

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

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

Name of Management : Rama Rama Mill, PT RAMAJAYA PRAMUKTI subsidiary of Ivo Mas Tunggal Organisation  
 Plantation Name : Ramarama Estate and Amarta Jaya Scheme Smallholders  
 Location : Petapahan Village, Tapung Subdistrict, Kampar District, Riau Province, Indonesia  
 Certificate Code : **MUTU-RSPO/010**  
 Date of Certificate Issue : 12 January 2012      Date of License Issue : 12 January 2016  
 Date of Certificate Expiry : 11 January 2017      Date of License Expiry : 11 January 2017

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-3	27 – 30 November 2014	Y. Wisnu Rahmanto, Ardiansyah, Sandra Purba, Andi Pratama P., Yuniar Mitikauji	Octo Nainggolan	Tony Arifiarachman
ASA-4	16, 17, 18, 21, 26 November 2015	Ardiansyah; Dwi Haryati; Fuji Lestari; Nanang Mualib	Octo HPN Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-4	18 December 2015

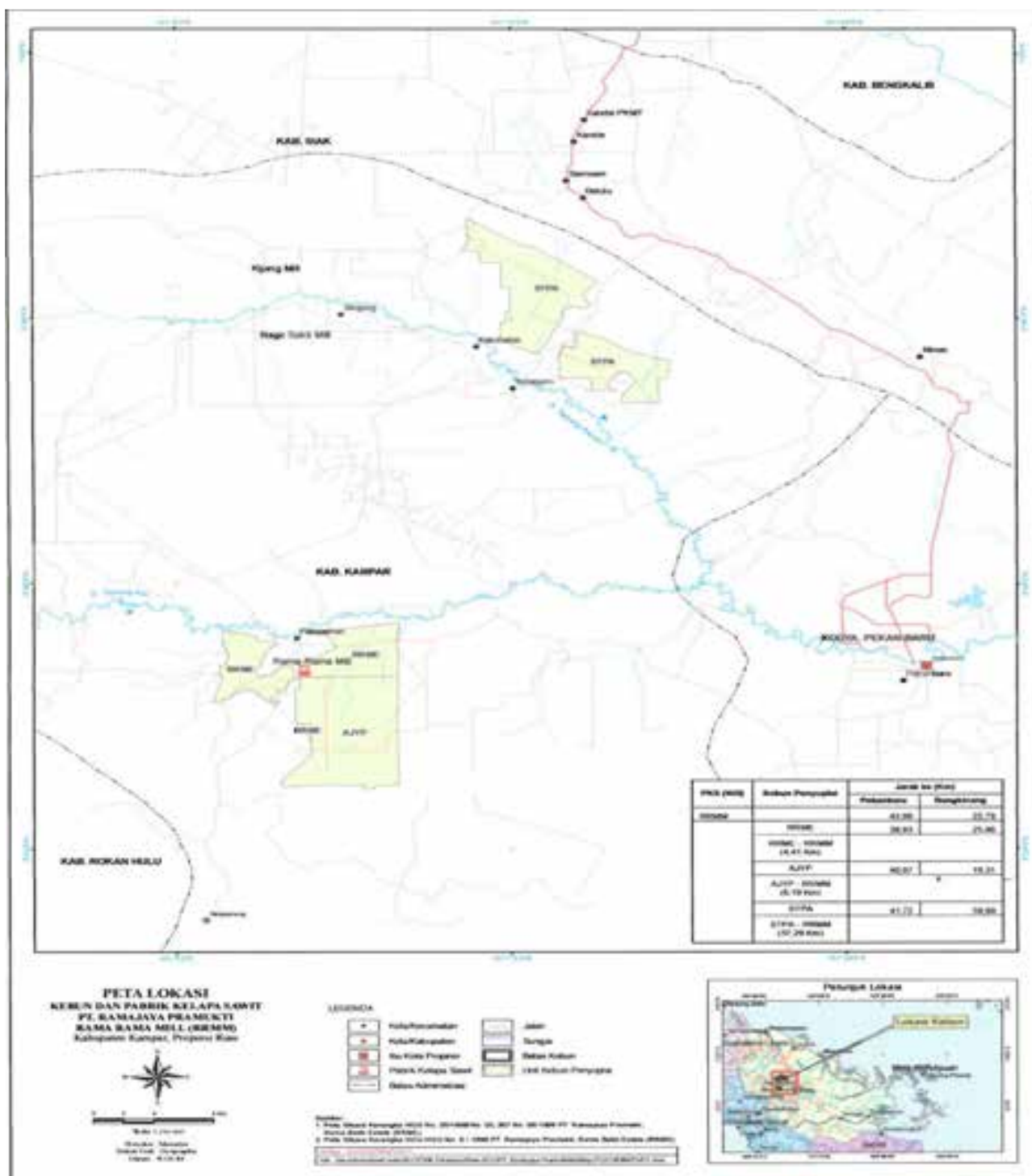
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**Figure 1. Location Map of PT Ramajaya Pramukti (Rama-Rama Estate)**



**Figure 2. Location Map of PT Ramajaya Pramukti (Amarta Jaya Scheme Smallholders)**



**Glossary**

BKSDA	:	<i>Balai Konservasi Sumber Daya Alam/ Naature Conservation Agency</i>
BPJS	:	<i>Badan Penyelenggara Jasa Sosial/ Agency of Social Insurance</i>
BPJS-TK	:	<i>Badan Penyelenggara Jasa Sosial Tenaga Kerja/ Agency of Social Insurance for Labor</i>
BPN	:	<i>Badan Pertanahan Nasional/ National Land Agency</i>
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
HGB	:	<i>Hak Guna Bangunan/ Building Use Title</i>
HGU	:	<i>Hak Guna Usaha/ Land Use Title</i>
IKISTRA	:	<i>Ikatan Ibu-ibu Staf Riau II / spouse of Riau II</i>
IPM	:	Integrated Pest Management
RSPO	:	Roundtable on Sustainable Palm Oil
KER	:	Kernel Extraction Rate
KT	:	<i>Kelompok Tanil/ Smallholders Group</i>
KUD	:	<i>Koperasi Unit Desa/ Cooperative unit</i>
LKS	:	<i>Lembaga Kerjasama/ Cooperation Body</i>
MCAR	:	Management Committee Agronomy and Research
MCMD	:	Management committee for Mill development
OER	:	Oil Extraction Rate
OHS	:	Occupational Health and Safety
OIA	:	Operational Internal Audit
PK	:	Palm Kernel
PKB	:	<i>Perjanjian Kerja Bersama/ Collective Labor Agreement</i>
POM	:	Palm Oil Mill
PPE	:	Personal Protective Equipment
RJP	:	Ramajaya Pramukti
SCCS	:	Supply Chain Certifications System
SHM	:	<i>Sertipikat Hak Milik/ Land Certificate</i>
SIA	:	Social Impact Assessment
SMARTRI	:	SMART Research Institute
SMK3	:	<i>Sistem Manajemen Keselamatan dan Kesehatan kerja/ Management System of OHS</i>
SOP	:	Standard Operational Prosedur
SPSI	:	Serika Pekerja Seluruh Indonesia/ Labour Union
TPSA	:	<i>Tempat Pembuangan Sampah Akhir/ Landfill</i>
UMSP	:	<i>Upah Minimum Sektor Perkebunan/ Minimum Wage</i>
VPA	:	Vice President Agronomy
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

<b>1.0 SCOPE OF THE CERTIFICATION ASSESSMENT</b>		
<b>1.1</b>	<b>Assessment Standard Used</b>	<ul style="list-style-type: none"> <li><i>RSPO Principles and Criteria (P&amp;C) for for the Production of Sustainable Palm Oil - April 25<sup>th</sup>, 2013.</i></li> <li><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></li> </ul>
<b>1.2 Organisation Information</b>		
1.2.1	Organisation name listed in the certificate	PT Ramajaya Pramukti subsidiary of Ivo Mas Tunggal
1.2.2	Contact person	Ismu Zulfikar
1.2.3	Organisation address and site address	<p>RSPO registered company: Sinarmas Land Tower 2, 30th Floor JL. MH Thamrin No 51 Kav 22 Jakarta 10350 Indonesia</p> <p>Liaison Office: Sinarmas Land Tower 2, 30th Floor JL. MH Thamrin No 51 Kav 22 Jakarta 10350 Indonesia</p>
1.2.4	Telephone	(+62-21) 318 1388
1.2.5	Fax	(+62-21) 318 1389
1.2.6	E-mail	<a href="mailto:ismu-zulfikar@smart-tbk.com">ismu-zulfikar@smart-tbk.com</a>
1.2.7	Web page address	<a href="http://www.smart-tbk.com">www.smart-tbk.com</a>
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
<b>1.3 Type of Assessment</b>		
1.3.1	Scope of Assessment and Number of Management Unit	<p>The scope of this assessment is reduce from last assessment, from 10 KUD to 5 KUD which consist of:</p> <ul style="list-style-type: none"> <li>Ramarama Mill, Ramarama Estate, KUD Makmur Lestari, KUD Sibuk Jaya, KUD Muara Mahat Sejahtera, KUD Mekar Jaya, KUD Mukti Lestari</li> </ul>
1.3.2	Type of certificate	Single



<b>1.4</b>	<b>Locations of Mill and Plantation</b>			
1.4.1	Location of Mill			
	<b>Name of Mill</b>	<b>Location</b>	<b>Coordinate</b>	
			<b>Latitude</b>	<b>Longitude</b>
	Ramarama Mill	Village Of Petapahan, Sub District Of Tapung, District Of Kampar, Province of Riau	N 0° 32' 00.58"	E 101° 04' 34.97"
1.4.2	Location of Certification Scope of Supply Base			
	<b>Name of Supply Base</b>	<b>Location</b>	<b>Coordinate</b>	
			<b>Latitude</b>	<b>Longitude</b>
	Ramarama Estate	Village Of Petapahan, Sub District Of Tapung, District Of Kampar, Province of Riau	N 0° 33' 06.12"	E 101° 06' 49.57"
	Amarta Jaya Plasma	Village Of Petapahan, Sub District Of Tapung, District Of Kampar, Province of Riau	N 0° 32' 02.64"	E 101° 04' 47.42"
<b>1.5</b>	<b>Description of Area Statement</b>			
1.5.1	Tenure			
	• State		4,096.72	Ha
	• Community		4,426.00	Ha
1.5.2	<b>Area Statement</b>			
	• Total area		8,508.11	Ha
	• Mature area		8,302.40	Ha
	• Immature area		-	Ha
	• Mill		49.30	Ha
	• Infrastructure		145.37	Ha
	• Others		5.09	Ha
	• Air strip		5.95	Ha
	• HCV (Include planted area)		171.10	Ha
<b>1.6</b>	<b>Planting Year and Cycles</b>			
1.6.1	Age profile of planting year			
	<b>Planting Year</b>	<b>Hectarage (Ha)</b>		
		<b>Ramarama Estate</b>	<b>Amarta Jaya Plasma</b>	<b>Total</b>
	1991	643.06	400.00	1,043.06
	1992	1,551.81	1,666.00	3,217.81
	1993	47.02	2,350.00	2,397.02
	1996	1,206.31	-	1,206.31

	1997	383.07	-	383.07			
	2001	-	10.00	10.00			
	2002	45.13	-	45.13			
	TOTAL	3,876.40	4,426.00	8,302.40			
1.6.2	New Planting area after January 2010	- Ha					
1.6.3	Planting Cycle	1 <sup>st</sup> 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 (%)
	Ramarama	60	301,314.69	56,451.68	18.74	16,208.53	5.38
	*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)	%
	Ramarama	4,082.11	3,876.40	106,252.69	27.41	106,252.69	100
	Amarta Jaya Plasma	4,426.00	4,426.00	131,926.15	29.81	131,926.15	100
	• KUD Makmur Lestari (500 smallholders)	1,000.00	1,000.00	28,878.10	28.88	28,878.10	100
	• KUD Sibuk Jaya (533 smallholders)	1,066.00	1,066.00	31,385.04	29.44	31,385.04	100
	• KUD Muara Mahat Sejahtera (457 smallholders)	914.00	914.00	28,604.69	31.30	28,604.69	100
	• KUD Mekar Jaya (482 smallholders)	964.00	964.00	28,244.79	29.30	28,244.79	100
	• KUD Mukti Lestari (240 smallholders)	482.00	482.00	14,813.53	30.73	14,813.53	100
	TOTAL	8,508.11	8,302.40	238,178.84	28.69	238,178.84	100
	*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)			
	Kijang Kencana Plasma (certified)	PT BWL	Kab Kampar, Riau	58,926.08			
	Sungai Tapung Plasma (certified)	PT RJP	Kab Kampar, Riau	4,209.77			
	TOTAL			63,135.85			
	*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 12 January 2014 to 11 January 2015 (ton/tahun)		Actual certified product 12 January 2014 to 16 November 2015 (ton/tahun)	
	• FFB Production			407,246.92		259,898.93	
	• CPO Production			81,449.38		48,365.79	
	• Palm Kernel (PK) Production			22,398.58		13,751.69	
1.8.2	Estimate of Certified FFB Claim						
	Name of Estat		Total Area (Ha)	Planted Area (Ha)		FFB (tonnes/year)	Yield (tonnes/ha/year)
	Ramarama		4,082.11	3,876.40		108,539.00	28.00
	Amarta Jaya Plasma		4,426.00	4,426.00		134,633.00	30.42
	• KUD Makmur Lestari (500 smallholders)		1,000.00	1,000.00		30,000.00	30.00
	• KUD Sibuk Jaya (533 smallholders)		1,066.00	1,066.00		31,980.00	30.00
	• KUD Muara Mahat Sejahtera (457 smallholders)		914.00	914.00		28,791.00	31.50
	• KUD Mekar Jaya (482 smallholders)		964.00	964.00		28,920.00	30.00
	• KUD Mukti Lestari (240 smallholders)		482.00	482.00		14,942.00	31.00
	TOTAL		8,508.11	8,302.40		243,172.00	29.29
Estimated data Periode 12 January 2016 to 11 January 2017							
1.8.3	Estimate of Certified Palm Product Claim						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Ramarama	60	243,172	47,419	19.5	13,374	5.5
Estimated data Periode 12 January 2016 to 11 January 2017							
1.9	Other Certifications						
	ISCC			ISCC EU Assessment by GutCert No. EU-ISCC-Cert-DE104-07781512 valid from 1 February 2015 to 31 January 2016.			
	Others			ISPO Assessment by PT Mutuagung Lestari No. MUTU-ISPO/029 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					
	Ramarama Mill did not receive FFB from estate that has not been certified RSPO					
	Ramarama Mill only receive FFB from estates that has been fulfilled RSPO certification requirement which are Ramarama Estate and Amarta Java Plasma.					

<b>2.0 ASSESSMENT PROCESS</b>	
<b>2.1 Assessment Team</b>	
<b>ASA-4</b>	<p><b>1. Ardiansyah (Lead Auditor).</b> 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><b>2. Dwi Haryati (Auditor).</b> 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><b>3. Fuji Lestari (Auditor Trainee).</b> 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><b>4. Nanang Mualib (Auditor).</b> 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>
<b>2.2 Assessment Methodology, Assessment Process and Locations of Assessment</b>	
<b>2.2.1</b>	<b>Figure of person days to implement assessment</b>
<b>ASA-4</b>	<p>Number of auditors: 4 auditor</p> <p>Number of days for Surveillance-4 at site: 5 days</p> <p>Number of working days for Surveillance-4 at site: 20 Working days</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA-4</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Ramajaya Pramukti to the requirements of RSPO Principles and Criteria (P&amp;C) for for the Production of Sustainable Palm Oil - April 25<sup>th</sup>, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill). The scope of this assessment is reduce from last assessment, from 10 KUD to 5 KUD which consist of Ramarama Mill, Ramarama Estate, KUD Makmur Lestari, KUD Sibuk Jaya, KUD Muara Mahat Sejahtera, KUD Mekar Jaya, KUD Mukti Lestari</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) <i>interview</i>, 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 <b>ASA-4</b> delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (<b>Re-certification</b>).</p> <p>The assessment program please find Appendix 2</p>

<b>2.2.3</b>	<b>Location of Assessment</b>
<b>ASA-4</b>	<p>The audit team used 0.8-√y formula in order to choose the management unit's sample by considering the critical and substantial issues from stakeholders. Based on this formula, management unit's sample which choose by team audit are <b>Ramarama Mill, Ramarama Estate, KUD Sibuk Jaya, KUD Mekar Jaya and KUD Mukti Lestari</b>.</p> <p>Detail field visits are presented as follows:</p> <p><b>Ramarama Mill</b></p> <ol style="list-style-type: none"> <li>1. <b>Security Post.</b> Interview related to the examination over incoming and outgoing FFB, CPO and PK from mill.</li> <li>2. <b>Fuel tank.</b> Observation and interview related to hazardous material's management and emergency response tools.</li> <li>3. <b>Hydrant.</b> Observation on emergency response tools.</li> <li>4. <b>Processing station.</b> Observation and interview related to FFB's processing into CPO, the implementation of occupational health and safety, fire emergency response tools in mill and first aid kits.</li> <li>5. <b>Grading.</b> Interview related to FFB's examination, which has been received in mill.</li> <li>6. <b>Warehouse.</b> 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.</li> <li>7. <b>Workshop.</b> 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.</li> <li>8. <b>Water Treatment Plan (WTP).</b> Observation and interview related to water management for FFB's processing.</li> <li>9. <b>WWTP.</b> Observation on liquid waste management and the condition of WWTP ponds.</li> <li>10. <b>Hazardous waste storage.</b> Observation and interview related to hazardous waste management.</li> <li>11. <b>Biogas Plant.</b> Observation and interview related to liquid waste utilization pemanfaatan at Biogas Plant.</li> <li>12. <b>Weight Brigde.</b> Interview related to record of FFB receive and product delivery.</li> </ol> <p><b>Ramarama Estate</b></p> <ol style="list-style-type: none"> <li>1. <b>Block B14.</b> Observation over the condition of boundry pole RJP 4/14.</li> <li>2. <b>Block C/D20.</b> Observation over the condition of boundry pole BPN 1.</li> <li>3. <b>Block D21.</b> Observation over the condition of boundry pole RJP 1/11.</li> <li>4. <b>Block D21.</b> Observation over the condition of boundry pole RP 410.</li> <li>5. <b>Block A14.</b> Observation over the condition of boundry pole RP 11.</li> <li>6. <b>Hut 2.</b> Observation and interview related to facilities for personnel.</li> <li>7. <b>Main Hut.</b> Observation and interview related to facilities for personnel</li> <li>8. <b>Workshop.</b> 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.</li> <li>9. <b>Office of Division 1 &amp; 2.</b> Observation and interview related to management of hazardous material, fire emergency response equipment and hazardous waste management.</li> <li>10. <b>Central Warehouse.</b> 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.</li> <li>11. <b>Ramarama Estate Office.</b> Interview with spraying supervisor, sprayer team and manuring team related to company policy on the application of chemicals in the riparian area, periodic medical examinations, the use of PPE, spraying technique training, OHS training, First Aid training, complaint mechanisms, employee benefits and wages.</li> <li>12. <b>Block C33, Division IV.</b> Observations and interviews with harvesting personnel related to criteria of ripe harvest, harvesting techniques, the use of PPE and employee benefits and available housing facilities.</li> <li>13. <b>Block C7 Division II.</b> Observations and interviews related to the management of Owl's Nest (gupon).</li> <li>14. <b>Temporary hazardous waste storage.</b> Observation and interview related to hazardous waste management.</li> <li>15. <b>Road Block.</b> Observation of the existing road condition in the estate area.</li> <li>16. <b>Block E8 Division II.</b> Observation on empty fruit bunches application.</li> <li>17. <b>Block C11 Division II.</b> Observations HCV management areas such as riparian of Kuok river.</li> <li>18. <b>Block C14.</b> Observation on liquid waste's land application.</li> </ol>

19. **Block D01 Division I.** Observation on the management of inorganic waste on landfill.  
 20. **Block G14.** Observations of utilization of midrib waste that was obtained pruning activities.

**KUD Sibual Jaya**

1. **KUD Office.** 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.
2. **KT Sumber Rejeki/ Block H4 (Kavling 994, 995, 997, 998, 1000, 1001, 1003, 1004, 1007, 1008).** 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.

**KUD Mekar Jaya**

1. **KUD Office.** 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.
2. **KT Makmur Jaya/ Block L10 (Kavling 1959, 1961, 1965, 1969, 1970, 1971, 1974, 1977, 1963).** 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.
3. **KT Suka Maju/ Block L11 (Kavling 1981, 1983, 1985, 1988, 1992, 1994, 1996, 1998, 2000).** 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.

**KUD Mukti Lestari**

1. **KUD Office.** 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.
2. **KT Suka Maju/ Block L3 (Kavling 1718, 1831, 1832, 1834, 1819, 1829, 1830, 1822).** 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.

**Stakeholder Consultation**

1. **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.
2. **PT RJP Village (Community leaders).** Interview related to social, economics and culture aspects with local communities.

<b>2.3 Stakeholder Consultation and Stakeholders Contacted</b>	
<b>2.3.1</b>	<b>Summary of stakeholder consultation process.</b>
<b>ASA-4</b>	<p>Consultation of stakeholders for PT Ramajaya Pramukti was held by:</p> <ol style="list-style-type: none"> <li>1. Public announcement at web <a href="http://www.mutucertification.com">www.mutucertification.com</a> on 02 November 2015.</li> <li>2. Consultation meeting and interview with government agencies Kampar regency (Manpower agency, Environmental Agency and plantation agency) on 17 November 2015.</li> <li>3. Consultation meeting and interview with Surrounding Village (PT RJP Village) on 18 November 2015.</li> <li>4. Consultation meeting and interview with Worker Union, Gender Committee and local contractor on 19 November 2015.</li> <li>5. Consultation by email with NGO (Jikalahari) 10 November 2015.</li> </ol> <p>Numbers of input from stakeholders were clarified by PT Ramajaya Pramukti – Ivo Mas Tunggal</p>

2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit ( <b>Re-certification</b> ) will be planned 9 to 12 months after <b>ASA-4</b> assessment (September - 2016).



### 3.0 ASSESSMENT FINDINGS

#### 3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Ramarama Mill – PT Ramajaya Pramukti, PT Ivo Mas Tunggal operation consisting of one (1) mill, one (1) oil palm estate and five (5) KUDs (2,212 Smallholders).

During the assessment, there were two (2) 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 Ramarama Mill – PT Ramajaya Pramukti, PT Ivo Mas Tunggal complied with the requirements of RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil - April 25<sup>th</sup>, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill).

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is Continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
<b>PRINCIPLE #1 COMMITMENT TO TRANSPARENCY</b>		
<b>1.1</b>	<b>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.</b>	
	<p>The Company has had SOP for Communication and Consultation No. SOP / SMART / UMUMSADV / I / 004, Rev.0.0. made by the Sustainability Division Head and approved by the Head of Upstream. In the SOP, there is information on checking incoming mail that says that if the requested information is information that is available to stakeholders in accordance with list of the information available, then head unit prepared a response plan. However, if the requested information is not contained in the list of information for stakeholders, it is necessary to ask for the consideration and approval of top management in advance. The response to incoming mail not later than three (3) weeks after the letter was received. SOP Communications and Consultations have been socialized on August 10, 2015 which was attended by 16 representatives of the employees.</p> <p>Recorded of information is stored in information books on each management unit. In the book shows that there is no incoming information requests, there are only a few of information out submitted to the agency and manpower social insurance (BPJS). 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>Based on the results of the public consultation with other agencies and local communities, it is known that the company has the program related to the delivery of consultation and communication</p>	
	<b>Status: Comply</b>	
<b>1.2</b>	<b>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.</b>	
	<p>The Company already has a list of information for stakeholders with No. documents F/SMART/GENERAL/SADV/ 004/003 made by SPO Kampar region and it is known by the RC Kampar region dated May 2, 2015. The information list includes the number of employees and a list of basic wages of employees, personnel tax, payment of local taxes / retribution, environmental documents, deed of establishment and its amendments, the data of area and production, and</p>	



fertilizer application data, evidence of land tenure, High Conservation Value (HCV) identification report, SIA identification reports, community empowerment program reports, guiding committee of occupational health and safety report, the document of improvement program, RSPO audit reports, policy documents on Human Rights. Accessible public document that has been socialized on August 4<sup>th</sup>, 2015 which was attended by 18 representatives of employees, workers and Labor Union. The document has also been socialized to agencies, such as Environmental Agency, National Land Agency, Plantation Agency, Labor Agency, Forestry Agency and BKSDA on November 24<sup>th</sup>, 2015. Available receipt for the document list signed by each agency on 24 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.

According to interviews with management representatives indicate that the documents that are available to the public placed in each management unit to facilitate the process if there is a request for information. Based on the results of the public consultation, it is known that the company has the program associated with the document that is publicly accessible and available. It was available evidence of document list dissemination on August 4<sup>th</sup>, 2015 and November 24<sup>th</sup>, 2015.

	<b>Status: Comply</b>	
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### 1.3

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

The Company has a Business Ethics Policy, signed by the regional controller of Kampar, dated 2 February 2015 and applies to all management units. In the policy states that:

- The Company provides no tolerance for any act or form of corruption in business practices undertaken by employees. Employees who are found to commit corrupt practices will be given strict punishment by the company and punished according to the applicable regulations.
- The Company is committed to the standards of ethical behavior in all activities of the management of business practices, which could include the way of being with each other, the stakeholders, the environment and the broader community.

Business Ethics Policy has been disseminated on 26 May 2015 which was attended by 18 representatives, including representatives of workers, contractors and smallholders. Based on interviews with workers, smallholders and contractors, it is known that the company has a policy to disseminate the code of integrity and ethical behavior and the policy is available in a language understood by the worker.

	<b>Status: Comply</b>	
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## **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 RJP 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/II/002) that has been approved by Head of Upstream on 1<sup>st</sup> July 2014. This procedure explains PIC to identify regulation and PIC to evaluate the regulations.

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

- The list of regulations associated with HCV, there are 13 regulations that was updated on 1 June 2015.
- The list of regulations related to employment: there are 32 regulations that was updated on 19 November 2015.
- The list of regulations related to the environment: there are 40 regulations that was updated on 4 June 2015.
- The list of regulations related to the Licensing: there are 29 regulations that was updated on 20 November 2015.

- The list of regulations related to OHS: there are 51 regulations that was updated on 19 November 2015. The entire copies of the above regulations are kept in the office of each unit. Ramarama Estate can show a copy of the regulations those are available at the estate office, for example Regulation of the Environment Minister, Law No. 39 Year 2014 on 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 OHS dated 19 November 2015 against the entire list of labor regulations.
- SPO Officer dated 4 June 2015 against the entire list of environmental regulations.
- SPO Officer dated 20 November 2015 against the entire list of licensing regulations for plantations.
- PIC HCV dated 20 November 2015 against the entire list of rules HCV.
- Secretary of guiding committee of OHS dated 19 November 2015 against the entire list of OHS rules.

Unit Management has adjusted to changes in regulations, for example:

- Changes in the amount of wages according Riau Governor Decree Number: Kpts. 244 / III / 2015 dated 31 March 2015 on UMSP (Minimum Wages) for agriculture / plantation (coconut, oil palm and rubber crops) of Riau Province in 2015. According to CEO Decree No. 016/CEO5/HRPSM5/03/15 and interviews with employees, it was known that salary levels are in compliance with the latest regulations.
- The implementation of latest BPJS (Social Insurance), Law No. 24 of 2011 with the derivatives regulation such as:
  - Government Regulation number 44 year 2015 regarding the implementation of accident insurance (*Jaminan Kecelakaan Kerja/JKK*) program and fatality insurance (*Jaminan Kematian/JKM*).
  - Government Regulation number 45 year 2015 regarding the implementation of the retirement program.
  - Government Regulation number 46 year 2015 regarding the implementation of the pension time program (*Jaminan Hari Tua/JHT*)

Based on interviews 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 Ramarama Estate is about 4,096.7175 Ha that on consists of 3 HGU certificates and 1 HGB certificate.

**Patok RJP 1/11 di Ramarama Estate**



The Management Unit has conducted boundry poles monitoring every month which is documented in "Checklist of Boundary Poles Conditions ". Examination results for 2015 showed that the entire poles (111 poles) in good condition. Based on the results of field visits in Ramarama Estate poles RJP 03/14, BPN 1, RJP 1/11, RP 410 and Rp 11 were found in well-maintained condition.

Consultation with the Plantation Agency in Kampar District and local communities, it was known that there was never any dispute / conflict between public lands with Ramarama Estate. Although there has been conflict and claims, the company has had SOP of a Social Conflict Handling (SOP/SMART/SENS-CSR/SADV/I/002, dated 1 July 2014) involving the parties 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). Evidence of public land acquisition are completely documented and stored by the Legal department of the company. Moreover, the Land acquisition 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.

<b>Status: Comply</b>
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**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.**

To achieve economic and financial viability in the long term, the company has compiled a summary of the management plan of plantation and mill in the next 5-year period (2015-2019), dated 20 November 2015. The information in the work plan include price trend prediction for FFB, CPO and Palm Kernel; production cost; production of FFB, CPO and Palm Kernel; mill level extraction; areal statement; replanting activities and projected profits. The management unit also always conducts an evaluation to assess the achievement against the budget that has been set.

Replanting program will be implemented starting in 2019 in Ramarama Estate for an area of 857.65 hectares. Replanting is done because some of the considerations according to company policy, that is the study of Yield / ha (<14 tons FFB / ha), the age of the plant (> 25 years), plant height (> 13 meters) and the density of plants per hectare (<100 trees / Ha).

<b>Status: Comply</b>
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**PRINCIPLE #4 Use of appropriate best practices by growers and millers**
**4.1**
**Operating procedures are appropriately documented and consistently implemented and monitored.**

PT RJP 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/I/TM-PKS. Document review and interview shows that there aren't change in operations procedures of PT RJP.

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 C33, Division IV, Ramarama Estate shows that harvesting activity has conducted in accordance with procedure such as FFB that harvested is have 10 loose fruit.

The Company has procedures to monitor operations at the mill and estate, whether it is already running in accordance with the set targets through the implementation of internal audit examinations that were conducted each semester by section of Operational Internal Audit (OIA). Personnel was assigned to carry out the internal control activities are trained and competent in their fields. Internal audit activity was held on 18 May 2015 for Ramarama Estate and for unit of Rama Rama Mill was last held on 17 to 24 April 2015. The report contains some non conformity findings with the expected improvement of the administrative problems, payments, crop maintenance and repairs of crop harvesting system. Step of improvement from management and the advice from the assessment team, all delivered in a single report.

The management unit has documented reports and records of mill and estate operations such as the results of internal control and monitoring activities in the OIA that was conducted every year. Repair of any findings in the internal audit activity are directly documented in the report which includes management responses and suggestions for improvements

that can be taken by the management unit of the internal audit team.

Ramarama Mill does not perform acceptance / purchase of FFB from third parties. FFB that were received by Ramarama mill sourced from the estate that has been certified RSPO, those are Ramarama Estate, Amarthaya Jaya Plasma Estate, Kijang Kencana Plasma and Sungai Tapung Plasma.

**Status: Comply**

#### 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 SOP for soil fertility management by using fertilizer (chemical, liquid waste and empty bunch application). Based on the document review until the month of October 2015, fertilizer use per tonne of FFB is Urea (706.67 tons), rock phosphate (238.34 tonnes), MOP (679.04 tonnes), TSP (196.54 tonnes), S. Dolomite (226.42 tonnes), Kieserite (189.10 ton), Borate (31.86 tons). From January to October 2015 there has been a realization of liquid waste applications as 102,384,5 m3 for application area 820.43 ha. In addition to the provision of liquid waste applications, unit management also conducted application of organic fertilizer by using empty fruit bunch with a dose of 60 tonnes/ha/year. Based on the documents review, from January to October 2015 there has been a realization of the empty fruit bunch application as much as 57,502.22 tons for 1,176.43 Ha. Field interviews with staff of SMARTRI, it can be seen that application of empty fruit bunch functioned as an additional supplement to increase soil organic matter in addition to administration of inorganic fertilizer.

The management unit has regularly conducted soil and leaf analysis. Soil analysis is done every 5 years, while the activities of leaf analysis were carried out every year. Activity of soil analysis has been carried out in April 2015. Based on document of leaf analysis in Ramarama Estate known that the latest leaf analysis was conducted on April 2015 such as the document of Leaf Analysis No. Ref. 223/Leaf/Lab-SMARTRI/IV/2015 of the Analytical Lab. Section Head dated 25 April 2015 on the results of routine analysis of N, P, K, Mg, Ca, B. One example of making the analysis of leaves in block D-04 Division I Ramarama Estate. Based on interviews with staff of SMARTRI, it can be seen that leaves analysis results will be incorporated into the program of fertilization and soil samples just as supporting data, not as the determining doses for recommendations on some kind of specific nutrients such as N, P, K, Mg, Ca, B.

Unit management has set the location for the recycling of nutrients through the inventory of empty fruit bunch and liquid waste. Results of field observations and interviews with workers at the empty fruit bunch applications and land applications in Block E8, Division II, it shows that Ramarama Estate has implemented an empty fruit bunch application by using a semi-mechanical system, that is Empty Bunch Spreader.

**Status: Comply**

#### 4.3

**Practices minimize and control erosion and degradation of soils.**

Based on semidetall soil maps documents and interviews with surveyor staff and SMARTRI staff, it is known that in the Ramarama area there are not marginal soil types such as peat or other marginal soil types.

Soil management for an area with certain sloping is regulated in cultivation plan for new area No. Lamp Document/I/TA-PPA/02 – Slope Classification and Terrace Purposes. The results of Field visits in Ramarama Estate indicate that there is no steep area. Although there are no slope area, field visits also showed that a cover crop land have been preserved to maintain soil moisture. Besides the placement of midrib with L-shape method is also done on each block to minimise run off.

Road maintenance program and its realization have been shown by the management unit with the work schedule program for grader on 2015, for example in Division 4 Ramarama Estate, it has been scheduled every month graders will work four times. Besides that, road maintenance manually in block E-26 has been performed three times in a year (February, June and October 2015) and the realization have been done according to the plan (100% implemented). Based on the field visit during the audit, it is known that the condition of the road has been properly maintained and it is

in a good condition so that it can be passed well in all conditions.

**Status: Comply**

#### 4.4

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

In order to maintain the water quality and maintain the availability of surface water, the Company has a management plan of water source, which is stated in Management and Monitoring Plan of Environmental, either Management and Monitoring Plan of HCV which outlines the environmental management in general, including the management of water source such as rivers and swamps.

The company also has procedures of Management and Monitoring of Water Resources (SOP/SMART/BCOS-EHSD/SADV/II/004, dated 1 July 2014) which regulates in detail the efforts of the management and monitoring of water source activities include determination of riparian and riparian protection. Field visit in Block C11, Division II, Ramarama Estate shows that riparian of Kuok River has given pole boundry and palm oil at riparian is marking with "X". This indicated that the riparian area is prohibit to chemical application. Some of plant has be planted in riparian area such as veritifer grass, guatemala and bamboo.

In detail, water management plan is integrated to each of operational activities ranging from the identification of water resources, efficient of water use, protection of water resources; minimize contamination of water sources as well as periodically conducting the monitoring of surface water quality and monitoring of waste management (effluent, solid waste and hazardous waste).

**Status: Comply**

#### 4.5

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

Ramarama Estate has an integrated pest management (IPM) plan that has been monitored, including:

- Program of nettle caterpillar pests detection, it was performed once in 2 months.
- Program of rat detection, it was performed once in 3 months.
- Program of barn owl nest (*gupon*) maintenance on 2015 as an predators active nest of rat.
- Program of biological control agents maintenance or benefecial plants year 2015, with the type of biological agent such as *Turnera subulata* and *Antigonon leptopus*.

The program is also supported by documentation from the management unit, such as:

- Recapitulation of pest detection in division 1, its recording contains of information such as blocks, area, date of detection, pest type, the attack rate (mild, moderate, severe), observation points and percent of attacks. Report to the month of October 2015, there was no attack rate that exceeds the threshold, either for caterpillar pests or rodents. Statements were made by maintenance assistant 1-2 as well known by head of assistant.
- Monitoring and checking the maintenance of barn owl nest at Ramarama Estate of 2015, until October 2015 respectively in each division, barn owl nest has been made already and the realization was in accordance with the budget.
- Data Treatment of Biological Control Agency (Benefecial plant) 2015 such as *Turnera subulata* & *Antigonon leptopus* already realized from division 1 – 5 in every month in accordance with the budget.

Observation of barn owl nest in Block C7, Division II, Ramarama Estate and interview with the Assistant Division, it is known that there have been mounting barn owl nest with cover hectar 1:15 (1 nest to 15 Ha) and it was monitored regularly. Monitoring results has been documented in the barn owl nest journal which is checked every 2 weeks. In the vicinity of the nest contained skeletal remains of the former prey of owls, owl feathers and droppings, it indicates that *gupon* is still active as a nest inhabited.

The management unit already has related training efforts in implementing IPM. Training of IPM on plantation was held



by SMARTRI on 4 May 2015.

**Status: Comply**

#### 4.6

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

The Company has procedures related to regulating the use of pesticides that is specific to weeds, pests or diseases, targeted in document Number SOP/SMART/MCAR/VII/TA-TNM on Control of Pests and Diseases, as well as Number. SOP/SMART/MCAR/VIII/TA-PGM about Weed Control took effect on 12 June 2012. The Company has an attempt to avoid the development of resistance such as pesticide rotations, alternating between active ingredient paraquat which is given in the second rotation, previously alternated with *isopropyl aminaglifosfat* and *Metil metsulfuron* in the first and third rotation.

The use of pesticides should be targeted, dosage and time, for example, circle spraying and harvesting path as follows:

- *Paraquat*: conduct circle spraying and harvesting path, 1 time / year, dose: 250 cc / ha.
- *Isopropilamina glifosat*: conduct circle spraying and harvesting path, 2 rotation / year, dose: 250 cc / ha.
- *Metil metsulfuron*: 12.5 gram / ha.

The management unit has documented recording of pesticides used in 2015 as follows:

Name of pesticides	Active Ingredients	Nature	Target	Registration Number	Valid until
Roll up 480SL	Isopropyl aminaglifosfat 480 g/ltr	Systemic	narrow-leaves weeds, broadleaf and cyperus grass	RI. 01030120042133	December 31, 2018
Rolixone 276SL	Parakuat diklorida 276 g/ltr	Contact	Broadleaf weeds and cyperus grass	RI. 01030120062467	June 23, 2016
Erkafuron 20WG	Metil metsulfuron 20%	Systemic	Broadleaf weeds and bush	RI. 01030120062405	June 23, 2016

The management unit has an IPM plan and its realization through the following activities:

- Biological Control through benefecial plants treatment program in 2015 with the species of *Turnera subulata* and *Antigonon leptopus*, which has been realized according to the budget in every month.
- Maintenance and routine checks of barn owl nest in Ramarama Estate year 2015 that has been carried out every 2 weeks through routine monitoring in each division.
- Census of rat. If the results of the rats monitoring exceeds the normal threshold > 5%, then it should be controlled chemically. Rat census conducted in January, April, July, and October 2015 (every 3 months). Up to the audit was carried out; there was no significant rat attack. Rat attack is still below the threshold.
- Detection of nettle caterpillar. Based on interviews with census officers of Ramarama Estate, it is known that until the audit was carried out; no nettle caterpillar attack exceeds the threshold. Activity detection is done in every 2 months.

Document review and field visit in pesticide storage shows that Ramarama Estate didn't use pesticide categorised as WHO Type 1A and 1B, but there are paraquat used. Based on administration document in pesticide storage of Ramarama Estate shows that until November 2015 there are 140 liters delivery of paraquat. The management unit has had the policy to reduce paraquat utilization which are issued by Vice President Agronomy of PSM 5 on January, 10<sup>th</sup>, 2011. Documentation of paraquat usage at Ramarama Estate on 2011 – 2015 shows there are reducing paraquat from 949.718 liters on 2014 and for 2015 (till November 2015) paraquat usage are 132.37 liters.

The management unit is still using paraquat in this year, therefore, it has been applied by personnel who have received limited pesticide training and certified. Pesticide Commission Training has been carried out on 28 March 2013 in Ujung Tanjung Training Centre and held on 8 February 2011 in Nagasaki Estate. List of workers names who already follow such training and already has a certificate. Results of the documents study and interviews with workers, it was known that all workers who used paraquat, have joined the training of limited pesticide use.

The company has had the SOP for the handling of pesticides waste (SOP/SPO/SMART/LH-09) which regulates the procedures for the management of agrochemicals used packaging. Management of pesticide used packaging is done

by washing before it is stored in the Hazardous Waste Storage of Ramarama Estate. Based on observations in division office, there is a washing station for pesticide used packaging that have been carried out in accordance with the SOP. Socialization of hazardous waste disposal has been done by the management unit in the head Office of the Ramarama Estate on 29 April 2015, which attended by 27 workers.

The application of pesticides in the field is through proven methods in minimizing the risks and negative impacts, as informed in the document: LAMP/VIII/TA-PGM/03-PUKBP the General Instructions on Safety Work with Pesticides, those are includes safe instructions in choosing a pesticide, storing pesticides and use pesticides, for example: selected pesticide formula must conform with the pests as the formula pesticide will only be effective against certain types of pests.

Documents review, interviews with workers and field visits showed that the management unit does not apply pesticide spraying through the air.

The company has provided information regarding the handling of pesticides to all employees, such as:

- Related to dose in the use of pesticides, the company refers to the recommended dose on the label contained on any type of pesticide.
- Installation of MSDS (*Material Safety Data Sheet*) is provided on each of agrochemical packaging or storage of these chemicals. This sheet contains information about the properties of a material that aims to provide information to workers and for emergency personnel need, regarding the information of handling a material securely. This data sheet gives information data such as melting point, boiling point, flash point, toxicity, health effects, first treatment, reactivity, storage, disposal, protective equipment needed, and procedures for handling spills.

Medical examinations for spraying personnel have been done by the management unit regularly twice a year. The last medical examination for spraying personnel at Ramarama Estate was held on 7 July 2015 to all operators of pesticides with healthy test results (*cholinesterase* and *spirometry*). For those who have symptoms of mild restriction, has received a further examination of the doctor and has been declared healthy.

Based on interviews with spraying personnel either with staff or supervisor, it can be seen that there is no woman spraying who is pregnant or lactating.

**Status: Comply**

#### 4.7

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

The company's commitment in the implementation of OHS has been explain in OHS policy which approved by the Managing Director on 1 November 2013. The OHS Policy is the commitment of the management to communicate, comply with OHS relevant regulations, make sure the OHSAS implementation, identify, assess and control the hazards in each activities that are in work environment and manage OHSAS indicators to improve management performance of OHS. OHS policy has been socialized to employees of Ramarama Mill on 30 June 2015 in front of a mill office.

The management unit has done a risk assessment for all operational activities at the estate and mill and it was documented in Hazard Identification and Risk Assessment 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 on 15 May 2015 in front of the mill, which was attended by 54 employees.

Related to safe work practices on the estate and mill that have been implemented, including:

- Training of operator in mill and estate which is consisting of operator, welder, electrical technicians and OHS expert. Based on field visits and interviews with employees at the engine room station, it is known that the machine operators and production personnel who served during audits has expired. Related to this , it has been followed up



by the company by sending a letter (No.081 / FM / RRMM / K / 10/15) to government institution on 3 October 2015, accompanied by requirements that were needed for renewal process.

- Training of the use of fire extinguisher on 16 March 2015
- Training of hazardous waste handling on 3 July 2015
- Training of IPM on 4 May 2015.
- Training of spraying equipment on 6 March 2015.
- Training of HCV on 15 May 2015.
- Training RSPO / ISPO on 20 April 2015

The management unit shows handover evidence of damaged PPE to be replaced with new PPE to workers in each unit of mill and estate, for example Minutes of PPE handover on 6 July 2015, that is the provision of PPE for harvester: 11 glasses for harvesters in Division I, 10 glasses for harvesters Division I and 12 glasses for harvesters division II.

Mill and estate already has a guiding committee of OHS which has been already approved by the Social and Manpower Kampar regency, those are:

- Decree from Social and Manpower Agency Kampar District Number: KPTS.700/DSTK-PHI/2013/11 on the guiding committee of OHS validation of Ramarama Estate dated 29 July 2013 with the secretary who is an OHS expert. The management unit can show appointment decree of OHS Expert No.KEP.P.2728 K3 U/M/DJPPK/XII/ 2014 dated 22 March 2014.
- Decree from Social and Manpower Agency Kampar District Number: KPTS.700/DSTK-PHI/2015/011 on the guiding committee OHS validation of Ramarama Mill dated 30 June 2015 with the Secretary who is a general OHS expert. The management unit can show appointment decree OHS Expert No. KEP.973 K3 U/M/DJPPK/IV/2015 on 8 April 2015.

OHS guiding committee meeting has been held regularly once a month at mill and estate with the theme of Health, Safety and Welfare, such as:

- 15 August 2015 in the meeting room of Ramarama Mill with topics preparation training for fire extinguisher 2015, cleanup in the mill area especially clogged drainage channels, etc.
- 5 November 2015, in Ramarama Estate office discusses the implementation of Fire Extinguisher checklist, PPE, emergency equipment, First aid, medical examination.

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 Ramarama Mill, for the third quarter (July – September) on 7 October 2015.

The management unit has had an accident and emergency procedures:

- SOP in handling accidents and occupational diseases (SOP/SMART/HESS-EHSD-10) which explain the handling and reporting of occupational accidents and diseases. Investigation is needed in order to prevent the same accident repeated.
- SOP of Preparedness and Emergency Response (SOP/SMART/GENERAL/SADV/II/005). Scope: emergency responses and preparedness activities in the estate, mill and other supporting units. Emergency: Types of emergencies include fires, explosions, land fires, earthquakes, floods, spills of hazardous chemicals, chemicals poisoning through the mouth, broken of levee of sewage pond and riots.Procedure: Investigations of emergency was carried out as remedial action.

It has provided emergency structures in the respective unit and has conducted simulation of emergencies. Based on a field visit to Ramarama Mill and Estate, it is known that the company has made compliance of First Aid equipment and the one who responsible for first aid equipment is SPO Officer.

All workers had been given medical treatment that was covered by accident insurance. The management unit shows evidence of payment of Labor Assurance (BPJS-TK) dues with the details permanent workers and contract worker of Ramarama Mill as many as 196 people and all workers of Ramarama estate as many as 518 people.

Unit management record of occupational accident which explain victim name, accident time, accident type and Total lost

day. Based on record of occupational accident monitoring at Ramarama Mill and Estate in January-October 2015 there is zero accidents.

**Status: Comply**

#### 4.8

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

The Company has had a training program and the realization of the training in 2015 for each management unit, such as:

- Training on the use of portable fire extinguisher that is planned in March 2015 and realized on 16 March 2015
- Training of IPM, which is planned in May 2015 and realized on 4 May 2015.
- Training of spraying equipment, this is planned in March 2015 and realized on 6 March 2015.

The Company has had workers training records for each management unit that was stored in personal files. A list of employees and training records for each employee has been well maintained, such as:

- Mechanic Staff have joined in first aid training, housing Fire Simulation, Mobile crane operator training, training of fire extinguishing, First Aid, Simulation of Fire Extinguishing.
- Maintenance Supervisor who have joined first aid training, limited pesticides, IPM and training of spraying equipment.

Based on interviews with workers, it is known that the workers have been trained in accordance with the work being done.

**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 RJP has document of Environmental Impact Assessment (EIA) which was approved on 18 March 1994 by the Ministry of Agriculture with a plant capacity of 60 Tons FFB/hour. Moreover, for the kernel mill has had a document of environmental management for mill activities in kernel processing with a capacity of 150 tons/day which was made in 2011 and was approved by the Chief of Kampar Environmental Agency on 27 September 2011.

The company has 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:

- a. Operational in using of Liquid waste for Land Application (LA), the company has owned Land Permit Application which was began with LA assessment permission.
- b. Operational in using of POM waste for Biogas Plant which is expected to generate electricity with a capacity of 1.6 MW in order to continuous improvement for waste utilization in POM and it is used to supply power to Kernel Crushing Plant.
- c. In the face of the potential impact of replanting, the company has planned to evaluate the environmental impact, at least 2 years before replanting activities

**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**

The Company has made the identification of high conservation value (HCV) in 2011 that was conducted 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 171.10 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 20<sup>th</sup> 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 type 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.

<b>Status: Comply</b>
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### 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 1<sup>st</sup> 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 management 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.

<b>Status: Comply</b>
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### 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 2009 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 2,255,230 liter with the average efficiency for the last 6 years was about 2,212,562 liter.

<b>Status: Comply</b>
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### 5.5

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

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, mechanic system). 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 6<sup>th</sup> 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 Ramarama Mill and riparian of Kuok River, 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).

The company has developed the use of mill liquid waste through development of Biogas Plant Installation with a capacity of 1.6 Mw to utilize the methane gas, produced by effluent as a source of energy for Kernel Crushing Plant before it is processed in a WWTP.

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 Ramarama Mill and supply base is 8.61 tCO<sub>2</sub> e/t CPO. The result of GHG calculation has been reported to RSPO Secretariat on 13 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 RJP 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. The document was drafted by involving the affected communities which attended by 50 representatives that came from related stakeholders.

Company has a document review on social impact management and monitoring due to PT RJP, estate and mill (including Amarta Jaya Plasma and Sungai Tapung 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 RJP.

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.

Company also has social impact reduction plan that is prepared by SPO Region Kampar on 30 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, its 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.

<b>Status: Comply</b>
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## 6.2

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

Company has a list of stakeholder in April 2015, which was drafted by SPO officer on 2<sup>nd</sup> April 2015. The list of stakeholder consists of 23 statutory bodies, 6 indigenous people, 3 local communities, 4 workers organizations, 5 smallholders, 4 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/I/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 10 August 2015, with 16 participants from personnel representatives.

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. 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 1<sup>st</sup> 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 10 August 2015 and was attended by 16 participants from personnel representative and on 4 July 2015, which was attended by 19 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 1<sup>st</sup> July 2010 which states that mechanism to identify and calculate land compensation. This procedure explain about land acquisition which conducted by participate with communities, government sub-district and if needed land acquisition team from regency. Moreover, company also has procedure of Free Prior Inform and consent (FPIC) which approve on 1 July 2014. This procedure explain about identification and mapping the groups of communities at the village such as farmer, fisherman, local businessman, women, young man, etc.

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 06<sup>th</sup> February 2015 regarding the UMSP in 2015 and minutes of mutual agreement on 6<sup>th</sup> 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 than 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 01<sup>st</sup> 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, it is known that company has paid personnel's 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 forth. 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 main hut and hut 2, it is 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**

## 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 16<sup>th</sup> November 2010 regarding the freedom to establish and join union.

Based on interview with personnel, it is known that personnel have understood the function and responsibilities of worker union. Company has been established labor union in order to distribute information from personnel to company and vice versa. Moreover, labor union is available in each unit management. There is Minutes of meeting on 16 July 2015 related to the socialization of manpower social insurance (BPJS), the meeting was attended by 27 participants from personnel and worker union representatives.

Based on public consultation with head of Indonesia labor union/ SPSP, it is known 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**

## 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 31<sup>st</sup> 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 Ramarama Mill and Ramarama Estate do not have personnel under 18 years old. The youngest employee in Ramarama Mill is 23-year-old with NIK 10002 and in Ramarama Estate 20-year-old with NIP 14060.

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 24<sup>th</sup> 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 Ramarama Mill and Ramarama 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 20<sup>th</sup> February 2009. This policy regulates the socialization efforts to prevent sexual assault for the entire personnel. Beside that, 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 02<sup>nd</sup> 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 8<sup>th</sup> 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 26 September 2015, which was attended by 26 representatives from Ramarama Mill, Ramarama Estate and Scheme Smallholder. Interview with female personnel shows that they has 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.

Company also has a mechanism to handle sexual assault case within PT RJP, 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.

<b>Status: Comply</b>
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**6.10**
**Growers and mills deal fairly and transparently with smallholders and other local businesses.**

Ramarama Mill only receive FFB from RSPO certified plantation consist of Ramarama Estate, Amarta Jaya Scheme Smallholder, Kijang Kecana Scheme Smallholder and Sungai Tapung Scheme Smallholder. The price of FFB 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 smallholders in term of FFB's price as well as the payment schedule.

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 office of each KUD and Amarta Jaya Scheme Smallholder.

Ramarama estate is also working with local contranctor such as for FFB transport, road maintenance and harvesting equipment purchase. Interview with FFB transport contractor shows that contractor has been understand the work agreemant before they approve the work agreement and contractor also have a copy of work agreement. The payment of work has been done in accordance with work agreement.

<b>Status: Comply</b>
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**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 30<sup>th</sup> December 2014 related to consultation with local communities regarding the CSR program in Kijang Mill and Kijang Mas Estate 2015 which attended by 10 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 for each KUD.

<b>Status: Comply</b>
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**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.

<b>Status: Comply</b>
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**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 11<sup>th</sup> 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.

<b>Status: Comply</b>
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**PRINCIPLE #7 Responsible development of new plantings**

Ramarama Estate does not expand its plantation area since November 2005. Document review and interview with management unit shows that the last land clearing was conducted on 2002. Based on document review and field visit shows that planting year in Ramarama Estate consists of 1991, 1992, 1993, 1996, 1997 and 2002.

<b>Status: Not Applicable</b>
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**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.

Ramarama also has a biogas plant to reduce emission from WWTP and use that for electrical.

In addition, company has conducted RSPO internal audit on 20<sup>th</sup> April – 6<sup>th</sup> May 2015 for Ramarama Mill, Ramarama Estate, Amarta Jaya Scheme Smallholder, Sungai Tapung Ramarama. The non-compliance findings from internal audit have been improved by the management unit, such as non-compliance on pesticide training document 2013 which is not yet available. The unit has shown the data update of sprayers and socialization evidence of pesticide commission training and certificates of pesticide Commission training.

<b>Status: Comply</b>
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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 of KUD has SOP for communication and consultation stakeholder, which is available in each KUD. The SOP has the mechanism to submit communication, consultation and the documentation. There is a scheme for infomation submisissn as well as the response.		
Each KUD has a book that records each outgoing and incoming infomation, 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 Mukti Lestari, KUD Sibual Jaya and KUD Mekar Jaya, 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 of KUD has a record book for incoming and outgoing letter in each KUD. Based on the book records of incoming letter to KUD Mukti Lestari, KUD Sibual Jaya and KUD Mekar Jaya there is no information request that needs to be responded for 2015.		
The management unit of KUD Mukti Lestari, KUD Sibual Jaya and KUD Mekar Jaya also have the list of information for stakeholder, such as:		
<ul style="list-style-type: none"><li>• Number of personnel and main salary for personnel</li><li>• Data tax number (NPWP) and tax.</li><li>• Annual meeting result (<i>Rapat Anggaran Tahunan/ RAT</i>)</li><li>• Environment document</li><li>• Establishment certificate and its revision</li><li>• The evidence of land ownership (Head of Reagent Decree and ownership certificate)</li><li>• HCV identification report</li><li>• SIA identification report</li><li>• Cooperative operation work plan report</li><li>• The price of FFB</li></ul>		
The Amarta Jaya Plasma/ scheme manager has conducted socialization on list of information for stakeholder on 27 June 2015, which was attended by 20 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 Mukti Lestari**

- Establishment license: Ministry of Cooperative, Small and Medium Enterprise Decree Number 04/BH/KDK4/II/IX/1998 on 3 September 1998 related to the Ratification of the Deed of Cooperative Establishment. This decision explains the ratification deed "Koperasi Petani Sawit Mukti Lestari that located in UPT V Bangkinang X/G, Kampar Sub-district, Kampar District, Riau Province".
- Business license (Medium business size): No. 5503/BPPT – PM.PEL dated 21 April 2014 on behalf of *Koperasi Petani Sawit Mukti Lestari* for large national Trade business activities of agricultural product such as fruit containing oil (FFB). This license covers business activity on the entire Indonesia regions, yet cooperative needs to re-register every 5 years.
- Interference Permit: Integrated Service in Kampar District decree number 503/BPPT – PM.PEL/ 1121 on 17 April 2013 related to business license based on distraction law. This permit explains the business permit based on distraction law on behalf of KOPSA Mukti Lestari, the size of business station is 56 M<sup>2</sup>; in Kayu Aru 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 0408.252.00084 that valid until 2 April 2019.
- No NPWP. 1.783.098.5-211

**KUD Mekar Jaya**

- Establishment license: Ministry of Cooperative, Small and Medium Enterprise Decree Number 08/BH/KDK4/II/IX/1998 on 7 September 1998 related to the ratification of cooperative establishment. This decision explains the ratification of cooperative establishment "Koperasi Petani Sawit Mekar Jaya that located in Sei Garo, Tapung Sub-district, Kampar District, Riau Province.
- Business license (Medium business size): No. 503/KPT – SIUP/808 dated 9 March 2014 on behalf of *Koperasi Petani Sawit Mekar Jaya* for trade and the business activities of goods / services such as savings and loans, groceries, construction, contractor, supplier, export, import, transportation, agriculture. This permit applies to carry out business activities throughout the Indonesian while it is conducting its business and must re-register every five years.
- Interference Permit: Decree of the Head Office of Integrated Services, Kampar District No. 503 / KPT - HO / 806 dated 9 March 2012 on Business Permit Based on interference legislation. This explains the business permission granting under the laws of interference on behalf of KOPSA MEKAR JAYA, the size of the business places 54 m<sup>2</sup>; in Village of Sei Lambu Makmur, Tapung Subdistrict.
- Company registration note cooperative from Integrated Service in Kampar District related to license and retribution of industrial and trade business number 0408.252.00142 which is valid until March 9, 2017.
- No. NPWP: 1.986.969.2-211.

**KUD Sibuk Jaya**

- Amendment of Association Articles of KUD Sibuk Jaya, in Village of Sibuk Jaya, Subdistrict. Siak Hulu, District. Kampar authorized by the Minister of Cooperatives and Small Business Development No. 131/BH/PAD/KWK.4/5.1/III/1996 dated 4 March 1996.
- Business license (small business size): No. 503/BPPT-PM.PEL/1925 on 10 Juli 2013.
- Company registration note cooperative from Integrated Service in Kampar District related to license and retribution of industrial and trade business number 040825200080 that valid until 2 March 2018.
- Business license based on destruction law, from Integrated Service in Kampar District Decree No: 503/BPPT-PM.PEL/1918 on 8 July 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 Mukti Lestari:** SHM No. 399 Tahun 1998 and SHM No. 404 Tahun 1998.
- **KUD Mekar Jaya:** SHM No. 1780 Tahun 1998 and SHM No. 1741 Tahun 1998.
- **KUD Sibuk Jaya:** SHM No. 953 Tahun 1995, SHM No. 826 Tahun 1995 and SHM No. 775 Tahun 1995.

Interview with smallholders indicate that SHM, which is belong to smallholder is currently in a bank as a guarantor. Completeness copies of all certificates belong to smallholders will be observed again in the next visit. **(OFI)**

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 RJP plasma location.

**Status: OFI**

**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 Mekar Jaya, KUD Mukti Lestari, KUD Sibuk Jaya 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 12<sup>th</sup> July 2011 by head of cooperative and estate manager.

KUD also record the activities of agronomists such as work programs of KUD Sibual Jaya in 2015 with Circle Spraying and harvesting path has been realized of 100% activity in 2015.

**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 Scheme Smallholder plantation. Based on interview with assistant and field personnel, the implementation of fertilization recommendation in the field, such as total application of urea fertilizer in the mature area covering an 1,066 hectares for 138,710 palm oil at a dose of 1.250 kg/palm oil and 0.750 kg/ palm oil, the amount of urea provided is 133,450 tons and has been applied to a number of 106,950 tons. Each cooperative manages the distribution of fertilizer that was supplied by the company and distributed to smallholder.

Partner Company and KUD have production record and the last three-year production record for KUD, which is incorporated into Amarta Jaya 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 Amarta Jaya 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 Amarta Jaya 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 Sibual Jaya Block H-4 showed there was silt pit treatment, meanwhile in KUD Mukti Lestari; there was no special treatment for cultivation in sloping area (the entire area is flat). However, smallholders keep ferns (*Neprolepis 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 Amarta Jaya Scheme Smallholder, it is 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, it is 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 Fertilizer 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 showed that smallholders 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, it's 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 IPM such as ganoderma detection which are still below the threshold (the level of attacks on samples taken in KUD is still below 1%). Besides that KUD also keep records of barn owl nest (*gupon*) monitoring as an active nest. Based on field visit to KUD, it's known that there were some active *gupon*. Until September – October 2015, there were 24 active *gupon* in KUD Mekar Jaya, 13 active *gupon* in KUD Mukti Lestari and 24 active *gupon*s in KUD Sibuk Jaya.

KUD has also performed and kept the documentation of socialization and training of IPM in the Office of the Ramarama Estate on 4 May 2015. This event was attended by staff, supervisor, KUD employees, smallholders groups and smallholders who incorporated in Amarta Jaya Scheme Smallholders. IPM trainer are from the SMARTRI. In addition, partner companies also have included the smallholder in the training of limited pesticides used which is as a mandatory requirement for the limited pesticide applicator in accordance with 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 Amarta Jaya 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 Amarta Jaya Scheme Smallholder such as:

- KUD Sibuk Jaya, utilization from 2013 to 2015 has been decrease from 0.25 lt/ha to 0.24 lt/ha.
- KUD Mukti Lestari utilization from 2013 to 2015 has been decrease from 0.221 lt/ha to 0.194 lt/ha.
- KUD Mekar Jaya utilization from 2013 to 2015 has been decrease from 0.284 lt/ha to 0.205 lt/ha.

Based on field observation in KUD 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 which has been conducted on 10 July 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 8 September 2015 such as mask, safety glasses, safetu 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.

<b>Status: Comply</b>
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#### 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 Amarta Jaya Plasma in 2015 such as training of first aid on March 2015, emergency response of fire handling training on September 2015, OHS socialization on May 2015, etc. The management unit also has had a training program for each KUD such as at KUD Mukti Lestari the training realization are plants treatment, road maintenance, pest and disease control, FFB security, fertilizing palm.

KUD and OHS guiding committee of partner company have drafted the documentation process of accident through annual recapitulation Severity Rate, Frequently Rate on Amarta Jaya 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 Mukti Lestari, KUD Sibuk Jaya and KUD Mekar Jaya, known that smallholders are using a complete PPE. KUD revealed that PPE's hand over to smallholders and personnel.

<b>Status: Comply</b>
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#### 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.

<b>Status: Comply</b>
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**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 RJP (include Amarta Jaya Scheme Smallholder) has been integrated in environment impact assessment of nucleus plantation of PT RJP 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 RJP 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. RJP estate and mill in: Petapahan Village, Pantai Cermin Village, Sari Galuh Village, Sukamaju Village, Koto Bangun villages Cinta Damai Village, Kotabaru Village, Beringin Lestari Village, Sibuat Village, Sei Lembu Makmur Village, Kinantan Village dan Muara Mahat Baru Village. The document is available in Amarta Jaya Scheme Smallholder office. The document has been socialised to smallholders group on 29 July 2010.

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 29 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 with a decree head of KUD. Field visits in KUD office indicates that the HCV identification document and document of Management Plan and Monitoring Plan for HCV, contained in the each KUD Office.

Document of HCV management in Amarta Jaya Scheme Smallholder consist of results of the monitoring activity of HCV, including the monitoring of protected species which carried out every week in the same plot.

Based on the results of field visits in the field site of smallholders, it has showed that the company has been planting the types of verifer grass, guatemala grass and *waru* in Riparian.

**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 Amarta Jaya 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.

	<b>Status: Comply</b>	
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#### 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 Amarta Jaya 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.

	<b>Status: Comply</b>	
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#### 5.5

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

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 he broad of KUD, head of smallholders group and the smallholders, its known that the interviewer understood the land preparation with zero burning approach.

	<b>Status: Comply</b>	
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**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

<b>Status: Comply</b>	
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**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 20 – 23 May 2015, which was attended by communities leader, head of Community Deliberation Agency, the internal party of PT RJP 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.

<b>Status: Comply</b>	
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**6.2**
**There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.**

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 Mukti Lestari, KUD Sibuk Jaya and KUD Mekar Jaya, its known that KUD is always conducting meeting with smallholders's member, whether to discuss some issue or to conduct socialization.

<b>Status: Comply</b>	
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**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 Mukti Lestari, KUD Sibuk Jaya and KUD Mekar Jaya, 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 01<sup>st</sup> 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 7<sup>th</sup> October 2015, which was attended by 13 representative from smallholders group from KUD Mukti Lestari
- At meeting on 9<sup>th</sup> September 2015, which was attended by 24 representative from smallholders group from KUD Mekar Jaya
- At meeting on 7<sup>th</sup> October 2015, which was attended by 27 representative from smallholders group from KUD Sibuk



Jaya		
	<b>Status: Comply</b>	
<b>6.7</b> <b>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.</b>		
<p>Each KUD has a decree regarding the minimum age, which has been signed by the head of each KUD on 01<sup>st</sup> 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:</p> <ul style="list-style-type: none"> <li>• At meeting on 7<sup>th</sup> October 2015, which was attended by 13 representative from smallholders group from KUD Mukti Lestari</li> <li>• At meeting on 9<sup>th</sup> September 2015, which was attended by 24 representative from smallholders group from KUD Mekar Jaya</li> <li>• At meeting on 7<sup>th</sup> October 2015, which was attended by 27 representative from smallholders group from KUD Sibua Jaya</li> </ul> <p>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.</p>		
	<b>Status: Comply</b>	
<b>6.8</b> <b>Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</b>		
<p>Each KUD has a decree related to acknowledgement and equal treatment that has been signed by head of each KUD on 01<sup>st</sup> April 2015. The decree states that, in order to create a conducive, harmonious, dynamic and just work environment, hence company will apply equal treatment for the entire personnel with no discrimination against 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:</p> <ul style="list-style-type: none"> <li>• At meeting on 7<sup>th</sup> October 2015, which was attended by 13 representative from smallholders group from KUD Mukti Lestari</li> <li>• At meeting on 9<sup>th</sup> September 2015, which was attended by 24 representative from smallholders group from KUD Mekar Jaya</li> <li>• At meeting on 7<sup>th</sup> October 2015, which was attended by 27 representative from smallholders group from KUD Sibua Jaya</li> </ul>		
	<b>Status: Comply</b>	
<b>6.9</b> <b>Policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.</b>		
<p>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 02<sup>nd</sup> 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:</p> <ul style="list-style-type: none"> <li>• At meeting on 7<sup>th</sup> October 2015, which was attended by 13 representative from smallholders group from KUD Mukti Lestari.</li> <li>• At meeting on 9<sup>th</sup> September 2015, which was attended by 24 representative from smallholders group from KUD Mekar Jaya.</li> <li>• At meeting on 7<sup>th</sup> October 2015, which was attended by 27 representative from smallholders group from KUD Sibua Jaya.</li> </ul>		
	<b>Status: Comply</b>	

**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.

KUD has partnership with business partner especially for the transport of FFB as explain in a Work Agreement, the cost of FFB transport withdrawn from the sale of each smallholder in accordance with the agreement. Based on the results of payment documents, FFB from Smallholder show that credit installment payment is paid by the smallholders from the sale of FFB.

Based on field visit and interview with harvesting worker and the broad of KUD, its 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 RJP as partner company gives heavy equipment for road reparation and maintenance.

PT RJP 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<sup>th</sup> November 2015. The document explains that the replanting plan will be started in 2018 in Amarta Jaya Scheme Smallholder that will cover an area of 1,000 Ha.

<b>Status: Comply</b>	
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**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:

- KUD Mukti Lestari in 2015 has a recapitulation for its social assistance to kindergarten, assistance for cemetery, medical assistance and facilities for primary school education.
- KUD Mekar Jaya shows a recapitulation of assistance on religious activities and road maintenance.
- KUD Sibuk 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.

<b>Status: Comply</b>	
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**PRINCIPLE #7 Responsible development of new plantings**

Scheme Smallholders does not expand its plantation area since November 2005. Document review and interview with KUD management unit shows that the last land clearing was conducted on 2002. Planting year in Amarta Jaya Plasma consists of 1991, 1992, 1993, 1996, 1997 and 2002.

<b>Status: Not Applicable</b>	
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**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:

- 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<sup>th</sup> April – 6<sup>th</sup> May 2015 for Ramarama Mill, Ramarama Estate, Amarta jaya plasma, Sungai Tapung Plasma. Non-compliance findings from internal audit have been corrected by the management unit, such as non-compliance on pesticide training document 2013 which is not yet available. The unit has shown the data update of sprayers and socialization evidence of pesticide commission training and certificates of pesticide Commission training.

	<b>Status: Comply</b>	
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**3.3 Summary of Assessment Report of Supply Chain Requirements**

Clause	(Module D) CPO Mills – Identity Preserved Requirements
D1	Definition
D.1.1	<p><b>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&amp;C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</b></p> <p>Ramarama Mill used Identity Preserved (IP) SCCS module s because there is no mixing between certified and not certified FFB. FFB received by Ramarama Mill entirely sourced from the estate that has been certified RSPO, those are Ramarama Estate, Amarta Jaya Scheme Smallholders, Kijang Kencana Scheme Smallholders and Sungai Tapung Scheme Smallholders.</p>
	Status: Comply
D.2	Explanation
D.2.1	<p><b>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&amp;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.</b></p> <p>Estimation of CPO and PK produced by Ramarama Mill has been noted in a report ASA-4 RSPO.</p>
	Status: Comply
D.2.2	<p><b>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).</b></p> <p>RSPO IT Platform member registration number for Ramarama Mill is RSPO_PO1000001062</p> <p>Ramarama Mill does not sale CSPO and CSPK during period 12 January – 16 November 2015 to external parties, but the product was sent to Bulking Ivo Mas Tunggal Dumai (under Downstream Management) and Kernel Crushing Plant of Ramarama.</p>
	Status: Comply
D.3	Documented procedures
D.3.1	<p><b>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:</b></p> <ol style="list-style-type: none"> <li><b>Complete and up to date procedures covering the implementation of all the elements in these requirements;</b></li> <li><b>The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</b></li> </ol> <p>Ramarama Mill has had SOP of RSPO Supply Chain Products Model No. Identity Preserved SOP/RJP/SCCS/SG; Rev 04; dated 1 April 2015 approved by the PC. This procedure of which describes the parties involved in the process of SCCS, duties and responsibilities of each party, FFB admissions process, weighing/volume, checking the quality of raw materials,</p>

processing, monitoring and delivery of products.

Interviews with security and the weighbridge personnel showed that workers already know the duties and responsibilities of each in the implementation of SCCS.

**Status: Comply**

### D.3.2

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

Ramarama Mill has had SOP for RSPO Supply Chain Products, Identity Preserved Model Number. SOP/RJP/SCCS/SG; Rev 04; dated 1 April 2015 approved by the PC. This procedure describes the process include FFB acceptance from estate suppliers.

Document verification results show that the entire FFB received by Ramarama Mill entirely derived from the estate that has been RSPO certified.

**Status: Comply**

## D.4

**Purchasing and goods in**

### D.4.1

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

Certified and non-certified FFB received from 12 January to 16 November 2015:

Month	Received FFB		
	RSPO Certified	Non Certified	Total
12 – 31 January 2015	15,514.86	-	15,514.86
Feb 2015	20,579.46	-	20,579.46
March 2015	25,352.41	-	25,352.41
April 2015	25,030.26	-	25,030.26
May 2015	20,983.31	-	20,983.31
June 2015	24,544.57	-	24,544.57
July 2015	26,832.39	-	26,832.39
August 2015	29,863.20	-	29,863.20
September 2015	31,875.30	-	31,875.30
October 2015	26,507.82	-	26,507.82
1 – 16 Nov 2015	12,815.35	-	12,815.35
<b>TOTAL</b>	<b>259,898.93</b>	<b>-</b>	<b>259,898.93</b>

**Status: Comply**

### D.4.2

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

Ramarama Mill has the SOP for Supply Chain of RSPO product with IP 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.

Ramarama 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 407,246.92 Ton; production 259,898.93 Ton
- CPO: projection 81,449.38 Ton; production 48,365.79 Ton
- PK: projection 22,398.58 Ton; production 13,751.69 Ton

**Status: Comply**

D.5	Record keeping					
D.5.1						
The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.						
Ramarama 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 delivery of 12,977.16 tonnes CSPO and 13,514.170 tonnes CSPK, below is the amount of CSPO and CSPK delivery that produce by Ramarama mill.						
Periode	Delivery CPO (ton)			Delivery PK (ton)		
	RSPO	Non Cert	ISCC	RSPO	Non Cert	ISCC
January 2015	4,481.330	-	4,481.33	1,284.333	-	-
February 2015	3,972.310	-	3,972.31	1,143.608	-	-
Maret 2015	1,896.920	1,409.350	3,306.27	1,378.162	-	-
April 2015	-	5,655.220	5,655.22	1,399.902	-	-
Mei 2015	-	4,283.730	4,283.73	1,080.347	-	-
Juni 2015	-	4,443.800	4,443.80	1,115.008	-	-
Juli 2015	691.830	3,530.270	4,222.10	1,294.746	-	-
Agustus 2015	-	3,862.420	3,862.42	1,617.453	-	-
September 2015	1,270.200	4,655.540	5,925.74	1,662.614	-	-
Oktober 2015	664.570	6,603.890	7,268.46	1,537.997	-	-
Total	12,977.16	34,444.22	47,421.38	13,514.170	-	-
	Status: Comply					
D.6	Processing					
D.6.1						
The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage						
Ramarama Mill has procedures and records that RSPO certified palm oil is kept separate both during transport and storage. The result of document review and field visit showed that since the activities of ASA-3 to the activities of ASA-4 (November 2015) Ramarama Mill only receive FFB from RSPO certified estate.						
The interview with security at Ramarama Mill shows that the security will conduct an examination of the transport vehicle CPO and PK, both physically and documents. Vehicles in a clean state can enter into the mill and do the loading of products. Before the vehicle out, the security will conduct re-examination and put the seal on the vehicle.						
Document of the process and delivery of RSPO certified products are kept in the office of Ramarama Mill.						
	Status: Comply					
D.6.2						
The objective is for 100 % segregated material to be reached						
The entire FFB received by Ramarama Mill is RSPO certified FFB.						
	Status: Comply					



**3.4 Conformity Checklist of Certificate and Logo Use**

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

**3.5 Summary of RSPO Partial Certification**

<b>Total management unit yang diobservasi:</b> 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		
<b>2.1</b>	<b>Adanya kepatuhan terhadap semua hukum dan peraturan yang berlaku baik lokal, nasional maupun Internasional yang telah diratifikasi.</b>	<b>X or√</b>
	According to the result of audit in Sawita Mill Unit, there is no issue over the applied law compliance.	√
	<b>Status: Comply</b>	
<b>2.2</b>	<b>Hak untuk menguasai dan menggunakan tanah dapat dibuktikan dan tidak dituntut secara sah oleh komunitas lokal dengan hak-hak yang dapat dibuktikan.</b>	<b>X or√</b>
	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.	√
	<b>Status: Comply</b>	
<b>6.3</b>	<b>Perusahaan menyediakan sarana dan mekanisme yang terbuka untuk menerima keluhan dan menyelesaikan perselisihan sesuai ketentuan dan peraturan yang berlaku.</b>	<b>X or√</b>
	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.	√
	<b>Status: Comply</b>	
<b>6.4</b>	<b>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.</b>	<b>X or√</b>
	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.	√
	<b>Status: Comply</b>	
<b>7.3</b>	<b>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>).</b>	<b>X or√</b>
	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).	√
	<b>Status: Comply</b>	
<b>7.5</b>	<b>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.</b>	<b>X or√</b>
	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.	√
	<b>Status: Comply</b>	
<b>7.6</b>	<b>Masyarakat Setempat diberikan Kompensasi atas setiap pengambilalihan lahan dan pelepasan hak yang disepakati dengan persetujuan sukarela yang diberitahukan sebelumnya dan kesepakatan yang telah dirundingkan.</b>	<b>X or√</b>

	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.	√
	<b>Status: Comply</b>	

**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
<b>OWN ESTATE</b>									
-	-	<b>ZERO FINDING</b>	-	-	-	-	-	-	-
<b>SCHEME SMALLHOLDERS</b>									
-	-	<b>ZERO FINDING</b>	-	-	-	-	-	-	-

**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
<b>OWN ESTATE</b>									
-	-	<b>ZERO FINDING</b>	-	-	-	-	-	-	-
<b>SCHEME SMALLHOLDERS</b>									
-	-	<b>ZERO FINDING</b>	-	-	-	-	-	-	-

**3.6.3 Opportunity for Improvement**

No	Ref Std	Descriptions
<b>OWN ESTATE</b>		

1	5.6.2	Adding the types of vegetation on a surrounding of WWTP pond, road, housing and empty spaces.
<b>SCHEME SMALLHOLDERS</b>		
1	2.2.1	Completing the land ownership certificates to all farmers/ smallholder

#### 3.6.4 Noteworthy Positive Components

No	Ref Std	Descriptions
1	4.1.1	It has the related procedures of plantation and palm oil processing which is more detail.
2	Kriteria 4.7	Ramarama Mill has been certified Gold Flag of OHSAS since 2010.
3	5.6.2	It has Biogas Plant with a capacity of 1.6 Megawatts
4	6.1.3	The company has provided public facilities such as the Smart House is a program of Wives Solidarity of United Indonesia Cabinet Volume II, chaired by the First Lady and in cooperation with PT. SMART Tbk. Smart House is a non-formal educational facilities aimed for children and mothers in the communities around the plantations.
5	6.1.5	Relationship and the special attention given by the company to the smallholder are very good. This is evidenced by placing an assistant and supervisor for each Cooperative Unit, fertilizer credit without interest, savings for replanting, training to increase the competence of smallholders.
6	-	It has been ISCC (International Sustainability and Carbon Certification) certified since 2012 by GUTCert.



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

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	<p><b>Environmental Agency, Kampar District, the Supervision and Control Division:</b></p> <ul style="list-style-type: none"> <li>The company has been reporting Hazardous Waste, Effluent and Environmental Management and Monitoring Plan regularly.</li> <li>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.</li> <li>The company has been regularly re-register for hazardous license in every year.</li> <li>Environmental Agency has not known which documents can be accessed by the public.</li> <li>The company has licenses for the environment</li> <li>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.</li> <li>There is no issue regarding the hunting of protected animals in the surrounding areas of the company.</li> </ul>	<ul style="list-style-type: none"> <li>The Company has submitted / reported to the relevant authorities according to the schedule</li> <li>Communication has been running well with the surrounding rural communities and it will be maintained continuously</li> <li>The company has to submit a report of re-registration in accordance with the requirement</li> <li>The Company has submitted a report which can be accessed. such as a list of protected species, list information for Stakeholders</li> <li>Existing Permit will be updated when there are changes.</li> <li>Keeping to no-burn land and seeks to help the surrounding community when fires occur in the region around the estate.</li> <li>Keep maintained</li> </ul>	<ul style="list-style-type: none"> <li>This is in accordance with the criteria 2.1</li> <li>This is in accordance with the criteria 1.1</li> <li>This is in accordance with the criteria 2.1 dan 5.3</li> <li>This is in accordance with the criteria 1.2</li> <li>This is in accordance with the criteria 2.1</li> <li>This is in accordance with the criteria 2.1 dan 5.5</li> <li>This is in accordance with the criteria 5.2</li> </ul>

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

	<b>Public Issues (Institution/ NGO/Community)</b>	<b>Management Responses</b>	<b>Auditor Responses</b>
	<ul style="list-style-type: none"> <li>The Company has formed workers union and it has been approved.</li> <li>The Company has revised the Guiding Committee OHS structure and it has been endorsed.</li> <li>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.</li> <li>Labor agency did not know the documents those are accessible to the public.</li> <li>The Company has reported occupational accidents in case of accident</li> </ul>	<ul style="list-style-type: none"> <li>Existing Workers Unions have been approved by the Social and Labor Agency and be updated when there are changes.</li> <li>Keep maintained and always be updated when changes are made</li> <li>Maintained and adapted to the schedule of the third party and Labor and Social Agency.</li> <li>The Company has submitted a report which can be accessed. such as a list of protected species, list information for Stakeholders</li> <li>The Company has reported occupational accidents in case of accident .</li> </ul>	<ul style="list-style-type: none"> <li>This is in accordance with the criteria 6.6</li> <li>This is in accordance with the criteria 2.1 and 4.7</li> <li>This is in accordance with the criteria 2.1 and 4.7</li> <li>This is in accordance with the criteria 1.2</li> <li>This is in accordance with the criteria 4.7</li> </ul>
	<b>Village PT RJP (Community Leader):</b> <ul style="list-style-type: none"> <li>No negative effects were felt by the community related to the existing of the company. Company helped many people in local development</li> <li>There is no dispute between the company and the community.</li> <li>There are no traditional rights of people in the company environment.</li> <li>The Company has conducted socialization regarding the existence of protected animals and a ban on hunting.</li> <li>Related to the program of Household which is Independent in Food and Energy from Kampar regent, that people are required to have a cow.</li> </ul>	<ul style="list-style-type: none"> <li>Keep maintained according to company policy and adapted to the circumstances surrounding community.</li> <li>It is in accordance with the SHM owned by the Company.</li> <li>It is in accordance with the SHM owned by the Company</li> <li>Keep maintained</li> <li>Dissemination orally has been submitted concerning not to graze cattle in estate area, but it is not forbidden to take / cut the grass in the plantations.</li> </ul>	<ul style="list-style-type: none"> <li>This is in accordance with the criteria 6.1 and 6.10</li> <li>This is in accordance with the criteria 2.2 and 6.4</li> <li>This is in accordance with the criteria 2.3</li> <li>This is in accordance with the criteria 5.2</li> <li>This is in accordance with the criteria 6.3</li> </ul>

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	<p>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"> <li>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</li> <li>There are no issues of waste pollution as a result of the company's operational activities.</li> <li>The company has understood the mechanism of providing information and complaints that have been socialized by enterprise.</li> </ul>	<ul style="list-style-type: none"> <li>Keep maintained according to company policy and adapted to the circumstances surrounding community.</li> <li>Keep maintained</li> <li>Keep maintained</li> </ul>	<ul style="list-style-type: none"> <li>This is in accordance with the criteria 6.10</li> <li>This is in accordance with the criteria 5.1</li> <li>This is in accordance with the criteria 6.3</li> </ul>
	<p><b>Gender Committee PT RJP – Chief :</b></p> <ul style="list-style-type: none"> <li>The company has facilitated the establishment of gender committees as a forum for complaints of sexual harassment and protection of women reproductive rights.</li> <li>Meetings are held once in one year or in the event of a complaint.</li> <li>There has never been a complaint about harassment or violations of the protection of reproductive rights.</li> <li>The Company provides for menstruation leave for 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</li> </ul>	<ul style="list-style-type: none"> <li>Keep maintained and be updated when there is a change</li> <li>Keep maintained</li> <li>Keep maintained</li> <li>Keep maintained and run in accordance with company regulations</li> </ul>	<ul style="list-style-type: none"> <li>This is in accordance with the criteria 6.9</li> <li>This is in accordance with the criteria 6.9</li> <li>This is in accordance with the criteria 6.9</li> <li>This is in accordance with the criteria 6.9</li> </ul>

	Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
	<p>out by paramedics in companies.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Keep maintained</li> </ul>	<ul style="list-style-type: none"> <li>This is in accordance with the criteria 4.6</li> </ul>
	<p><b>Workers Union PT RJP – Chief:</b></p> <ul style="list-style-type: none"> <li>There are no negative issues regarding employment.</li> <li>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,-</li> <li>Meetings are held once in 6 months. Workers Union (SPSI) and company save every record of conducted meetings.</li> <li>No complaints arising from workers.</li> </ul>	<ul style="list-style-type: none"> <li>Keep maintained</li> <li>The Company has paid wages to the workers in accordance with Province Minimum Wages (UMSP).</li> <li>Meetings are held every 6 months or if there are things that are considered important to do immediately</li> <li>Keep maintained</li> </ul>	<ul style="list-style-type: none"> <li>This is in accordance with the criteria 6.3, 6.5, 6.6, 6.7, 6.8 and 6.9.</li> <li>This is in accordance with the criteria 6.5.</li> <li>This is in accordance with the criteria 6.6</li> <li>This is in accordance with the criteria 6.5.</li> </ul>
	<p><b>SPSI (Workers Union):</b></p> <ul style="list-style-type: none"> <li>No complaints occur on existing workers at PT BWL.</li> <li>Meeting was conducted if there is a problem and the meeting which is involving the company.</li> </ul>	<ul style="list-style-type: none"> <li>Keep maintained</li> <li>Meetings are held every 6 months or if there are things that are considered important to do immediately</li> </ul>	<ul style="list-style-type: none"> <li>This is in accordance with the criteria 6.3</li> <li>This is in accordance with the criteria 6.6</li> </ul>
	<p><b>Transporting contractor FFB - PT BWL &amp; PT JJP:</b></p> <ul style="list-style-type: none"> <li>The Company has provided PPE to workers.</li> <li>Workers have been registered in the health</li> </ul>	<ul style="list-style-type: none"> <li>Keep maintained and replaced PPE in case of damaged.</li> <li>Keep maintained</li> </ul>	<ul style="list-style-type: none"> <li>This is in accordance with the criteria 4.7</li> <li>This is in accordance with the criteria 21 and 4.7</li> </ul>

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



**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**  
Friday, 18 December 2015

Mutuagung Lestari  
Lead Auditor



**Ardiansyah**  
Friday, 18 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	PT RJP 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 <sup>th</sup> – 26 <sup>th</sup> , 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		√		
08 – 12am	<b>RAMA RAMA POM: Rama rama Estate (Own), Amarta Jaya Plasma</b>  <u>Field Observations:</u> <ul style="list-style-type: none"><li><b>Rama-rama Estate:</b><ul style="list-style-type: none"><li>Legal boundary, HCV management area, land fire</li><li>Manuring, Spraying, Harvesting, IPM, Workers safety</li><li>Workers facilities (housing, worship, health care, school, union, etc.) and Waste management (landfill, sanitary)</li></ul></li></ul>	√		√	√
12 – 14pm	Lunch break	√	√	√	√
14 – 17pm	<b>Rama-rama Mill:</b> <ul style="list-style-type: none"><li>Mill Processing and OHS Implementation</li><li>POM waste management (hazardous, emission, pollution, POME, etc.) and Water management</li><li>SCCS and Stakeholder consultation to contractor</li><li>Stakeholder consultation to labour union and gender committe</li></ul> Verification of field visit and completing checklist	√	√	√	√
Wed, 18 Nov 2015					
08 – 12 am	<b>AMARTA JAYA PLASMA (smallholder scheme)</b>  <b>Mekar Jaya:</b> <ul style="list-style-type: none"><li>Legal boundary, HCV management area, land fire</li><li>Manuring, Spraying, Harvesting, IPM, Workers safety</li><li>Facilities &amp; Waste management</li></ul> <b>Mukti Lestari:</b> <ul style="list-style-type: none"><li>Legal boundary, HCV management area, land fire</li><li>Manuring, Spraying, Harvesting, IPM, Workers safety</li><li>Facilities &amp; Waste management</li></ul> <b>Sibuak Jaya:</b> <ul style="list-style-type: none"><li>Legal boundary, HCV management area, land fire</li><li>Manuring, Spraying, Harvesting, IPM, Workers safety</li><li>Facilities &amp; Waste management</li></ul>	√	√	√	√
12 – 14pm	Lunch break	√	√	√	√
14 – 17pm	Verification of field visit and completing checklist	√	√	√	√
Sat, 21 Nov 2015					

08 – 12pm	Verification of field visit and completing checklist	√	√	√	√
12 – 14pm	Lunch break	√	√	√	√
14 – 17pm	Report of Ramarama Mill	√	√	√	√
<b>Thu, 26 Nov 2015</b>					
08 – 10am	<b><u>Closing Meeting</u></b>	√	√	√	√
10 – 15pm	Traveling from Location to Pekanbaru	√	√	√	√
15 – 17pm	Flight from Pekanbaru to Jakarta	√	√	√	√