procedure of OHS and OHS program. There is no changes on the policy and procedure of OHS. Meanwhile the OHS work program for period of 2014 – 2015 are the OHS issue identification, danger sources identification and control, OHS statute compliance, OHS siding-sidang, OHS consultation/socialization, installation of slogan, poster and signboards of OHS, research over the OHS goods purchase and document analysis. OHS document maintenance, research and analysis of work accident case, OHS performance assessment/OHSMS assessment, evaluation/reporting.

The management unit has composed Hazard Identification Risk Aseessment and Risk Control (HIRAC) for the estate and POM operationals. It has been updated on January and March 2015. The HIRAC compilation refers the SOP of OHS identification guidance. The HIRAC (Policy Number 7301/PSQM-ESH/11) was legalized on July 7th 2011. According to the result of observation on the POM and estate operationals, the company has implemented HIRAC based on the conducted danger identification. For example, the provision of PPE for the sprayer such as apron, masker, glasses, boots, hat, rubber gloves. The signboard of the hazard information and the type of the must-used PPE is available.

The management unit has held safe work practice on the safety briefing program on January 29th 2015. It was informed to the harvesters, sprayers, manurer of Lembiru Estate and Awatan Estate. The PPE usage, awareness of work risk and dangers, safe work practice are described during the safety briefing program. Furthermore, there were LC and hill terrace lining training on February 13th 2014 for manager, staff and supervisor. The PPE provided by the mangement unit is referring the HIRARC recommendation. For example, the provision of PPE for sprayers such as apron, masker, glasses, AP boots, hat, rubber gloves.

The OHS Guiding Committee is the OHS organization of the management unit which holds the assembly to discuss the OHS issue. For example, the agenda in term of the monitoring the supervisor and all the employees must do including the evaluation of the hazard potential area on March 11th 2015. Furthermore, according to the result of interview with the Head of Manpower Monitoring Division of Ketapang Manpower Agency, PT SNP has routinely reported the OHS Guiding Committee programs.

The management unit shows the SOP of emergency response (501/SNP-KRD-13/11) and the procedure of accident and investigation reporting dan (310/SNP-SFT-08/11). The procedure is described on the understood language by the workers. It discuss the emergency response and accident reporting procedure. The reporting of work accident has been documented and monitored by PSQM unit regularly.

The management unit has held first aid training on February 17th 2015. It was held by cooperating with Fatima Hospital of Ketapang. It was attended by employees. The main training materials are the first aid action materials including its simulation. According to the result of observation on the spraying program at block LF4BC of Division 1 of Lembiru Estate, the Foreman has been equipped with first aid kit.

The management unit has registered the employees to the Manpower BPJS program. There is an evidence of the Manpower BPJS payment for period of March 2015. It was paid on March 16th 2015. All employees BPJS program have been paid.

The management unit shows the record of Accident Statistic for period of July 2013 to June 2014 and July 2014 to March 2015 for each POM and estate work unit. The data of Safety Performance Indicators *Incident Rate, Frequent Rate, Lost Time Incident-Frequent Rate* dan *Severity Rate* are described on the statistic.

Status: Complied

4.8

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

The company has composed the training program to improve the employees competence in term of the RSPO P&C. For example, the internal training which was scheduled on January 2015. The taught training is the estate best practice training (Training of beneficial plant planting, block harvesting system and block spraying system).

The management unit is able to show the result of training for each employees including the attendance list, the certificate and the taught training materials. All the employees training records are maintained on each estate and mill office.

Status: Complied

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.

PT SNP has EIA document (EIA, environmental management and monitoring plan) which have been approved by the Environmental Impact Control Agency of West Kalimantan Province (approval paper of EIA number 660.1/177/Bapedalda-A for the EIA document approval of PT SNP estate and POM at Ketapang POM on May 24th 2004. The scope is 24.000 Ha and the POM capacity is 60 Ton of FFB/Hour). The must-managed and must-monitored environment parameters are the increase of soil erosion rate, water quality changes, land fire potential, disturbance over the vegetation and the endanger animals, social restlessness, community health.

PT SNP has document of environmental management of the estate operations for the hectare scope of 2,517 Ha at village of Suka Karya, Riam Batu Gading, Karya Baru (Marau Sub-District) and Sukaria Village (Air Upas Sub-District), Ketapang District. It is recommended by the Ketapang District Environment Agency in recommendation paper number 660.1/102/KLH-B dated March 10th 2014. The must-managed and must-monitored environment parameters are the air quality management and the noise increase, changes on the surface water quality, potential of estate and land fire, road and bridge damage, decrease of water biodiversity, invasive pest and disease, changes on the community perception, job and business opportunity, increase of the community income, social conflict, new disease occurrence.

PT. SNP must report the management and monitoring of environmental management document to the environment agency each semester.

PT. SNP has the environment permit paper in form of the decree of Ketapang Regent number 452/KLH-B/2014 dated September 1st 2014 in term of the estate establishment including its supporting facilities by PT SNP in Marau and Air Upas Sub-District. The scope of the decree of the Regent are:

- (1) Border of the Sub-District Administration: (a) Marau Sub-District: Suka Karya Village, Riam Batu Gading Village, Karya Baru Village; (b) Air Upas Sub-District: Sukaria Village.
- (2) Border of the Project: ± 2,517 Ha, it consisted of: (a) Palm oil plants for 1,782.35 Ha, (b) 81.6 Km of road (63.9 Ha), (c) Conservation Area: (1) 24.036 Ha of Riparian, (2) Hill with tilt > 45 % for 126.012 Ha.

PT. SNP has the record of the result of EIA implementation including the report to the associated agency. For example, the report of environmental management and monitoring plan in 2nd semester of 2014. It has been reported to the Ketapang District Environment Agency on February 2nd 2015. According to the report, the conducted environment management were air quality and noise, river water quality, solid waste, hazardous waste and the social restlessness. Meanwhile, the conducted environment monitoring were the air quality and noise and the effluent processing stage efficiency.

NC Number 2015.08 in Minor category

- (1) The managed and monitored component/sub-component/parameters is not referring the EIA environmental management and monitoring plan on 2014.
- (2) The report of environmental management and monitoring in 2nd semester of 2014 is not available.
- (3) The evidence of the environmental management and monitoring plan report delivery of the 2nd semester report of 2014 referring the environment management document on 2014 to the associated agency is not available.

Root Cause:

The lack of information that the environmental management and monitoring plan per semester must comply the environmental management document.

Corrective Action:

The revision of environmental management and monitoring plan referring the environmental management document is being processed.

Preventive Action:

The company shall considers environmental management document on 2014 as reference.

Observation on May 19th 2015

The management unit shows the evidence of report delivery of environmental management and monitoring plan in 2nd semester of 2014 to the Ketapang District Environment Agency on April 30th 2015.

However, the management unit is not able to show the document of environmental management and monitoring plan implementation report in 2nd semester of 2014 by referring the environmental management document as well as the evidence of the monitored component/parameter/sub-component is referring the EIA document on 2004.

Conclusion:

Not complied

5.1.3	Status: NC Number 2015.08 in Minor category is Complied
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5.2

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

PT SNP has composed the document of HCV identification. It was composed by Aksenta on march 2010. According to the result of study, there are 2,636.63 Ha area which are identified as HCV area (indication and potential). The company socialize the HCV area to the employees and the external party for its compilation. For example, the public consultation over the document of PT SNP HCV at the office of PT SNP on June 4th 2013. It was attended by 43 representatives consisted of the representative of Marau Sub-District Government, the nearby Chiefs of Villages of the nearby area, the Chiefs of Hamlets of the nearby area, Congressman, the community figures and the customary figures at the nearby area. According to the public consultation all parties agreed to preserve and manage the HCV area collectively. The public consultation is attached with the offiial record, photographs, the attendance list and the material for public consultation.

According to the conducted HCV assessment (2010), PT SNP has analyzed and considered the relevant landscape (such as animals coridor) nearby PT SNP area. According to the result of analysis, the consensus area (Land Use Title and Location Permit) is not the vast forest landscape area, there is no jungle with vast landscape, there is no area which has one or more endanger natural ecosystem.

According to the document of HCV identification report, there are several important flora and fauna live within PT SNP area. For example, Flora: Agarwood (*Aqualaria malaccensis*), Ironwood (*Eusideroxylon zwageri*), Pohon madu (pulai, jelutung, sindur, kempas, ketanggung, kayu batu and rindan). Fauna; Mammals (*Hylobates agilis*/Kelempiau), *Nyctiebus coucang*/Kukang, *Tarsius bancanus*/Kemeninga, *Helarctos malayanus*/Bear, *Presbytis rubicund*/Kelasi, *Macaca nemestrina*/Southern Pig Tail Macaque, *Aonyx cinerea*/Kembarang, *Neofelis nebulosa*/Remau, *Sus barbatus*/Hogs, *Cervus unicolor*/Rusa), 7 Aves species, 7 Species of Appendix II and 10 species which are protected by law, Reptil; (softshell turtle/*Amyda cartilaginea*, Asian leaf turtle/*Cyclemys dentate*, mud turtle/*Siebenrockiella*).

PT SNP has composed HCV management plan. It is written on: (1) Document of HCV management and monitoring plan (2) Report of HCV management and monitoring plan in last 1 year (2014).

PT SNP has held HCV management training to the appointed Officer (internally appointed) on June 7th 2013 to Mr Mu'an Very Fadli, Mr M. Usin and Mr Harsoyo Takas.

The company is not able to show the evidence of policy and sanction from the company to its employees if the employees raise or collect the RTE flora and fauna species. **NC Number 2015.09 in Minor category.**

PT SNP has composed the management and monitoring plan and has it documented for period of 2014. There is a report of ad infinitum HCV monitoring result. The result of the monitoring shall be considered as the reference for the management plan.

According to the result of HCV identification on PT SNP area (2010), there are 3 HCV 5 locations and 3 HCV 6 locations.

The company is not able to show the evidence of the agreement with the locals to preserve HCV and the rights of the locals optimally. **NC Number 2015.10 in Minor category**

Root Cause:

The enclave owner does mind for the installation of signboard.

Corrective Action:

The approaches and socialization for the collective agreement to preserve HCV area involves the locals and the Head of Sub-District Forum.

Preventive Action:

Socialization of statute number 5 year 1990 and update the existence of Signboard

Observation on June 22th 2015

The management unit socialize the HCV on May 4th 2015. It was attended by 12 participants consisted of the locals and the Head of sub-district forum. According to the result of the assembly, the company and the locals shall preserve HCV and the rights of the locals.

5.2.3 Status: NC Number 2015.09 in Minor category is Complied

5.2.5 Status: NC Number 2015.10 in Minor category is Complied

5.3

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

PT SNP has identified the waste and contamination sources. There is a document of the waste/contamination sources identification and its management plan. The document covers the waste source, name of the waste, type o waste, classification (hazardous waste or non hazardous waste), frequency (routine or non routine), *re-use/re-cycle/disposal*, hazardous waste storage, destination (river, atmosfer, boiler, or for sale). For example:

No	Waste Source	Nama Limbah	Jenis Limbah	Klasifikasi Limbah	Frekuensi Pemantauan	Pemanfaatan
1	Mill	Effluent	Liquid	Non-Hazardous	Monthly	Dispose to River
		Shell	Solid	Non – Hazardous	Monthly	As Boiler Fuel
2	Workshop	Used Oil	Liquid	Hazardous	Monthly	Storage

The management unit shows the SOP of hazardous waste management (Number 301/SNP-LB3-03/11), SOP of effluent management (POME) (Number 110/EST-ARM/08), and SOP of waste monitoring and testing (hazardous waste, effluent and solid waste (Number 301/SNP-MON-06/2011).

PT SNP has had hazardous waste storage permit in form of the decree of Ketapang Regent number 424/KLH-B/2013. Hazardous waste storage coordinate TPS: S 02° 10' 08.1" dan E 110° 40' 26.3".

The company is not able to show the evidence of the updated record of pesticide containers of LBE. **NC Number 2015.11 in Major category.**

Root Cause:

There is no oil trap in the area. The license buyer is not taking the hazardous waste at the LBM hazardous waste storage yet. The record balance sheet is not updated.

Corrective Action:

Cleaning the oil spillage at the workshop and the hazardous waste storage. Updating the hazardous waste balance sheet.

Preventive Action:

Incorporating the environment investigation on the program of PSQM visit to the management unit.

Observation on May 28th 2015

a. The management unit has cleaned the oil spillage at the LBE workshop and LBM hazardous waste storage. However, the preventive action to prevent such a thing to occur is not conducted yet. (**open**)

b. Observation on May 19th 2015

The management unit shows the document of the updated balance sheet for period of 2014/2015. **The document is recognized since March 2014 to June 2015.**

The irrelevant data when verifying the document is on March 2015. Furthermore, the document describes the hazardous waste storing period of the pesticide containers which has exceeded the allowed period.

Observation on May 28th 2015

The management unit must show the hazardous waste balance sheet (pesticide containers) which has been legalized by the top management.

Observation on June 26th 2015

The management unit conducts several corrective action to prevent the oil spillage to the environment by creating secondary containment and oil trap as well as providing the specific floor for the oil drum. **It is considered closed.**

The management unit has sold hazardous waste to the licensed collector on June 12th 2015. The manifest number AGU 0000211 (211 pcs of the solid waste and the oil filter) is attached; AGU Number 0000147 (29 drum x 220 liter of used oil); and AGU Number 0000146 (36 pcs of used batteries). The management unit has updated the hazardous waste recording (including the ex pesticide containers). Furthermore, PT. SNP has owned the permit letter for extending the storing period from 90 days to 360 days for all type of hazardous waste. **Closed.**

Conclusion:

Complied

PT SNP has implemented and documented the plan of waste disposal and waste management to avoid or reduce the pollution. For example:

- The effluent from the WWTP pond is flowed to the estate as part of LA analysis. The effluent quality monitoring (such as BOD and COD) has been conducted routinely (monthly).
- Shell as the residue of the processing stage on Kernel Station is used as boiler fuel. The implemented method is by flow it using conveyor from the kernel station to boiler station automatically.

- Fiber waste management by use it as boiler fuel.
- EFB application for the organic fertilizer on the estate soil.
- The used oil from workshop and mill is stored at the licensed hazardous waste storage. The record of the monitoring of the used oil storing is available.

5.3.3 | **Status: NC Number 2015.11 in Minor category is Complied**

5.4

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

PT SNP has the records that have to do with GHG emission for period of 2014. For example:

- Record of the renewable energy consumption (fiber and shell) for the boiler fuel.
- Record of petroleum fuel consumption (Diesel Fuel).
- Record of the GHG source identification (it is recorded on the report of GHG identification on 2014).

However, PT SNP is not able to show the record of plan, implementation and the result of petroleum fuel consumption efficiency monitoring and the conducted optimization of the renewable energy in last 1 year (2014). **NC Number 2015.12 in Minor category.**

Root Cause:

The realization of the petroleum fuel efficiency has been conducted. The obstacles is the data recording which is not updated.

Corrective Action:

Showing the budget of diesel fuel consumption and composing the data of the realized petroleum fuel.

Preventive Action:

The realization of the petroleum fuel efficiency must be routinely (monthly) updated.

Observation on June 26th 2015

The management unit shows the document of the Renewable Energy Consumption (July 2014 – May 2015). The consumption of the renewable energy resources reaches 16% over the processed FFB/Mt. For example, the total of the processed FFB was 10,033,500 Mt; Fibre Usage was 1,003,350 Mt and Shell Usage was 675,465 Mt.

Conclusion:

Complied

5.4.1 | **Status: NC Number 2015.12 in Minor category is Complied**

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 management unit shows the document of Agronomy Manual Reference Number 110/EST-ARM/08, Part 4. Land Preparation. It describe the technical guideline for clearing the land mechanically based on the decree of Director General of Plantation number KB.110/SK/DJ BUN/05.95.

According to the result of field observation to block 99M03 of Division 2 of Lembiru Estate, PT SNP cleared the land mechanically.

Status: Complied

5.6

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

monitored.

PT SNP has conducted assessment in form of the air quality test (emission and ambient). The record of the air quality (emission and ambient) test was in form of the Certificate of Analysis issued by PT Sucofindo, Pontianak on December 4th 2014.

PT SNP has the result of GHG emission sources inventory. However, The company is not able to show the record of the realization to reduce the GHG emission. **NC Number 2015.13 in Major category.**

Root Cause:

The realization has been conducted. The obstacles lies on the data which is not updated.

Corrective Action:

Re-collecting the data that has to dow wit the GHG emission reduction.

Preventive Action:

Optimizing the EFB application at the estate as well as the IPM program. Retrenching the diesel fuel consumption by replacing it with the renewable energy like shell and fiber.

Observation on June 22nd 2015

The management unit shows the result of GHG calculation at Lembiru Mill during period of 2009 – 2014. However, the plan and realization to reduce the GHG emission is not yet shown.

Observation on June 9th 2015

The management unit has shown the realization to reduce GHG emission by using fiber and shell to reduce the petroleum fuel consumption. According to the result of calculation, the renewable fuel resource consumption reaches 16%. Furthermore, the manuring program must refers the recommendation from Minamas Research Centre.

Conclusion:

Complied

PT SNP has monitored the POME management. For example:

- Conducting routine effluent quality monitoring once a month (it is documented on the report of environmental management and monitoring plan in 1st and 2nd semester of 2014).
- Reporting the environmental management and monitoring plan implementation in 1st and 2nd semester to the Ketapang District Environment Agency.
- The conducted process covers the flow segregation, reduction of oil at the fat fit tank, decreasing the waste temperature with the cooling tub and have it monitored regularly. The monitored parameters are COD, BOD, TSS, N Total , pH and fat.

5.6.2 | Status: NC Number 2015.13 Major category Complied

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.

The management unit has analyzed the social impact (*Social Impact Assessment*) caused by the company operationals and record the result of the assembly on the report. PT SNP has involved the locals on the impact identification (the SIA

responded list and the FGD attendance list are documented on the report of SIA document attachment on March 2010). There are 40 people involved as the respondents.

The management unit has the plan to increase the positive impacts and decrease the negative impacts caused by the company operationals, to consult with the *amius curiae* and compose the schedule of the program including the PIC. However, the management unit is not able to show the evidence of SIA reassessment which should be conducted at least once every 2 years by involving the participation of the *amius curiae*. **NC Number 2015.14 in Minor Category.**

6.1.4	Status: NC Number 2015.14 in Minor category
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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.
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The management unit shows the procedure of communication (Policy Number; 301/SNP-KOM-08/11, April 2nd 2011). According to the procedure, the company is quite open (refer to the advise box, email, poster, brochure/pamphlet, meeting/briefing). The information request sent by the external parties shall be followed up within 14 days once the request received by.

The management unit has shown the well trained Officer to communicate with the external parties on January 8th 2013. The appointed Officer has done the job perfectly. According to the result of interview, all the village apparatus, sub-district apparatus, the head and the member of scheme smallholder have aware of the job of the appointed Officer.

Status: Complied

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.
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According to the result of interview with several parties such as the village apparatus of Sukakarya Village, Karya Baru Village, Marau Sub-District, customary figures, the Head of cooperative unit and the head of smallholder group, they have aware of the method to send the complaint. The management unit documents the resolution process and have it kept carefully.

Status: Complied

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.
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PT SNP has procedure of the acquisition for the occupied land (Policy Number 334/PSD/Okup/10 dated September 1st 2010. It describes:

1. Land acquisition based on the agreement with the land right owner or the *amius curiae*.
2. Negotiation for the price of the future-acquired land, the condition of the future-acquired land, the basic of land right and the value of the land are collectively agreed as the basic of land acquisition payment.
3. The land compensation must be witnessed by the associated parties (Head of Sub-district, Notary, Chief of Police Sector and the Chief of Village).
4. Payment fund must be recognized by the Head of Sub-District, the Chief of Village and or the nearby Head of Village Association.

There is no extension of the new area at LBE and AWE during the ASA-1 assessment, there is only the record of the agreement result. For example, the summary of the compensation value for the road and estate expansion on Sukakarya Village, Batu Menang Hamlet and Bukit Genjik Hamlet on May 2011. It covers the compensation over the crops for 18 people. It is supported with the document of the official record which is recognized by the Satlak Team and the receipt paper of the crops compensation payment to each persil holder and the list of the crops payment for the

baturus road expansion on Pelanjau Jaya Village on June 2010. It covers the crops compensation to 36 people. It is supported by the negotiation official record and the receipt paper of the crops compensation payment to each persil holder.

Status: Complied

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 management unit shows the record of the wage list record on March 2015. According to the review, the company has implemented the determined waging system. Furthermore, according to the interview with the Head of labour union, the company has implemented minimum wage standard.

Furthermore, the workers are given rice allowance for them and their family. For example, workers got 500 gram of rice/workday, the wife got 300 gram of rice/workday and the children (maximum 3 children) got 250 gram of rice/workday.

According to the company regulation on clause 17 in term of the facilities for workers, the company provides the free settlement based on the company-regulated standard. The workers must settle on the house provided by the company as well as maintain it carefully (referring the guideline of the estate and mill management).

The company has attempted to provide the facilities for supporting the welfare of the workers such as the settlement, clean water facilities, polyclinic, place of worship, the educational facility and the sport facility. For example:

- **Workers Settlement of Division Bayu.** Observation and interview with the settler of the settlement in term of the facilities provided by the company. For example, settlement facilities (permanent and non-permanent building), clean water facilities and the water tank at the location of division Seleming which have been tested by the Sucofindo Laboratory, the lighting is empowered by the generator set, daycare.
- **Workers Settlement of Division Permata, Division Sungai Dua and Division Beranyan.** Observation and interview with the settler of the settlement in term of the facilities provided by the company. For example, settlement facilities (permanent and non-permanent building), domestic waste management is conducted by having it transported and hoarded, clean water facilities and the water tank at the location of division Seleming which have been tested by the Sucofindo Laboratory, the lighting is empowered by the generator set (capacity of 150 KVA), daycare and kindergarten, place of worship in form of mosque and the sport facility in form of badminton court.
- **Central Clinic.** Observation on the medical service program and the interview with the company doctor (hyperkes certificate) in term of the medical promotion, MCU, work accident control, procedure of medical waste storing and recommendation.

The company regulation for the workers of PT SNP on 2012 has expired on September 30th 2014. **NC Number 2015.15 in Major category.**

Root Cause:

The company has negotiated the agreement with the labour union to compose new collective agreement letter on the level of permanent employees.

Corrective Action:

Negotiation in forum by each 9 formed teams.

Preventive Action:

The labour union shall be recalled for composing the employees collective labour agreement.

Observation on June 26th 2015

The management unit has negotiated with the employees. The negotiation was held on June 4th 2015. It was participated by 18 employees consisted of manager, HRM, administrator, the Head of labour union of each estate and POM of PT. SNP. The authority paper between PT. SNP with the labour union is also attached. However, the agreement found its dead end.

Observation on June 29th 2015

The management unit shows the record of assembly between the company and the labour union at the level of proletar workers. Almost all the 18 chapters of draft of collective labour agreement for period of 2015 – 2017 are agreed. However, there is no agreement in term of the wage structure. The paper is not signed due to the dead end for meeting the *quorum*. It shall be decided on the next negotiation.

Conclusion:

Complied

6.5.2	Status: NC Number 2015.15 in Major category is Complied
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**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.**

The policy to respect all rights of the employees to form and join the labour union is written on the SOP of the sustainable estate management guideline (Policy Number 724/TQEM-SPMS/09 on August 27th 2010). According to the chapter of the policy and objective, sub-chapter of social policy implementation on page 13 and point 5, the company is expected to respect rights of the employees to form and join labour union and to negotiate with the labour union.

The management unit has facilitated the forming of labour union to struggle for the employee's rights based on the company policy owned by the labour union of di PT SNP. The labour union of (SBTP) of Awatan Estate and Lembiru Estate shall comply the Marau Sub-District Labour Union.

Awatan Estate Labour Union shows the decree of the Head of Manpower Agency number 29 year 2008 dated July 16th 2008 in term of the labour union recording in registraton number 22/OP-SPSB/SBTP/DFT/03/XV/VII/2008. There are board of the PT SNP labour union structure at Marau Sub-District, Ketapang District.

According to the result of interview with the Head of labour union of Marau Sub-District and the Head of Awatan Estate Labour Union, there are several labour union programs. For example, monitoring the worker's outfit, PPE, wage, new employees recruitment, employees settlement and underage workers.

Awatan Estate has documented the internal assembly of the labour union and the assembly with the company. For example, the internal assembly on February 17th 2015. The discussed agenda was the committee forming for celebrating the labour day on May 1st 2015 including its execution.

	Status: Complied
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**6.7
Children are not employed or exploited.**

The management unit shows the policy of worker's minimum age requirement on the social policy number 724/TQEM-SPMS/09. It was signed by the CEO (Franki Anthony). According to point 6, the plantation upstream Indonesia does not use underage workers.

According to the employee database observation on the SAP program on March 2015 and the result of random interview with the employees of PT SNP and the contractor's employee as well as the board of Awatan Estate Labour Union, there is no underage workers.

Status: Complied

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 management unit shows the policy of the equal treatment and opportunity. It is proven by the diversity of the tribes, origin of region and religion of PT SNP employees. According to the result of interview with the labour union, the company is never implementing discrimination due to the equal treatment and opportunity implemented by them.

The management unit shows the SOP of Recruitment (Policy Number 431/HRM-RCT/07 on May 24th 2007). It was legalized by the GM Bussiness Development and System Procedure, GM HRM, SGM Administration & Corporate Service. The stage of the employees recruitment is described on the SOP. According to the interview with the Head of Awatan Estate Division, the employee recruitment has been referring to the SOP. Meanwhile, the employees achievement evaluation is referring the several assessment such as the competence, responsibility, work achievement, honesty, loyalty, hard work, sense of belonging, teamwork, acceptance and initiative.

Status: Complied

6.9

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

The management unit has policy to prevent the sexual harrashment (Policy Number 301/SNP-ENV-03/11). The policy has been socialized and has been implemented in form of the gender committee forming. The management unit shows the structure of gender committee for period of April 1st 2015 – April 30th 2017. It was formed by the Estate Manager in number 01/SP-PT.SNP-AWE/2015 on April 1st 2015. The gender committee is led by Susi Susanti.

The management unit has had policy of the reproduction rights (Policy Number 724/TQEM-SPMS/09). According to point 4, the company shall protect the women from any sexual or criminal harms and protect the reproduction right. It has been implemented. For example, the childbirth day off on behalf Tia Agustina, Division of General Affair, childbirth prediction on January 4th 2015. The childbirth day off was granted on December 6th 2014 to March 2015. According to the wage paper review, she received the wage as usual.

Status: Complied

6.10

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

The procedure of the FFB pricing is determined on the assembly of the FFB pricing team of West Kalimantan Province by involving the Government of West Kalimantan, the District Government, the Palm Oil Company and the representative of the smallholders. It is conducted monthly.

According to the result of interview with the Head of cooperative unit, the Head of Sejahtera Palma Sejati Cooperative Unit, the Head of GPIB Smallholder Group on April 8th 2015, the reference of the price is available at the office of cooperative unit and the POM of PT SNP for each period and it become the reference of the FFB sale price to the company.

The management unit is able to show that all contractors working with PT SNP have aware of the agreed contract and the payment is always done on time (based on the result of interview with the contractors of FFB and EFB transport and excavator).

Status: Complied

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

The management unit contributes on the regional development with several programs like CSR, scheme smallholder and the tax payment. The type of the CSR programs are like the assistance for the church and mosque, bridge hoarding fund assistance, village generator machine assistance program, assistance of the Dayak Customary Hall, training for the smallholders and the assistance for seed for the independent smallholders at Sukakarya Village and Karya Baru Village. According to the result of interview with the Apparatus of Sukakarya and Karya Baru Village, the contribution of PT SNP is quite significant. For example, the workforce absorption, scheme smallholder establishment, road maintenance assistance and the heavy equipments lending for the locals. All the CSR programs have been communicated and have been consulted with the locals.

According to the result of public consultation with the Head of SPS Cooperative Unit, the Head of GPIB Smallholder Group, the Head of Cooperative Unit of Sukakarya, Marau Sub-District, PT SNP aside the land off the Land Use Title (HGU) for 1,100 ha for the scheme smallholder which its member consisted of 2 villages (Sukakarya Village and Karya Baru Village). Furthermore, according to the interview with the management, the Riam Batu Gading Village shall be incorporated for the new area extension.

Status: Complied

6.12

No forms of forced or trafficked labour are used.

According to the interview with the Head of Awatan Estate Division, the recruitment for the workers is conducted directly (without the third party). According to the applied policy, the stages of the recruitment is started from the administration selection, interview and the medical test. The company shall issued the collective labour agreement based on the applied manpower regulation then. The agreement is signed by both parties voluntareely.

Furthermore, the agreement describes the work period and the work technical agreed by the management and the workers. It is purposed to ensure that there will be no contracto substitution over the agreed contract (as described by the Head of Awatan Estate Division)

The company also recruits the locals and the newcomers (like from Java and Flores). The recruitment of workers for the locals or the newcomers is conducted by the company based on the applied procedure (SOP of Recruitment, Policy Number 431/HRM-RCT/07 on May 24th 2007) and the issuance of the collective labour agreement is based on the agreed manpower regulation by both parties.

Status: Complied

6.13

Growers and millers respect human rights

According to the policy, the company commits to protect the human rights of the staff like the right to live, to mate and to have family, right to develop their potential, right to get justice, right over the personal freedom, right over the security, right over welfare, right to participate on the government, right of women and right of children.

The company shows the human rights policy which was legalized by the Head of SOU 13 of Lembiru on April 2015. However, there is no enough evidence that the policy has been communicated to all workers. **NC Number 2015.16 in Major category.**

Root Cause:

The management unit does not know that the human rights policy socialization to the employees is a mandatory.

Corrective Action:

Conducting integrated socialization to the permanent employees during the morning briefing.

Preventive Action:

Ensuring that the management unit does not cross the human rights policy.

Observation on May 28th 2015

The management unit shows the record of socialization of code of conduct in term of the human rights and the business ethics. It was held on May 2nd 2015 and was participated by 30 employees.

Auditor Conclusion:

Complied

6.13.1 Status: NC 2015.16 in Major category is Complied

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.

PT SNP has had the documentation of the social and environment impact assessment. For example:

- Document of the EIA, environmental management and monitoring plan for the for the EIA document approval of PT SNP estate and POM at Ketapang POM on May 24th 2004. The scope is 24.000 Ha and the POM capacity is 60 Ton of FFB/Hour). The identified positive and negative aspects are the physical and chemical aspect (air quality, water quality, soil erosion), Biology (endanger flora and fauna, water biodiversity, the parasite organism), social, economy and cultural and health of the community (social restlessness, the business and job opportunity, the community income, the social interaction, the perception and order, the community health).
- The document of the social and environment impact assessment (*Social Impact Assessment*) was conducted by Aksenta on 2010 (March). The direct and indirect positive and negative impacts and its accumulation over the employees are described.
- PT SNP has involved the participation of the locals to identify the impacts (The list of the SIA respondent and the attendance list for FGD on the attachment of SIA document is documented, March 2010).
- The company has composed the CSR program by considering the result of EIA and SIA.

PT. SNP has the record of SIA management and monitoring by involving the participation of the locals. For example:

- The document of the social and environment impact assessment (*Social Impact Assessment*) was conducted by Aksenta on 2010 (March). The direct and indirect positive and negative impacts and its accumulation over the employees/the locals are described.
- There are records of the regular social impact assessment. For example, the improvement of the community welfare and the protection program for the environment (it is documented on the environmental management and monitoring plan). The community welfare improvement program can be seen on the Budget for Corporate Social Responsibility (CSR) on 2013/2014).
- The company also offer the opportunity for the locals and the newcomers to work for them as well as the business opportunity for the locals (it is documented on the employee's data).

Status: Complied

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.

There is no new estate area extension within the PT SNP operational area. The latest plants was planted on 2001.

Status: Complied

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.
<p>PT SNP has evidence that there is no new planting since November 2005 within the HCV area in form of the evidence of the planting year. According to the record of the data of the planting year, the oldest plants were planted on 1997 and the youngest plants were planted on 2001.</p> <p>Furhtemore, PT SNP also has the evidence of the record of HCV identification on its area (2010). Those HCV locations were just identified and were mapped on 2010.</p> <p>PT SNP has composed the document of HCV identification. It was composed by Aksenta on march 2010. According to the result of study, there are 2,636.63 Ha area which are identified as HCV area (indication and potential). The company socialize the HCV area to the employees and the external party for its compilation. For example, the public consultation over the document of PT SNP HCV at the office of PT SNP on June 4th 2013. It was attended by 43 representatives consisted of the representative of Marau Sub-District Government, the nearby Chiefs of Villages of the nearby area, the Chiefs of Hamlets of the nearby area, Congressment, the community figures and the customary figures at the nearby area. According to the public consultation all parties agreed to preserve and manage the HCV area collectively. The public consultation is attached with the offiial record, photographs, the attendance list and the material for public consultation.</p> <p>PT SNP has the recorded the official record of the first planting of the palm oil plants at Lembiru Estate on January 15th 1997 at block F3A of Lembiru Estate.</p> <p>PT SNP has composed the operational actions on the estate in term of the existence of HCV area. It is described on:</p> <ol style="list-style-type: none"> (1) Document of the HCV management and monitoring plan. (2) Report of HCV management and monitoring plan in last 1 year (2014). <p>PT SNP has identified the HCV within its operational area on 2010. There is HCV 5 area.</p>
Status: Complied
7.4
Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.
<p>There is no new estate area extension within the PT SNP operational area. The latest plants was planted on 2001.</p>
Status: Complied
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.
<p>There is no new are extention at LBE and AWE during ASA-1 assessment. Therefore, there is no evidence of the land compensation during period of 2014 – 2015.</p>
Status: Complied
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.
<p>There is no new are extention at LBE and AWE during ASA-1 assessment. Therefore, there is no evidence of the land compensation during period of 2014 – 2015.</p>
Status: Complied

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 management unit shows the document of Agronomy Manual Reference Number 110/EST-ARM/08, Part 4. Land Preparation. It describe the technical guideline for clearing the land mechanically based on the decree of Director General of Plantation number KB.110/SK/DJ BUN/05.95	
	Status: Complied
7.8	
New plantation developments are designed to minimise net greenhouse gas emissions.	
There is no new estate extension within the area of PT. SNP (Lembiru and Awatan Estate). There is a new are extension on the Karya Palma Estate. It shall be verified on the Main Assessment based on the Time Bond Plan.	
	Status: Complied
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.	
PT SNP has conducted monitoring action based on the social and environment impact assessment consideration. For example:	
<ul style="list-style-type: none"> Monitoring the effluent quality once in a month (it is recorded on the report of environmental management and monitoring plan in 1st and 2nd semester of 2014) and reporting the effluent management to the Ketapang Environment Agency each semester. Testing the air quality (it is recorded on the report of environmental management and monitoring plan in 1st and 2nd semester of 2014). 	
The company has a commitment for not using the limited pesticide like paraquat on its operationals. The company conducts agronomy modification by implementing U-shape frond stacking on the harvesting path and on the interrow. Therefore, the level of land layer reaches its maximum point. It is considered as the orgaic mulche which shall press the weed growth (reducing the herbicide usage), improving the soil humidity, optimizing the root system and optimizing the soil nutrient absorption during the manuring process.	
The company attempts to comply the sustainable OHS implementation. For example, conducting <i>Safety Town Hall</i> . The objective is to increase the awareness of the importance of OHS and the important of the work accident report and its preventive action, emphasizing the regulation and responsibility of the employees and the management, discussing the OHS issue so it can be the top priority of each operational unit to conduct corrective action and preventive action.	
	Status: Complied

3.2. Summary of Assessment Report of Supply Chain Requirement

Clause	(Module E) CPO Mills - Mass Balance Requirements																																																																																												
E.1	Definition																																																																																												
E.1.1	<p>Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p> <p>The management unit is able to verify and document the received certified and non-certified FFB volume as follow: The list of supplier and the FFB production of Lembiru POM as well as the CPO and PK production in March 2015:</p> <table border="1"> <thead> <tr> <th rowspan="2">Estate</th> <th colspan="2">FFB (ton)</th> <th colspan="2">CPO (ton)</th> <th colspan="2">PK (ton)</th> <th rowspan="2">Note</th> </tr> <tr> <th>This Month</th> <th>July '14 to this month</th> <th>This Month</th> <th>July '14 to this month</th> <th>This Month</th> <th>July '14 to this month</th> </tr> </thead> <tbody> <tr> <td>Awatan</td> <td>3,252.43</td> <td>27,874.57</td> <td>712.81</td> <td>6,205.56</td> <td>169.14</td> <td>1,499.51</td> <td>Certified</td> </tr> <tr> <td>Lembiru</td> <td>3,767.72</td> <td>32,120.08</td> <td>829.48</td> <td>7,201.14</td> <td>39.12</td> <td>1,714.22</td> <td>Certified</td> </tr> <tr> <td>Karya Palma</td> <td>47.71</td> <td>346.91</td> <td>2.48</td> <td>58.35</td> <td>2.48</td> <td>19.25</td> <td>Non Certified</td> </tr> <tr> <td>Pelanjau</td> <td>3,202.58</td> <td>26,652.55</td> <td>700.86</td> <td>5,897.93</td> <td>165.55</td> <td>1,406.44</td> <td>Non Certified</td> </tr> <tr> <td>Beturus</td> <td>752.21</td> <td>5,252.26</td> <td>159.25</td> <td>1,093.80</td> <td>39.12</td> <td>288.31</td> <td>Non Certified</td> </tr> <tr> <td>Sungai Putih (KKPA) PT. SNP</td> <td>3,052.52</td> <td>16,768.91</td> <td>672.44</td> <td>3,648.11</td> <td>158.75</td> <td>913.18</td> <td>Non Certified</td> </tr> <tr> <td>Kelompok Tani GPIB</td> <td>42.38</td> <td>275.63</td> <td>8.78</td> <td>58.05</td> <td>2.20</td> <td>15.09</td> <td>Non Certified</td> </tr> <tr> <td>Koperasi Sums</td> <td>463.14</td> <td>3,128.10</td> <td>96.63</td> <td>666.80</td> <td>24.09</td> <td>170.29</td> <td>Non Certified</td> </tr> <tr> <td>Sungai Kyai</td> <td>303.03</td> <td>1,620.36</td> <td>62.35</td> <td>338.17</td> <td>15.76</td> <td>89.75</td> <td>Non Certified</td> </tr> </tbody> </table> <p><i>Note: During period of July 2014 to March 2015</i></p> <p>According to the data, the certified FFB, CPO and PK production till March 2015 was 7,020.15 ton for FFB, 1,702.79 ton for CPO and 407.95 ton for PK.</p>							Estate	FFB (ton)		CPO (ton)		PK (ton)		Note	This Month	July '14 to this month	This Month	July '14 to this month	This Month	July '14 to this month	Awatan	3,252.43	27,874.57	712.81	6,205.56	169.14	1,499.51	Certified	Lembiru	3,767.72	32,120.08	829.48	7,201.14	39.12	1,714.22	Certified	Karya Palma	47.71	346.91	2.48	58.35	2.48	19.25	Non Certified	Pelanjau	3,202.58	26,652.55	700.86	5,897.93	165.55	1,406.44	Non Certified	Beturus	752.21	5,252.26	159.25	1,093.80	39.12	288.31	Non Certified	Sungai Putih (KKPA) PT. SNP	3,052.52	16,768.91	672.44	3,648.11	158.75	913.18	Non Certified	Kelompok Tani GPIB	42.38	275.63	8.78	58.05	2.20	15.09	Non Certified	Koperasi Sums	463.14	3,128.10	96.63	666.80	24.09	170.29	Non Certified	Sungai Kyai	303.03	1,620.36	62.35	338.17	15.76	89.75	Non Certified
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E.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p> <p>The data of the certified FFB, CPO and PK for period of April 2015 to March 2016 is as follow: FFB: 100,914.33 ton; CPO: 2,335.24 ton and PK: 518.94 ton.</p> <p>Meanwhile, the record of the actual production data for the certified and the non-certified FFB on March 2015 is as follows:</p> <table border="1"> <thead> <tr> <th rowspan="2">Estate</th> <th colspan="2">FFB (ton)</th> <th colspan="2">CPO (ton)</th> <th colspan="2">PK (ton)</th> <th rowspan="2">Note</th> </tr> <tr> <th>This Month</th> <th>July '14 to this month</th> <th>This Month</th> <th>July '14 to this month</th> <th>This Month</th> <th>July '14 to this month</th> </tr> </thead> <tbody> <tr> <td>Awatan</td> <td>3,252.43</td> <td>27,874.57</td> <td>712.81</td> <td>6,205.56</td> <td>169.14</td> <td>1,499.51</td> <td>Certified</td> </tr> <tr> <td>Lembiru</td> <td>3,767.72</td> <td>32,120.08</td> <td>829.48</td> <td>7,201.14</td> <td>39.12</td> <td>1,714.22</td> <td>Certified</td> </tr> </tbody> </table>							Estate	FFB (ton)		CPO (ton)		PK (ton)		Note	This Month	July '14 to this month	This Month	July '14 to this month	This Month	July '14 to this month	Awatan	3,252.43	27,874.57	712.81	6,205.56	169.14	1,499.51	Certified	Lembiru	3,767.72	32,120.08	829.48	7,201.14	39.12	1,714.22	Certified																																																								
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Note: During period of July 2014 to March 2015

According to the data, the certified FFB, CPO and PK production till March 2015 was 7,020.15 ton for FFB, 1,702.79 ton for CPO and 407.95 ton for PK.

Status:

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).

Lembiru POM (PT SNP) is now registered on the RSPO IT platform etrace in E-Trace ID Member of CB 199974.

Status:

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.**

The company is not able to show the changes of SCCS policy which has been adjusted to the SCCS Standard of Version 2014. For example, the PIC for managing RSPO IT Supply Chain/E-trace is not described yet. **NC Number 2015.20.**

Root Cause:

The RSPO Generic P&C is not known by the management unit.

Corrective Action:

Revising the SOP of SCCS to adjust it with the SCCS version on 2014.

Preventive Action:

Socialization of the new standard of SCCS of version 2014.

Observation on June 9th 2015

- a. The management unit has had the procedure of product identification and traceability at POM number RSPO/66/SCCS/15-SNP dated April 26th 2015. The procedure has adjusted the SCCS standard on November 2014.
- b. The PIC of the POM operationals are the Factory Manager, Assistant of PSQM, Laboratory Foreman/Assistant and Assistant /Sr. Assistant /Manager of Bulking.

According to the evidence of procedure number RSPO/66/SCCS/15-SNP dated April 26th 2015, the NC is now closed.

Status:

E.3.2

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

The management unit has the monthly production document of Lembiru POM. It describes the receipt of FFB, CPO Production, Palm Kernel Production, CPO dan PK Despatched from the nucleus estate, KKPA, PT BAL (SimeDarby) Estate and the outgrowers. The management unit also has the procedure to differentiate the certified FFB/CPO/PK product by using RSPO stamp on the weighbridge ticket. However, according to the result of field visit and the interview with the *Weighth Bridge Operator*, there is no separation conducted by the company (RSPO stamp) to ensure the dispatch of the certified CPO/PK. **NC Number 2015. 21.**

Root Cause:

RSPO stamp is not yet created.

Corrective Action:

Creating RSPO and non-RSPO stamp.

Preventive Action:

Introducing the RSPO standard to the POM employees and using the stamp to differentiate the RSPO-certified FFB and the Non-certified FFB.

Observation on June 23rd 2015

The management unit has revised the procedure. It becomes number RSPO/66/SCCS/15-SNP dated April 26th 2015. According to point 7.1.1, the separation of the weighbridge ticket for the RSPO certified FFB and the non-certified one is conducted. (the management unit must ensure the document separation consistently).

Observation on May 9th 2015

The management unit is keep using the stamp as the evidence for the FFB receipt and the CPO and PK dispatch. For example, the FFB delivery paper and the weighbridge ticket of Awatan Estate dated June 25th 2015 for 2,070 Kg. Furthermore, there is also an example of the PK dispatch weighbridge ticket for 6,916 Kg.

Hence, the NC is now closed.

E.3.2 Status: NC 2015.21 in Major category is Complied

E.4 Purchasing and goods in

E.4.1

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

The management unit is able to verify and document the received certified and non-certified FFB volume as follow:

The list of supplier and the FFB production of Lembiru POM as well as the CPO and PK production in March 2015:

Estate	FFB (ton)		CPO (ton)		PK (ton)		Note
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Note: During period of July 2014 to March 2015

According to the data, the certified FFB, CPO and PK production till March 2015 was 7,020.15 ton for FFB, 1,702.79 ton for CPO and 407.95 ton for PK.

Status: Complied

E.4.2

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

The management unit is able to show the quarter-based report. For example, the report for period of January – March 2015.

Month	RSPO FFB (ton)	RSPO CPO (ton)	RSPO PK (ton)
January 2015	5,182.47	1,077.44	304.21
February 2015	5,391.91	1,191.61	295.48
March 2015	7,020.15	1,533.20	365.05
Total	17,594.53	3,802.25	964.74

Furthermore, the management unit is able to show the comparison between the RSPO CPO and PK actual production per April 7th 2015 and the certificate attachment period on July 2014 as follow:

Product	Attachment of Certificate (ton)	Actual Production (ton)
CPO	21,127.00	13,524.20
PK	4,694.90	3,281.38

According to the data, there is no overproduction of the certified CPO and PK.

Status: Complied

E.5

Record keeping

E.5.1

- 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.
- 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.
- 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.)

- b. The management unit is nor able to show the record of certified CPO and PK dispatch in a quarter-based report along with the information of the buyers as well as the CPO and PK specification (RSPO certificate).
- c. The management unit is not able to show the dispatched and CPO and PK volume as well as the adjusted ingredient accounting system based on the conversion ratio required by RSPO. For example, the dispatch on April 7th 2015, there was 145.67 ton of the dispatched CPO and 14.129 ton of the dispatched PK.
- d. The management unit is not able to show the evidence of the certified CPO and PK positive stock on April 7th 2015.

NC Number 2015.22.

Root Cause:

The recording procedure is not consistently implemented.

Corrective Action:

Filling the blank sheet of the recording and has the buyer information re-reviewed by referring the maintained DO document.

Preventive Action:

Maintain the recording and document storing consistency.

Observation on June 26th 2015

The management unit shows the document of FFB Allocation (Tonnage) of Lembiru Mill during period of July 2014 to May 2015. For example, the evidence of summary stock on April 2015 of LBE for FFB: 3,544.700 ton; CPO: 780.543 ton dan PK: 156,676 ton, AWE for FFB: 2,873.290 ton; CPO: 632.698 and PK:126.999 ton.

E.5.1. | Status: NC 2015.22 in Major category is Complied

E.5.2

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.

According to the result of interview with the management unit, Lembiru POM sells only the PK to the third party. They are not cooperating with the KCP.

Status: Complied

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

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
ASA-1	PT Sandika Natapalma has had certificate usage permit in number MUTU-RSPO/044.	√
	Status: Complied	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ASA-1	The company does not use logo for its product (on-product) and its non-product (off-product) within the scope of PT Sandika Natapalma	NA
	Status: Not Applicable	
3.	Implementation of Certificate and Logo is not used on product	X or√
ASA-1	The company does not use logo for its product (on-product) and its non-product (off-product) within the scope of PT Sandika Natapalma	NA
	Status: Not Applicable	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
ASA-1	The company does not use logo for its product (on-product) and its non-product (off-product) within the scope of PT Sandika Natapalma	NA
	Status: Not Applicable	

3.4. Summary of RSPO Partial Certification.

Management unit(s) observed:		
1. PT. Mitra Austral Sejahtera		
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	X or√
	PT Mitra Austral Sejahtera is compliance with applicable laws and regulations.	
	Status: 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√
	PT Mitra Austral Sejahtera has demonstrated land use and not legitimately contested by local communities. The company's land acquisition process has been in accordance with the prevailing regulations	
	Status: 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√
	PT Mitra Austral Sejahtera has documented system for dealing with complaints and grievances, which is implemented and accepted by all parties. There is a Communication Procedure No. Policy 501/MAS-KOM-03/11 dated 8 April 2011 implemented through the Mail Box, Email, Announcements, posters, brochures / pamphlets and meeting / briefing, etc. To resolve complaints / disputes associated with land, the company has prepared a Compensation Negotiation Process Mechanism No Policy 501/MAS-Doc 01/11 dated 8 April 2011, which contains a flowchart of (derasa) compensation payment process through a amicable discussion and meetings with Muspika (Task Force).	
	Status: 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√
	PT Mitra Austral Sejahtera has a Compensation Negotiation Process Procedure No. Policy 501/MAS-Doc 01/11 dated 8 April 2011, which contains a flowchart of compensation payment process (Derasa) through amicable discussion and meeting with Muspika. The pricing of compensation is based on the Minutes of Agreement on Compensation (Derasa) Pricing dated December 8, 2005 as agreed by PT MAS, Community Leaders and KUD managers, acknowledged by Sub-District Chiefs (3 Sub-districts). Socialization was held on December 9, 2005 and attended by 35 representatives of related groups.	
	Status: 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√
	PT Mitra Austral Sejahtera has not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values. Based on the company's Plantation Concession issued through Decision of Land Agency Head of Sanggau District No. 400-56/IL-1999 dated January 8, 1999 on the Granting of Extension Concession the Purposes of Palm Oil Plantation located at Parindu, Bonti, Hulu and Kembayan Tayan sub-districts in the name of PT Mitra Austral Sejahtera with a total area of 20,000 hectares of 30,000 hectares reserved area, the concession of PT MAS is located within Other Use Area (APL) in accordance with the Spatial Plan of West Kalimantan Province The company management has declared to the community that the company will preserve and will not cultivate palm oil crops in areas that have been identified as HCV (MAS-3 Estate's Statement Letter dated May 1, 2011). Local people / Indigenous Figures joined in Satlak were directly involved in the identification process of areas where palm oil planting is not allowed in accordance with the agreement.	
	Status: Compliance	

7.5	<p>No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>	X or√
	<p>Available EIA documents as approved by the Central EIA Committee letter the Department of Forestry and Plantations, No: 242/Menhutbun-II/2000, on March 23, 2000.</p> <p>The company has conducted studies of social impact, but until the implementation of Stage-1 is still in draft form. SIA mentioned in the draft document;</p> <p>a. Positive Impacts</p> <ol style="list-style-type: none"> 1. Direct Impacts <ul style="list-style-type: none"> - Significant local people are employed by the company. - Emergence of livelihood sources. - Increased revenue sources and incomes of the villagers. - Increased productivity, value and status of land (impact of KKPA plasma development). - Increased accessibility and mobility of people, goods and services. - Public's positive perception to the company. 2. Indirect <ul style="list-style-type: none"> - The increasingly growth of local businesses - Increased cash flow and fund circulation in the surrounding villages. - Increased purchasing power of the local people. <p>b. Negative Impacts;</p> <ol style="list-style-type: none"> 1. Direct impacts; <ul style="list-style-type: none"> - Reduced size of public lands, - Public's negative perception to the company, - Dispute/conflict 2. Indirect impacts and Accumulation <ul style="list-style-type: none"> - Clean water problem, - Impaired traditional value system of mutual cooperation, <p>- Change in lifestyles of rural people.</p> <p>Based on the Plantation Development Realization Report of the socialization of new land opening has been conducted in July to September 2010 for Bonti and Kembayan Sub-districts, and unit has done socialization of new land opening in March 2011 (Sedae, Canal, Mua, Kampuh, and Tapa sub-villages).</p> <p>Based on interviews with residents of RT Pinsam the company's new plantation opening process also involved te Satlak Team consisting of Sub-village Chiefs, Indigenous leaders, KUD Sekayam Jaya Manager and Village officials as officers who perform verification of the land to be opened.</p>	
	<p>Status: Compliance</p>	
7.6	<p>Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>	X or√
	<p>There is a Land Compensation Negotiation Process procedure No. 501/MAS-Doc 01/11 dated 8 April 2011 in which contains a flow chart of compensation process involving amicable deliberation and meetings with Muspika (Task Force).</p> <p>Documented process and agreement of land acquisition for new plantation area are maintained in MAS 3 Estate's office and RSPO secretariat office in MAS 1 Estate.</p>	
	<p>Status: Compliance</p>	

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

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
2011.03	Major 2.1.1	<p>Regulation Compliance: There is not enough evidence for the compliance with all regulations related to mill and estate operational activities. For example:</p> <ul style="list-style-type: none"> - Management of Hazardous Material Waste in accordance with Government Regulation No. 18 Year 1999 on Hazardous Waste Management; - OHS License for heavy equipment operators in the estate (such as: tractor) in accordance with Regulation of Labour Ministry No. 9 Year 2010 on Transporting and Forklift Operator. - License for the disposal of effluent to the water or water resource in accordance with Government Regulation No. 82 Year 2001 on the Management of Water Quality and Prevention of Water Contamination. - Effluent management in accordance with Decree of Environmental Ministry No. 51 Year 1995 on the Standard Quality 	Major	Mill and Estate	Before report submit	Company is able to show the evidence of relevant and applicable regulation compliance.	<p>The Root of the Problem:There are several regulations related to mill and estate operational activities that have not yet known by the company.</p> <p>Corrective Actions: Verification on 20 June 2013. Correction Evidence shown:</p> <ol style="list-style-type: none"> 1. Related to license for temporary storage of hazardous waste: <ul style="list-style-type: none"> • There is a Letter of PT SNP No. 1.231/PSD-ROP/XI/2012 dated on 9 November 2012 on request of permission and storage of hazardous waste. • There is a Letter of PT SNP No.1.109/SNP-KLH/VI/2013 dated on 3 June 2013 on request for information on the progress of the license of Hazardous Waste Temporary Storage. • There is Information Letter from Environmental Bodies related to the license of Hazardous Waste Temporary Storage that is still on process of publishing based on the letter No. 660.1/227/KLH-B dated on 7 June 2013. 	Closed With Observation	24/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
		<p>of Effluent for industry.</p> <ul style="list-style-type: none"> - Emission quality monitoring in accordance with Regulation of Environmental Ministry No. 07 Year 2007 on quality standard of static emission for boiler. 					<ul style="list-style-type: none"> • There is a permission letter of hazardous waste temporary storage based on the Decree of the Head of Ketapang District No. 424/KLH-B/2013. 2. Compliance evidence of Regulation of Labour Ministry No. 9 year 2010 on Transporting and Forklift Operator is the availability of information letter from Labour and Transmigration Agency of West Kalimantan Province No. 030/NT.HIPK-3/XI/2013 for 3 Transporting and Forklift Operators in PT SNP. 3. Government Regulation No. 82 Year 2001 on Permission of effluent disposal into the water: <ul style="list-style-type: none"> • Permission of Effluent Disposal Into the River on behalf of PT Sandika Nata Palma No. 1.305/SNP-RSPO/VI/2011 dated on 6 June 2011. Evidence Letter was submitted by Hengki Busri on 21 December 2011. No responses from Environment Bodies. • Company proposed Environmental Permission which was related to effluent utilization on the land of PT SNP on 6 May 2013. • There is an Approval Letter for the Implementation of Effluent utilization review in Oil Palm Plantation 		

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>covering 42.59 ha. At Block E3D (21.83 Ha) and F3A (20.76 Ha) with the plan width of Land Application covering 216.10 Ha (Block D2D, E2A, E2C, E2D, F2A, F2B, F2C, F3C, E3D and F3A).</p> <ul style="list-style-type: none"> From the field visit, there is an effort to prepare the flatbad in the review area of Block E3D (21.83 ha) and F3A (20.76 Ha). Company does not dispose the effluent to the river anymore and closing (stockpiling) effluent channel that leading to the river. <p>4. Today the effluent is utilized for Land Application so that the environmental quality standard used is different. The environmental quality standard used is Decree of the Environmental Ministry No. 29/2003 (Value of BOD < 5,000 mg/liter and pH 6-9). There is the result of effluent BOD monitoring conducted every 6 months by SUCCOFINDO and it is reported in the Report of Environmental Management Plan/Environmental Monitoring Plan. The analysis test result showed that the effluent is still in accordance with applicable environmental quality standard.</p> <p>5. Compliance evidence of Regulation of the Environmental Ministry No. 07 Year</p>		

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>2007 on Quality Standard of Static Resource Emission for boiler. Company has conducted measurement of boiler emission air quality on 13 June 2013 by Sucofindo Laboratory (Certificate No. 03603/BCEBAG). The result showed that the environmental parameter is still below the environmental quality standard according to Regulation of Environmental Ministry No. 07 Year 2007.</p> <p>6. Compliance evidence of Regulation of Agricultural Ministry No. 26/2007. Based on the statement area, the total area of estate and POM included in the Scope of Certification is 8,406 Ha in accordance with Registration of PT SNP Plantation Business No. 196/Mentanhut/VII/2000. The area covers 8,406.21 Ha, located in Marau Subdistrict, Ketapang District, West Kalimantan Province; 1 (one) unit of palm oil mill with permitted capacity of 60 tons FFB/hour; issued by Directorate General of Plantation on 3 November 2000.</p> <p>Based on the observation and interview with the boiler operators, it is known that the Boiler Operators in POM have not had Boiler Operator License in accordance with Regulation of Labour</p>		

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>Ministry No. 1/1998.</p> <p>24 September 2013. Company showed evidence of Letter No. MNS-PLT/13/IX/2013 on Notification and Request for Certification Training of Boiler Operator (Boiler Class 1) to Labour and Transmigration Agency of West Kalimantan Province on 20 September 2013 (receipt evidence from Labour Agency is available).</p> <p>Preventive Actions An evaluation of regulation compliance is conducted on a regular basis according to SOP.</p>		
2011.04	Major 2.2.2	Legal Boundary Poles: There is not any sufficient evidence that the plan and realization of the area legal boundaries maintenance (such as: Land Use Title poles) have been managed and implemented by the company.	Major	Estate	Before report submit	Company should be able to show the evidence of plan and implementation of areal legal boundaries maintenance.	<p>The Root of the Problem: The program of the company's boundaries maintenance has not run well.</p> <p>Corrective Actions: Company has arranged the plan of identification and maintenance of the National Land Agency poles; the plan has been implemented but not yet entirely. For example: small poles belong to National Land Agency have not been identified, large poles having been identified are not maintained yet. Company has not followed-up the small Land Use Title poles identified missing in the field.</p>	Closed	19/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>Verification on 19 September 2013. PT SNP has identified National Land Agency poles both Main Pole and small poles. The company also has conducted Pole-Checking Monitoring per 5 september 2013 that included Main Pole and supporting/small pole checking/maintenance. For example, in Awatan Estate the identification and maintenance of 19 National Land Agency Poles have been conducted.</p> <p>Preventive Action: Company will assign special officers to conduct routine checking on boundary poles.</p>		
2011.06	Minor 4.1.1	RSPO Internal Audit: Company has not yet conducted internal audit for the implementation of RSPO standard.	Minor	Mill and Estate	S-1	Company must conduct internal audit for the implementation of RSPO standard.	<p>The Root of the Problem: Company has established the mechanism of checking and monitoring the estate and POM operational activities through routine Advisory (PAA & MAA). However, the company has not yet established routine activity of RSPO internal audit.</p> <p>Company already has mechanism of checking or monitoring the operational activities periodically. However, there has not been any evidence found that the company has conducted RSPO internal audit.</p> <p>Corrective Action:</p>	Closed	17/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>Verification on 17 September 2013 : There is a report of RSPO internal audit result of PT SNP on 10-11 September 2013 performed by PSQM Staff. Management of PT SNP has gradually followed-up the findings on the RSPO audit.</p> <p>Preventive Action: Company has established the PSQM as a Department (PIC) responsible for conducting regular RSPO Internal Audit.</p>		
2011.07	Minor 4.2.1	Periodic Soil Analysis: There has not been sufficient evidence that soil analysis has been conducted periodically, for example, in Lembiru Estate, Pelanjau Estate, and Awatan Estate.	Minor	Estate	S-1	Company must conduct soil analysis periodically.	<p>The Root of the Problem: The provision of soil analysis period in ARM & MRC has not been recognized.</p> <p>Company has conducted soil analysis in 2007 for the area of PT SNP. Company has also arranged the program of soil analysis for the period of 2015/2016.</p> <p>However, the auditor team assessed that there has not been enough evidence that the soil analysis has been conducted by sampling in the field and presenting the data in detail (including all parameters of soil fertility).</p> <p>Plan of soil analysis for the period of 2015/2016 has not entirely referred to MRC procedure establishing the soil analysis is conducted every 5 year.</p>	Closed With Observation	19/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>Corrective Action : Verification on 17-19 September 2013:</p> <ul style="list-style-type: none"> • There is an e-mail from the Chairman of SOU Marau Zone No: LBW-MRC/042/2011/S to Minamas Research Center in the form of request for periodic soil analysis. • There is an e-mail document from MRC on 19 September 2013 to the management of PT SNP for the program of soil analysis, which is planned to be conducted on February 2014. • It is expected that the company is able to conduct soil analysis in accordance with the procedure has been set. <p>Preventive Action : Together with Department of Minamas Research Center, the company has set the period of soil analysis periodically for PT SNP.</p>		
2011.08	Minor 4.2.2	Records of activities for maintaining and increasing soil fertility: There has not sufficient evidence of the activities for maintaining and increasing soil fertility (manuring, empty bunch application) based on the result of soil analysis.	Minor	Estate	S-1	Company must be able to show the records of activities for maintaining and increasing soil fertility not only based on the leaf analysis but also considering the soil analysis.	<p>The Root of the Problem: Manuring recommendation is compiled by Minamas Research Department based on the result of leaf analysis, visual, and soil analysis as well as manuring consideration in the ARM, also lack of information concerning the main factor of manuring recommendation compiling to the estate unit party.</p>	Closed	23/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>Corrective Action: 23 September 2013. Company has shown the affidavit from MRC (Minamas Research Center) explaining that in establishing the manuring recommendation, the company has considered types and soil analysis, leaf analysis, visual, rainfall, and production trend in each block.</p> <p>Preventive Action : The submission of annual manuring recommendation along with the factors that become the main consideration in the compilation submitted to the estate unit.</p>		
2011.09	Major 4.3.1	Map of Marginal Land: Company has not provided the map of marginal land in adequate scale for mature estates. For example, Lembiru Estate, Awatan Estate, and Pelanjau Estate.	Major	Estate	Before report submit	Company must have a map of marginal land to be a reference for the management of areas identified as marginal.	<p>The Root of the Problem: Lack of coordination between persons responsible for the mapping (MRC) and estate operational staffs concerning the existence of marginal land and map compiling.</p> <p>Company has shown a contour map and soil map for mature areas. However, the auditor team assessed that the maps have not entirely described the existence of marginal land.</p> <p>Corrective Action : Verification on 18 September 2013 There is a map of marginal land available.</p>	Closed	18/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>For example, map of marginal land in Lembiru Estate (covering 3,169.7 ha). Here, the marginal land is categorized as class S3 (Sandy soil) covering 796.93 ha, such as in the field 97S4 seleming covering 121.12 ha. There is also a map of marginal land in Awatan Estate covering 47.85 ha, for example in I1C covering 26.57 ha and in I1D covering 21.28 ha.</p> <p>Preventive Action: Establishing the existence of marginal land in each estate. It is performed by the mapping unit and estate unit.</p>		
2011.10	Minor 4.4.1	Quality of River Water: There has not been enough evidence of periodic river water monitoring. For example, the quality of Awatan river water, spring source, etc.	Minor	Mill and Estate	S-1	Company should be able to complete evidence related to river water quality monitoring periodically in accordance with applicable regulation.	<p>The Root of the Problem: Water quality testing has not been conducted consistently.</p> <p>Company has conducted river water quality testing, but the result of the testing showed that the quality standard is still above the threshold in accordance with applicable regulation (Government Regulation 82 Year 2001). Until the assessment the company has compiled programs of effluent quality repairing, among others: effluent treatment operational repairing, washing Cooling Pond No.1 and 2, cleaning clarifier tank No. 1 and 2 periodically, constructing 1 unit of bacterial breeding pond in the effluent pond.</p>	Closed	19/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>Corrective Action : Verification on 19 September 2013 The improvement today is that effluent is used for Land Application. It means the environmental quality standard used is different. The environmental quality standard used is Regulation of Environmental Ministry 29/2003 (BOD Value <5,000 mg/liter and pH 6-9). There is the result of routine effluent BOD monitoring every 3 months conducted by SUCCOFINDO and reported in the Report of Environmental Management Plan/Environmental Monitoring Plan. The result of effluent analysis test is still in accordance with applicable environmental quality standard.</p> <p>Preventive Action : Company will evaluate the implementation of river water quality testing every 6 months in accordance with the period of the compiling of Environmental Management Plan/Environmental Monitoring Plan.</p>		
2011.13	Minor 4.5.1	Trained IPM Officers: There has not been sufficient evidence of trained personnels responsible for IPM implementation, such as in Lembiru Estate, Pelanjau Estate, and Awatan Estate.	Minor	Estate	S-1	Company must have trained IPM officers responsible for IPM implementation.	<p>The Root of the Problem: : The program of IPM training has been compiled has not been run due to the lack of time and trainer resources from Research Department.</p> <p>Company has sent a request letter for</p>	Closed	18/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>internal plant expert trainer to West Kalimantan RM twice (on 23 April 2011 and 27 May 2011) without any responses. It is suggested to immediately implement the training program for assigned IPM officers.</p> <p>Corrective Action : Verification on 18 September 2013 There is a document of integrated pest management training available on 27 June 2012 at Pelanjau Estate Block 99C1 attended by 13 participants. One of the participants is a supervisor for plant disease on behalf of Sujianto, and 2 participants are workers of IPM special team (Dadan and Oji).</p> <p>Preventive Action : Compiling the program of IPM training coordinated with Department of Minamas Research Center.</p>		
2011.14	Minor 4.5.2	Records of pesticide toxicity monitoring: There has not been any records of pesticide toxicity monitoring per unit (active ingredient/LD50 per ton FFB or per hectare).	Minor	Estate	S-1	Company must conduct pesticide toxicity monitoring per unit informing the toxicity of active ingredient/hectare and or active ingredient/LD50 per ton FFB.	<p>The Root of the Problem : Monthly monitoring related to the use of pesticide and its effectiveness has not run yet.</p> <p>Company has been able to demonstrate data of pesticide toxicity monitoring for pest management presented in the document of census recapitulation form. However, the auditor team assessed that evaluation</p>	Closed	18/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>related to the monitoring data has not been conducted yet.</p> <p>Corrective Action : Verification on 18 September 2013 Company showed the document of pesticide toxicity monitoring of the active ingredient per ton FFB and pesticide monitoring per hectare for Lembiru Estate and Awatan Estate.</p> <p>Preventive Action : Company established that the evaluation related to pesticide toxicity monitoring is under the management of estate staffs with PSQM staffs as the internal control of RSPO principle implementation.</p>		
2011.20	Minor 4.7.2	Periodic Medical Screening: There has not been sufficient evidence of the plan records and implementation of medical screening by doctors for employees working at the station or high-risk works. For example, medical screening for boiler operators, genset, spray, etc.	Minor	Mill and Estate	S-1	Company must schedule the program of medical screening for employees periodically by doctors especially for employees working at the station or high-risk works.	<p>The Root of the Problem: Company does not have own doctors yet. The long distance of health facilities from the company is also the problem.</p> <p>Corrective Action: Verification on 19 September 2013. There is the result of periodic medical screening for high-risk operators, such as:</p> <ol style="list-style-type: none"> 1. Periodic screening for 36 POM workers on 3 June 2013 conducted by Agus Churniawan (Personnel of Central Medical Clinic). The result is only for blood-pressure. 2. Periodic screening for 30 workers of 	Closed	19/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							Lembiru Estate (manuring and spray workers) on 18 May 2013. Preventive Action: Company has shown the doctor responsible for the workers' health including the medical screening to be conducted every 6 months.		
2011. 21	Minor 4.7.3	Dissemination of risk analysis: Company has not identified of risk analysis document has been made for all employees especially those with high potential of occupational accidents. For example, for mill workers, harvesters, etc.	Minor	Mill and Estate	S-1	The Management Unit conducts dissemination of risk analysis document has been made for all employees especially those with high potential of occupational accidents. For example, for mill workers, harvesters, etc.	Based on the information gathered in the field visit and interview with the workers, HIRAC dissemination has been conducted by the company. Every morning before starting to work, all workers have a briefing on how to work safely, including information on danger potential in each work. From the interview by the auditor team with harvesters and spray workers, there is sufficient information that all workers have understood all danger potential of their own jobs and all have understood how to minimize the risks, such as using PPE at work, being very careful when harvesting the FFB, and so on. In the mill area, HIRAC socialization is conducted by installing signboards containing analysis of risk potential at every station.	Closed	18/06/2011
2011. 22	Minor 4.7.5	Procedures of land fire emergency response There has not been sufficient evidence of the procedures of land fire emergency response that has been compiled and implemented.	Minor	Mill and Estate	S-1	Company must provide procedures of land fire emergency response and the evidence of its implementation.	18 September 2013. There is SOP of fire-handling with Document No. SOP-PK/08-SNP in the scope of estate and the environment around the estate.	Closed	19/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>Procedures Implementation such as:</p> <ol style="list-style-type: none"> 1. Report of fire simulation inside and outside the estate as well as the mechanism on how to use fire extinguisher on 10 June 2013 at the front yard of Lembiru Estate. The simulation was attended by 70 participants (Manager, Supervisor Assisstant, Security, manuring workers, spray workers, workshop workers, and drivers). 2. Fire simulation and the delivery of fire danger at the POM on 17 June 2013 at the front yard of LBF office. The simulation was attended by 41 POM workers (there are attendance list and photographs available). 		
2011. 24	Major 5.1.2 6.1.4	Report of Environmental Management Plan/Environmental Monitoring Plan: There has not been sufficient evidence that PT SNP had compiled the Report of Environmental Management (RKL) and Environmental Monitoring Plan (RPL) had been compiled and reported them periodically to relevant institution.	Major	Mill and Estate	Before report submit	Company must compile the Report of Environmental Management Plan/Environmental Monitoring Plan implementation which is reported periodically to relevant institution, and the evidence of the document delivery should be available at the estate. Company must also compile a report of the	Company has compiled Report of Environmental Management Plan/Environmental Monitoring Plan for period I of 2011, but it has not been reported yet to the Environment Bodies. Verification on 18/09/2013 PT SNP already has the Report of Environmental Management Plan/Environmental Monitoring Plan Semester 2 of 2012 accepted by Environment Bodies of Ketapang District on 4 July 2012 and Report of Environmental Management	Closed	18/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
						implementation of social impact management and monitoring plan as recommended in the Document of Social Impact Assessment.	Plan/Environmental Monitoring Plan Semester 2 of 2012 accepted by District Environment Bodies of Ketapang on 17 January 2012. There is also evidence of Report of Environmental Management Plan/Environmental Monitoring Plan for Period I/2013 which was reported to District Environment Bodies on 20 September 2013.		
2011.25	Major 5.2.1	Document of HCV: There is no evidence that PT SNP has conducted the process of public consultation and Peer Review on Document of HCV Identification as required in the HCV Toolkit on June 2008.	Major	Estate	Before report submit	Company must provide the evidence of the implementation of public consultation and Peer Review on Document of HCV Identification as required in the HCV Toolkit on June 2008.	<p>The Root of the Problem: Company has not yet known the requirement of public consultation and Peer Review as required in the HCV Toolkit on June 2008.</p> <p>Verification on 18 September 2013 Company has conducted Public Consultation on Document of HCV Identification of PT SNP on 4 June 2013 that took place in PT SP Office, attended by 43 representatives from Marau District, heads of village, heads of sub-village around the area, District Representative Council, Community and Customary leaders surrounding the area of PT SNP. In the Public Consultation, an agreement occurred among the company, local government, and local community to maintain and to manage the HCV together for natural preservation and the balance of ecosystem. Documentation of Public</p>	Closed	18/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>Consultation is in the form of the Minutes of Public Consultation, Attendance List of Participants, and Materials of Public Consultation.</p> <p>Preventive Action: Company will coordinate with HCV consultant to develop the HCV officer knowledge and skill.</p>		
2011.28	Minor 5.2.2	HCV Special Officers: Company has assigned officers to manage and to monitor HCV, but there is no sufficient evidence that the officers are already trained.	Minor	Estate	S-1	Company must conduct trainings for HCV officers assigned.	<p>The Root of the Problem: Company has not obtained competent trainers to conduct HCV training.</p> <p>Observation on 19 September 2013. The result of NCR observation on 18 September 2013 showed that in 2013 PT SNP had assigned special officers responsible for managing HCV namely: Mr. Mu'an Very Fadli (Lembiru Estate), Mr. M. Usin (Lembiru Estate), and Mr. Eko Swarta (Awatan Estate). Company has conducted a training of HCV management for assigned officers internally on 7 June 2013.</p> <p>Preventive Action: Company will conduct training identification regularly to determine the training program to be coordinated with Human Resources Department.</p>	Closed	19/09/2013
2011.30	Minor 5.3.1	Hazardous Waste Management: There has not been sufficient evidence that the hazardous waste	Minor	Mill and Estate	S-1	Company must manage the hazardous waste according to applicable	<p>The Root of the Problem: Company has not understood the hazardous waste management in</p>	Closed	20/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
		had been managed in accordance with the regulation (Government Regulation No. 18 Year 1999 on hazardous waste management). For example, used lubricant in POM Lembiru and used pesticide packaging in the Central Warehouse of PT Sandika Nata Palma.				regulation (Government Regulation No. 18 Year 1999 on hazardous waste management).	<p>accordance with applicable regulation especially concerning the permission for hazardous waste temporary storage.</p> <p>Corrective Action: Observation during the stage 2: Company has sent a letter of permission request for hazardous wastestorage to the Environment Bodies of Ketapang District which has not been responded until stage-2 was conducted. Based on the field visit, the hazardous waste has been around the estate has been collected in a place, while the hazardous waste in the mill area has not been well-managed yet (the used lubricant oil and grease buckets have not been well-placed). The new building to store the hazardous waste is still a plan. The auditor team assessed that the hazardous waste management has not met the regulation.</p> <p>Verification on 19 September 2013 PT SNP has obtained the affidavit of permisson granting for hazardous waste storage based on the Decree of the Head of Ketapang District No. 424/KLH-B/2013 on 9 September 2013.</p> <p>Company has monitored the hazardous waste in the form of hazardous waste balance sheet and has reported it to</p>		

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>Environment Bodies every 6 months in the Report of Environmental Management Plan/Environmental Monitoring Plan.</p> <p>Company showed the evidence of the hazardous waste delivery documentation and the record of the waste receipt monitoring from each estate to the Hazardous Waste temporary Warehouse (in the process of permission). The company commits to manage the hazardous waste in accordance to the procedures and applicable regulation.</p> <p>Preventive Action: Company will monitor and supervise the hazardous waste management in accordance with applicable regulation.</p>		
2011.32	Minor 6.1.1	Social Impact management and monitoring plan: There has not been sufficient evidence yet that the company has planned social impact management and monitoring with community participation based on the social study periodically conducted by Aksenta.	Minor	Mill and Estate	S-1	Company must provide evidence of social impact management and monitoring with community participation based on the social study conducted periodically by Aksenta.	<p>The Root of the Problem: In arranging the social impact management, company only referred to EIA.</p> <p>Corrective Action: Observation on stage 2 Company has arranged social impact management plan but not comprehensively based on both study of EIA and SIA. It has not been included in the report of Environmental Management Plan/Environmental Monitoring Plan yet.</p> <p>Verification on 19 September 2013.</p>	Closed	19/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>Company has compiled program of Corporate Social Responsibility by considering the result of EIA and Social Impact Assessment studies.</p> <p>Preventive Action: Company will periodically compile the program of Corporate Social Responsibility by considering the result of EIA and Social Impact Assessment studies.</p>		
2011.33	Major 6.5.2	Company Regulation/Collective Labour Agreement: There has not been sufficient evidence of the records for Company regulation/collective labour agreement at the level of mill and estate employee.	Major	Mill and Estate	Before report submit	Company must compile Company Regulation before document of collective labour agreement is available.	<p>The Root of the Problem: Company does not know that the Collective Labour Agreement has not yet included the level of employees and estate.</p> <p>Observation on stage 2: Based on the information obtained from management unit, the Collective Labour Agreement for staffs has been accomplished but not yet distributed to the unit.</p> <p>The auditor team has not found the evidence of Collective Labour Agreement or company regulation documents for mill and estate employees as required in Statute No. 13 year 2003.</p> <p>Verification on 18 September 2013 PT SNP already has Company Regulation ratified by Labour and Transmigration Agency with Decree No. 560/125/TKTKS-</p>	Closed	18/09/2013

No.	Ref Std/ Indicator	Potential of Non-Conformance	Grade	Area	Time Limit	Request for Corrective Actions	Observation and Date	Status	Closing Date
							<p>C/2008 valid until 30 September 2014.</p> <p>Preventive Action: Company will be coordinating with worker union and labour service to meet the employment regulation.</p>		

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

No.	Ref Std/ Indicator	Non-Conformance Potential	Grade	Area	Time Limit	Request for Corrective Action	Observation and Date	Status	Closing Date
2011.37	Minor 4.4.1	River Water Quality Testing: The company has not conducted testing on river water quality routinely according to regulation.	Minor	Mill	S-1	Company must conduct testing on river water quality routinely according to regulation.	<p>The Root of the Problem : The location for surface water testing periodically has not been determined yet in accordance with the document of the company environmental management and applicable regulation.</p> <p>Corrective Action : Verification on 18 September 2013: Company showed the result of water quality testing from SUCCOFINDO on 13 June 2013 for River Kendawangan and Awatan (3 testing locations of inlet, inside, and outlet) along with dams in 3 testing locations. The testing is conducted every 6 months. The result is included in the report of environmental monitoring.</p> <p>Preventive Action : Company determined the main location for surface water quality testing and determined the period of periodic testing based on the referred regulation.</p>	Closed	18/09/2013
2011.38	Minor 4.4.2	Effluent BOD Monitoring: Company has conducted effluent BOD monitoring. However, it has not been	Minor	Mill	S-1	Company must monitor the effluent BOD routinely as required by the regulation	<p>The Root of the Problem : The purpose of the effluent management resulted by the mill</p>	Closed	18/09/2013

		conducted routinely yet as required in the regulation and there is no evidence that the result has been reported to relevant institution.				and report the result to relevant institution.	has not been clear yet so the company has not determined an environmental regulation referred, related to the period of effluent management. Corrective Action : Verification on 18 September 2013 There is the result of effluent BOD monitoring conducted on a monthly basis by SUCCOFINDO and there is also the report which is submitted to Ketapang District Environment Bodies every 3 months. Preventive Action : Company established the program of effluent BOD monitoring in accordance with applicable regulation, in the last WWTP pond as the monitoring location.		
2011.39	Major 4.8.1	Training Program: Company already has the training program for employees. However, there is no program for farmers involving in the plan of partnership estate program.	Major	Estate	Before report submit	Company must compile and implement the training program that includes farmers.	The Root of the Problem Company only makes training program for workers. Corrective Action: Observation on 18 September 2013. Company has conducted the scheme smallholders development through Sejahtera Palma Sejati	Closed	18/09/2013

							Cooperative Unit on 26-27 April 2013. Preventive Action: Company will identify the needs for training to determine the training program for workers and farmers as all as to evaluate the competence of the contractors.		
2011.40	Major 5.2.2	Buffer Zone Marking: There are several buffer areas planted with oil palm that have not been marked with special marker (red paint) as a guidance for workers not to apply chemical ingredient in the area. For example, the buffer zone area in the Awatan River at block 98P1E1A.	Major	Estate	Before report submit	Company must conduct the marking the entire Buffer Zone area.	The Root of the Problem: Company has not determined the mechanism of special marking in the buffer zone area. Observation on 19 September 2013. Based on the field visit in the Awatan River Buffer Zone (Block I2A/B), it is shown that the company has conducted the marking on the oil palm tree with red paint, on the outer tree near the road). The officers had been able to clearly explain the field boundary as well as the activity of oil palm cultivation that is not allowed in the riparian area. Corrective Action: Company will keep, maintain, and monitor the boundaries and the area of buffer zone.	Closed	19/09/2013
2011.41	Minor 5.3.2	Hazardous Waste Monitoring: Records for hazardous	Minor	Mill	S-1	Company should be able to show the records of waste	The Root of the Problem: Company has not understood	Closed	18/09/2013

		waste monitoring in the mill have not been available yet.				monitoring/analysis.	<p>about the hazardous waste management in accordance with applicable regulation especially about permission of hazardous waste temporary storage.</p> <p>Corrective Action: Company has conducted hazardous waste monitoring in the form of hazardous waste balance sheet and has reported it to District Environment Bodies every 6 months in the Report of Environmental Management Plan/Environmental Monitoring Plan.</p> <p>Preventive Action: Company will monitor and supervise the hazardous waste management in accordance with applicable regulation.</p>		
2011.42	Major 6.6.1	Worker Union: Company has not facilitate the company worker union organization established to be registered in the authorities.	Major	Mill and Estate	Before report submit	Company should facilitate the worker union established to be recorded in the authorities.	<p>The Root of the Problem: Company does not know that the worker union has not been registered in the Labour Agency.</p> <p>Observation on 18 September 2013 The worker union has been registered in Labour Agency based on the Decree of the Head of Labour Transmigration and Social Welfare Agency of Ketapang District (West Kalimantan) No. 29</p>	Closed	18/09/2013

							<p>year 2008 regarding Registration of Company Worker Union (SBTP) of PT SNP.</p> <p>Corrective Action: Company will always work with the worker union to meet the regulation related to employment.</p>		
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3.5.3 Identification of Findings, Corrective Actions and Observations at ASA-1 Assessment

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
2015.01	Major 1.1.2	<p>Information Request and Its Response</p> <p>According to the result of document review, the company is not responding the letter of Ketapang Regent number 500/0235/Bappeda-B dated February 5th 2014 in term of the request for the CSR program plan and realization on 2013 and the report should be given at least on February 28th 2014.</p>	Major	POM and Estate	June 9th 2015	The management unit must ensure the information request to be responded and documented.	<p>Root Cause: There is no receipt of CSR realization reporting to the associated agency.</p> <p>Corrective Action: <i>Re reporting the CSR realization on 2013 for IDR 105,475,000 (USD 8113) to the regent by asking for the delivery receipt signature.</i></p> <p>Preventive Action: <i>Implementing the incoming letter recording based on the procedure.</i></p> <p>Observation on May 28th 2015 The management unit shows the evidence of CSR realization reporting of PT SNP on 2013 dated May 25th 2015 to the Ketapang Regional Economy Development Agency. However, the management unit is not able to show the evidence of CSR report delivery receipt signature by the Regional Economy Development Agency.</p> <p>Observation on June 27th 2015</p>	Closed	June 26th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>The management unit has sent the CSR report for period of 2013 back via email to bappeda.ketapang.b@gmail.com on June 27th 2015. The scan of report receipt signature paper shall be sent to the management unit.</p> <p>Observation on June 29th 2015 The management unit shows the receipt of signature paper over the CSR report for period of 2013 to the Regional Economy Development Agency on June 25th 2015. It was received on June 29th 2015.</p> <p>Auditor Conclusion: Complied</p>		
2015.02	Minor 1.3.1	<p>Policy of Integrity Code and Ethic Action The management unit shows the policy of business ethic (Policy number 440/HRM-COC/07). It was approved by GM, SGM, HPO, and GHPI on May 24th 2007. However, there is no enough evidence that the policy has been well communicated to</p>	Minor	Estate	ASA-2	<p>The management unit must ensure that the policy of business ethic (Policy number 440/HRM-COC/07) has been well communicated to all workers and to the cooperative unit.</p>	<p>Root Cause: The limited scope only to the level of staff and the unawareness of the management unit that it has to be socialized to the permanent workers and contractor.</p> <p>Corrective Action: Holding socialization to all workers and contractor.</p>	Closed	May 28 th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
		all workers and to the cooperative unit.					<p>Preventive Action: Holding training for the employees and developing the human resource like the leadership training on the level of supervisor.</p> <p>Observation on May 28th 2015 The management unit shows the record of human rights and business ethic code of conduct on May 2nd 2015. It was attended by all employees and contractor.</p> <p>Auditor Conclusion: Complied</p>		
2015.03	Major 2.1.1	<p>Compliance over the Applied Law Regulation</p> <p>a. The boiler Operator on behalf of Hardianto does not has OHS license yet (Operator License) for the steam machine (boiler) Operator referring the Manpower Ministry Regulation number 1 year 1988.</p> <p>b. The welding expert at POM does not have the welding</p>	Major	POM and Estate	June 9th 2015	The company must be able to show the evidence of the applied law requirements compliance.	<p>Root Cause:</p> <p>d. The boiler Operator and the welding Expert do not have Operator License during the field observation.</p> <p>e. The obstacle of the hazardous waste sales is the availability of the licensed buyer.</p> <p>f. The existed hazardous waste symbol is looked like crap.</p> <p>Corrective Action:</p> <ul style="list-style-type: none"> Placing the certified boiler Operator. The certified welding Expert is beeing 	Closed	June 26th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
		<p>expert qualification referring the Manpower Ministry Regulation number 02 Year 1982.</p> <p>c. The management unit is not able to show the evidence of the incoming and outgoing hazardous waste reporting realization to the Regent and Ketapang District Environment Agency in quarter-based report based on the decree of Ketapang Regent number 424/KLH-B/2013</p> <p>d. The hazardous waste containers at hazardous waste storage is not supported with label referring the Environment Ministry Regulation Number 14 year 2013 and procedure of hazardous waste management number 301/SNP-LB3-03/11 (5.3.2 Major).</p>					<p>processed at the associated agency.</p> <ul style="list-style-type: none"> Informing the report of hazardous waste in and out to the Environment Ministry in a quarter based report. Installing hazardous waste symbol at the hazardous waste storage. <p>Preventive Action: Composing schedule of training for period of 2015. Field observation in term of the hazardous waste symbols installation at the hazardous waste storage is conducted by POM Staff.</p> <p>Observation on May 28th 2015 e. The management unit shows the letter number SKU Rotasi/FM LBF/V/2015/071 dated May 19th 2015 in term of the mutation of worker on behalf of Fatriansyah from the clarification Operator to boiler Operator on since June 1st 2015. According to the certificate number Ser 1738/OPK3/B.II/XII/2013 from the RI Manpower Agency, the worker on behalf of Fatriansyah has participated on the OHS technique training for the steam</p>		

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>machine Operator on November 25th – 30th 2013. (closed)</p> <p>f. The management unit is not able to show the welding expert certification yet. (open)</p> <p>g. The management unit is not able to show the evidence of the incoming and outgoing hazardous waste reporting realization to the Regent and Ketapang District Environment Agency in quarter-based report based on the decree of Ketapang Regent number 424/KLH-B/2013. (open)</p> <p>h. The management unit shows the evidence of hazardous waste label in all hazardous waste containers at hazardous waste storage. (closed)</p> <p>Observation on June 26th 2015 The management unit shall registers 2 welding expert on behalf of 2 Tarmidi and Aliyen (LBF) based on the approval of the Interim of GM of Kalteng Kalbar Mill through letter number 098/LBF-EXT/VI/2015 dated June 22nd 2015. Closed with observation. The management unit has shown the report of hazardous waste management</p>		

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>and has hazardous waste management in 1st to 4th quarter of 2014 reported to the Ketapang District Environment Agency via email (l.h.ketapang@gmail.com). It is considered closed.</p> <p>Auditor Conclusion: According to the evidence, the NC number 2015.03 is closed</p>		
2015.04	Minor 2.1.2	<p>Written Information in term of Legal Requirements</p> <p>The management unit is able to show the documentation over the law requirements. However, there is no enough evidence to show that the documents have been updated based on the law statute changes in aspect of plantation, environment and manpower.</p>	Minor	POM and Estate	ASA-2	The management unit must show the documentation over the law requirements to be updated.	<p>Root Cause: There is no PIC to update the regulation.</p> <p>Corrective Action: Updating the plantation-relevant RI regulation per May 2015.</p> <p>Preventive Action: Appointing PIC to update the new or expire regulation.</p> <p>Observation on May 19th 2015 The management unit has updated the relevant statutes on aspects of environment, plantation and manpower. For example: Agriculture Ministry Regulation Number 47 Year 2014 in term of Brigade and guideline</p>	Closed	May 19th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>for handling and preventing fire. Environment Ministry Regulation Number 05 Year 2014 in term of waste water quality threshold. Statute number 40 year 40 in term of National Social Assurance System.</p> <p>Auditor Conclusion: Complied</p>		
2015.05	Minor 4.2.4	<p>Strategy to recycle the nutrient with EFB and effluent application The company is not able to show the documentation of POME application.</p>	Minor	POM and Estate	ASA-2	The company must be able to show the documentation of POME application as an attempt to increase the soil fertility by reducing the external manuring input.	<p>Root Cause: There is no accurate recording of the application so far.</p> <p>Corrective Action: Collecting the data in POM over the applied effluent and EFB.</p> <p>Preventive Action: Conducting consistent monitoring over the applied effluent at the flatbed area for 42 Ha at Lembiru and concerning the result of MRC result for EFB application.</p> <p>Observation on June 1st 2015 The management unit shows the record of POME application since January 2014 to March 2015. For example, the effluent application on January 2015 was 7,560 ton</p>	Closed	June 1st 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							to block E2A. Auditor Conclusion: According to the record of effluent application during period of 2014/2015, the NC number 2015.05 is closed.		
2015.06	Major 4.5.1	<p>Implementation of the Integrated Pest Management (IPM) Plan</p> <p>The company has procedure of IPM, the pest census is conducted when the attack is occurred. However, according to the result of field visit to division office and the interview with the IPM Officer, the pest monitoring is conducted visually only and there is no documentation for it.</p>	Major	Estate	June 9th 2015	The company must conduct the program and documents the pest detection and census referring the applied and documented procedure.	<p>Root Cause: There is no well data recording maintenance when doing pest census.</p> <p>Corrective Action: Restore all the pest census data during period of January to April 2015. The data which are composed by each PIC.</p> <p>Preventive Action: Conducting routine pest and disease census. It should be conducted by naturalist of each unit.</p> <p>Observation on May 28th 2015 The management unit shows the recapitulation of pest attack in LBE and AWE during period of 2014. The attack level at LBE (Rat: 3.85%; Squirrel: 3.90%; Termit: 1.10% and Oryctes: 6.35%) and the attack level at AWE (Rat: 5.7%; Squirrel: 1.38%; Termit: 0.56% and Oryctes: 2.31%).</p>	Closed	June 27th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>However, the management unit is not able to show the detail of pest and disease attack detection record per month. For example, the record for period of January to March 2015.</p> <p>Observation on June 27th 2015 The management unit shows the record of pest census at AWE and LBE during the period of July 2014 to May 2015. According to the data, the attacker on AWE and LBE during period of January to March 2015 were Rats and Squirrel. The Oryctes attack was dominating on February 2015. (Complied).</p>		
2015.07	Minor 4.6.10	<p>Proper waste disposal which is comprehensively understood</p> <p>According to the result of field observation at Lembiru Estate, the company does not have the PPE washing station and warehouse, spraying equipments. Therefore, the employees wash the equipments and the PPE at the estate and store it at house.</p>	Minor	Estate	ASA-2	The company must provide the washing station and PPE and spraying equipments storage that has to do with chemicals to prevent the soil contamination.	<p>Root Cause: BMS & BSS station is not available</p> <p>Corrective Action: Constructing BMS and BSS station</p> <p>Preventive Action: Implementing the SOP of BMS and BSS station in all management unit. The company should commit to preserve the environment from being contaminated by pesticide and fertilizer.</p>	Closed with observation	May 28th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>Observation on May 28th 2015 The management unit has provided the PPE and spraying equipments washing station that has to do with chemicals at Lembiru Estate. The washing station has been supported with secondary containment to prevent the contamination over the environment.</p> <p>Auditor Conclusion: Complied.</p>		
2015.08	Minor 5.1.3	<p>Implementation of Environmental Management and Monitoring Plan</p> <p>(1) The managed and monitored component/sub-component/parameters is not referring the EIA environmental management and monitoring plan on 2014.</p> <p>(2) The report of environmental management and monitoring in 2nd semester of 2014 is not available.</p> <p>(3) The evidence of the environmental management</p>	Minor	POM and Estate	ASA-2	<p>(1) The managed and monitored component/sub-component/parameters must be managed by referring the EIA environmental management and monitoring plan on 2014.</p> <p>(2) The report of environmental management and monitoring in 2nd semester of 2014</p>	<p>Root Cause: The lack of information that the environmental management and monitoring plan per semester must comply the environmental management document.</p> <p>Corrective Action: The revision of environmental management and monitoring plan referring the environmental management document is being processed.</p> <p>Preventive Action: The company shall considers environmental management document on 2014 as reference.</p>	Open	

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
		and monitoring plan report delivery of the 2nd semester report of 2014 referring the environment management document on 2014 to the associated agency is not available.				must available. (3) The evidence of the environmental management and monitoring plan report delivery of the 2nd semester report of 2014 referring the environment management document on 2014 to the associated agency must available.	Observation on May 19th 2015 The management unit shows the evidence of report delivery of environmental management and monitoring plan in 2nd semester of 2014 to the Ketapang District Environment Agency on April 30 th 2015. However, the management unit is not able to show the document of environmental management and monitoring plan implementation report in 2nd semester of 2014 by referring the environmental management document as well as the evidence of the monitored component/parameter/sub-component is referring the EIA document on 2004.		
2015.09	Minor 5.2.3	Policy to Preserve RTE Species The company is not able to show the evidence of policy/sanction for the employees who collect or raise RTE flora and fauna species.	Minor	Estate	ASA-2	The company must be able to show the evidence of policy/sanction for the employees who collect or raise RTE flora and fauna species.	Root Cause: The policy of management unit is not updated yet. Corrective Action: The SOU socialize the Statute Number 5 Year 1990 in 2015 through Memorandum SOU13/014/RSPO/V/15 Preventive Action: Installing the HCV signboard and memo of	Closed	May 19 th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>sanction for raising and collecting the endanger animals.</p> <p>Observation on May 19th 2015 The management unit shows the document of socialization in term of Statute Number 5 Year 1990 in term of natural resource and conservation and ecosystem to all employees. Those who break the law shall be sanctioned with clause 40 (criminal terms). Furthermore, the company also show the Memorandum Number SOU13/014/RSPO/V/15 dated May 6th 2015 in term of the sanction for raising the endanger animals referring the Statute Number 5 Year 1990.</p>		
2015.10	Minor 5.2.5	<p>The Agreement to Preserve the HCV and the Rights of the Locals Optimally The company is not able to show the evidence of the agreement with the locals to preserve HCV and the rights of the locals optimally.</p>	Minor	Estate	ASA-2	The company must be able to show the evidence of the agreement with the locals to preserve HCV and the rights of the locals optimally..	<p>Root Cause: The enclave owner does mind for the installation of signboard.</p> <p>Corrective Action: The approaches and scilation for the collective agreement to preserve HCV area involves the locals and the Head of Sub-District Forum.</p>	Closed	June 22nd 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>Preventive Action: Socialization of statute number 5 year 1990 and update the existence of Signboard</p> <p>Observation on June 22nd 2015 The management unit socialize the HCV on May 4th 2015. It was attended by 12 participants consisted of the locals and the Head of sub-district forum. According to the result of the assembly, the company and the locals shall preserve HCV and the rights of the locals.</p>		
2015.11	Minor 5.3.3	<p>Plan and management of waste to avoid and reduce the pollution must be documented and must be implemented</p> <p>a. According to the result of field visit at the workshop of division Seleming of Lembiru Estate and the hazardous waste storage of Lembiru POM, there are oil spillage which causes the direct contamination over the environment. It is not complying the</p>	Minor	Estate	ASA-2	The management unit must manage Unit manajemen harus melakukan pengelolaan limbah untuk menghindari polusi dan didokumentasi dan diimplementasikan.	<p>Root Cause: There is no oil trap in the area. The license buyer is not taking the hazardous waste at the LBM hazardous waste storage yet. The record balance sheet is not updated.</p> <p>Corrective Action: Cleaning the oil spillage at the workshop and the hazardous waste storage. Updating the hazardous waste balance sheet.</p> <p>Preventive Action: Incorporating the environment investigation on the program of PSQM visit to the management unit.</p>	Closed	June 26th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
		<p>Government Regulation number 101 year 2014.</p> <p>b. The company is not able to show the evidence of the updated record of pesticide containers of LBE.</p>					<p>Observation on May 28th 2015</p> <p>c. The management unit has cleaned the oil spillage at the LBE workshop and LBM hazardous waste storage. However, the preventive action to prevent such a thing to occur is not conducted yet. (open)</p> <p>d. Observation on May 19th 2015 The management unit shows the document of the updated balance sheet for period of 2014/2015. The document is recognized since March 2014 to June 2015. The irrelevant data when verifying the document is on March 2015. Furthermore, the document describes the hazardous waste storing period of the pesticide containers which has exceed the allowed period.</p> <p>Observation on May 28th 2015 The management unit must show the hazardous waste balance sheet (pesticide containers) which has been legalized by the top management.</p> <p>Observation on June 26th 2015</p>		

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>The management unit conducts several corrective action to prevent the oil spillage to the environment by creating secondary containment and oil trap as well as providing the specific floor for the oil drum. It is considered closed.</p> <p>The management unit has sold hazardous waste to the licensed collector on June 12th 2015. The manifest number AGU 0000211 (211 pcs of the solid waste and the oil filter) is attached; AGU Number 0000147 (29 drum x 220 liter of used oil); and AGU Number 0000146 (36 pcs of used batteries). The management unit has updated the hazardous waste recording (including the ex pesticide containers). Furthermore, PT. SNP has owned the permit letter for extending the storing period from 90 days to 360 days for all type of hazardous waste. Closed.</p>		
2015.12	Minor 5.4.1	<p>Petroleum Fuel Consumption Efficiency</p> <p>The company is not able to show the plan and realization of petroleum fuel efficiency and its evaluation result.</p>	Minor	POM and Estate	ASA-2	The company must be able to show the plan and realization of petroleum fuel and its evaluation result.	<p>Root Cause:</p> <p>The realization of the petroleum fuel efficiency has been conducted. The obstacles is the data recording which is not updated.</p> <p>Corrective Action:</p>	Closed	June 26th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>Showing the budget of diesel fuel consumption and composing the data of the realized petroleum fuel.</p> <p>Preventive Action: The realization of the petroleum fuel efficiency must be routinely (monthly) updated.</p> <p>Observation on June 26th 2015 The management unit shows the document of the Renewable Energy Consumption (July 2014 – May 2015). The consumption of the renewable energy resources reaches 16% over the processed FFB/Mt. For example, the total of the processed FFB was 10,033,500 Mt; Fibre Usage was 1,003,350 Mt and Shell Usage was 675,465 Mt.</p>		
2015.13	Major 5.6.2	<p>GHG Emission The company is not able to show the record of the realization to reduce the GHG emission.</p>	Major	POM	June 9th 2015	<p>The company must be able to show the record of the realization to reduce the GHG emission. For example, the monitoring of diesel fuel consumption, Efb</p>	<p>Root Cause: The realization has been conducted. The obstacles lies on the data which is not updated.</p> <p>Corrective Action: Re-collecting the data that has to do with the GHG emission reduction.</p>	Closed	June 26th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
						application, woody plants planting.	<p>Preventive Action: Optimizing the EFB application at the estate as well as the IPM program. Retrenching the diesel fuel consumption by replacing it with the renewable energy like shell and fiber.</p> <p>Observation on June 22nd 2015 The management unit shows the result of GHG calculation at Lembiru Mill during period of 2009 – 2014. However, the plan and realization to reduce the GHG emission is not yet shown.</p> <p>Observation on June 26th 2015 The management unit has shown the realization to reduce GHG emission by using fiber and shell to reduce the petroleum fuel consumption. According to the result of calculation, the renewable fuel resource consumption reaches 16%. Furthermore, the manuring program must refers the recommendation from Minamas Research Centre.</p>		
2015.14	Minor 6.1.4	<p>Re-review the SIA There is no enough evidence that the company has re-asses</p>	Minor	POM and Estate	ASA-2	The company must be able to show the evidence that the	<p>Root Cause: The company does not know that SIA need to be re-assessed. According to the review</p>	Open	

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
		the <i>Social Impact Assessment</i> for at least once every 2 years by involving participation from all the <i>amius curiae</i> .				company has re-asses the <i>Social Impact Assessment</i> for at least once every 2 years by involving participation from all the <i>amius curiae</i> .	of SIA document conducted by aksenta on 2010, the re-assessment is not needed. Corrective Action: The re-assessment of SIA shall be conducted by inviting the consultant and involving the participation of the <i>amius curiae</i> . Preventive Action: Concerning all the company policies which do not match with SIA conducted by on 2010		
2015.15	Major 6.5.2	Law of workers, agreement with the labour union or the collective labour agreement The company regulation for the workers of PT SNP on 2012 has expired on September 30th 2014.	Major	POM and Estate	June 9th 2015	The company must be able to show the regulation of the company which comply the Manpower Statute and it should be legalized by the associated agency as well as its socialization to all workers.	Root Cause: The company has negotiated the agreement with the labour union to compose new collective agreement letter on the level of permanent employees. Corrective Action: Negotiation in forum by each 9 formed teams. Preventive Action: The labour union shall be recalled for composing the employees collective labour agreement.	Closed	June 29th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							<p>Observation on June 26th 2015 The management unit has negotiated with the employees. The negotiation was held on June 4th 2015. It was participated by 18 employees consisted of manager, HRM, administrator, the Head of labour union of each estate and POM of PT. SNP. The authority paper between PT. SNP with the labour union is also attached. However, the agreement found its dead end.</p> <p>Observation on June 29th 2015 The management unit shows the record of assembly between the company and the labour union at the level of proletarian workers. Almost all the 18 chapters of draft of collective labour agreement for period of 2015 – 2017 are agreed. However, there is no agreement in term of the wage structure. The paper is not signed due to the dead end for meeting the <i>quorum</i>. It shall be decided on the next negotiation.</p>		
2015.16	Major 6.13.1	<p>Human Rights The company shows the human rights policy which was legalized by the Head of SOU 13 of Lembiru on April 2015. However,</p>	Major	POM and Estate	June 9th 2015	The company must be able to show the evidence that the policy has been communicated to all	<p>Root Cause: The management unit does not know that the human rights policy socialization to the employees is a mandatory.</p>	Closed	May 28th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
		there is no enough evidence that the policy has been communicated to all workers.				workers.	<p>Corrective Action: Conducting integrated socialization to the permanent employees during the morning briefing.</p> <p>Preventive Action: Ensuring that the management unit does not cross the human rights policy.</p> <p>Observation on May 28th 2015 The management unit shows the record of socialization of code of conduct in term of the human rights and the business ethics. It was held on May 2nd 2015 and was participated by 30 employees.</p> <p>Auditor Conclusion: Complied</p>		
2015.17	SCCS Modul E Versi 2014 E.3.1	<p>The mill must have the procedure or the guideline to ensure the implementation of all elements written on requirements including:</p> <p>a. The complete and update procedure which cover all element on the</p>	Major	POM	March 31st 2016	The management unit must have the procedure referring the SCCS Standard in Version 2014.	<p>Root Cause: The latest RSPO Generic P&C is not known by the management unit.</p> <p>Corrective Action: Revising the SOP of SCCS to adjust it with the SCCS version on 2014.</p> <p>Preventive Action:</p>	Closed	June 22nd 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
		<p>requirements.</p> <p>b. Name of the people in charge over the implementation of the requirements. The PIC must show the awareness of the facility procedure to implement the standard.</p> <p>The company is not able to show the changes of SCCS policy which has been adjusted to the SCCS Standard of Version 2014. For example, the PIC for managing RSPO IT Supply Chain/E-trace is not described yet.</p>					<p>Socialization of the new standard of SCCS of version 2014.</p> <p>Observation on June 22nd 2015</p> <p>a. The management unit has had the procedure of product identification and traceability at POM number RSPO/66/SCCS/15-SNP dated April 26th 2015. The procedure has adjusted the SCCS standard on November 2014.</p> <p>b. The PIC of the POM operational are the Factory Manager, Assistant of PSQM, Laboratory Foreman/Assistant and Assistant /Sr. Assistant /Manager of Bulking.</p> <p>Berdasarkan bukti prosedur No. RSPO/66/SCCS/15-SNP tanggal 26 April 2015. Maka ketidaksesuaian terpenuhi.</p>		
2015.18	SCCS Modul E Versi 2014 E.3.2	<p>The facility must has the documented procedure in term of the certified and non-certified FFB processing stage</p> <p>The management unit also has the procedure to differentiate the certified FFB/CPO/PK product by using RSPO stamp on the</p>	Major	POM	May 9th 2015	The management unit must be able to ensure the procedure of FFB receipt and process of the certified and the non certified one has been properly implemented.	<p>Root Cause: RSPO stamp is not yet created.</p> <p>Corrective Action: Creating RSPO and non-RSPO stamp.</p> <p>Preventive Action: Introducing the RSPO standard to the POM</p>	Closed	June 25th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
		weighbridge ticket. However, according to the result of field visit and the interview with the <i>Weighth Bridge</i> Operator, there is no separation conducted by the company (RSPO stamp) to ensure the dispatch of the certified CPO/PK.					<p>employees and using the stamp to differentiate the RSPO-certified FFB and the Non-certified FFB.</p> <p>Observation on June 23rd 2015 The management unit has revised the procedure. It becomes number RSPO/66/SCCS/15-SNP dated April 26th 2015. According to point 7.1.1, the separation of the weighbridge ticket for the RSPO certified FFB and the non-certified one is conducted. (the management unit must ensure the document separation consistently).</p> <p>Observation on June 25th 2015 The management unit is keep using the stamp as the evidence for the FFB receipt and the CPO and PK dispatch. For example, the FFB delivery paper and the weighbridge ticket of Awatan Estate dated June 25th 2015 for 2,070 Kg. Furthermore, there is also an example of the PK dispatch weighbridge ticket for 6,916 Kg. Hence, the NC is now closed.</p>		
2015.19	SCCS Modul E Versi 2014	<p>Records Maintenance</p> <p>a. The management unit is not able to show the record of</p>	Major	POM	May 9th 2015	a. The management unit must be able to show the record of	<p>Root Cause: The recording procedure is not consistently implemented.</p>	Closed	June 26th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
	Clausul E.5.1	<p>certified CPO and PK dispatch in a quarter-based report along with the information of the buyers as well as the CPO and PK specification (RSPO certificate).</p> <p>b. The management unit is not able to show the dispatched and CPO and PK volume as well as the adjusted ingredient accounting system based on the conversion ratio required by RSPO. For example, the dispatch on April 7th 2015, there was 145.67 ton of the dispatched CPO and 14.129 ton of the dispatched PK.</p> <p>c. The management unit is not able to show the evidence of the certified CPO and PK positive stock on April 7th 2015.</p>				<p>certified CPO and PK dispatch in a quarter-based report along with the information of the buyers as well as the CPO and PK specification (RSPO certificate)</p> <p>b. The management unit must be able to show the dispatched and CPO and PK volume as well as the adjusted ingredient accounting system based on the conversion ratio required by RSPO. For example, the dispatch on April 7th 2015, there was 145.67 ton of the dispatched CPO and 14.129 ton of the dispatched PK.</p>	<p>Corrective Action: Filling the blank sheet of the recording and has the buyer information re-reviewed by referring the maintained DO document.</p> <p>Preventive Action: Maintain the recording and document storing consistency.</p> <p>Observation on June 26th 2015 The management unit shows the document of FFB Allocation (Tonnage) of Lembiru Mill during period of July 2014 to May 2015. For example, the evidence of summary stock on April 2015 of LBE for FFB: 3,544.700 ton; CPO: 780.543 ton dan PK: 156,676 ton, AWE for FFB: 2,873.290 ton; CPO: 632.698 and PK:126.999 ton.</p>		

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
						c. The management unit must be able to show the evidence of the certified CPO and PK positive stock on April 7th 2015.			
2015.20	RSPO Certification System 4.2.4.c (Minor).	<p>Implementation of Time Bound Plan</p> <p>The revision of the top management-justified <i>Time Bound Plan</i> for Minamas SimeDarby group is not yet shown. For example, the Time Bound Plan of PT. BAL and Karya Palma Estate.</p>	Minor	-	ASA-2	The revision of the top management-justified <i>Time Bound Plan</i> for Minamas SimeDarby group must be shown	<p>Root Cause: Time Bond Plan is the mandatory of the HQ management.</p> <p>Corrective Action: Coordination with the Head of PSQM Jakarta</p> <p>Preventive Action: Sharing the information of the updated data.</p> <p>Observation on June 22nd 2015 Minamas SimeDarby has revised the Time Bound Plan (TBP). It has been signed by the Head of PSQM on June 11th 2015. The TBP of PT. BAL was revised to 2018. It waits the decree of the West Kalimantan Province Spatial Plan.</p> <p>Observation on June 26th 2015</p>	Closed	June 26th 2015

No.	Ref Std	Nonconformity	Grade	Location	Time Limit	Corrective Action	Observation and Date	Status	Closed Date
							The Minamas SimeDarby has revised the Time Bound Plan (TBP). It was signed by the Head of PSQM on June 26th 2015. The TBP of PT. BAL was revised to 2018. It waits the decree of the West Kalimantan Province Spatial Plan. Meanwhile, the TBP for Karya Palma Estate is planned on 2016.		

3.5.4 Opportunity for Improvement at ASA-1

No	Ref Std	Descriptions
1	Major 1.2.1	The company needs to ensure that the publicly-accessed documents have adjusted with RSPO requirements.
2	Minor 4.7.5	The company needs to ensure the first aid kit completeness referring the company doctor recommendation.
3	Major 5.2.2	The company needs to ensure the record of HCV management and monitoring have been adjusted with the management plan.

3.5.5 Noteworthy Positive Components at ASA-1

No	Ref Std	Descriptions
1		The company has achieved RSPO certificate on 2014
2		The company has established scheme smallholder to increase the nearby community welfare
3		The company has commitment to implement the sustainable estate management principles

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

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Ketapang District Manpower Agency</p> <p>The Head of Manpower Supervising Division</p> <p>Positive Issues</p> <p>a) The structure of OHS Guiding Committee has been legalized and the company has reported the OHS Guiding Committee program for each quarter.</p> <p>b) There is no issue of industrial relation reported to the associated agency such as the worker discrimination, child worker, sexual harassment.</p> <p>c) The company gives the workers freedom to unite or join the labour union. It is proven by the existence of labour union in each unit.</p> <p>d) The company has attempted to comply the manpower regulation. For example, the minimum wage standard, overtime payment calculation, membership of labour social assurance, religious feast allowance.</p> <p>Negative Issues</p> <p>e) The company needs to ensure that the contractors cooperate with them have complied the requirements for OHS and manpower such as the ownership of Operator license and the heavy equipment permit as well as labour social assurance (Jamsostek).</p> <p>f) The company needs to ensure that the Operators working on POM like boiler Operator, sterilizer Operator and engine</p>	<p>The aspects of OHS and proper PPE are included on the agreement clause with the contractor.</p> <p>Boiler Operator of POM who have had Operator license are Fatriansyah, Hermanto, Alfian, M Alamsyah</p> <p>The company has had the license for the generator and the compressor. It shall be attached.</p>	<p>The company has had OHS Guiding Committee structure and has it reported consistently to the associated agency based on the auditor team verification.</p> <p>According to the result of interview with the labour union, there is no industrial relation issue.</p> <p>According to the result of document verification and interview with the employees, the company has implemented minimum wage standard and has registered all employees on the labour social assurance (Jamsostek).</p> <p>According to the result of document verification of the contract of service with the contractor, there has been clauses which shows the contract of service agreement. Furthermore, according to the result of interview with the contractor (excavator Operator), they have had Operator license.</p> <p>According to the result of document verification and interview with the boiler Operator, the Operator has had Operator license.</p> <p>According to the result of document verification, the generator and compressor at POM have had license paper.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>room Operator have Operator license/OHS license.</p> <p>g) The Generator and Compressor at POM do not have license.</p>		
<p>Ketapang District Forestry Agency (The Head of Forest Area Mapping Division)</p> <ul style="list-style-type: none"> • There is no forest area overlap report. • The area used by the management unit for the company operationals are considered as Specific Purpose Area Use (APL) • There is no customary forest nearby management unit area. • The management unit does not send the report to the Ketapang District Forest Agency. 	<p>The area used by PT SNP is the Specific Purpose Area Use (APL) for the plantation, including the palm oil plantation.</p> <p>There is no specific format for the reporting to the Forestry Agency which in this case, the company must send the report to the Plantation Agency and Environment Agency routinely.</p>	<p>The area status of PT SNP is supported by the result of document review.</p>
<p>Ketapang District National Land Agency The Head of National Land Agency Positive Issues</p> <ul style="list-style-type: none"> • PT. SNP has had Land Use Title number 4 year 2000. However, there are area extension in which the Land Use Title (HGU) is being processed. The cadastral measurement has been conducted on 2014. The document of cadastral measurement result is available on PT SNP. • There is no land dispute issue reported by the locals to the National Land Agency in last a year. • The MoU for solving the land overlap between PT SNP and PT HPMA (bauxite mining company) is not 	<p>The second cadastral of PT SNP was conducted on 2012 for ± 4.000 ha.</p> <p>The MoU shall be discussed by the Ketapang District Regional Economy Development Agency by</p>	<p>According to the result of verification, PT SNP has had Land Use Title (HGU).</p> <p>According to the result of interview with the locals and the result of document verification, there is no land dispute now.</p> <p>According to the result of field observation, there is no bauxite mining operational of PT. HPMA.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>recommended by the Mining Agency yet.</p> <ul style="list-style-type: none"> All the information requests whether orally or in writing are responded by PT. SNP. PT. SNP has reported the land use each semester on 2014. The National Land Agency supports the ISPO and RSPO certification. However, it suggest PT SNP to finish the recommendation letter of Committee B from the Regent. Therefore, the Land Use Certificate can be issued as soon as possible. <p>Advise</p> <ul style="list-style-type: none"> The missing and the damaged Land Use Title (HGU) poles are expected to be immediately fixed by the company by referring the specification and coordinate of National Land Agency attached on the map of Land Use Title (HGU) certificate. The process of Land Use Title (HGU) extension hits its bottomline due to the unissued recommendation from the Regent in term of the recommendation letter of Committee B. PT. SNP is encouraged to solve the process, the process of Land Use Title (HGU) certificate from the Committee B only need a month processing stage.. 	<p>involving the local SKPD.</p> <p>The recommendation letter shall be composed immediately to Ketapang Regent to accelerate the certification process.</p> <p>The monitoring team for each unit have been formed. The job of the monitoring team is to inventorize the monthly National Land Agency poles including the replacement of the missing or damaged poles.</p> <p>The recommendation letter to the Regent shall be composed by the management unit.</p>	<p>According to the result of field observation, the condition of the Land Use Title (HGU) poles at PT SNP are well maintained and are well monitored.</p> <p>PT SNP has had Land Use Title Number 4 year 2000 now. Meanwhile, the Land Use Title for the extended area is now being processed.</p>
<p>Ketapang District Environment Agency The Head of Environment Agency Positive Issues</p>		

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>There is no complaint reported by the locals in term of the contamination issue and other negative issues in aspect of environment management.</p> <p>The company has complied the report delivery. The report of environmental management and monitoring plan in 1st and 2nd semester of 2014 has been reported to the Ketapang District Environment Agency.</p> <p>The company has complied the permits processing. The permits like hazardous waste storage has been achieved by PT. SNP. The hazardous waste storage (on mill) has been built and has been operated. The land application permit is being processed on the agency. However, the permit of effluent analysis for land application is available and is running in last a year.</p>	<p>The management unit attempt to conduct anything by referring the guideline and procedure provided by the regional Environment Ministry.</p> <p>The report of environmental management and monitoring plan per semester has been given.</p> <p>The open public for the land application has been held on April 16th 2015 by involving the Head of Sub-District Forum, the associated agency and the locals to complete the requirements for LA permit by the Ketapang Regent.</p>	<p>The company has reported the report of environmental management and monitoring plan in each semester consistently to Ketapang District Environment Agency based on the result of document verification. However, the report of environmental management and monitoring plan implementation based on the environment management document on 2014 is not yet reported.</p> <p>The company was not conducting expose over the land application during the audit program process.</p>
<p>Ketapang District Plantation Agency The Head of Plantation Agency Positive Issues</p> <ul style="list-style-type: none"> • Good relating with the Plantation Agency in aspects of communication, consultation and reporting. • The company has conducted estate class assessment on 2014. The company is categorized as class 2. The company has developed scheme smallholder. • The reporting of plantation business progress has been conducted perfectly and punctually. It is reported in each quarter. There is no issue on its reporting. 	<p>The routine reporting in each quarter for the plantation business progress and for the scheme smallholder progress for 1.969 Ha (loan agreement)</p> <p>The reporting of plantation business progress is conducted routinely (each quarter) to Plantation Agency.</p>	<p>The company has implemented transparency principle referring the result of verification of the auditor team for the principle 1.</p> <p>The company also has complied the regulation in term of the estate class assessment.</p> <p>Furthermore, the company also has reported the plantation business progress report routinely (each quarter).</p> <p>According to the result of document verification on the list of</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Negative Issues</p> <ul style="list-style-type: none"> There is a social issue when the mining business has been closed down. Many of the locals are not working and wants to work at the estate while the company is not able to accomodate all the locals. 	<p>The company has approached the community due to the unemployment issue in term of the work ethic related to the land hectarage of PT SNP.</p>	<p>employees, the company has employed the locals for all operational levels. The job opportunity shall be informed to the village Apparatus.</p>
<p>Sukakarya Village, Marau Sub-District (Secretary of Sub-District, Community Figures, Spiritual Figures, and the Secretary of Sukakarya Village).</p> <p>Positive Issues</p> <ul style="list-style-type: none"> Good relation with the management unit. There is no crucial conflict with the management unit. All the issues are able to be solved. There is no land dispute with the locals. There is no environment contamination indication. The dirty river water is caused by the company. The proposal of the assistance requests are immediately responded by the company (\pm 2 days). There are assistance from the company. For example, the village road maintenance, well, sacrificial cattle for at least once each 2 years, transportation for the sick locals, electricity for the poultry, heavy equipments for cleaning the cemetery. The workforce absorption for the locals is \geq80% of the community of Sukakarya Village. There is an announcement of the contractual project or supplier for the local contractors. 	<p>Good relation with the locals is well maintained due to the local workforce absorption.</p> <p>The contamination has been minimized.</p> <p>The donation for the sacrificial cattle is conducted annually to Great Mosque of Jami' Al-Azhar, Marau Sub-District. It is witnessed by the local Head of sub-district forum.</p> <p>There is a human resource potential of the locals as the daily labour or the contractual workers.</p>	<p>The company has solved all the land dispute by referring the applied procedure and regulation.</p> <p>The company has realized CSR on aspect of infrastructue and other aspects. It is supported by the result of consultation with the locals.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> • The government (sub-district and village) and the cooperative unit has the telephone number and recognize the appointed Officer (Sutarjo) for communicating and consulting to the locals perfectly. • The land and crops compensation is conducted perfectly. Therefore, there is no further conflict due to the unfair action (based on the bylaw 2006). • The contractors are dominated by the locals for the security aspect. • The information of the job opportunity shall be informed by the Chief of Village. • PT SNP always prioritize the locals on the recruitment for the workers. • PT SNP always support the funding for the customary events at village. For example, Gawai Adat (Ketapang District Customary Forum) and Bongkar Pesalin <p>Negative Issues</p> <ul style="list-style-type: none"> • The company is never coming to the Regional Development Forum in Marau Sub-District even if when they have been invited. • There is no HCV socialization • The locals are still hunting the animals within the Land Use Title (HGU) area due to the customs. The hunted animals are hogs, deer, birds and rats. <p>Expectation</p>	<p>The company use the local potential.</p> <p>The search for the workers is prioritized on the local area first.</p> <p>One of the form of donation for the community development from the company.</p> <p>The invitation is not received by the company. It has been confirmed for its delivery from whom. The letter or invitation shall be informed by the Departement of PSD which is appointed by the company to represent them.</p> <p>The company committs to improve the relation.</p>	<p>The company has consulted and communicated with the locals by referring the applied procedure.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> The relating with the company should be improved. 		
<p>Sukakarya Village, Marau Sub-District (the Head of SPS Cooperative Unit, the Head of GPIB Smallholders Group, the Head of KSUM Cooperative Unit).</p> <p>Positive Issues</p> <ul style="list-style-type: none"> Good communication with the company. The locals knows the appointed Officer for communication and consultation (Mr Sutarjo) PT SNP get the Land Use Title (HGU) for 1,100 of the nucleus estate off the scheme smallholder. The smallholders are consisted of 2 villages (Sukakarya and Karya Baru Village). PT SNP provide the seed donation for the independent smallholders. PT SNP assist the land leveling in front of the cooperative unit office yard. PT SNP manages the scheme smallholders for the whole one cycle fo Sejahtera Palma Sejati (SPS) Cooperative Unit. The smallholder are aware of the composed contract. The smallholders conduct the loan agreement 48 months after the ongoing scheme smallholder program (the loan period is 180 months). The smallholders get the information of the applied FFB 	<p>There is no serious obstacles between the company and the community nor the associated agency at village nor sub-district.</p> <p>for the scheme smallholder which its member consisted of 2 villages (Sukakarya Village and Karya Baru Village). Furthermore, according to the interview with the management, the Riam Batu Gading Village shall be incorporated for the new area extension.</p> <p>It complies the agreement paper composed collectively on October 15th 2014. It has been discussed previously with the associated agencies</p>	<p>The company has consulted and communicated the locals based on the owned procedure.</p> <p>The company has realized the scheme smallholders in Sukakarya and Karya Baru Village based on the result of document verification.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>price from the West Kalimantan Province Plantation Agency and from the cooperative unit.</p> <ul style="list-style-type: none"> PT SNP socialize the palm oil production to the smallholders (fertilizer application, plant disease, quality of FFB). The FFB sent by the smallholders was refused by PT SNP due to the machine failure. However, it has been fixed so the smallholders can sell the FFB at any cost. <p>Negative Issues</p> <ul style="list-style-type: none"> Several of the smallholders think that the scheme smallholders brought nothing but improper output. The smallholders group is not involved on the FFB pricing in West Kalimantan Province Plantation Agency yet. <p>Expectations</p> <ul style="list-style-type: none"> The appointed Officer is expected to conduct monitoring so the smallholders know the information of the amount of generated tonnage. PT SNP is expected to repair the road. Especially on the area of independent smallholder. The FFB purchase agreement is expected to be improved with other field business. 	<p>such as the Head of Sub-District Forum, Plantation Agency, Cooperative Unit Agency and the Law Division of Ketapang District Government.</p> <p>There is no socialization in term of the issue but after the mill operational and the corrective action for the FFB trade agreement.</p> <p>The scheme smallholders system is not known by most of the smallholders. However, the community of Karya Baru Village have aware of the monthly fluctuation.</p> <p>The Field Supervising team has been formed. The team shall coordinate with the leader of each estate.</p> <p>The road repairment shall be conducted and shall be integrated to other company CSR program.</p>	<p>The company is not socializing the scheme smallholder system to its member. It shall be verified by the auditor team on the next assessment.</p> <p>According to the result of interview, the company has had special Officer to monitor the produced tonnage.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Karya Baru Village (The Chief of Village).</p> <p>Positive Issues</p> <ul style="list-style-type: none"> • Good relation with the management unit. There is no crucial issue. All issues are solved. • There is no land conflict between the locals and the company. • There is no indication of environment contamination. The dirty river water is caused by the company. • Proposal or the assistance request letters are immediately responded by the company. • There are assistance from the company. For example, the village road maintenance, well, transportation for the sick locals. • There are announcements for the contractual or supplier project for the local contractor. • The government (sub-district and village) has the telephone number and recognize the appointed Officer (Sutarjo) for communicating and consulting to the locals perfectly. • PT SNP always assist the funding of the customary events. For example, the Bepalas Custom event. <p>Negative Issue</p> <ul style="list-style-type: none"> • There is no HCV and conservation area socialization. <p>Expectation</p>	<p>The condition shall be maintained to reach the collective target for doing business and socialization with the locals.</p> <p>The proposals that have to do with the public facilities and the religious feasts are immediately responded by the company and are witnessed by the local government.</p> <p>There is a mutual relation on aspect of the project. The company involves the local contractor.</p> <p>The socialization is conducted to the locals in personal and the socialization is conducted by using signboard in all conservation area.</p>	<p>The company has implemented transparency principle referring the principle 1.</p> <p>The company has socialized the HCV. However, its effectiveness need to be evaluated.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> The relation is expected to be improved. 		
<p><u>Local Contractor (FFB Contractor)</u></p> <p>Positive Issues</p> <ul style="list-style-type: none"> The company pays the contractor on time. The contractor implements the wage above the governor-applied minimum wage standard on 2014. The workers age are ≥ 20 years old. The mandatory of the company to use PPE like helmet, boots and gloves. There is a safety briefing. Only transport FFB from Lembiru Estate. There is a safety briefing from the company. The contractor drivers have the applied driving license (but the license is not brought). <p>Negative Issues</p> <ul style="list-style-type: none"> The contract of service agreement is not clearly understood due to the period for analysing it is far from enough. The contractor holds the copy of contract of service. However, it cannot be read. They heard RSPO but they never understand it. There is no RSPO socialization. The workers have been insured. The FFB paper and the weighbridge ticket have been 	<p>PT SNP is never late for paying the payment. The aspects of OHS and PPE are also included on the contract of service for they must comply it.</p> <p>The content of the contract of service is usually red by and signed by per page. It shows that both parties have aware of it and it is legally legitimate.</p> <p>The RSPO is not understood by most of the community now. However, the company has attempted to create signboard or the posters that have to do with RSPO.</p>	<p>According to the document verification, the company has paid the contractor on time. Furthermore, the company need to ensure the aspects of OHS and environment for the contractor should have it implemented.</p> <p>The company hs had obvious contract of service in term of the rights and obligation of both parties.</p> <p>According to the result of field observation, the company has socialized the RSPO. For example HCV and OHS.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>stamped but they forgot the type of the stamp.</p> <ul style="list-style-type: none"> There is no other trainings but safety briefing <p>Expectation The business relation keep going.</p>		
<p>Heavy Equipments Contractor (Excavator)</p> <p>Positive Issues</p> <ul style="list-style-type: none"> The contractor has read the contract of service and has aware of it. The contractor hold the copy of contract agreement. The company pays the contractor on time. The contractor implements the minimum wage standard on 2014. The workers age are ≥ 20 years old. There is a mandatory to use PPE like helmet, boots and gloves. There is a safety briefing. The payment is conducted on time. There is a safety briefing from the company. The driver of the contractor must have the valid B1 driving license (it is not brought by the driver). <p>Negative Issues</p> <ul style="list-style-type: none"> The RSPO is not well known. There is no socialization in term of RSPO Ther workers are insured. There is no other training but safety briefing 	<p>The heavy equipment contractors are usually operated by the high quality individuals or the high quality groups. Therefore, their awareness of the contract of service is undoubted.</p> <p>The heavy equipments contractors aware of the regulation more.</p> <p>The protection is only for the environment aspect like the endanger species or the must-preserved area (Conservation).</p>	<p>The company has had well understood contract of service. It contains the rights and obligations of both parties.</p> <p>According to the result of field observation, the company has socialized several things in term of RSPO such as HCV and OHS.</p>







Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Expectation:</p> <ul style="list-style-type: none"> The cooperative agreement shall keep running 	<p>The cooperative action should be improved.</p>	
<p><u>Awatan Estate Gender Committee</u></p> <ul style="list-style-type: none"> The Head of Gender Committee <i>per pro</i> Susi Susanti, Traction clerk of Awatan Estate (the structure of organization is not composed yet due to the structural changes). The election of the Head of Gender Committee by the Manager and the Head of Awatan Estate Division. The socialization programs conducted by the gender committee are the women's rights like the menstruation day off, childbirth day off, sexual harassment over women, underage issue (Official Record is not yet composed). The socialization of the procedure of sexual harassment complaint delivery over women. There is no reporting of sexual harassment during period of 2014 - April 2015 	<p>The structure of organization has been given to the auditor. The minutes of meeting on March 25th 2015 is attached.</p> <p>The company does not elect the Head of gender committee. The company only legalize the election so the appointment paper can be composed. The socialization has been conducted on April 9th 2015 for the employees of PT. SNP in Awatan estate. The evidence of the meeting of employees, gender committee (susi susanti) and the company (the company doctor) in term of the reproduction rights. The document has been given (rahmat ansyarif) on 8.00 P.M. at the club house to auditor (Entin Hendartin)</p>	<p>The company has guided the things that have to do with gender committee based on the result of document verification and interview.</p>
<p><u>The Head of Marau Sub-District Labour Union</u></p> <ul style="list-style-type: none"> The labour union was going to send the letter to the Manpower Agency. However, it was previously sent to the company and the company promised that the new collective labour agreement shall be composed. However, there is no realization till now. It has been informed to the staff of Manpower Agency (Mr Agus) orally. 	<p>The collective labour agreement compilation is the authority of HRM ROP. It has been scheduled. The meeting has been held on July 4th 2015.</p> <p>There are several policies the labour union does not need to know. However, the company shall inform it. It will be negotiated on the ongoing</p>	<p>The auditor has verified the document of the assembly between the labour union and the company in term of the new collective labour agreement compilation. However, there is no agreement between both parties.</p> <p>The company shall implement the principle of transparency based on the result of document verification.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> • The policies composed by the company are not informed to the employees. For example, the policy of premium elimination, employees disciplinary issue (subjectivity). • The labour union does not agree the memorandum number 061/HRM-13/II/2015 in term of the dispensation over the labour union programs. According to the statute number 21 year 2000 in term of the labour union clause 28, the employees are given freedom to conduct the labour union programs. The company refers the collective labour agreement of Minamas Plantation clause 9. Meanwhile, the labour union has never been involved on the collective labour agreement compilation. • The assistance of the company to the labour union were never considered as significant assistance (very pragmatic). For example, the labour union is not facilitated by the company in term of the invitation from the labour union. • The member of the labour union are 2,035 workers (including PT BAL). meanwhile, the member of PT SNP (like what has recorded on the Manpower Agency is Awatan Estate for 440 workers, Karya Palma Estate for 70 workers, Lembiru POM for 111 orang, Lembiru Estate for 549 workers). • The complaint of the workers: <ul style="list-style-type: none"> - The PPE is not replaced for the long time period (it should be differentiated as well). It is replaced once 	<p>collective labour agreement negotiation.</p> <p>It has been regulated on the memorandum by the authority. However, it needs to be discussed further. The labour union programs like the may day and the interest to the Manpower Agency are always assisted.</p> <p>The company has replaced the PPE routinely between 6th to 12 months. It has been included on the budget by each unit of each estate.</p> <p>The standard of living of the settlement has been</p>	<p>The company has facilitated all the programs of labour union including the dispensation to celebrate the may day.</p> <p>The company has provided PPE to all workers based on the regulations and statutes.</p> <p>The company has had program of facilities repairment gradually. It will be verified by the auditor on the next assessment.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>a semester or even once a year. The employees sometimes need to buy it by themselves.</p> <ul style="list-style-type: none"> - The employees settlement is like a slum. The married workers are sometimes joined with the single workers (7 people in a house on November). - The clean water facilities are less proper. When the water is not reaching the house, the employees must take it by themselves (for example, in Lembiru Estate, division bayu and batu menang). - The employees transportation facilities does not work as it should be (the employees must go home by their own due to that the same vehicle is used to transport the FFB). - The clinic does not have facilities to transport the sick employees and the family member. - The employees do not want to join on the same collective labour agreement due to the different condition despite they work on a group. Furthermore, there is no communication of the employees between the employees of companies. Therefore, the same collective labour agreement would be a bad idea. <p>Expectations</p> <ul style="list-style-type: none"> • The labour union is given chamber at the company. • The compilation of collective labour agreement is expected to be done. • The relation between the company and the labour union 	<p>included on the budget for period of 2015/2016 based on the Minamas Policy.</p> <p>The water installation for the minamas zone of marau shall be conducted by referring the standard of suitability of each division or estate.</p> <p>The Ambulance is included on the budget on 2015. It came on the last April. The company has had 2 buses for picking the employees and the students from estate to Marau which distance for ±15 KM</p> <p>The employees has received the compensation money for the merger on 2013.</p> <p>The chamber for the labour union shall be concerned.</p> <p>It will be socialized.</p>	

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>works well. For example, the deduction of the labour union dues for IDR 5,000 (USD 40 Cent) in the wage voucher.</p> <ul style="list-style-type: none"> • The implemented policy should be socialized to the labour union or the employees. • The composed policy should be considered for the good of the employees as well. 		
<p><u>Local Contractor of EFB Transport</u> Positive Issues</p> <ul style="list-style-type: none"> • The contractor has read the contract of service and has aware of it. • The contractor hold the copy of contract agreement. • The company pays the contractor on time. • The contractor implements the minimum wage standard on 2014. • The workers age are ≥ 20 years old. • There is a mandatory to use PPE like helmet, boots and gloves. • There is a safety briefing. • The payment is conducted on time. • There is a safety briefing from the company. • The driver of the contractor must have the valid B1 driving license (it is not brought by the driver). <p>Negative Issues</p> <ul style="list-style-type: none"> • The RSPO is not well known. 	<p>It has been conducted by incorporating clause like OHS and PPE.</p> <p>The socialization in term of RSPO to all the contractors shall be held.</p>	<p>The company has had the contract of service and has aware of the rights and obligations of both parties including the clause OHS.</p> <p>According to the result of field observation, the company has socialized several things that have to dow with RSPO such as HCV and OHS signboard.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> • There is no socialization in term of RSPO • Ther workers are insured. • The FFB letter and the weighbridge ticket are stamped. However, the type of the stamp is forgotten. • There is no other training but safety briefing <p>Expectation:</p> <ul style="list-style-type: none"> • The cooperative agreement shall keep running. 		

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> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>Company Name Management Representative (Head of PSQM)</p>  <p><u>Mohamad Pirabaharan</u> Tuesday, 28 July 2015</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Trismadi Nurbayuto</u> Tuesday, 28 July 2015</p> </td> </tr> </table>	<p>Company Name Management Representative (Head of PSQM)</p>  <p><u>Mohamad Pirabaharan</u> Tuesday, 28 July 2015</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>Trismadi Nurbayuto</u> Tuesday, 28 July 2015</p>
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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	Social, Worker and Transmigration Agencies, District of Ketapang	Jl. HOS Cokroaminoto No. 1 Ketapang	Telp. (0534) 33288 Fax. (0534) 32160	Interviews	06 April 2015	√	
2	Board of Environment, District Ketapang	Jl. HOS Cokroaminoto Ketapang - Kalimantan Barat	0534 - 3037605	Interviews	06 April 2015	√	
3	Plantation Agencies, District of Ketapang	Jl. MT Haryono No. 41 Ketapang	-	Interviews	06 April 2015	√	
4	Forestry Agencies, District of Ketapang	Jl. HOS Cokroaminoto Ketapang - Kalimantan Barat	-	Interviews	06 April 2015	√	
5	National Land Agencies	Jl. HOS Cokroaminoto Ketapang - Kalimantan Barat	-	Interviews	06 April 2015	√	
6	Village of Sukakarya, Sub District of Marau	Kecamatan Marau	-	Interviews	07 April 2015	√	
7	SPS Cooperation, Smallholders of GPIB, Head of KSUM	Kecamatan Marau	-	Interviews	07 April 2015	√	
8	Village of Karya Baru	Kecamatan Marau	-	Interviews	07 April 2015	√	
9	Local Contractor (FFB Transportation)	Kecamatan Marau	-	Interviews	08 April 2015	√	
10	Local Contractor (Heavy equipment)	Kecamatan Marau	-	Interviews	08 April 2015	√	
11	Awatan Estate Gender committee	Kecamatan Marau	-	Interviews	08 April 2015	√	
12	Union Labour Federation	Kecamatan Marau	-	Interviews	08 April 2015	√	
13	Local Contractor (EFB Transportation)	Kecamatan Marau	-	Interviews	08 April 2015	√	

Appendix 2. Assessment Program

DATE / TANGGAL		6 – 11 April 2015	
PLANNED TIME RENCANA WAKTU	ACTUAL DURATION DURASI AKTUAL	PROCESSES / CLAUSES TO BE AUDITED PROSES / HAL YANG DIAUDIT	AUDITOR
Monday/Senin, 6 April 2015			
06.50 – 08.05 09.00 – 12.00	06.50 – 08.05 09.00 – 12.00	JAKARTA → KETAPANG Ketapang District Government Stakeholders consultation to Related Government Institution	• TN / NK / AF / AW / EH • TN / NK / AF / AW / EH
12.00 – 13.00	-	BREAK	• TN / NK / AF / AW / EH
13.00 – 19.00	12.00 – 18.30	KETAPANG → SITE PT. SNP	• TN / NK / AF / AW / EH
Tuesday/Selasa, 7 April 2015			
08.00 - 10.00	08.00 - 10.00	Opening Meeting	• TN / NK / AF / AW / EH
10.00 – 12.00	10.00 – 12.00	Document Review and Review of Previous Visit Non-conformance (Stage-2 RSPO)	
12.00 – 14.00	12.00 – 14.00	BREAK	• TN / NK / AF / AW / EH
14.00 – 17.00	14.00 – 17.00	Field Observation LEMBIRU POM • WWTP (IPAL), Land Application (LA), Hazardous Waste Material (B3) management, Water Treatment Plant (WTP) • Supply Chain, K3 (OHS) Document Review and Review of Previous Visit Non-conformance (Stage-2 RSPO)	• AW • TN • NK / AF/EH
Wednesday/Rabu, 8 April 2015			
08.00 – 12.00	08.00 – 12.00	Field Observation LEMBIRU ESTATE • Manuring, Spraying, Harvesting, Integrated Pest Management (IPM), and Worker Welfare (payments, complaint mechanism) • Legal operational • High Conservation Value Area, Empty Fruit Bunch Application, Soil Erosion Monitoring Pole. • Worker facilities (housing, health clinic, clean water, etc) and Hazardous Waste Material (B3) management, Land Fire facilities, Storage, ect. • Stakeholders consultation to Nearest village and community leader (Karya Baru & Suka Karya Village)	• AF • TN • AW • NK • EH
12.00 – 14.00	12.00 – 14.00	BREAK	• TN / NK / AF / AW / EH
14.00 – 17.00	14.00 – 17.00	• Clarification of Public Consultation and Field Observation • Document Review and Review of Previous Visit Non-conformance (Stage-2 RSPO)	• TN / NK / AF / AW / EH
Thursday/Kamis, 9 April 2015			
08.00 – 12.00	08.00 – 12.00	Field Observation AWATAN ESTATE • Manuring, Spraying, Harvesting, Integrated Pest Management (IPM), and Worker Welfare (payments, complaint mechanism) • Legal operational • High Conservation Value Area, Empty Fruit Bunch Application, Soil Erosion Monitoring Pole. • Worker facilities (housing, health clinic, clean water, etc)	• AF • TN • AW

DATE / TANGGAL		6 – 11 April 2015	
PLANNED TIME RENCANA WAKTU	ACTUAL DURATION DURASIAKTUAL	PROCESSES / CLAUSES TO BE AUDITED PROSES / HAL YANG DIAUDIT	AUDITOR
		and Hazardous Waste Material (B3) management, Land Fire facilities, Storage, ect. <ul style="list-style-type: none"> • Stakeholders consultation to Labour Union, Committee Gender, EFB/CPO transporter, Local Contractor 	<ul style="list-style-type: none"> • NK • EH
12.00 – 14.00	12.00 – 14.00	BREAK	• TN / NK / AF / AW / EH
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Clarification of Public Consultation and Field Observation • Document Review and Review of Previous Visit Non-conformance (Stage-2 RSPO) 	• TN / NK / AF / AW / EH
Friday/Jumat, 10 April 2015			
08.00 – 10.00	09.00 – 10.00	Closing Meeting	• TN / NK / AF / AW / EH
11.00 – 14.00	11.00 – 14.00	BREAK	• TN / NK / AF / AW / EH
14.00 – 19.00	14.00 – 20.00	SITE → KETAPANG	• TN / NK / AF / AW / EH
Saturday/Sabtu, 11 April 2015			
09.05 – 10.20	09.15 – 10.30	KETAPANG → JAKARTA	• TN / NK / AF / AW / EH