

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

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

Name of Management Organisation : Kijang Mill, PT BUANA WIRALESTARI MAS subsidiary of Ivo Mas Tunggal

Plantation Name : Kijang Mas Estate and Kijang Kencana Scheme Smallholders

Location : Sekijang Village, Tapung Hilir Subdistrict, Kampar District, Riau Province, Indonesia

Certificate Code : **MUTU-RSPO/013**

Date of Certificate Issue : 17 January 2012 Date of License Issue : 17 January 2016

Date of Certificate Expiry : 16 January 2017 Date of License Expiry : 16 January 2017

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-4	16, 17, 23, 24, 25, 26 November 2015	Ardiansyah; Dwi Haryati; Fuji Lestari; Nanang Mualib	Octo HPN Nainggolan	Tony Arifiarachman

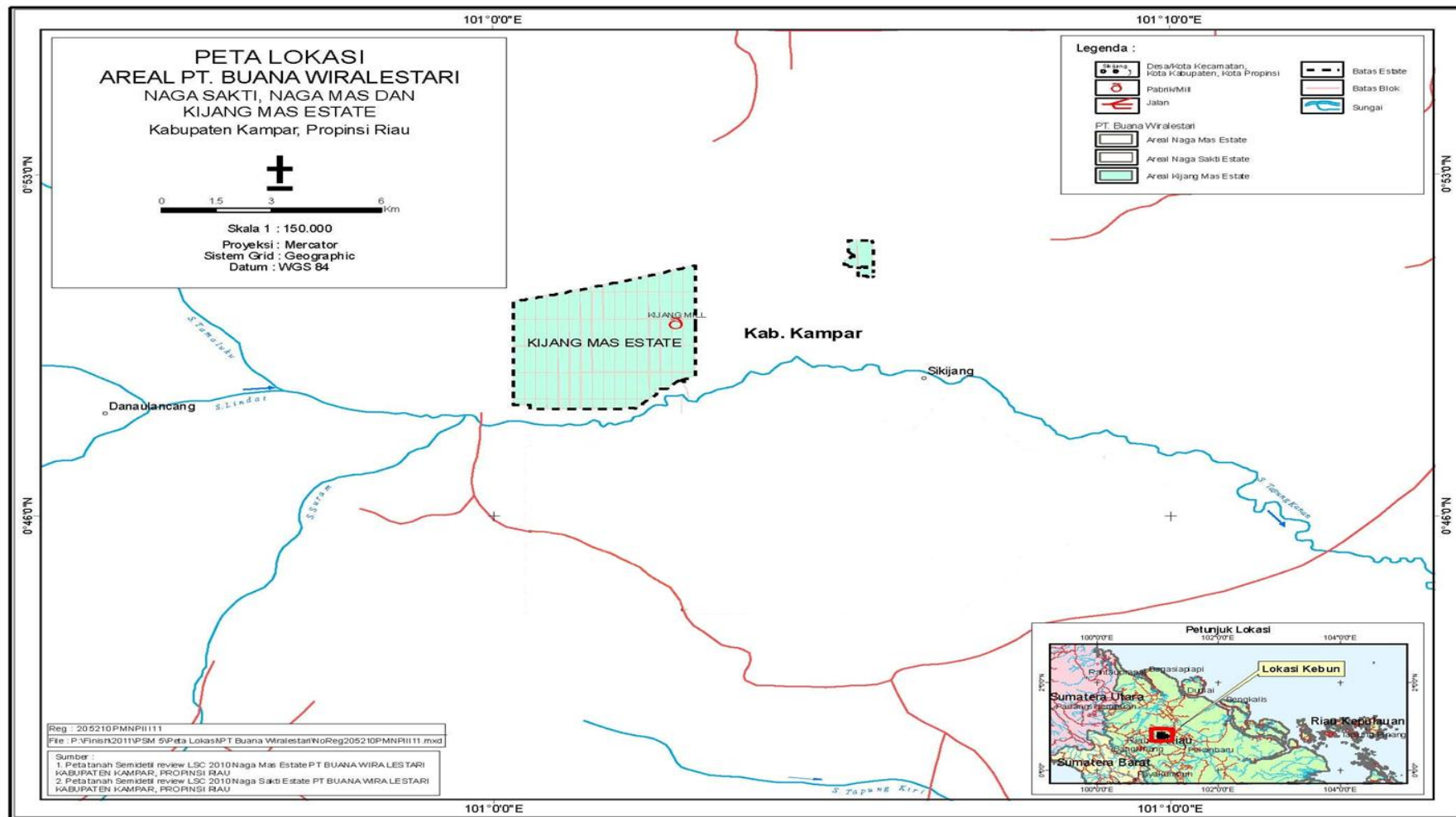
Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-4	21 December 2015

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FIGURE

Figure 1. Location Map of PT Buana Wiralestari Mas (Kijang Mas Estate dan Kijang Mill)



Glossary

BKSDA	:	Balau Konservasi Sumber Daya Alam/ Naature Conservation Agency
BPJS	:	Badan Penyelenggara Jasa Sosial
BPJS-TK	:	Badan Penyelenggara Jasa Sosial Tenaga Kerja -
BNP	:	Badan Pertanahan Nasional
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
EIA	:	Environment Impact Assessment
FFB	:	Fresh fruit Bunch
FPIC	:	Free Prior Informed and Consent
GHG	:	Greenhouse Gas
HCV	:	High Conservation Value
HGU	:	Hak Guna Usaha
IKISTRA	:	Ikatan Ibu-ibu Staf Riau II / spouse of Riau II
IPM	:	Integrated Pest Management
RSPO	:	Roundtable on Sustainable Palm Oil
KER	:	Kernel Extraction Rate
KT	:	Kelompok Tani/ Smallholders Group
KUD	:	Koperasi Unit Desa/ Cooperative unit
LKS	:	Lembaga Kerjasama/ Cooperation Body
MCAR	:	Management Committee Agronomy and Research
MCMD	:	Management committee for Mill development
OER	:	Oil Extraction Rate
OHS	:	Occupational Health and Sasfety
PK	:	Palm Kernel
PKB	:	Perjanjian Kerja Bersama/ Collective Labor Agreement
POM	:	Palm Oil Mill
PPE	:	Personal Protective Equipment
RJP	:	Ramajaya Pramukti
SCCS	:	Supply Chain Certifications System
SHM	:	Sertipikat Hak Milik/ Land Certificate
SIA	:	Social Impact Assessment
SMARTRI	:	SMART Research Institute
SMK3	:	Sistem Manajemen Keselamatan dan Kesehatan kerja/ Management System of OHS
SOP	:	Standart Opearional Prosedur
SPSI	:	Serika Pekerja Seluruh Indonesia/ Labour Union
TPSA	:	Tempat Pembuangan Sampah Akhir/ Landfill
UMSP	:	Upah Minimum Sektor Perkebunan/ Minimum Wage
VPA	:	Vice President Agronomy
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • <i>RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil - April 25th, 2013.</i> • <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</i>
1.2 Organisation Information		
1.2.1	Organisation name listed in the certificate	PT Buana Wiralestari Mas subsidiary of Ivo Mas Tunggal
1.2.2	Contact person	Ismu Zulfikar
1.2.3	Organisation address and site address	RSPO registered company: Sinarmas Land Tower 2, 30th Floor JL. MH Thamrin No 51 Kav 22 Jakarta 10350 Indonesia Liaison Office: Sinarmas Land Tower 2, 30th Floor JL. MH Thamrin No 51 Kav 22 Jakarta 10350 Indonesia
1.2.4	Telephone	(+62-21) 318 1388
1.2.5	Fax	(+62-21) 318 1389
1.2.6	E-mail	ismu-zulfikar@smart-tbk.com
1.2.7	Web page address	www.smart-tbk.com
1.2.8	Management Representative who completed the application for certification	Ismu Zulfikar (Head of Environmental Departement)
1.2.9	Registered as RSPO member	1- 0056 – 08 – 000 – 00 17 June 2008
1.3 Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base : <ul style="list-style-type: none"> • Kijang Mill, Kijang Mas Estate, Kijang Kencana Plasma (KUD Makarti Buana Jaya, KOPSA Berkat Ridho, KUD Kijang Mas, KUD Makmur Sejahtera, KUD Panca Warga, KUD Budi Karya, KUD Lestari Jaya, KUD Manunggal Abadi)
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
	Kijang Mill	Village Of Sekijang, Sub District Of Tapung Hilir, District Of Kampar, Province of Riau	N 0° 50' 00.65"	E 101° 02' 41.65"
1.4.2	Location of Certification Scope of Supply Base			
	Name of Supply Base	Location	Coordinate	
			Latitude	Longitude
	Kijang Estate	Village Of Sekijang, Sub District Of Tapung Hilir, District Of Kampar, Province of Riau	N 0° 49' 59.82"	E 101° 02' 58.15"
	Kijang Kencana Scheme Smallholders	Village Of Kijang Jaya, Sub District Of Tapung Hilir, District Of Kampar, Province of Riau	N 0° 51' 17.01"	E 101° 05' 27.90"
1.5 Description of Area Statement				
1.5.1	Tenure			
	• State		2,310.38 Ha	
	• Community		8,147.79 Ha	
1.5.2	Area Statement			
	• Total area		10,489.32 Ha	
	• Mature area		10,297.75 Ha	
	• Immature area		- Ha	
	• Mill/ Infrastructure		109.32 Ha	
	• drainage		31.83 Ha	
	• Others		19.27 Ha	
	• HCV (Include planted area)		31.43 Ha	
1.6 Planting Year and Cycles				
1.6.1	Age profile of planting year			
	Planting Year	Hectarage		
		Kijang Mas Estate	Kijang Kencana Scheme Smallholders	Total
	1991	244.20	369.00	613.20
	1992	1,832.44	2,339.00	4,171.44
	1993	22.82	3,185.00	3,207.82
	1994	-	1,467.00	1,467.00
	1995	-	504.80	504.80
	1996	46.86	58.00	104.86
	1997	-	52.70	52.70
	1998	-	47.30	47.30

	2001	-		124.99	124.79		
	2002	3.64		-	3.64		
	TOTAL	2,149.96		8,147.79	10,297.75		
1.6.2	New Planting area after January 2010			- Ha			
1.6.3	Planting Cycle			1 st Cycle			
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Kijang	60	319,165.37	64,153.35	20.10	16,420.80	5.14
*Source: processing data November 2014 to October 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)	%
	Kijang Mas	2,310.38	2,149.96	54,383.17	29.67	42,198.30	78
	Kijang Kencana Plasma	8,147.79	8,147.79	261,210.90	29.72	202,284.82	77
	• KUD Makarti Buana Jaya (506 Petani)	1,011.00	1,011.00	32,170.12	31.82	32,170.12	100
	• KUD Berkat Ridho (350 Petani)	700.00	700.00	21,258.01	30.37	21,258.01	100
	• KUD Kijang Mas (388 Petani)	774.00	774.00	22,924.11	29.62	22,924.11	100
	• KUD Makmur Sejahtera (635 Petani)	1,270.00	1,270.00	40,153.45	31.62	40,153.45	100
	• KUD Panca Warga (611 Petani)	1,224.80	1,224.80	40,540.25	33.10	40,540.25	100
	• KUD Budi Karya (500 Petani)	999.00	999.00	33,517.83	33.55	33,517.83	100
	• KUD Lestari Jaya (511 Petani)	1,022.00	1,022.00	33,002.88	32.29	5,804.30	18
	• KUD Manunggal Abadi (573 Petani)	1,146.99	1,146.99	37,644.25	32.82	5,916.75	16
	TOTAL	10,458.17	10,297.75	315,594.07	30.65	244,483.12	77
*Source: production data November 2014 to October 2015							
1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill			
				FFB (tonnes/year)			
	Nagasakti Estate (certified)	PT BWL	Kab Kampar, Riau	7,591.06			

	Nagamas Estate (certified)	PT BWL	Kab Kampar, Riau	359.75	
	Ramabakti Estate (certified)	PT RJP	Kab Kampar, Riau	122.68	
	Third party (Non certified)	-	Kab Kampar, Riau	66,608.76	
	TOTAL			74,682.25	
	*Source: production data November 2014 to October 2015				
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 17 January 2014 to 16 January 2015 (ton/tahun)	Actual certified product 17 January 2014 to 20 November 2015 (ton/tahun)	
	• FFB Production		304,343.53	221,230.41	
	• CPO Production		62,390.42	42,097.44	
	• Palm Kernel (PK) Production		16,738.89	10,891.90	
1.8.2	Estimate of Certified FFB Claim				
	Name of Estat	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)
	Kijang Mas	2,310.38	2,149.96	64,499	30.00
	Kijang Kencana Plasma	8,147.79	8,147.79	263,024	32.15
	• Makarti Buana Jaya	1,011.00	1,011.00	32,352	32.00
	• KUD Berkat Ridho	700.00	700.00	21,350	30.50
	• KUD Kijang Mas	774.00	774.00	23,220	30.00
	• KUD Makmur Sejahtera	1,270.00	1,270.00	40,640	32.00
	• KUD Panca Warga	1,224.80	1,224.80	40,418	33.00
	• KUD Budi Kayra	999.00	999.00	33,467	33.50
	• KUD Lestari Jaya	1,022.00	1,022.00	33,726	33.00
	• KUD Manunggal Abadi	1,146.99	1,146.99	37,851	33.00
	TOTAL	10,458.17	10,297.75	327,522	31.81
	Estimated data Period 17 January 2016 to 16 January 2017				
1.8.3	Estimate of Certified Palm Product Claim				
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO Out put (ton) Extraction (%)	Palm Kernel Out put (ton) Extraction (%)
	Kijang	60	327,522	68,780 21.00	17,359 5.3
	Estimated data Period 17 January 2016 to 16 January 2017				
1.9	Other Certifications				

	ISCC		ISCC EU Assessment by GutCert No. EU-ISCC-Cert-DE104-07781510 valid from 1 February 2015 to 31 January 2016.			
	Others		ISPO Assessment by PT Mutuagung Lestari No. MUTU-ISPO/028 valid from 9 September 2014 to 8 September 2019			
1.10 Time Bound Plan						
1.10.1	Time Bound Plan for Other Management Units					
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status
	Mill	Time bound				
	Samsam Mill	2009	Samsam Estate	2009	SIAK-RIAU	Certified
			Kandista Estate	2009	SIAK-RIAU	Certified
			Palapa Estate	2009	SIAK-RIAU	Certified
	Libo Mill	2009	Libo Estate	2009	SIAK-RIAU	Certified
			Nenggala Estate	2009	SIAK-RIAU	Certified
			Sungai Rokan Estate	2009	SIAK-RIAU	Certified
	Naga Sakti Mill	2010	Naga Mas Estate	2010	KAMPAR-RIAU	Certified
			Naga Sakti Estate	2010	KAMPAR-RIAU	Certified
			Rama Bakti	2010	KAMPAR-RIAU	Certified
	Kijang Mill	2010	Kijang Mas Estate	2010	KAMPAR-RIAU	Certified
			Kijang Kencana Plasma	2010	KAMPAR-RIAU	Certified
	Ramarama Mill	2010	Ramarama Estate	2010	KAMPAR-RIAU	Certified
			Amartajaya Plasma	2010	KAMPAR-RIAU	Certified
	Indra Sakti Mill	2011	Indra Lestari Estate	2011	INDRAGIRI-RIAU	Certified
			Indra Sakti Estate	2011	INDRAGIRI-RIAU	Certified
			Indragiri Plasma	2011	INDRAGIRI-RIAU	Certified
			Indrasakti Plasma	2011	INDRAGIRI-RIAU	Certified
	Bumipalma Mill	2012	Bumi Lestari Estate	2012	INDRAGIRI-RIAU	Certified
			Bumi Palma Estate	2012	INDRAGIRI-RIAU	Certified
			Bumi Sentosa Estate	2012	INDRAGIRI-RIAU	Certified
	Sawita Mill	2015	Sawita Estate	2015	KALIMANTAN SELATAN	ST-1
			Pamukan Estate	2015	KALIMANTAN SELATAN	ST-1
			Sawita KKPA	2015	KALIMANTAN SELATAN	ST-1
	Sawita Mill had conducted pre assessment RSPO on 2015 and Another entire Management Unit under PT Ivo Mas Tunggal has been RSPO certified.					
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard					
	Kijang Mill receive FFB from estate that has not been certified RSPO and estate which certified RSPO.					

2.0 ASSESSMENT PROCESS	
2.1 Assessment Team	
ASA-4	<p>1. Ardiansyah (Lead Auditor). Bachelor of Forest Resources Conservation, Department of Forestry, Bogor Agricultural University. He has followed several activities for identified environmental impact such as preparing EIA document for plantation and plantation forest. He has followed several trainings namely: Management System Certification (ISO 9001-2008/SNI 19011-9001:2008), SMK3 based on OHSAS, RSPO Lead Auditors Training Course endorsed by Proforest and Diameter, Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course and mapping for land cover analysis. During the assessment the auditor verified the legal aspect, management plan and SCCS.</p> <p>2. Dwi Haryati (Auditor). Bachelor of Agriculture, majoring in Agriculture Cultivation. She has experienced on Palm Oil Plantation as Sustainability staff. She had attended such as training ISPO Auditor training, OHS Expert Training, and Auditor /LA Management System Certification (ISO 9001-2008). During the assessment the auditor verified the OHS and BMP aspect.</p> <p>3. Fuji Lestari (Auditor Trainee). Bachelor of Agribusiness Management of Jember Politechnique Institute. She has participated on ISPO Auditor Training, Awareness RSPO, Training ISO 9001:2008 and lead auditor ISO 14001:2005. She shall assess the aspect of transparency, social and manpower.</p> <p>4. Nanang Mualib (Auditor). Bachelor of Forestry Science, Forest Technology Department in Bogor Agriculture Institute. He had followed training such as Performance Evaluation in Sustainable Management of Natural Production Forest on Unit Management. Sustainable Natural Production Forest Management Assessor Training Course, Training Lead Assessor ISO 9001:2001/SNI 19-9001:2008. He worked in Forest Company in 2000 – 2004 as a technical assistant of Sustainable Forest Management Implementation, Joint program with Forest Faculty Bogor Agriculture Institute and WWF Indonesia in 2006 – 2010. As a professional, he was involved in HCV social study of Sustainable Forest Management, HCV Identification in 3 palm oil plantation in Indonesia. Currently, he works as professional HCV assessor. During the assessment the auditor verified the aspect of environment and HCV.</p>
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	
2.2.1	Figure of person days to implement assessment
ASA-4	<p>Number of auditors: 4 auditor</p> <p>Number of days for Surveillance-4 at site: 6 days</p> <p>Number of working days for Surveillance-4 at site: 24 Working days</p>
2.2.2	Assessment Process
ASA-4	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Buana Wiralestari Mas (BWL) to the requirements of RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil - April 25th, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module 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-4 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (Re-certification).</p> <p>The assessment program please find Appendix 2</p>

2.2.3	Location of Assessment
ASA-4	<p>The sample locations were chosen by using $0.8\sqrt{y}$ formula from the entire supplier' estates and by considering the rising issues from document's review result and stakeholder's consultation, which are substantial and crucial. The sample locations of assessment such as Kijang Mas Estate, KUD Lestari Jaya, KUD Makmur Sejahtera and KUD Panca Warga.</p> <p>The complete visited locations such as:</p> <p>Kijang Mill</p> <ol style="list-style-type: none"> 1. Security Post. Interview related to the examination over incoming and outgoing FFB, CPO and PK from mill. 2. Fuel tank. Observation and interview related to hazardous material's management and emergency response tools. 3. Hydrant No 10. Observation on emergency response tools. 4. Processing station. Observation and interview related to FFB's processing into CPO, the implemmentation of occupational health and safety, fire emergency response tools in mimm and firs aid kits. 5. Grading. Interview related to FFB's examination, which has been received in mill. 6. Warehouse. Observation and interview related to safe work practices, hazardous management, and personnel competency, wage, and the freedom to join and establish union and medical examination. 7. Workshop. Observation and interview related to safe work practices, hazardous management, and personnel competency, wage, and the freedom to join and establish union and medical examination. 8. Water Treatment Plan (WTP). Observation and interview related to water management for FFB's processing. 9. WWTP. Observation on liquid waste management and the condition of WWTP ponds. 10. Temporary hazardous waste landfill. Observation and interview related to hazardous waste management. <p>Kijang Estate</p> <ol style="list-style-type: none"> 1. Block H14. Observation over the condition of boundry pole BPN 2. 2. Block M12. Observation over the condition of boundry pole BPN 8. 3. Block L23. Observation over the condition of boundry pole BPN III. 4. Block I8. Observation over the condition of boundry pole BPN I. 5. Block K8. Observation over the condition of boundry pole BPN 10. 6. Block M8. Observation over the condition of boundry pole BPN V. 7. Main Hut. Observation and interview related to facilities for personnel. 8. Workshop. Observation and interview related to operation activities in workshop, periodic medical examination for the entire workshop personnel, trainings that have been delivered, complain mechanism, medical insurance, personnel come from various ethnicity and related to minimum wage. 9. Warehouse. Observation and interview realted to MSDS comletedness, hazardous symbols, periodic medical examination for the entire workshop personnel, trainings that have been delivered, complain mechanism, medical insurance, personnel come from various ethnicity and related to minimum wage. 10. Block K 18 Division 2. Observation and interview with spraying personnel related to compliance over PPE (helmet, safety glasses, mask, gloves, spraying apron, safety boots), spraying technic and application, extra fooding, medical examination, chemical material mixing procedure, used-pesticide packages disposal, wage, the freedom to join and established union, and manpower social insurance (BPJS). Based on interview with personnel, there is no complain related to irritation and eczema to PPE's compliance (helmet, safety glasses, safety boots), medical facilities, manpower social insurance (BPJS), wage. 11. Block J20 and I20. Observation and interview with assistance related to plantation maintenance, such as <i>Turnera subulata</i> and <i>Antigonon leptosus</i> as host plant for the predator of fire caterpillars. 12. Temporary hazardous waste landfill. Observation and interview related to hazardous waste management. 13. Block H16 Division II. Observation on empty fruit bunches application. 14. Block H19 Division I. Observation on the management of HCV's areas, such as riparian of Kalo River. 15. Block K21 Division I. Observation on liquid waste's land application. 16. Block L19 Division I. Observation on the management of inorganic waste on final landfill (TPSA). <p>KUD Makmur Sejahtera</p> <ol style="list-style-type: none"> 1. KUD Office. Observation and interview with KUD broad related to its activities and the management of KUD as

	<p>farmers organization, hazardous material's management, hazardous waste management and the management of spraying PPE.</p> <ol style="list-style-type: none"> KT Sari Murni (Kavling 2914, 2857, 2764, 2824, 2883, 2913). Observation and interview with independent smallholders related to land ownership, the procedure for harvesting, PPE, socialization of policies, guidance form partner company related to palm oil management. KT Sumber Rejeki (Kavling 2765, 2796, 2968, 2982, 2937, 2854, 2795). Observation and interview with independent smallholders related to land ownership, the procedure for harvesting, PPE, socialization of policies, guidance form partner company related to palm oil management. <p>KUD Panca Warga</p> <ol style="list-style-type: none"> Kantor KUD. Observation and interview with KUD broad related to its activities and the management of KUD as farmers organization, hazardous material's management, hazardous waste management and the management of spraying PPE. Block F 42 – KT Mekar Jaya (Kavling 2267, 2338, 2401, 2170, 2268, 2339, 2402). Observation and interview with independent smallholders related to land ownership, the procedure for harvesting, PPE, socialization of policies, guidance form partner company related to palm oil management. Block D 36 – KT Sinar Surya (Kavling 1740, 1372, 1337, 1271, 1371, 1272). Observation and interview with independent smallholders related to land ownership, the procedure for harvesting, PPE, socialization of policies, guidance form partner company related to palm oil management. Block F 43 – KT Tani Binangun (Kavling 2126, 2310, 2340, 2127, 2309, 2341, 2442). Observation and interview with independent smallholders related to land ownership, the procedure for harvesting, PPE, socialization of policies, guidance form partner company related to palm oil management. Block F 38 – KT Tani Harapan (Kavling 1132, 1127, 1131, 1135, 1128, 1951). Observation and interview with independent smallholders related to land ownership, the procedure for harvesting, PPE, socialization of policies, guidance form partner company related to palm oil management. <p>KUD Mukti Lestari</p> <ol style="list-style-type: none"> Kantor KUD. Observation and interview with KUD broad related to its activities and the management of KUD as farmers organization, hazardous material's management, hazardous waste management and the management of spraying PPE. Block H 48 – KT Cipta Karya (Kavling 2773, 2834, 2847, 3009, 2959, 2903). Observation and interview with independent smallholders related to land ownership, the procedure for harvesting, PPE, socialization of policies, guidance form partner company related to palm oil management. Block H 49 – KT Sumber Dana (Kavling 2982, 3006, 2901, 1991, 2835, 2836, 2957). Observation and interview with independent smallholders related to land ownership, the procedure for harvesting, PPE, socialization of policies, guidance form partner company related to palm oil management. <p>Stakeholders consultation</p> <ol style="list-style-type: none"> Government Institutions in Kampar District (Environment Agency, Manpower and Transmigration Agency, Plantation Agency). Interview related to regulation's compliance, pollution issues, manpower and occupational health and safety issues. Kijang Rejo Village (Community leaders). Interview related to social, economics and culture aspects with local communities.
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-4	<p>Consultation of stakeholders for PT Buana Wiralestari Mas was held by:</p> <ol style="list-style-type: none"> Public announcement at web www.mutucertification.com on 02 November 2015. Consultation meeting and interview with government agencies Kampar regency (Manpower agency, Environmental Agency and plantation agency) on 17 November 2015. Consultation meeting and interview with Surrounding Village (Kijang Rejo Village) on 18 November 2015.

	<p>4. Consultation meeting and interview with Worker Union, Gender Committee and local contractor on 19 November 2015.</p> <p>5. Consultation by email with NGO (Jikalahari) 10 November 2015.</p> <p>Numbers of input from stakeholders were clarified by PT Buana Wiralestari Mas – Ivo Mas Tunggal</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (Re-certification) will be planned 9 to 12 months after ASA-4 assessment (September - 2016).

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of KijangMill – PT Buana Wiralestari Mas, PT Ivo Mas Tunggal operation consisting of one (1) mill, one (1) oil palm estate and eight (8) KUDs (4,074 Smallholders).

During the assessment, there were one (1) 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.

MUTUAGUNG LESTARI found that Kijang Mill – PT Buana Wiralestari Mas, PT Ivo Mas Tunggal complied with the requirements of RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil - April 25th, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill).

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is Continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
	<p>Company has the SOP for Communication and consultation No. SOP/SMART/UMUMSADV/II/004, Rev.0.0, which was prepared by the Sustainability Division Head and was approved by Head of Upstream. The SOP consists of information such as the examination over incoming letter that states if the available requested information is the available information for stakeholders based on list of information, hence unit head will draft the response plan. However, if the requested information is not available in the list of information for stakeholders, hence it will require prior consideration and approval from top management. Response on the incoming letter should be issued within 3 (three) weeks since the letter is accepted. SOP for communication and consultation has been socialized on 7th September 2015 and attended by 23 representatives of personnel.</p> <p>Document's storage duration is stated in SOP for document and record management No. SOP/SMART/UMUM/SADV/II/001 REV.0.0, which states that document's storage duration is for 10 years.</p> <p>Information records in information books, which are available in each unit management. The book indicate that there is no incoming information request, just some outgoing information that has been submitted to agencies and manpower social insurance (BPJS).</p> <p>Public and institution consultation with local communities revealed that company has delivered socialization related to consultation and communication mechanism/ procedure.</p>	
	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.	
	<p>Company has a list of information for stakeholder with document No. F/SMART/UMUM/SADV/004/003, which was prepared by SPO Kampar region and known by RC. Kampar Region on 02nd May 2015. The list of information covers the</p>	

number of personnel, list of personnel' main salary, NPWP (personnel tax) data, local tax payment/ retribution, environment document, establishment certificate and its revision, area's data, production and fertilization application data, land ownership, HCV identification report, SIA identification report, communities empowerment report, guiding committee of occupational health and safety report, the document of improvement program, RSPO audit report, the document of human right policy. Documents that can be accessed by public have been socialized on 7th September 2015 that was attended by 23 representatives from personnel, personnel and Indonesia worker union (SPSI). The document has been socialised to related agencies, such as Environment Agency, National Land Agency, Plantation Agency, Manpower Agency, Forestry Agency and BKSDA on 24th November 2015. There is a receipt for list of document that has been signed by each agencies on 24th November 2015.

The SOP for Communication and consultation consists of information such as the examination over incoming letter that states if the available requested information is the available information for stakeholders based on list of information, hence unit head will draft the response plan. However, if the requested information is not available in the list of information for stakeholders, hence it will require prior consideration and approval from top management.

Based on interview with the representative of management, it's known that there are public documents, which are placed in each management unit to make the response on information request easier. Moreover, based on public consultation, its known that company has socialised the public-assessed document on 7th September 2015 and 24th November 2015, which is completed with socialization evidences.

Status: Comply

1.3

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

Company has a policy on business ethic that has been signed by regional controller Kampar capital and regional controller Kampar plasma on 02nd February 2015, which is applicable on the entire unit management. The policy states:

- Company does not tolerate any act or form of corruption in business practice by personnel. Personnel who committed to corruption will receive strong penalty based on the applicable regulation.
- Company commits to ethical standard of code of conduct on its entire business activities, including attitude toward each personnel, stakeholders, environment and broader communities.

The business ethic policy has been socialized on 26th May 2015, which was attended by 37 representatives from personnel, including the representatives from plasma plantation and contractor.

Based on interview with personnel, plasma plantation and contractor, its known that company has socialized the integrity code and ethical conduct and policy in an easy to understand language.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

PT BWL has a written documentation in order to identify, implement and evaluate the compliance toward the applicable regulations and law related to palm oil estate and mill through other regulation and requirements (SOP/SMART/UMUM/SADV/I/002) that has been approved by Head of Upstream on 1st July 2014. This procedure explains PIC to identify regulation and PIC to evaluate the regulations.

Based on this mechanism, PT BWL has identified and decided type of regulations that ought to be complied and has classified type of regulation into group, such as:

- List of regulations related to HCV: there are 13 regulations, which were updated on 1st June 2015.
- List of regulations related to manpower: there are 32 regulations, which were updated on 19th November 2015.
- List of regulations related to environment: there are 40 regulations, which were updated on 4th June 2015.
- List of regulations related to license: there are 29 regulations, which were updated on 20th November 2015.

- List of regulations related to occupational health and safety: there are 51 regulations, which were updated on 19th November 2015.

The entire copy of the aforementioned regulations is archived in each unit office. Kijang Mas Estate could present the copy of regulation that is available in estate office, for instance Ministry of Environment Decree No. 39 in 2014 related to plantation.

The entire regulations have been recorded in list of regulation and always being evaluated periodically at least once a year or in case there is a new regulation. Moreover, evaluation over the latest update and adjustment has been conducted:

- Secretary of guiding committee of occupational health and safety on 19th Nov 2015 over the entire list of manpower regulations.
- SPO Officer on 4th June 2015 over the entire environment regulations.
- SPO Officer on 20th November 2015 over the entire list of land permit for plantation.
- PIC for HCV on 20th November 2015 over the entire list of HCV regulation.
- Secretary of guiding committee of occupational health and safety on 19th November 2015 over the entire list of occupational health and safety regulation.

The management unit has adjusted the change in regulation, for instance:

- Revision on the amount of wage based on Governor of Riau Decree Number: Kpts. 244/III/2015 on 31st March 2015 related to minimum wage for palm oil and rubber plantation/agriculture sector in Riau province in 2015. Based on CEO Decree No. 016/CEO 5/HR PSM 5/03/15 and interview with personnel, its known that personnel receive wage based on the latest applicable regulations.
- The implementation of the latest manpower social insurance (BPJS), law No. 24 in 2011 with its derivate regulations, such as:
 - Government Decree No.44 in 2015 related to the implementation of JKK and JKM program
 - Government Decree No.45 in 2015 related to the implementation of retirement program.
 - Government Decree No.46 in 2015 related to the implementation of JHT program.

Based on interview with related institutions (Plantation Agency, Manpower and Environment Agency) its known that the management unit has complied the plantation, manpower and environment regulations.

Status: Comply

2.2

The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.

Company had owned and used land according to Audit ST-2 report. Until the ASA-04 activity, company does not expand its plantation area or make a revision over its land ownership status. Land ownership by Kijang Mas Estate is about 2,369.387 Ha that on consists of 2 HGU certificates and 1 HGB certificate.

The management unit has conducted monthly monitoring over the stake, which was recorded in "Checklist over the condition of boundary stakes". Moreover, the examination in 2015 shows that the entire (31 stakes) are in good condition. Based on field visit in Kijang Mas Estate, the boudry pole BPN 02, BPN 08, BPN III, BPN I, BPN 10 and BPN V revealed that stakes are in good condition.

Based on consultation result with Plantation Agency in Kampar District and local communities, its known that there was no conflict between local communities and Kijang Mas Estate. Even though there was no conflict and claim; company has had the SOP for social conflict management (SOP/SMART/SENS-CSR/SADV/II/002, on 1st July 2014) that was involving stakeholders in conflict resolution. Moreover, the management unit has a commitment to prohibit the recruitment/ hiring private security and paramilitary for company's operation activities based on Decree from RC Kampar Ref: 05/RJP-KAMPAR-5/01/2015 on the entire unit management.

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.

Land ownership statuses for the management unit within audit scope are state land and communities land, which have been compensated during the first estate development (in 1992). The evidence of land hand over has been documented completely and stored in company's legal department. Moreover, the hand over of land ownership in the beginning of estate development has been conducted by using the FPIC system and acknowledged by stakeholder.

Until ASA-4, company did not conducted expansion over its plantation area, by which the latest land compensation was conducted in 1992.

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.

In order to achieve financial stability in a long term, company has drafted estate and mill's 5 years work plan (2015 – 2019), on 20th November 2015. This work plan consists of: prediction over price trend, CPO and Palm Kernel; production cost; FFB, CPO and Palm Kernel's production; mill's extraction level; areal statement; replanting activity and profit projection. The management unit always evaluates its activities, in order to assess its performance and compare the actual achievement against the budget plan.

The replanting program will be conducted in 2018 in Kijang Mas Estate that will cover an area of 877.33 Ha. Replanting is conducted by considering company's policy, such as Yield/Ha (< 14 ton FFB/Ha), plantation age (> 25 years), height of plantation (> 13 meter) and the density of plantation per hectare (< 100 trees/Ha).

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.

PT BWL has a Standard Operating Procedures (SOP) for palm oil plantation and mill, which consist of technical guideline document for palm oil plantation in 2012 and SOP Mill's processing that is stated in SOP/SMART/MCMD/II/TM-PKS. Document review and interview shows that there aren't change in operations procedures of PT BWL.

SOP is available in audit place and is written in an easy to understand language and relevant to the main process in estate and mill. Moreover, based on interview with personnel in estate and mill operation, it is known that the socialization about this SOP has been conducted through safety briefing activity or morning briefing, which is conducted before the beginning of estate and mill's operation. Field visit at Block L18, Division 2, Kijang Mas Estate shows that harvesting activity has conducted in accordance with procedure such as FFB that harvested is have 10 loose fruit.

Company has a procedure for monitoring mill and estate operation, whether it has been run based on the established target through internal audit every semester by Operational Internal Audit (OIA) unit. Personnel in charge in internal control have been trained and have competency on their expertise.

The internal audit operation has been conducted on 07th April 2015 for the entire activity in Kijang Mill and Estate. The audit presents data that in general the condition from previous report has been improved. However, there are still some weaknesses from human error that need to be improved. The audit findings are informative and in general have been discussed with unit management representative. In addition, the unit also presents detail of findings from internal audit in Kijang Mas Estate and Kijang Mill. The audit findings has been response and explain from the management unit as part of its improvement efforts.

The management unit has documented the report and record its estate and mill's operation activity, such as recording

supervisor daily activity and supervising the annual monitoring over internal activity of OIA. The improvement from the entire findings from internal audit is directly documented in a separate place. The document consists of management response and improvement suggestions, which can be taken by the management unit from internal audit team. Based on field visit in Block K18, L18, J20 and I20, its known that the management unit has implemented the harvesting activity, maintenance, holistic pest disease based on its applicable regulations.

Kijang Mill receive/buys Fresh Fruit Bunch (FFB) from third party which consist of 9 FFB's supplier and 4 loose-fruit suppliers. The entire suppliers who can send the FFB and loose fruit to Kijang Mill has complied the applicable procedure such as SOP for external FFB's purchase (PT BWL-KJGM/SOP/22). This procedure explains that FFB Purchase operational is looking for supplier/FFB's suppliers that located close to estate and mill areas. Subsequently, company will conduct the survey to supplier's location. If the result is in accordance with the applicable procedure, hence there will be socialization for supplier related to payment system, price, grading, and the completeness of administration for external FFB's purchase.

	Status: Comply	
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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.

The management unit has had the SOP for soil fertility management by using chemical fertilization, liquid waste application and empty fruit bunches. Based on document's review, there are samples of fertilization application in Kijang Mas Estate base on fertilization recommendation in 2015 such as the fertilization by using TSP fertilizer based on recommended dose, which is 1kg/tree has been implemented for about 0.950 ton and MOP fertilizer with a recommended dose of 2.250 kg/tree has been implemented for about 2,200 ton.

The management unit has implemented the liquid waste application, which has been conducted until October 2015 with a rotation about 4 times a year: Rotation I-III (the applied waste about 43,645 ton or 349.16 ton/ha), meanwhile the rotation IV has been applied for about 14,263 ton or 114.10 ton/ha. Update about the empty fruit bunches application until October 2015 is the estimation about 21% from FFB's production that is processed in mill for about 269,678 ton, which has been applied for 667.22 ha and total empty fruit bunches application about 40,033 ton.

The management unit has been periodically conducted soil and leaf analysis. The soil analysis is conducted every 5 years, while leaf analysis is conducted annually for whole estate (Scheme smallholders and nucleus estate). The latest soil analysis activity in Kijang Mas Estate was conducted on 21st September 2012. Based on document of leaf analysis in Kijang Mas Estate known that the latest leaf analysis in Kijang Mas Estate was conducted on 25th April 2015. Based on interview with SMARTRI staff, its known that leaf analysis will be submitted to fertilization program, however, soil sample will only be regarded as supporting data, instead of the main determinant to decide the fertilization dose of certain nutrient, such as: N, P, K, Mg, Ca, B.

The management unit set the recycle of nutrient by using inventory of empty fruit bunches and liquid waste. Moreover, field observation and interview with personnel in empty fruit bunches application unit and land application revealed that empty fruit bunches is used as an additional supplement to improve soil organic material, apart from inorganic fertilization.

	Status: Comply	
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4.3

Practices minimize and control erosion and degradation of soils.

Unit management presents the document of semidetail soil survey map of PT BWL-Kijang Estate. The document has a semi detail soil map review LSC 2010 Kijang Mas Estate, with a scale of 1: 40,000 (Document no.: Reg: 640/214/PMNP/VI/11). Review over this activity revealed that the type of soil in company's operation area is *Typic Distrudepts* and *Typic Endoaquepts*. Based on the map, it can be concluded that there is no marginal peat area or sandy area in Kijang Estate.

Soil management for an area with certain sloping is regulated in cultivation plan for new area No. Document Lamp/I/TA-

PPA/02-classification of sloping and the need of terrace on 26th March 2012. Moreover, based on field visit to Kijang Mas Estate showed that company has conducted management for slopping area by cultivating cover crop (*Neprolephis*) in productive area, arranging frond with "L" shape as an effort to minimise run off.

Road maintenance program has been well documented through realization from annual maintenance program. Type of maintenance activities such as road manual maintenance and mechanical by using road grader. Based on interview with estate staff, road maintenance is conducted conditionally. Based on monitoring document of road grader activity shows that the implementation of road maintenance in Division 1-3 Kijang Mas Estate was conducted over the area of 3,549 Ha until October 2015.

The management unit of Kijang Mas Estate has been periodically applied empty fruit bunches and liquid waste in area with low organic material. Until October 2015 there were 40,033 ton of empty fruit bunches and 4 times of rotation of liquid waste with the application about 349.16 ton/ha (rotation 1-3) and 114.10 ton/ha (rotation 4).

	Status: Comply	
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4.4

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

In order to sustain water quality and to maintain the availability of surface water, company has a management plan for water source, which is stated in environment management and monitoring plan and/or high conservation value management and monitoring that states the general environment management, including the arrangement of water source such as river and swamp area.

Moreover, company also has a procedure for managing and monitoring water source (SOP No. SOP/SMART/BCOS-EHSD/SADV/I/004, on 1st July 2014) which regulates the detail of water source management and monitoring such as: the establishment of riparian area, the protection on riparian area. Field visit in Block H19, Division 1, Kijang Mas Estate shows that riparian of Kalo River has given pole boundary and palm oil at riparian is marking with "X". This indicated that the riparian area is prohibit to chemical application. Some of plant has been planted in riparian area such as vetiver grass, guatemala and bamboo.

In detail, the water management plan has been integrated into each operation activities, from water source identification, efficiency of water utilization, the protection over water source, the reduction of contamination on water source by periodically monitoring the quality of surface water and periodically monitoring the waste management (waste, solid and hazardous waste).

	Status: Comply	
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4.5

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

The management unit of Kijang Mas estate has a program related to holistic pest management, such as:

- The *Tyto alba* breeding as a natural predator of rat. Based on interview with estate operation staff, it's known that this approach has been effectively controlled the rat attack. The implementation of *Tyto alba* breeding conducted in Division II Block H14-15, I14-15, J14-15 by using 12 times rotation in a year. This approach has been 100% implemented based on program and the broad of the block (in hectare).
- Monitoring over rat census for 2015 in Division I with a broad of 704 Ha, on October 2015, where there are 52 infected trees from 8,163 trees and the percentage of attack was 1%. This case is still under the rat attack standard threshold. Moreover, based on field observation, there was no significant pest attack.
- The beneficial plant maintenance program (*Turnera subulata*) as a predator of fire caterpillar in Division II with unit 0.035 HK/unit has been 100% implemented based on program.

Company has delivered holistic pest and disease training in 2015, which has been conducted on 4th May 2015 and training on spraying tools has been implemented on 6th March 2015.

	Status: Comply	
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4.6
Pesticides are used in ways that do not endanger health or the environment

Kijang Mas Estate use 5 pesticide type for pest and disease management accordance with palm oil actvies, such as Garlon 670EC for broadleaf weeds. Kijang Mas Estate has documented type of pesticide used, such as document on October 2015:

Product Name	Active Material	LD50	% Active Material	Total Application	Total Active Material	FFB Production (ton)	Pesticide Unit
Erkafuron 20WG	Metil metsulfuron	5.000	0,2	8,08	1,62	5.703,08	0,00000010942
Rolixone 670EC	Paraquat diclorida	90,9	0,42	-	0	5.703,08	0,00000148692
Roll Up 480SL	Isopropil amina glifosat 480 g/l	5.000	0,41	161,55	66,236	5.703,08	0,00000445778
Garlon 670 EC	Triclopyr TEA Salt	2574	0,444	-	0	5.703,08	0,00000008448
Starane 290 EC	Fluroxypyr Methylhaptyl Ester 30,0% w/w	2000	0,3	-	0	5.703,08	

The management unit always tries to implement the utilization of proper herbicide, which is based on target, time and dose. The efforts such as:

1. Company has Material Safety Data Sheet (MSDS) for each type of agrochemical material include pesticide, that explains the storage direction and material handling, the handling in case of accident (first aid efforts), identification on hazards, actions over spill and leakage, Personal Protective Equipment (PPE), physical and chemical nature, reactivity and stability, toxicology information, ecology information, waste disposal and transport. MSDS has been placed in herbicide storing place, warehouse and spraying equipment washing station.
2. The utilization of agrochemical material has been inline with the recommendation dose. Moreover, company has a recommended fertilization document based on soil analysis, leaf analysis and visual observation. Company is using the dose for pesticide utilization based on recommended dose as stated in pesticide label.
3. Compnay has conducted holistic pest and disease training based on training program of 2015 on 4th May 2015, and training on spraying equipment has been implemented on 6th March 2015.
4. The management unit of Kijang Mas Estate have sprayer that has been participated in in-house pesticide training. Sprayer participated in training and received certificate from pesticide comisson that valid for 6 sprayer.

Based on field observation and interview with supervisor and spraying personnel in Block K18 Division II Kijang Mas Estate, its known that supervisor and personnel have understood the work instruction related to a proper herbicide application process, understood and knew chemical and hazardous symbols, understood the prohibition to apply herbicide in riparian area or conservation area and could demonstrate proper work procedure based on the applicable regulation within company's operation area. Personnel and supervisor also can explain sparying mechanishm for paraquat.

Document review and field visit in pesticide storage shows that PT BWL didn't use pesticide categorised as WHO Type 1A and 1B, but there are paraquat used. Based on administration document in pesticide storage of Kijang Mas Estate shows that until November 23rd, 2015 there are 45 liters delivery of paraquat and the remaining in storage are 115 liters. The management unit has had the policy to reduce paraquat utilization which are issued by Vice President Agronomy of PSM 5 on January, 10th, 2011. Documentation of paraquat usage at Kijang Mas Estate on 2011 – 2015 shows there are reducing paraquat from 880 liters on 2014 and for 2015 (till October 2015) paraquat usage are 45 liters

Company has conducted the proper waste management based on the applicable regulation, including liquid waste management, solid waste from mill, and solid waste from estate, hazardous waste and domestic waste and air emission. The management unit manages waste from mill in accordance with SOP waste management (SOP/SMART/LEMS-EHSD/SADV/002 on 2nd July 2014). The Sustainability Division Head approved this SOP which regulates the waste inventory, the registration of waste management license, the drafting of waste management program, the implementation of waste management program and evaluation on waste management. Based on document review, hazardous waste management has been inline with the applicable procedure. There is a record and recapitulation of three-months waste

balance related to the number of incoming and outgoing hazardous waste into hazardous storage. During the field observation at hazardous storage, auditor team found that there was eyes shower and body shower facilities, which was provided for emergency situation if personnel were expose to hazardous waste. Moreover, there was no used-pesticide packages been throwed to landfill or been used for other purposes such as flower vast or waste bin in the field.

The application of pesticide in the field has been following the method, which will minimize the negative risk and impact as stated in document: LAMP/VIII/TA-PGM/03-PUKBP related to general direction to work safety with pesticide, including the direction to choose pesticide, to store pesticide, to use pesticide, such as the chosen pesticide formula should be based on the target because one pesticide formula is only effective for one specific target. The estate unit does not perform pesticide spraying from air.

Annual medical monitoring in 2015 for pesticide operator has been conducted by company in July 2015. Types of examination such as cholinesterase, which the entire examined-personnel are stated healthy. Based on interview with sprayer of Kijang Mas Estate showed that specific examination for the entire sprayer has been informed to the entire personnel.

Field observation in Block K18 Division II Kijang Mas Estate was conducted at the same time with spraying activities in harvesting path. Moreover, information from spraying team revealed that there was no female personnel who work in spraying team Division II, for the entire personnel in this division is male.

Status: Comply

4.7

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

Company has had the occupational health and safety (OHS) policy related to health and safety in work place that was written with an easy to understand language/common language, and has been approved by head director on 01st November 2013. The policy covers the prevention over personnel health and safety risk in work place. Personnel understand this policy since there was socialization about OHS that was conducted on 8th October 2015 in Kijang Mill and on 17th October 2015 in Kijang Mas Estate.

The management unit has evaluated the risk over the entire estate and mill's operation activities by documenting the risk identification and risk assessment for period January – December 2015. The record of this assessment covers activity, identification of potential hazard (source/ event and impact), existing control, early-risk-analysis (the probability level, the seriousness level, and the risk level). In case of accident in operation unit, hence this will be inputted into follow up action over risk assessment for further evaluation in the next risk assessment. Moreover, company has socialized the hazard source identification and risk assessment through socialization by the management unit. For instance the socialization of hazard source identification and risk assessment has been conducted by Kijang Mill on 1st and 8th June 2015 in Kijang Mill office.

Safe work practices in estate and mill have been implemented, such as:

- In house training on pesticide utilization on 11th February 2014.
- First aid training on 12th March 2015, there is a document that consists of training material.
- Training on holistic/ integrated pest management by SMARTRI team on 4th – 7th May 2015.
- The extention process for operator license for 6 loading and transport operators, whom the operator license will soon expire, from a total 11 loading and transport operators and 2 power and production operators.

The management unit provided adequate PPEs. There is a PPE handover evidence, which is stated in PPE's monitoring form:

- Monitoring over PPE's condition in technical division (welder) Kijang Mas Estate on 31st October 2015. Type of monitored PPEs, such as helmet, safety boots, safety glasses, mask, gloves, welder uniform/ apron, welder tools, earmuff.
- Monitoring on PPE's condition in Grading Division in Kijang Mill on 5th August 2015 with total 31 personnel. The monitoring description stated that there are 30 helmet in god condition, 1 broken helmet, and broken PPEs have been replaced with the new one.

The management unit in mill and estate have had its OHS guiding committee, which is approved by Social and Manpower Agency that consist of:

- Decree from Social and Manpower Agency in Kampar District, No.KPTS.700/DSTK-PHI/2015/025, which has been issued in Bangkinang, on 02nd February 2015. The secretary of OHS guiding committee is OHS expert accordance with appointment decree from Ministry of Manpower and Transmigration of Republic of Indonesia Number: KEP.P.1255/M/DJPPK/V/2013 on 07th May 2013.
- Decree from Social and Manpower Agency of Kampar District, number: KPTS.700/DSTK-PHI/2015/010, on 24th June 2015 related to the appointment of guiding committee of OHS of PT BWL-Kijang estate. The secretary of OHS guiding committee is OHS expert accordance with appointment decree from Ministry of Manpower and Transmigration of Republic of Indonesia Number: KEP.P.276/M/DJPPK/V/2013 on 07th May 2013.

OHS Guiding committee meetings have been conducted every month in estate and mill management unit. Some of the meetings subject such as health issues, OHS and so forth, such as:

1. Guiding committee for OHS monthly meeting at Kijang Mas Estate in October 2015, which discussed about medical examination for semester II in 2015, placement of materials in general warehouse and the hygienity of workshop area.
2. Guiding committee for OHS monthly at Kijang Mill on 8th October 2015, which discussed: work permit for high risk job that was completed with safety, occupational health and safety socialization and environment, APAR and Hydrant, Preventive Maintenance, Medical examination especially for personnel in stage 2 in order to ensure that personnel who did not attend the examination in stage 1 will be attended in examination stage 2.

Delivery note for OHS guiding committee report, which has been submitted periodically every three-months. Moreover, the management unit could present the delivery note for the reports, such as delivery note for OHS guiding committee report of Kijang Estate, for the third quarter (July – September) on 9th October 2015.

The management unit has a procedure to manage emergency response mechanism as well as accident management procedure:

- SOP for handling accident and disease due to work activities (SOP/SMART/HESS-EHSD-10), the scope of this procedure covers the handling and reporting of work accident and disease due to work activities. Investigation is conducted in order to prevent the same accident from happening by using accident investigation report form / accident and emergency situation (F/SMART/HESS-EHSD/SADV/005/002). Disposition from investigation result: considering the investigation result in a form of follow up proposition and prevention of such accidents.
- SOP for preparedness and emergency response (SOP/SMART/UMUM/SADV/II/005). the scope of this procedure covers preparedness activities and emergency responses in estate, mill and other supporting units. Emergency situation: types of emergency situation such as fire, explosion, field fire, earthquake, flooding, chemical material leakage, poisoning from chemical material through mouth, dam damage and riot. Procedure: investigation of emergency condition is conducted as a curative action. The structure of emergency response is available in each unit. Moreover, company has conducted simulation for emergency situation.

Interview with supervisor and worker shows that work accident handling has been prepared based on procedure, such as delivering first aid, hence if the injury does not heal, victim should be brought to polyclinic, furthermore if the case still does not show a progress, victim should be brought to hospital. Based on field visit to Kijang Mill and Kijang Estate, it is known that company has tried to comply first aid kits and company has pointed each person in charge in each division.

The management unit has registered the entire personnel into social insurance (BPJS) as compliance toward medical treatment regulation. This can be proved with payment receipt of social insurance for workers (BPJS-TK) every month that can be seen from the payment receipt of BPJS-TK, such as:

- Payment receipt for Kijang Mas Estate in September 2015 that has been paid for 297 personnel for permanent worker and contract worker.
- Payment receipt for Kijang mill in October 2015 for 177 personnel for permanent worker and contract worker.

Unit management record of work accident which explain victim name, accident time, accident type and Total lost day. Some work accidents have had the investigation result in order to prevent the same accident from happening. This

investigation report explain about accident chronology, accident cause and corrective action.

Status: Comply

4.8

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

Company has had training programs and training implementation in 2015 for each management unit, such as:

- Training on RSPO/ISPO, which has been planned in April 2015 and has been implemented on 20th April 2015.
- Training on spraying equipment, that has been planned in March 2015 and has been implemented in 6th March 2015.
- HCV training, which has been planned in August 2015 and implemented on 23rd May 2015.

Company has a record on training for its personnel in each unit management, which is well stored in personnel file. List of personnel and training record for each personnel is well maintained. For instance:

- Clarification operator has attended training on SOP for managing clarification station in the mill, training on fire extinguisher, training on earth quake emergency response and first aid training.
- Weighbridge clerk had attended RSPO RED training, first aid training and RSPO SCCS training.

Based on interview with personnel, its known that personnel have attended trainings based on their position.

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.

PT BWL has Environment Impact Assessment (EIA) document for palm oil plantation with PIR scheme (PIR-TRANS) and mill in Siak Hulu Sub-district, Kampar District, Riau Province which has been approved by Ministry of Agriculture on 19th May 1994. The scope of EIA document are palm oil plantation amount 10,000 Ha in a total area of 15,760 Ha and POM with a capacity of 60 Ton FFB/hours. According to EIA document, the division of nucleus and plasma is 20: 80.

Company consistently manages and monitors the environment, which is stated in 6 months environment permit report. The report describes the implementation of environment management and monitoring based on environment parameters as stated in management plan and monitoring plan of EIA document and has been arranged based on the applicable regulations.

Regarding to revision on company's operation activity, company has consulted with related agencies in order to comply the applicable regulation. For instance:

- The operation of liquid waste utilization for Land Application (LA), company has had the permit for land application, which is started with land application study. As its responsibility, company should monitor the land application operation and report the activities to related agencies every 3 months. The monitoring over water quaiy in monitoring well should be conducted every month, meanwhile the quality of liquid waste should be assessed every month and every day based on the applicable regulation.
- In order to face the impact potential due to replanting activities, company has a plan to evalaute the environment impact at least every 2 years before replanting activites.

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

Management unit has identified the high conservation value areas in 2011, which was carried out by approved RSPO HCV Assessor. The HCV identification process has been conducted based on HCV identification guideline in Indonesia in 2008. The identification over HCV area has been peer reviewed by external consultant, which is approved RSPO HCV Assessor in October 2010. The document identifies the existence of HCV 1.1, 1.2 and 4.1 with the broad of the entire HCV area about 380.12 Ha. Moreover, there was also identification on the existence of protected wildlife, such as: *Cekakak Belukar (Halcyon smyrnensis)* and *Macan akar (Felis bengalensis)*.

Management unit drafted the HCV management and monitoring plan program for period (management plan) for period 5 years (2014 – 2019) as an explanation on HCV management and monitoring plan, which is stated in HCV identification document. Moreover, company has a program to monitor HCV areas annually, hence the result will be stated in HCV monitoring and management report.

Management unit has undertake various efforts in order to protect rare wildlife, from established information board, delivered socialization for personnel and local communities, periodically monitored the existence of species, drafted greening plan for buffer area during replanting and implemented HCV management and monitoring plan.

Management unit has a policy to protect wildlife and vegetation based on the applicable regulation based on Decree from SMD Operations No. 002/SE-SMD OPS/IX/2010 on 20th September 2010. Company also makes a socialization to local communities and its personnel through the intallation of information board on type of protected species in location that can be accessed by public, and makes a socialization to personnel through morning briefing activities as well as socialization to local communitis through posters distribution about tyoe of protected species.

Company has HCV management and monitoring plan, which is stated in Master Plan of HCV management and monitoring and annual management plan. Moreover, the report also describes the evaluation over the tendency to make consideration for the next planning.

Field visit, document's review as well as public consultation show that there are no HCV areas within the ownership of other parties including local communities.

Status: Comply

5.3

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

Company has identified the waste, which is consisted of plantation waste that come from 7 types of waste source and mill's waste that generates 7 types of waste source. Company made a revision over waste management, which is stated in SOP/SMART/LEMS-EHSD/SADV/I/002 on 1st July 2014 and signed by Sustainability Division Head. The SOP covers the inventory of waste, the registration of waste management permit, the arrangement of waste management program, the implementation of waste management program and evaluation over waste management.

Field visit at estate and mill shows that managemen unit has managed its waste based on SOP, including managing liquid waste, solid waste from mill, solid waste from plantation, hazardous waste, and domestic waste and air emission.

Status: Comply

5.4

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

Company has consistently recorded the utilization of diesel fuel since 2008 until 2015. The efficiency of diesel fuel utilization as a consequence of the utilization of fiber and shell as boiler fuel. The efficiency of diesel fuel utilization from 2015 to October was about 1,483,800 liter with the average efficiency for the last 7 years was about 1,920,506 liter.

Status: Comply

5.5

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

Company had a policy and procedure for land preparation with zero burning approach as stated in land clearing/ new land preparation (SOP/SMART/MCAR/IV/TA-PLB/Bab IV) that describes the land clearing process with zero burning approach (chemical system, topple IMAS and mechanic). The implementation of new replanting will be started in 2018; hence the socialization for land clearing/ preparation for personnel and local communities has not been conducted and will be conducted when the replanting activity is started.

Based on document's verification, public consultation and field visit there was no indication over field fire during 2015.

Status: Comply

5.6

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

Company has identified the source of emission as stated in Green House Gas (GHG) emission mitigation program on 6th July 2015 that consists of 5 types of emission source in GHG that covers fertilization activity, the utilization of pesticide, the utilization of fossil fuel, the utilization of electricity and waste management.

Company conducted some efforts to reduce pollution through liquid waste management, the utilization of solid and liquid waste, monitoring over the utilization of solid and liquid waste, periodic monitoring over the quality of liquid waste and surface water, monitoring over the quality of air emission and air ambient and conducts socialization on efficiency of electricity and water utilization by installing information board.

The reduction of green house gas emission is stated in SOP for GHG calculating (SOP No. SOP/SMART/CERS-EHSD/SADV/II/002) and SOP for GHG mitigation (SOP No. SOP/SMART/CERS-EHSD/SADV/II/005). Based on field visit in WWTP pond in Kijang Mill and riparian of Sialang River Kalo in Block H19, company has cultivated verifier grass, bamboo, waru, Guatemala gras, jack fruit tree, Sono Kembang as part of its effort to reduce the GHG emission. Additional types of trees around the WWTP, roads, housing and other empty spaces will be verified again when next visit (OFI).

Company has conducted carbon calculation every year by using the Palm GHG Calculator, version 2.1.1. Based on calculation for period July 2014 – June 2015 shows that GHG emission from Kijang Mill and supply base is 2.78 tCO₂ e/t CPO. The result of GHG calculation has been reported to RSPO Secretariat on 16th November 2015.

Status: OFI

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.

Company has survey document for social and economics condition, culture and local communities perception over the existence of PT Buana Wiralestari Mas's plantation/ mill in November 2010. The survey covers population, education, livelihood, income, health, facilities and infrastructure, local culture, environment management in social, economic and culture sphere by PT BWL and local communities' perception over the existence and the benefit from PT BWL. The document was drafted by involving the affected communities, such as socialization on 28th July 2010 which attended by 50 representatives that came from related stakeholders.

Company has a document review on social impact management and monitoring due to PT BWL estate and mill (including Kijang Kencana Plasma) for period December 2013 – December 2014. This document consists of review over social impact management, review over social impact monitoring, revision over social impact management and revision over social impact monitoring. Type of negative impact that have been identified such as road damage, the allegation of water pollution in river due to mill's waste, perception that the recruitment for local communities were not equal and just. This is the main impact that directly connected to stakeholders of PT BWL.

Company has conducted social impact assessment and its monitoring has involved local communities, government institutions, plasma smallholders and other companies that located closely with company's area. Company has mitigation record based on social impact assessment. Moreover, there is a record on road construction in village which has been included in company's CSR budget in 2015. Company informs the recruitment and vacant announcement to local communities by distributing recruitment announcement to village's officers. Related to the allegation of river's pollution, company has its waste examination and river's water examination. Related to flooding impact due to drainage problem, company has cleaned the drainage canals that cross from Kijang Rejo Village to Pelambaian Village. Based on survey result, it is known that there is no flooding impact during 2014 within the assessment area.

Company also has social impact reduction plan that is prepared by SPO Region Kampar on 30th May 2015, such as:

- Type of impact: assistance for repairing the damaged-road in village. Impact management actions: lending heavy equipment to maintain and to repair the road. The management's parameters: recapitulation on road repair assistance. Period/ management schedule: every year. detail of impact management: lending heavy equipment if village needs it.
- Type of impact: the allegation of river's pollution by mill's waste. Detail of impact assessment management: periodic monitoring over waste management tools as well as periodic monitoring over waste sample examination. The management's parameters: the examination result over river's water shows that there is no pollution. Period/ management schedule: every 6 months. Detail of impact assessment management: periodic examination over water sample.
- Type of impact: Communities are interesting to work for company. Impact management: providing information about vacant positions. Management's parameters: the announcement of vacant position is received by village officers. Period/ management schedule: annually (if any). Detail of impact assessment management: providing information about vacant announcement in written to village officers.

Based on public consultation with communities leader in Kijang Rejo Village, it is known that company is actively participating in local development. Company assists local communities, for instance on road pavement by lending heavy equipment. Moreover, company's existence also has a positive impact especially on recruitment of local communities. Subsequently, there are some local communities, who already work for company.

Status: Comply

6.2

There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

Company has a list of stakeholder in April 2015, which was drafted by SPO officer on 2nd April 2015. The list of stakeholder consists of 24 statutory bodies, 6 indigenous people, 3 local communities, 6 workers organizations, 4 smallholders, 3 independent suppliers of FFB and services and 2 NGO's. Based on interview with company's management, the list of stakeholders has been updated every time there is a revision/ change or will be updated every 6 months. The stakeholder update is conducted orally by contacting related stakeholders.

Company has pointed estate manager and mill's manager as person in charge in social issue. PIC also has a responsibility to make a report to the top management over the communication and consultation process with stakeholder, including making socialization on list of public documents, which can be accessed by stakeholders.

Company has the SOP for communication and consultation (SOP/SMART/UMUMSADV/II/004, Rev.0.0) which consists of information about the examination of incoming letter, which states that if the requested information is public information based on list of information, hence unit head will directly draft the response. However, if the requested information is not available in public information, hence the response needs a prior consideration from top management. The information request should be responded within 3 weeks time after the request being received. SOP for communication and consultation has been socialized on 7th September 2015, with 23 participants from personnel representatives.

Based on interview with personnel and public consultation with government agencies and communities leader, it is known

that company has socialized the communication and consultation mechanism. Moreover, stakeholder understands the mechanism of communication and consultation of company based on the applicable SOP.

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.

Company has the SOP for complain and dissatisfaction management No. SOP/SMART/SIGS-CSR/SADV/II/003, rev. 0.0 Sustainability Division head drafter the SOP and head of upstream approved it on 1st July 2014. SOP explains the mechanism and stage of complain and dissatisfaction management both, internally and externally. Response on complains and dissatisfaction should be issued within 1-month time after the submission. Moreover, the SOP also explains the mechanism for internal complain and dissatisfaction by highlighting that company will guarantee the confidentiality and anonymity of reporter and whistleblower. This SOP has been socialized on 24th August 2015 and was attended by 27 participants from personnel representative and on 23rd July 2015, which was attended by 12 participants from local communities representative.

Person in charge to handle complain and dissatisfaction is manager in each unit management and administration head as person in charge to listen and record the entire complain and dissatisfaction, both oral and written that come from external party. This explanation is stated in SOP for complain and dissatisfaction management.

Company provides facility to establish *LKS Bipartit* as a communication and consultation forum and there is an evidence of record for each management unit. Moreover, company also has the record book for complain and dissatisfaction, which is available in each management unit.

Based on interview with personnel and public consultation with government agencies and communities leader, its known that company has socialized the communication and consultation mechanism. Stakeholders have understood the mechanism to submit complain and dissatisfaction to company based on the applicable SOP. Moreover, the SOP has been developed in a common language, which make it easy to understand.

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.

Company has SOP for land compensation procedure, document number: SOP/NP/SMART/VII/D&L002 on 1st July 2010 which states that mechanism to identify and calculate land compensation.

Until ASA-4, company did not make any expansion over its operation area, by which the latest land compensation has been conducted in 1992. Based on interview with local communities (Kijang Rejo Village) and related agencies, its known that here is no land conflict within company's operation area.

Status: Comply

6.5

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

Company has personnel with a status of permanent and contract worker. The payment for permananet worker is based on CEO Decree No. 016/CEO 5/HR PSM 5/03/15 which made based on Governor of Riau Decree No.749/X/2014 regarding the minimum wage for Riau Province in 2015, work agreement No.93/GAPKI/BKS-PPS/II/2015 on 06th February 2015 regarding the UMSP in 2015 and minutes of mutual agreement on 6th February 2015 regarding the minimum wage for agriculture/ plantation sector in 2015 for Riau Province. The decree decides and sets that:

- Adjusting the wage for permanent daily worker, for personnel who work less that 1-year, amount IDR. 2,002,750, - /month.
- Adjusting the wage for permanent daily worker, for personnel who work for 1-year amount IDR. 2,002,750, - /month.

- The decision comes into effect from 01st January 2015.

for contract worker, payment will be based on work agreement which approved by both parties. The amount of payment that stated in work agreement is not less than government payment regulation. Moreover, the management unit has a list of permanent worker wage and contract worker wage which completed with payment note for each workers in all management unit. Based on this finding, its known that company has paid personnel' wage based on the applicable regulation.

Manpower regulation states in Collective Labor Agreement (*Perjanjian Kerja Bersama/PKB*) for period 2015-2017 which regulates leave, absenteeism, food allowance, overtime and overtime payment, regulation about premi, and so fort. The Collective Labor Agreement is applicable for permanent worker. Meanwhile for contract worker, the manpower regulation is stated on their work agreement.

Company can present the list of facilities and infrastructure for personnel. The facilities and infrastructure are available in each unit management. Based on interview with worker representative in emplasment, its known that personnel feel content with the available facilities and infrastructures. Moreover, Medical facilities also available in a form of polyclinic and the entire personnel have been registered in social insurance (BPJS). Company also provides kindergarten and elementary school, which was developed as education facilities for children. Subsequently, company also provides school bus for transportation. There is also food shop, which provides staple food for personnel that makes it easier for personnel to get good food with a reasonable price.

	Status: Comply	
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6.6

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

Company's policy on providing freedom for its personnel to establish and join union is stated in:

- Collective Labor Agreement period 2015-2017 in Article II states that company guarantees the freedom of its personnel to establish and join union.
- Decree from CEO No.045/CEO5-SE/11/2010 on 16th November 2010 regarding the freedom to establish and joint union.

Based on interview with personnel, its known that personnel have understood the function and responsibilities of worker union.

Company has been establishes labor union in order to distribute information from personnel to company and vise versa. Moreover, labor union is available in each unit management. There is Minutes of minutes on 23rd September 2015 related to the socialization of manpower social insurance (BPJS), the meeting was attended by 9 participants from personnel and worker union representatives.

Based on public consultation with head of indonesia labor union/ SPSI, its kown that there was no conflict during 2015. Meeting between worker union and personnel was conducted every 6 months and everytime there is an issue that needs to be discussed.

	Status: Comply	
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6.7

Children are not employed or exploited.

Company's regulation regarding to minimum requirement does not have any revision since ASA-3 assessment, which has been regulated on HR Director Decree No. 002/SE-HRDV//03/09 on 31st March 2009 that the minimum age for personnel is 18 years old.

Based on document's review over list of personnel in October 2015, its known that the management unit of Kijang Mill and Kijang Mas Estate do not have personnel under 18 years old. Based on interview with personnel and public

consultation with Manpower Agency in Kampar District, its known that there is no issue related to child labor.

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.

There is no revision related to anti-discrimination policy since ASA-3 surveillance. The management unit has a policy of anti-discrimination through CEO Decree No. 003/CE05-SE/06/2009 on 24th June 2009 which regulates the implementation of industrial relation in the unit, such as company gives freedom to its personnel to work in any kind of work with no discrimination against race, religion, ethnic and gender.

Company has list of personnel in each management unit which has been completed with information about the origin, ethnicity and gender. Moreover, based on document's review, it's known that estate personnel and mill's personnel come from local communities, trans migrant and come from outside of company's operation area with various backgrounds (Javanese, minangnese, Bataknese, Malay) and consists of male and female personnel.

Based on document's review, its known that recruitment and promotion is assessed based on personnel' expertise and ability. Recruitment letter No. 0024/SK-(SKU-H)/09/2011 states that personnel or applicants should comply the requirements as stated in work agreement and other requirements as required by company. Moreover, company does not make a discriminative policy during the selection, recruitment and promotion process.

Work performance appraisal is assessed based on personnel knowledge their job, their work initiative, productivity, work efficiency, quality of work, communication, team work, responsibility, dedication, discipline, absents, work attitude, adaptability, leadership, planning and organization, supervision, problem solving, decision making, and understanding on budget/ cost.

Based on interview with worker union, personnel representatives and consultation result with Manpower Agency in Kampar District, its known that there is no discriminative issues committed by company. Personnel come from local communities, trans migrant, and from outside region with various backgrounds. Field visit in Kijang Mill and Kijang Mas Estate revealed that mill and estate personnel come from local communities and various ethnicities, such as Javanese, minangnese, Bataknese, Malay.

Status: Comply

6.9

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

Company has a policy to prevent sexual assault and sexual harassment, which is stated in CEO Decree No.001/CE05-SE/02/2009 on 20th February 2009. This policy regulates the socialization efforts to prevent sexual assault for the entire personnel. Moreover, to protect reproductive rights,

Company also has a mechanism to handle sexual assault case within PT BWL, which was prepared by spouse of Riau II (IKISTRA) personnel and the board of female personnel comisison (SPSI). The mechanism is: sexual assault report (written or oral) >> IKISTRA, SPSI >> assessment by unit head (assisted by IKISTRA and SPSI) >> resolution in a form of penalty or legal solution >> Closed

Company has a policy to protect reproductive right of the entire personnel, especially female personnel such as:

- CEO Decree no. 002/CE05-SE/03/2009 on 02nd March 2009 related to menstrual leave. This decree states that the entire female personnel are entitle for menstrual leave based on company's physician examination. If female personnel feel pain on her first and second day of her period, she is entitle to take leave and receive full payment.
- Vice President Agronomy Decree No. 001/SE-VPA5/SPO/07/2011 on 8th July 2011 which regulates that female personnel who is pregnant and/or lactating are prohibited to work in spraying division and perform work that related to chemical material base.

Company has socialized the decree on 02nd October 2015, which was attended by 37 representatives from Kijang Mill,

Kijang Mas Estate and Kijang Kencana Plasma. Interview with female personnel shows that they have been know about policy to prevent sexual harassment and policy to protect reproductive right.

Based on interview with gender committee's representatives, female personnel and midwives, it's known that personnel received menstrual leave for 2 days and maternity leave for 45 days before labor and 45 days after labor. Menstrual examination is conducted in polyclinic, and midwives will provide copy of menstrual leave recommendation letter for personnel to be submitted to her supervisor.

Status: Comply

6.10

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

Kijang Mill receive FFB from Kijang Mas Estate, Kijang Kencana Scheme Smallholder or from free purchase. The price of FFB is set based on:

- FFB Scheme Smallholder: FFB plasma price is set based on Ministry of Agriculture Decree No. 14/Permentan/OT.140/2/2013 related to the guideline on purchasing price for FFB that come from independent smallholders, which later being implemented by palm oil FFB's pricing meeting for Riau Province and implemented every Tuesday and the price will come into effect the next day or Wednesday. The FFB's price is set for 8 class of palm oil planation, with a formula $HFFB = K \{ (HCPO \times RCPO) + (His \times Ris) \}$: where K is proportion index, HCPO is CPO price, RCPO is CPO extraction, His is the price of Kernel and Ris is the extraction of Kernel, Company has implemented the purchasing price for FFB based on agreement between company and plasma smallholders' cooperative in term of FFB's price as well as the payment schedule.
- External FFB: pricing for external FFB is set by Jakarta office based on the data that was sent by unit mill, including the list of FFB's price from competitor. In order to set the price for external FFB, company has had the mechanism for FFB's pricing based on FFB letter Plat No. 136/FFB-P/DT/08/10 on 11th August 2010. The letter explains the mechanism to set FFB's price from external, by which the main factor to set the FFBs price from external such as:
 - Tender price for CPO and PK in Belawan
 - Price afterdeducted by transport cost, freight, pump service, mill cost and so forth
 - The price will be converted into OER and KER estimation
 - Price will consider the FFB's price in competitor's mill.

Information about FFB's price to vendor will be submitted through letter from FFB Purchase 5 and further will be submitted to FFB Officer.

The basis of partnership between company and plasma plantation is work agreement between PT BWL and KUD in Kijang Kencana Scheme Smallholders area in term of partnership on PIR Trans PT BWL, Number: 01/SPK-BWL/DL/III/99 on 17th March 1999. Based on interview with head of KUD, its known that both parties have understood their responsibilities and rights as stated on the agreement. Moreover, the agreement has been well stored in each cooperative and Kijang Kencana Scheme Smallholder management.

Kijang Mill show FFB payment note which is buy from third party or scheme smallholder, such as payment note to supplier Khairudin Siregar (KHSX) for period 9 – 14 November 2015 which payed on November, 16th, 2015. The amount of payment is meet with agreement price from both parties.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

Mill and estate contribution to local development such as through periodic tax and retribution payment and implementation of CSR for local communities. Some form of CSR contributions that have been implemented in 2015 covers education aspect, road construction, supporting village government activities, social and religious aspect, recapitulation of local purchase and so forth.

The CSR activity plan has been communicated to local communities. There is a minutes of meeting on 30th December 2014 related to consultation with local communities regarding the CSR program in Kijang Mill and Kijang Mas Estate 2015 which attended by 13 participants that come from local communities representatives.

The interview with communities' leader and Plantation Agency in Kampar District revealed that company is assisting lot of local communities' livelihood and economic sphere, such as through local development like road construction, worship venue facilities and education facilities, moreover, lot of communities also involve in plasma plantation scheme and company provides work opportunity for local communities.

Interview with the management and KUD knows that company has allocated its effort to increase the productivity of plasma smallholders, such as by establishing special team to spray and to fertilize for each KUD.

Status: Comply

6.12

No forms of forced or trafficked labour are used.

Based on document's verification as well as interview with personnel, its known that there is no migrant personnel, no trafficking practice or force labor. Based on data verification, it's known that personnel for contract worker – permanent worker level area come from local communities, meanwhile for management and staff level come from outside region.

Based on manpower document's verification, it's known that each personnel have work agreement based on the type of their work. Moreover, interview with worker union and personnel also stated tht there is no substitute work contract.

Company does not hire expatriate for contract worker, permanent level or staff. However, the management level is still using expatriate with special agreement.

Status: Comply

6.13

Growers and millers respect human rights

Social policy and communities participation is included in a respect toward human right, which has been socialized on 11th August 2015 and attended by 26 participants from personnel' representatives

Based on interview with personnel, its known that company is respecting and providing facilities for personnel related to human rights, such as leave right, allowance, the right to establish and join union and so forth.

Status: Comply

PRINCIPLE #7 Responsible development of new plantings

PT Buana Wiralestari Mas, Kijang Mas Estate does not make any expansion over its operation area after November 2005. Document's review and interview with management revealed that the latest land clearing was conducted in 2002. Moreover, document's review and interview revealed that cultivating year in Kijang Mas Estate was conducted in 1991, 1992, 1993, 1996 and 2002.

Status: Not Applicable

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.

Company has conducted regular monitoring and evaluation over its estate and mill/s activities, such as:

- The quality of emission from generator in mill.
- The quality of emission from boiler in mill.
- The quality of soil water in LA area.
- The quality of ambient air in mill's area.
- The social condition in surrounding villages.

In addition, company has conducted RSPO internal audit on 20th April – 6th May 2015 for Kijang Mill, Nagasaki Mill,

Kijang Mas Estate, Nagasaki Estate, Nagamas Estate, Ramabakti Estate and Kijang Kencana Plasma. The non-compliance findings from internal audit have been improved by the management unit, such as non-compliance on socialization of communication procedure from cooperative (KUD) to its member and smallholder groups. Unit has presented the evidence of socialization over communication procedure from cooperative (KUD) to its member and smallholder groups.

	Status: Comply	
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3.2 Summary of Assessment Report of the RSPO Certification – Scheme Smallholders

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1 Plantation and Palm Oil Factory have to give adequate information for stakeholders in appropriate language and forms, to ensure the effective participation of stakeholders in decision-making.		
The management unit has SOP for communication and consultation stakeholder, which is available in each cooperative (KUD). The SOP has the mechanism to submit communication, consultation and the documentation. There is a scheme for infromation submisissn as well as the response.		
Each KUD has a book that records each outgoing and incoming infromation, both oral and written. In 2015, there was no incoming information request being written on the book. The incoming letter was only about invitation and onformation letter.		
Based on interview with the member of KUD Makmur Sejahtera, KUD Lestari Jaya and KUD Panca Warga, its known that smallholders communicate with company through head of smallholders group, who later will submit the information to cooperative for recording in information book.		
	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.		
The management unit has a record book for incoming and outgoing letter in each KUD. Based on the book records of incoming letter to KUD Makmur Sejahtera, KUD Lestari Jaya and KUD Panca Warga there is no information request that needs to be responded for 2015.		
The management unit of KUD Makmur Sejahtera, KUD Lestari Jaya and KUD Panca Warga also have the list of information for stakeholder, such as:		
<ul style="list-style-type: none">• Number of personnel and main salary for personnel• Data tax number (NPWP) and tax.• Annual meeting result (<i>Rapat Anggaran Tahunan/ RAT</i>)• Environment document• Establishment certificate and its revision• The evidence of land ownership (Head of Reagent Decree and ownership certificate)• HCV identification report• SIA identification report• Cooperative operation work plan report• The price of FFB		
The Kijang Kencana Plasma/ scheme manager has conducted socialization on list of information for stakeholder on 15 th May 2015, which was attended by 29 participants from stakeholder representative, both from internal and external.		
	Status: Comply	
PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS		
2.1 There is compliance with all applicable local, national and ratified international laws and regulations.		
Each KUD has list of important regulation that is relevant to palm oil plantation management, which has been updated in November 2015 that consists of:		

- Occupational health and safety (OHS) sphere: 14 regulations
- Environment sphere: 9 regulations
- High Conservation Value (HCV) sphere: 13 regulations
- License sphere: 8 regulations
- Manpower sphere: 32 regulations

Cooperatives compliance toward law and regulation, such as:

KUD Makmur Sejahtera

- Establishment license: Ministry of Cooperative, Small and Medium Enterprise Decree Number 413/PAD/BH/IV.3/I/2009 on 20th January 2009 related to the ratification of cooperative revision license. This decision explains the revision over license "Makmur Sejahtera smallholder cooperative that located in Tanah Tinggi Village, Tapung Hilir Sub-district, Kampar District, Riau Province".
- Business license (small business size): No. 503/BPPT – PM.PEL/in December 2014 on behalf of Makmur Sejahtera smallholder cooperative for goods and services business. This license covers business activity on the entire Indonesia regions, yet cooperative needs to re-register every 5 years, which is every 8th February 2020.
- Business location permit based on destruction license: Integrated Service in Kampar District decree number 503/BPPT – PM.PEL/ 800 on 31st December 2014 related to business license based on distraction law. This permit explains the business permit based on distraction law on behalf of KUD KOPSA SP 4, the size of business station is 21 M²; in Tanah Tinggi Village, Kampar Utara Sub-district.
- Company registration note cooperative from Integrated Service in Kampar District related to license and retribution of industrial and trade business number 0408.252.00101 that valid until 8th February 2020.
- No NPWP. 02.849.826.9-211.000

KUD Lestari Jaya

- Establishment license: Ministry of Cooperative, Small and Medium Enterprise Decree Number 1980/BH/XIII on 24th September 1994 related to the ratification of cooperative establishment. This decision explains the ratification of cooperative establishment "Koperasi Unit Desa Lestari Jaya that located in UPT IV SP VII BWL PIR TRANS SA Tebing Tinggi, Siak Hulu Sub-district, Kampar District, Riau Province.
- Registration note of cooperative from Integrated Service in Kampar District No. 0408260009 valid until 3rd November 2016.
- Small SIUP from Integrated Service in Kampar District No. 503/KPT-SIUP/111 on 12th January 2012. PIC: Masduki. On behalf of KUD Lestari Jaya.
- Business license based on destruction law, from Integrated Service in Kampar District Decree No. 503/KPT-HO/113 on 12th January 2012.
- No. NPWP: 01.754.328.1-221.000 on 31st May 1996.

KUD Panca Warga

- Establishment license: Ministry of Cooperative, Small and Medium Enterprise Decree Number 21/BH/KDK4/I/IX/1998 on 17th September 1998 related to the ratification of cooperative establishment. This decision explains the ratification of cooperative establishment "Koperasi Petani Sawit Panca Warga that located in Gerbang Sari Village, Tapung Sub-district, Kampar District, Riau Province.
- Business license (medium business size): No. 503/BPPT-PM.PEL/2324 on 17th September 2013 on behalf of Petani Sawit Panca Warga cooperative for goods and services business such as loan, waserda, distribution of construction/contractor production, transportation, agriculture, export, import. This permit guarantees the business activity on the entire Indonesia regions, yet cooperative needs to re-register every 5 years.
- Company registration note (TDP) cooperative from Integrated Service in Kampar District related to license and retribution of industrial and trade business number 040826000074 that valid until 14th July 2018.
- Business license based on destruction law, from Integrated Service in Kampar District Decree No: 503/BPPT-PM.PEL/ 2323 on 17th September 2013 related to business license based on destruction law.
- No NPWP. 1.986.969.2-211

Status: Comply

2.2
The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights

Land usage on the entire KUD comes from government through *Perkebunan Inti Rakyat (PIR) Transmigration* program based on principle agreement letter (Agriculture Department), forest release area (Forestry Department), project implementation plan PIR-TRANS and license to develop plasma plantation scheme (Agriculture Department).

Land ownership from each smallholder member in a form of ownership certificate (SHM), which is issued by National Land Agency that covers an area of 2 Ha for each smallholder. Sample of verified SHM document, such as:

- **KUD Makmur Sejahtera:** SHM No. 1522 in 1997; SHM No. 1424 in 1997 and SHM No. 1305 in 1997.
- **KUD Panca Warga:** SHM No. 910 in 1999; SHM 1751 in 1999 and SHM No. 626 in 1999.
- **KUD Lestari Jaya:** SHM No. 1984 in 1997; SHM No. 1982 in 1997 and SHM No. 1932 in 1997.

Interview with smallholders indicate that SHM, which is belong to smallholder is currently in a bank as a guarantor. Complete copy of the certificate has been well stored in scheme manager office and each KUD office.

Based on interview with KUD board and smallholders, since the establishment of KUD, here is no conflict or land tenure between smallholders and partner company and other parties. This finding is strengthened by information from Plantation Agency in Kampar District, which informs that there is no conflict within PT BWL's plasma location.

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.

Document's review, interview with KUD board and smallholders shows that there is no traditional ownership over the land that currently under the scheme smallholder/ KUD. The entire scheme smallholder area has earned ownership license from National Land Agency in Kampar District.

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.

Smallholder organization has a 5 years production plan (2015 – 2019), which was drafted together with scheme manager. This planning document is beyond just a plan, but it also has a long-term plan that covers information about transportation cost, purchasing target for FFB Plasma and benefit projection.

Company provides a coaching by providing human resource, from Regional Controller Scheme Smallholder, Manager Scheme Smallholder, Head of Scheme Smallholder assistant, Scheme Smallholder assistant and Scheme Smallholder supervisor. Moreover, supporting company also provides grant in a form of fertilizer procurement for smallholders.

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.

KUD has a guideline to run its estate operation, which is stated in GAP manual. Scheme manager in collaboration with smallholder's organization drafted this document. Field visit to KUD Makmur Sejahtera, KUD Lestari Jaya, and KUD Panca Warga shows that the GAP document is stored in smallholder organization. The document consists of work stage for fruit cutting, work stage for loose fruit collection, work stage for FFB's transportation, work stage for disc maintenance and harvesting path maintenance, work stage for trench maintenance, work stage for fertilization, work stage for used-pesticide washing and cleaning, work stage for first aid in case of accident, work stage for road maintenance, work stage for working tools' maintenance, work stage for making spraying liquid, work stage for controlling pest and disease, which

have been approved on 12th July 2011 by head of cooperative and estate manager.

- Smallholders' organization is documenting agronomic activities, such as the application of fertilizer in KUD Lestari Jaya that has been recommended by Partner Company in 2015 such as the application of urea, rock phosphate, TSP, MOP, Kieserite (granule), super dolomite, and HGFB.
- Productivity of KUD Makmur Sejahtera in 2015 reached 26.31 ton/ha
- In order to conserve soil, KUD Panca Warga has developed *Neprolephis* as cover crop.

Status: Comply

4.2

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

Partner Company has a research institute, which is in charge to analyse the tissue as a basis to decide nutrient requirement for palm oil plantation that later on will be stated in annual fertilization recommendation in nucleus and plasma plantation. Based on interview with assistant and field personnel, the implementation of fertilization recommendation in the field, such as the application of fertilizer recommendation in KUD Panca Warga such as Urea, Rock phosphate, TSP, MOP, Kieserite, Dolomite, HGFB, and CuSO₄. Total utilization in 2015 has been documented every month.

Partner Company and KUD have production record and the last three-year production record for KUD, which is incorporated into Kijang Kencana Plasma. Based on document's review, there is an irregular up and down of production cycle for the last three-years. According to smallholders' explanation, the decline on production due to plantation age, which almost reach the replanting age. Subsequently the decline in production is a normal thing.

Based on field visit to KUD in Kijang Kencana Scheme Smallholder, there is no empty fruit bunches application and animal manure application in smallholders' estate.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

Field visit to unit sample KUD in Kijang Kencana Scheme Smallholder revealed that there was no special treatment for cultivation in sloping area cause the Scheme Smallholder plantation located in flat area. Field visit to KUD Mukti Lestari Block H-48 showed there was individual *rorak* treatment, meanwhile in KUD Makmur Sejahtera; there was no special treatment for cultivation in sloping area (the entire area is flat). However, smallholders keep ferns (*Neprolephis bisserata*) as cover crop in palm oil estate as part of their efforts to sustain soil's moisturizer, to prevent erosion and to enrich the organic material in soil.

Based on land suitability in marginal map for Kijang Kencana Scheme Smallholder, it's known that there is on peat area in smallholder area. Moreover, based on field observation there was no special treatment such as water management in peat area, instead there was only drainage trench as water way especially during dry season in order to prevent water being stagnant.

Status: Comply

4.4

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

Document's verification showed that the plasma management has a policy to sustain the availability of water surface and soil water, which is stated in decree from head of KUD to all member related to water flow area's protection, the management for hilly area. The treatments such as the establishment of contour terrace, midrib arrangement, the establishment of horse steps and other conversion steps to protect riparian area.

- Manual maintenance on plantation (non chemical) in riparian area, for about 50 m from the left and right side of the river.
- Erosion preventive actions in riparian area by cultivating erosion prevention vegetations (such as bamboo, *gelagah*, and other crops)

Based on interview with KUD, head of smallholder group and smallholders, its known that they understood the effort to sustain the quality and the availability of surface water and soil water through non-chemical application in riparian area, not destroying natural vegetation in ruapain area, cultivating erosion prevention crops (such as Fertiver Grass, Guatemala grass, Bamboo and so forth), midrib arrangement by following the soil contour, not spraying pesticide on the entire area (blanked) or destroying the river's flow (taking sand/ stone in river).

Field visit in sample plot (13 Plots) showed that plasma smallholder have implemented the effort to maintain the quality and availability of surface and soil water, such as:

- Does not perform chemical application in riparian area.
- Arranging midrib in dead trench by following the soil contour.
- Maintaining cover crop such as *Neprolephis sp* as an effort to cover the surface of soil.
- Does not spraying pesticide on the entire area in plasma plantation.
- Using pesticide and fertilizer based on company's recommendation.
- The KUD has completed with special washing venue for spraying tools.

Based on document's verification, its known that the entire pesticide and fertilizer usage have been well recorded in each KUD.

Status: Comply

4.5

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

Based on document's review, KUD has annually documented the monitoring of rat census every 3 months. Moreover, KUD also keep the monitoring record on owl barn hut (*gupon*) as an active natural predator for rat. Moreover, based on field visit to KUD Makmur Sejahtera, its known that there were some active *gupon*. This can be seen from the prey signs at the bottom of the *gupon*.

KUD also stores and documents the socialization and training on holistic pest management on 17th June 2015 with participants from each KUD in Kijang Kencana Scheme Smallholder. Representative from SMARTRI acted as resource person on this training. Moreover, partner company also invited smallholder on in house training as a mandatory requirement for in house pesticide applicators based on the applicable regulations.

Status: Comply

4.6

Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorized as World Health Organization Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is documented.

KUD within Kijang Kencana Scheme Smallholder has documented the used-pesticide through pesticide utilization record based on the dose and target. Based on field visit and interview with smallholders, the used-pesticide with an active *isopropyl amoniglyosphate*, *paraquat dichloride*, and *methyl metsulfuron*. The entire pesticide has been registered in Ministry of Agriculture of Republic of Indonesia. Moreover, partner company monitors the application technic and the dose of spraying rotation regularly.

KUD is still using pesticide with an active paraquat material. This should become a main attention for partner company to reduce the amount of paraquat utilization annually. Based on document's review over the last three years of paraquat utilization in KUD Kijang Kencana Scheme Smallholder such as:

- KUD Makmur Sejahtera, utilization from 2013 to 2015 has been decrease from 480 liter/year to 380 liter/ year
- KUD Lestari Jaya utilization from 2013 to 2015 has been decrease from 707.20 liter/ year to 560 liter/ year
- KUD Panca Warga utilization from 2013 to 2015 has been decrease from 844 liter/ year to 540 liter/ year

Based on field observation in cooperative office known that there was pesticide mixing place, pesticide/ fertilizer washing

place and spraying PPE's warehouse. Observation in pesticide/ fertilizer washing place and warehouse showed that these places have been complete with well-functioning eyes shower and body shower.

Company's doctor conducted medical examination program for spraying personnel every 6 months. Scheme manager presented the medical examination result in 2015. Medical examination on cholinesterase in 2015 showed that the entire personnel are in a normal condition (75-100 %).

KUD and partner company have education program to educate personnel on proper pesticide usage, the proper pesticide storage, minimizing the waste by destroying the used package based on recommendation from pesticide commission. Moreover, smallholder group has been periodically collaborating with partner company to deliver training for pesticide applicators in a form of annual in-house training. Until the implementation of audit, each of pesticide applicator has participated in in-house training on pesticide application.

Based on interview with smallholder in the field, its known that KUD provided PPE for chemical spraying/ pesticide applicator. Moreover, KUD will immediately replaces the broken PPE. For instance minutes of PPE (spraying equipment) hand over on 5th September 2015 such as mask, safety glasses, safety boots, gloves and apron. KUD makes it mandatory to wear PPE when work and the PPE should be maintained with a sense of belonging and responsibility.

Status: Comply

4.7

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

KUD already has an effort to implement occupational health and safety (OHS) as stated in its health and safety guidelines which drafted by Partner company and KUD. Based on interview with harvesting personnel, it's known that every month, there will be a meeting to discuss the OHS implementation on the entire operation activities. Moreover, KUD and partner company have drafted a guideline for implementing OHS in KUD. This guideline book becomes a guideline on socialization for smallholders. The work stages in KUD has been completed with OHS such as the work stage for cutting fruit, washing, and cleaning the used-pesticide and fertilizer sack, first aid kits, disc maintenance and harvesting path.

Partner company has the OHS training program for Kijang Kencana Plasma in 2015 such as socialization on "KUD Panca Warga and PT BWL in 2015 with a materi about first aid, training on spraying, palm oil fertilization, pest, emergency response, and leaf sampling pick up. In addition, there is a record of socialization on holistic pest management. Moreover, the implementation of first aid training in Kijang Kencana Scheme Smallholder, Kijang Mill and Kijang Mas Estate has been conducted on 12th March 2015 that located in Kijang Mas Estate with a total 51 participants.

KUD and OHS guiding committee of partner company have drafted the documentation process of accident through annual recapitulation Severity Rate, Frequently Rate on Kijang Kencana Scheme Smallholder from January to October 2015. Document's review and field visit showed that there is no accident during that period.

Based on interview with safety officer and secretary of OHS guiding committee of partner company, is known that there is no accidents been reported in 2015 (January - October 2015), which caused work-loosing day.

Based on interview with KUD broad and personnel in KUD Makmur Lestari, KUD Lestari Jaya and KUD Panca Warga, and its known that there is a monthly meeting in KUD in order to implement coordination, socialization as well as guiding committee of OHS meeting.

Field observation and interview with smallholder, revealed that smallholders are using a complete PPE. KUD revealed that PPE's hand over to smallholders and personnel.

Status: Comply

4.8

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

KUD has drafted training program in 2015 and each implementation of the training program has been well documented. Some training has been implemented, such as plantation maintenance, holistic pest management, palm oil fertilization, and first aid training and limited pesticide utilization.

Based on interview with smallholders, its known that company has implemented training and socialization on agronomic and OHS for its members though each KUD.

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.

Document verification showed that there is a document that explains the existence of Environment Impact Assessment (EIA) and related organization to PIR – TRANS PT BWL (include Kijang Kencana Scheme Smallholder) has been integrated in environment impact assessment of nucleus plantation of PT BWL in 1993. The development and management of estate with PIR-Trans scheme has been socialized to smallholders such as through integrated socialization and periodic coaching. PT BWL involved local communities and local smallholders on developing the environment impact assessment. Moreover, the data collection related to social, economics and culture aspect has involved local communities and smallholders as information providers. Information from local communities are collected by using a semi-structured questioner and Rapid Rural Appraisal. There is a record for EIA implementation and report in KUD office and Scheme Manager Plasma office.

Each KUD office has a survey about social, economic, culture and communities' perception in surrounding village in PT. BWL estate and mill in: Kijang Rejo Village, Koto Aman Village, Sekijang Village, Pelambian Village and villages in Kijang Scheme Smallholder (Kijang Jaya, Kijang Makmur, Tanah Tinggi, Tebing Lestari, Gerbang Sari, Tandan Sari, Tapung Makmur and Tapung Lestari). The document is available in Kijang Kencana Scheme Smallholder office. The document has been socialised to KUD on 28th July 2010 (attendance sheet is available) and has been involving local communities as resource persons to provide information through in-depth interview method, focus group discussion (FGD), and public consultation.

The documentation of EIA implementation has been integrated in company's environment management and environment monitoring reports, that have been periodically reported to Environment Agency in Kampar District every 6 months. For instance, report on semester I in 2015 that has been reported to Environment Agency in Kampar District on 29th July 2015.

Status: Comply

5.2

The status of rare, threatened or endangered species and 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 their conservation taken into account in management plans and operations.

Scheme manager has consistently delivered socialization on HCV management to the member of KUD and socialization on type of protected wildlife in a form of information board, which has been installed in KUD office and HCV areas. Based on interview with the broad of KUD, head of smallholders group and sample smallholders, it showed that they understood and could mention the name of protected wildlife, such as *Macan Akar*, *Ular Kobra*, *Cekakak Belukar* and *Biawak*.

Each KUD has one officer to perform coaching to his members related to the management of protected species, including the mitigation of the conflict. There is a decree that appoints HCV officers - in Kijang Kencana Plasma area, which has 5 officers from each KUD.

There is a three-months program from PT BWL about socialization to local communities, meanwhile officer from each KUD perform the task incidentally.

Each KUD has HCV management document, which consist of:

- HCV identification document has been drafted in 2011 by RSPO approve assessor and has been peer reviewed by RSPO approve assessor too. There are protected wildlife based on Law No 7 in 1999 (HCV 1.2) such as *Macan Akar (Felis Bengalensis)* and *Cekakak Belukar (Halcyon smyenensis)*. There are HCV 1.1 (riparian area/ potentially), HCV 4.1 (riparian area/ potentially), HCV 6 (public cemetery).
- Monitoring document on HCV management, which is conducted in a monthly basis (HCV 4.1 and 6) and one a week (HCV 1.2) by PIC of HCV in Kijang Kencana Scheme Smallholder. For instance, monitoring result on 26th May 2012 over the HCV 6 and 1.2 management in Division 1 – 8 Kijang Kencana Scheme Smallholder. Monitoring report on protected wildlife, which is conducted every week and being reported every month.
- Annual HCV management and implementation plan. For instance the implementation of cultivation in riparian area in 2014 and 2015.

Status: Comply

5.3

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

KUD has the management plan for its agrochemical waste, which is stated in washing work stage, cleaning used-pesticide and fertilizer sack based on the work procedure for washing used-pesticide and fertilizer sack. The work procedure explain about collecting the entire packages, used PPE, wash the used-pesticide packages in a washing station, wash the used-pesticide packages until totally clean (3 times of washing for used-pesticide packages and 2 time of washing for fertilizer sack), the used water for washing should be collected and re-used for spraying, the clean used-pesticide packages will be sent to nucleus plantation every 2 months, hence to be distributed to pesticide suppliers.

The record over the incoming hazardous waste is stated in document “the storage activities for used-pesticide packages” for each type of agrochemical material. The entire hazardous waste, which has been collected in each KUD will be sent to scheme manager and completed with minute of pesticide handover.

Field verification and interview with smallholder showed that they could explain the stage of used-pesticide and herbicide package management based on the applicable procedure, by which used-pesticide and herbicide packages should be washer three times and the used water should be re-used for field application. The washing facilities and warehouse for used-pesticide packages are available in KUD office and in a well maintained condition and complete based on the stage of used-pesticide package management procedure.

Based on interview with Scheme manager in Kijang Kencana Plasma, Head of KUD and Head of smallholders group, its known that there is no complaint from communities related to environment pollution due to waste disposal and its solution. In case there is a complain from communities about the waste disposal, then the complain should be recorded in communication book.

Status: Comply

5.4

Efficiency of energy use and use of renewable energy is maximized.

Field observation in KUD showed that the activities in smallholders plantation is still using human power by using rickshaw to transport FFB to collecting point and for maintenance. Auditor could conclude that cooperative has tried to minimize the emission on its smallholders plantation areas.

Scheme manager has pollution and emission reduction program, including the management for Kijang Kencana Scheme Smallholder in 2015 that explains the information about the identification of pollution and emission source, type of activities, description of activities, the schedule of activities, PIC, and the target of activity.

Status: Comply

5.5

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

Document's review on replanting plan for smallholders plantation reveals that the replanting plan will be implemented from 2018 to 2023. The implementation of replanting is conducted technically by scheme manager based on the technical guideline for palm oil cultivation of Sinar Mas No. Document SMA/MCAR/05/05-07, which mentions that in order to clear the area, company should use Zero Burning principle.

KUD has structure of person incharge in case of emergency, which consists of coach, team leader, special team (evacuation, handling, investigation, security, transportation, first aid, communication), the handling team consists of fire hitter team, axe team, hoe team, bucket team, fire extinguisher team, hook team and machete team.

Each KUD has the mechanism to manage field fire, which is stated in fire extinguisher procedure which step are each personnel who known the fire spot should extinguish the fire as early as possible, if fails then the person should make an immediate report to KUD board, contacts emergency response team and related agencies, hence the emergency response team will prepare the fire extinguisher tools and heads to location, team will make a coordination about the broad of the area, fire extinguisher methods, personnel division, after the fire shots down hence there will be an investigation, prepares the report to related agencies.

Based on interview with the broad of KUD, head of smallholders group and the smallholders, it is known that the interviewer understood the land preparation with zero burning approach.

Status: Comply

5.6

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

Each KUD has EIA document and its management, which was developed by environment staff from capital office and broad of KUD. This document explains the operation of smallholder plantation, which covers fertilization, herbicide application, and water management in peat area, electricity utilization and so forth. Moreover, the potential impact on environment as well as water management in order to reduce pollution.

In order to reduce emission, Scheme manager has the policy for spraying activities, which is conducted by special spraying team, who received spraying training. Fertilization is conducted based on the recommendation of pesticide utilization from partner company.

As an effort to reduce GHG emission, KUD has socialized the recommendations from government of Kampar District related to proper waste management, such as:

- Dispose waste in a proper place
- Separate between organic and inorganic waste
- Develop waste hole for organic waste
- Not burning the waste

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.

Scheme manager has document review and monitoring on social impact for period December 2013 – December 2014. The document was developed by involving local communities and local agencies. Interview in social review was conducted on 23rd May 2015, which was attended by 19 communities leader from surrounding villages, head of Community Deliberation Agency, the internal party of PT BWL and head of smallholders group.

Scheme manager has implementation schedule for impact management, which is stated in environment management

plan and environment monitoring plan for semester I in 2015 in accordance with EIA document, such as social unrest and the proficiency of work opportunity and improvement on local communities' livelihood.

Based on interview with smallholders, its known that company has provided work opportunity and improving the livelihood of local communities by establishing plasma plantation scheme.

Status: Comply

6.2

There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

KUD has a book that records the information from stakeholder. The communication and consultation officer will record the entire information request and its response on that book. In 2015 there was no information request that needs to be responded. Communication and consultation officer is available in each KUD.

Each KUD has a record for monthly and annually meeting with cooperative member to discuss the annual member meeting, member's problem and some socialization issues.

Based on interview with smallholders, who are the member of KUD Makmur Sejahtera, KUD Lestari Jaya and KUD Panca Warga, its known that KUD is always conducting meeting with smallholders's member, whether to discuss some issue or to conduct socialization.

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 parties.

Each KUD has drafted the procedure for conflict and dissatisfaction resolution, which explains the mechanism to submit complaint, complain management process, its record and approval from head of KUD in 2011. Based on interview with smallholders, its known that the management unit has conducted socialization on conflict and dissatisfaction submission.

Each KUD has a complain book to document complain from internal and external parties. Based on interview with smallholder, who is the member of KUD Makmur Sejahtera, KUD Lestari Jaya and KUD Panca Warga, its known that there was no indication of conflict. The incoming complain has been followed up and no further conflict.

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.

Land usage on the entire KUD comes from government through *Perkebunan Inti Rakyat (PIR) Transmigration* program based on principle agreement letter (Agriculture Department), forest release area (Forestry Department), project implementation plan PIR-TRANS and license to develop scheme smallholder plantation (Agriculture Department). Subsequently there was no land compensation.

Interview with smallholders, head of smallholders group and the broad of KUD revealed that the plantation area has an ownership certificate and no traditional/ ethnic/ indigenous land. Moreover, it's known that there was no handover over the land from smallholders member.

Status: Comply

6.5

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

KUD personnel consist of office worker, sprayer, FFB cutting clerk and other type of workers. Their salary has been paid

on time and based on work agreement between KUD and smallholders. The average working hours for personnel is 4-5 hours/day. The salary has been inline with the minimum wage regulation and inline with worker's working hours.

Each personnel have work agreement with KUD. The work agreement explains duties and responsibilities, duration, termination and dispute. Each personnel received a copy of the work agreement.

Based on interview with KUD Makmur Sejahtera, KUD Lestari Jaya and KUD Panca Warga personnel, its known that their wage has been paid based on the minimum wage regulation and their working hours.

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.

Each KUD has decree which states about the freedom to join and establish union, the freedom to gather and to give opinion that has been signed by head of KUD on 01st April 2015. The decree states that the entire personnel, each smallholders group and KUD personnel are entitle to join union, to gather and to give their opinion.

This decree has been socialized in each KUD, such as:

- At meeting on 7th October 2015, which was attended by 13 representative from smallholders group from KUD Makmur Sejahtera
- At meeting on 9th September 2015, which was attended by 24 representative from smallholders group from KUD Lestari Jaya
- At meeting on 7th October 2015, which was attended by 21 representative from smallholders group from KUD Panca Warga

Status: Comply

6.7

Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education program. Children are not exposed to hazardous working conditions.

Each KUD has a decree regarding the minimum age, which has been signed by the head of each KUD on 01st April 2015. The decree states that in recruitment there is a minimum age requirement, which is 18 years old.

This decree has been socialized in each KUD, such as:

- At meeting on 7th October 2015, which was attended by 13 representative from smallholders group from KUD Makmur Sejahtera
- At meeting on 9th September 2015, which was attended by 24 representative from smallholders group from KUD Lestari Jaya
- At meeting on 7th October 2015, which was attended by 21 representative from smallholders group from KUD Panca Warga

Based on interview with personnel and field visit, its known that there is no indication of personnel under age (below 18 years old) who work in Scheme Smallholder unit.

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.

Each KUD has a decree related to acknowledgement and equal treatment that has been signed by head of each KUD on 01st April 2015. The decree states that, in order to create a condusive, harmonious, dynamic and just work environment, hence company will apply equal treatment for the entire personnel with no discrimination againts ethnicity, religion, race, and gender on the entire type of work and just treatment in other aspect in working place.

This decree has been socialized in each KUD, such as:

- At meeting on 7th October 2015, which was attended by 13 representative from smallholders group from KUD Makmur Sejahtera
- At meeting on 9th September 2015, which was attended by 24 representative from smallholders group from KUD Lestari Jaya
- At meeting on 7th October 2015, which was attended by 21 representative from smallholders group from KUD Panca Warga

Status: Comply

6.9

Policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.

Each KUD has a decree to prevent sexual assault and other type of abuse toward female as well as to protect female reproductive right in each KUD that has been signed by head of each KUD on 02nd January 2015. The decree states that the entire element in work activities should create a harmonious condition and free from any form of discrimination, including to prevent sexual assault or sexual harassment toward female within cooperative operation area as well as to protect female's reproductive rights.

This decree has been socialized in each KUD, such as:

- At meeting on 7th October 2015, which was attended by 13 representative from smallholders group from KUD Makmur Sejahtera
- At meeting on 9th September 2015, which was attended by 24 representative from smallholders group from KUD Lestari Jaya
- At meeting on 7th October 2015, which was attended by 21 representative from smallholders group from KUD Panca Warga

Status: Comply

6.10

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

Each KUD has complain mechanism, which has been documented in complain book to record the internal and external complain. Based on complain book's review, there was no complain during 2015.

The FFB scheme smallholder price is set based on Ministry of Agriculture Decree No. 14/Permentan/OT.140/2/2013 regarding the guideline for FFB's pricing from smallholder plantation, furthermore being implemented through meeting with the team who set the FFB price in Riau Province and implemented every Tuesday and the price will come into effect the next day or Wednesday. The FFB's price is set for 8 class of palm oil plantation, with a formula $HFFB = K \{ (HCPO \times RCPO) + (His \times Ris) \}$: where K is proportion index, HCPO is CPO price, RCPO is CPO extraction, His is the price of Kernel and Ris is the extraction of Kernel. Stakeholders could access the price of FFB. Based on interview with plasma smallholders, they mentioned that they received payment on time from company based on the agreement, including the payment schedule and there was no complain regarding the payment schedule.

Based on interview with smallholders, they mentioned that they received payment on time from company based on the agreement, including the payment schedule and there was no complain regarding the payment schedule.

KUD has partnership with business partner, such as to provide fertilizer and to manage the replanting stick, which stated in work agreement. Based on payment document's verification it is known that the scheme smallholders pay their loan from their FFB's sale.

Based on field visit and interview with harvesting worker and the board of KUD, it is known that there is a deduction on FFB's sale as part of administration cost for road maintenance with below regulations:

1. Maintenance cost for Main Road is a cost for the entire KUD, amount IDR 10/kg FFB meanwhile,
2. Reparation and maintenance cost for Collection Road is a cost for each smallholders group, amount IDR 4/kg FFB.

PT BWL as partner company gives heavy equipment for road reparation and maintenance.		
PT BWL has a replanting plan, which explains the principles document and criteria for plantation management in 2015 - 2019 that has been approved by the CEO on 20 th November 2015. The document explains that the replanting plan will be started in 2018 in Kijang Kencana Scheme Smallholder that will cover an area of 1,011 Ha.		
	Status: Comply	
6.11		
Growers and millers contribute to local sustainable development wherever appropriate.		
KUD has a program that contributes to local development in a form of donation for communities' activities, such as:		
<ul style="list-style-type: none"> - KUD Makmur Sejahtera in 2015 has a recapitulation for its social assistance to local communities, assistance for cemetery and medical assistance. - KUD Panca Warga shows a recapitulation of assistance on religious activities, education, and other social activities in communities. - KUD Lestari Jaya: Cooperative has a monthly social budget for social need as part of cooperative awareness on the need of local communities. Unit showed the expense receipts for assist village budget, social cost, and village fee. 		
	Status: Comply	
PRINCIPLE #7 Responsible development of new plantings		
KUD did not make any expansion over its plantation area since November 2005. Document's review and interview with KUD board showed that the latest land expansion was conducted in 2002. Document's review and field visit revealed that the cultivation years in Kijang Kencana Plasma were in 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998 and in 2001.		
	Status: Not Applicable	
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity		
8.1		
Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.		
The on-going innovation/sustained by KUD such as:		
<ul style="list-style-type: none"> • Barn owl hut • Billboard/ banner • Security post • Fiber hook for harvest tool • Egrek gloves • Kavling number 		
Partner company was also conducting RSPO internal audit activity on 20 th April – 6 th May 2015 for Kijang Mill, Nagasaki Mill, Kijang Estate, Nagasaki Estate, Nagamas Estate, Ramabakti Estate and Kijang Kencana Scheme Smallholder. Non-compliance findings from internal audit have been corrected by the management unit, such as non-compliance on socialization document on communication procedure from KUD to its member and smallholders group. Unit has showed the documentation over socialization on communication procedure to smallholder's members.		
	Status: Comply	

3.3 Summary of Assessment Report of Supply Chain Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements
E.1	Definition
E.1.1	<p>Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p> <p>Kijang Mill used MB SCCS module since the mill receives FFB from both RSPO certified and non-RSPO certified estate. Source or FFB's suppliers could be classified into 3 categories, such as nucleus estate, scheme smallholder estate and supplier (<i>independent smallholder</i>).</p>
	Status: Comply
E.2	Explanation
E.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p> <p>Estimation for Kijang Mill CPO and PK production has been recorded in ASA-4 RSPO report.</p>
	Status: Comply
E.2.2	<p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p> <p>RSPO IT Platform member registration number: RSPO_PO1000001060</p> <p>Kijang Mill does not sale CSPO and CSPK during period 17th January – 20th November 2015 to external parties and other units.</p>
	Status: Comply
E.3	Documented procedures
E.3.1	<p>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:</p> <ol style="list-style-type: none"> 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. <p>Kijang Mill has the SOP for Supply Chain for RSPO Model Mass Balance product No SOP/BWL/SCCS/ MB; Rev 00; on 1st September 2015 that has been approved by PC. This procedure explains the involved parties in SCCS process, duties and responsibilities of each party, FFB's acceptance process, weighing, and quality check for raw material, processing, monitoring over processing product and product delivery.</p> <p>Interview with security and weighbridge personnel showed that personnel have understand their duties and responsibilities, related to the implementation of SCCS.</p>
	Status: Comply

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

Kijang Mill has the SOP for RSPO product Supply Chain Model MB No SOP/BWL/SCCS/MB; Rev 00; on 1st September 2015 that has been approved by Production Controller. This procedure explains FFB's acceptance process from supplier estates.

Field visit and document's verification showed that Kijang Mill accepted FFB from RSPO certified supplier and external estate that does not have RSPO certificate. The FFB from non-certified supplier will be sorted in different location from FFB from certified sources.

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.

Certified and non-certified FFB received from 17th January to 20 Nov 2015:

Month	Received FFB		
	RSPO Certified	Non Certified	Total
17 th – 31 st January 2015	7,583.525	1,485.95	9,069.48
Feb 2015	18,968.66	2,224.38	21,193.04
March 2015	17,990.48	2,473.74	20,464.22
April 2015	20,291.42	3,194.96	23,486.38
May 2015	18,814.41	3,437.92	22,252.33
June 2015	20,801.94	8,465.36	29,267.30
July 2015	21,252.76	7,542.73	28,795.49
August 2015	25,081.84	6,947.51	32,029.35
September 2015	26,147.37	6,295.74	32,443.11
October 2015	27,608.05	5,244.72	32,852.77
1 – 20 Nov 2015	16,689.95	2,077.61	18,767.56
TOTAL	221,230.41	49,390.62	270,621.03

Status: Comply

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

Kijang Mill has the SOP for Supply Chain of RSPO product with Mass Balance Model that has been approved by Production Controller. This procedure states that in case the projection is exceeding the claim of certified product, then company should perform: informs related RSPO certification body and RSPO IT System/ e-trace.

Kijang mill has recorded the entire FFB's acceptance, CPO production and PK production. Document's verification showed that production for RSPO certified did not exceeding the projected amount. For instance:

- FFB: projection 304,343.53 Ton; production 221,230.41 Ton
- CPO: projection 62,390.42 Ton; production 42,097.44 Ton
- PK: projection 16,738.89 Ton; production 10,891.90 Ton

Status: Comply

E.5
Record keeping
E.5.1
a. The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and

PK on a three-monthly basis.

- b. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.**
- c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)**

Kijang Mill has a report that explains FFB's acceptance, CPO production and PK production, CPO delivery, PK delivery and product stock. From January to October 2015 there was no CSPO and CSPK delivery to another party, below is the amount of CPO and PK delivery that produce by Kijang mill.

Periode	Pengiriman CPO (ton)			Pengiriman PK (ton)		
	RSPO	Non Cert	ISCC	RSPO	Non Cert	ISCC
January 2015	-	501.020	3,348.410	-	909.880	-
February 2015	-	482.510	3,783.220	-	1,377.340	-
Maret 2015	-	708.540	3,208.110	-	956.180	-
April 2015	-	495.580	4,009.590	-	978.860	-
Mei 2015	-	693.250	4,175.020	-	1,344.920	-
Juni 2015	-	1,486.170	3,887.500	-	1,545.210	-
Juli 2015	-	658.900	2,995.840	-	660.760	-
Agustus 2015	-	1,797.530	3,456.360	-	1,592.270	-
September 2015	-	713.260	6,511.250	-	2,134.480	-
Oktober 2015	-	5,937.650	2,410.960	-	2,062.240	-
Total	-	13,474.410	37,786.260	-	13,562.140	-

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.

Kijang Mill does not crush palm kernel by hiring independent palm kernel crushing.

Status: Comply

3.4 Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
ASA 4	PT BWL does not use any logo of RSPO	
	Status: Not applicable	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ASA 4	PT BWL does not use any logo of RSPO	
	Status: Not applicable	
3.	Implementation of Certificate and Logo is not used on product	X or√
ASA 4	PT BWL does not use any logo of RSPO	
	Status: Not applicable	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
ASA 4	PT BWL does not use any logo of RSPO	
	Status: Not applicable	

3.5 Summary of RSPO Partial Certification

Total management unit yang diobservasi: Unit Sawita Mill (Provinsi Kalimantan Selatan) telah dilakukan penilaian Pre Assessment RSPO oleh lembaga sertifikasi lainnya tanggal 24 – 25 Maret 2015, sedangkan unit lainnya dibawah PT. Ivo Mas Tunggal telah mendapatkan sertifikat RSPO		
2.1	Adanya kepatuhan terhadap semua hukum dan peraturan yang berlaku baik lokal, nasional maupun Internasional yang telah diratifikasi.	X or√
	According to the result of audit in Sawita Mill Unit, there is no issue over the applied law compliance.	√
	Status: Comply	
2.2	Hak untuk menguasai dan menggunakan tanah dapat dibuktikan dan tidak dituntut secara sah oleh komunitas lokal dengan hak-hak yang dapat dibuktikan.	X or√
	According to the result of audit, Sawita Mill Unit got Land Use Title (HGU) for 8,724 ha. However, there are 155.87 ha of land where the Land Use Title (HGU) is being processed on the Committee B Meeting.	√
	Status: Comply	
6.3	Perusahaan menyediakan sarana dan mekanisme yang terbuka untuk menerima keluhan dan menyelesaikan perselisihan sesuai ketentuan dan peraturan yang berlaku.	X or√
	The company has provided facilities and transparent procedure to receive complaint and dispute on SOP/SMART/SIGS-CSRD/SADV/I/003 in term of guideline for reporting complaint and disgruntle from internal and external party. There is no major issue based on the audit result.	√
	Status: Comply	
6.4	Setiap perundingan menyangkut kompensasi atas kehilangan hak legal atau hak tradisional dilakukan melalui sistem terdokumentasi yang memungkinkan masyarakat asli, komunitas lokal dan stakeholder lain memberikan pandangan- pandangannya melalui institusi perwakilan mereka sendiri.	X or√
	According to the result of audit in Sawita Mill Unit, there is no issue in term of the community whom lost the legal nor traditional right.	√
	Status: Comply	
7.3	Penanaman baru sejak November 2005 tidak dilakukan di hutan primer atau setiap areal yang dipersyaratkan untuk memelihara atau meningkatkan satu atau lebih Nilai Konservasi Tinggi (<i>High Conservation value</i>).	X or√
	According to the result of audit, Pamukan and Sawita Estate has conducted planting post November 2005. HCV assessment program has been conducted. However, HCV report is still being processed (resolution).	√
	Status: Comply	
7.5	Tidak ada penanaman baru dilakukan di tanah masyarakat lokal tanpa persetujuan terlebih dahulu dari mereka, yang dilakukan melalui suatu sistem yang terdokumentasi sehingga memungkinkan masyarakat adat dan masyarakat lokal serta para pihak lainnya bisa mengeluarkan pandangan mereka melalui institusi perwakilan mereka sendiri.	X or√
	According to the result of audit, there is no issue in term of new planting (post January 2010) on the community's land without FPIC.	√
	Status: Comply	
7.6	Masyarakat Setempat diberikan Kompensasi atas setiap pengambilalihan lahan dan pelepasan hak yang disepakati dengan persetujuan sukarela yang diberitahukan sebelumnya dan kesepakatan yang telah dirundingkan.	X or√

	According to the result of audit, there is no issue in term of new planting (post January 2010) on the community's land without FPIC.	√
	Status: Comply	

3.6 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components
3.6.1 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
OWN ESTATE									
-	-	ZERO FINDING	-	-	-	-	-	-	-
SCHEME SMALLHOLDERS									
-	-	ZERO FINDING	-	-	-	-	-	-	-

3.6.2 Identification of Findings, Corrective Actions and Observations at [ASA-4](#) Assessment

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
OWN ESTATE									
-	-	ZERO FINDING	-	-	-	-	-	-	-
SCHEME SMALLHOLDERS									
-	-	ZERO FINDING	-	-	-	-	-	-	-

3.6.3 Opportunity for Improvement

No	Ref Std	Descriptions
OWN ESTATE		
1	5.6.2	Adding the types of vegetation on a surrounding of WWTP pond, road, housing and empty spaces.
SCHEME SMALLHOLDERS		
1	2.2.1	

3.6.4 Noteworthy Positive Components

No	Ref Std	Descriptions
1	4.1.1	Has a detailed procedure related to palm oil plantation and processing.
2	Kriteria 4.7	Kijang Mill earned gold flag of OHS Management System (<i>Sistem Manajemen Kesehatan dan Keselamatan Kerja/ SMK3</i>) certification since 2010.
3	6.1.3	Company provides public facilities such as smart house, which was part of solidarity program from previous integrated cabinet chapter II that chaired by Indonesia first lady in collaboration with PT. SMART, Tbk. The smart house is a non-formal education facility for children and women in plantation surrounding and local communities.
4	6.1.5	Company provided relationship and special attention for plasma smallholders. This can be proved, when company appointed special assistant and supervisor for each KUD, fertilizer credit with zero interest rates, replanting saving, training for enhancing plasma smallholders' competencies and so forth.
5	-	Has earned the ISCC (International Sustainability and Carbon Certification) certificate since 2012 by GUTCert.
6	-	Has earned the RSPO RED certificate by Mutuagung Lestari.

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

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	Environmental Agency, Kampar District, the Supervision and Control Division: <ul style="list-style-type: none"> The company has been reporting Hazardous Waste, Effluent and Environmental Management and Monitoring Plan regularly. There were complaints in April from the public about the pollution of the river which causes the death of the fish, but after a follow-up, it is not available evidence that the company was polluting. The complaint due to lack of communication between the company and the community. Environmental Agency encourages companies to improve communication with the community. The company has been regularly re-register for hazardous license in every year. Environmental Agency has not known which documents can be accessed by the public. The company has licenses for the environment The Company has never been involved in the activities of the burning land. The company actually helps the community as well as the estate surrounding the company in case of fire. There is no issue regarding the hunting of protected animals in the surrounding areas of the company. 	<ul style="list-style-type: none"> The Company has submitted / reported to the relevant authorities according to the schedule Communication has been running well with the surrounding rural communities and it will be maintained continuously The company has to submit a report of re-registration in accordance with the requirement The Company has submitted a report which can be accessed. such as a list of protected species, list information for Stakeholders Existing Permit will be updated when there are changes. Keeping to no-burn land and seeks to help the surrounding community when fires occur in the region around the estate. Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 2.1 This is in accordance with the criteria 1.1 This is in accordance with the criteria 2.1 dan 5.3 This is in accordance with the criteria 1.2 This is in accordance with the criteria 2.1 This is in accordance with the criteria 2.1 dan 5.5 This is in accordance with the criteria 5.2

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	Plantation Agency, Kampar District, Section. Licensing and Business Development: <ul style="list-style-type: none"> The company has reported the activities of the plantation business, but the report does not meet the provided format. The company is expected to make a proficiency level report according to the format, because there is some information is still lacking on the reports submitted by the company. Plantation Agency did not know which documents can be accessed by the public. The CSR program is expected to be made in coordination with the regents. There is a letter issued by the regent associated with it. Facilities and infrastructure of fire, that was owned by company has been adequate. The Company does not undertake the expansion area. 	<ul style="list-style-type: none"> Reporting to be made to conform to the format that was provided by the Department of plantation. The Company has submitted a report which can be accessed. such as a list of protected species, list information for Stakeholders Programs are arranged according to company policy and adapted to the circumstances surrounding community. Keep the condition is always in a state ready to use It is in accordance with the LUT owned by the Company 	<ul style="list-style-type: none"> This is in accordance with the criteria 2.1 This is in accordance with the criteria 1.2 This is in accordance with the criteria 6.10 This is in accordance with the criteria 2.1 dan 5.5 This is in accordance with the criteria 2.2
	Labor Agency, Kampar District, Head of Industrial Relation Supervision: <ul style="list-style-type: none"> There are no issues related to social and employment The Company has conducted the obligation to report about labor regularly. The Company has paid labor in accordance with the UMP (Province Minimum Wages) and there were never any related issues about wages. The Company has registered all of its 	<ul style="list-style-type: none"> Keep maintained The company has to submit a report in accordance with requirement and uses the form from Social and Labor Agency The Company has paid wages to the workers in accordance with UMSP (Province Minimum Wage) Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.3, 6.5, 6.6, 6.7, 6.8 dan 6.9. This is in accordance with the criteria 2.1 This is in accordance with the criteria 2.1 and 6.5 This is in accordance with the criteria 2.1 and 4.7

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	<p>employees in BPJS (Labor Assurance).</p> <ul style="list-style-type: none"> The Company has formed workers union and it has been approved. The Company has revised the Guiding Committee OHS structure and it has been endorsed. Inspection of work tools made by third parties is conducted every two years. Supervision is also carried out by Labor Agency in an unspecified time. Labor agency did not know the documents those are accessible to the public. The Company has reported occupational accidents in case of accident 	<ul style="list-style-type: none"> Existing Workers Unions have been approved by the Social and Labor Agency and be updated when there are changes. Keep maintained and always be updated when changes are made Maintained and adapted to the schedule of the third party and Labor and Social Agency. The Company has submitted a report which can be accessed. such as a list of protected species, list information for Stakeholders The Company has reported occupational accidents in case of accident . 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.6 This is in accordance with the criteria 2.1 and 4.7 This is in accordance with the criteria 2.1 and 4.7 This is in accordance with the criteria 1.2 This is in accordance with the criteria 4.7
	<p>Kijang Rejo Village (Community Leader):</p> <ul style="list-style-type: none"> No negative effects were felt by the community related to the existing of the company. Company helped many people in local development, such as street paving, constructed facilities in the school sports field and helping build mosques. There is no dispute between the company and the community. There are no traditional rights of community in a corporate environment. The Company has conducted socialization regarding the existence of protected animals and a ban on hunting. Related to the program of Household which is 	<ul style="list-style-type: none"> Keep maintained according to company policy and adapted to the circumstances surrounding community. It is in accordance with the HGU owned by the Company It is in accordance with the HGU owned by the Company Keep maintained Dissemination orally has been submitted concerning 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.1 and 6.10 This is in accordance with the criteria 2.2 and 6.4 This is in accordance with the criteria 2.3 This is in accordance with the criteria 5.2 This is in accordance with the criteria 6.3

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	<p>Independent in Food and Energy from Kampar regent, that people are required to have a cow. Community Leader accommodates a request from the community concerning waivers to herding cattle around the company with custody of the cow owner. The Company is expected to be active in communicating with the community and provide feedback on any complaints and requests for information submitted.</p> <ul style="list-style-type: none"> The company has a CSR program that has been given to the community, such as free medical assistance, free cataract treatment, the availability of information on job opportunities in the company and others There are no issues of waste pollution as a result of the company's operational activities. The company has understood the mechanism of providing information and complaints that have been socialized by enterprise. 	<p>not to graze cattle in estate area, but it is not forbidden to take / cut the grass in the plantations.</p> <ul style="list-style-type: none"> Keep maintained according to company policy and adapted to the circumstances surrounding community. Keep maintained Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.10 This is in accordance with the criteria 5.1 This is in accordance with the criteria 6.3
	<p>Gender Committee PT BWL – Chief :</p> <ul style="list-style-type: none"> The company has facilitated the establishment of gender committees as a forum for complaints of sexual harassment and protection of women reproductive rights. Meetings are held once in one year or in the event of a complaint. There has never been a complaint about harassment or violations of the protection of reproductive rights. The Company provides for menstruation leave for 	<ul style="list-style-type: none"> Keep maintained and be updated when there is a change Keep maintained Keep maintained Keep maintained and run in accordance with company 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.9 This is in accordance with the criteria 6.9 This is in accordance with the criteria 6.9 This is in accordance with the criteria 6.9

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	<p>2 days and maternity leave for 45 days before giving birth and 45 days after birth. The right to leave can be taken after an examination carried out by paramedics in companies.</p> <ul style="list-style-type: none"> Pregnant and lactating women are not allowed to do work which is directly contact with chemicals. If there is a pregnant female workers / breastfeeding working on chemicals works, then during pregnancy / breastfeeding, workers will be transferred to lighter work and not contact to chemicals. 	<p>regulations</p> <ul style="list-style-type: none"> Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 4.6
	<p>Workers Union PT BWL – Chief:</p> <ul style="list-style-type: none"> There are no negative issues regarding employment. There are no negative issues regarding the remuneration of the company. Wages are awarded based on UMSP (Province Minimum Wages) is worth IDR. 2,125,500,- Meetings are held once in 6 months. Workers Union (SPSI) and company save every record of conducted meetings. No complaints arising from workers. 	<ul style="list-style-type: none"> Keep maintained The Company has paid wages to the workers in accordance with Province Minimum Wages (UMSP). Meetings are held every 6 months or if there are things that are considered important to do immediately Keep maintained 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.3, 6.5, 6.6, 6.7, 6.8 and 6.9. This is in accordance with the criteria 6.5. This is in accordance with the criteria 6.6 This is in accordance with the criteria 6.5.
	<p>SPSI (Workers Union):</p> <ul style="list-style-type: none"> No complaints occur on existing workers at PT BWL. Meeting was conducted if there is a problem and the meeting which is involving the company. 	<ul style="list-style-type: none"> Keep maintained Meetings are held every 6 months or if there are things that are considered important to do immediately 	<ul style="list-style-type: none"> This is in accordance with the criteria 6.3 This is in accordance with the criteria 6.6

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	Transporting contractor FFB - PT BWL & PT JJP: <ul style="list-style-type: none"> The Company has provided PPE to workers. Workers have been registered in the health insurance that is BPJS (Labor Assurance) Wages have been paid on time and in accordance with the agreement. There is a petition regarding wage increases made by the company. The company is expected to provide a wage by considering the technical requirements such as the cost of vehicle servicing. 	<ul style="list-style-type: none"> Keep maintained and replaced PPE in case of damaged. Keep maintained Payments are made in accordance with the agreement and on time. Wage increasing are based on various calculations and an agreement with the contractor 	<ul style="list-style-type: none"> This is in accordance with the criteria 4.7 This is in accordance with the criteria 21 and 4.7 This is in accordance with the criteria 6.5 This is in accordance with the criteria 6.5
	PT Satrindo Jaya Agropalma – Transporting Contractor CPO & PK: <ul style="list-style-type: none"> Contractor has known about RSPO certification The Company has provided PPE to workers. Transport vehicles (trucks CPO and PK) are always checked the cleanliness and completeness. Workers have been registered in the occupational accident insurance that is BPJS (Labor Assurance) The wages in accordance with Province Minimum Wage (UMSP) Transporting vehicle has been codenamed "CPO SG Only" 	<ul style="list-style-type: none"> Maintained and to do a Refresh in each year Maintained and replacement, if something is broken Checking the vehicle before and after entering was done routinely Keep maintained Wages in accordance with Province Minimum Wages (UMSP). Maintained and re-write when it has been opaque 	<ul style="list-style-type: none"> This is in accordance with the criteria 4.8 This is in accordance with the criteria 4.7 This is in accordance with the SCCS This is in accordance with the criteria 2.1 dan 4.7 This is in accordance with the criteria 6.5 This is in accordance with the SCCS

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY**4.1 Formal Sign-off of Assessment Findings**

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

Signed on behalf of:

PT Ramajaya Pramukti
Head of Environment Department



Ismu Zulfikar
Monday, 21 December 2015

Mutuagung Lestari
Lead Auditor



Ardiansyah
Monday, 21 December 2015

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

No	Institution/NGO/ Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Lands Agency of Kampar	Bangkinang	-	Direct Consultation	17 Nov 2015		√
2	Labour Agency of Kampar	Bangkinang	-	Direct Consultation	17 Nov 2015	√	
3	Plantation Agency Of Kampar	Bangkinang	-	Direct Consultation	17 Nov 2015	√	
4	Environment Agency of Kampar	Bangkinang	-	Direct Consultation	17 Nov 2015	√	
5	Contractor of FFB Transport	Kampar	-	Direct Consultation	19 Nov 2015	√	
6	Contractor of CPO and PK Transport	Kampar	-	Direct Consultation	19 Nov 2015	√	
7	Labour union	Petapahan Village, Kampar Regency	-	Direct Consultation	19 Nov 2015	√	
8	Committee Gender	Petapahan Village, Kampar Regency	-	Direct Consultation	19 Nov 2015	√	
9	Kijang Rejo Village	Kampar Regency	-	Direct Consultation	19 Nov 2015	√	
10	Jikalahari	Pekanbaru	secretariat@jik alahari.org	Email	23 October 2015		√

Appendix 2. Assessment Program

DATE	November 16 th – 26 th , 2015				
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR			
		ARD	FL	DH	NM
Mon,16 Nov 2015					
06 – 08am	Flight from Jakarta to Pekanbaru	√	√	√	√
08 – 12am	Traveling from Pekanbaru to Location	√	√	√	√
14 – 15pm	Opening Meeting	√	√	√	√
15 – 17pm	Verification of previous assessment (ST-2 - ASA-3) findings and completing checklist	√	√	√	√
Tue, 17 Nov 2015					
08 – 12am	Stakeholder consultation to relevant agencies at Bangkinang		√		
Mon, 23 Nov 2015					
08 – 12am	KIJANG POM: Kijang Estate (Own), Kijang Kencana Plasma				
	Field Observations	√	√	√	√
	- Kijang Estate: Manuring, Spraying, Harvesting, IPM, Workers safety, facilities, HCV, Legal				
12 – 14pm	Lunch break	√	√	√	√
14 – 17pm	• Kijang Mill: Mill Processing, OHS Implementation, POM waste management (hazardous, emission, pollution, POME, etc.), Water management.	√	√	√	√
	Verification of field visit and completing checklist	√	√	√	√
Tue, 24 Nov 2015					
08 – 12am	KIJANG KENCANA PLASMA (smallholder scheme)				
	Field Observations:				
	Makmur Sejahtera:	√			
	- Legal boundary, HCV management area, land fire				
	- Manuring, Spraying, Harvesting, IPM, Workers safety				
	- Facilities & Waste management				
	Lestari Jaya:		√	√	
	- Legal boundary, HCV management area, land fire				
	- Manuring, Spraying, Harvesting, IPM, Workers safety				
	- Facilities & Waste management				√
12 – 14pm	Lunch break	√	√	√	√
14 – 17pm	Verification of field visit and completing checklist	√	√	√	√
Wed, 25 Nov 2015					
08 – 12pm	Verification of field visit and completing checklist for all scope (Kijang Mill, Nagasaki Mill & Ramarama Mill)	√	√	√	√
12 – 14am	Lunch break	√	√	√	√
14 – 17pm	Verification of field visit and completing checklist for all scope (Kijang Mill, Nagasaki Mill & Ramarama Mill)	√	√	√	√

Thu, 26 Nov 2015					
08 – 10am	<u>Closing Meeting</u>	√	√	√	√
10 – 15pm	Traveling from Location to Pekanbaru	√	√	√	√
15 – 17pm	Flight from Pekanbaru to Jakarta	√	√	√	√