

***Roundtable on Sustainable Palm Oil Certification
RSPO***

[] Stage-1 [] Stage-2 [✓] Surveillance [] Re-Certification

Name of Management Organisation : SARANA TITIAN PERMATA POM – PT SARANA TITIAN PERMATA subsidiary of WILMAR INTERNATIONAL LTD

Plantation Name : PT SARANA TITIAN PERMATA - STP 1 Estate, STP 2 Estate and STP 3 Estate

Location : Village of Tanjung Rengas, Sub District of Seruyan Hilir, District of Seruyan, Province of Kalimantan Tengah, Indonesia

Certificate Code : **MUTU-RSPO/022**

Date of Certificate Issue : 30 November 2012 Date of License Issue : 30 November 2015

Date of Certificate Expiry : 29 November 2017 Date of License Expiry : 29 November 2016

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ST-2	7 May 2012 – 11 May 2012	Nanang Mualib (Lead Auditor), Heri Antoni, Muardi Marwas, Marsudi Eko Santoso	Taufik Margani	Tony Arifiarachman
ASA-1	19 – 24 August 2013	Yudwi Wisnu Rahmanto (Lead Auditor), Muardi Marwas, Deni A. Novendi, Steve Mualim, Sandra Purba	Octo H.P.N Nainggolan	Taufik Margani
ASA-2	06 – 10 October 2014	Trismadi Nurbayuto (Lead Auditor); Moh. Arif Yusni; Doni; Entin Hendartin	Octo H.P.N Nainggolan	Tony Arifiarachman
ASA-3	9 – 11 November 2015	Muardi Marwas (Lead Auditor Witnessed); Oktovianus Rusmin(Lead Auditor Witnessing); Abdul Rahman; Andi Pratama Pasaribu	Octo H.P.N Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-3	6 January 2016

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Figure 1. Location Map of PT Sarana Titian Permata

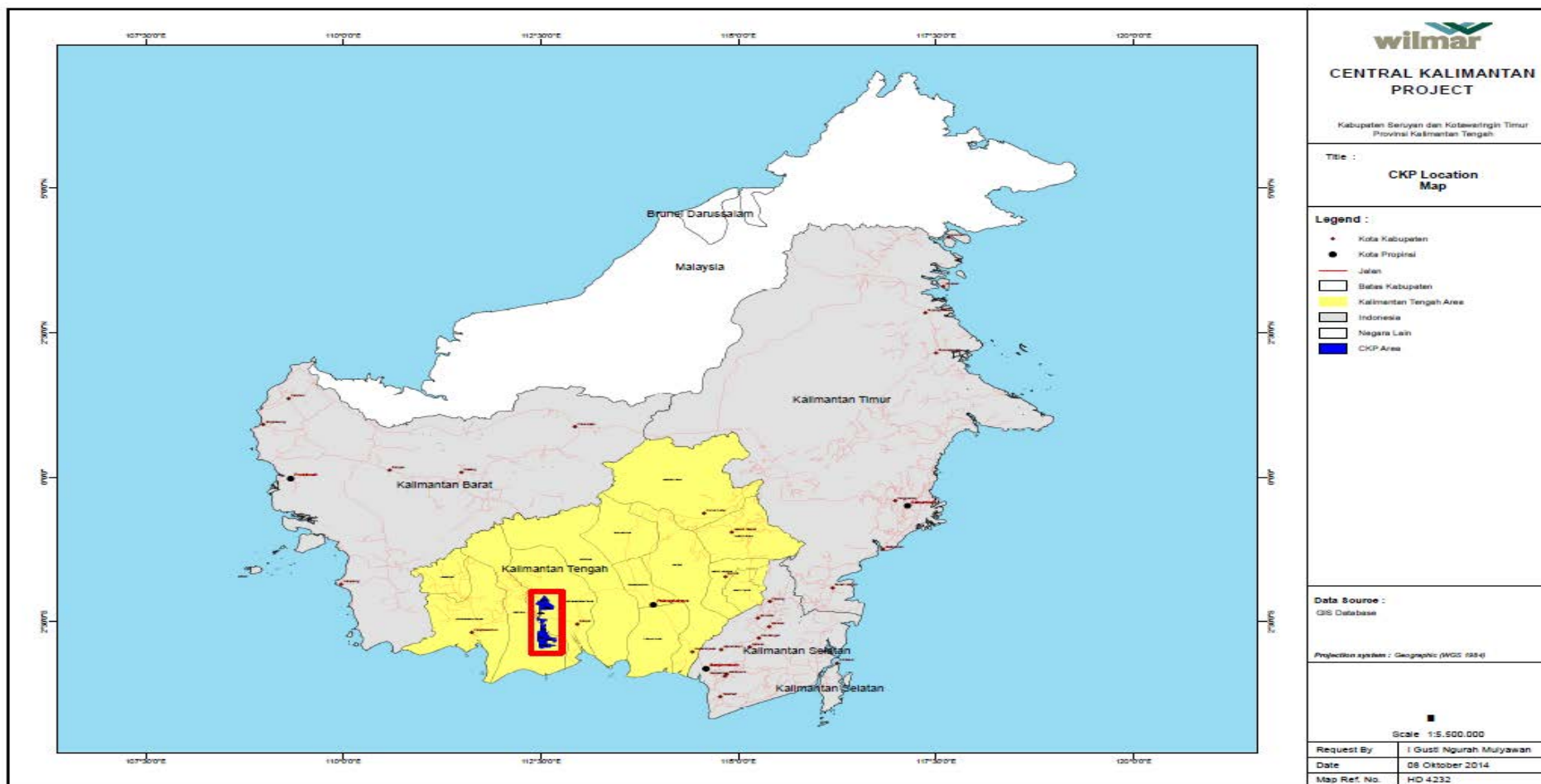
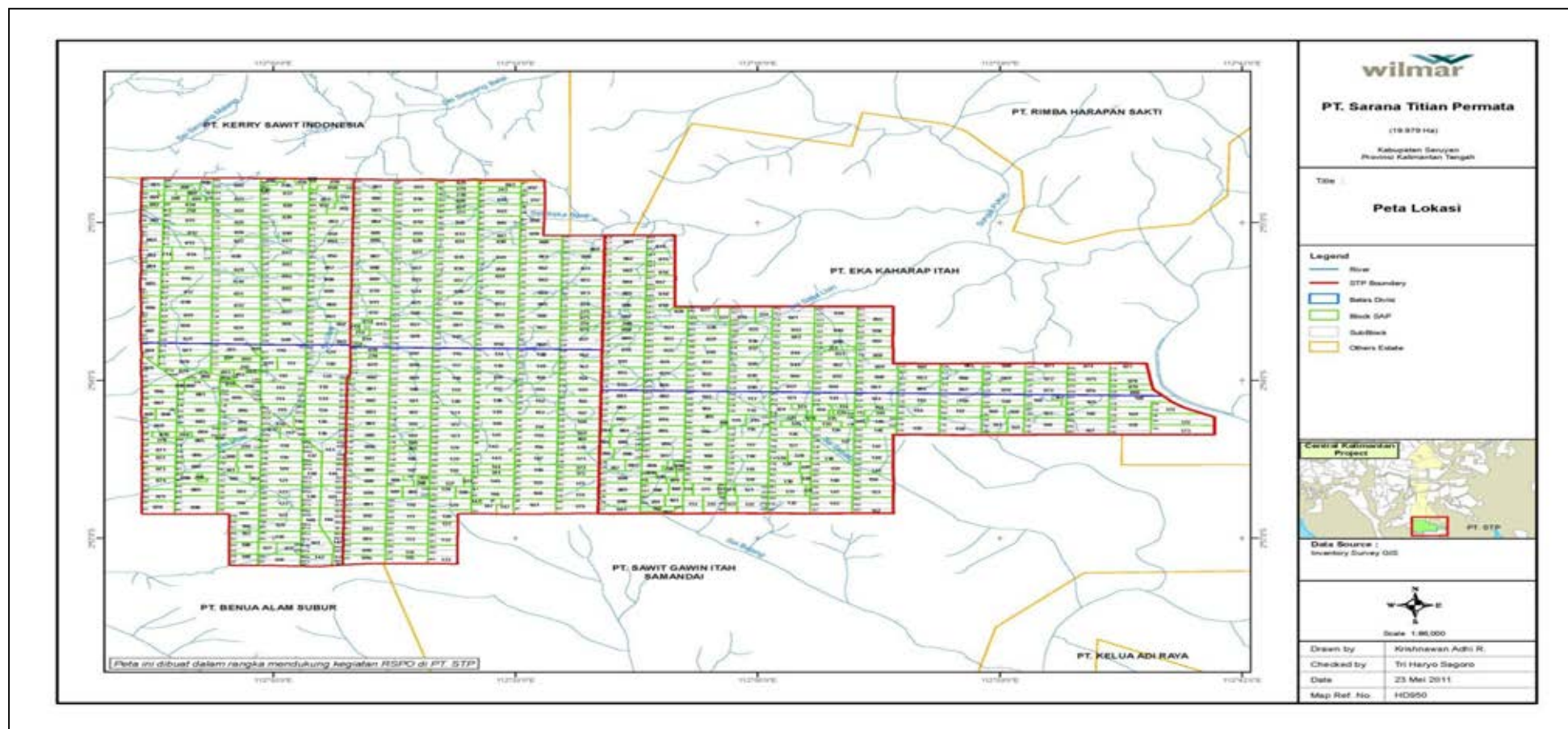


Figure 2. Operational Map of PT Sarana Titian Permata



Abbreviations Used

ASEAN	:	Association of South East Asian Nations
B3	:	Poisonous and Hazardous Material
BOD	:	Biological Oxygen Demand
BPJS	:	Social Insurance Agency
CPO	:	Crude Palm Oil
EMU	:	Ecological Management Unit
FFB	:	Fresh Fruit Bunches
GRK	:	Greenhouse gasses
GRTT	:	Land Compensation
H1	:	Menstruated
H2	:	Pregnant
HGU	:	Land Use Title
HIRARC	:	Hazard Identification Risk Assessment and Risk Control
IK	:	Work Instruction
IUP	:	Plantation Business License
ISPO	:	Indonesian Sustainable Palm Oil/ ISPO
JAMSOSTEK	:	Worker Social Insurance
KAN	:	National Accreditation Committee
LB3	:	Poisonous and Hazardous Waste
LC	:	Land Clearing
MN	:	Main Nursery
HCV	:	High Conservation Value
OER	:	Oil Extraction Rate
OHS	:	Occupational Safety and Health
P2K3	:	Occupational Health and Safety Committee
IPM	:	Integrated Pest Management
PK	:	Palm Kernel
PKB	:	Work Agreement
PPE	:	Personal Protective Equipment
POM	:	Palm Oil Mill
RKL	:	Environment Management Plan
RPL	:	Environment Monitoring Plan
RSPO	:	Rountable on Sustainable Palm Oil
SEIA	:	Social Environmental Impact Assessment
SOP	:	Standard Operating System
STP	:	Sarana Titian Permata
STP 1 Estate	:	Sarana Titian Permata 1 Estate
STP 2 Estate	:	Sarana Titian Permata 2 Estate
STP 3 Estate	:	Sarana Titian Permata 3 Estate
UMSK	:	Minimum Salary District Sector
WWTP	:	Waste Water Treatment Plant

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used		<ul style="list-style-type: none"> • RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil – April 25th, 2013. • 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)
1.2	Organisation Information		
1.2.1	Organization name listed in the certificate	PT.SARANA TITIAN PERMATA subsidiary of WILMAR INTERNATIONAL LIMITED	
1.2.2	Contact person	Simon Siburat	
1.2.3	Organisation address and site address	<p>Kantor Pusat: 56 Neil Road Singapore Singapore 088 030</p> <p>Multivison Tower Lt. 15 Jl. Kuningan Mulia Blok B9, Kuningan, Jakarta 12980 – Indonesia</p> <p>Site : Desa Tanjung Rengas, Kecamatan Seruyan Hilir Kabupaten Seruyan Provinsi Kalimantan Tengah</p>	
1.2.4	Telephone	(62-21) 461 6555	
1.2.5	Fax	(62-21) 461 6687	
1.2.6	E-mail	simonsiburat@wilmar.com	
1.2.7	Web page address	www.wilmar.co.id	
1.2.8	Management Representative who completed the application for certification	Simon Siburat	
1.2.9	Registered as RSPO member	Registered No: 2-0017-05-000-00 Registered member: 16 Augustus 2005	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	STP POM, with FFB Suplly from 3 Estate (STP 1 Estate, STP 2 Estate and STP 3 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
	Sarana Titian Permata POM	Desa Tanjung Rengas, Kecamatan Seruyan Hilir, Kabupaten Seruyan, Provinsi Kalimantan Tengah	2° 53' 40.48" S 112° 32' 37.465" E
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude

	STP1 Estate	Seruyan Hilir Sub District, Seruyan District, Central Kalimantan Province	2° 52' 3.649" S	112° 30' 54.415" E	
	STP2 Estate	Seruyan Hilir Sub District, Seruyan District, Central Kalimantan Province	2° 53' 1.347" S	112° 32' 55.525" E	
	STP3 Estate	Seruyan Hilir Sub District, Seruyan District, Central Kalimantan Province	2° 54' 28.890" S	112° 36' 49.580" E	
1.5	Description of Area Statement				
1.5.1	Tenure				
	• State		19,979.00	Ha	
	• Community		-	Ha	
1.5.2	Area Statement				
	Description	STP 1 Estate (Ha)	STP 2 Estate (Ha)	STP 3 Estate (Ha)	TOTAL (Ha)
	Total area	6,088.97	6,984.83	6,905.20	19,979.00
	Mature area	5,292.79	6,214.52	5,268.21	16,775.52
	Immature area	18.30	101.04	-	119.34
	Nursery	2.41	-	-	2.41
	Occupation	86.65	97.91	11.28	195.84
	Not planted	199.00	262.96	235.18	697.14
	Mill	-	15.81	-	15.81
	Roads, Drainage, Housing, Others	264.50	278.92	215.48	758.90
	HCV	225.32	13.67	1,175.05	1,414.04
1.6	Planting Year and Cycles				
1.6.1	Age profile of planting year				
	Planting Year	Hectares (Ha)			
		STP 1 Estate (Ha)	STP 2 Estate (Ha)	STP 3 Estate (Ha)	TOTAL (Ha)
	2006	1,720.37	873.24	-	2,593.61
	2007	1,856.88	2,195.37	2,166.71	6,218.96
	2008	1,368.16	2,772.02	2,425.16	6,565.34
	2009	272.89	330.30	652.58	1,255.77
	2010	74.49	43.59	23.76	141.84
	2013	18.30	72.95	-	91.25
	2014	-	28.09	-	28.09
	TOTAL	5,311.09	6,315.56	5,268.21	16,894.86
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	FFB Processed	CPO	Palm Kernel

		(tonnes/ hour)	(tonnes/year)	Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	STP POM	45	195,225.67	43,580,964	22.32	7,662.68	3.86
	*Source: FFB Processing from November 2014 – Oktober 2015						
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)	%
	STP 1 Estate	6,088.97	5,311.09	94,210	17.74	55,089	58.47
	STP 2 Estate	6,984.83	6,315.56	117,851	18.66	90,911	77.14
	STP 3 Estate	6,905.20	5,268.21	115,589	21.94	48,724	42.15
	TOTAL	19,979.00	16,894.86	327,651	19.39	194,725	59.43
	*Source: FFB Production from November 2014 – Oktober 2015						
1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill			
				FFB (tonnes/year)			
	-	-	-	-			
	TOTAL						
	*The mill does not receive FFB from other non certified source during November 2014 – October 2015, but the company plans to received FFB from non certified unit under Wilmar Group which is PT Karunia Kencana Permai Sejati.						
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 30 November 2014 to 29 November 2015 (tonnes/year)		Actual certified product 30 November 2014 to Oktober 2015 (tonnes/year)	
	• FFB Production			317,236.44		327,651.62	
	• CPO Production			43,123.05		43,580.96	
	• Palm Kernel (PK) Production			7,016.39		7,662.68	
1.8.2	Estimate of Certified FFB Claim						
	Name of Estate(s)	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	STP 1 Estate	6,088.97	5,311.09	103,632	19.51		
	STP 2 Estate	6,984.83	6,315.56	129,636	20.53		
	STP 3 Estate	6,905.20	5,268.21	127,149	24.14		
	TOTAL	19,979.00	16,894.86	360,417	21.33		
	*Projected FFB production November 2015 – November 2016 (assumption only planting year 2014 immature)						
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 (%)
	STP POM	45	360,417	82,896	23.00	14,417	4.00
	*Projected CSPO and CSPK production November 2015 – November 2016 (PT STP planned to receive FFB from Non-certified supply base/other PT under Wilmar Group)						

1.9	Other Certifications				
	The company just implemented Roundtable on Sustainable Palm Oil (RSPO).				
Others					
1.10	Time Bound Plan				
1.10.1	Time Bound Plan for Other Management Units				
	No	Management Unit	Location	Time Bound Plan	Status
	1	Sapi (1 + 2)	Sandakan, Sabah, Malaysia	2008	Certified
	2	Sabahmas	Lahad Datu, Sabah, Malaysia	2008	Certified
	3	Reka Halus	Sandakan, Sabah, Malaysia	2008	Certified
	4	Saremas (1 + 2)	Miri Serawak, Malaysia	2008	Certified
	5	Kaminsky	Miri Serawak, Malaysia	2008	Certified
	6	Suai	Miri Serawak, Malaysia	2008	Certified
	7	Segarmas	Miri Serawak, Malaysia	2008	Certified
	8	Terusan (1 + 2)	Sandakan, Sabah, Malaysia	2009	Certified
	9	Kiabau	Sandakan, Sabah, Malaysia	2009	Certified
	10	Ribubonus	Sandakan, Sabah, Malaysia	2009	Certified
	11	PT Perkebunan Milano (SDE, BSE & MBE)	North Sumatera	2009	Certified
	12	PT Mustika Sembuluh	Central Kalimantan	2009	Certified
	13	PT Kencana Sawit Indonesia	West Sumatera	2010	Certified
	14	PT Kerry Sawit Indonesia	Central Kalimantan	2010	Certified
	15	PT Tania Selatan (BT & BB)	South Sumatera	2010	Certified
	16	Hibumas	Sandakan, Sabah	2010	Certified
	17	Sri Kamusan	Sandakan, Sabah	2010	Certified
	18	Sekar Imej	Sandakan, Sabah	2010	Certified
	19	Aktif Kukuh & Koerasi	Sandakan, Sabah	2010	Certified
	20	PT AMP Plantation	West Sumatera	2011	Certified
	21	PT Primatama Muliajaya	West Sumatera	2011	Certified
	22	PT ANI (Sambas)	West Kalimantan	2012	Certified
	23	PT Buluh Cawang Plantation	South Sumatera	2012	Audited
	24	PT Tania Selatan (Bambu Kuning)	South Sumatera	2012	Audited
	25	PT Bumi Sawit Kencana	Central Kalimantan	2012	Certified
	26	PT Sarana Titian Permata	Central Kalimantan	2012	Certified
	27	PT Gersindo Minang Plantation	West Sumatera	2012	Certified
	28	PT Permata Hijau Pasaman	West Sumatera	2012	Certified
29	PT Daya Labuhan Indah	North Sumatera	2013	Certified	

30	PT Milano (Cabang Dua Estate)	North Sumatera	2013	Certified
31	PT Agro Palindo Sakti	South Sumatera	2014	Final Audit
32	PT Citra Riau Sarana	Riau	2014	Not classified, shares are being divested
33	PT Mentaya Sawit Mas	Central Kalimantan	2014	Certified
34	PT Musi Banyuasin Indah	South Sumatera	2014	Final Audit
35	PT Agronusa Investama Pahauman	West Kalimantan	2014	Planning
36	PT Murini Sam Sam	Riau	2015	Final Audit
37	PT Sinarsiak Dianpermai	Riau	2015	Final Audit
38	PT Bumi Pratama Khatulistiwa	West Kalimantan	2015	Planning
39	BBPOP (Benso Plantation)	Ghana	2015	Final Audit
40	PT Buluh Cawang Plantation	West Kalimantan	2015	Planning
41	PT Pratama Prosentindo	West Kalimantan	2016	Planning
42	PT Putra Indotropical	West Kalimantan	2016	Planning
43	PT Agro Palindo Sakti	West Kalimantan	2016	Planning
44	PT Daya Landak Plantation	West Kalimantan	2016	Planning
45	PT Indoresins Putra Mandiri	West Kalimantan	2016	Planning
46	PT Karunia Kencana Permaisejati	Central Kalimantan	2016	Final Audit
47	PT Rimba Harapan Sakti	Central Kalimantan	2016	Final Audit
48	PT Agro Indah Persada 2	Bangko – Jambi	2016	Planning
<i>*latest update of TBP 2015 under WILMAR management</i>				
1.10.2	Progress of Associated Smallholders and Out growers for Certifiable Standard			
	PT. Sarana Titian Permata does not have engagement with associated smallholder.			

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-3	<p>1. Muardi Marwas (Lead Auditor Witnessed). Bachelor of Agriculture Bogor Agriculture Institute. Attended RSPO and ISPO Assessment in Indonesia. He had been trained Auditor/Lead auditor Management System Certification (ISO 9001-2008), Awareness HACCP certification, training of RSPO auditor and training of RSPO Lead Auditor, ISPO Lead auditor training, awareness greenhouse gas and Witness Distribution Quality Management Process (DQMP) APMEA. Currently he works for Independent Certification Body. He had involved activities RSPO and ISPO certification assessment as an auditor. During this audit, he assigned to verify of legal and conservation aspect.</p> <p>2. Oktovianus Rusmin (Lead Auditor Witnessing). Bachelor's Degree in Social & Political Sciences Department of Anthropology. Specialists in the field of Social and Cultural (Social Impact & Conflict Resolution) and HCV. Already participated in Forest Management Auditor Training (FSC Standard), ISO 14001 Environmental Management System Training, SVLK (wood legality) Auditor, Indonesian Sustainable Palm Oil (ISPO) and RSPO Lead Auditor Training. He was several times involved in the assessment of Sustainable Forest Management Certification (Standard LEI) and Gap Analysis Audit (FSC Standard). Had worked at the Center for study of Anthropology University of Indonesia and Social Advisor at Tropical Forest Trust (TFT) Indonesia. He was numerously involved in Social Impact Assessment and HCV Identification in Palm Oil Plantations and Natural Forest concessions and was approved as HCV assessor by RSPO for Social Discipline Specialist. Have been involved in several palm oil certifications as Auditor and Lead Auditor. During this audit, he assigned to verify of social and supply chain aspect.</p> <p>3. Abdul Rahman (Auditor). Bachelor of Environmental Engineering, Islamic University of Indonesia and Master of Management & Utilization of Waste, Gadjah Mada University. He has experience in mitigation of greenhouse gas emissions. He was listed as the Social Carbon Validator for a carbon project in Indonesia. During this time he was active in various seminars and forums for the development of standards and methodology of greenhouse gases in Indonesia. In addition he has experience as document drafting team effort Environmental Management and Environmental Monitoring Effort (UKL – UPL) for 1 year at national environmental consultant. He has been involved in water sampling methodology and analysis training, waste management training, auditor training ISO (ISO 9001, ISO 14001, and ISO 14064-65), awareness training ISO 50001, awareness auditor RSPO, Auditor ISPO, Lead Auditor RSPO RED, and Safety Health Environment specialist. During this audit, he assigned to verify of health and safety, environment and worker welfare aspect.</p> <p>4. Andi Pratama Pasaribu (Auditor). A bachelor of Agriculture, Department of Socio Economic Agriculture, Agriculture Faculty, Jember University. He has attended several training such as ISPO Auditor, Awareness RSPO, Awareness ISO 22000, Lead Auditor ISO 9001:2008 and High Conservation Value training. He has 5 years experiences as an operational staff in several palm oil companies in Indonesia. During this audit, he assigned to verify of best management practice and integrated pest management aspect.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-3	<p>Number of auditors : 4 auditor</p> <p>Number of days for at site : 3 days</p> <p>Number of working days at site : 12 Working days</p>
2.2.2	Assessment Process
ASA-3	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Sarana Titian Permata to the requirements of RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil – April 25th, 2013 dan 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).</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p>

	<p>Some opportunities for improvement of the results ASA-3 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-3.</p> <p>Improvement of findings from main assesment findings were observed by auditors at this ASA-3 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-3.</p> <p>The assessment program please find Appendix 2</p>
2.2.3	Locations of Assessment
ASA-3	<p>STP 1 Estate</p> <ol style="list-style-type: none"> Riparian area. Verified riparian area of Uber River at Block 129, Block 130, Block 280, and swamp forest. Galam crop has been cultivated for about 200 meters. HGU Stake. Observation on stake 114, 115, 116, 117. Pole No. 114, 115, 116, 117 in STP1 estate, which were side by side with the HCV area, showed that stakes and poles were in well-maintained condition. Weed control, Block C6 and C7. Observation and interview with spraying personnel related to work technic, personnel rights and responsibilities and wage system. Personnel could demonstrate safe and secure work practices, the utilization of sufficient PPE. Moreover, personnel could explain their rights and responsibilities. In addition, personnel received periodic medical examination. Observation on barn owl box No.1 in Block A26. Observation on rat control by using natural predator. Based on observation, its known that barn owl box was occupied by owls. Observation on erosion and mounding program in Block B31. Observation on erosion monitoring by using erosion pin instrument, which has been installed since 2013. Periodic monitoring is conducted every 6 months. Moreover, mounding program is conducted to break soil layer from stone in order to assist the developemnt of root and to sustain the availability of soil's water. Empty fruit bunches application, Block D20. Observation over the utilization of organic waste from mill to add soil nutrient. The application technic has been inline with SOP, which was applied between tree without layers. PPE Warehouse. Observation over personnel's working tool and PPE management. Working tool and PPE have been well managed and well stored. Used-pesticide packages have been handed to temporary hazardous waste landfill, furthermore to be sent to licensed collector. Hazardous symbols and label have been installed and MSDS is clearly readable. Temporary hazardous waste landfill. The management of hazardous waste has been well implemented. The waste was grouped and attached with sufficient symbols along with first aid kits. Policlinic. Auditor conducted observation related to medicine supply/ stock and implementation of occupational health and safety. Workshop. Auditor conducted observation related to implementation of manpower and occupational health and safety. Warehouse for material. Auditor conducted observation related to PPE's supply/ stock. Chemical Warehouse. Auditor conducted observation related to chemical material's supply, implementation of environment and occupational health and safety. Generator room. Auditor conducted observation related to implementation occupational health and safety. Washing station for spraying tools. Auditor conducted observation related to environment and occupational health and safety implementation. Pesticide mixing place. Auditor conducted observation related to occupational health and safety implementation. Temporary hazardous waste landfill. Auditor conducted observation related to environment and occupational health and safety implementation. Personnel housing. Auditor conducted observation related to the proficiency of facilities and infrastructures for personnel and their family. Child care. Auditor conducted observation related to the proficiency of facilities and infrastructures for personnel and their family. <p>STP 3 Estate</p> <ol style="list-style-type: none"> Inspection in Kerangas Forest and swamp at Block 168, which is functioning as burning boundary. Pole 37 and 40, which is side by side with communities estate, was in good condition. Plantation owner/Mr Karjani. Verification on compensation payment progress and the amount of copensation.

22. **Block M55.** Subsidence in peat areas. Verification over peat condition and the effort to monitor its decline.
 23. **Harvesting, Block Q37.** Observation over harvesting activities and interview with supervisor and harvesting personnel. Harvesting personnel could explain and could demonstrate harvesting procedure based on the applicable harvesting SOP, wage system and the utilization of PPE.
 24. **Beneficial plant maintenance, Block P36.** Observation on host plan utilization to control UPDKS (caterpillars). The available host plan in estate area such as *Turnera subulata* and *Antigonon leptopus*.
 25. **ZA fertilization with dose 1.5 kg/tree, Block O49.** Observation and interview with inorganic harvesting personnel. Personnel could explain and could demonstrate the correct and safe fertilization application method, the utilization of adequate PPE and personnel received periodic medical examination.
 26. **Weed control, Block M25/26.** Observation and interview with spraying personnel related to work technique, rights and responsibilities, wage system. Personnel could demonstrate the correct and safe work procedure, the utilization of adequate PPE and personnel received periodic medical examination.
 27. **Empty fruit bunches application, Block L22.** Observation on organic waste utilization from mill, in order to enrich soil nutrient. The correct application method has been inline with SOP such as the application between tree without layers.
 28. **Policlinic.** Auditor conducted observation related to medicine supply/ stock and implementation of occupational health and safety.
 29. **Workshop.** Auditor conducted observation related to implementation of manpower and occupational health and safety.
 30. **Warehouse for material.** Auditor conducted observation related to PPE's supply/ stock.
 31. **Chemical warehouse.** Auditor conducted observation related to chemical material's supply, implementation of environment and occupational health and safety.
 32. **Generator room.** Auditor conducted observation related to implementation occupational health and safety.
 33. **Washing station for spraying tools.** Auditor conducted observation related to environment and occupational health and safety implementation.
 34. **Pesticide mixing place.** Auditor conducted observation related to occupational health and safety implementation.
 35. **Temporary hazardous waste landfill.** Auditor conducted observation related to environment and occupational health and safety implementation.
 36. **Personnel housing.** Auditor conducted observation related to the proficiency of facilities and infrastructures for personnel and their family.
 37. **Child care.** Auditor conducted observation related to the proficiency of facilities and infrastructures for personnel and their family.
 38. **Kindergarten.** Auditor conducted observation related to facilities and infrastructures for personnel and their family.
- STP Mill**
39. **Conducting verification related to SCCS** and interview with POM manager and head of administrative unit.
 40. **Weight bridge.** Observation and interview with weight bridge personnel in weigh bridge area related to FFB's acceptance, weighing, recording and reporting system.
 41. **Loading ramp.** Observation and interview with personnel in loading ramp area related to FFB's examination system (grading and number of sampling), record system and reporting related to daily grading result.
 42. **Workshop.** Auditor conducted observation related to implementation of manpower and occupational health and safety.
 43. **Temporary hazardous waste landfill.** Auditor conducted observation related to environment and occupational health and safety implementation.
 44. **Generator room.** Auditor conducted observation related to implementation occupational health and safety.
 45. **Boiler Station.** Auditor conducted observation related to occupational health and safety management and implementation.
 46. **Chemical warehouse.** Auditor conducted observation related to chemical material's supply, implementation of environment and occupational health and safety.
 47. **WWTP.** Auditor conducted observation related to the implementation of liquid waste management.

2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-3	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT. Sarana Titian Permata was held by:</p> <ul style="list-style-type: none"> • Public Notification in MUTU Website on 23th October 2015. • Public consultation meeting with internal stakeholders by interviews and local stakeholders conducted by visits to Pematang Limau village and interviews with local peoples on 9th November 2015. • Public consultation with internal stakeholder (gender committee and labour union) on 9th November 2015. • Public consultation with NGO by email a week before assessment. <p>Numbers of input from stakeholders were clarified by PT. Sarana Titian Permata</p>
2.3.2	Stakeholder contacted
	Please find appendix 1
2.4	Determining Next Assessment
ASA-3	The next visit ASA-4 will be determined on August 2016 or at the latest on 30 th November 2016.

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

Mutuagung Lestari has conducted an assessment of **Sarana Titian Permata POM – PT Sarana Titian Permata** operation consisting of 1 (one) mill and 3 (three) oil palm estates.

During the assessment, there were 2 (two) Nonconformities were assigned against Major Compliance Indicator; 1 (one) nonconformance were assigned against Minor Indicators; and 1 (one) nonconformance against supply chain requirement for CPO mill and 2 (two) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditors in form of documentation evidence. Those corrective actions taken that consist of 2 (two) Major non-conformities, 3 (three) Minor non-conformities and 1 (one) non-conformity against supply chain had been closed out shall be verified during next assessment.

Mutuagung Lestari found that **Sarana Titian Permata POM – PT Sarana Titian Permata** complied with the requirements of RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil – April 25th, 2013 dan 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.	
Major 1.1.1	<p>PT STP documents information request in incoming log-book, which consists of information request letter and response over the requests.</p> <p>Moreover, PT. STP has SOP related to information request and response, which is stated in SOP for information release to external party (transparency) No. Doc. SOP 47/PR/(1)0211 valid since February 2011, which was developed by PR Manager and approved by general manager. The SOP covers:</p> <ul style="list-style-type: none"> • Commitment on transparency, wilmar internasional has a policy related to communication that commits to transparent communication with the entire stakeholders. • The objective of this procedure is to ensure estate and mill provide infomration in correct and sufficient language for stakeholders, related to environment, social, and legal issues that related to RSPOs criteria. • Encuring the management document is available for public, except for confidential documents or information, which will have a bad implication if published. • In order to identify type of information for public, unit in charge on information fulfilment, the required communication flow in roder to access the information, unit in charge to release the permit to disclose the information. 	
Major 1.1.2		

Estate:

The management unit of STP 1 and STP 3 estate could present the monitoring document over incoming letter from stakeholder. In 2015, there were 16 incoming letter, which were recorded in the aforementioned monitoring book, such as 1 incoming letter from Environment Agency in Seruyan District on 23rd October 2015 with No. 660/412/BLH.II/X/2015 subject: monitoring over environment to the director of PT. STP. On 26th October 2015, PT. STP responded the letter by sending email to estate manager, EHS team, and legal team to prepare the visit from Environment Agency team on 5th November 2015.

Mill:

The management unit of mill could present the recapitulation of incoming letter from stakeholder. In 2015, there were incoming letter in January 2015 from field-work LPP Quantum student in 2015 that was pointed to Mill Manager PT. STP. Hence, Mill Manager PT. STP responded the letter on 06th February by approving the field-work of LPP Quantum student on 6th April – 30th June 2015.

Public consultation with Plantation Agency and Environment Agency in Seruyan District revealed that company have developed good communication and granted information for those agencies.

Status: Comply

1.2

Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

Major 1.2.1

Based on SOP for information grant to external party (transparency) No. Doc. SOP 47/PR/(3)0414 valid since April 2014, which explains the accessible document for public, such as:

- Environmental impact assessment document
- Company's annual report (Company Policy)
- HGU Permit and other permits
- Mill and estate's production report
- The broad of estate and mill's operation area, as well as maps, including soil map.
- Map of rivers, that are available within estate area.
- Company's organigram.
- HCV Report and Management Plan.
- Social impact analysis report
- Magazine, Tribune or company's Bulletin
- Capital investment report (LKPM)
- Plantation bussiness report (LKPUP)
- Plantation statistical monitoring.
- Compnay's Personnel Data
- Compnay's Expatriate Data (TKWNAP)
- Soil utilization data
- CPO trade data
- Plasma production data
- Company's CDP and CSR implementation
- SOP for estate and mill

The accessible document, prior to general manager's approval

- Establishment license and cooperative revision license
- Company's profit/lost
- Company's balance sheet
- Staff/Personnel salary
- Identity of share holder and company's management
- Identity of operation head, staff and personnel

- List of company's assets
- List of land/ plantation bussiness operation area
- Community development plan
- Data on land release payment
- Complaint and dissatisfaction
- Distribution data of wildlife within conservation area
- Data over Plasma's budget utilization
- Charity from third parties

Status: Comply

1.3

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

PT Sarana Titian Permata could not present the evidence of written policy that consists of commitment on integrity ocde and ethical conduct in operation and transaction implementation. **Non-compliance No. 2015.1 indicator Minor**

1.3.1 Status: Non-compliance No. 2015.1

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

Major 2.1.1

Company has compliance evidence over relevan legal requirement. Such as:

Environment compliance:

- Decree from Seruyan District Reagent, No. 401 in 2013 on 9th October 2013 related to hazardous waste collection permit to PT. Sarana Titian Permata;
- Decree from Seruyan District Reagent No. 188.45/36/2015 on 12th January 2015 related to liquid waste from palm oil industry's utilization to palm oil estate in PT. STP.

Occupational health and safety compliance:

- Tractor license No. 566/1092.10/NAKTRAN/VIII/2010;
- Compactor license No. 566/1092.26/NAKTRAN/VIII/2010;
- Motor grader license No. 566/1092.25/NAKTRAN/VIII/2010;
- Welder certificate for class III on behalf of Mr. Robbysyah with license No. S.584/JL/PNK3/V/14 on 08th May 2014 from Director general of Binawas of Ministry of Manpower and Transmigration of Republic of Indonesia.
- Welder certificate for class II on behalf of Mr. Hanapiyah with license No S.1125/JL/PNK3/XI/14 on 26th November 2014 from Director general of Binawas of Ministry of Manpower and Transmigration of Republic of Indonesia.
- SIO for tractor operator on behalf of Dian with No. SIO 14.45358-OPK3 – LT/PAA/I/2015 valid until 16th January 2020 from Director general of Binawas of Ministry of Manpower and Transmigration of Republic of Indonesia.
- SIO for loader on behalf of Mr. Sugianor with No. SIO 12.3313-OPK3L – PAA/VII/2013 valid until 15th June 2018 from Director general of Binawas of Ministry of Manpower and Transmigration of Republic of Indonesia.
- Occupational health and safety training for company's physician on behalf of Mr. Nicholas Christian Tinambunan (dr) on 24th – 29th November 2014.
- Periodic medical examination for 133 personnel in estate from 3 - 4 September 2015. Company's physician conducted the examination, and the result indicated that the entire examined-personnel were healthy and fit to work.
- Special audiometric medical examination for 11 personnel on 4th November 2015. Medical examination showed there were 4 personnel, who were suspected had a decline on their hearing ability and were expected to wear PPE when they work in noisy area/ perform work related to machine.
- Special spirometri medical examination for 15 personnel in mill in February 2015. Company's physician conducted the examination, and the result indicated that there were 2 personnel, Mr. Herman Nur Haris and Mr. Mahjianur who

were suspected had a decline on their lung capacity. Subsequently, the aforementioned personnel were recommended to be mutated for 2 months time to a pollutant free work unit.

Minor 2.1.2

Company has a written system related to legal requirements. The system is regulated in list of regulation and law, document number Form 02/SOP 08/CKP/(2)/0111 Revision 11 valid since 1st November 2015 and will be re-updated on 1st May 2016. Legal officer prepared the document and binamitra regional checked it and general manager approved it. List of regulation and law consist of:

- Compliances toward plantation regulations: consists of compliance toward 14 laws, 6 government regulations, 1 president decree, 7 government decrees, 2 Ministry decrees, 4 local decrees from Kalteng Province, and 4 decrees from Kalteng Governor;
- Compliances toward occupational health and safety regulation: consists of compliance toward 5 laws, 2 government regulations, 1 president decree, 19 ministry regulations, 8 Ministry decrees, and 1 directorate general decree;
- Compliances toward manpowers regulation: consists of compliance toward 16 laws, 4 government regulations, 1 president decree, 12 Ministry decrees, 7 ministry regulations, and 1 decrees from Kalteng Governor;
- Compliances toward environmental regulation: consists of compliance toward 9 laws, 16 government regulations, 16 ministry regulations, 12 Ministry decrees, 3 Head of environmental impact management agency's decree, and 4 local law of Kalteng Province.

Minor 2.1.3

PT. STP has a written mechanism to ensure compliance toward legal regulations. This mechanism is stated in SOP 08/CKP/(2)/0111 that valid since January 2011 related to identification on legal regulation and law and evaluation mechanism over the implementation of the applicable and related legal regulations. This SOP is being explained to ensure the implementation of compliance:

- Estate manager and mill manager are in charge to ensure the entire compliance toward law, list of permit, permit's requirements and regulation over permit's requirement have been fulfilled;
- General manager is responsible on implementing and ensuring the required budget inline with required laws, list of permit, permit's requirements, regulation over permit's requirement and compliance over permit to superordinate to be inline with the applicable procedure;
- Legal officer staff will ensure the entire regulation, license, permit's requirement are up to date and renewed based on its expiration date. In case the compliance over law, permit's requirement and regulation over permit's requirement are not fulfilled, then legal officer should make an immediate report to legal officer for further actions.

Minor 2.1.4

PT. STP has mechanism to ensure the system records each revision over law should be implemented. This mechanism is stated in SOP 08/CKP/(2)/0111 that valid since January 2011. The SOP explains:

- If there is accepted information, legal officer will review whether the information is new, additional or revision. Legal officer should ensure whether the information can be implemented by company.
- If the regulation can be implemented or there is a revision over law, policy and other regulations, hence legal officer should submit information of the entire operating unit. Additional or revision over list of regulation's identification and other policies should be implemented.

Daily worker in STP 3 Estate have signed work agreement, however the work agreement does not stated the duration of work, numbering/ coding of work agreement is blurred and legal approval over the work agreement is stamp.

- Work agreement on behalf of Rahman – daily worker for harvesting/ loading worker, there is no date in work agreement and numbering/ coding of work agreement is blurred.
- Work agreement on behalf of Yunus – daily worker for harvesting/ loading worker, there is no date in work agreement and numbering/ coding of work agreement is blurred.
- Work agreement on behalf of Leonada hermawan – daily worker for harvesting/ loading worker, there is no date in work agreement and numbering/ coding of work agreement is blurred.
- Work agreement on behalf of Darso – daily worker for harvesting/ loading worker, there is no date in work

agreement and numbering/ coding of work agreement is blurred

Based on data and field interview, its known that there are some discrepancies, such as:

- Tractor operators in STP 1 mill and estate have not received operator training for tractor as stated in Ministry of Manpower Decree No. 09 in 2010. **Non-compliance No. 2015.2 with major indicator Major**
- Its known that one of generator operator has not conducted periodic or special medical examination. **Non-compliance No. 2015.2 with major indicator Major**
- Company could not prove the result of periodic medical examination for mill's personnel for period 2015. **Non-compliance No. 2015.2 with major indicator Major**
- Daily worker in STP 3 estate have been signed the work agreement, however the work agreement does not indicate a clear work duration and numbering/ coding of work agreement is blurred and the approval of work agreement is stamp. **Non-compliance No. 2015.2 with major indicator Major**

2.1.1 Status: Non-compliance No. 2015.2 indicator Major

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.

During Surveillanve 3, PT. STP did not have HGU. Company's effort to get leagl entitlement such as:

- Requesting the extention over location permit from Seruyan Reagent, as a forest release requirement through letter No. 01/STP/ADM/BM/VII/2014 on 7th July 2014.
- Earning plantation business permit SK 188.45/162/2015, which was issued by Seruyan Reagent on 14th April 2015. The broad of estate is 19.979 ha and mill with capacity of 120 ton/hour. The license was issued to release the conversion forest area.
- Earning technical reccomendation from environment and forestry ministry, on 18th March 2015, related to the proviciency of replacement area to convert forest area in Kalimantan Timur.

Plantation agency in Seruyan District states that currently, company does not have business license (HGU), there is no decision over location permit extention/ revision, as well as the registration on forest release and locations swap. **OFl. 1.** Company is urged to follow-up the registration of business license, including to response the reccomendation from Ministry of Environment and Forestry, on 18th March 2015 related to proviciency of subsidiary area to swap the forest area.

Legal boundary has been clearly set and completed with coordinate (GPS). The boundary is pointed by a "Pole" shape. Company monitored and installed 148 boundary stake. Sample of visited location, Pole No. 114, 115, 116, 117 in STP1 estate that side by side with HCV 4 and Pole 37 and 40 in STP 3 estate, which is side by side with local communities' plantation that in a good condition.



Inside of operating area, some of the areas have not been cultivated because the previous owner did not grant approval over company's proposition. On the other side, company respects this decision. Company has met the owner and both parties agreed to sale the area and will report to company.

Villagers of Tanjung Limau inform that land tenure with local communities, such as H. Anang Hartani and H. Basirun (in 2014), have not been solved. Related to land tenure in STP 1 Estate and STP 3 estate, the conflicted area has been mapped by both conflicted parties by involving local government and refers to land tenure resolution mechanism for communities plantation.

- The amount of compensation over land and plantation have been submitted by the occupant through letter "price revision according to communities' demand" on 10th December 2013.
- Company objects the amount of compensation, which has been submitted by the letter "response over price revision according to communities' demand", on 18th December 2013.
- Meeting with occupant on 10th December 2013, that involved local government (Head of Seruyan Hilir Sub-district), occupant and company.
- Evaluation over the conflicted area by both parties on 27th August 2013.
- Meeting with occupant (Anang Maspil, Anang Jufri/Mariam, Johan, Udin, Anto) has been conducted on 6th March 2015, witnessed by agencies in Seruyan District (Plantation Agency, Forestry Agency, BLHD, Sub-district, communities leaders).

Status: Comply

2.3

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

Inside the operation area, some area have not been cultivated because the previous owner did not give their approval over the compensation price. Company should respect this decision. Based on data in October 2015, the occupied area in STP is about 195.84 hectare. Company has met the owner, both parties agreed that owner will sale the land and will make a report to company, for instance MoU 001/MoU_enclave/PT.STP1/BM/VIII/2013.

There is no claim over traditional area, STP commits not to prevent utilization right, traditional activities of local communities in Tanjung Rangs Village and Pematang Limau Village. This has been accommodated by agreement note on 20th January 2012, such as:

1. Company together with local communities protect and maintain the area for local communities' staple food resource, for instance: river to catch fish, water source and cropping area.
2. Company offers freedom for local communities to hunt in company's estate area, except for protected wildlife.

Period 2014 – 2015. Company has a copy of agreement that has been through the negotiation based on FPIC. Handover agreement from previous owner has been through the FPIC process. Moreover, the negotiation process has involving village team and head of village. For instance land on behalf of Fitriadi sold the area of 1.49 hectare on 29th June 2015. Each release process has been completed with acknowledgement letter from local communities to company and stated that they would not make any objection in the future.

Land Owners	Block	The implemtation of compensation
Abdul Karim	J31	13th May 2015
Juanda	J27 – J28	13th May 2015
Jainudin	G01 – G02	12th May 2015
Saprudin	E02	22nd June 2015

Status: Comply

PRINCIPLE #3 Commitment to long-term economic and financial viability

3.1

There is an implemented management plan that aims to achieve long term economic and financial viability.

Company has 5 years business plan (2016 – 2020) for mill and estate, by consdering the productive plantation area, production target for FFB, CPO production,ernel production. OER and KER, the calculation of forecast price for (CPO & PK), and profit calculation by considering the entire cost that should be disbursed in order to manage environment, social, medical and work security (Sustainability Implementation Cost).

- In 2016, Productivity 24.90 ton/ha, harvesting projection 420.000 ton FFB.
- In 2017, Productivity 26.16 ton/ha, harvesting projection 442.000 ton FFB.
- In 2018, Productivity 27.11 ton/ha, harvesting projection 458.000 ton FFB.
- In 2019, Productivity 27.64 ton/ha, harvesting projection 467.000 ton FFB.
- In 2020, Productivity 28.10 ton/ha, harvesting projection 477.000 ton FFB.
- In 2016, Processed FFB 260.000 ton, OER 25%, KER 4,5%, production cost IDR. 123.78 / ton FFB.
- In 2017, Processed FFB 260.000 ton, OER 25%, KER 4,5%, production cost IDR. 132.80/ ton FFB.
- In 2018, Processed FFB 260.000 ton, OER 25%, KER 4,5%, production cost IDR. 139.44/ ton FFB.
- In 2019, Processed FFB 260.000 ton, OER 25%, KER 4,5%, production cost IDR. 146.42/ ton FFB.
- In 2020, Processed FFB 260.000 ton, OER 25%, KER 4,5%, production cost IDR. 153.74/ ton FFB.

PT STP does not have replanting plan because the crop was cultivated in 2006 – 2010 and there is still an opportunity for future development. PT STP planned to receive FFB from non-certified supply base/company under Wilmar Group which is PT Karunia Kencana Permai Sejati.

Status: Comply

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

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

Company has agronomic guideline document in 2015 that was approved by Group Head of Plantation. This guideline is started from land clearing, plantation maintenance, harvesting, fertilization up to monitoring over harvesting quality through audit mechanism of quantitative agro-management system (QAMS). Moreover, company has presented mill's SOP from sortation, loading ramp, sterilizer, thresher, digester, press, vibrating screen, vacuum dryer, oil transfer pump, depericarper, nut silo, ripple mill, clay bath, kernel silo, boiler, generator, turbin, water treatment plant, preventive maintenance, emergency, laboratorium, WWTP, land application to material store in warehouse. This SOP is effective since 1st May 2011.

The entire document related to operation procedure has been well documented and available in each management unit in english and bahasa language.

Company has periodically conducted internal monitoring in a form of internal audit. Some form of internal audit, such as:

1. Quantitative Agro-Management System (QAMS). Based on interview with Ecological Management Unit (EMU) staff, audit QAMS has been periodically conducted at least once a month for each division. The examined blocks are block where the harvesting and transporting have been done within 5 previous days. The activity is conducted after harvesting in order to find out the level of losses fruit, left fruit, unharvested ripe fruit, empty cultivated spot and stunted crop.
2. Audit System Development Control (SDC) with an objective to audit estate administration has been conducted periodically every semester. The latest audit has been implemented in August 2015 for period semester I 2015.
3. Internal audit for estate and mill has been conducted by Internal Audit Departemen Head Office Medan on 29th June – 11 July 2015. Noteworthy for improvement has been submitted to internal team audit on 9th October 2015.

Based on information from operation dtaff, the entire aforementioned audit activities have been implemented to check the compliance between implementation and the applicable procedure. Internal audit is part of assessment criteria for personnel' performance.

Company presented the notes of audit improvement in a form of action plan. Action plan has been well documented in action plan record or folow-up of audit findings. For instance:

1. Improvement actions over internal audit in mill and estate by Internal Audit Departemen Head Office Medan on 29th June – 11 July 2015. Improvement notes have been submitted to internal audit team on 9th October 2015.
2. Improvement notes based on audit SDC semester I 2015 findings have been improved and documented in October 2015. Has been presented to auditor of document's improvement.
3. Currative actions (action plan) over QAMS audit findings on 21st – 30th September 2015 at Block 015 Division IA and Block 045 Division IB Estate STP 3 can not be presented. **Non-compliance No. 2015.3**

Based on document's review and interview with estate manager, company does not receive FFB's supply from third party, even though company is using mass balance (MB) supply chain system. PT STP planned to receive FFB from Non-certified supply base/other PT under Wilmar Group.

4.1.3	Status: Non-compliance No. 2015.1 indicator Minor
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4.2

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

In order to manage and improve soil fertility, company has srafted various related procedures. These procdure are documented in agronomic guideline and SOP for palm oil plantation 2015, such as:

- **Chapter 4: cultivation and maintenance of land cover crop (LCC)**
- **Chapter 6: point 3: fertilization**
- **Chapter 10: empty fruit bunch/EFB**

Company undertakes various actions in order to improve soil fertility, such as by cultivating land cover crop like nut vegetation. The objective of this effort is to help the root fixes the nitrogen from air, which is needed by plantation. For instance, at Block Q37 Division IIIB.

Field observation at Block O49 Division II B showed that company has undertaken various actions in order to improve soil fertility. For instance inorganic fertilization with ZA fertilizer (dose 1.5 kg/tree) has been applied base don fertilization reccomendation dose by research center. The application technic based on the proper dose becaus ethe application tools/ spreading cup has been calibrated by supervisor. Ferlization personnel could demonstrate the proper fertilization procedure, moreover, there wore adequate PPE.

The utilization of organic material, such as empty fruit bunches /EFB has been applied based on the applicable regulation. The application with dose of 40 ton/Ha and arranged in a square shape between trees. For instance, the observation result at Block L22 Division I STP3 estate.

Records over the utilization of organic and inorganic fertilizer have been detailed recorded in manager monthly report (WGP-Monthly Estate Report). Based on document's review, fertilizer utilization in STP1 estate and STP3 estate have

become sampling on the current audit activity as presented on below table:

Type of fertilizer	STP1 (ton)	STP3 (ton)
Organic		
Empty fruit bunches	-	7,792,920
Inorganic		
CuSO ₄	-	2,000
Dolomite	104,139	140,850
RP	9,950	63,750
Kieserite	63,937.5	93,550
MOP	828,000	994,650
NPK Super K022	-	989,600
NPK Super K 13-8-27	3,368,580.2	903,000
Urea	4,399.5	55,250
Borate	-	-
ZA	1,093,906.2	324,150.00

Table of fertilizer utilization to date October 2015.

Based on interview result with estate manager, the implementation of fertilization this year is far below target. The percentage of implementation is about 60 – 80%. This is due to the low rain fall rate (long dry season) this year that forces the management to postpone fertilization until the rain fall. The rain fall average until October 2015 was 1.268 mm/year, from July 2015 to October 2015 there was no rain fall at all.

Company has periodically implemented the soil sampling picking. Leaf sampling picking is conducted annually, meanwhile, soil sampling analysis is conducted every 15 years.

1. Soil analysis

There is semi detail soil analysis record by Param Agricultural Soil Surveys (M) SDN.BHD with an objective to find out the availability of soil nutrient, which is used as cultivation media for plam oil crop. The report attaches laboratory analysis result over soil sampling in each sampling locations with the measured parametes such as: texture, acidity (pH), the C, N, P, K, Mg, Ca, Na, BS, CEC, Al and H composition.

Document's review and interview revealed that company has set that soil analysis activity should be conducted every 15 years or when needed during replanting, based on the applicable procedure on soil sampling picking to check soil fertility status (SOP NO SA 09/EMU/0/0714 on 1st July 2014).

2. Leaf anaysis

Leaf analysis is conducted annually by EMU Laboratory Lab. The observed parameters, such as: for major element N, P, K, Mg and Ca as well as minor element such as: B, Cu, Zn and Fe. Soil analysis in 2015 has been conducted and the result has been issued on 3rd November 2015.

Furthermore, soil and leaf analysis will become the baseline to draft fertilizer program. For instance, soil analysis in 2014 prodiced fertilizer program in 2015. For instance, fertilizer program at Block 010 STP3 that covers an arae of 38.22 Ha, SPH 127, with a total of 4,872 trees, type of soil is mineral with fertiliser program such as NPK: 5.5 Kg/tree/year, Dolomite and MOP: 1.50/tree/year, SOA: 1.75 kg/tree/year.

There is no replanting plan for this year because the olders cultivation was conducted in 2004 (age of 11 years old). Subsequently, there is no residu of palm oil after replanting.

Company is using EFB and POME to improve soil fertility. Field observation at Block L22 Division 1 STP3 estate showed that compant had applied EFB with dose of 40 ton/Ha wit a proper and correct application method based on the applicable SOP. POME application is conducted in STP2 estate based on the available SOP. Observation at Block G32 Division IIB STP2 has been well-conducted and well-monitored by POME supervisor. The observed flatbed is in a

good condition and there is no POME pollution marks outside the permitted area or water body.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

Company has conducted semi detail soil survey with the assistance from soil mapping consultant, PARAM Agricultural Soil Surveys (M) SDN. BHD in 2007. Semi detail soil survey report consists of marginal soil map with scale of 1 : 20,000. There are 18 soil type in estate area that been identified, including marginal soil, group C/ sandy soil (Bso and Mri), group D (Sri), Group E/ peat area (Gli, Gdg, Slh, Ocm).

Group C is shallow to moderately, deep (0-100 cm) sandy, soils with cemented layer, flooding, poor anchorage, poor rooting, wind damage, very low moisture and nutrient holding capacity, very low fertility status amount 37.7 % or 7,528.8 Ha. Group D is Deep (0-100 cm) sandy soils, moisture stress, very low fertility, well to excessively drained, yield fluctuation. Covers 405.5 or 2.0%.

Semi detail soil survey document consists of map and soil topography table in PT. Sarana Titian Permata with a scale of 1:80,000, such as:

Slope (%)	Ha
<4	19,613.07
4 ⁰ -12 ⁰	36.93

Company undertakes various efforts to conserve areas with high erosion, such as:

- ❖ Selective weed control (soft weed is intentionally develop) to maintain soil mousturiser
- ❖ Empty fruit bunches application with a dose of 40 Ton/ha
- ❖ Cultivation of vertifer grass to prevent erosion

Based on field observation, company has installed erosion stakes at Block B31 Division IIB. The erosion monitoring record by sustainability officer has been installed since 27th February 2013, which presented the average erosion pace is about 0.2 – 0.6 cm/year. Erosion monitoring is periodically conducted every 6 months.

Based on field observation, company has 6 months road maintenance program for collection road and main road. Field observation showed that road maintenance activity is conducted in main road K28/29 STP3 estate with a mechanical system by using road greeder.

Document's review (*Peat soil map* with a scale of 1: 28,000) showed that there is peat area in STP 3 esatte, about 497.39 Ha with a depth of <2 M. Document's review, peat management has been conducted, such as:

1. Water management activity, in a form of:

• Water level to measure water level in trench

Water availability in canal and in the soil within Block (water table) can be monitored through water level parametes from the edge of canal. Ideally, the water level from the edge of canal is about 50 – 70 meter in order to ensure water table in the Block is available. The water level is measred by water level measurement tools, which are available in many locations. Map of water management facilities shows that STP3 has 2 Water Weirs at Block 301 and 021. Field visit shows water gate was dry because there was no rain for the last 5 months.

• Piezometer (monitoring well) to measure the depth of water surface in shallow area.

Piezometer (monitoring well) is installed inside the soil for water in shallow area within the block area.

2. Monitoring over the decreasing water surfave in peat area.

Subsidiency for peat soil due to decomposition and/or compacting in drained peat area. Subsidiency is important to be monitored for it is an indicator of the succesfull water management in peat area. Compnay has installed subsidiency stake to monitor the decreasing water surface of peat area. STP 3 has 3 spots of stake subsidiency at Block N24, O41 and M55. Based on field observation at Block M55, the condition of stake subsidence is well

maintained. Record of monitoring stake shows that the declining average of peat soil surface is between 3 and 5 cm/year since the first time of installation in 2013.

Based on document's review, the oldest planting year in PT. Sarana Titian Permata Estate is in 2006 (cultivated age is 9 years old). Subsequently, company does not have replanting year in a short time.

Field observation along with estate manager, operation staff and Ecological Management Unit (EMU) staff, revealed that company has various strategies to manage critical areas (sandy area, peat area and area with low organic material). The strategy such as:

1. Water management program for peat area as discussed on indicator 4.3.4.
2. EFB with a dose of 40 ton/Ha/year for sandy area. Field observation at Block L22 Division 1 STP3 estate shows that company has applied EFB with a dose of 40 ton/Ha with a proper application based on the applicable SOP.
3. Soft weed management, such as *Neprolephis bisserata* to maintain soil moisture and minimising the evaporation. For instance by socialising the prohibition of spraying the plant to the entire spraying personnel in morning briefing.
4. Cultivation of vertifier grass in order to prevent erosion.
5. Mounding program in sandy area. Such as cracking hard pan, which usually located in 1 – 1.5 m depth. The hard pan cracking is expected to assist water absorption and enrich the roots of plant. Observation at Block B31 Division IIB of STP1 Estate, this program has been well implemented. Based on interview with estate manager, this program has been periodically conducted in each PT. Sarana Titian Permata estate. The entire sandy area will be mounded.
6. Chemical fertilization with a proper dose based on recommendation from EMU research department.

Status: Comply

4.4

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

Based on location map of PT STP with a scale of 1:86,000, there were 5 river flows areas been identified within and close to PT STP, such as Ubar River, Batang River, Sepatu River, Saka Usin River and Saka Baru River. The management and maintenance for riparian area is stated in SOP for riparian area's management (Doc. Number: SOP 20/EHS/(0)/0409) part 5.2 the appointment of riparian area.

Protection plan for water flow and swamp refers to "host document/ dokumen induk", which was drafted in 2010. The protection plan is still relevant for today's implementation.

- Restoring the riparian of Ubar river in area 280, 130 and 062 to minimise flooding.
- Restoring the riparian area at Block 061 and 213 of Ubar River and along the Batang River. Moreover, Block 061 has been cultivated with Vertifier plan to minimise erosion.
- Conducting thinning out for plantation that has been cultivated within 5 meters from riparian area.

Protection on water flow and swamp area through riparian restoration. Riparian area has been cultivated with various local vegetation, galam (*Melaleuca sp*). Riparian of Ubar river has been restored since 2013. Galam (*Melaleuca sp*) crop is growing rapidly and preventing erosion/ run off. Auditor verified riparian of Ubar River at Block 129, Block 130, Block 280, swamp forest. Galam crop has been cultivated along 200 meter.



Since 2015, various hard wood crop have been cultivated in Nursery Block 113 such as Rambutan (*Nephelium*

lappaceum), Jambu merah (*Syzygium malaccense*), Mahoni (*Swietenia sp*), Jambu Mente (*Anacardium occidentale*), Angsana (*Pterocarpus indicus*), Nangka (*Artocarpus heterophyllus*), ketapang (*Terminalia catappa*), Galam (*Melaleuca sp*), Kemanjing (*Garcinia dioica*), Plantan bukit, Durian (*Durio sp*), Kelengkeng (*Dimocarpus sp*), Bintangur (*Calophyllum sp*), Tanjung (*Mimusops elengi*), Puak and Ubar/salam (*Syzygium polyanthum*). Hard wood crop will be replanted in ripaian area and HCV area, which were burned this year. Auditor has verified the nursery locations.

Company has conducted periodic monitoring over the quality of liquid waste, especially BOD. Moreover, company also has land application permit to utilise liquid waste based on national regulations. The measurement of liquid waste has been conducted every month and been reported in environment monitoring and environment management report. The measurement result is reported in environment monitoring plan and environment management plan for Semester I in 2015 such as:

liquid waste (Pond No. 12 – Anaerobik Pond Outlet 2)

Parameter	Unit	standard quality	Result					
			Jan	Feb	Mar	Apr	May	Jun
BOD	mg/l	<5,000	84	102	112	97	93	59
COD	mg/l	-	240	292	321	276	265	167
pH	-	6 – 9	8.44	7.74	7.57	8.25	8.30	8.62
oil and fat	mg/l	-	10.2	0.9	7.8	35.2	16	21
Pb	mg/l	-	<0.004	<0.004	<0.004	<0.004	<0.004	<0.004

Notes: laboratory Unilab – Jakarta is the one that conducting the examiantion. The utilised standard quality is based on Ministry of Environment Decree No. 28 in 2003. The analysis result does not indicate the parameters outside the standard quality threshold..

Minor 4.4.4

The management of PT. STP mill has monitored water utilization for mill's operation. The monitoring result is stated in water utilization document for STP Mill in 2015. For the last 3 months, water utilization was:

Period	Detail of water utilization					Water / ton FFB
	Inlet	Domestic	Process	FFB Process		
October	25,100	1,704	23,396	10,722.31		2.18
September	19,790	1,756	18,034	9,322.18		1.93
August	18,830	1,886	16,154	12,344.24		1.31

Interview with management indicited that every month, company is conducting measurement over liquid waste quality.

Status: Comply

4.5

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

Holistic pest management program is based on agronomy guideline and SOP for plam oil plantation in 2015 Chapter 8 regarding to holistic pest and disease management. Company undertakes the management actions based on the pest detection and census. Moreover, there is **palm oil pest and disease detection and census procedure (SA 02/EMU/(01)/0710** on 01st July 2010 with anobjective to ensure pest and disease program can be periodically and sustainably implemented. The proceure explains the detail of activities, such as detection over pest and disease; pest and disease census; cultivation of beneficial plant, reporting and documentation.

Based on explanation from operation staff and EMU staff, census notes for the couple last year showed that there was no explosive pest attack. In general, the usuall attack was pocket caterpillar (UPDKS) in STP1 and rat attack in STP1 estate and STP3. However, the attack was below the economics threshold.

Company has the holistic pest management program, such as:

- Periodic pest detection program every 2 months, and in case of attack occurance, the detection will be conducted every month.

- Monthly maintenance over *Turnera Spp.*
- Monthly monitoring on *Tyto alba's* population.

Owl Introduction program in 2015. Based on document's review, company has a plan to introduce owl as natural predator to control rat attack. There is an installation of 4 units barn owl box in each estate unit. In the future, barn owl box will be installed in each Block with a hectare cover about 1 : 30 for each barn owl box. Based on information from estate personnel, barn owl box program has presented a significant impact to reduce rat attack. For instance, in the observation block, such as Block A26 STP1 estate.

Record of training has been documented and archived in each estate. Work plan in 2015, training/socialization has been delivered to personnel based on their duties in the field.

- a. Training on pest and disease control. Technical sampling picking to detect palm oil's pest and disease. Training has been conducted on 8th July 2015
- b. Technical training on fertilization, the proper fertilization dose, the utilization of PPE. Training participants were 20 personnel, and has been implemented on 30th July 2015 .
- c. Socialization on RSPO and ISPO standard to 126 personnel, has been implemented on 21st September 2015.
- d. Socialization on occupational health and safety compliance to contractor has been implemented on 17th October 2015.
- e. Calibration of spraying tools on 10th August 2015, followed by 14 personnel, which consists of supervisor and personnel in front of STP3 office. The training material related to PPE utilization method, spraying technique, examination of nozzle suitability and the procedure to fill spray calibration form.
- f. Training on pest and disease census on 10th July 2015 by EMU at Block 133/Q37, which was attended by 13 participants from supervisor, the apprentice of pest and disease detectors, with material about pest and disease census technique and its form filling procedure.

Apart from the aforementioned trainings, assistant and supervisor have been periodically conducting morning briefing before the operation activity gets started. Subject of the morning briefing such as occupational health and safety (the mandatory utilization of PPE) and correct work technique.

Status: Comply

4.6

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

Company is using the licensed pesticide in pesticide commission in Ministry of Agriculture. Based on document's review and observation in agrochemical warehouse, the utilized pesticide such as:

- Glisat 480SL, with an active *Isopropilamina Glifosat* 480 g/l with registration number RI01030120072940 until 6th July 2017 to control broad leaf weed and narrow leaf weed.
- Tiara 20 WG, with an active *Metyl Metsulfuron* with registration number RI01030120124525 until 4th January 2018 to control broad leaf weed.

Company has documented the record over pesticide utilization and LD50 in active material utilization document in 2015. For instance, herbicide utilization with an active isopropyl amino glyphosate in October amount 459 liter with the broad of application area about 844.67 Ha. Active ingredients 220.32 gram. Active ingredients per Ha of application amount 0.26 g/Ha.

Pesticide utilization has been inline with best practices of pesticide utilization and conducted by trained personnel.

- a. Company has MSDS (Material Safety Data Sheet) for each type of agrochemical material (pesticide) which explains the storage and handling direction, management in case of accident (first aid efforts), hazard identification, action over leakage and spill over, PPE, physical and chemical trait, reactivity and stability, toxicology information, ecology information, waste disposal and transportation.
- b. Related to pesticide utilization dose, company refers to the available recommended dose in each pesticide label. Documents review and field visit showed that the utilized dose has been inline with the recommendation.
- c. In order to ensure the utilization of pesticide has been inline with the target, company conducting identification over types of weed and adjusting the control type. Moreover, document's verification also revealed that type of herbicide has been inline with the target or type, for instance: active material of Isopropilamina glyphosate, with an active 480

gram/liter. With a target of narrow leaf weed.

- d. Calibration of spraying tools on 10th August 2015 has been followed by 14 personnel that consists of supervisor, s in front of STP3 office. The matery was about the mechanism of PPE utilization, spraying technic, examination on nozzle adequacy and procedure to fill spray calibrating form

Based on document's reviw and interview with operational staff, there is no preventive pesticide utilization to prevent disease (prophylactic use). Field observation in agrochemical warehouse and document's review revealed that company has a commitment not to use paraquat since 2011.

The interview result with spraying personnel at Block M25/M26 Division 1A, STP3 estate and Block C6/7, STP1 estate revealed taht the entire personnel, who related to pesticide application have received training on proper pestcide application technic. Personnel could demonstrate the proper application technic, for instance the spraying application should not be againts the direction of wind and the nozzle should be lifted no more that hip's height. Moreover, personnel could demonstrate and explain the utiization and function of PPE.

Supervisor and field supervisor have been equipped with adequate first aid kits. Supervisor could demonstrate the pestice poisoning/ contamination management based on the direction in MSDS sheet.

Company has the SOP for poisonous used-fertilizer package wash and the management of document number SOP 51/EHS/(0)/0909 September 2009 with an objective to make it secure to recycle the poinsonous uesd-fertilizer package in order to minimise waste and minimise soil and water pollution due to poisonus used-fertilizer package.

Observation to temporary hazardous waste landfill in STP1 and STP3 estate revealed that the entire used-pesticide packages have been well-maintained. Moreover, the entire packages were not utilized except for herbicide mixing and have been handed to licensed hazardous collector and registered in Ministry of Environment (PT. Maju Asri Jaya Utama).

Interview result with spraying personnel, supervisor and relaed operation staff revealed that personnel, supervisor and staff understood the management mechanism for used-pesticide packages. Each used-pesticide package have been collected to temporary hazardous waste landfill in each estate. Hence, the package will be washed y special officer in temporary hazardous waste landfill. The entire used-pesticide packages will be handed to licensed collector and miched prior to hand over.

Company has a commitment to minimise the risk and negative impact from chemical pesticide activities. Some efforts such as:

1. The utilization of adequate PPE. Company is periodically provide PPE for spraying personnel. For instance: safety boots, apron, rubber gloves, mask and spectacles. The objective of this activity is to minimise pesticide contamination throguh skin, nose and eyes.
2. The storage of working tools and PPE in PPE warehouse in order to minimise the risk of contaminated-chemical material for personnel health. Used-water for washing and PPE are collected, furthermore re-use as pesticide mixing water for the next day.
3. Pesticide and fertilization applicator are mandatory to consume the prepared-milk before working in warehouse for spraying tools. This effort has an objective to minimise and eleminate the chemical residu from aplicator's body.
4. Marking the spraying boundary in a form of prohibition for chemical application in riparian area and water body. Based on interview with spraying personnel, there are some probihintions to apply chemical material in some blocks. The objective of this activity is to minimise the pollution risk into river/ water body, which could damaging the water ecosystem.

Based on document's review and interview with estate manager, so far there is no pesticide application through air.

Record of training is documented and stored in each estate. Work plan in 2015, training/ socialization have been delivered to personnel based on their duties in the field.

1. Training on pest anddisease management. Technical sampling method for detection and explanation of plam oil's pest and disease. Training has been implemented on 8th July 2015
2. Training on fertilization technic, the proper fertilizer dose, the utilization of PPE. Training participant were 20

- personnel and has been implemented on 30th July 2015 .
3. Socialization on RSPO and ISPO standard to 126 personnel has been implemented on 21st September 2015.
 4. Socialization on occupational health and safety compliance to contractor has been implemented on 17th October 2015.
 5. Calibration for spraying tools on 10th August 2015 that has been followed by 14 personnel from supervisor and personnel in front of STP3 office. The material of socialization was about the utilization of PPE, spraying technic, nozzle adequacy examination and procedure to fill spray calibrating form.
 6. Training on pest and disease census on 10th July 2015 by EMU that located at Block 133/Q37. Followed by 13 orang participants, such as supervisor and the apprentice of pest and disease detectors, with material about pest and disease census technic and its form filling procedure.

Major 4.6.11

PT. STP has conducted special medical examination for pesticide operator. Cholinestrase examination on 21st – 22nd September 2015 for 111 spraying operators who work in company from STP 1 estate, STP 2 Estate and STP 3 Estate. Medical examination indicated that there were no personnel who gain a disease due to chemical material from work. The entire personnel are healthy and fit to work.

Major 4.6.12

PT. STP presented related document on prohibition of actating and pregnane female personnel to work in spraying activities. For instance on 04th November 2015, its known that there was 1 personnel in STP 1 estate, who was pregnant and based on letter from Field Conductor to STP group midwife. The age of that personnel is 38 years old and was pregnant about 20 weeks. Based on the letter, company mutated the aforementioned personnel on 04th November 2015 due to pregnancy and mutated to lighter work division and no contact with chemical material until her labor date. Company's midwife prepared the document and approved by company's physician.

Status: Comply	
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4.7

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

Major 4.7.1

PT. STP has a documented policy on occupational health and safety. STP sets policy, such as:

1. Implementing the safety principle, such as: improving the condition or risky behaviour in order to prevent work accident and disease.
2. Implementing clean production concept.
3. Implementing work place management.
4. Compliance over proper standard in order to prevent pollution onto environment.
5. Creating safety behavior culture within company's operation areas.

Apart from the aforementioned policy, company has set annual plan related to occupational health and safety. This plan has been stated in occupational health and safety program, such as:

- **STP 1 and STP 3 estate.** The management unit of PT. STP estate has occupational health and safety program in 2015, which was prepared by EHS Staff and known by Group Manager. The occupational health and safety program, such as monthly meeting of guiding committee of occupational health and safety, safety patrol, review risk assessment, simulation of emergency response and fire extinguisher, campaign on occupational health and safety, discipline match in term of PPE utilization, inspection on fire fighting equipment and PPE.
- **Mill.** The management unit in PT. STP mill has a work plan EHS 2015, which was prepared by EHS staff. The occupational health and safety program, such as reviewing the aspect of LK3 impact, the implementation of monthly safety observation, guiding committee of occupational health and safety meeting and reporting and so forth.

Major 4.7.2
Estate

Company has a document on SOP of risk assessment No. SOP 11/EHS/(0)/0409, which was developed by EHS asst. Manager and approved by GM and effective since April 2009. The SOP consists of:

- SOP has an objective to provide a systematic guideline and objective approach to make risk assessment;
- Identifying factors that could risk personnel and other parties within the work place;
- Analysing the risk level that has been identified in work place;
- Deciding the proper method to control the analysed risk.

The management unit of STP 1 and STP 3 Estate has risk assessment document, which consists of information related to identification of risk and its analysis. The latest-reviewed was in March 2015 and consists of:

- Work activity: workshop estate in a form of maintaining and improving vehicle and heavy equipment; risk: the failure of supply; the damage in wheel; the damage in indicators; unsafe work condition such as the slippery floor, the scattered working tools, and so forth; risk and impact: hit by sharp equipment; hit by heavy equipment; work accident; risk analysis: curative/ replacement of cable, tools, damaged tools, the creation of safety tools, SOP and manual direction, safety instruction and training for personnel, and so forth; risk control: monitoring on risk control implementation has been consistently implemented at the moment, the control over PPE's utilization and so forth.
- harvesting activities, such as the cutting of palm oil midrib; risk: midrib and spike of palm oil trees; risk and impact: head and other body part being hit by palm oil midrib; risk analysis: crating safety tools and periodic maintenance for the working tools, harvesting tools that comply the ergonomic aspect, proviciency of first aid kits during operation and so forth; risk control: monitoring on the implementation of risk control at the moment constantly, training on occupational health and safety for personnel periodically and so forth.

Mill

The management unit in STP mill has SOP for identification of the aspect of LK3 impact, document No. PROS-SD-03-01 that valid since 1st May 2011, which was prepared by TL management system, reviewed by TL downstream and EHSC sustainability Dept. Head and approved by Project & Technical director. The SOP consists of:

- Identification on the aspect of LK3 impact that covers the entire operation activity by considering the production activity and potential, aspect/risk, actual/potential, source of aspect/risk, impact/risk actual/potential, condition normal/abnormal emergency.
- EHS officer will prepare schedule and supporting form to identify the aspect of LK3 impact for each unit department.

Company could present the environment impact aspects and occupational health and safety that consists the identification of risk/ aspects, which was created by EHS Officer and was approved by Mill Manager. For instance:

- Activities: kernel filling; aspects/risk actual/potential: kernel's leakage; source aspects/risk: kernel; impact/risk actual/potential: soil pollution; current management: has the SOP;
- Activities: running the decanter; aspects/risk actual/potential: solid leakage; source aspects/risk: conveyor is too full; impact/risk actual/potential: solid pack; current management: is used as fertilizer.

Major 4.7.3

Company provides training related to occupational health and safety, such as:

- **Estate:** Company delivers occupational health and safety training to ensure the entire personnel are in a safety condition. The delivered training such as first aid in work place. Training has been periodically delivered every year. For instance training in STP 1 on 21st August 2015 in front of STP 1 office and meeting room STP 1. Total participants were 54 personnel from unit operator (field supervisor), generator operator, supervisor, TPA guard, and representative from each department.
- **Mill:** company delivers training related to occupational health and safety to ensure the entire personnel in a good condition. The trainings such as fire extinguisher training and hydrant on 17th April 2015, which was attended by 10 personnel.

During the field visit to Workshop in STP 1 and 3 estate and to Workshop mill, it is known that personnel could make a simulation about fire extinguisher and hydrant utilization as part of occupational health and safety training.

Moreover, company also provides PPE for its entire personnel, such as:

- **Estate.** Company presents the PPE's inventory document. For instance in July – September 2015 where on 04th July 2015 company handed PPE, such as ear muf for grass-cutting personnel amount 1 pcs. Another example was

on 23rd September 2015 where company gave 12 pcs apron to spraying team.

- **Mill.** Mill's management unit present the PPE card in maintenance unit on 17th September 2015 such as googles.

Field visit to warehouse material in STP 1 and STP 3 estate revealed that PPE's stock is sufficient. Inside of the warehouse, audit team found safety shoes, mask, apron, google, rubber gloves, chisel gloves, and so forth.

Information from management and personnel during the field visit to Workshop STP 1 and harvesting activity in STP 3 revealed that company has provided the entire PPE for free. In case the PPE broken, personnel could make a report to supervisor for replacement. Information from personnel during the field visit to workshop in Mill revealed that company has provided the entire PPE for free. In case the PPE broken, personnel could make a report to supervisor for replacement.

Based on interview result with estate personnel (harvesting, spraying and fertilization), its known that company has provided adequate PPE. Moreover, in case the PPE broken, personnel could make a report to supervisor for replacement.

Major 4.7.4

Estate

PT. STP has the guiding committee of occupational health and safety organization and has earned the approval from head of Manpower and Transmigration Agency of Seruyan District with decree No. 560/1116/KEP/DISNAKERTRANSPAR/IX/2015 on 11th September 2015 that valid for 3 years. Head of guiding committee of occupational health and safety organization: Sulistiawarman, head of implementer: Budi Mulyono, Supendi, and Ahmad Sofyan Nasution, secretary: Widian Resmana.

Widian Resmana has followed the occupational health and safety expert training nad has earned appointment decree as occupational health and safety expert from Head of Social, Manpower and Transmigration Agency in Kotim District on 21st January 2014 with decree No. KEP.560.566/007/WAS.KK/A.K3/I/2014. This decree is valid for 2 years since the issuance.

Receipt for guiding committee of occupational health and safety report TW III in 2015 has been reported to Head of Social, Manpower and Transmigration Agency in Seruyan District and accepted by staff in Social, Manpower and Transmigration Agency on 12th October 2015.

Guiding committee of occupational health and safety's meeting is conducted periodically every month. For instance, on 05th October 2015 the meeting was attended by 15 personnel. The meeting discusses the implementation of occupational health and safety in work place.

Mill:

PT. STP has the guiding committee of occupational health and safety organization and has earn approval from Head of Manpower and Transmigration Agency of Seruyan District with decree number 560/578/KEP/DISNAKERTRANSPAR/V/2015 on 12th May 2015 that valid for 3 years. Head of guiding committee of occupational health and safety: Sulistiawarman, chairman: Indra G. Lubis; secretary: Miftah Farid.

Miftah Farid had followed the training for general occupational health and safety expert training and had earned the appointment decree as occupational health and safety expert by Ministry of Manpower and Transmigration of Republic of Indonesia with registration No. 15882/PK3/AJ/62/2014/P0. This decree is valid until 23rd September 2017.

There is a receipt note for guiding committee of occupational health and safety report TW III in 2015 that has been reported to Social, Manpower and Transmigration Agency of Seruyan District that has been accepted by staff in Social, Manpower and Transmigration Agency on 16th October 2015.

Guiding committee of occupational health and safety meeting is conducted periodically every month. For instance on 31st October 2015 that was attended by 8 personnel. The meeting was discussing the implementation of occupational health and safety implementation in work place.

Minor 4.7.5

PT. STP has a procedure in case on emergency and accident. For instance:

- SOP for accident investigation No. SOP 05/EHS/(1)/0909 valid since 01st September 2009 that was created by the EHS assistant manager, and approved by general manager. The SOP consists of information for each accident in the entire Wilmar Internasional Plantation Company – Central Kalimantan Project is responsible to be created and reported by department/ head of unit to EHS Officer/Conductor. Paramedic and the member of P2K3L create minutes of work accident.
- SOP for emergency response procedure – management team for emergency situation No. SOP 02/EHS/(0)/0409 that was prepared by RSPO Officer and approved by General Manager in April 2009. The SOP consists of the objective of SOP, scope of SOP, definitions and diagram flow for emergency response.

Interview with personnel during field visit in Mill's workshop shows that personnel understand the required actions in case of work accident. In case of work accident, victims should receive first aid if possible while make a report to related party to handle the accident.

Company delivers training on first aid in work place. For instance training in STP 1 on 21st August 2015 in front of STP 1 office and meeting room in STP 1. Total participants were 54 person that came from unit operator (field supervisor), generator operator, supervisor, the guard of TPA, and representative from each department.

Interview result with supervisors (harvesting, spraying and fertilization) revealed that supervisors are completed with first aid kits. Supervisors can demonstrate first aid in work accident and poisonous risk.

Company records the entire work accident cases and review the records periodically during guiding committee for occupational health and safety meeting. Sample of work accident such as:

The management unit of STP 1 and 3 have recorded the work accident and reported to related agencies related to guiding committee for occupational health and safety report TW III in 2015. For instance:

- Estate STP 1. Work accident on 27th July 2015. Harvester supervisor (Mr. Dhoni Dwi Purwanto) got an accident on his way home. He hit wood on the road that made him fell and caused injury in his right hand. Subsequently, he was brought to clinic for further treatment;
- Estate STP 3. Accident on 22nd September 2015. Harvester (Mr. Inzaz Ardianto) got an accident when he was sharpening egrek. He got an injury on his right hand. Subsequently, he was brought to clinic for further treatment;
- Mill. There was no work accident for the last year.

Minor 4.7.6

Company gives accident insurance by using manpower social insurance based on company's responsibility as set by government.

- **STP 1 and STP 3 Estate.** The mangement unit presents the payment receipt for manpower insurance, for instance the payment on 19th October 2015 in a form of work accident insurance, old age insurance, death insurance and retirement insurance.
- **STP Mill.** The mangement unit can present the payment of manpower insurance. For instance payment on 16th June 2015 in a form of work accident insurance, old age insurance, death insurance and retirement insurance..
- **STP1 and STP3 Estate.** Based on interview with estate personnel (harvesting, spraying and fertilization), personnel have been registered in manpower social and health insurance (national health insurance and manpower insurance).

Minor 4.7.7

The entire work accident has been recorded by using the lost time accident (LTA) calculation. For instance:

- **STP 1 Estate.** The management unit of estate present the work accident document of PT. STP Estate 1 in 2015. The document explains the lost time accident until September 2015.
- **STP 3 Estate.** The management unit of estate present the work accident document of PT. STP Estate 3 in 2015. The document explains the lost time accident until September 2015.
- **STP Mill.** There was no work accident in the mill.

	Status: Comply	
4.8	All staff, workers, smallholders and contractors are appropriately trained.	
	<p>Training program in 2015, Best practices Harvesting, Manuring, Spraying, first aid training, socialization for light fire extinguisher, socialization on pest and disease control, socialization on ISPO and RSPO, socialization on HCV, socialization on contractor, socialization on gender committee, socialization on company's regulation, socialization on waste amnagement and hazardous waste management, socialization of LKS Bipartite.</p> <p>Record of training is documented and stored in each estate. In 2015, training/socialization has been delivered to personnel based on their duties in the field.</p> <ol style="list-style-type: none"> 1. Training on pest and disease control. Sampling method for detecting and explpaining palm oil pest and disease. Training was conducted on 8th July 2015 2. Training on proper harvesting technic teknis based on standard. Training participant were 103 personnel, that was conducted on 2nd July 2015. Harvesting of ripe FFB (loose fruit 5 in dic), cutting the midrib (2 cm) 3. Training on fertilization technic, proper fertilizer dose, the utilization of PPE, training participants were 20 personnel, that has been conducted on 30th July 2015 . 4. Socialization of RSPO and ISPO standard to 126 personnel that was conducted on 21st September 2015. 5. Socialization on occupational health and safety compliance for conctrctor that was conducted on 17th October 2015. <p>Local contractor informed that company had invited personnel from local contractor in socialization on safe work procedure.</p>	
	Status: Comply	
PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity		
5.1	Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.	
Major 5.1.1	<p>Until the ASA – 3 there was no revision over the PT. STP's environment impact assessment document.</p> <p>Environment impact assessment document in 2007 with a broad of 19,202 ha (location permit from Seruyan Reagent No. 55 in 2004) with mill capacity of 120 ton FFB/Hours, covers the impact forecast during pra-construction, construction, and operation. The forecast of operational impact consists of: micro climate, gas and dust, noise, soil physical and chemical trait, quality of river's water, quality of soil water, debit of river's water, water biotic, attitude and perception from local communities, social unrest and quality of communities' health.</p>	
Minor 5.1.2	<p>There is no revision over environment impact assessment document of PT. STP. Subsequently, company does not make management plan to reduce the negative impact due to pratices's revision.</p>	
Minor 5.1.3	<p>There is no revision/ change over environment impact assessment document of PT. STP. Subsequently, company does not make management plan to reduce the negative impact due to pratices's revision.</p>	
	Status: Comply	
5.2	The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced	
	<p>Rare species, endangered or almost extinct and the habitat for High Conservation Value have been identified. The entire result has been explained in "HCV Assessment of The Wilmar Central Kalimantan Project" document in 2009.</p>	

Rapid Survey Report in 2013 explains the wildlife and natural vegetation in STP, which consists of 40 types of mammal, 40 groups of aves, and 44 types of natural vegetation, 17 types of protected natural vegetation according to Law No. 7/1999, such as: Mentibu (*Dactylocladus stenostachys*), kantung semar (*Nepenthes sp*), kempas (*Compassia excelsa*), durian (*durio sp*); 27 types of wildlife, such as: kucing kuwuk (*Prionailurus bengalensis*), **beruang madu** (*Helarctos malayanus*), buaya muara (*Crocoylus porosus*), **orang utan** (*Pongo pygmeus*), pecuk ular (*Anhinga melanogaster* Pennant). Type of HCV that being identified, HCV 1.3 – Bentang alam where there is orang utan exploration track, HCV 3 – endangered ecosystem of kerangas forest, HCV 4.2 – important area to control erosion (riparian zone), HCV 4.3 – important area as burning boundary. There was no HCV 5 being identified, the need of local communities.

- HCV in STP 3 has been set as HCV 1.3, HCV 3, HCV 4.2, HCV 4.3.
- HCV in STP2 has been set as HCV 4.2.
- HCV in STP1 has been set as HCV 1, HCV 3, HCV 4.2, HCV 4.3.



Protection of water flow and swamp area, through riparian area's restoration. Riparian area is cultivated with local vegetation, such as Galam (*Melaleuca sp*), waru. Riparian of Uber River has been restored since 2013. Tanaman Galam (*Melaleuca sp*) rapid growth and prevent erosion/run off. Auditor verifies the riparian area at Block 129, Block 130, Block 280, swamp forest. Galam crop has been cultivated along 200 meters.

Hunting on protected wildlife is considered conducted by local communities. They have been taught about HCV. Company monitors HCV area. Monitoring on wildlife in riparian area and HCV area is conducted every week. Moreover, company installed 4 trap cameras to monitor the existence of *nocturnal* wildlife. On 2nd October 2015, snake (*Phyton reticulatus*) has been returned to conservation area at Block 073.

Inspection result in kerangas forest and swamp area at Block 168 STP3 as burning boundary. Some of this area have been burned during dry season hit Central Kalimantan in the mid of this year.

Company reports field fire to police. Field fire on ± 4 ha at Block 168 has been reported to police on 19th August 2015. The emergency response team uses 1 unit of water pump to extinguish the fire. Field fire on the area of ± 19.1 ha at Block 087, 074, 075, 076 have been reported to police on 17th September 2015. Fire extinguisher team directs 2 unit water pumps and 1 unit water bowser.

Status: Comply

5.3

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

Major 5.3.1

Waste product and source of pollution need to be identified and documented by company, for instance:

- **STP 1 and 3 Estate.** The management unit can present the identification document over waste source in estate (STP 1 and STP 3) that was prepared by EHS and checked by estate manager. The document consist of types of operation activities that generates waste and type of waste. For instance, herbicide spraying activity, type of generated-waste such as chemical leakage, liquid waste from spraying tool and PPE washing activities.
- **Mill.** The management unit in PT. STP mill can present the identification document over waste source and pollution in

POM for period 2015 that was prepared by EHS and checked by Mill Manager. The document consist of tpes of operation activities that generates waste and type of waste. For instance activities in press station, soource of waste such as oil's spill over, type of generated waste such as hazardous waste.

Company has identified the soource of pollution, however company did not state the pollution source that comes from WWTP. **Non-compliance No. 2015.04.**

Major 5.3.2

Company has a license for temporary hazardous waste landfill from Seruyan Reagent, with decree No. 401 in 2013 on 09th October 2013. The license is valid for 5 years since the issuance. The location for temporary landfill has been set in the license, such as:

- **STP Mill.** Solid and liquid waste warehouse with a size of 3 x 4 meter with coordinate spot S: 02°53'41,6" and E: 112°32'35,5".
- **STP 1.** Solid waste warehouse with a size of 6 x 23 meter with coordinate spot S: 02°52'13,2" and E: 112°30'93,0". Meanwhile liquid hazardous waste warehouse with a size of 8 x 10 meter with coordinate spot S: 02°52'03,1" and E: 112°30'84,7".
- **STP 2.** Solid hazardous waste warehouse with a size of 6 x 23 meter with coordinate spot S: 02°53'09,3" and E: 112°32'56,6". Meanwhile liquid hazardous waste warehouse with a size of 6 x 8 meter with coordinate spot S: 02°53'08,8" and E: 112°32'55,1".
- **STP 3.** Solid hazardous waste warehouse with a size of 6 x 23 meter with coordinate spot S: 02°54'27,8" and E: 112°36'46,7". Meanwhile liquid hazardous waste warehouse with a size of 6 x 8 meter with coordinate spot S: 02°54'28,2" and E: 112°36'43,6".

Each of disposed waste will be reported by company to related agencies through hazardous waste report. For instance report TW III in 2015 that has been reported to Environment Agency of Seruyan District on 20th October 2015.

The entire chemical material and its package has been disposed by company, for instance:

STP 1 and STP 3 Estate

- Log book for hazardous waste, for instance glisat. Incoming date on 30th September 2015; source of waste: agrochemical warehouse; number of the incoming hazarouse waste 7 units; the maximum storage date: 07th December 2015.
- Reporting receipt of hazardous waste to Environment Agency in Seruyan District for Three-months III in 2015 on 20th October 2015 and has been accepted by related agencies on the same date.
- Minutes of hazardous waste handover on 03rd September 2015 to PT. Maju Asri Jaya Utama. The transported waste such as 1 drum (used-agrochemical package, oil filter, spillkit and catridge) and 5 drum of used-oil.
- Manifest of hazardous waste No. KQ 0027202 in a form of used-agrochemical package, used-filter, majun fiber and catridge with police number DA 9026 BQ;
- Manifest of hazardous waste No. KQ 0027203 in a form of used-oil with police number DA 9026 BQ;
- Hazardous waste tractor No. DA 9026 BQ earned the special transporting license for hazardous material with Decree No. 1136/AJ 309/DJPD/2015/640710253BB-0033 on 10th April 2015 and valid until 20th May 2016.

Mill:

- Minutes of hazardous waste handover on 03rd September 2015 to PT. Maju Asri Jaya Utama. The transported waste such as 3 drums (filter of used-oil, bucket and nalco jar and used-accu) and 1 drum of used-oil.
- Manifest of hazardous waste No. KQ 0026936 in a form of bucket and nalco jar, oil filter, and used-accu on 03rd September 2015, police number of the vehicle: DA 9026 BQ;
- Manifest of hazardous waste No. KQ 0026945 in a form of used-oil on 03rd September 2015, police number DA 9026 BQ;
- Hazardous waste tractor No. DA 9026 BQ earned the special transporting license for hazardous material with decree No. 1136/AJ 309/DJPD/2015/640710253BB-0033 on 10th April 2015 and valid until 20th May 2016.
- Log book for hazardous waste, for instance used-oil. Incoming date on 28th October 2015; source of hazardous waste: loader; number of the incoming hazardous waste: 25 liters; the maximum storage: 26th January 2016.

Field visit to temporary hazardous waste landfill POM revealed that there is no waste that been stored for more that the standard storage duration. The latest transportation over entire waste was conducted on 03rd September 2015.

Minor 5.3.3

STP mill presents the identification document over waste source and pollution for period 2015 that was prepared by EHS and approved by Mill Manager. This document consists of sidposal plan and waste management in order to prevent or reduce pollution, such as:

- Weighing station and office: source of waste in a form of loose fruit; classification: solid waste; category: non-hazardous waste; processing: collecting paper in waste bin; monitoring: daily; disposal: final landfill; person in charge: weight bridge operator.
- Press station: waste source in a form of oil leakage; classification: liquid waste; category: hazardous waste; processing: cleaning by using fiber; monitoring: daily; disposal: burned in boiler for contaminated-fiber; person in charge: press operator.

Field visit on 1 WWTP pond revealed that there was a leakage from pond's wall. **Non-compliance No. 2015.05.**

5.3.1	Status: Non-compliance No. 2015.04 indicator Major	
5.3.3	Non-compliance No. 2015.05 indicator Minor	

5.4

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

The management unit of STP mill presented fuel utilization report and annual energy efficiency report in PT. STP in 2015, such as:

Period	Processed FFB (Kg)	Total Diesel fuel utilization (liter)	Total shell utilization (Kg)	Total fibre utilization (Kg)	Diesel fuel utilization / FFB	Shell utilization / fiber / FFB	+
October	10,722,310	11,342	321,669	965,008	0.11%	12.00%	
September	9,322,180	11,610	279,665	838,996	0.12%	12.00%	
August	12,685,280	8,370	380,558	1,141,675	0.07%	12.00%	

Efficiency of renewable energy of PT. STP in 2015

Period	Processed FFB (Kg)	Utilized Power (Kwh)		Generator's utilization		fuel	Estimation on turbine's utilization	on fuel	Energy efficiency
		Generator	Turbine	Liter	Liter/KWH				
October	10,722,310	20,130	270,100	11,342	0.56		152,185		93.06%
September	9,322,180	29,560	209,000	11,610	0.39		82,087		87.61%
August	12,685,280	23,980	254,300	8,370	0.35		88,761		91.38%

Status: Comply	
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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.

PT STP does not have replanting plan since the latest cultivated crop was between 2006 and 2010. The inspection result in the field revealed that land clearing was conducted with zero burning approach, which was using mechanical approach.

Status: Comply	
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5.6

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

Major 5.6.1

Company had monitored and measured the pollution source as part of implementation of pollution and emission's reduction, such as:

Measurement on ambient air in housing STP POM for period February 2015

Parameter	Measurement time	Standard Quality	Result (µg/Nm ³)
SO ₂	1 hour	900	26.37
	24 hours	365	-
CO	1 hour	30,000	3,185
	24 hours	10,000	-
NO ₂	1 hour	400	21.56
	24 hours	150	-
O ₃	1 hour	235	25.78
PM ₁₀	1 hour	150	-
	24 hours	-	23

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold.

Measurement of ambient air in mill's area – in front of office for period February 2015

Parameter	Measurement Time	Standard Quality	Result (µg/Nm ³)
SO ₂	1 hour	900	29.36
	24 hours	365	-
CO	1 hour	30,000	3,689
	24 hours	10,000	-
NO ₂	1 hour	400	28.24
	24 hours	150	-
O ₃	1 hour	235	24.53
PM ₁₀	1 hour	150	-
	24 hours	-	34
	24 hours	-	3

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold.

Air emission on chimney's boiler for period February 2015

Parameters	Unit	Standard Quality	Result
Partikulat	mg/m ³	300	32
SO ₂	mg/m ³	600	57
NO ₂	mg/m ³	800	54
HCl	mg/m ³	5	0.52
Cl ₂	mg/m ³	5	<0.01
NH ₃	mg/m ³	1	0.24

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold. The used-standard threshold is based on Ministry of Environment decree No. 07 in 2007.

Air emission on generator's chimney 1 mill for period February 2015

Parameters	Unit	Standard Quality	Result
NO ₂	mg/Nm ³	1000	520
CO	mg/Nm ³	600	220
Velocity	m/dtk	-	8.88

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold. The used-standard threshold is based on Ministry of Environment decree No. 13 in 2009.

Air emission on generator's chimney 2 mill for period February 2015

Parameters	Unit	Standard Quality	Result
NO2	mg/Nm3	1000	518
CO	mg/Nm3	600	145
Velocity	m/dtk	-	11.50

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold. The used-standard threshold is based on Ministry of Environment decree No. 13 in 2009.

Air emission on generator's chimney STP 3 No. 05 for period 2015

Parameters	Unit	Standard Quality	Result
NO2	mg/Nm3	1000	620
CO	mg/Nm3	600	480
Velocity	m/dtk	-	8

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold. The used-standard threshold is based on Ministry of Environment decree No. 13 in 2009.

Air emission on generator's chimney STP 3 No. 4 for period 2015

Parameters	Unit	Standard Quality	Result
NO2	mg/Nm3	1000	488
CO	mg/Nm3	600	404
Velocity	m/dtk	-	7

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold. The used-standard threshold is based on Ministry of Environment decree No. 13 in 2009.

Air emission on generator's chimney STP 2 No. 06 for period 2015

Parameters	Unit	Standard Quality	Result
NO2	mg/Nm3	1000	522
CO	mg/Nm3	600	403
Velocity	m/dtk	-	9

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold. The used-standard threshold is based on Ministry of Environment decree No. 13 in 2009.

Air emission on generator's chimney STP 2 No. 01 for period 2015

Parameters	Unit	Standard Quality	Result
NO2	mg/Nm3	1000	738
CO	mg/Nm3	600	518
Velocity	m/dtk	-	6

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold. The used-standard threshold is based on Ministry of Environment decree No. 13 in 2009.

Air emission on generator's chimney STP 1 No. 03 for period 2015

Parameters	Unit	Standard Quality	Result
NO2	mg/Nm3	1000	598
CO	mg/Nm3	600	479
Velocity	m/dtk	-	10

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold. The used-standard threshold is based on Ministry of Environment decree No. 13 in 2009.

Air emission on generator's chimney STP 1 No. 04 for period 2015

Parameters	Unit	Standard Quality	Result
NO2	mg/Nm3	1000	872
CO	mg/Nm3	600	507
Velocity	m/dtk	-	8

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold. The used-standard threshold is based on Ministry of Environment decree No. 13 in 2009.

Indoor noise for period 2015

Location	Source of Noise	Result (dB(A))	Standard Quality
Engine room	generator machine units	94	85
Boiler's area	Boiler machine	84.1	85
Kernel station	Kernel machine	89.3	85
inside the STP POM office	Office activities	55.1	85

Notes: Unilab laboratory is the accredited laboratory that conducted the measurement. Measurement result showed that there were no parameters outside the standard quality threshold. Regarding to this finding, hence company conducted evaluation. The evaluation is stated in environment management plan and environment monitoring plan report for semester I in 2015. The used standard quality is based on Ministry of Environment decree No. 13 in 2011.

Major 5.6.2

Company could present the waste identification document and GRK emission with document number FORM 01/SOP 75/EHS/(0)/0414 that valid since April 2014. The identification such as:

Waste source / Activities	The generated waste	Non Hazardous	GRK emission
Security post	Neon	plastic waste, paper	Gas CO2
Weight bridge	Catridge and neon	paper waste, plastic, food left over, loose fruit	Gas CO2
Office	Used-neon, used-aerosol can, dry battery, catridge for printer	plastic waste, paper, used-box, food left over and used-water for washing	HCFC
Warehouse	Chemical spill over / leakage, oil spill over / leakage, fuel spill over BBM / tank leakage, neon	plastic waste, paper, used-box	CO2, CH4
WWTP	used-oil from pump machine, ffb's spill over and oil spill over	liquid waste, oil spill over, sludge spill over	CH4

the effort to reduce emission in GRK PT. STP has an objective to reduce the GRK emission in mill's processing activities and housing activities. The target to reduce air pollution from GRK emission due to palm oil mill's processing and housing activities. For instance: the activity in WWTP by greening in WWTP areas; the objective is to prevent erosion and reduce the smell in WWTP ponds area.

Minor 5.6.3

Company has reported the GRK emission to RSPO secretariat through email on 08th September 2015. The GRK emission from CPO was 1.27 tCO₂e/t product and GRK emission from PK was 1.27 tCO₂e/t product.

Status: Comply

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

6.1

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

PT Sarana Titian Permata has a document for social impact assessment document (Final report in August 2010). The assessment was conducted by The Indonesian Resource Institute in 2010. The stated social impact such as:

- The impacted group, such as personnel, local communities, company's partner and local government.
- Social impact, consist of: work opportunity, occupational health and safety, facilities & personnel benefit, consultation & communication, manpower's stability, entrepreneurship opportunity, local income, domestic income organization, perception toward company, social and cultural change, communities' health, and tenure.
- Response from impacted-recipients

The data collection process is conducted through consultation (*focus group discussion*) between company's personnel and village communities, such as Tanjung Rengas and Pematang Limau Village. The record evidence has been presented, such as attendance sheet and photos as well as the evidence of consultation process, such as:

- Consultation with internal personnel in PT STP, covering the level staff, from 4th to 5th June 2010
- Consultation with internal personnel in PT STP, covering the level of field operational, such as: harvesting, maintenance and so forth on 6th June 2010.
- Consultation with external stakeholder such as local communities in Tanjung Rengas Village, on 8th June 2010.
- Consultation with external stakeholder such as local communities in Pematang Limau Village, on 9th June 2010.

PT Sarana Titian Permata has a document for social impact management plan and social impact monitoring plan for period January – June 2015). The document consists of description over CSR programs for period January – December 2015. CSR program is the result of discussion with local communities in Tanjung Rengas Village (pilot village of PT STP). The program consists of: coordination and public consultation, education, health, religion, economic empowerment, training, art and culture, women empowerment, village infrastructure.

There is an implementation document of social impact management plan and social impact monitoring plan for period January – June 2015. However, lack of evidence that company has conducted review over the implementation of these plans. **Non-compliance 2015.6.**

Until the ASA 03 audit, PT Sarana Titian Permata does not have plasma plantation scheme.

Related to plasma plantation scheme for local communities in Tanjung Rengas Village on 18th December 2012, company has conducted measurement over the plasma area, about 1,307 ha. Moreover, based on forest area, the location of plasma plantation is within the production forest area. In 2014, Karya Bersama Cooperative has proposed the list of member candidates and the proposed plasma plantation to Seruyan Reagent based on National Land Agency of Central Kalimantan Province's recommendation. In addition, another information revealed that the proposed areal by Karya Bersama Cooperative in Tanjung Rengas Village is included within the production forest area. Subsequently, based on

field review by National Land Agency in Seruyan District, the management of PT STP had proposed the conversion of the area's status. However, this proposal can not be granted, furthermore the program is changed into PT Kerry Sawit Indonesia, which is still under the same group with Wilmar International Plantation – Central Kalimantan Project. The location for new plasma plantation is in other locations that covers an area of 965.19 Ha.

6.1.4	Status: Non-compliance No. 2015.06 indicator Minor
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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.

PT Sarana Titian Permata has a procedure for communication and consultation with stakeholders, such as:

- SOP No. 12/ESH/(0)-0409, April 2009 related to internal communication.
- SOP No. 13/ESH/(0)-0409, April 2009 related to external communication.
- SOP No. 34/PR/(0)-0409, April 2009 related to complaint acceptance mechanism.
- SOP No. 44/PR/(0)-0411, April 2011 related to the appointment of consultation and communication officer

Evidence of consultation process with stakeholders:

- Socialization on CSR work program in Tanjung Rangas Village.
- Socialization on coaching of livestock breeding group in Tanjung Rangas Village
- Socialization on the establishment of school and national health insurance
- Socialization on smoke awareness program in Pematang Limau Village and in state primary school 1 Kuala Pembuang.
- Socialization on smoke awareness program in public hall (Alun-Alun) of Seruyan District.

Based on SOP of appointment of communication and consultation officer (No. SOP 44/PR/3/0213-Revisi) that valid since 15th May 2015, it is known that company has appointed consultation and communication officer.

PT Sarana Titian Permata has the list of stakeholders (up dated in 2015) that has been grouped based on its category. There are some record evidences of communication between company and stakeholders.

Discussion with communities in Tanjung Rangas Village (pilot village in PT STP).

- Socialization on CSR work program in Tanjung Rangas Village.
- Socialization on coaching of livestock breeding group in Tanjung Rangas Village
- Socialization on the establishment of school and national health insurance
- Socialization on smoke awareness program in Pematang Limau Village and in state primary school 1 Kuala Pembuang.
- Socialization on smoke awareness program in public hall (Alun-Alun) of Seruyan District.

Based on interview with stakeholder in Pematang Limau Village, head of village and some communities representatives, it is known that PT STP through Bina Mitra Division has conducted some CSR program, which usually being open by socialization process and agreement with local government officers, including some grants program.

Status: Comply

6.3

There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.

PT Sarana Titian Permata has a mechanism for complaint management and conflict resolution. The mechanism such as:

- Mechanism for complaint submission from personnel. SOP for personnel complaint mechanism (FRM 01/SOP42/HRD/(0)/06.09), which is a guideline to manage complaint from personnel.
- Based on consultation result with internal stakeholder (the broad of LKS Bipartit & gender committee in PT STP), it is known that personnel knew about the existence of this mechanism and in case of manpower complaint, the complaint will be submitted by personnel representative (which is chairman and the broad of other LKS Bipartit). When the complaint related to women issue, thus the complaint should be submitted to gender committee.

- SOP for compliant mechanism and conflict resolution, particularly for conflict outside the court law-revision 2, on 5th May 2015. This procedure is a guideline to receive complaint from communities and conflict resolution, particularly for conflict outside the court law di luar pengadilan should be solve with discussion and agreement. There is a socialization evidence that the procedure has been socialized to local communities in Tanjung Rangas Village. The evidence consists of minutes of meeting, attendance sheet, and photos of activity in Tanjung Rangas Village.

Apart from the aforementioned finding, company also issues a policy related to Whistleblowing Wilmar (No KP : 042/DIR-KP/VIII/2015, issued since 5th August 2015). This policy regulates the complaint flow/ report flow, by which personnel within Wilmar Group should not be hesitate to make a complaint if there is a corrupt practice in the company's operation.

Based on document's review, its known that in 2015, there is one issue between the management unit and local communities in Tanjung Rangas Village related to land conflict. Based on information from the management, the conflict has been solved by mediation process that involved local government in Seruyan Hilir Sub-district and both parties agreed to solve the problem. Conflict resolution over the aforementioned conflict can be proved by:

- Letter from local government in Seruyan Hilir Village, Number: 181.1/39/Pem/VIII/2015, on 27th August 2015, Subject mediation invitation over the land conflict, signed by Head of Seruyan Hilir Sub-district.
- Minutes of mediation process over the land, which was mediated by local government from Seruyan Hilir Sub-district, on 1st September 2015.
- List of mediation result over the land, which was mediated by local government from Seruyan Hilir Sub-district, on 1st September 2015, signed by Head of Seruyan Hilir Sub-district.

Based on stakeholder consultation in Tanjung Rangas Village between local government and communities representative, its known that the issue has been solve with a mediation by local government of Seruyan Hilir Sub-district.

Document's review and personnel interview (representative from LKS Bipartit broad and gender committee in PT Sarana Titian Permata) as well as stakeholder consultation with Manpower, Transmigration and Tourism Agency in Seruyan District revealed that there is no manpower conflict between PT STP and its personnel.

Status: Comply

6.4

Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

The calculation mechanism and just compensation payment are regulated in SOP 30/BM/(0)/0409 related to land tenure resolution and MoU over traditional right. The agreement of land hand over from previous owner has been following the FPIC process. Moreover, the negotiation process has involving village team and head of village.

Company has a copy of agreement that has been drafted based on FPIC negotiation process. For period 2014 – 2015, the land handover agreement from previous owner has been based on FPIC process. Moreover, the negotiation process has involving village team and head of village, for instance land owner on behalf of Fitriadi sold his land for about 1.49 hectare on 29th June 2015. The entire land release is completed with agreement letter that the previous owner would not make any objection toward company in the future.

Period 2014 – 2015, compensation over land handover for previous owners, such as:

Land Owners	Block	Compensation Disbursement
Abdul Karim	J31	13rd May 2015
Juanda	J27 – J28	13rd May 2015
Jainudin	G01 – G02	12nd May 2015
Saprudin	E02	22nd June 2015

Status: Comply	
<p>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.</p> <p>Major 6.5.1 Company presents Governor of Kalteng Decree No. 45 in 2014 related to minimum wage for sub-district (UMK) and minimum wage for sector in sub-district (UMSK) in 2015 for Seruyan District on 06th November 2014. Minimum wage for Seruyan Sub-district IDR. 2,010,000,- and minimum wage for plantation sector IDR. 2,100,500,-.</p> <p>Based on governor decree, hence company issued memo from plantation head to all manager and cc-ed to GEM/AGM/GM on 01st December 2014. The memo explains that the minimum wage for sub-district is applied on the entire company's area in CKP for 2015, such as:</p> <ul style="list-style-type: none"> • Kotawaringin Timur District, IDR. 2,109,000,- with daily wage IDR. 84,360,-; • Seruyan District IDR. 2,110,500,- with daily wage IDR. 84,420,- <p>Estate: The management unit of STP 1 and 3 Estate can present the list of personel salary, for instance in September 2015. The observation result shows that personnel earn salary not below the applicable minimum wage as set by local govermennt, wage component in the wage receipt such as: total wage, allowance, overtime, working day, leave, jamsostek deduction, income tax, warehouse cost, total deduction and net/ take home wage.</p> <p>Interview with personnel during field visit to Workshop STP 1 and 3 revealed that personnel has set the wage based on govermennt regulation.</p> <p>Mill: The management unit in mill presented personnel payment receipt in October 2015. The observation shows that there is no personnel that earn wage below minimum wage as set by local govermennt. Wage component in the wage receipt such as: total wage, allowance, overtime, working day, leave, jamsostek deduction, income tax, warehouse cost, total deduction and net/ take home.</p> <p>Interview with personnel during field visit to Workshop STP 1 and 3 revealed that personnel has set the wage based on govermennt regulation.</p> <p>Major 6.5.2 Company can present the regulation document of PT. STP for period 2015 – 2017, which has been approved by Head of Manpower and Transmigration Agency of Seruyan District No. 560/355/DISNAKERTRANSPAR/III/2015 on 20th March 2015. This regulation consists of:</p> <ul style="list-style-type: none"> • General overview (article 1 basic regulation and article 2 terminology and meaning); • Company's policy (article 3 compnay's policy); • Work relationship (article 4 promotion for fix-term personnel, article 5 time management and work day, article 6 overtime, article 7 training and development, article 8 organization's acknowledgement); • Leave and permit for absent (article 9 annual leave, article 10 maternity leave, article 11 menstrual leave, article 12 sick leave, and article 13 permit to leave the work); • Payment (article 14 wage system, article 15 wage during sick for long-time, article 16 un-paid leave, article 17 assistance for personnel' family when the employee become a detainee, article 18 special day allowance); • Personnel welfare and social insurance (article 19 social and medical insurance, article 20 manpower social insurance, article 21 company's facilities, article 22 work tools and equipments, article 23 occupational health and safety); • Order and diciplinary penalty (article 25 duties and responsibilities and article 26 penalty for disobediance on work order) • Personnel mutation (article 27 personnel mutation); • Termination (article 28 termination, article 29 termination due to fatal miss-conduct, article 30 PHK termination due to repeated-miss-misconduct, article 31 termination due to resignation, termination due to 32 termination due to 	

disqualification and resignation, article 33 termination in training period, article 34 termination due to death, article 35 termination due to expiration of working agreement under certain duration, article 36 termination due to old age, article 37 termination due to sick in a long time, article 38 termination due to criminal conduct, article 39 termination due to rationalization, article 40 termination not due to personnel's mistake, article 41 personnel loan and administration);

- Personnel complaint (article 42 complaint submission, article 43 LKS Bipartit, article 44 double work on the outside company).

Minor 6.5.3

Company provides adequate facilities and infrastructure for its personnel, such as:

STP 1 Estate	STP 3 Estate	Mill
<ul style="list-style-type: none"> • Office 1 • Clinic 1 • Housing G1 4 • Housing G2 5 • Housing G6 6 • Housing G8 9 • Housing G10 42 • Mosque 4 • Church 1 • TPA 4 • TKA 1 • Water treatment 4 • Bus terminal 4 • Payday market 1 • Artesia well 1 	<ul style="list-style-type: none"> • Permanent housing for staff 37 units. • Wooden housing for staff 24 units • Personnel housing 364 units • Mosque 1 unit • Church 1 unit • Elementary school 2 units • Kindergarten 1 unit • Soccer field 1 unit • Volley field 2 units • Badminton field 1 unit • Futsal field 1 unit • Water treatment 1 unit • TPA 1 unit • PPE's house 1 unit 	<ul style="list-style-type: none"> • Housing G10 70 units; • Housing G6 6 units; • Housing G2 12 units; • Housing G1 1 unit; • Worship venue (mosque and church); • Kindergarten; • Child care; • School bus 1 unit; • Water treatment; • Sport facilities (badminton, table tennis, futsal, soccer and volley); • Terminal; • Electricity (generator).

Minor 6.5.4

Estate:

Company facilitates personnel to purchase adequate staple food, sufficient with reasonable price through the establishment of market in each estate. The market is open every payday.

Mill:

The management unit in the mill issued memo on 03rd November 2015 related to the proposal for extra fooding budget for personnel who work overtime for period 01st October – 31st October 2015, in a form of complete meal.

Status: Comply

6.6

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

PT Sarana Titian Permata has a policy related to the freedom to establish and join organization for its personnel. This is stated in Wilmar International Limited's policy, related to honour toward human right. Point 1 stated that company respects personnel rights in term of freedom to gather. Goh Ing Sing (Group Plantation Head) and Group CSR Head (Jeremy Goon) signed this procedure. Moreover, there is also company's regulation that has been approved by head of Manpower, Transmigration and Tourism Agency of Seruyan District (Number: 560/335/DISNAKERTRANSPAR/III/2015, on 20th March 2015. This document is signed by Senior Human Resource Manager PT Sarana Titian Permata and personnel representatives.

In addition, company also presented the SOP 42/HRD/(0)/06.09, which has been approved by General Manager. This procedure consists of various points, such as:

- Complaint mechanism and personnel complaint through supervisor

- Complaint mechanism and personnel complaint through consultant bureau and complaint
- Complaint mechanism and suggestion through suggestion box and complaint.

Moreover, company also presented the evidence of freedom to join organization for its personnel, such as:

- Organogram of Bipartit partnership of PT Sarana Titian Permata, Period 2015 – 2017 (Chairman: Ahmad Sofyan Nasution ; Vice : Iyan; Secretary I : Marifa; Secretary II: Ayu Alfiana)
- The (LKS) Bipartit in PT Sarana Titian Permata has been established, and recorded based on Letter from Head of Manpower, Transmigration and Tourism Agency in Seruyan District (Number: 560/1114/DISNAKERTRANSAR/IX/2015, on 11th September 2015)
- Work plan for LKS Bipartit of PT Sarana titian Permata in 2015

Based on internal consultation result, (the board of LKS Bipartit & gender committee in PT STP), its known that company never hinder personnel freedom to join organization, which can be proved during the LKS Bipartit meeting with personnel, moreover, personnel could use office facility such as room for meeting.

Some evidence for LKS Bipartit meeting in PT STP, such as:

- Minutes of meeting with a theme “domestic violence”, on 8th August 2015, attendance sheet is attached.
- Minutes of socialization and hand over of daily worker decree on 04th September 2015, photos and attendance sheet are attached.

Status: Comply

6.7

Children are not employed or exploited.

Company's regulation related to minimum age for personnel, which is stated in documents, such as:

- Company regulates policy for personnel in SOP No. 32/HRD/(0)-0409, clause 4.1.1 states that it is prohibited to hire children under 18 years.
- In September 2010, Wilmar issued policy on children personnel in order to create a conducive work environment for personnel that reflected justice and respect. Company does not have tolerance on child labour as well as child exploitation on its entire work operation area and its facilities.

Based on interview with estate personnel, its known that the minimum wage for personnel is 18 years old. So far, there is no personnel under 18 years old. According to Management staff in PT STP, company assertively does not hire children under 18 years old. Moreover, company also has a recruitment procedure, which clearly stated the company does not hire children under 18 years old.

Status: Comply

6.8

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

In September 2010, Wilmar issued policy on opportunity, such as supporting the justice principles and non-discrimination with an objective to treat each person with respect, non-discriminative that againsts law and ethic. In addition, specifically, this policy stated anti-discrimination toward gender, race, ethnic, disability, sexual orientation, age and belief.

Policy on opportunity and equal treatment in work opportunity has been stated in Memorandum 026/WIP-HRD/Int-VIII/2009 and 081/HRD-WGP/Ibt-IV/2008. Personnel received equal opportunity and promotion. Moreover, company has a career path based on work performance. The entire personnel are entitled to get promotion, no discrimination againsts race, social status, nationality, religion and age. Daily worker could be promoted to fix term daily worker if they fulfill the requirement of 21 of working days within consecutive 3 months.

Supervisor/ fruit clerk get a promotion into 'field conductor' through selection and examination process. The selected supervisor will get a 6 months training in Regional CKP School. Meanwhile, field conductor promotion is based on company's need. Promotion is based on annual KPI (Key Performance Indicator) assessment. Interview with harvesting supervisor, promotion for Field conductor is open for the entire supervisor. The case there is an opportunity for

promotion, supervisor will be requested to follow a series of regional test. Maintenance supervisor (Supiannor) has been promoted to field conductor (fc) for maintenance on 6th May 2013. This finding shows that company offers opportunity and equal treatment to develop personnel' career.

Based on information from PT STP management and interview with field personnel, it is known that company offers equal opportunity for recruitment. Company does not discriminate personnel based on ethnic, religion, skin colour and other identities. So far, there is no migrant personnel who work in PT. Sarana Titian Permata.

During the public consultation with communities leader and Head of Pematang Limau Village, it is known that there is an adequate number of local people who work in PT. Sarana Titian Permata. The information about vacant position is directly announced by communities leaders or head of village. Personnel placement is based on education level and skill. According to communities leader, some local communities work as harvesting personnel, driver, mill's personnel and daily supervisor.

Based on document's review and the aforementioned interview result, audit team conclude that there is no discrimination against personnel within PT. Sarana Titian Permata.

Status: Comply

6.9

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

In September 2010, Wilmar issued policy on sexual harassment that support each individual to report any sexual harassment, regardless with their gender and age as a consequence of their work agreement with company. In the sexual harassment is proved, hence the perpetrator will get a serious penalty based on policy regardless with the perpetrator position in company.

Regulation on sexual harassment and assault prevention is also stated in Memo number 026/WIP-HRD/Int-VIII/2009 on 12th August 2009 that covers the statement of sexual assault and harassment toward female prevention. This regulation has been socialized to personnel on 25th April 2011.

Based on information from the Management of PT STP and interview with field personnel, it is known that company has a commitment to prevent sexual assault and harassment. Moreover, company gives heavy penalty for sexual assault perpetrator. In case of sexual assault and harassment, the victim could make a report to the established gender committee where the victim can report the case for further actions. So far, there is no report on sexual harassment and assault in gender committee.

Related to reproduction policy, company has a written policy that regulates the dispensation for female personnel. There is a H1 leave (for 2 days) for menstrual worker and H2 leave (3 months) for maternity worker. Based on interview with spraying and harvesting personnel, which is dominated by female personnel, this regulation has been socialized to the entire personnel. Some personnel have taken the H1 and H2 leave. Moreover, during the H1 and H2 leave, personnel are still entitled of full payment.

Further on reproductive policy, company also has a policy neither to make pregnant nor lactating female personnel work with chemical material (pesticide or fertilization applicators). In case there is pregnant and/or lactating personnel who work as chemical applicator will immediately mutate to manual work. This policy has an objective to minimise the risk for infant and baby.

Company has a mechanism for complaint submission. SOP for complaint mechanism (FRM 01/SOP42/HRD/(0)/06.09). the submitted complaint from personnel is recorded in personnel complaint book. Based on information from Management of PT STP and interview with field personnel, it is known that company has a complaint mechanism. This procedure particularly regulates the complaint.

Status: Comply

6.10

Growers and mills deal fairly and transparently with smallholders and other local businesses.		
Minor 6.10.1; Major 6.10.2; Minor 6.10.3; Minor 6.10.4		
The interview result with mill's manager in STP revealed that STP mill does not receive fruit from third-party source.		
	Status: Comply	
6.11		
Growers and millers contribute to local sustainable development wherever appropriate.		
There are some records over company's contribution toward local development, such as:		
<ul style="list-style-type: none"> • The realization of CSR budget in 2015 (until October). • Community empowerment in Tanjung Rangas Village through livestock (cow) breeding (photos of activity is attached) • Extra fooding for pregnant and toddler in tanjung Rangas Village (photos of activity is attached) 		
Based on consultation between stakeholder and Head of Pematang Limau Village and some communities representative, its known that PT STP has delivered some programs, such as:		
<ul style="list-style-type: none"> • Disbursing grant for local communities in a form of village activities, salary for honorary Koran teacher, fixing the house of poor communities and so forth. • Providing work opportunity for local communities who want to work in company based on their qualification and skill. 		
Company implemnts the CSR prgram in order to empower community through cow procurement for farmer group. The CSR program is prepared based on agreement between communities members.		
	Status: Comply	
6.12		
No forms of forced or trafficked labour are used.		
There is no recuitment for ollegal worker or force labour. The entire personnel signed work agreement and stated that they are willing to work in PT STP. Moreover, worker union, spraying personnel, harvesting and fertilization personnel inform that there is no immigrant worker and there is no illegal worker and force labour within compay's operation activities.		
	Status: Comply	
6.13		
Growers and millers respect human rights		
Wilmar International Limited has a policy to respect human right. Goh Ing Sing (Group Plantation Head) and Group CSR Head (Jeremy Goon) signed this policy. The policy explains 2 key aspect from the kWilmar International Limited's policy, such as:		
<ol style="list-style-type: none"> 1. Personnel rights: <ul style="list-style-type: none"> • Freedom to gather • There is no force labour • There is no child labour • Provifing a condusive work environment 2. Indigineous peole and local people rights: <ul style="list-style-type: none"> • Respenct toward land ownership rights • Commitmen toward (FPIC) process from local communities before starting the new activities • Comitment to be transparently, and honest on a normal confict resolution 		
Company presents the monites of socialization over company's policy, including the policy on human right for personnel in each division. Moreover, there is photos of activities on 10th , 12th and 13rd March 2015.		
	Status: Comply	
PRINCIPLE #7 Responsible development of new plantings		

7.1

A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.

Until the implementation of ASA 03, PT Sarana Titian Permata does not open a new plantation area and there is no replanting activity.

Company presented document related to social and environment impact analysis (social and environmental impact assessment or SEIA).

PT Sarana Titian Permata has a document for social impact assessment document (Final report in August 2010). The assessment was conducted by The Indonesian Resource Institute in 2010. The stated social impact such as:

- The impacted group, such as personnel, local communities, company's partner and local government.
- Social impact, consist of: work opportunity, occupational health and safety, facilities & personnel benefit, consultation & communication, manpower's stability, entrepreneurship opportunity, local income, domestic income organization, perception toward company, social and cultural change, communities' health, and tenure.
- Response from impact recipients

The data collection process is conducted through consultation (*focus group discussion*) with company's personnel and village communities, such as Tanjung Rengas and Pematang Limau Village. The record evidence has been presented, such as attendance sheet and photos and the consultation process, such as:

- Consultation with internal personnel in PT STP, covering the level staff, from 4th to 5th June 2010
- Consultation with internal personnel in PT STP, covering the level of field operational, such as: harvesting, maintenance and so forth on 6th June 2010.
- Consultation with external stakeholder such as local communities in Tanjung Rengas Village, on 8th June 2010.
- Consultation with external stakeholder such as local communities in Pematang Limau Village, on 9th June 2010.

Until the implementation of ASA 03 there is no revision on the scale of estate and mill operation in PT Sarana Titian Permata. Company had have:

Environment impact assessment document in 2007 with a broad of 19,202 ha (location permit from Seruyan Reagent No. 55 in 2004) with mill capacity of 120 ton FFB/Hours, covers the impact forecast during pre-construction, construction, and operation. The forecast of operational impact consists of: micro climate, gas and dust, noise, soil physical and chemical trait, quality of river's water, quality of soil water, debit of river's water, water biotic, attitude and perception from local communities, social unrest and quality of communities' health.

There is identification result and evaluation aspect as well as environment impact for 22 types of activities, including herbicide spray, the management for water catch area, medical activities and so forth that describe a detail of operation situation (normal, abnormal, emergency), input, volume/month, result (including current event and in the future), volume/month, impact (including current event and in the future) criteria (legal, scale, acuteness, stakeholders, score, notes/related regulations).

Status: Comply

7.2

Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

soil survey covers information about topography, climate, soil type, soil fertility, the depth of soil water and drainage, has been conducted in 2007 by Param Agriculture. The survey result is in a form of land cultivation suitability report, topography information and drainage. Apart from describing information, this report also make a documentation in a form of maps. For instance, the topography map for estate, which informs that estate is categorized to have sloping area for about 0 – 12 % (undulating), there is no landslide prone area. Furthermore, this map becomes the guideline for company to set the location for office, housing, mill, road and bridges and other facilities.

	Status: Comply	
7.3		
New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.		
Cultivation since November 2005 in STP did not replace primary forest or HCV area. The habitat for High Conservation Value wildlife has been identified. The entire result has been described in "HCV Assessment of The Wilmar Central Kalimantan Project" document in 2009.		
Type of identified-HCV, HCV 1.3 – Bentang alam where there are orang utan exploration track, HCV 3 – endangered ecosystem of kerangas forest, HCV 4.2 – important area to control erosion (riparian zone), HCV 4.3 – important area as burning boundary. There was no HCV 5 being identified, the need of local communities.		
<ul style="list-style-type: none">- HCV in STP 3 has been set as HCV 1.3, HCV 3, HCV 4.2, HCV 4.3.- HCV in STP2 has been set as HCV 4.2.- HCV in STP1 has been set as HCV 1, HCV 3, HCV 4.2, HCV 4.3.		
Protection of water flow and swamp area, through riparian area's restoration. Riparian area is cultivated with local vegetation, such as Galam (<i>Melaleuca sp</i>), waru. Riparian of Uber River has been restored since 2013. Tanaman Galam (<i>Melaleuca sp</i>) rapid growth and prevent erosion/run off. Auditor verifies the riparian area at Block 129, Block 130, Block 280, swamp forest. Galam crop has been cultivated along 200 meter.		
Inspection result in kerangas forest and swamp area at Block 168 STP3 as burning boundary. Some of this area have been burned during dry season hit Central Kalimantan in the mid of this year.		
	Status: Comply	
7.4		
Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.		
Detailed soil survey map by Param in 2007 showed that the topography of estate has a sloping area for about 0 – 12 % (undulating), there is no landslide prone area. Some blocks have peat areas.		
Field observation along with estate manager, operation staff and Ecological Management Unit (EMU) staff, revealed that company has various strategies to manage critical areas (sandy area, peat area and area with low organic material). The strategy such as:		
<ul style="list-style-type: none">1. Water management program for peat area as discussed on indicator 4.3.4.2. EFB with a dose of 40 ton/Ha/year for sandy area. Field observation at Block L22 Division 1 STP3 estate shows that company has applied EFB with a dose of 40 ton/Ha with a proper application based on the applicable SOP.3. Soft weed management, such as <i>Neprolepis bisserata</i> to maintain soil moisturiser and minimising the evaporation. For instance by socialising the prohibition of spraying the plant to the entire spraying personnel in morning briefing.4. Cultivation of vertifier grass in order to prevent erosion.5. Mounding program in sandy area. Such as cracking hard pan, which usually located in 1 – 1.5 m depth. The hard pan cracking is expected to assist water absorption and enrich the roots of plant. Observation at Block B31 Division IIB of STP1 Estate, this program has been well implemented. Based on interview with estate manager, this program ini has been periodically conducted in each PT. Sarana Titian Permata estate. The entire sandy area will be mounded.6. Chemical fertilization with a proper dose based on recommendation from EMU research department.		
	Status: Comply	
7.5		
No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
Until the implementation of ASA 03, PT Sarana Titian Permata does not make a new plantation development		

	Status: Comply	
7.6 Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
Until the implementation of ASA 03, PT Sarana Titian Permata does not make a new plantation development		
	Status: Comply	
7.7 Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.		
Until the implementation of ASA 03, PT Sarana Titian Permata does not make a new plantation development		
	Status: Comply	
7.8 New plantation developments are designed to minimise net greenhouse gas emissions.		
<p>Company could present the waste identification document and GRK emission, such as the one that consists of information related to new plantation development in order to minimise the GRL emission.</p> <p>Moreover, company has a program and plan for reducing GRK emission, which was developed by EHS Officer for 2015. The program state the objective of management, program and indicators.</p>		
	Status: Comply	
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity		
8.1 Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.		
<p>Company has conducted various sustainable activities that has been well implemented, such as:</p> <p>Aspect from best Management Practice:</p> <ul style="list-style-type: none"> • Company has a commitment not to use paraquat since 2011. • Mounding program in sandy area. Such as cracking hard pan, which usually located in 1 – 1.5 m depth. The hard pan cracking is expected to assist water absorption and enrich the roots of plant. Observation at Block B31 Division IIB of STP1 Estate, this program has been well implemented. Based on interview with estate manager, this program ini has been periodically conducted in each PT. Sarana Titian Permata estate. The entire sandy area will be mounded. <p>Environment and conservation aspect:</p> <ul style="list-style-type: none"> • Re-using used chemical packages when necessary. • Used-oil sale to the third party who has license from Ministry of Environment. • Not spraying pesticide in riparian belt area (the boundary of riparian area) • Company utilises technology “camera trap” to monitor the move of wildlife in HCV areas. <p>Social Aspect:</p> <p>PT Sarana Titian Permata has a document for social impact management plan and social impact monitoring plan for period January – June 2015). The document consists of description over CSR programs for period January – December 2015. CSR program is the result of discussion with local communities</p>		
	Status: Comply	

3.2. Summary of Assessment Report of Supply Chain Requirement

Clause	(Module E) CPO Mills - Mass Balance Requirements																																											
E.1	Definition																																											
E.1.1																																												
Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.																																												
STP POM has a mechanism to verifying the FFB volumes entering the mill. The receiving material refers to SOP No. SOP/STPPOM-LOG(01)-003 revision 2, valid since August 09 th , 2015 regarding Receiving FFB and SOP No. SOP-ISCC-01 regarding mass balance. All FFB input to mass balance calculation format.																																												
The procedures explained about documenting the receiving and processing FFB such as:																																												
a. FFB input data;																																												
b. FFB process data input to be CPO; example:																																												
<table><tr><th rowspan="3">Date</th><th colspan="2">Total FFB Received</th><th colspan="2">Processed FFB (MT)</th><th colspan="2">OER (%)</th><th colspan="2">CPO Production (MT)</th></tr><tr><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th><th>17</th><th>18</th></tr><tr><th>Today</th><th>Todate</th><th>Today</th><th>Todate</th><th>Today</th><th>Todate</th><th>Today</th><th>Todate</th></tr><tr><td>1/12/2010</td><td>239.63</td><td>239.63</td><td>328.18</td><td>328.18</td><td>22.66</td><td>22.66</td><td>74.38</td><td>74.38</td></tr><tr><td>2/12/2010</td><td>424.44</td><td>664.07</td><td>-</td><td>328.18</td><td>-</td><td>22.66</td><td>-</td><td>74.38</td></tr></table>		Date	Total FFB Received		Processed FFB (MT)		OER (%)		CPO Production (MT)		11	12	13	14	15	16	17	18	Today	Todate	Today	Todate	Today	Todate	Today	Todate	1/12/2010	239.63	239.63	328.18	328.18	22.66	22.66	74.38	74.38	2/12/2010	424.44	664.07	-	328.18	-	22.66	-	74.38
Date	Total FFB Received		Processed FFB (MT)		OER (%)		CPO Production (MT)																																					
	11		12	13	14	15	16	17	18																																			
	Today	Todate	Today	Todate	Today	Todate	Today	Todate																																				
1/12/2010	239.63	239.63	328.18	328.18	22.66	22.66	74.38	74.38																																				
2/12/2010	424.44	664.07	-	328.18	-	22.66	-	74.38																																				
Information:																																												
a. Colum 11 : Own FFB received + Outsider FFB Received																																												
b. Colum 13 : Volume of FFB Processed																																												
c. Colum 15 : $\frac{\text{CPO Production}}{\text{FFB Processed}} \times 100$																																												
d. Colum 17 : Actual CPO Production yang ad adi laporan Daily Production Report																																												
a. Input Data Despatch CSPO/NCSPPO																																												
b. Input Data Despatch CSPK/NCSPK																																												
There is an example of FFB delivered note dated November 10 th 2015 from STP 3 Estate, (Division 3A), Vehicle number KH 9136 PF, driver name with 406 bunches estimated 6,320 kg (Estate weight) and mill weight is estimated 6,070 kg.																																												
	Status: Comply																																											
E.2	Explanation																																											
E.2.1																																												
The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. 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.																																												
CPO and PK data from STP POM based on estimate data since December 2015 until November 30 th 2016 is:																																												
<table><tr><th></th><th>Actual Certified Products period November 2014 until October 31, 2015 (Ton / Year)</th><th>Estimate Tonnage Products Certified Estimasi Tonase (Ton / Year)</th></tr><tr><td>Production CPO</td><td>43,580.96</td><td>63,192</td></tr><tr><td>Production PK</td><td>7.662.68</td><td>11,190</td></tr></table>			Actual Certified Products period November 2014 until October 31, 2015 (Ton / Year)	Estimate Tonnage Products Certified Estimasi Tonase (Ton / Year)	Production CPO	43,580.96	63,192	Production PK	7.662.68	11,190																																		
	Actual Certified Products period November 2014 until October 31, 2015 (Ton / Year)	Estimate Tonnage Products Certified Estimasi Tonase (Ton / Year)																																										
Production CPO	43,580.96	63,192																																										
Production PK	7.662.68	11,190																																										

Status: Comply
E.2.2

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

STP POM – PT. Sarana Titian Permata (Wilmar International Plantation) has registered the RSPO certified Product that is CSPO and CSPK through RSPO IT Platform with the member registration form sub license CB20916, **Member ID: RSPO-PO1000000600**, issued on 12/29/2014, issued by Mutuagung Lestari, Start Date 01/17/2015, end date 12/29/2015.

Based on the data giving by STP POM management and explaining from Mill Manager it was shown that there is no CPO – RSPO certified product sold in November 2014 until ASA 03 (November 2015). There are Only selling Palm Kernel – RSPO Certified Products.

Tanggal	Buyer(s)	Volume (Ton)
November'2014	PT Wina Bagendang	463,630
December'2014	PT Wina Bagendang	682,940
January'2015	PT Wina Bagendang	629,000
February'2015	PT Wina Bagendang	617,200
March'2015	PT Wina Bagendang	877,540
April'2015	PT Wina Bagendang	1,095,990
May'2015	PT Wina Bagendang	799,110
June'2015	PT Wina Bagendang	775,390
July'2015	PT Wina Bagendang	540,140
August'2015	PT Wina Bagendang	462,717
September'2015	PT Wina Bagendang	324,610
October'2015	PT Wina Bagendang	334,320
Total		7,602,587

Status: Comply
E.3
Documented procedures
E.3.1

The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:

- Complete and up to date procedures covering the implementation of all the elements in these requirements;**
- The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.**

STP POM has a procedure regarding supply chain (SCCS) number SOP-ISCC-01. The procedure explaining:

- Objectives: ensure that FFB receiving until CSPO/CPO delivering performed with the correct workflow. Starting from receiving FFB, Processing FFB to become CSPO/CPO, dispatch CSPO/CPO until reporting. Thus the traceability of FFB and the products can be done easily and consistently.
- Scope: this procedure applied to every units who responsible to provide the receiving FFB data record, FFB processing and dispatch CSPO/CPO to comply the RSPO certification requirements;

Person in charge who take the responsibility based on this procedure is:

- Security officer: record all FFB and dispatch CSPO/CPO;
- Weight bridge officer: record all FFB received and delivered products and identify certified or non-certified products.
- Logistic officer: record all calculating production, dispatch, delivery reports and traceability CSPO/CPO;
- Sorting officer: conducting grading FFB to meet the standard;

- Head Clerk: monitoring all FFB received and dispatch CSPO/CPO;
- Mill head: ensure all the processing process.

Status: Comply
E.3.2
The site shall have documented procedures for receiving and processing certified and non-certified FFBs.

SOP of FFB receiving (SOP/STPPOM-LOG(01)-003). The summary of procedure:

1. Purpose: To ensure that FFB was received at mill regularly and there was no contamination with goods/things or other plants so FFB can be efficiently processed in order to get high quality of CPO.
2. Coverage: This SOP is valid in the mill area of PT STP.
3. Procedure
 - FFB come with Fruit Delivery Letter and then weighted at the weighbridge by identify certified and noncertified FFB RSPO (CSPO).
 - Once it has been weighted, truck comes to loading ramp area as directed by sortation officer.
 - Officer sorting/grading fruit in accordance with the criteria of fruit that has been determined.
 - FFB at loading ramp should be 75% of total capacity of loading ramp.
 - If FFB accumulated and exceeded the capacity of loading ramp and mill is stagnant, coordination with the estate is needed to stop the delivery.
 - Handover of fruit at loading ramp and grading is recorded in the report of FFB delivery.

SOP of Grading (SOP/STPPOM-PRS-01). The summary of procedure:

1. Purpose: To ensure that FFB which received by mill is in accordance with the determined criteria of CPO and PK.
2. Coverage: This SOP valid for mill area at PT STP.
3. Procedure:
 - Grading officer regulates car to be unloaded at the loading ramp by identifying certified and non-certified FFB RSPO (CSPO).
 - To record the number of vehicle, origin area of division, Block, estate, number of ticket, and entry hour.
 - Fruit Grading is conducted in accordance with the determined criteria of fruit. If the result of grading is not proper, estate will be contacted to see the condition of fruit at the loading ramp.
 - Grading officer fill the form of Minutes of Meeting of grading based on the result of grading as reported by the weight officer.

The company has shown records of training (refreshment training) regarding to SCCS such as Minutes of training RSPO SCCS on April 21st to 22nd 2015 which held by Sustainability Department, Head Office Jakarta in Wilmar Learning Centre Sampit, attendance list of SCCS training and photos.

According to field visit during this audit and interview with weighbridge and grading officer, they can demonstrated the workflow of FFB receiving, weigh bridging and grading according to the procedure that assigned by the top management. Especially SCCS procedure above.

Status: Comply
E.4
Purchasing and goods in
E.4.1
The site shall verify and document the volumes of certified and non-certified FFBs received.

The receiving of material by using the SOP of FFB receiving (SOP/STPPOM-LOG(01)-003) and the procedure of SOP Mass Balance (SOP-ISCC-01, on April 1st, 2012). All recapitulation of FFB receiving to the logistic was recorded in the Mass Balance Calculation Format.

Status: Comply

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

The SOP of Excessive Production (SOP/STPPOM-MR-005) stated that Mill Head must immediately report in writing (e-mail or mail) to the Certification Institute if mill will deliver excessive product of the claimed volume.

STP POM – PT. Sarana Titian Permata has allowed to claim annual certifiable product which is CPO: 43,123.05 ton and palm kernel: 7,016.39 ton between November 30th 2014 to November, 29th 2015. According to production data per November 2014 to October 2015, total of CPO and Kernel produced was: CPO; 43,580.96 ton and Kernel; 7,662.68 ton.

Based on data from STP mill, its known that total CPO and Kernel production are exceeding the forecast, which is 7,602.587 ton and exceeding the projection quota, which is 7,016.39 ton for period 30th November 2014 to 29th November 2015. **Non Compliance No. 2015.7.**

E.4.2 Status: Non Compliance No. 2015.7 indicator major SCCS

E.5 Record keeping

E.5.1

- The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.
- All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.
- The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.)

Berda In accordance with the document of SOP of Document Management (SOP/STPPOM-MR-012), records document for RSPO must be recapitulated every three months (quarter). These records are:

- Record of certified FFB receiving
- Record of non-certified FFB receiving
- Record of CSPO (CPO) selling
- Record of CSPO (Palm Kernel) selling

The table below shows was three monthly report CPO and PK Production of Sarana Titian Permata POM

CPO Production

DATE	FFB Receiving			FFB Processed	CPO Production	Production		Destatch		Stock (MT)	
	STP	Total FFB	Todate			NS	Sustain-able	NS	Sustain-able	NS	Sustainable
	Delivery (MT)	Delivery (MT)	(MT)	(MT)	(MT)	(MT)	(MT)	(MT)	(MT)	(MT)	(MT)
B/F OPENING STK										(10,806,640)	11,319,629
Nov 14 - Jan 15	49,607,520	49,607,520	94,941,410	50,332,850	10,722,213		10,722,213	10,617,100			
Feb - Apr 15	57,812,010	57,812,010	259,930,250	57,406,850	12,732,689		12,732,689	12,443,190			
May - Jul 15	55,126,310	55,126,310	436,933,850	54,756,200	12,767,170		12,767,170	12,706,220			
Aug - Oct 15	32,179,650	32,179,650	553,229,680	32,729,770	7,358,892		7,358,892	7,779,900			
TOTAL	194,725,490	194,725,490	1,345,035,190	195,225,670	43,580,964		43,580,964	43,546,410		(54,376,782)	55,023,745

**between ASA 02 until ASA 03 there is no demand and transaction of CPO certified product.*

PK Production

DATE	FFB Receiving			FFB Processed	PK Production	Sustain-able	Despatch Wina Bagendang		Stock (MT)	
	STP	Total FFB	Todate				NS	Sustain-able	NS	Sustain-able

	Delivery(MT)	Delivery(MT)	(MT)	(MT)	(MT)	(MT)	(MT)	(MT)	(MT)	(MT)
B/F OPENING STK									27,253	81,849
Nov 14 - Jan 15	49,607,520	49,607,520	94,941,410	50,332,850	1,724,040	1,724,040		1,775,570		216,452
Feb - Apr 15	57,812,010	57,812,010	259,930,250	57,482,210	2,619,533	2,619,533		2,590,730		267,949
May - Jul 15	55,126,310	55,126,310	436,933,850	54,756,200	2,148,680	2,148,680		2,114,640		278,423
Aug - Oct 15	32,179,650	32,179,650	553,229,680	32,729,770	1,170,429	1,170,429	27,253	1,121,647	27,253	365,418
TOTAL	194,725,490	194,725,490	1,345,035,190	195,301,030	7,662,682	7,662,682	27,253	7,602,587	27,253	1,128,242

SOP of Mass Balance (SOP-ISCC-01, on April 1st, 2012) also stated:

- Every three months (time for closing stock), condition of stock balance for CPO sustainable should not be negative.
- The arrangement of incoming and dispatch CPO make possible of sustainable CPO delivery higher than stock balance at that time. It should not be happened at the end closing stock and it can be proved that stock for sustainable CPO is positive.

Status: Comply

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.

POM STP did not have Kernel Crush Plant.

Status: Comply

3.3. Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	
ASA-3	STP has had approval / permit the use of the certificate with the number MUTU-RSPO/022.	✓
	Status: Full Compliance	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	
ASA-3	Not Applicable; STP does not use the logo both in the on-product and off-product. In the scope of PT. Sarana Titian Permata.	✓
	Status: Not Applicable	
3.	Implementation of Certificate and Logo is not used on product	
ASA-3	Not Applicable; STP does not use the logo both in the on-product and off-product. In the scope of PT. Sarana Titian Permata.	✓
	Status: Not Applicable	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	
ASA-3	Not Applicable; STP does not use the logo both in the on-product and off-product. In the scope of PT. Sarana Titian Permata.	✓
	Status: Not Applicable	

3.4. Summary of RSPO Partial Certification.

Total companies observed (0.5 √Y) Where Y is the total of uncertified RSPO registered company The Management Unit name : <ul style="list-style-type: none"> PT Rimba Harapan Sakti PT Buluh Cawang Plantations 		
Date of Observation: April 22th - 26th 2013 and March 24th - 28th 2015		
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	
	Based on results of verification in 2 units as an examples of the assessment, company has complied with the regulation.	√
	Status: Complied	
2.2	The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.	
	Based on documents verification there is available legal documents of land use right and there is no land conflict in each sample units.	√
	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 parties.	
	There is available several procedure : <ul style="list-style-type: none"> Standard Operational Procedure of Communication, Consultation and Coordination (No. PRO-BM.BEN-001) Standard Operational Procedure of Land Acquisition (No. SOP-IJIN LAHAN&OPS-006) Standard Operational Procedure of Conflict Resolution Mechanism (No. PRO-BNM-004) These procedures was implemented and already socialization to stakeholder.	√
	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.	
	Based on verification is available evident of land acquisition and compensation in each management unit. These process was documented and the document is signed by all parties related on compensation process.	√
	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.	
	Based on verification there is not primary forest replaced and the management unit is still on process to identification the High Conservation Value Area.	√
	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.	
	There is no new plantings	√
	Status: Complied	
7.6	Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	
	There is no new plantings	√
	Status: Complied	

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 ASA-2 Assessment

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
	Minor 4.7.2.	Periodically checks for employees that working in stations or in high risk jobs. Based on document reviews and interviews with boiler operator at STP POM, obtained some information that up to present there has not done a special medical examination (spirometry) for boiler operators.	Minor	POM	Surveillance 03	Company must ensure special periodic health examination for employees who work in high-risk station (spirometry).	•	Open	
	Minor 4.7.6.	Infrastructures and Facilities of Emergency First Aid At the time of the field visit it is found the box of P3K as follow : - Drug hasn't as stated in the table of contents. For example, in the post of security STP3 and TPS LB3 POM - There are drugs that have expired in the STP 3 workshops.	Minor	POM & Estate	Surveillance 03	The company should assured the medicines in the P3K box are accordance with the table of contents and are not expired.	•	Open	
	Minor 5.3.1	Hazardous waste management Based on the results in the field visits, it is noticed that in Temporary Landfill of Hazardous Waste in STP3 Estate, there are not any symbols of Hazardous Waste in accordance with the applicable regulations.	Minor	Estate	Surveillance-3	The Company must ensure that the installation of Hazardous Material Symbol and Hazardous wastes are accordance with the applicable regulations	•	Open	

3.5.2 Identification of Findings, Corrective Actions and Observations at ASA-3 Assessment

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
2015.1	1.3.1	Written policy that consists of company's commitment on integrity code and ethical conduct. Company could not present the evidence of written policy that consists of integrity code and ethical conduct on operation and transaction activities that has been documented and communicated to the entire personnel and operation level.	Estate & Mill	Minor	ASA 04	Company should present the written policy that consists the commitment on integrity code and ethical conducts on operation and transaction activities that has been documented and communicated to the entire personnel and operation level.	<ul style="list-style-type: none"> • Root cause: Not yet available written policy commitment to the code of integrity and ethical behavior • Corrective action Companies must be able to show a written policy that contains a commitment to a code of integrity and ethical behavior in the conduct of operations and transactions that have been documented and communicated to all levels of employees and operations. • Preventive action: Create outreach programs and disseminate the policy of commitment to integrity and ethical behavior codes to all levels of employees and operations • Auditor conclusion: - 	Open	
2015.2	2.1.1	Compliance on occupational health and safety <ul style="list-style-type: none"> • Tractor operator in mill and estate STP 1 have not received training on tractor operator as demanded by Manpower and Transmigration Decree No. 09 in 2010. • Generator operator neither received 	Estate & Mill	Major	10th January 2016	Company should ensure that the entire regulations have been fulfilled.	<ul style="list-style-type: none"> • Root cause: <ol style="list-style-type: none"> 1. Heavy vehicle operator have not have not received training on heavy vehicle operator as demanded by Manpower and Transmigration Decree No. 09 in 2010. 2. Generator operator neither received periodic medical examination nor 	Closed	December 17 th 2015

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
		<p>periodic medical examination nor special examination.</p> <ul style="list-style-type: none"> Company could not present the periodic medical examination result for mill personnel for period 2015. Daily worker in STP 3 Estate has signed work agreement, however the work agreement does not state the duration of work, coding and numbering is unclear and the legality of the work agreement is stamp. 					<p>special examination.</p> <p>3. Daily worker in STP 3 Estate has signed work agreement.</p> <ul style="list-style-type: none"> Corrective action Company should ensure that the entire regulations have been fulfilled. Preventive action: <ol style="list-style-type: none"> Provide and monitoring training for operators. Provide and monitoring periodical medical examination. Complete Work Agreement (SPK) signed non-permanent employees on the stamp, with a work contract agreement and numbering SPK. Corrective actions Operators The company can shows the evidence, such as: <ul style="list-style-type: none"> Minutes of training and certification Safety and Health (K3) on December 7th 2015. Its explain that training of Health and Safety (K3) for heavy equipment operators have been held on November 26th to December 2nd 2015 by OHS service company PT. Elbana in collaboration with PT STP and manpower and transmigration agency of Seruyan District. This 		

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>training was attended by 29 people from STP Estate and 4 people from STP Mill.</p> <ul style="list-style-type: none"> • Photos of training. • Attendance list that informed all attendant have been complete the training. • Attendance list day of training. <p>Periodic Medical Examination of Generator Operator</p> <p>The company has been shows the medical record of Generator operator that held on November 2015 and his declared healthy. Specific medical examination also held on December 2015 where he suspected having a loss hearing. The doctor recommends allowing him to continue his job by PPE (ear plug/ear muff) and evaluated in the next year.</p> <p>Periodic Medical Examination STP Mill year 2015</p> <p>The company can shows the evidence of periodic medical examination which held on November 2015. The medical examination has been done for 36 processing employee, 16 maintenance employee, 44 general affair employee and 10 security staff. The medical record shows that all employees are healthy.</p>		

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							Work Agreement Revision The company can shows the improvement evidence, including: <ul style="list-style-type: none"> Minutes of meeting on November 12, 2015 about revision of agreement letter. Agreement letter on behalf of Dahlan, Darso, Eko, Hermawan and Yunus. The agreement letter has contain period of agreement, agreement number validation both sides. Auditor conclusion: Regarding to the evidence that shows, auditor concluding that noncompliance record No. 2015.2 indicator Major has been closed		
2015.3	4.1.3	Monitoring record/ Audit corrective action plan over the QAMS audit finding on 21st – 30th September 2015 at Block 015 Division IA and Block 045 Division IB Estate STP 3 could not be presented.	Estate	Minor	ASA 04	Company should present the corrective actions over the QAMS audit's finding.	<ul style="list-style-type: none"> Root cause: Corrective actions over the QAMS audit's finding could not be presented. Preventive actions QAMS auditors should verifying corrective actions. Corrective action <ol style="list-style-type: none"> Making corrective actions over the QAMS audit's finding. QAMS Auditors should verifying corrective actions. 	Closed	December 17 th 2015

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<ul style="list-style-type: none"> Auditor conclusion: Observation on December 17th 2015 Based on corrective actions evidence, the company (Ecological Management Unit) has been shows minutes meeting of verification of audit findings on December 12th, 2015 in block O15 division 1A and)45 division 1B. The company also shows some photos of corrective actions such as sanitation of rotten and circle weeding. Based on the evidence above, auditor concluding that noncompliance record No.2013.3 indicator minor has been closed. 		
2015.4	5.3.1	Identification on pollution source Company conducted identification on pollution sources, however did not stated pollution source from WWTP.	Mill	Major	10th Januar y 2016	Company should ensure the entire pollution sources has been identified.	<ul style="list-style-type: none"> Root cause: Not entirely pollution sources in STP Mill contained in the document "Identification of Sources of Pollution". Preventive action: Identifying entire pollution sources which produces from estate and mill activity. Corrective action The company should identify entire pollution sources. Observation on December 17th 2015 The company has been shows the 	Closed	December 17 th 2015

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>document of identification waste and GHG emission (Document No. FRM 01/SOP/75/EHS (0)/0414) effective since April 2014. The document explained of waste sources from waste water treatment plant (WWTP).</p> <p>• Auditor Conclusion Based on evidence that shows, auditor concluding that noncompliance No. 2015.4 indicator Major has been closed.</p>		
2015.5	5.3.3	Waste management Field visit in pond 1 WWTP revealed that there was a leakage in pond's wall.	Mill	Minor	ASA 04	Company should ensure the management of liquid waste in order to prevent pollution.	<p>• Root cause: Pond's wall of WWTP 1 was leakage.</p> <p>• Corrective action The company should ensure the management of liquid waste in order to prevent pollution.</p> <ol style="list-style-type: none"> To cleaned liquid waste that leakage from WWTP and to clean soil outside of WWTP which contaminated by liquid waste. Repaired pond's wall of WWTP 1. Provide bund wall pump for pond's WWTP 1. <p>• Preventive action:</p> <ol style="list-style-type: none"> Monitoring WWTP periodically. To maintenance WWTP pond's wall. 	Open	

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<ul style="list-style-type: none"> Auditor conclusion: - 		
2015.6	6.1.4	Negative impacts prevention and reduction plans in order to enhance the positive impact. monitoring plan over social activities, both with positive and negative impacts should be reviewed every 6 months.	Estate & Mill	Minor	ASA 04	The evidence of implementation on negative impacts prevention and reduction plans in order to enhance the positive impact.	<ul style="list-style-type: none"> Root cause: Social activities on matrix document of Social Impact Assessment (SIA) have not been reviewed. Corrective action The evidence of implementation on negative impacts prevention and reduction plans in order to enhance the positive impact. Preventive action: Provide review Social activities on matrix document of Social Impact Assessment (SIA) at least once in two year. Auditor conclusion: - 	Open	
2015.7	SCCS E.4.2	Forecast on over-production Based on data from STP mill, its known that total CPO and Kernel production are exceeding the forecast, which is 7,602.587 ton and exceeding the projection quota, which is 7,016.39 ton for period 30th November 2014 to 29th November 2015.	Mill	Major	10th December 2015	the over-production of certified CPO and PK should be reported to Certification Body.	<ul style="list-style-type: none"> Root Cause: The total of CPO and Kernel production are exceeding the forecast has not reported to the Certification Body. Corrective action: The over-production of certified CPO and PK should be reported to Certification Body. Preventive action: Reported the over-production of CPO and PK to the Certification Body. 	Closed	17 Desember 2015

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<ul style="list-style-type: none"> Auditor conclusion: Auditor's observation on 13th November 2015 the management of Sarana Titian Permata POM – PT Sarana Titian Permata has sent the letter number: 021/STP/POM/XI/2015, on 12th November to operation manager sub Division of Sustainable Agriculture Certification, with a subject: notification of over-production. This over production was caused by the peak crop season and quality improvement. 		

3.5.3 Opportunity for Improvement

No	Ref Std	Descriptions
1.	2.2.1 Major	Company is urged to follow up the registration process of bussiness license, including to respond the reccomendation from Ministry of Environment and Forestry on 18th March 2015 regarding the proficiency of replacement land to convert the forest area.
2.	-	Company should consider the sanitation aspect of environment within the mill's area.

3.5.4 Noteworthy Positive Components

No	Ref Std	Descriptions
-	-	-

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

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Plantation Agency in Seruyan District</p> <ul style="list-style-type: none"> • Company has a good relationship with Agency. Particularly because the Public Relation department is responsible and maintain good communication with agency. • Company presented its compliance on administrative procedure such as by periodically submitted its plantation reports to Plantation Agency. For instance plantatio bussiness report, field fire report and so forth. The plantation bussiness report consists of CSR report, mill and estate production report. The latest plantationa bussiness report has been submitted in October 2015 for the third three-months report in 2015. • The latest field visit btween Plantation Agency and Pesticide Commitee in Central Kalimantan in September 2015 revealed that there were no prohibited pesticide been stored/used on estate operation activities. • There was no field fire for the last 2 years based on local communities report and document's review. • Company has sufficient fire extinguisher facilities and infrastructures as well the well-trained human resources. • Related to legality and right over the land, at present, PT. Sarana Titian Permata does not have land title permit (HGU), there is no decisin on revision/ extention of location permit, the registration of forest release and land swap (Refers to OFI Major 2.2.1 Surveillance 2). 	<ul style="list-style-type: none"> • - • - • - • - • - • PT. STP don't have HGU. Meanwhile, the registration of forest release and land swap already got the approval letter from Ministry of Environmental to the regional secretary of Kalimantan Timur that stated providing of land substitution for land swap in the same island was allowed. Hence, the Governor of Kalimantan Timur could approved on land swap proposal. Related with location permit has been submitted to the Head of Seruyan District. (proposal of location permit, forest release and 	<ul style="list-style-type: none"> • The company effort for land legality has been appropriate with the regulation refers to indicator Major 2.2.1.

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> The developement of plasma plantation for local communities do not show a significant progress. At present, the progress remains on the establishment of farmer group in Tanjung Rengas Village (in 2014). 	<p>land swap attached).</p> <ul style="list-style-type: none"> Plasma area for local communities of Tanjung Rengas has been plotting in PT.KSI area (member of Wilmar Group). It is because PT. STP area is in forest production area and the rest of land cutted 20% by National Land Agency for smalholder plasma. With the signing Memorandum of Understanding between PT. KSI and Karya Bersama Cooperation (Tanjung Rengas Village), PT. STP has been fulfilled the plasma development for local communities. 	<ul style="list-style-type: none"> Regarding to the plasma development fo local communities, the company has been shows the progress such as MoU with local communities and Head of Seeruyan District Decree No. 188.45/428/2015 on Oktober 27th 2015. It refers to indicator minor 6.1.5
<p>Local Environment Agency in Seruyan District</p> <ul style="list-style-type: none"> Company has a good relationship with Agency. Particularly because the Public Relation department is responsible and maintain good communication with agency. Company presented its compliance on administrative procedure such as by periodically submitted its environment management plan and environment monitoring plan report. The format of the report has been delivered to the entire unit in Seruyan District. Company has various permits, such as temporary hazardous waste lanfill permit and land application permit that still valid until now. Particularly for temporary hazardous waste lanfill permit, company has a storage duration, which is 180 days. However if company wants to adjust the duration according to Ministry of Environment Decree No. 101 in 2014, hence company needs to submit the written request to agency for further actions. Based on the incoming report, contract between hazardous 	<ul style="list-style-type: none"> - - Land fires report and inventarisation of conservation area has been submitted in RKL/RPL report in every semester. Revision of hazardous waste storage will be discussed with environmental agency of Seruyan District. The company has been communicate with a 	<ul style="list-style-type: none"> fires report and inventarisation of conservation area has been submitted in RKL/RPL report in every semester. It is refer to indicator major 5.1.1 The company has been completed the legal requirement of hazardous waste storage refer to indicator major 5.3.2 The company has been probe possibility to cooperate with







Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>waste collector and PT. Maju Asri Jaya Utama has been terminated by one side. Hence company s encouraged to build relationship with other licensed collectors.</p> <ul style="list-style-type: none"> • So far, there is no report/ complaints from local communities related to pollution from company's operation activities. • Until now, the agency has not received company's environment management plan and environment monitoring plan report for semester I in 2015. 	<p>official hazardous waste collector PT. Rama Manunggal Perkasa. Minutes of meeting attached.</p> <ul style="list-style-type: none"> • - • RKL/RPL report semester I 2015 has been delivered to Environmental Agency of Seruyan District and Ministry of Environmental on October 23rd 2015 and Environmental Agency of Kalimantan Tengah on October 22nd 2015. 	<p>official hazardous waste collector PT. Rama Manunggal Perkasa in order to ensure hazardous waste managed. It refer to indicator major 5.3.2</p> <ul style="list-style-type: none"> • RKL/RPL report semester I 2015 has been delivered to Environmental Agency of Seruyan District and Ministry of Environmental on October 23rd 2015 and Environmental Agency of Kalimantan Tengah on October 22nd 2015. According to the auditor verifikation on indicator major 5.1.1.
<p>Manpower, Transmigration and Tourism Agency in Seruyan District.</p> <ul style="list-style-type: none"> • Company has a good relation with agency. • Company has conducted its reporting responsibility. For instance the guiding committee of occupational health and safety report, mandatory manpower report, expatriate manpower report and so forth. • Company has disbursed its personnel wage according to Governor Decree No. 45 in 2014 related to minimum wage, amount IDR. 2,110,500/ month. • At present, there is no complain/conflict between company and its personnel related to industrial relation. 	<ul style="list-style-type: none"> • - • - • - 	<p>There is no spesific issue regarding to labour and industrial relationship between company and labour.</p>
<p>Local Land Agency in Seruyan District.</p> <p>During public consultation, the audit team could not make an interview due to time restrictin even though the public</p>	<p>-</p>	

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
consultation letter has been submitted in advance (receipt note is available).		
<p>Head of Village, Head of Local Empowerment Bureau and community leader in Pematang Limau</p> <ul style="list-style-type: none"> • Company has a good relationship and harmonious relationship with local communities. • Company has been deliberately distributed an adequate amount of grants fro local communitie to support village's activities, assistance to provide salary for Koran teacher, and assistance to repair the house for poor communities and so forth. • Company provides work opportunity for local communities who want to work in company based on their skill and competencies. • Company has distributed the CSR program to empower local communities through the procurement of cow for farmer group. The CSR program was created base don agreement between local communities. • There is a plan to develop plasma plantation for local communities, even though the development is still in progress. • There is a land claim on behalf of Ms. Mariam, H. Anang Hartani Cs and H. Basirun (in 2014) which has not been settle until now. 	<ul style="list-style-type: none"> • - • - • - • - • - • Mariam: the company compensated according to the recommendation of Head of Seruyan District. However, she did not accept. • H. Anang Hartani: according to the land compensation document, Anang Hartani has been accepted land compensation on 2006. • H. Basirun: The claim based on statement letter on behalf Aluwi (H. Basirun's father). According to the land compensation document, Aluwi has been accepted land compensation on 2006. This case has been communicated with Head 	<ul style="list-style-type: none"> • Land claim process on behalf of Mariam, H. Anang Hartani and H. Basirun has been solved regarding to the meeting that held on March 6th 2016. The meeting also witnessed by government representative of Seruyan District. It is refer to RSPO indicator Minor 2.2.3, Major 2.2.4, Minor 2.2.5 dan Major 2.2.6.

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> • Every year, local communities earn CSR budget to support communities economic activities. However, until now (end of 2015), the CSR budget in 2015 has not been received by local communities. • Local communities has an idea to convert the CSR program into scholarship to university for children from Pematang Limau Village. However, until present, this idea has not been responded by company. • Local community through head of village has submitted the proposal for partnership scheme plantation on 1st January 2015. Moreover, the plantation area has been prepered for about 772 Ha (that belong to 355 households) for the aforementioned program. However, until now there is no official response from company. 	<p>of Pematang Limau Village.</p> <ul style="list-style-type: none"> • Economical empowerment with cattle gift has been pending due to insignificant for the villagers. • The scholarship just granted for elementary students. • Plasma development for local communities are in progress and has been approve by Head of Seruyan District. 	<ul style="list-style-type: none"> • Based on document verification and stakeholder interview, the company has been empowering local communities with a various way refer to indicator 6.11.1 • Plasma development for local communities are in progress refer to indicator 6.1.5 minor.
<p>Local Contractor</p> <ul style="list-style-type: none"> • There was a good relationship between PT STP and local contractor few years ago through the establishment of housing G 10 (work agreement number: C & A 1608.11/2015, on 18th August 2015) • The contract describes the payment mechanism and the responsibility of contractor over occupational health and safety for personnel in detail. • There is no accident. So far if personnel get sick, such as flu, contractor is responsible for their medical treatment. • Company has invited local contractor in the socialization on afe wotk procedure for several times. 	<ul style="list-style-type: none"> • - • - • - • - 	<p>There is no spesific issue regarding to industrial relationship between company and local contractor.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Gender Committee</p> <ul style="list-style-type: none"> • So far, pregnant personnel are entitle for 3 months maternity leave. When personnel pregnancy reach the age of 7.5 month, usually they will start taking this leave. • There is no pregnant personnel who work in spraying activities since the prohibition has been socialised to the entire personnel. Moreover, pregnant personnel should be mutated from spraying work to other work units that do not have a contact with chemical material • The announcement is delivered during morning briefing, such as pregnant personnel are prohibited to work as spraying personnel. • There was a socialization on sexual assault and harrassment prevention in August 2015. The evidence of socialization is available. • Company has a policy on mestrual leave and there is a requirement from clinic based on company's policy. • So far, there is no case or report related to sexual assault and domestic violence. • Spraying tools and other equipments have been sored in PPE's warehouse. <p><u>Aspiration:</u></p>	<ul style="list-style-type: none"> • - • - • - • - • - • - • - 	<p>Aspiration from gender committee has been response and considering by the company.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> It is recommended that the blood donor should invite the Indonesia Red Cross Proficiency of playground for children. 	<ul style="list-style-type: none"> The company will follow up HRD Regional Office regarding blood donor Playground should be added 	
<p>LKS Bipartit PT STP</p> <ul style="list-style-type: none"> There is a procedure for submitting personnel complaints. Company gives salary based on the applicable local minimum wage. In general, the complaints are about the broken facilities in housing. <ul style="list-style-type: none"> The agenda of bi-monthly meeting: in case there is an urgent issued, then the meeting will be conducted to discuss the issue. There is no issue on manpower. <p><u>Aspiration :</u> Procurement on entertainment facility for personnel (for instance the procurement of pianos and keyboard instrument.</p>	<ul style="list-style-type: none"> - - - - - - Pianos and keyboard procurement proposal has been submission 	<p>Aspiration from labour union has been response and considering by the company.</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY		
4.1	Formal Sign-off of Assessment Findings		
	<p>Hereunder sign by management representative from inspected company and audit team to acknowledge a field assessment and agree for all content explained in this assessment report, included of nonconformities issues.</p> <p>Signed on behalf of:</p> <table><tr><td><p>PT.Sarana Titian Permata Wimar International Ltd</p><p><u>Simon Siburat</u> Jumat, November 20th 2015</p></td><td><p>Mutuagung Lestari Lead Auditor</p><p><u>Muardi Marwas</u> Jumat, November 20th 2015</p></td></tr></table>	<p>PT.Sarana Titian Permata Wimar International Ltd</p>  <p><u>Simon Siburat</u> Jumat, November 20th 2015</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>Muardi Marwas</u> Jumat, November 20th 2015</p>
<p>PT.Sarana Titian Permata Wimar International Ltd</p>  <p><u>Simon Siburat</u> Jumat, November 20th 2015</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>Muardi Marwas</u> Jumat, November 20th 2015</p>		

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, Labor, and Transmigration Agency, Seruyan District Seruyan District	Kuala Pembuang, Kab. Seruyan District, Province of Kalimantan Tengah	-	Consultation Meeting	November 9 th 2015	✓	
2	Environmental Agency, Seruyan District	Kuala Pembuang, Kab. Seruyan District, Province of Kalimantan Tengah	-	Consultation Meeting	November 9 th 2015	✓	
3	Forestry and Plantation Agency, Seruyan District	Kuala Pembuang, Kab. Seruyan District, Province of Kalimantan Tengah	-	Consultation Meeting	November 9 th 2015	✓	
4.	National Land Agency Seruyan District	Kuala Pembuang, Kab. Seruyan District, Province of Kalimantan Tengah	-	Consultation Meeting	November 9 th 2015		✓
5.	Head of Village and Community Leaders Pematang Limau	Village of Pematang Limau, Subdiistrict of. Seruyan Hilir, district of Seruyan Province of Kalimantan Tengah	-	Focus Group Discussion	November 9 th 2015	✓	
6	Sawit Watch Indonesia	Bogor	info@sawitwatch.or.id	Kuesioner via email	6 November 2015		✓
7	Wahana Lingkungan Hidup Indonesia	Jakarta	informasi@wahana.or.id	Kuesioner via email	6 November 2015		✓
8	World Wide Fund Indonesia	Jakarta	wwf-indonesia@wwf.or.id	Kuesioner via email	6 November 2015		✓
9	Gender Committee	PT. Sarana Titian Permata Estate	-	Interview	November 9 th 2015	✓	
10	LKS Bipartit PT STP	PT. Sarana Titian Permata Estate	-	Interview	November 9 th 2015	✓	
11	Local contractor CV. Awu Raya Pratama (housing contractor)	Kuala Pembuang, Kab. Seruyan District, Province of Kalimantan Tengah		Interview	November 9 th 2015	✓	

Appendix 2. Assessment Program

Dated		8 – 12 November 2015						
Planned	Actual Duration	Audit Process			AUDITOR			
Sunday, 8 November 2015					MM	AP	AR	OR
09.00 – 11.00	09.00 – 11.00	Jakarta – Pangkalan Bun			√	√	√	√
11.00 - ...	11.00 - ...	Pangkalan Bun – Estate						
Monday, 9 November 2015								
08.00 – 12.00	08.00 – 12.00	Opening Meeting			√		√	√
		Consultation Public: <ul style="list-style-type: none">Seruyan government (Plantation and forestry Agency, Transmigration and social agency, National Land Agency and Environment Agency)Consutation with Pematang Limau Villagers				√		
		<u>Verification oc Non compliance previously</u> Verification and completed the checklist: <ul style="list-style-type: none">Information and respondedCommunication, information and Public consultation openlyCompleted basic information			√	-	√	√
14.00 – 17.00	14.00 – 17.00	Interveiw local supplier, Labour Union and Gender Committee STP 1 Estate			-	-	-	√
		Field Visit in STP 1 Estate <ul style="list-style-type: none">Observation of infrastructure (chemical storage, Hazardous waste storage, emplasment, waste management, fire extinguiser)HCV and legal pole boundary			√	-	√	√
Tuesday, 10 November 2015								
08.00 – 12.00	08.00 – 12.00	Filed Visit in STP 3 Estate <ul style="list-style-type: none">Harvesting, manuring, spraying, IPM, FFB Trasnporting, and interviewed with labour regarding to OHS, environment and social walfare issues			-	√	-	-
		<ul style="list-style-type: none">Observation of infrastructure (chemical storage, Hazardous waste storage, emplasment, waste management, fire extinguiser)			-	√	-	-
		<ul style="list-style-type: none">HCV and legal pole boundary			√	-	-	-
08 – 12.00	08 – 12.00	Filed Visit in STP Mill Observation of FFB Receiving, processing, waste management, Waste water treatment plant with labour regarding to OHS, environment and social walfare issues			-	-	√	√

Dated		8 – 12 November 2015					
Planned	Actual Duration	Audit Process	AUDITOR				
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none">Filed Visit in STP EstateFiled Visit in STP Mill	√	√	√	√	
		<ul style="list-style-type: none">Document Verified and checklist: Legality, BMP Mill and estate, OHS, environment, social, labour, HCV and SCCS	√	√	√	√	
Wednesday, 11 November 2015							
08.00 – 12.00	08.00 – 12.00	Field Visit in STP 1 Harvesting, manuring, spraying, IPM, FFB Trasnporting, and interviewed with labour regarding to OHS, environment and social walfare issues	-	√	√	-	
		Verified of Non conformity previous	√	-	-	√	
		Document Verified and checklist: Legality, BMP Mill and estate, OHS, environment, social, labour, HCV and SCCS	√	-	-	√	
14.00 – 15.30	14.00 – 15.30	Internal Meeting	√	√	√	√	
15.30 – 17.00	15.30 – 17.00	Closing meeting	√	√	√	√	
17.00	17.00	Estate – Pangkalan Bun	√	√	√	√	
Thursday, 12 November 2015							
08.00 – 11.00	08.00 – 11.00	Pangkalan Bun – Jakarta	√	√	√	√	