

Roundtable on Sustainable Palm Oil Certification
R S P O

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

Name of Management : Sungai Binti Palm Oil Mill –
 Organisation : PT Agro Bukit subsidiary of Goodhope Asia Holdings Ltd
 Plantation Name : Tanah Putih Estate, Sungai Binti Estate, Sungai Lenggana Estate; Sawahan Estate dan Tanah Putih Estate
 Location : Village of Natai Baru, Sub District of Mentaya Hilir Utara; District of Kotawaringin Timur, Province of Kalimantan Tengah, Indonesia
 Certificate Code : **MUTU-RSPO/082**
 Date of Certificate Issue : 04 December 2015 Date of License Issue : 04 December 2015
 Date of Certificate Expiry : 03 December 2020 Date of License Expiry : 03 December 2016

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ST-1	15 –18 December 2014	Ardiansyah (Lead Auditor); Moh Arif Yusni, Sofyan Hadi Lubis, M. Amarrulah	Octo HPN Nainggolan	Tony Arifiarachman
ST-2	13 – 17 April 2015	Ardiansyah (Lead Auditor); Yudwi Wisnu Rahmanto; Rudi Ramdani; Naila Karima		

Assessment	Approved by MUTUAGUNG LESTARI on:
ST-2	4 December 2015

TABLE OF CONTENT

FIGURE	1
Figure 1. Location Map of PT Agro Bukit	1
Figure 2. Operational Map of PT Agro Bukit	1
Glossary.....	3
1.0 SCOPE OF THE CERTIFICATION ASSESSMENT	5
1.1 Assessment Standard Used	5
1.2 Organisation Information.....	5
1.3 Type of Assessment.....	5
1.4 Locations of Mill and Plantation	5
1.5 Description of Area Statement	6
1.6 Planting Year and Cycles.....	6
1.7 Description of Mill and Supply Base	7
1.8 Estimate Tonnage of Certified Product.....	8
1.9 Other Certifications	8
1.10 Time Bound Plan	8
2.0 ASSESSMENT PROCESS.....	10
2.1 Assessment Team.....	10
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	10
2.3 Stakeholder Consultation and Stakeholders Contacted.....	13
2.4 Determining Next Assessment.....	13
3.0 ASSESSMENT FINDINGS	14
3.1 Summary of Assessment Report of the RSPO Certification	14
3.2 Summary of Assessment Report of Supply Chain Requirements	42
3.3 Conformity Checklist of Certificate and Logo Use.....	47
3.4 Summary of RSPO Partial Certification	48
3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components	51
3.6 Summary of Arising Issues from Public, Management and Auditor Response	57
4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY	67
4.1 Formal Sign-off of Assessment Findings.....	67
APPENDICES	68
Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process	68
Appendix 2. Assessment Program.....	69

FIGURE

Figure 1. Location Map of PT Agro Bukit

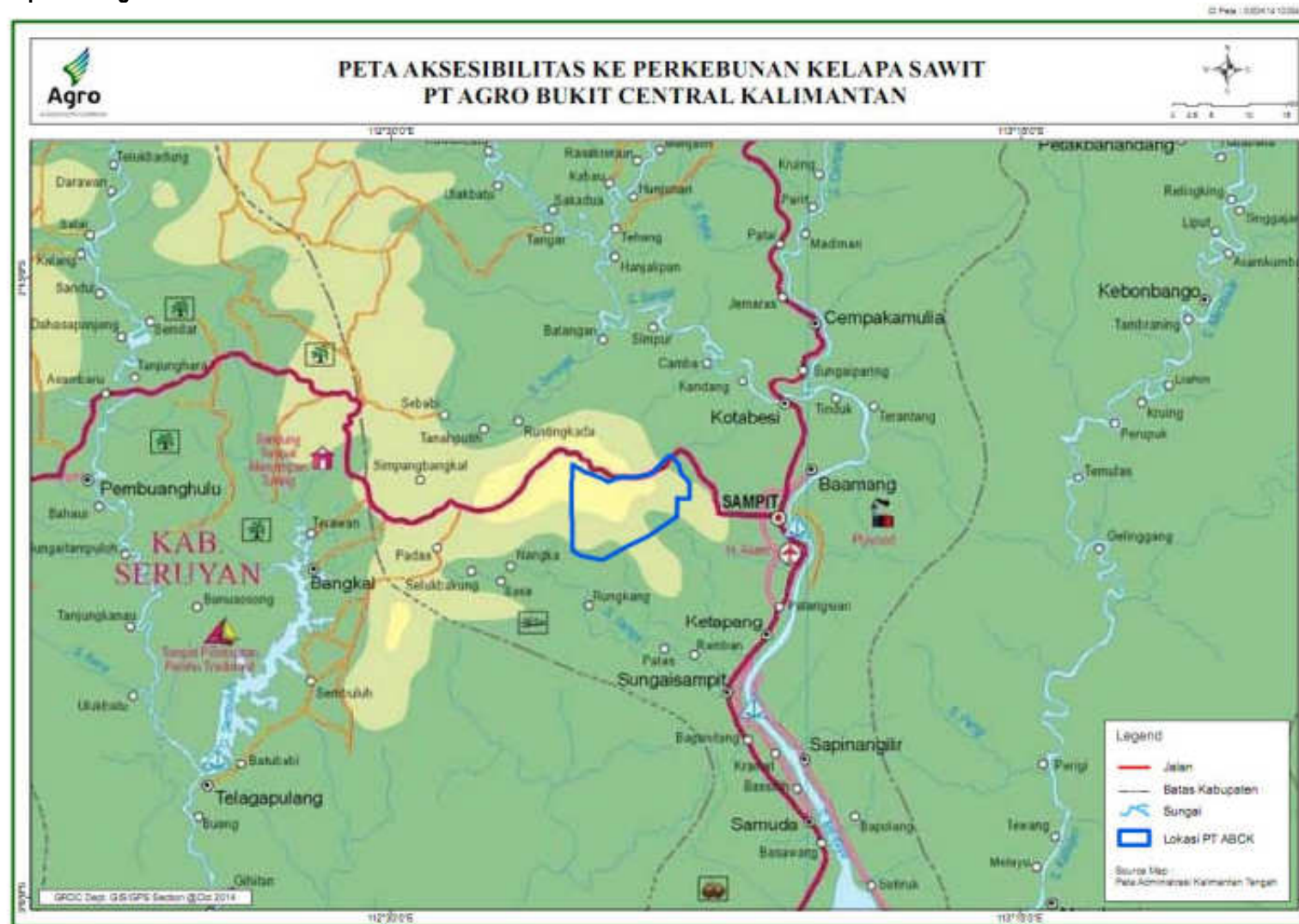
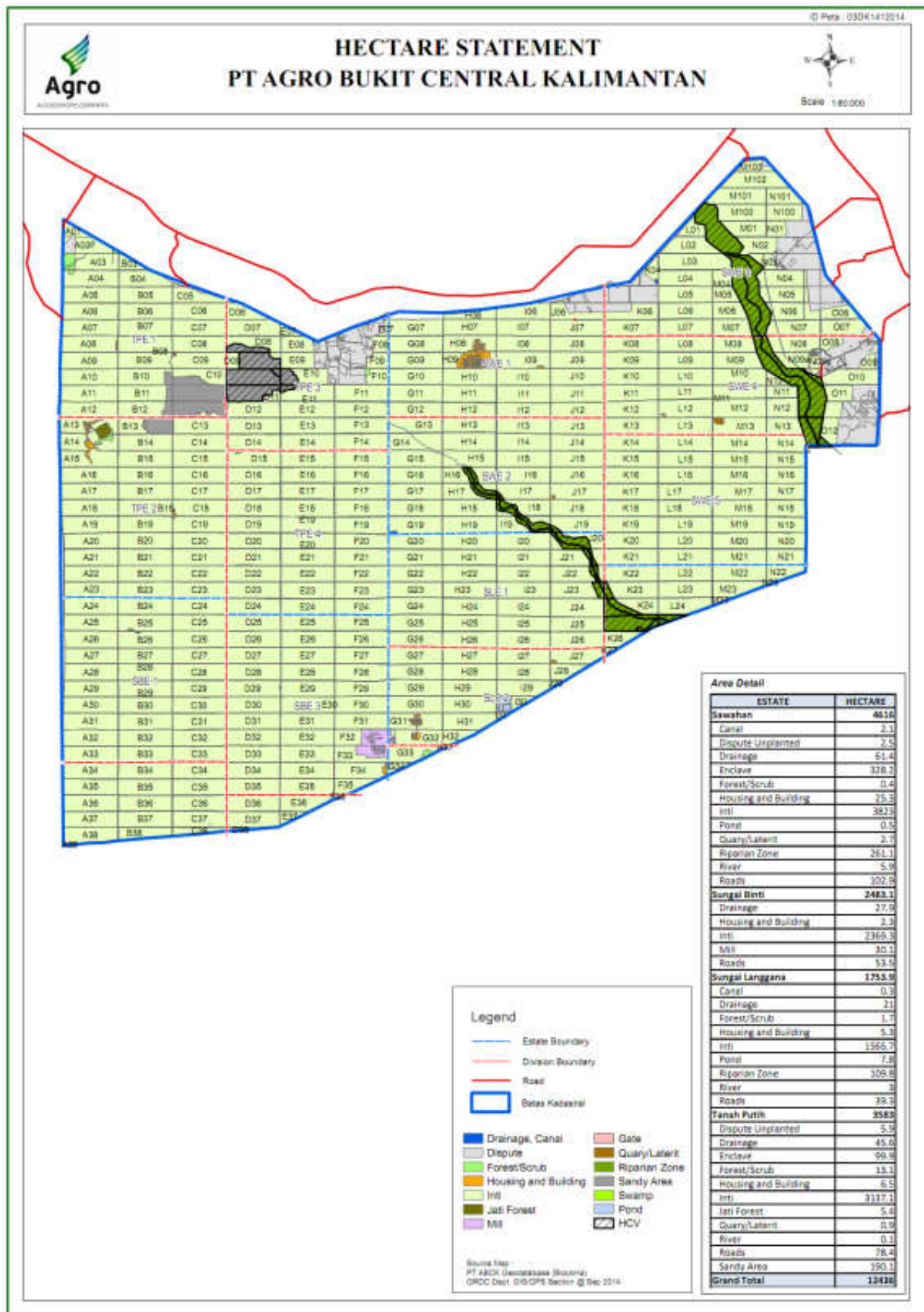


Figure 2. Operational Map of PT Agro Bukit



Glossary

AMDAL (SEIA)	:	Analisis mengenai dampak lingkungan (<i>Social Environmental Impact Assessment</i>)
APAR	:	Alat Pemadam Api Ringan (<i>Fire Extinguisher</i>)
APD (PPE)	:	Alat Pelindung Diri (<i>Personal Protective Equipment</i>)
B3	:	Bahan berbahaya dan beracun (<i>Hazardous Waste</i>)
BLH	:	Badan Lingkungan Hidup (<i>Environmental Agency</i>)
BOD	:	<i>Biological oxygen demand</i>
BHL	:	Buruh Harian Lepas (<i>Daily worker</i>)
BPJS	:	Badan Penyelenggara Jaminan Sosial (<i>Social Insurance Agency</i>)
BPN	:	Badan Pertanahan Nasional (<i>National Land Agency</i>)
CHE	:	<i>Cholinesterase</i>
CPO	:	<i>Crude palm oil</i>
CSR	:	<i>Company Social Responsibility</i>
DPPL	:	Dokumen Pengelolaan dan Pemantauan Lingkungan (<i>Environment Monitoring Document</i>)
FFA	:	<i>Free Fatty Acid</i>
FR	:	<i>Frequency Rate</i>
HCV (NKT)	:	<i>High Conservation Value</i> (Nilai Konservasi Tinggi)
HGB	:	Hak Guna Bangunan (<i>Building Title</i>)
HGU	:	Hak Guna Usaha (<i>Land Use Title</i>)
HPT	:	Hama Penyakit Tanaman (<i>Pest and Disease</i>)
IK	:	Instruksi Kerja (<i>Work Instruction</i>)
IPAL (WWTP)	:	Instalasi Pengolahan Air Limbah (<i>Waste Water Treatment Plant</i>)
ISBPR (HIRADC)	:	Identifikasi Sumber Bahaya dan Pengendalian Resiko (<i>Hazard Identification Risk Assessment and Determining Control</i>)
IUP	:	Izin usaha perkebunan (<i>Plantation Business License</i>)
Jamsostek	:	Jaminan Sosial Ketenagakerjaan (<i>Worker Social Insurance</i>)
JHT	:	Jaminan Hari Tua
JKK (EFB)	:	Janjang Kosong (<i>Empty Fruit Bunch</i>)
JKK	:	Jaminan Kecelakaan Kerja (<i>Work Accident Insurance</i>)
JKM	:	Jaminan Kematian
K3 (OHS)	:	Keselamatan dan Kesehatan Kerja (<i>Occupational Safety and Health</i>)
KCP	:	<i>Kernel Crushing Plant</i>
KTD	:	Kesiapsiagaan Tanggap Darurat (<i>Emergency Response</i>)
LA	:	<i>Land Application</i>
LC	:	<i>Land Clearing</i>
LCC	:	<i>Legume Cover Crop</i>
LSU	:	<i>Leaf Sampling Unit</i>
NPWP	:	Nomor Pokok Wajib Pajak (<i>Tax Registration Number</i>)
P2K3	:	Panitia Pembina Kesehatan dan Keselamatan Kerja (<i>OHS Committee</i>)
P3K	:	Pertolongan Pertama Pada Kecelakaan (<i>First Aid</i>)
PBB	:	Pajak Bumi dan Bangunan (<i>Land and Building Tax</i>)
Pcs	:	<i>Pieces</i>
PHT (IPM)	:	Pengendalian Hama Terpadu (<i>Integrated Pest Management</i>)
PK	:	<i>Palm Kernel</i>
PKB	:	Perjanjian Kerja Bersama (<i>Work Agreement</i>)
PKO	:	<i>Palm Kernel Oil</i>
PKS (POM)	:	Pabrik Kelapa Sawit (<i>Palm Oil Mill</i>)
POME	:	<i>Palm Oil Mill Effluent</i>
PP	:	Peraturan Pemerintah (<i>Government Regulation</i>)
RKL	:	Rencana kelola lingkungan (<i>Environment Management Plan</i>)
RPL	:	Rencana pemantauan lingkungan (<i>Environment Monitoring Plan</i>)

RTRWP	:	Rencana Tata Ruang Wilayah Provinsi
RTRWK	:	Rencana Tata Ruang Wilayah Kabupaten/Kota
SBSI	:	Serikat Buruh Seluruh Indonesia (<i>Indonesian Labor Union</i>)
SCCS	:	<i>Supply Chain Certification Standard</i>
SD	:	Sekolah Dasar (<i>Elementary School</i>)
SEL	:	Studi Evaluasi Lingkungan (<i>Environmental Evaluation Study</i>)
SIA	:	<i>Social Impact Assessment</i>
SK	:	Surat Keputusan (<i>Decree</i>)
SKU H	:	Syarat Kerja Umum Harian (<i>Daily employee</i>)
SMK3 (OHSAS)	:	Sistem Manajemen Keselamatan dan Kesehatan Kerja (<i>Occupational Health and Safety Management System</i>)
SPSI	:	Serikat Pekerja Seluruh Indonesia
SOP	:	<i>Standar Operations Procedure</i>
SR	:	<i>Severity Rate</i>
TBS (FFB)	:	Tandan Buah Segar (<i>Fresh Fruit Bunch</i>)
UPDKS	:	Ulat Pemakan Daun Kelapa Sawit

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT			
1.1 Assessment Standard Used		<ul style="list-style-type: none"> <i>RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil - April 25th, 2013.</i> <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</i> 	
1.2 Organisation Information			
1.2.1	Organisation name listed in the certificate	PT Agro Bukit subsidiary of Goodhope Asia Holdings Ltd	
1.2.2	Contact person	Wilton Simanjuntak	
1.2.3	Organisation address and site address	<ul style="list-style-type: none"> RSPO registered company: Gedung Menara Global Lt 16, Jl Gatot Subroto Kav 27 Jakarta. Liaison Office: Gedung Menara Global Lt 16, Jl Gatot Subroto Kav 27 Jakarta. 	
1.2.4	Telephone	(+62) 21 528 92260	
1.2.5	Fax	(+62) 21 528 92259	
1.2.6	E-mail	wiltons@goodhope-id.com	
1.2.7	Web page address	www.goodhopeasia.com	
1.2.8	Management Representative who completed the application for certification	Wilton Simanjuntak	
1.2.9	Registered as RSPO member	1-0175-14-000-00 02 Desember 2014	
1.3 Type of Assessment			
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base : Sungai Binti Mill, Sungai Binti Estate, Sawahan Estate, Sungai Lenggana Estate and Tanah Putih Estate.	
1.3.2	Type of certificate	Single	
1.4 Locations of Mill and Plantation			
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude
			Longitude
	Sungai Binti Mill	Village of Natai Baru, Sub District of Mentaya Hilir Utara, District of Kotawaringin Timur; Province of Kalimantan Tengah	S 2° 33' 48"
			E 112° 46' 05"

1.4.2	Location of Certification Scope of Supply Base					
	Name of Supply Base	Location	Coordinate			
			Latitude	Longitude		
	Tanah Putih Estate	Village of Penyang, Sub District of Telawang; District of Kotawaringin Timur; Province of Kalimantan Tengah	S 2° 31' 05"	E 112° 44' 35"		
	Sawahan Estate	Village of Pasir Putih, Sub District of Mentawa Baru Ketapang; District of Kotawaringin Timur; Province of Kalimantan Tengah	S 2° 30' 46"	E 112° 48' 44"		
	Sungai Binti Estate	Village of Bagendang Tengah and Natai Baru, Sub District of Mentaya Hilir Utara; District of Kotawaringin Timur; Province of Kalimantan Tengah	S 2° 33' 50"	E 112° 44' 37"		
Sungai Lenggana Estate	Village of Bangkoang Makmur, Sub District of Mentawa Baru Ketapang; District of Kotawaringin Timur; Province of Kalimantan Tengah	S 2° 32' 44"	E 112° 47' 52"			
1.5	Description of Area Statement					
1.5.1	Tenure					
	• State		12,436 Ha			
	Kadastral as 12,436 Ha					
	• Community		- Ha			
1.5.2	Area Statement					
	• Total area		12,436 Ha			
	• Mature area		10,895 Ha			
	• Immature area		- Ha			
	• Enclave		437 Ha			
	• Infrastructure		510 Ha			
	• Not planted area		163 Ha			
	• HCV		431 Ha			
1.6	Planting Year and Cycles					
1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		Tanah Putih Estate	Sungai Binti Estate	Sawahan Estate	Sungai Lenggana Estate	Total
	2005	2,080	0	0	0	2,080
	2006	1,057	1,360	178	187	2,782

	2007	0	1,010	2,342	1,025	4,377
	2008	0	0	1,295	354	1,694
	2011	0	0	7	0	7
	TOTAL	3,137	2,369	3,823	1,566	10,895
1.6.2	New Planting area after January 2010 - Ha					
1.6.3	Planting Cycle 1 st Cycle					
1.7	Description of Mill and Supply Base					
1.7.1	Description of Mill					
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel
				Out put (ton)	Extraction (%)	Out put (ton)
						Extraction (%)
	Sungai Binti Mill	90	284,155	63,652	22.50	14,005
	<i>* Source: Production data from March 2014 – April 2015</i>					
1.7.2	Description of Certification Scope of Supply Base					
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/y ear)	Supplied to Mill
						FFB (tonnes/year)
						%
	Tanah Putih Estate	3,583	3,137	48,377	15.42	48,377
	Sungai Binti Estate	2,483	2,369	48,894	20.64	48,894
	Sawahana Estate	4,616	3,823	84,547	22.00	84,547
	Sungai Lenggana Estate	1,754	1,566	39,202	25.03	39,202
	TOTAL	12,436	10,895	221,020	20.24	221,020
	<i>* Source: Production data from March 2014 – April 2015</i>					
1.7.3	FFB description from other source					
	Name of sources	Organisation	Location	Supplied to Mill		
				FFB (tonnes/year)		
	TBS ABCK-2	-	-	47,725		
	PT Mulia Agro Permai	-	-	346		
	PT Menteng Jaya Sawit Permai	-	-	236		
	PT Karunia Sawit Lestari	-	-	41		
	PT Nusantara Sawit Persada	-	-	8,346		
	Decky Basuki Adi	-	-	1,089		
	PT Dwi Mitra Adi Usaha	-	-	4,228		
	PT Mitra Bumi Borneo	-	-	1,124		
	TOTAL					63,135
	<i>* Source: Production data from March 2014 – April 2015</i>					
1.7.4	Product categories			FFB, CPO, PK		

1.8		Estimate Tonnage of Certified Product						
1.8.1		Past Annual Claim Certified Product			Previous Certificate Claim to (tonnes/year)		Actual certified product to (tonnes/year)	
		• FFB Production						
		• CPO Production						
		• Palm Kernel (PK) Production						
1.8.2		Estimate of Certified FFB Claim						
		Name of Estates		Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)		Yield (tonnes/ha/year)
		Tanah Putih Estate		3,583	3,137	56,466		18.00
		Sungai Binti Estate		2,483	2,369	54,487		23.00
		Sawah Estate		4,616	3,823	91,752		24.00
		Sungai Lenggana Estate		1,754	1,566	42,282		27.00
		TOTAL		12,436	10,895	244,987		23.00
				<i>*Projected FFB production</i>				
1.8.3		Estimate of Certified Palm Product Claim						
		Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
					Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
		Sungai Binti	90	244,987	57,572	23.5	12,249	5.0
		<i>*Projected CSPO and CSPK production</i>						
1.9		Other Certifications						
		ISO 14001: 2004			ISO 14001 – 2004 (Enviromental Management System) from BSI 14 May 2013.			
		OHSAS 18001:2007			OHSAS 18001 – 2007 (Occupational Health and Safety management System) from BSI 31 August 2011.			
		Others			<ul style="list-style-type: none">• PROPER 2012 – 2013• Zero Accident Award 2013 from District of Kotawaringin Timur• Zero Accident Award 2013 from Manpower of Ministry RI			
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 Plan					
		Terawan Mill and Sungai Purun Mill PT Agro Indomas		2012	PT Agro Indomas (Central Kalimantan)	2012	Sub District of Danau Sembuluh District Seruyan, Kalimantan Tengah Province	Certified

			PT Rim Capital	2015	Sub District of Hanau and Danau Sembuluh, District of Kotawaringin Timur, Province Kalimantan Tengah	2015
	Sungai Binti Mill PT Agro Bukit	2015	PT Agro Bukit	2015	Sub District Mentaya Hilir Utara District of Kotawaringin Timur Province Kalimantan Tengah	Audited ST-2
			PT Agro Bukit (2)	2018	Sub District Mentaya Hilir Utara District of Kotawaringin Timur Province Kalimantan Tengah	2018
	Bukit Sentuai Mill PT Agro Wana Lestari	2015	PT Agro Wana Lestari	2015	Sub District of Mentaya Hulu and Bukit Sentuai, District of Kotawaringin Timur, Province Kalimantan Tengah	Audited ST-2
			PT Karya Makmur Sejahtera	2016	Sub District of Mentaya Hulu and Bukit Sentuai, District of Kotawaringin Timur, Province Kalimantan Tengah	2016
	Harapan Makmur Mill PT Agro Indomas	2016	PT Agro Indomas South Kalimantan	2016	Sub District of Kusan Hulu and Kusan Hilir, District of Tanah Bumbu, Province Kalimantan Selatan	2016
	Bumi Jaya Mill PT Agro Indomas	2017	PT Agro Indomas East Kalimantan	2017	Sub District Sepaku District of Penajam Paser Utara Province Kalimantan Timur	2017
	-	-	PT Agra Jaya Bakti	2017	District of Ketapang, Province Kalimantan Barat	2017
	-	-	PT Sumber Hasil Prima	2017	District of Sintang, Province Kalimantan Barat	2017
	-	-	PT Batumas Sejahtera	2018	District of Ketapang, Province Kalimantan Barat	2018
	-	-	PT Sinar Sawit Andalan	2018	District of Sintang, Province Kalimantan Barat	2018
	-	-	PT Sawit Makmur Sejahtera	2019	District of Ketapang, Province Kalimantan Barat	2019
	-	-	PT Nabire Baru	2019	Province Papua Barat	2019
	-	-	PT Sariwana Adi Perkasa	2020	Province Papua Barat	2020
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard					
	PT Agro Bukit still in the stage of preliminary surveys for the construction of farmers' lands partners / smallholders.					

2.0 ASSESSMENT PROCESS	
2.1 Assessment Team	
ST-2	<ul style="list-style-type: none"> • Ardiansyah (Lead Auditor). Bachelor of Forest Resources Conservation, Department of Forestry, Bogor Agricultural University. He has followed several activities for identified environmental impact such as preparing EIA document for plantation and plantation forest. He has followed several trainings namely: Management System Certification (ISO 9001-2008/SNI 19011-9001:2008), Environment Management System (ISO 14001-2004); 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. In this assessment activity he assessed legal, and environment. • Yudwi Wisnu Rahmanto (Auditor). Bachelor of Forestry with sivil culture background. He has attended in selected training, such as Auditor/Lead Auditor Course Quality Management System (QMS) ISO 9001:2008, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), Organic Standard (EU, NOP, JAS), Forest Stewardship Council (FSC), Program Endorsement of Forest Certification (PEFC) and Organic Exchange for Textile. He also has experience as an auditor and involved in certification program auditing, such as Sustainable Forest Management by FSC FM/COC Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Sustainable Palm Oil by RSPO Scheme, Organic Standard (EU, NOP, JAS) for Coffee Farmer and Organic Exchange for Textile. Currently, he worked at Professional Certification Body. In this assessment activity he assessed social and HCV Identification. • Rudi Ramdani (Auditor). Bachelor of Agriculture Majoring in Agronomy, Agriculture Faculty of Bogor Agriculture Institute. He has working experienced. He has working experience more than two years as an operational staff in a private oil palm plantation company in Indonesia. Several training he has followed namely: Indonesian Sustainable Palm Oil auditor, Awareness RSPO Management System Certification (ISO 9001-2008) training. In this assessment activity he assessed good manufacturing and best management practices. • Naila Karima (Auditor). Bachelor of Public Health, Department of Occupational Health and Safety. Faculty of Public Health, University of Indonesia. She had experience working in private oil palm plantation companies in Indonesia. She had followed training such as ISPO Lead Auditor, awareness training RSPO certification system, awareness training Occupational Health and Safety Management System (PP No. 50 year of 2012), and Integrated Management System (OHSAS 18001:2007, ISO 14001:2004, and ISO 9001:2008). In this assessment activity she assessed occupational health and safety, social workers.
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	
2.2.1	Figure of person days to implement assessment
ST-2	<p>Number of auditors : 4 auditor</p> <p>Number of days for ST-2 at site : 5 days</p> <p>Number of working days for ST-2 at site : 20 Working days</p>
2.2.2	Assessment Process
ST-2	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Agro Bukit to the requirements of RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil - April 25th, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill).</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 ST-2 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-1).</p> <p>Improvement of findings from main assesment findings were observed by auditors at this ST-2 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-1</p>

	The assessment program please find Appendix 2
2.2.3	Location of Assessment
ST-2	<p>The number of units in the management of this activity consists of four (4) estates were supplying material TBS to one (1) palm oil mill. In conducting the assessment team using the formula $0.8 \sqrt{y}$ auditor to determine the management unit that is the focus of sample locations and consider the issue of problems arising from the stakeholders that are fundamental and critical. Based on this formula, the team of auditors determine the location of the sample is one (1) unit of palm oil mill and two (2) estates (Sungai Binti Estate and Tanah Putih Estate).</p> <p><u>Sungai Binti Mill</u></p> <ul style="list-style-type: none"> • Processing stage (Loading ramp up to dispatch). Observation is done in relation with the processing of FFB to become crude palm oil (CPO), OHS implementation and emergency response facilities, environmental impact management efforts (location for air quality test, noise test, and vibration test), and mechanism of mass balance supply chain model (Interview with Weighbridge Operator and Person in Charge who implement the Supply Chain System). • Hazardous Waste Temporary Warehouse. Observation on the management of hazardous waste, including the symbols, labels, types of waste being stored, and equipment for emergency response. • Water Treatment Plant (WTP). Interviews and observation done in relation with the management of chemicals used in water treatment, health check up for workers, flow meter to measure water usage, waging system, grievance mechanism, and other facilities provided by the company. • Warehouse. Observation and interviews done in relation with the management of chemicals (hazardous waste) and health examination for workers. • Waste Water Treatment Plant (WWTP). Observation and interviews done in relation with effluent management, work hours, PPE, and measuring tool for effluent applied on to land. <p><u>Sungai Binti Estate</u></p> <ul style="list-style-type: none"> • Block B40 Division 2. Observation of boundary poles No. AB 023. • Block A38 Division 2. Observation of boundary poles No. AB 022. • Block D30 Division 3. Observation and interviews with the effluent application workers. All workers have been equipped with appropriate personal protection equipment (helmet, mask, rubber gloves, and rubber boots). On-site observation revealed that in effluent application process there are two flat beds at the end of flat bed pathways for each row of flat bed, which function as safety flat beds. • Block E31, E34, and F34, Division 3. Observation is done on the water condition in monitoring well at application block, and monitoring well at ex-housing complex. The block location of monitoring well is in accordance with the location mentioned in the effluent application permit, and has been supplied with coordinate points. Based on visual observation, the physical condition of the water inside the well is proven to be clear and odorless. No effluent spills were found outside the application block. • Block F35 Division 3. Observation and interviews done with spray workers of circle and harvesting paths informed that they are using systemic pesticides with active ingredient <i>glyphosate</i>. The observation results showed that the company has provided the workers with appropriate personal protection equipment (glasses, mask, cloth gloves and rubber gloves, apron, and boots), clean water and soap, warning signboard at spray working block, and special trailer to carry spraying equipment. The workers have all understood the safe ways of spray works and have recognized all of their rights and obligations as employees. Supervisors have joined the First Aid Emergency Training and are equipped with First Aid Kit on field. All spray workers are categorized as daily workers. • Block E32 Division 3. Observation and interviews with the team of fertilizing workers informed that they are working using MOP with the dosage of 2.25 Kg. The observation results showed that the company has provided the workers with appropriate personal protection equipment (mask, cloth gloves and rubber gloves, apron, and boots). The workers have all understood the safe ways of fertilizing works and have recognized all of their rights and obligations as employees. All fertilizing workers are categorized as daily workers.

- **Block F29 and F31 Division 3.** Observation and interviews were done with supervisors and harvesters. The on-site observation revealed that all harvesters have been equipped with appropriate personal protection equipment (helmet, glasses, and boots). Furthermore, all workers have also been well informed on the standard and mechanism of harvesting yield calculation. Harvesting supervisors are equipped with OPFO (Oil Palm Field Observation) tool to record the results and condition of harvesting blocks.
- **Block F30 – F31, Division 3.** Observation was done on the activity of empty bunch application at sandy areas with the dosage of 50 tons per year. The empty bunches are applied in between oil palm trees in a single layer system to minimize the infestation of Asiatic rhinoceros beetles (*Oryctes rhinoceros*). Pheromone traps are also installed at application blocks for similar purpose.
- **Block D40 & D42, Division 4.** Observation was done on the activity of oil palm trees mounding using mini excavator. Water table observation at Drain Collection showed 30 cm of water level above the ground, and piezometer was used at block D41
- **Employee Housing Complex at Sungai Binti Estate.** Observation and interviews were done with the residents regarding the infrastructure and facilities provided by the company, including the followings; housing facility (permanent construction), clean water facility through pipeline from water treatment pond (WTP), electricity sourced from generators, children day care and kindergarten, and praying facility (mosque).
- **Clinic.** Observation was done on the activity of health care service and interviews were done with the company's doctor and paramedic team in relation with promoting health care, MCU, handling of occupational accident, and the collecting of medical waste.

Tanah Putih Estate

- Pole A003 (Block F07), Pole AB005 (Block C05-06), Pole AB006 (Block D07).
- **Block B16 Division 1.** Observation and interviews were done with supervisors and harvesters. The field observation revealed that all harvesters have been equipped with appropriate personal protection equipment (helmet, glasses, and boots). Furthermore, all workers have also been well informed on the standard and mechanism of harvesting yield calculation. Harvesting supervisors are equipped with OPFO tool (Oil Palm Field Observation) to record the results and condition of harvesting blocks.
- **Block E18 Division 4.** Observation on the management of marginal land (spodic area), which includes empty bunch application, creating trenches for collecting water inside estate blocks, and leaving the ferns (*Nephrolepis sp.*) at dead inter-row.
- **Block B10 Division 1.** Landfill. Observation on the estate's landfill.
- **Block F11 Division 3.** Observation of water level management, water table showed that the level of water was 40 cm above the ground.
- **Block F13 Division 3.** Observation on peat subsidence monitoring poles for hemist type peat.
- **Block F22 Division 3.** Observation on barn owl boxes. During the observation, one owl flew away, and there were rat bones found under the boxes/owl nests.
- **Block M26.** Observation on main sluice gate, which is connected to Lenggana River. The sluice gate is in well-maintained condition.
- **Block D10 – E10, Division 3.** Observation was done on the management of HCV area, which is Sundaland Heath Forest (Kerangas Forest) ecosystem.
- **Employee Housing Complex at Tanah Putih Estate.** Observation and interviews were done with the residents regarding the infrastructure and facilities provided by the company, including the followings; housing facility (permanent construction), clean water facility through pipeline from water treatment pond (WTP), electricity sourced from generators, children day care and kindergarten, and praying facility (mosque).

Sungai Lenggana Estate

- **Block J20 – 21, Division 1.** Observation on the management of HCV area, which is riparian of Lenggana Creeks.
- **Block N23, Division 4.** Observation of boundary poles No. AB 030.

Public Consultation.

- **Offices of Government Institution of Kotawaringin Timur Regency (BLH, Dishutbun, Disnakersos, BPN).**

	<p>Interviews were conducted regarding the management of the plantation of PT Agro Bukit.</p> <ul style="list-style-type: none"> • Office of Balanga NGO. Interviews were conducted regarding issues on land dispute at PT Agro Bukit. • Pasir Putih Village. Interviews were done regarding issues on land dispute, company's contributions, and impacts generated by PT. Agro Bukit. • Bagendang Village. Interviews were done regarding issues on land dispute, company's contributions, and impacts generated by PT. Agro Bukit. • Mentaya Hilir Utara Sub-district. Interviews were done regarding issues on land dispute, company's contributions, and impacts generated by PT Agro Bukit.
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ST-2	<p>Summary of public consultation results with Stakeholders.</p> <p>Public Consultation with Stakeholders for PT. Agro Bukit was conducted in the following manners;</p> <ul style="list-style-type: none"> • Public Announcement placed in the www.rspo.org and www.mutucertification.com on 10 March 2015. • Visit to surrounding villages and interviews with local communities (Pasir Putih Village and Bagendang Village) on 15 – 16 April 2015. • Visit to regional government institutions of Kotawaringin Timur Regency (State Land Agency, Forestry and Plantation Agency, Social and Labor Agency, and Environment Bodies) on 15 April 2015. • Visit to local NGO office at Kotawaringin Timur Regency (<i>Balanga</i>) on 15 April 2015. • Visit to Mentaya Hilir Utara Sub-district on 16 April 2015. <p>A number of inputs conveyed by the Stakeholders have been clarified by PT Agro Bukit.</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit ASA-1 will be determined one year after this ST-2 (June – September 2015)

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Sungai Binti Mill – PT Agro Bukit (Goodhope Asia Holding Ltd) operation consisting of one (1) mill and four (4) oil palm estates.

During the assessment, there were one (1) Nonconformity were assigned against Major Compliance Indicator, one (1) nonconformity were assigned against Minor Compliance Indicators and thirteen (13) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action that had been reviewed and accepted by Auditors in form of documentation evidence e.g. Those corrective action taken that consist of (1) Nonconformity were assigned against Major Compliance Indicator had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Sungai Binti Mill – PT Agro Bukit (Goodhope Asia Holding Ltd) complied with the requirements of RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil - April 25th, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill).

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is issued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
	<p>The company demonstrated the following proof of documentation of information distribution/release to relevant institutions, which is categorized as mandatory, in the forms of annual reports, quarterly reports, and half-yearly reports;</p> <ul style="list-style-type: none"> • Plantation Business Development Reports: there are proofs of report submission for the period of 4th quarter of 2014 dated 18 February 2015. As informed by one of the members of management staff, the submission of the 1st quarter of 2015 report is still being finalized and it shall take approximately two months. • Investment Activity Reports: there are proofs of report submission for 2014 annual report to <i>BKPM RI</i> dated 26 January 2015. • Employment Compulsory Reporting: there is a document No. 020/PTAB-HRD/III/2015 explaining such employment compulsory reporting at the company for the year of 2014 for PT. Agro Bukit, submitted to Social and Labor Agency of Kotawaringin Timur Regency dated 31 March 2015. • Guiding Committee of Occupational Health and Safety & Occupational Accidents: there is proof of report submission for the period of October – December 2014 under document No. 176/ABCK/I/2015 dated 20 January 2015 to Social and Labor Agency of Kotawaringin Timur Regency. The report from the first quarter of 2015 is still in process. The member of management staff has informed that the finalized report shall be ready on the 20th of every month. • Hazardous Waste and Effluent: there are proofs of report submission for the realization of hazardous waste storage and management for the period of October – December 2014, under document No. 173/PTAB/I/2015, and report of monitoring results of effluent, monthly flow, and ground water for PT Agro Bukit for the period of October – December 2014, also Report of Monitoring Results of gas emission and ambient air for PT Agro Bukit for the period of July – December 2014, dated 23 January 2015. • Hazardous Waste Balance Sheet: there is proof of report submission dated 9 April 2015 to Environment Bodies of 	

Kotawaringin Timur Regency under a document No. 183/PTAB/IV/2015.

- **Bipartite Cooperation Institution:** there is proof of report submission on the activity of Bipartite Cooperation Institution of PT Agro Bukit for the period of June – December 2014, which dated 23 January 2015 under a document No. 015/HR-GA/AB/II/2015.
- **RKL/RPL, AMBIENT AIR (six-monthly period):** there are proof of submission of RKL/RPL reports for the 1st semester of the period of July – December 2014, under document No. 177/PTAB/II/2015 dated 27 February 2015 and the one for the 2nd semester is under document No. 177/PTAB/II/2015, dated 27 February 2015.

Each department in the company has put together all records of information request and their responses. Communications with stakeholders around the location of plantation have been initiated by the CSR Department under the supervision of the CSR Manager. Incoming information is recorded and their progress is closely monitored in the Communication Book and the Request for Information Book.

As for the CSR Division, the flow of information recording starts from two special books, namely Communication Book Records F.07 EMS and Request for Information Book, which record all incoming letters related to the request of information, other requests, and their responses.

If any of said incoming letters is of request for financing/funding support, the next step will then be that the request is recorded in the “Green Book” that specifically contains all requests for financing/funding support that have been approved.

The study on the two documents verified that there were 25 letters received by the CSR Department of PT Agro Bukit during the period of January through March 2015, 17 of which were of requests for financing/funding support, two were requests for dispensation – to which responses have been given, five were circulars and offering letters, and one was of request for undergraduate thesis research.

One letter received on 1 March 2015 was from *Batang Makmur* Farmers Group, which conveyed their request for financing/funding support to help build road and bridge constructions in their area (letter no. 01/BM/III/2015). The management unit has stated that a direct communication has been initiated with the group’s secretary on 7 March 2015, detailing on the progress of support approval, which is awaiting readiness from the R&B (Roads & Bridges) Department.

Furthermore, EHS Department keeps a book of communication and request for information (EMS-F07), which has recorded two incoming letters as of April 2015 for the following matters;

- An Invite to submit the final proper report of 2013 – 2014 (letter dated 7 January 2015 from the proper secretariat of Environment Bodies of Central Kalimantan Province); which has been responded to on 14 January 2015.
- A letter dated 11 March 2015 from Social and Labor Agency of Kotawaringin Timur, containing an invite to participate in the commemoration of the 2015 *OHS Month* that would be held in Sampit on 16 March 2015. The company has responded to the invite by assigning two representatives to be present on said event.

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.

PT. Agro Bukit holds a document of Environmental Management System Procedure Communication (EMS-P05, Revision 04), which was reviewed by EHS Department and has been approved by the Management Representative on 5 February 2015. The “Method” section point 8 of said document states the following;

“All department heads/mill managers/engineers/estate managers have to document all incoming communication and need to manage the response as quick as possible or maximal 14 (fourteen) days from the date of communication received from respective person/employees or organization.”

While the sub-chapter on “Published Document” point 24 of the same document states the following;

PT Agro Bukit also acknowledge by nature some of company documents are public documents such as but not limited to :

- Legal documents : use of rights of PT Agro Bukit (location permit, plantation permit, land use titles, etc).
- Environment documents : EIA (AMDAL) & reports of its implementation and monitoring, land application permit,

temporary hazardous waste storage license, mitigation and prevention emission and pollution.

- Social documents : social policy, social impact assessment, social and community development program, negotiation procedure, etc.

And then :

- Department Head with approval from General Manager, produce poster, banner, pamphlet, leaflet, fact sheet, booklet and newsletter which posted in strategic location and made available to public, in order to convey message and communicate company plan, development progress and innovative continual improvement effort. This is also to encourage input or participation from public. This material specific but not limited to : environmental health and safety policy and program, high conservation value assessment result and program, best management practices program, continuous improvement program, annual report.

In relations with the document retention time, the sub-chapter of "Document Retention" point 26 mentions that;
"All communications documents and records both for internal and external party shall be kept for minimum of three years from the date of the latest correspondence. If there is any legal implication, the record is retained indefinitely."

Such procedure has been communicated with company's internal party on 26 March 2015.

Status : Comply

1.3

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

The company holds a commitment to conducting ethical manner towards all of its business operations, as specified in the *Goodhope Asia Holdings Limited* Standard Business Conduct (which has been validated by the President Director), which shows in the following points;

- **Denunciation (whistle blowing);** stating that several examples of reportable misconducts shall include the following acts; malpractice in managing the accounts and financial reports, helping criminal offenses, violating company's policies/SOPs, etc.
- **Non-acceptable gifts and gratifications;** cash money/other equivalent materials, certificates, loans/credit, stocks/shares, bonds, illegal entertainment that is considered offensive to current standard of decency or morality, and other presents that are offered in return for certain intention.

The company has also presented the proof of socialization on the standard business code of conduct, with the following details;

- On 11 April 2015 at the workshop's meeting room at PT Agro Bukit was attended by 7 participants, from CV Daun Mas, CV Chandra Jaya, and PT Putra.
- On 13 April 2015 at Meeting Room of TPE/SWE attended by 14 security personnel.
- The one for field workers was delivered during morning master briefing on 24, 25 & 28 March 2015 by HR Assistant Manager at Blocks H08 and H34 at SBE.
- The one for staff level was delivered in a form of manual book of standard business code of conduct. There is proof of receipt for the distribution of respective book, such as the one by Transport Assistant dated 7 January 2015.

Based on interviews with workers spraying in block F35 Division 3 Sungai Binti Estate is known that workers have got socialization concerning the behavior of the code of conduct of business ethics company.

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.

The Management Unit of PT Agro Bukit has presented several proofs of compliance with applicable laws and regulations, including the following documents; Deed of Establishment of the company, Location Permit for the plantation business, Environmental License, Plantation Business Permit, Employment Regulations, Ratification on International Convention, and The stages of Land Use Title (HGU)'s acquirement process which, until the Stage-2 Audit Activity, has not yet been fully

ready, due to the overlapping issues between the Spatial Management Planning of Central Kalimantan Region and other National Regulations.

The Management Unit of PT Agro Bukit has a documented system for the legal requirements and application mechanism for any regulatory changes, which is proven by the document of Procedure for Environmental Legal Requirements (EMS-P02), and Occupational Health and Safety Legal Requirements (OHSMS-P02). The list of all regulations related to the plantation business activities and the Evaluation of Legal Compliance for ensuring that all relevant regulation applied to the activities at both the estate and the mill is being periodically monitored. The system applied to trace any changes on the applicable laws and regulations is the responsibility of the Head of Legal Department.

The company has shown some evidence of compliance with laws and regulations, for example related to the field of Occupational Health and Safety, while the proof of regulatory compliance can be demonstrated by the management unit, among others: Charge-men has been certified with license OHS No. Ser.1294/OPK3/B.II/2014, Boiler man has been certified license OHS No. Ser.1288/OPK3/B.II/2014, Electrician has been certified with license OHS No. Ser.0127/AK3-LIST/XI/2012. License OHS issued by Ministry of Man Power RI. Fire mitigation officers in the site established on 10 April 2013 in accordance with the provisions of the Minister of Environment Decree No. 28/2003 and 29/2003 No. 186/MEN/1999. The company compliance of UU No. 1 of 1970, already have OHS Policy, OHS plan, OHS procedure and implemented OHS each management unit for example HIRAC, provide PPE, OHS training.

The result of consultation made with a number of local government institutions on 15 April 2015 suggested that PT Agro Bukit has generally complied with each stage of licensing process applied in Indonesia, specifically those applied in Central Kalimantan. However, the final decision on whether to pass any licensing request still in progress remains an absolute authority of both regional and central governments. For example, a request for the scope of information for the Mill's Capacity to be included in the Plantation Business License, which was submitted to the Regent under a document No. 525.26/222/IV/EKBANG/2005 dated 29 April 2005, has not received any feedbacks from the regional government of Kotawaringin Timur.

While the Management Unit of Sungai Binti POM has made identification for each of the licensing as well as put some efforts in the compliance process, the responses given by relevant institution are not very satisfying nor are they effective enough.

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.

The history of land utilized by the management unit of PT Agro Bukit (mill and estate) goes back to the initial Location Permit issued by the Regent of Kotawaringin Timur. There are two location permits issued for PT Agro Bukit, namely License No. 844,460.42 on 27 December 2004 which covers for an area of $\pm 13,930$ Ha. PT Agro Bukit already have cadastral map for the area of 12,436 Ha. The right to use plantation on PT Agro Bukit is based on IUP from Kotawaringin Timur Regent No. 525.26/222/IV/EKBANG/2005 on 29 April 2005 for an area of 13,930. This is meet with UU 39 of 2014 article 42 about plantation.

As a form of transparency over the establishment of the plantation, PT Agro Bukit had done the dissemination phase prior to it having cleared the land, including through print media (local newspaper "KALTENG POS") on 15 March 2005 and through Public Expose on 23 April 2005 which was attended by heads of village and local communities that were impacted by the construction of the estate.

Even though the process of land acquisition has been carried out by the management unit of PT Agro Bukit for 7 years (from the 2005 until 2012), still during said period there were repeated claims reported over the same area of land. To sort this out, the company keeps all necessary evidence that can be accounted for, such as Map of the acquired areas with all of their proof of compensation receipts, list of names of land owners, and other supporting documents.

The status of Land Use Title acquirement for PT Agro Bukit is still on process, due to inconsistency found between Regional Regulation on Spatial Management Planning of Central Kalimantan Province and Regulation of Forest Area Status released by

the Ministry of Forestry of Indonesia.

According to Spatial Management Planning of Central Kalimantan Province (Regional Regulation No. 8 Year 2003), the concession area of PT Agro Bukit is situated on the Area of Production Development and Residential & Other Purpose Area; while the Status of Forest Area of Central Kalimantan Province (Letter of Forestry Minister No. 529 Year 2012) specifies that an area of 7,848 Ha that belongs to PT Agro Bukit is located on the Area of Production Forest.

In coping with this particular matter, PT Agro Bukit has taken several measures that comply with the laws and regulations specified in the Government Regulation No. 60 Year 2012 through the Request for License for the Release of Forest Area (IPKH) year 2009 and Forest Area Exchanges (TMKH) from 2012 to 2013 for the areas that are indicated as forest area, namely ±9,550 Ha. Recommendation Letter from the Governor of Central Kalimantan (No. 522/1349/EK dated 30 December 2013) shows approval on the recommendation for Forest Area Exchanges for PT Agro Bukit at the area of Katingan Regency.

The latest progress on such land acquisition states the followings; the Letter from the Ministry of Forestry of the Rep. of Indonesia to the Management of PT Agro Bukit (No. 007/PLT/ABCK/LZ/VIII/2014 dated 7 August 2014) concerning the request for the completeness of required documents in the process of Forest Area Exchange as well as the issuance of Circular Letter by the Ministry of Forestry of the Rep. of Indonesia (No. SE.1/Menhut-II/2014 dated 8 July 2014) on the Postponement of License Process in Forestry Field, which is addressed to all heads of region; Governors, Regents/Mayors, and Heads of Provincial Agency, Regent/City that manage forestry matters in Indonesia. All this has resulted in the delay in the process of Land Use Title acquisition for PT Agro Bukit.

The result of the interviews with the regional government institutions (National Land Agency and Forestry & Plantation Agency of Kotawaringin Timur) on 15 April 2015 suggested that the authority over the issuance of Land Use Title for the area ≥200 Ha is held by the National Province and of Jakarta Main Office. In the meantime, the information on the Status of the Forest Area and the Provincial Spatial Plan of Central Kalimantan Province is declared unfinished. The involved institutions (regional government and Plantation Agency) have not gained any current information on the process of Land Use Title acquisition for several oil palm plantation companies operating in Central Kalimantan.

Proof of legal demarcating boundaries used by the management of PT Agro Bukit is in the form of boundary poles maintenance based on cadastral map for the areas dedicated to being certification scope are. The boundary poles that are currently maintained are temporary (not permanent) since the process of Land Use Title issuance is still ongoing.

During the period of 2013 – 2014, there have been reports on claims over land filed by certain groups of people against PT Agro Bukit for an area of ±3,200 Ha. Proof of documentation on such chronology has been presented to the auditor team during the Stage-2 activity. The Management Unit of PT Agro Bukit has also displayed the disputed areas that have been accurately mapped using WEBGIS database system. The result of mapping study showed that the disputed land is the one that has been compensated for and the settlement has been paid to the legitimate land owners.

On 15 April 2015 the auditor team has made necessary clarification for local government institution (Land Agency Office of Kotawaringin Timur Regency), *Balanga* NGO, and the Head of Pasir Putih Village. Another one for Head of Bagendang Villa and Head of Mentaya Hilir Utara Sub-district has also been done on 16 April 2015. According to the interviews; PT Agro Bukit has performed the procedure for a participatory land dispute settlement using arbitration meeting with the complainant, Dayak Customary Council, and regional government at the Regent's office on 5 November 2014.

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.

Furthermore, the Management Unit of PT Agro Bukit has gone through the phases of socialization to all impacted parties during the initial stage on the estate's establishment including through print media (local newspaper "KALTENG POS") on 15 March 2005 and through Public Expose on 23 April 2005 which was attended by heads of village and local communities that were impacted by the construction of the estate.

Even though the process of land acquisition has been carried out by the management unit of PT Agro Bukit for 7 years (from the 2005 until 2012), still during said period there were repeated claims reported over the same area of land. To sort this out, the company keeps all necessary evidence that can be accounted for, such as Map of the acquired areas with all of their proof of compensation receipts, list of names of land owners, and other supporting documents.

The Management Unit of PT Agro Bukit has also displayed the disputed areas that have been accurately mapped using WEBGIS database system. The result of mapping study showed that the disputed land is the one that has been compensated for and the settlement has been paid to the legitimate land owners.

The following data is from the *GRTT* (Compensation for Planted Crops) Recap for the period of 2005 – 2011 (Data of Land Payment by PT Agro Bukit – PR Department):

- 2005: 1,466 land owners (9,671.40 Ha)
- 2006: 757 land owners (10,287.60 Ha)
- 2007: 161 land owners (327 Ha)*
- 2008: 63 land owners (184.5 Ha)*
- 2009: 127 land owners (1,212.20 Ha)*
- 2010: 5 land owners (3,703 Ha)*
- 2011: 245 land owners (5,300.60 Ha)*

*) indicates the compensation paid to the land that was claimed repeatedly.

PT Agro Bukit has had procedure to deal with the land conflict as described on the SOP of Grivance Handling in Document No. CSR 8 Version 1 dated July 1st 2010.

On 15 April 2015 the auditor team has made necessary clarification for local government institution (Land Agency Office of Kotawaringin Timur Regency), *Balanga* NGO, and the Head of Pasir Putih Village. Another one for Head of Bagendang Villa and Head of Mentaya Hilir Utara Sub-district has also been done on 16 April 2015. According to the result of interviews, PT Agro Bukit has performed the procedure for a participatory land dispute settlement using arbitration meeting with the complainant, *Dayak* Customary Council, and regional government at the Regent's office on 5 November 2014.

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.

The management unit of PT Agro Bukit (mill and estate) keeps a company's 3-year period business plan as described in the 2015/2016; 2016/2017; and 2017/2018 Financial Projections, with the following details:

- Sales (Total CPO, Total PK, Total PKE, Total PKO).
- Cost of production (a) own crop : mature upkeep, fertilizer cost, research and developing cost, harvesting and general overheads, mill processing and fixed cost, mill variable cost, mill general Overheads, Kernel Crushing Plant (KCP) processing fixed cost, KCP Variable Cost, KCP General Overheads. **(confidential)**
- Operating Expenses includes share of profits, agency fees and cost recovery, administration expenses, training, CSR and foundation expenses, depreciations. **(confidential)**
- FFB Price (Rp/Mt), CPO Price (Rp/Mt) and PK Price (Rp/Mt).
- CPO revenue, PK revenue, FFB revenue.
- Profit/(lost) before tax and Profit/(lost) after tax. **(confidential)**

As for the replanting plan, the Estate's management unit of PT Agro Bukit has the data of oil palm planting years, for the years of 2005, 2006, 2007, 2008, and 2011. This suggested that the replanting program is not yet necessary and not yet applicable until the next 5-year period.

Status : Comply

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

4.1
Operating procedures are appropriately documented and consistently implemented and monitored.

PT Agro Bukit has an SOP that systematizes the Agronomical activities from the land clearing until harvesting and transportation. Said SOP is refers to the followings;

1. **Acceptance and Implementation PT Agro Harapan Lestari (PT AHL)**, authorized on 30 Juli 2010 by Deputy Head of Plantation Operation, Regional Controller-New Development, Head of Finance-Plantation Operations, Chief Risk Officer, Management Accountant-Systems and Process and Senior Manager-Control Assurance. SOP effective date since 15 August 2010. SOP refers to the followings:
 - a. Land clearing and development.
 - b. Nursery process.
 - c. Mature plantation operation.
2. **Agronomy Policies Document PT Agro Bukit**, authorized year of 2008 by Director of Agronomy, Goodhope Company. SOP refers to the followings:
 - a. Nursery techniques (Ref. Code: OP/C1/11/12/03).
 - b. Jungle to palm planting (Ref. Code: OP/C2/03/09/02). SOP is adopt zero burning and land clearing technique.
 - c. Road system (Ref. Code: OP/C3/05/08/02).
 - d. Water management (Ref. Code: OP/C4/03/09/02).
 - e. Planting density (Ref. Code: OP/C5/08/14/03).
 - f. Soil conservation and terracing (Ref. Code: OP/C6/09/14/03).
 - g. Legume cover crops (Ref. Code: OP/C7/08/09/02).
 - h. Planting techniques (Ref. Code: OP/C8/03/09/02).
 - i. Immature maintenance (Ref. Code: OP/C9/11/12/03).
 - j. Ablation (Ref. Code: OP/C10/03/09/02).
 - k. Harvesting (Ref. Code: OP/C11/03/09/02).
 - l. Yield projection (Ref. Code: OP/C12/03/08/02).
 - m. Pruning (Ref. Code: OP/C13/11/12/03).
 - n. Manuring (Ref. Code: OP/C14/11/12/03).
 - o. Fertilizer sampling for quality control analysis (Ref. Code: OP/C15/09/14/03).
 - p. Leaf and rachis sampling (Ref. Code: OP/C16/11/12/03).
 - q. Palm census (Ref. Code: OP/C17/03/09/02).
 - r. Supplying, infilling and palm replacement (Ref. Code: OP/C18/03/09/02).
 - s. Thinning of unproductive abnormal and etiolated palms (Ref. Code: OP/C19/03/09/02).
 - t. Weeding in mature areas (Ref. Code: OP/C20/11/12/03).
 - u. Pests and diseases (Ref. Code: OP/C21/05/14/04).
 - v. Quarterly bunch census (Ref. Code: OP/C22/07/07/01).
 - w. Palm oil mill effluent (POME) application (Ref. Code: OP/C23/05/08/01).
 - x. Organic soil planting (Ref. Code: OP/C24/07/07/01).
 - y. Wild fire prevention and management system (Ref. Code: OP/C25/05/08/01).
 - z. Modified violle method for lining planting points on terraces (Ref. Code: OP/C26/11/10/01).

The management unit of PT Agro Bukit is expected to follow up the plan of revising the SOP Manuring which relates to the period determination for the periodic soil analysis, as specified in the email dated 16 April 2015 approving that the practice of periodic soil analysis shall be performed at the initial period of the estate's establishment, every 10 years, and during the replanting activity.

SOP Agronomy is composed in both Indonesian and English. For the purpose of employees' easier comprehension, the respective SOP is being disseminated and elucidated to them through trainings and presentations given by the Assistant Agronomy and Assistant Training. The training participants are Assistant Field Manager, Estate Supervisors, and Employees.

The company is able to display the training materials that are related to the SOP Agronomy and also the attendance list; such as the one held for Manuring Technical Training on 5 September 2014, given by Assistant Agronomy and attended by 30

employees as participants.

PT Agro Bukit has an SOP and FFB reception guide until the dispatch of CPO and PKO. The SOP was composed by Assistant Mill Manager and was verified by Mill Manager. The SOP systematizes the followings;

- a. FFB Reception (security, Weight Bridge, and QC); Ref Code: 000/SOP/ABCK-14.
- b. Dispatch and Product Arrival (weight bridge); Ref Code: 001/SOP/ABCK-14.
- c. Oil Palm Fruit Grading Guide for PT Agro Bukit, issued by the Agronomy Department.
- d. Fruit reception station (loading ramp FFB, FFB Hoper, transfer carriage); Ref. Code: 001/SOP/ABM-13.
- e. Sterillizer station; Ref. Code: 001/SOP/ABM-13.
- f. Fruit handling station; Ref. Code: 001/SOP/ABM-13.
- g. Pressing station; Ref. Code: 001/SOP/ABM-13.
- h. Clarification station; Ref. Code: 001/SOP/ABM-13.
- i. Kernel recovery station; Ref. Code: 001/SOP/ABM-13.
- j. Water treatment plant; Ref. Code: 001/SOP/ABM-13.
- k. Boiler station (ketel uap, daerator, internal water treatment, feed tank and emergency stop boiler); Ref. Code: 001/SOP/ABM-13.
- l. Engine room (generator set diesel-400 kW dan 700kW); Ref. Code: 001/SOP/ABM-13.
- m. Engine room (turbin uap); Ref. Code: 001/SOP/ABM-10.
- n. Final effluent plant; Ref. Code: 001/SOP/ABM-13.
- o. Menentukan mutu kernel (penerimaan); Ref. Code: 01/SOP/ABK-10.
- p. PK intake station; Ref. Code: 001/SOP/ABK-13.
- q. Oil recovery station (COT, leaf filter, oil transfer tank); Ref. Code: 001/SOP/ABK-13.
- r. PKE store (processing, non-processing and PKE despatch); Ref. Code: 001/SOP/ABK-13.
- s. Sounding CPO/PKO (storage tank); Ref. Code: 001/SOP/ABCK-14.
- t. Despatch CPO and PKO (security, weight bridge and despatch); Ref. Code: 001/SOP/ABCK-14.

The company has its own internal audit teams to perform the control over the operational of both the estate and the POM. One of them is the team from agronomy department. There are samples of audit reports from the agronomy department for the period of April 2014 to March 2015 which cover the following matters;

- Fruit grading at the POM, which is done by four graders to identify fruit's core. For the FFB from own estate transported by trucks, 50 bunches are taken from each truck for sampling, while for the FFB from outside estate, the sampling is taken from 100 bunches per truck.
- Fertilizing efficiency for each estate.
- General upkeep at the estate.
- Harvesting recovery efficiency using Harvesting Efficiency and Mice Attack Assessment Form, and also the results from block condition observation.

The results of said internal agronomy audit are submitted by the assistant agronomy to the General Manager, the Estate Manager, and the Mill Manager to be followed up. There is sample of email dated 4 April 2015 from assistant agronomy manager to his/her superior regarding the result of harvesting quality audit to be responded on 4 April 2015 to be followed up on the loose fruit audit result at TPE.

Other than that, the quality of harvesting path is also being inspected by the estate's officials, namely harvesting supervisor, assistant manager, and manager; in accordance with the amount of inspection target in each day. The management unit of the estate has presented the samples of harvesting path inspection results at Group 2 SBE on 15 April 2015, which was conducted by the Harvesting Supervisor and was verified by the Field Assistant and the Estate Manager of SBE for five harvesters.

In addition, the company also regularly monitors the work plans of both the estate and the POM on a monthly basis in the form of progress report or monthly report. There is sample of monthly report for Progress Report for the month of February 2015.

The POM has also presented the list of external FFB suppliers for the period of April 2014 – March 2015, which consisted of

13 sources supplying 15,409.76 tons of FFB.		
	Status : Comply	
4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.		
<p>The company has been practicing the management of the estate and the environment that is based on the actual field condition. Such management strategy is jointly created and monitored by the estate and the agronomy department. The following proofs shall further describe the execution of such best practice;</p> <ul style="list-style-type: none"> • Manuring recommendation that is based on leaf analysis, tissue analysis, and soil analysis for the period of 2014 – 2015. • Water management at the peat areas, that is done by constructing sluice gate, stop off, monitoring the peat subsidence, and the soil water level using subsidence pole and piezometer pole, and oil palm trees mounding at the peat areas. • Empty bunch application as organic fertilizer at the sandy and spodic soil. • POM Effluent application that is discharged to land under current permit. • Trenches construction is continuously carried out at the spodic soil areas. • Integrated Pest Management is done through pests census activity, planting beneficial plants, and utilizing barn owls as natural predators for mice. • Riparian management. <p>The company showed the documents of fertilizer recommendation & application schedule summary for 2014 – 2015 mature palms, and PT AGRO BUKIT's fertilizer recommendation & application schedule summary for 2015 – 2016 mature plantings. The documents monitor the program and the manuring realization for ongoing period. The operational period of the company is in accordance with the ongoing financial period at PT Agro Bukit, namely April 2014 – March 2015.</p> <p>Assistant Agronomy presented the email document dated 16 April 2015 sent from the board of directors of Good Hope Research Development Center, which contains the approval on the amendment to chapter 14 of SOP Fertilizer point 3.1 paragraph 2 on the soil analysis frequency, with the following detail;</p> <p>1.1 Fertilizer recommendation: Soil analysis is only emphasized at the initial development of the plantings to determinate the soil types and their related physical and chemical properties. Soil chemical and physical properties do not undergo serious change from the initial soil analysis conducted at time of development. In fact, the soil status continues to improve through the establishment of frond placement, efb and natural ground covers. However to ensure any uncertainties in the soil nutrient status, it is recommended to carry out soil analysis once every 10 years i.e. one at the initial development of the planting, 10 years after plantings and at the time of replanting. For land application of POME, soil analysis is conducted annually.</p> <p>The company does not have any replanting plan for the next three years.</p>		
	Status : Comply	
4.3 Practices minimize and control erosion and degradation of soils.		
<p>The management unit is able to present both the peat nature map and the soil map, with the following details;</p> <ul style="list-style-type: none"> • PT Agro Bukit's Peat Nature Map using the scale of 1:60,000 (from Geodatabase of PT Agro Bukit) provides information on the four distributions of peat's depth (0.5 – 1.5 m covering an area of 457 Ha; >1.5 – 3 m covering an area of 913 Ha; >3 – 5 m covering an area of 1,906 Ha; >5 m covering an area of 3,570 Ha; and mineral 7,084 Ha). • PT Agro Bukit's Soil Map using the scale of 1:60,000 covering an area 13,930 Ha from Geodatabase of PT Agro Bukit provides information on the types of soil at the estate's operational area, i.e.: mineral 4,760 Ha, spodosol 901 Ha, hemist peat 5,273 Ha, saprist peat 1,111 Ha, and others/no info 1,885 Ha. <p>According to the respective map, the types of soil categorized as delicate soil are peat soil, spodosol soil, and sandy soil. Additionally, the company has a soil management group map in a scale of 1 cm for 500 m issued by GIS/GPS Manager, which contains the information on the types of soil and the area that they cover inside the operational area of PT Agro Bukit.</p>		

Based on the study on topographic map included in the 2007 Soil Survey Report, the slope level of PT Agro Bukit's estate ranges between 0° and 6° (flat to undulating). The study did not find any area with more than 40% sloping.

Each estate has its own road maintenance program, such as a road maintenance program at SBE for the financial year from April 2015 – March 2016 which covers block lateriting activity for 5,854 m of MR and 19,660 m of CR, along with its *ritaseof* laterit needs.

The current road maintenance program that has been carried out until April 2015 is the 10 km long of grading and compacting. The management unit of SBE has also presented the realization map of road repair for the period of April 2013 – March 2014 that has been ±90% completed.

PT Agro Bukit is conducting the monitoring of water surface inside the trench at all blocks except for the blocks dominated by mineral/sandy soil. The water surface adjustment ranges from 50 to 70 cm. the company showed the location map for water surface monitoring spots (49 spots at Sungai Binti and 24 spots at Tanah Putih), sluice gates (128 locations at Tanah Putih and 338 location at Sungai Binti), and Piezometer (12 spots). The map also contains all of important information from the measuring results at each location.

The field observation suggests that the company has been practicing both water management and peat land management. The visited locations are as follow;

- **F11 Division 3 TPE.** Observation on the water level management, where the water table indicated the level of 40 cm above the ground.
- **Peat subsidence Block F13, Division 3 TPE.** Type of soil is hemist peat; there were 3 cm of subsidence from the measuring result during 2014 – 2015.
- **Piezometer at Blocks D40 & D41, Division 4 SBE and Water Level.** The water table showed the level of 30 cm above the ground.
- Field visit to SBE suggested that SBE is currently mounding (piling up) the oil palm trees at Block D41 using mini excavator in collaboration with the contractors.
- Field visit to Block M26 TPE suggested that the main sluice gate connecting the water trench at the estate and the creek of Lenggana River is in a well-maintained condition.

The peat subsidence monitoring activity has been performed since the year of 2008. The results revealed that the peat surface subsidence rate has reached 5.35 cm at SLE estate, Division 2, Block J31 for the hemist type peat, which is still under the threshold limit of 7 cm per year, as specified in the Government Regulation No. 150 year 2000.

Subsequently, the accountability report shall be prepared on a monthly basis, which contains the water management activities, i.e. Water Management Monthly Progress Report.

Moreover, the company also keeps several maps related to water management at peat land, i.e.;

- Measuring Area Plotting using Piezometer in March 2015.
- Measuring Area Plotting using water level gauge in March 2015.
- Distilling Drain – Water Management of PT Agro Bukit in March 2015, which contains the illustration of water flow and drainage at the peat land and mineral land. The visit to Block M26 SLE suggested that there is a main sluice gate connecting the water flow from the estate's block to Lenggana River.

The document study revealed that the oldest planting year of the oil palm trees at PT Agro Bukit is from 2005 (10 planted years). The company does not have any replanting plan in its first 3-year long-term plan, which makes it still impossible to do any assessment on the exhaustion level.

The company has a management strategy for the areas managed as delicate soil or marginal soil, which is included in the document of Table 6a on soil and water management for oil palms, consisting of 10 management groups, soil mapping unit, soil main boundary, and soil & water management recommendation.

The visit done the planting area of Block B21 that is categorized as spodic soil exposed the following management activities executed by TPE so far; constructing continuous trenches stretching inside the block in a ratio of 1:16; empty bunch application; trial of palm bunch ash waste for fertilizer; cover crop planting; selective spraying; and leaving *Nephrolepis sp* to grow as cover crops.

The company has presented the document of Immature Development (2006 – 2008) for all four estates owned by PT Agro Bukit which provides information on the planting area of *leguminous cover crops* (LCC) and the materials used; i.e. *Pueraria javanica* (PJ), *Calopogonium muconoides* (CM), *Calopogonium cerealum* (CC), and *Mucuna bracteata* (MB). For example at SBE there is 2,392 Ha land that is planted with legume cover crops with the following details; PJ 2,914 kg, CM 10,475 kg, CC 2,465 kg, and MB 26,242 trees. Another example is at TPE, where an area of 2,404 Ha is planted with PJ 822 kg, CM 3,179 kg, CC 2,205 kg, and MB 2,985 trees.

Status : Comply

4.4

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

The following efforts has been done by PT Agro Bukit in order to protect the water flow;

- The company issued an environmental policy which contains the following matters;
 - Prevent pollution by minimizing waste emission to air, land and water.
 - Comply with all relevant local environmental regulations, laws and environmental codes of practices, as a minimum performance standard and try to adopt some better practices in palm oil industry.
 - Continue to improve environmental performance through the setting of environmental objectives.
- Establishing the riparian as HCV area.
- Prohibiting the use of chemicals at the riparian area that has been established as HCV area.

The result of the visit to Sungai Lenggana Estate showed that the creek's riparian area is not planted with oil palm trees and that the condition of cover crops is dominated by shrub. To ensure that the plantation activity does not generate any negative impacts towards water, the company performs a river water quality monitoring once every 6 months.

The monitoring is conducted at 4 locations, namely Sungai Lenggana upstream; Sungai Lenggana downstream; Sungai Lenggana creek at Block L25; and Block D42 of Sungai Binti. The results of such monitoring are evaluated in accordance with the environmental quality standards. The latest study result (October 2014) suggests that the operational activities of PT Agro Bukit did not generate any negative impacts on the quality of water.

The effluent generated from Sungai Binti Mill is treated at WWTP pond prior to being applied onto land (for Land Application). To ensure that the quality of effluent applied onto lands consistent with that of quality standard, Sungai Binti Mill performs an effluent monitoring on a monthly basis at the outlet pond. The results of such monitoring during July 2014 – March 2015 showed that the BOD parameters still met the quality standard.

Furthermore, Sungai Binti Mill is also performing the monitoring of water volume used in the oil palm processing activity. The result of the visit showed that there are 3 flow meter tools that are used to measure the use of water, i.e.; process water, boiler water and domestic water. All the three tools are in good condition and well-functioning. The result of water usage monitoring revealed that during the period of April 2014 to March 2015 there were on average 0.41 – 0.91 m³ of water used per ton FFB.

Status : Comply

4.5

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

The Pests & Diseases Early Control Program is carried out through ACA System (Alert, Census, Action), as described in the following points;

- Early Warning System (detection) for leaf-eating caterpillars & mice through visual observation conducted by 4 members of staff from Agronomy Department, which are randomly assigned every months at four estates. The observation is used as the basis for further census & evaluation. Such early warning system is given through visual observation on the attacks on the trees planted on the side of the roads using the pre-determined threshold points, i.e.; small leaf-eating caterpillars are 10 larvae per frond while the big ones are 5 larvae per frond; there are mounds on oil palm trees for termite attacks; minimum of 5% of attacks from the census result for mice; and for Asiatic rhinoceros beetles, 5% of attacks happen to Immature Plants and 10% to Mature Plants.
- Monitoring the mice that are done through grading stage at PKS and grading at TPH, as well as the harvesting path done by the estate.
- Conducting biological pest control, such as planting the beneficial plants (*Cassia cobanensis*, *Antigonon leptopus*, and *Turnera subulata*) to deal with the leaf-eating caterpillars, utilizing barn owls (*Tyto Alba*) to control the mice population.

- Pheromone trapping (*pherotrap*) installation to control the rhinoceros beetles, and picking the larvae of said beetles done in bulk system at the empty bunch blocks.

The visual monitoring on the leaf-eating caterpillars and *Oryctes* sp is conducted randomly throughout the estate by the Assistant P&D under supervision of Assistant Agronomy, assisted by 4 members of staff.

If the *UPDKS* attacks are found, a census using each pre-determined threshold is performed. When the attacks are more than the threshold, then the next practical control system is the trunk injection.

The information given by the Assistant Agronomy revealed that there has never been any pest control using fogging system in the past two years, other than that the trunk injection system using *acephate* 45 solutions. The census activity is continued after said injection activity is completed to identify its effectiveness.

Below is the result of pests & diseases monitoring in March 2016;

- There are 3,311 kg of *Oryctes* sp's larva picked from the trees at 4 estates.
- Beneficial plants *Cassia* sp are planted on collection roads until March 2015 in these locations; TPE 14 CR and SBE 14 CR.
- The result of *UPDKS* population monitoring in March 2015 is as follow; the population of said caterpillars are still low at TPE & SBE that there is no chemical control done by injecting the oil palm trunks. While at SWE, the trunk injection is given to trees at Blocks G12-G14, H16, H18, I16-17, K16-17, K20-21, and full treatment is given to trees at Blocks J14-15. Visual monitoring on the leaves is still well performed. SLE gives full treatment of trunk injection to trees at Blocks G25-27 and K26-29.
- The census spots of leaf-eating caterpillars after the trunk injection on 14 April 2015 at outer and middle interrow of Block I13 SWE showed that the percentage of the larvae existence is 0.1%.
- Samples of documentation on the releasing activity of insects *Sycanus dichotomus* as main predators of leaf-eating caterpillars at Block F13-14 at SLE on 20 January 2015.
- Monitoring barn owl boxes.

The company presented the training documentation in 2014, which is the training for bagworm and nettle caterpillar's control (trunk injection) on 4 July 2014 at TPE by the Assistant P&D, attended by 11 employees; on 5 July 2014 at SWE attended by 13 employees, and on 7 May 2014 at SLE attended by 6 participants.

Status : Comply

4.6

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

The table below lists down the names of pesticide used by PT Agro Bukit with their official registration numbers issued by relevant institutions;

No.	Brand Name(s)	Active Ingredient(s)	Registration No.
1	Supretox 276 AS Amiphosate	Paraquat Dichloride Glyphosate Isopropylamine	RI.01030120042037 RI.01030120041949
2	Amiron 20 WG Sahara 20 WG	Metsulfuron Methyl Metsulfuron Methyl	RI.01030120062207 RI.01030120072915
4	Abolisi 865 SL	2,4-D dimethylamine	RI.01030120062199
5	Triester 480 EC Dalopir 480 EC	Triclopyr Butoxyethyl Ester Triclopyr Butoxyethyl Ester	RI.3087/1-2008/T RI.01030120052256
6	Capture 100 EC	Cypermethrin	
7	Regent 50 SC	Fipronil	RI.01010119951192
8	Manthene 75 SP	Acephate 75%	RI.01010120072671
9	Oryctes pheromone	Ethyl-4-Methyloctanoate	RI.01070120124253
10	Racumin 0,75 TP*	Coumatetralyl	RI.011201197477

PT Agro Bukit presented the record of pesticides used during monthly variance analysis meeting, where one of the information shared is the one related to Pesticide Toxicity Units monitored (LD50) at Tanah Putih Estate (until March 2015), which are;

- 0.00000000153 kg of *Amiphosate* per ton FFB

- 0.00000088320 kg of *Amiron* per ton FFB

Moreover, PT Agro Bukit also presented the document of herbicide recommendation that is used based on the age category of the trees (nursery; <18 months; 18-38 months; and TM/mature). The recommendation was prepared by Agronomy Manager – Crop Protection. According to the upkeep monitoring study, the use of pesticides has been consistent with the established dosage.

The variance analysis report from 2013 to March 2015 showed that the company has reduced the application of paraquat in PT Agro Bukit area, as seen in the table below;

Financial Year	Order Supretox 276SL Order (litre)		
	Actual	Planning	Budget
2013/2014	5,021	4,073	5,895
2014/2015	1,449	2,002	3,921

Furthermore, the company is also able to present the decreasing trend of the use of *rodenticide* containing active ingredient coumatertalyl. The census suggested that the mice attacks were above the threshold level, hence the use of said chemical in a campaign system reducing the attacks up to 20% below the threshold. The samples below show the execution of such campaign system in Blocks C25 – C36;

- Campaign No. 1 was conducted on 1 December 2014 using 280 kg of chemicals.
- Campaign No. 2 was conducted on 5 December 2014 using 201 kg of chemicals.
- Campaign No. 3 was conducted on 9 December 2014 using 115 kg of chemicals.
- Campaign No. 4 was conducted on 13 December 2014 using 57 kg of chemicals.

The management of pesticide storage and usage in PT Agro Bukit has been carried out in accordance with the activity risk analysis and in compliance with the applicable regulations. The following proofs shall confirm such claims;

- The company has conducted the certification training for restricted use of pesticide containing active ingredient paraquat, which was involving the manufacturers and the fertilizer & pesticide commission of Central Kalimantan Province on January 2015. Sample of certificate is available by the name of *Nani Susila*, certificate No. 520.029/004/PPP.KP.VII/2015.
- The field visit has confirmed that the company provides all necessary work tools and personal protective equipment for all spray workers, consisting of goggles, mask, cloth gloves and rubber gloves, apron, and boots. Once the spraying activity at a certain estate's block is completed, a warning sign shall be installed there.
- After that, the spraying solution is prepared by special member of staff using a special trailer in premix system. The company also equipped the spraying team with necessary First Aid Kit, which is kept by the spraying supervisor; and provides clean water supply and soap to wash hands.
- Spraying team's uniforms are cleaned and stored at a special storage.
- The visit to the Hazardous Waste Warehouse at SBE and TPE revealed that the company provides the MSDS for each types of pesticide used.
- Based on field interviews with workers spray in block F35 Division 3 Sungai Binti Estate, a team of workers spray understands emergency handling of pesticides used.

According to information given by the Assistant Agronomy, in the past two years the pesticide application for bagworm control was not done via airborne, but rather by trunk injection.

The results of waste source identification in accordance with the SOP for Waste Management (No. SOP-WM-01, Revision 02, 26 March 2013) showed that the waste has been properly managed, such as hazardous waste including used pesticide packaging which is stored at a licensed warehouse prior to being transported by a licensed third party.

The visit to Hazardous Waste Temporary Warehouse at Central Workshop confirmed that all used pesticide packaging are stored in a licensed temporary warehouse. The management unit has documented all hazardous waste being store there and the one gathered by the collector. All pesticides, on the other hand, are being stored at a special warehouse.

The Management Unit has also conducted training for spraying workers on how to handle pesticides, such as the one held on 10 September 2014 which was a training for PPE usage and pesticide application; and also the one on January 2015 for certification of restricted use of pesticides containing active ingredient *paraquat* which was involving the manufacturers and the

Fertilizer & Pesticide Commission of Central Kalimantan Province.

All spray workers have gone through health checkup performed by the company's doctor, which focused on cholinesterase and dermatosis tests. The test results from January and February 2015 on spray workers at Tanah Putih Estate showed that the general condition of the workers were good as the company's doctor did not find any worker suffering from any indication of Occupational Diseases.

All works at PT Agro Bukit that are related to the use of pesticides was not be executed by pregnant and breastfeeding female workers. This is reinforced by the proof of pregnancy test taken in January and February 2015 and the observation results done during the spraying activity at Block F35 Division 3, where no pregnant workers found working at the work unit of both Tanah Putih Estate and Sungai Binti Estate. In addition, the result of interviews with spray workers have confirmed that all workers have fully recognized the policy of not assigning any pregnant and breastfeeding female workers to any works related to chemicals.

Status : Comply

4.7

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

The company has an OHS Policy that was authorized by the Vice President on 25 March 2013. The OHS Policy is part of the company's commitment to providing guarantee on occupational health and safety for all employees in performing their job; as well as its determination in reducing the number of occupational accidents and in preventing any injuries and occupational diseases. The OHS Plan is stipulated in the Monthly Work Program of the Guiding Committee of Occupational Health and Safety. Sample can be seen in the monthly work program for March, which covered OHS Briefing, OHS Inspection, MCU, LOTO Procedure Training Inspection, and Hazardous Waste Management Training.

Hazard Identification Risk Assessment & Control (OHSMS-01) approved by Management Representative on June 3rd 2013. The method used in this procedure has three steps: (1) identification of hazard and potential effect, (2) assessment of risk level, (3) use of information on OH&S hazards and risk. This procedure produces a list of acceptable and unacceptable of OH&S risk. This information is used when determining controls. All unacceptable risk shall be reduced to the level of acceptable by additional risk control measures or an Improvement Program. Develop the details program in the appropriate column according to the following hierarchy: (a) elimination; (b) substitution; (c) engineering control; (d) administration control; (e) Personal Protective Equipment (PPE). For example HIRADC for harvesting; potential hazard is unsafe position when cutting FFB; potential effect is crushed FFB with risk bruised, injury, fracture, and permanent disability; determining control are work based on procedure, PPE and training; risk acceptable.

The Management Unit has given the training for safe work practices to all workers in a form of safety briefing at each unit every month with the materials including how to correctly apply PPE, MSDS, First Aid procedure, and accident response, safe work practices for harvesting, manuring and spraying.

The proper protection equipment has been supplied by the management unit based on the risk level of each job. The observation done at Division 3 Sungai Binti Estate Blocks F29 and F31 also confirmed that all harvesters have been properly equipped with PPE, i.e. helmet, goggles, and boots; while all spray operators have been equipped with goggles, mask, cloth gloves, rubber gloves, apron, and boots as their PPE. Moreover, the engine room at the POM has also been equipped with sound-proof room panel specifically built for operators, in order for them not to be directly exposed to the noise level that exceeds the Threshold Limit Value (NAB) during their work. Earmuffs are given to the operators as part of their PPE during generator inspection outside the panel room.

The Guiding Committee of Occupational Health and Safety as OHS organization that was established by the Management Unit, is responsible for ensuring that the OHS is applied to all operational activities of both the POM and the estate. The GCOHS holds regular meetings to discuss any issues related to OHS, such as the one held on January 2015 that was discussing inspection results, work program plan, and occupational accidents. In addition, as part of the compliance with regulations, OHS Committee the quarterly reports of its activities to the *Social and Labor Agency* of Kotawaringin Timur Regency, (Report from the period of October – December 2014, proven by the receipt of Document No. 176/ABCK/II/2015 dated 20 January 2015).

The company has a procedure for Incident Investigation (OHSMSM-P09) that was authorized by the Management Representative on 15 January 2015. The document explains in a plain language easily understood by the workers the types of occupational accident, i.e. first aid, minor accident, major accident, and fatality. The accidents/incidents that are considered Minor, Major, and Fatality shall be reported in 24 hours. Incident Investigation Report is prepared by the Investigation Team (EHS Dept. and Medical Dept.) and shall be reported to the GM, Plantation Manager, Estate Manager, HR Dept. and Medical Dept. Every occupational accident handling and occurrence shall be periodically reviewed by the management in the OHS Committee regular meeting.

The Management Unit has given First Aid training to employees (Supervisors) on the operational activities at the POM and the Estate on 29 March 2014. The field observation result suggested that Spraying Supervisor at Block F35 Division 3 Sungai Binti Estate has been equipped with First Aid Kit and that the same Kit is available at the POM. However, the Management Unit still needs to confirm on the availability of the Kit at the work units of the POM and the Estate, which should be in accordance with the recommendation from the company's doctor. (**Observation**).

Furthermore, the company has also enrolled its employees in insurance program for occupational accident provided by the BPJS Employment for the months of January and February 2015. The premiums have been paid on 10 February and 10 March 2015 with the number of employees enrolled corresponds to the number of existing employees.

The workers on the high noise level are provided with audiometry test on December 2014. The result showed that the general condition of the workers were good as the company's doctor did not find any worker suffering from any indication of Occupational Diseases.

The Management Unit presented the record of Total Accident Statistic of PT Agro Bukit for the period of April 2014 to March 2015. Total Accident Statistic provides information on the number of major accidents, the number of minor accidents, the total lost time injury, the accident frequency rate (total number of major accidents in every million working hours), accident severity rate (total number of lost days in every million working hours) and Safe – T – Score (A value to measure an improvement in a safety implementation).

Status : Comply

4.8

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

The company has prepared a formal training program, which covers the entire aspects of RSPO Principles and Criteria, based on the results of employee training needs identification described in the document of EHS Training Plan for the year of 2015/2016. For example; the training program for the month of July 2015 consists of the trainings for RSPO/ISPO Principles & Criteria, Building Emergency Fire Response Plan Procedures and use of fire extinguishers, spill prevention, and response procedure.

The records of the aforementioned trainings are available in the forms of attendance list, training materials, training evaluation, and training certificates, which are documented by the Training & Development Dept.

For example; Training for General Workers – Estate, held on 8 November 2014 for working at height training; 9 October 2014 for LOTO training; and 4 October 2014 for Construction & Building Work Safety.

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 Agro Bukit has done the identification of possible impacts generated by the operational activities of both the estate and the palm oil mill. The results of such identification were described in the EIA document. Said document also describes all necessary management actions that need to be taken in order to reduce the negative impacts and to improve the positive impacts. The EIA Document kept by PT Agro Bukit has been authorized by the Regent of Kotawaringin Timur under document

no. 03/Komisi-Kotim/VIII/2006 on 7 August 2006. The document covers an area of $\pm 13,930$ Ha of oil palm plantation and the processing mill with a capacity of 90 tons FFB per hour.

Even though the management unit has conducted the environmental management and monitoring activities, there are still a number of monitoring results that are not being reported in accordance with the existing EIA Document. Such monitoring results are Cultural Values and Norms and Dissociative Process/Social Conflicts. Based on said explanation, a **Non-conformance No. 2015.01 with Minor category** is declared. The results of the environmental management and monitoring are regularly reported every 6 months to the Environment Bodies of Kotawaringin Timur Regency, such as the Report from the Second Semester of 2014 that was reported on 27 February 2015.

5.1.3	Status : Non-conformance No. 2015.01 with Minor category
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5.2	The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced
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PT Agro Bukit has conducted the HCV Identification on August – September 2009 which was executed by the RSPO Approved Assessor. The identification was conducted using the 2008 Guide for High Conservation Value Area (HCV Toolkit) in Indonesia involving various parties, namely the community, mass media, education consultant, and NGO.

The identification activity managed to locate a total of 598.49 Ha of HCV area laid out throughout the estate. In addition, several RTE species were also identified during the activity, namely Dark Red Meranti (Kayubatu - *Shorea elliptica*), Red Lauan (Pelepek - *Shorea pauciflora*), and Orangutan (*Pongo pygmeus*).

In order to protect the HCV area, the management unit has determined that the HCV area to be managed for this audit scope is 552 Ha.

The following management actions are taken by the company to preserve the HCV area;

- Marking the HCV area boundary.
- Installing and maintaining the identity sign boards.
- Preventing and controlling the land fire hazard by conducting regular patrol during dry season.
- Inventory and identification of land closure.
- Rehabilitation and enrichment of the species at degraded areas.
- Dissemination for the community, employees, and the management on a certain level.

The visit to the HCV area at the riparian of Lenggana river revealed that the area is not planted with oil palm trees and the land is mostly covered by shrubs. Another visit to the HCV area at Sundaland Heath Forest (Kerangas Forest) also showed no oil palm trees planted there, as the land is still mostly covered by natural vegetation.

PT Agro Bukit has always conducted the dissemination to all workers for the HCV protection. The dissemination is done orally and through installation of posters containing information on the types of species that are protected. The sanction is also imposed on any violation against informed prohibition. The sanction is given in accordance with the company's regulation specified in the PP, Article 65 on 2nd Degree Infringement and Sanctions with 1st Warning Letter.

The company will issue the first warning letter for employee who violates the work order, such as doing activities irrelevant to his/her main job in order to gain personal advantage inside the company. Other than that, the HCV sign board also mentions similar point, saying "any violation will be reported to the authorities and will be penalized under criminal threats and will be fined in accordance with the Statute No. 41 year 1999".

The Management Unit of Agro Bukit has settled all compensations for all managed HCV area. There is no local community's right exists in the identified HCV area.

Status : Comply

5.3	Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.
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The management unit of the estate and the POM has identified the sources of waste and their management in accordance with the SOP for Waste Management (No. SOP-WM-01, Revision 02, 26 March 2013). The identification result showed that the waste generated by the company has been properly managed, as illustrated below;

- The effluent is managed at the WWTP pond prior to being utilized at the oil palm plantation.
- Hazardous waste, including used pesticide packaging, used oil, contaminated oil filters are managed and stored at a licensed warehouse prior to being transported by a licensed third party.
- The mill's solid waste in the forms of shells and fibres is being utilized as boiler's fuel.
- The mill's solid waste in the form of empty bunches is being utilized as mulch at the estate.

The hazardous waste generated from the operational activities of both the estate and the POM is stored at a licensed warehouse. PT Agro Bukit has built the Hazardous Waste Temporary Warehouses with the license issued by the Regent of Kotawaringin. There are two locations of such warehouse; one is at Sungai Binti Mill and the other is at Central Workshop. Moreover, PT Agro Bukit also collaborated with the licensed collector, namely PT Nazzar, as stated in the MWA No. 04/PLB3/EHS-PTAB/06/13 dated 1 June 2013.

The visits to the hazardous waste temporary warehouse at Sungai Binti Mill and the one at Central Workshop, also the visits to Sungai Binti Estate and Tanah Putih Estate have all confirmed that the hazardous waste generated by the company is stored at the licensed warehouse. The management unit has documented all the waste that is stored at the temporary warehouse and the one that is picked up by the collector.

The results of document study and the visits to the site showed that the waste generated from the operational activities of both the estate and the mill has been properly managed in accordance with the existing plans, as illustrated in the below examples;

- The effluent is managed at WWTP Pond prior to being applied on to land. The visit to the WWTP showed that the effluent generated from the operational activities of the mill is processed in the WWTP pond prior to being applied onto the oil palm plantation. PT Agro Bukit has obtained the license to do such land application for the effluent as stated in the Decree of the Regent of Kotawaringin Timur No. 188.45/170/HUK-BLH/2014 dated 30 April 2014.
- The empty bunches are applied onto land. The visit to Sungai Binti Mill showed that the empty bunches is utilized as mulches at the estate/land. Sungai Binti Mill has documented such solid waste application in a monthly report; such as the one from the month of March 2015 that reported as much as 5,158.89 tons of empty bunches have been applied onto land.
- The visit to Sungai Binti Mill also showed that the shells and fiber are used as boiler's fuel. Sungai Binti Mill has also recorded such activity, as can be seen in the record from the month of March 2015, which reveals that as much as 3,686.42 tons of fibers and 1,843.21 tons of shells have been utilized as boiler's fuel.

	Status : Comply	
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5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.

Sungai Binti Mill has been utilizing renewable energy sourced from the shells and fibers for boiler's fuel. The use of such renewable energy source is able to reduce the use of diesel fuel for generators in the oil palm processing activity. Furthermore, Sungai Binti Mill has also documented the usage data of said renewable energy source, the fossil fuel used, and the efficiency analysis of the use of said renewable energy. According to the data from December 2014, Sungai Binti Mill has used the energy as much as 36.91 kWh/ton FFB with 28.46 kWh/ton FFB was sourced from the turbine, and the remaining 8.45 kWh/ton FFB was from the generator.

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

The field observation at planting blocks at SBE and TPE has discovered the stumps of timber trees, indicating that the land clearing was conducted mechanically without burning.

Moreover, the document study of planting year distribution at PT Agro Bukit suggested that the oldest planting year was the

year of 2005, while the youngest was 2011. Therefore, the company's 3-yearly long-term action plan does not include any plans for replanting activity.

Status : Comply

5.6

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

PT Agro Bukit has done an identification of pollution and emission sources at the Palm Oil Mill, which is documented in the SOP for identification, Mitigation, and Calculation of Greenhouse Gas Effect, No. SOP.EHS.GHG-01 (Rev-00). The SOP was authorized on 8 April 2014.

The management unit has calculated the greenhouse gas emission for the period of January – December 2014 using the Palm GHG Calculator. According to the calculation results, the GHG emission released by the company's own estate was 0.86 t CO₂e/ t FFB; while the GHG emission from external estate was 23.99 t CO₂e/ t FFB; and the emission from the POM was 2.21 t CO₂e/ t FFB. The results of GHG calculation for the period of January – December have been reported to RSPO Secretariat and to the RSPO on 15 May 2015.

Status : Comply

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

6.1

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

The management unit keeps documents that explain the social impact identification, namely:

- EIA Document of PT Agro Bukit, which covers a 13,930 Ha of oil palm plantation and a processing, mill with a capacity of 90 tons FFB per hour. This document was authorized through a Decree of the Regent of Kotawaringin Timur No. 04/komisi-kotim/VIII/2006 on 7 August 2006.
- SIA Document that was composed by PT Agro Bukit together with Faculty of Forestry of IPB in 2011. The respective SIA has covered both positive and negative impacts on social aspect resulting from the activities of the plantation and the mill.

The process of composing said document has involved all impacted parties, such as the stakeholders that were joining the meeting of EIA discussion held on 1 April 2006; and the participation of the people of Ketapang Village, Tongkang Village, and Telawang Village in the event of EIA dissemination on 31 May 2012.

In order to reduce the negative impacts and to increase the positive ones generated by the existence of the oil palm plantation business, the management has prepared the social impact management plan, which shall be effectively carried out in the year of 2015 with the following details;

- The installation of clean water facility and piping construction at Rongkang Village;
- Function hall repair and furniture addition at Penyang Village;
- Scholarship Grants for outstanding students and for underprivileged ones, given to the following schools; SDN 1 Natai Baru, SDN 4 Tanah Putih, SMPN 5 Kotabesi, and SDN 1 Penyang;
- Free medical service for the residents of Penyang Village and Rongkang Village.
- Mass circumcision event held for those underprivileged families from villages around the company.
- Catfish seed supply (revolving fund scheme) at Rongkang Village;
- Cattle supply for *Pasiha* Farmers Group at Penyang Village.

In the meantime, the activities of social impact management that were done in 2014 are as follow;

- Inventory on locations, areas, and status of the land reserved for nucleus estate smallholding and preparation for the participatory scheme development plan.
- Assistance and capital aid for artisans of plaited woven products made from Chinese water chestnuts (*Eleocharis dulcis*) at Rongkang Village.

- Local human resource improvement through work trainings for dropped-out teens at Penyang Village and Rongkang Village.
- Creating an aid teacher program for schools around the company, giving trainings to teachers, and so on.
- Providing assistance for the development of education facilities, i.e. additional classrooms, especially to villages around PT Agro Bukit.
- Providing health assistance, such as supplying milk, vitamins, immunization, and conducting fogging activity.
- Providing health checkup and medical service for the people at Penyang Village and Rongkang Village.

Up until now, PT Agro Bukit doesn't have any sharecroppers as partners. The program for such partnership with the farmers is still being formulated.

Status : Comply

6.2

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

PT Agro Bukit has a document of Environmental Management System Procedure Communication (EMS-P05, Revision 04) reviewed by EHS Department and Management Representatives on 5 February 2015.

- Aim: this procedure describes how to communicate with staff and employees in order to implement the rules of the internal company communication and also how to communicate with external stakeholder. The scope of this procedure covers but not limited to legal, environmental and social issue but excludes communication related to purchasing aspects and business contracts.
- Responsibility of : GM, EMS Management representatives, EHS Department Head, CSR Dept Head, Purchasing Dept Head, Department Heads/Engineers/Estate Managers, all staff and employees.
- Method; Internal & external communications, grievance handling, published document, and retention documents.

CSR Department also has Document No. CSR 9 version 1 on 1 July 2010 regarding stakeholder relation/communication (approved by Head of CSR and Director of Sustainability). The procedure is in English and there is no evidence of involvement or dissemination to stakeholders.

Management unit of PT Agro Bukit already has procedure regulating communication, participation, and consultation. However, the company has not been able to show whether the procedure of communication has been arranged/disseminated by involving the stakeholders or has been using language that is understandable by local community. **Based on the explanation above there is a Non-Conformance No. 2015.02.**

Company showed document of the promotion of Public Relation Manager on 22 January 2015 with the job objective: the role of the jobholder is to handle land compensation matters as per company and government policies in consultation with the GM and governmental departments.

Based on the information from Management Staff the CSR communication is under management of CSR department led by CSR Manager at the regional level, and supervises CSR assistant in each unit of estate. Special for stated in PT Agro Bukit there is CSR assistant (promoted on 16 March 2015), with the following jobdescription: the role of the jobholder is to assist the CSR manager in implementing CSR activities that have been planned at RO in the assigned SPI and surroundings.

Company showed document of stakeholder mapping of Agro Bukit Central Kalimantan updated 2015 consisting of 48 stakeholders both from 2nd level of government, sub-district, village, to the neighborhood communities to farmer group.

PT Agro Bukit has document of Environmental Management System Procedure Communication (EMS-P05, Revision 04) reviewed by EHS Department and Management Representative on 5 February 2015, where the part of methods point 8 mentioned that: All department heads/mill managers/engineers/estate managers have to document all incoming communication and need to manage the response as quick as possible or maximal 14 (fourteen) days from the date of communication received from respective person/employees or organization.

Information from PT Agro Bukit CSR assistant staff that the latest SOP dissemination regarding the revision of SOP EMS-P05 revision 04 is in the form of minutes of meeting on 26 March 2015.

Through each department, the company has recorded requests for information and responses. Communication with stakeholders surrounding the location of the estate is conducted by CSR department under supervision of CSR Manager.

Incoming information is recorded and monitored in the book of Communication and Request for Information. The flow of the information recording is as follows:

- For CSR Division, incoming requests for information are recorded in special books namely book of communication record F.07 EMS and book of Requests of Information. The books record incoming mails related to requests for information, other kind of requests and the responses. As for requests for financial assistance, it will be processed in the “green” book to record the fund assistance that has been approved.
- Based on the 2nd review of the document, for the period of January 2015 to March 2015, there were 25 incoming mails to CSR Department of PT Agro Bukit, 17 mails of them were requests for financial assistance, 2 dispensation and have been responded, 5 circular letters and offers, 1 letter of permit request for the application of Research Paper dated on 1 April 2015, but the letter did not mention the time of research application so the management unit has not been able to grant the request since the time is still negotiated. Meanwhile, as a responses to the letter from Betang Makmur Farmer Group on 1 March 2015 regarding the assistance of road and bridge construction in the land of the farmer group (number of letter 01/BM/III/2015), management unit showed the direct communication with secretary of the farmer group on 7 March 2015 describing that they are still waiting for approval based on the preparedness of R&B (Road & Bridges) Department.

6.1.2	Status : Non-Conformance No. 2015.02 grade Major
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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 affected parties.

Open mechanism for all affected parties, management unit of PT Agro Bukit has SOP of Grievance Handling No. Doc. CSR 8 version 1 on 1 July 2010 approved by Director of Sustainability. The procedure describes among others: every complaint is identified by the CSR then made a disposition to relevant department; Relevant department document the complaint; Relevant department is responsible to solve the complaint; if the problem cannot be solved at the level of assistant then it is discussed at higher level of management (GM at the maximum); if it cannot be solved at the level of GM then it will be handled at the level of relevant Director; if it cannot be solved at the level of Director then the company should involve the 3rd party for mediation; Company will follow the measures resulted from the mediation.

Meanwhile, Procedure to calculate fair compensation for the loss of legal right is described in the SOP of Dissemination (Doc. No. LCD 2.1 on 15 August 2010). The SOP describes among others:

- Early stage of the estate opening.
- Compensation team consists of PR Manager, PR Assistant, CSR Assistant, GIS Assistant, Security and Estate Manager.
- PR will form a team in the sub-district consisting of Head of Sub-District, Police Officers, and Army, Village Representatives (BPD, Head of Village and Secretary of Village) and from Regional Government if needed.
- PR will discuss with the sub-district team about when the formal dissemination to surrounding villages will be held.
- PR Manager determines the villages to be disseminated by the information from the sub-district.
- Compensation team conducts dissemination to surrounding villages informing the impact to the villagers, the land compensation price, and people's need.
- Compensation team requests the village to form a team to identify the parties eligible to receive compensation.
- Compensation performs measurement simultaneously clicking the inventory of crops grown on it.
- Compensation team does cross-check with land owners and proves the land ownership.
- If the right of land ownership cannot be proven due to acceptable reasons, the village team and sub-district team will provide the evidence of land ownership.
- The team will inform the land owners regarding the process of compensation and its requirements.
- The team conducts negotiation related to the value of the compensation on the basis of prices according to the regulation of local government.
- Compensation team will approve one fixed price per hectare in accordance with the agreement with land owners. The price should obtain approval from local government and the company.
- If there is a price beyond the provision, it should obtain approval from the Director.
- Payment is only made to eligible owners.

As a form of transparency over the development of the plantation PT Agro Bukit conducted the stages of dissemination before opening the land, including through the printed media (local newspaper KALTENG POS) on 15 March 2005 and the process of

Public Expose on 23 April 2005 which was attended by head of village and surrounding communities affected by the plantation development. The process of land acquisition has been conducted by management unit of PT Agro Bukit during the period from 2005 to 2012, although in that period there were several repeated land claims against the same land. However, the company has all evidence that can be accounted such as Regional Map of the land acquired completed with the evidence of compensation, name of the previous land owner and other supporting documents.

In 2013-2014 there was a land claim indicated from several certain groups to PT Agro Bukit covering the area of \pm 3,200 Ha. The evidence documentation of chronological incident had been demonstrated to the auditor team during the Stage-2 activities. The management unit of PT Agro Bukit had shown the entire disputed area had been well-mapped using WEBGIS database system. The result of mapping study showed that the land disputed was the land that had been completely compensated to the rightful owner.

On 15 April 2015 the auditor team clarified to the local government (National Land of Kotawaringin Timur District), NGO Balanga and Head of Pasir Putih Village as well as on 16 April 2015 to the Head of Bagendong Tengah Village and Head of Mentaya Hilir Utara Sub-District. Based on the interview, it is known that PT Agro Bukit has implemented the procedures of land dispute settlement participatory through mediation with the complainant, Dayak Customary Council and local government in a meeting set in the Office of Head of District on 5 November 2014.

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.

As a procedure for identifying legal and customary rights of local communities, management unit of PT Agro Bukit has mechanism through the SOP of Grievance Handling No. Doc. CSR 8 Version 1 on 1 July 2010, which was approved by Director of Sustainability. The pricing of compensation offered by the company was based on the pricing set by Head of Kotawaringin Timur District which was then negotiated with the land owners to be agreed upon (Decree of the Head of Kotawaringin Timur District No. 316 Year 2007 on Basic Price of Land and Crops in Kotawaringin Timur District).

The result of interview with the Head of Bagendang Tengah Village and Head of Mentaya Hilir Utara Sub-District on 16 April 2015 showed that customary community surrounding the area of PT Agro Bukit plantation is dominated by Dayak Misik people. According to him, at the moment the Dayak Misik people are doing registration of land ownership to obtain the land rights, which is going to be managed through a pattern of nucleus-smallholding with the surrounding plantation company (particularly PT Agro Bukit). This is according to Joint Decree of 4 Ministers (Minister of Internal Affairs, Minister of Public Work, Minister of Forestry and Head of National Land Agency) SK No. 8/SKB/X/2014 dated on 17 October 2014 on Procedure for Settlement of Land Tenure and District Regulations of Kotawaringin Timur District as well as Governor Regulation No. 13 Year 2009 on Customary Land.

In Bagendang Tengah Village, a land measurement has been conducted together with relevant agency where the area to be used as a pattern for cooperation with PT Agro Bukit lies covering 3.865 hectares (775 land owners with 5 hectares each). The process of registration of the land ownership has been obtaining positive credits from the local government to be accelerated and facilitated.

Meanwhile, in 2013-2014 there was a land claim indicated from several certain groups to PT Agro Bukit covering the area of \pm 3,200 hectares. The evidence of chronological incident had been demonstrated to the auditor team during the Stage-2 activities. The management unit of PT Agro Bukit had shown the entire disputed area had been well-mapped using WEBGIS database system. The result of mapping study showed that the land disputed was the land that had been completely compensated to the rightful owner.

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.

Management unit showed the record of payroll in March 2015. From the study it is known that the management has applied payroll system established by Internal Memo No. 002/AGRO/HR/XII/2014 on 20 December 2014 from Director regarding the adjustment of daily wages for BHL and SKU workers in 2015. The memo referred to the Decree of the Governor of Central Kalimantan No. 43 year 2014 on District Minimum Wage and District Sectoral Minimum Wage (UMSK) 2015 of Kotawaringin Timur District on 28 October 2014.

Company Regulation of PT Agro Bukit for the period of 2014-2016 has been approved by the Decree of the Head of Social Service Manpower and Transmigration No. Kep. 567/HI-KESJA/IV/2014 on 22 April 2014. The company regulation compiled has been in accordance with applicable employment regulation.

Management unit has been providing appropriate housing, clean water supplies, medical needs and adequate education. The result of observation at the employee housing in Sungai Binti Estate and Tanah Putih Estate as well as the interview with the residents of the housing showed that the housing facilities provided are in the form of permanent buildings, clean water from water reservoir (WTP) that flows through pipelines, light source from generators, daycare and kindergarten, religious facility in the form of Mosque. For medical service activities there is Central Clinic located in Sungai Binti Estate and Medical Treatment Clinic located in Tanah Putih Estate.

One of the company's efforts in providing decent, sufficient food is to give rice allowance for employees. The provision is stipulated in the Internal Memo No. 075/AGRO/HR/XII/2013 on 31 December 2013 from the Director establishing Natura allowance for non-staffs employees and SKU employees of 2014 within the area of Agro Group. The rice allowance for workers is 15 kilograms, for a dependent wife is 9 kilograms and for a maximum of 3 children is 7.5 kilograms each.

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 has a Social Policy, which was ratified on 1 July 2014 by Vice President Director. The policy stated that the company "respects the rights of all employees to join associations, worker union, and religious, politic and or other social unions."

At the time of main assessment, it is known that PT Agro Bukit does not have a worker union. This time communication and consultation forum regarding industrial relationship matters is in the form of Bipartite Cooperation Institution with the membership from management unit and worker representatives in each work unit of POM and Estate. Bipartite Cooperation Institution for each management unit has been registered and listed in Labor and Transmigration Service of Kotawaringin Timur District, for example Decree of the Head of Labor and Transmigration Agency of Kotawaringin Timur District No. 560.565/922/KEP/HI-KESJA/X/2012 on 8 October 2012 on the Ratification/Listing of Bipartite Cooperation Institution of PT Agro Bukit (Sungai Binti Mill) for the working period of 3 years. In addition, Bipartite Cooperation Institution has reported its activities for the period of July to December 2014 to Labor and Transmigration Agency of Kotawaringin Timur District on 23 January 2015 (Letter No. 015/HR-GA/AB/I/2015). Based on interviews with Bipartite Cooperation Institution submitted that if there are complaints management unit employees directly respond well, but if employees are not satisfied then the complaint will be discussed at a meeting of Bipartite Cooperation Institution.

Status : Comply

6.7

Children are not employed or exploited.

Policy of minimum age requirement is stipulated in the Social Policy ratified on 1 July 2014 by the Vice President Director. The policy stated that the company "**prohibits the recruitment of children as labors or forced labors**". Based on the study of recap document of employees during January to March 2015, the company does not hire underage workers. It is stated in the forms containing the birth date and sign-up date of the employees where all workers have met the working age requirement. There are no workers under 18. In addition, the company has installed some warning boards regarding minimum age to work in the office of POM and Estate.

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.		
Company has a Social Policy, which was ratified on 1 July 2014 by Vice President Director. The policy stated that the company “treats all employees fairly regardless of gender, ethnicity, nationality, disability, sexual orientation, religion, political affiliation, union membership or age.”		
Based on the interview with workers in the Mill and Estate, there are no reports related to discrimination of race, caste, nationality, religion, disability, gender, sexual orientation, union membership, political affiliation or age, and there is no problem of industrial relation between the company and workers.		
The management unit has demonstrated evidence that selection, recruitment and promotion of the workers are based on the skills, ability, quality and medical health needed for the job. For the process of selection and recruitment the management unit refers to the Work Instruction Recruitment (Doc. No. 01/HR-WI/09, 29 January 2012) – BHL Recruitment). The process of selection among others is interview, administration, identity card, curriculum vitae and MCU. If one is eligible, HR will issue a contract/agreement letter. Meanwhile, related to promotion or employee status, the company refers to Working Instruction Promotion Staff (Doc. No. 17/HR-WI/09, Rev. A 29 January 2012).		
	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 all forms of harassment and sexual violence as well as protection of reproductive rights for female workers set out in Social Policy ratified on 1 July 2014 by Vice President Director.		
One of the company’s efforts in implementing the policy is to establish Women Committee (in accordance with Decree No. 002/GMO/PT.AB/SK-HR/2014) as a facilitator to handle cases of sexual harassment or violence against female workers. On 13 December 2014, the Women Committee has disseminated the policy of sexual harassment prevention and all forms of violence against women and to protect reproductive rights for all workers as well as the flow of the reporting in case of violation of the policy.		
From the interview with Women Committee, there are no reports of harassment of violence from December 2014 until the time of the assessment. In addition, the management unit has implemented the policy of maternal leave according to applicable regulation, as well as menstrual leave regulated in the Company Regulation.		
	Status : Comply	
6.10		
Growers and mills deal fairly and transparently with smallholders and other local businesses.		
Company has showed a copy of the official document of the Minutes of Meeting Result of the Pricing of Oil Palm FFB Purchase Produced by Planter of Central Kalimantan Province, which was submitted officially by Plantation Service of Central Kalimantan Province on 28 January 2015 (for FFB price during February 2015). It was a guidance of purchase pricing of FFB from supplier. The FFB price is available to the public through the distribution of copies of the minutes of pricing as well as FFB price announcement in an accessible public place in the mill.		
Management unit is able to show the Labor Agreement Letter (SPK) with the third party (supplier) of FFB for example the FFB Purchase Agreement No. 039/FFB/NSP/II/2015 between PT Nusantara Sawit Persada (Seller) and PT Agro Bukit (Buyer) signed on 2 January 2015 with the valid period of 12 months (from 3 January 2015 – 2 January 2016). The SPK describes the quality requirement and acceptance of oil palm FFB, the price of oil palm FFB agreed, term of agreement for one year, payment methods conducted every month with the provision of payment 100% over the FFB price agreed on the month of the shipment will be held weekly or monthly by the system of transfer.		
The result of interview with contractors (CV Daun Mas, CV Candra Jaya, and PT Devindo – contractors for Mounding Palm) showed that contractors have been working with the company for a long time. Work agreement has been agreed fairly and transparent describing the specification of the job, the price and the system of payment.		

Letter of Work Agreement No. 236/SWE/01/2015 on 5 January 2015 describes the rental of heavy equipment in the form of 2 mini excavators for mounding palm, from 5 January 2015 up to the accomplishment of the work. The agreement explains the specification of the work and the value of the work. The payment is made no later than 10 days from the date of the receipt of billing document received. However, based on the interview with the contractors; it is known that there was a delay of payment for a work in December 2014. Furthermore, the result of interview with management regarding the delay of payment for contractors (CV Daun Mas, CV Candra Jaya and PT Devindo) showed that the contractors have been notified by letter on 16 April 2015 regarding the delay of payment. The letter stated that the realization of new payment can be done most quickly after 3 months from the date of BAPP, and the notice has been approved by contractors.

Status : Comply

6.11
Growers and millers contribute to local sustainable development wherever appropriate.

Company has contributed to local development, such as:

- Minutes of support handover for community economic empowerment of Rongkang Sub-Village – Natai Baru Village Mentaya Hilir Utara Sub-District No. 03/AB-CSR/EEP/VII/2014 on 26 July 2014. The financial assistance was given to 15 people of Rongkang Sub-Village with the amount of IDR 1,000,000 each.
- Minutes of the distribution of vitamin for students of SDN 1 Natai Baru of Rongkang Sub-Village No. 2015.03/CSR-A.Heath/009 on 17 March 2015. The number of students receiving the vitamin was 174 students.
- Minutes of the distribution of vitamin for students of SDN 4 Tanah Putih of Penyang Village No. 2015.03/CSR-A.Heath/008 on 17 March 2015. The number of students receiving the vitamin was 376 students.

Consultation results between stakeholders and Betang Makmur Farmer Group showed that PT Agro Bukit has contributed to local community by giving financial assistance and other supporting facilities.

Status : Comply

6.12
No forms of forced or trafficked labour are used.

Recruitment process of POM and Estate workers is guided by Work Instruction Recruitment (Doc. No. 01/HR-WI/09, 29 January 2012). The selection process includes interview, administration, identity card, curriculum vitae and MCU. Based on the that it can be assured there is no labor illegally traded since all recruitment process must go through the stages of selection in accordance with existing guidelines.

From the recruitment process, if someone is eligible HR will issue a contract/agreement letter. For example, Agreement Letter No, GMO/HRD/VII/2014/00017 for a harvest worker. The Work Agreement describes the tasks and responsibilities of the job, provision of daily wages and premium benefits, as well as performance assessment. The agreement was signed by worker and company on 11 August 2014. The explanation showed that there is no coercion by the company. The job was agreed by both parties namely the worker and the company.

The result of interview with HR Department showed that until recently there are no immigrant workers at the level of operational workers.

Status : Comply

6.13
Growers and millers respect human rights

Management unit demonstrated Standard of Business Conduct of Goodhope Asia Holdings Limited which stated that "the personal rights of each individual within and outside the company will be rewarded and the company will implement appropriate safeguards to respect personal rights. The human rights of the individual will be supported, respected and protected at all times."

Status : Comply

PRINCIPLE #7 Responsible development of new plantings

7.1 A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.		
PT Agro Bukithad planted oil palm since 2005 to 2012. The area planted in 2011/2012 was an insertion area. The entire area had been analyzed for environmental and social impacts due to the activities in the company. Environment and social impact analysis as well as the management conducted by management unit has been described in Criteria 5.1.		
	Status : Comply	
7.2 Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.		
PT Agro Bukithas soil maps at scales of 1: 32,000 derived from the report of Detailed Soil Survey which was conducted in September 2006 until August 2007. Soil survey was performed by Chuah Joo Hor from ParamAgricultural Soil Survey, assisted by Department of Agronomy of PT Agro Bukit. Based on the survey, 16% of the land in Tanah Putih Estate is included in marginal category consisting of 4% peat soil and 12% sand and loamy sand (<i>spodosol</i>). Meanwhile in Sungai Binti Estate 24.30% of the land is included in marginal category consisting of 2.30% peat soil and 22% sandy soil. The report described the limiting factors of each type of soil and recommendation on land management techniques that are suitable for the characteristic of the soil such as: drainage and water level setting, EFB application, ashes and consideration on the type of fertilizers provided the density of the staple and so forth.		
	Status : Comply	
7.3 New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.		
PT Agro Bukithad been planting oil palm since 2005 to 2012, while HCV identification was conducted in 2009. HCV identification was done by Area Guidance of High Conservation Value (HCV Toolkit) in Indonesia in 2008 and had involved communities, mass media, education consultant and NGO. The result of field visits and document study showed that there was no planting done in the area of HCV.		
Management unit has conducted Land Use Change Analysis for the entire operational area and has been reported it to the RSPO via e-mail on 27 October 2014. Based on Land Use Change Analysis known that the land cover of PT Agro Bukit area period 2005 – 2009 consist of vegetation coefficient 0.7 and vegetation coefficient 0		
	Status : Comply	
7.4 Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.		
PT Agro Bukithas soil maps at scales of 1: 32,000 derived from the report of Detailed Soil Survey which was conducted in September 2006 until August 2007. Soil survey was performed by Chuah Joo Hor from ParamAgricultural Soil Survey, assisted by Department of Agronomy of PT Agro Bukit. Based on the survey, 16% of the land in Tanah Putih Estate is included in marginal category consisting of 4% peat soil and 12% sand and loamy sand (<i>spodosol</i>). Meanwhile in Sungai Binti Estate 24.30% of the land is included in marginal category consisting of 2.30% peat soil and 22% sandy soil. The report described the limiting factors of each type of soil and recommendation on land management techniques that are suitable for the characteristic of the soil such as: drainage and water level setting, EFB application, ashes and consideration on the type of fertilizers provided the density of the staple and so forth.		
	Status : Comply	
7.5 No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
History of the land use by management unit of PT Agro Bukit (mill and estate) was started by Location Permit issued by the Head of Kotawaringin Timur District. There are 2 location permits issued on behalf of PT Agro Bukit namely No. 884.460.42		

(27 December 2004) covering an area of $\pm 13,930$ hectares and No. 1015.400.9.62.02/VII/2012 (26 July 2012) covering an area of $\pm 2,879$ hectares. Based on the review of mapping section/GIS over both locations, there are overlapping area where as many as $\pm 1,493.95$ hectares of the area included in Location Permit 2 has entered the area of Location Permit 1. Thus, PT Agro Bukit has Actual Location Permit of $\pm 15,315.05$ hectares, where as many as $\pm 12,436.06$ hectares is used as the scope of RSPO certification (in accordance with the measurement result of cadastral map issued by National Land Agency No. 86 PPTB/VI/2006 on 1 February 2006).

As a form of transparency over the development of the plantation PT Agro Bukit conducted the stages of dissemination before opening the land, including through the printed media (local newspaper KALTENG POS) on 15 March 2005 and the process of Public Expose on 23 April 2005 which was attended by head of village and surrounding communities affected by the plantation development. The process of land acquisition has been conducted by management unit of PT Agro Bukit during the period from 2005 to 2012, although in that period there were several repeated land claims against the same land. However, the company has all evidence that can be accounted such as Regional Map of the land acquired completed with the evidence of compensation, name of the previous land owner and other supporting documents.

As a procedure for identifying legal and customary rights of local communities, management unit of PT Agro Bukit has mechanism through the SOP of Grievance Handling No. Doc. CSR 8 Version 1 on 1 July 2010, which was approved by Director of Sustainability. The pricing of compensation offered by the company was based on the pricing set by Head of Kotawaringin Timur District which was then negotiated with the land owners to be agreed upon (Decree of the Head of Kotawaringin Timur District No. 316 Year 2007 on Basic Price of Land and Crops in Kotawaringin Timur District).

The result of interview with the Head of Bagendang Tengah Village and Head of Mentaya Hilir Utara Sub-District on 16 April 2015 showed that customary community surrounding the area of PT Agro Bukit plantation is dominated by Dayak Misik people. According to him, at the moment the Dayak Misik people are doing registration of land ownership to obtain the land rights, which is going to be managed through a pattern of nucleus-smallholding with the surrounding plantation company (particularly PT Agro Bukit). This is according to Joint Decree of 4 Ministers (Minister of Internal Affairs, Minister of Public Work, Minister of Forestry and Head of National Land Agency) SK No. 8/SKB/X/2014 dated on 17 October 2014 on Procedure for Settlement of Land Tenure and District Regulations of East Kotawaringin District as well as Governor Regulation No. 13 Year 2009 on Customary Land..

In Bagendang Tengah Village, a land measurement has been conducted together with relevant agency where the area to be used as a pattern for cooperation with PT Agro Bukit lies covering 3,865 hectares (775 land owners with 5 hectares each). The process of registration of the land ownership has been obtaining positive credits from the local government to be accelerated and facilitated.

Status : Comply

7.6

Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.

Open mechanism for all affected parties, management unit of PT Agro Bukit has SOP of Grievance Handling No. Doc. CSR 8 version 1 on 1 July 2010 approved by Director of Sustainability. The procedure describes among others: every complaint is identified by the CSR then made a disposition to relevant department; Relevant department document the complaint; Relevant department is responsible to solve the complaint; if the problem cannot be solved at the level of assistant then it is discussed at higher level of management (GM at the maximum); if it cannot be solved at the level of GM then it will be handled at the level of relevant Director; if it cannot be solved at the level of Director then the company should involve the 3rd party for mediation; Company will follow the measures resulted from the mediation.

Meanwhile, Procedure to calculate fair compensation for the loss of legal right is described in the SOP of Dissemination (Doc. No. LCD 2.1 on 15 August 2010). The SOP describes among others:

- Early stage of the estate opening.
- Compensation team consists of PR Manager, PR Assistant, CSR Assistant, GIS Assistant, Security and Estate Manager
- PR will form a team in the sub-district consisting of Head of Sub-District, Police Officers, and Army, Village Representatives (BPD, Head of Village and Secretary of Village) and from Regional Government if needed.
- PR will discuss with the sub-district team about when the formal dissemination to surrounding villages will be held.
- PR Manager determines the villages to be disseminated by the information from the sub-district.

- Compensation team conducts dissemination to surrounding villages informing the impact to the villagers, the land compensation price, and people's need.
- Compensation team requests the village to form a team to identify the parties eligible to receive compensation.
- Compensation performs measurement simultaneously clicking the inventory of crops grown on it.
- Compensation team does cross-check with land owners and proves the land ownership.
- If the right of land ownership cannot be proven due to acceptable reasons, the village team and sub-district team will provide the evidence of land ownership.
- The team will inform the land owners regarding the process of compensation and its requirements.
- The team conducts negotiation related to the value of the compensation on the basis of prices according to the regulation of local government.
- Compensation team will approve one fixed price per hectare in accordance with the agreement with land owners. The price should obtain approval from local government and the company.
- If there is a price beyond the provision, it should obtain approval from the Director.
- Payment is only made to eligible owners.

The management unit of PT Agro Bukit had shown the entire disputed area had been well-mapped using WEBGIS database system. The result of mapping study showed that the land disputed was the land that had been completely compensated to the rightful owner.

Data of GRTT Recapitulation for the period of 2005 – 2011 (Data of Land Payment of PT Agro Bukit – Public Relation Department).

2005: 1,466 land owners (9,671.40 Ha)

2006: 757 land owners (10,287.60 Ha)

2007: 161 land owners (327 Ha)*

2008: 63 land owners (184.5 Ha)*

2009: 127 land owners (1,212.20 Ha)*

2010: 5 land owners (3,703 Ha)*

2011: 245 land owners (5,300.60 Ha)*

*area of land compensation that was repeatedly claimed

On 15 April 2015 the auditor team clarified to the local government (National Land of Kotawaringin Timur District), NGO Balanga and Head of Pasir Putih Village as well as on 16 April 2015 to the Head of Bagendong Tengah Village and Head of Mentaya Hilir Utara Sub-District. Based on the interview, it is known that PT Agro Bukit has implemented the procedures of land dispute settlement participatory through mediation with the complainant, Dayak Customary Council and local government in a meeting set in the Office of Head of District on 5 November 2014

Status : Comply	
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7.7

Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.

Based on the field observation to planting blocks at SBE and TPE there were stumps of timber found as a sign of mechanical land clearing without burning.

Then from the study of planting year distribution document in PT Agro Bukit, it is known that the oldest planting year was 205 and the newest one was 2011. From the long-term work plan per 3-year the company has not made a plan for replanting.

Status : Comply	
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7.8

New plantation developments are designed to minimise net greenhouse gas emissions.

PT Agro Bukit had been planting since 2005 to 2012. The planting in 2011/2012 was an insertion. There is no new planting after 1 January 2015.

Status : Comply	
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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.		
<p>Company has conducted an internal identification related to the block area of wastewater application. The result of the study showed that the company set the block area of wastewater application covering \pm 124.89 hectares plus 3 reserved blocks of the total waste water application permits of 600 hectares.</p>		
	Status : Comply	

3.2 Summary of Assessment Report of Supply Chain Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements
E.1	Definition
E.1.1	<p>Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p> <p>When the audit Stage-2 P&C RSPO Sungai Binti POM receiving and processing TBS from source suppliers include Gardens Core (Own Estate) as part of the scope of certification (certified sources) and TBS from the outside (out grower), which became a non - certified sources. Supply chain model that will be used by the Sungai Binti POM Mass Balance</p> <p>Introduction</p> <p>The FFB harvested from palm trees is the raw material input for the production of palm oil. The FFB's are cultivated in the plantations which are owned and managed by the Company. Further the Company may purchase FFB from third parties to fill in the unutilized mill capacity or with a view to support independent small holders in and around the vicinity of the mills.</p> <p>The harvested FFB is subjected to the milling process, to extract both CPO and PK.</p> <p>Sungai Binti Mill in PT Agro Bukit Central Kalimantan has proposed RSPO certifications through an external audit by the approved RSPO Certification Body. The certification enables the CPO quantity proportionate to what is received from certified estates and blocks of PT Agro Bukit.</p>
	Status: Comply
E.2	Explanation
E.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p> <p>The estimated total volume of certified products Sungai Binti POM that can be claimed as Certified Product will be listed in Appendix RSPO certificate (if Sungai Binti POM has been certified), as well as information about the volume of certified products (below actual production) will be included in the audit report annually .</p> <p>When the audit Stage - 2, Sungai Binti POM has not been fully certified.</p>
	Status: Comply
E.2.2	<p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p> <p>When Sungai Binti POM has been certified RSPO, the types of sales will use the mechanism of Green Palm namely Book & Claim system. It is stated in the procedure " Ensuring Traceability of RSPO Certified Products " version 1/2015, released May 2015 point (g) "RSPO manager will report the total actual volume of certified CPO & PK production from certified Mill to the traders (based in Kuala Lumpur) who will control the sales of RSPO certificates through Green Palm (Book & Claim)"</p>
	Status: Comply
E.3	Documented procedures
E.3.1	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements</p>

specified in these requirements. This shall include at minimum the following:

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

Sungai Binti Mill Management Unit (SBM) has a policy or procedure document on Supply Chain mechanism to be applied. Document "Ensuring Traceability of RSPO Certified Products" version 1/2015, released May 2015. The document containing:

1. Introduction

The FFB harvested from palm tress is the raw material input for the production of palm oil. The FFB's are cultivated in the plantations which are owned and managed by the Company. Further the Company may purchase FFB from third parties to fill in the unutilized mill capacity or with a view to support independent small holders in and around the vicinity of the mills.

The harvested FFB is subjected to the milling process, to extract both CPO and PK.

Sungai Binti Mill in PT Agro Bukit Central Kalimantan has proposed RSPO certifications through an external audit by the approved RSPO Certification Body. The certification enables the CPO quantity proportionate to what is received from certified estates and blocks of PT Agro Bukit.

2. Objective

To describe the processes of: a) Receiving FFB in the mill which will also be clearly segregated between certified and non-certified (by RSPO) FFB; b) Identifying and clearly distinguishing the volumes of FFB received & processed at the Mill between RSPO certified/non-certified; c) Identifying and clearly distinguishing the volumes of CPO & PK produced and delivered by the Mill to determine both certified/non-certified (i.e. CPO & PK).

3. Scope

This SOP shall be applicable to the RSPO certified mills (Sungai Binti). This will clarify the traceability methods applied on the FFB raw material used and the CPO & PK produced and delivered by the RSPO certified mills; The Manager of the respective RSPO certified mill is responsible and is authorized to implement the flow of products traceability information as documented in this SOP. Ensuring compliance to the requirement of the RSPO supply chain certification standard will also come under the purview of the aforesaid manager.

4. Policies

- a. Plantation Manager will notify the Mill Manager that RSPO certified FFB will be delivered to the mill. Mill Manager to ensure that all certified FFB delivered from RSPO certified estates or plantation be tagged as "RSPO Certified FFB/MB". In the event the RSPO Certified estate or block of the estate is found not registered in the weighbridge system, then the Mill Manager has to notify the IT Department to create the change by filling the CRF or Change Request Form.
- b. The transportation of certified FFB from certified block of estates are separated from non certified FFB from non certified blocks of estates. Both kind of FFB shall not be mixed together in the trucks that carry them from blocks of estates to the Mill.
- c. Mill Manager shall ensure that daily log sheet data are correctly entered and certified correct prior to his Personal Assistant or Admin Assistant keying into the system for the generation of the Daily Mill Production Report. He must ensure that the Certified & Non Certified FFB received, FFB processed, CPO produced, PK produced, CPO stock & PK stock are correctly segregated (as RSPO certified & non-certified).
- d. Prior to dispatch of CPO & PK from Mill, Mill Manager need to approve dispatches and also ensure that the weighbridge ticket to be tagged, whether the dispatched CPO&PK are "RSPO Certified/MB" or not.
Note: For the time being, PT Agro Bukit does not sell certified CPO & PK physically, CPO & PK dispatched from the Mills are not identified as RSPO certified product yet. However, sales of RSPO certificates will be done through Green Palm (Book & Claim System).
- e. When selling physically certified CPO and certified PK, Mill Management shall ensure that the balance of stock recorded tallies with that of the production minus the delivered. Mill manager must report the actual volumes of

certified CPO&PK produced to the RSPO manager, on a monthly basis.

- f. When there is a physical sale of RSPO certified product, the Mill Manager must check to ensure that a positive balance is maintained (on a quarterly basis) between the volumes of certified CPO & PK produced against those delivered from the Mill. However, the mill is allowed to deliver short (delivery of certified CPO/PK is more than the production) provided this shortfall could be covered before the quarterly reporting requirement. i.e the end of March, June, September & December, and the balance should be accurate and in agreement to the physical quantity.
- g. RSPO manager will report the total actual volume of certified CPO & PK production from certified Mill to the traders (based in KL) who will control the sales of RSPO certificates through Green Palm (Book & Claim)
- h. Traders must ensure that they do not oversell Certified products beyond what has been produced.
- i. If there is a purchase or sale contract of certified product, the supply chain model used must clearly indicate so. All contract documents to purchase or should clearly segregate the product as "RSPO Certified CPO/MB" or "RSPO Certified PK/MB" or otherwise.
- j. When selling "Certified CPO/MB" or "Certified PK/MB", the Delivery Order (DO) document (which is generated through CxC) must clearly contain the aforesaid annotations (RSPO certified CPO/MB or RSPO certified PK/MB). The DO should also contain the following details: Name and address of buyer, the delivery order issued date, a description of the product, the quantity, reference to related transport documentation.
- k. If there is a projected overproduction of certified CPO & PK compared to the currently year budget, each Mill Manager shall immediately report formally to the RSPO Manager, who will the report the projected overproduction to the Certification Body.

Status: Comply

E.3.2

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

NO	FUNCTION	ACTIVITY	MANUAL/ APPLICATION	ACTIVITY DESCRIPTION
1.	Mill Management	Advices the security and the WB clerk.	Manual	1.1. Informs Mill gate security about the impending delivery of FFB with the vehicle registration numbers.
2.	Security - Mill	Permit to proceed to the WB	Manual	2.1. Checks the FFB Truck condition, SPB (Delivery Order), and records in the Security log book: <ul style="list-style-type: none"> the FFB origin, Truck police number, driver name, time arrival in the MILL. 2.2. Mill security shall allow the truck to weigh at the weight bridge.
3.	WB Clerk - Mill	Weights gross weight	Manual	3.1. Records the FFB truck by selecting the truck driver name, truck number, estate origin, block number, no. of bunches and time of arrival into WB system.
			Application	3.2. WB System picks up the Gross Weight
			Manual	3.3. Releases truck for unloading at the loading ramp.
4.	Officer - Agronomy	Quality grading	Manual	4.1. Checks / grades quality of FFB. 4.2. If any rejects were identified, shall send the truck with the rejected FFB. If not, the empty truck will return to the WB to reweigh to obtain tare weight.
5.	WB Clerk - Mill	Tare weight and WB ticket	Manual	5.1. Enters the vehicle details to the WB system again to weigh the empty truck.
			Application	5.2. WB system picks up the tare weight. 5.3. Enables printing of WB ticket; that consist of the weigh data: Gross, Tare, and Net, the FFB origin. It will display label "RSPO certified/MB" on its weigh bridge ticket print out (form 00001-PT Agro Bukit), if they are from the RSPO certified block of estate or plantation.

Status: Comply

E.4	Purchasing and goods in
E.4.1	The site shall verify and document the volumes of certified and non-certified FFBs received.
	<p>Data Production Sungai Binti POM period April 2014 - March 2015.</p> <p>Letter Delivery FFB using the barcode system . Examples SPB documents and barcode slip as follows :</p> <p>Date : 11/04/2015 ; Device ID : 00 786 ; Gang No: SB1U1 ; User ID : 19420382 ; Name : Taufik ; SPTXN : SP0078614438 ; TYPE : DT System; ESTATE : SBE ; D. Truck : 569 555 ; DTCODE : KH9134P abck ; BIN PAD : in the form of barcodes ; SBD29 184 ; SBD30 124 ; Total BC : 308 .</p> <p>SPB Sheet dated 04/11/2015, Division : 3 SBE . D.29 block (184) , Block D.30 (124) . Gross 9.930 kg , Tarra 4.210 kg , 5,720 kg Nett . Own Real regarded as a Certified sources, while out - grower is classified as a non - certified sources.</p> <p>Examples : SPB of PT Nusantara Sawit Persada .</p> <p>SPB No : 1031 / TBS / 15 / 04 / 0003 .</p> <p>Total: 1.222 kg.</p>
	Status: Comply
E.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.
	<p>Sungai Binti POM has not been fully RSPO certified, but has been described in clause E4.2 their procedures "Ensuring Traceability of RSPO Certified Products" version 1/2015, released May 2015, poin (k) If there is a projected overproduction of certified CPO & PK compared to the currently year budget, each Mill Manager shall immediately report formally to the RSPO Manager, who will the report the projected overproduction to the Certification Body.</p>
	Status: Comply
E.5	Record keeping
E.5.1	a. The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.
	b. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.
	c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)
	<p>a. Report Data Production Sungai Binti POM 2014 - 2015, still in the form of a monthly basis. The whole record using a data server system. OFI : Management unit Sungai Binti POM needs to be noted and include a list of buyers along with the volume sold when selling the product after receiving the certificate.</p> <p>b. Sungai Binti POM has not been certified , but has a data simulation production volume of CPO and PK are processed</p> <p>c. Examples delivery for product CPO:</p> <ul style="list-style-type: none"> - WB ticket Form 00002 – PT Agro Bukit - CK-AB-Sg Binti Oil Mill - Vehicle No: KH8499FD - Date: 14/04/2015 - Ticket No: 000250550 - Tank Name: TANK1 - Buyer: PT Wilmar Nabati Indonesia - Contract No: SB011V03-10229 - Seal No: 0169169-170-171

	<ul style="list-style-type: none"> - CPO Quality: FFA (3.28), Moisture (0.20), Dirt (0.02) - Gross: 11,220 kg - Tare: 3,660 kg - Nett: 7,560 kg. <p>d. Example delivery for product PK:</p> <ul style="list-style-type: none"> - WB ticket Form 00002 – PT Agro Bukit - CK-AB-Sg Binti Oil Mill - Vehicle No: S9115UF - Date: 14/04/2015 - Ticket No: 000250535 - Tank Name: KCPMILL - Buyer: PT Sukajadi Sawit Mekar - Contract No: SB02II02-10209 - Gross: 13,420 kg - Tare: 4,570 kg - Nett: 8,850 kg. - Remarks: CV Anugerah Kita (Transporter kernel).
	Status: Comply
	<p>E.5.2 In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.</p> <p>Management unit Sungai Binti POM has KCP installation in one area. Entire PK resulting from Sungai Binti POM and other factory units under the group Goodhope Central Kalimantan, processed in KCP Sungai Binti . KCP products produced from, among others, PKO and PK Expeller.</p>
	Status: Comply

3.3 Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
ST-2	Will be verified at the time of surveillance activities	N/A
	Status: NA	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ST-2	Will be verified at the time of surveillance activities	N/A
	Status: NA	
3.	Implementation of Certificate and Logo is not used on product	X or√
ST-2	Will be verified at the time of surveillance activities	N/A
	Status: NA	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
ST-2	Will be verified at the time of surveillance activities	N/A
	Status: NA	

3.4 Summary of RSPO Partial Certification

Unit manajemen yang diobservasi:		
1. PT Agro Indomas (East Kalimantan) 2. PT Agro Bukit (South Kalimantan)		
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	X or√
	<p>Agro Indomas (East Kalimantan) and PT Agro Bukit (South Kalimantan) has had SOP of Legal Compliance which describes how the company adjust the applied statutes that have to do with environment, plantation, manpower, OHS, etc.</p> <p>The company has list of laws that have to do with plantation. There has been a document of evaluation over law of plantation.</p> <p>Agro Indomas (East Kalimantan) The company has complied law requirements and regulations. For example:</p> <ul style="list-style-type: none"> • Location permit for plantation based on decree of Penajam Paser Utara Regent No. 460.1/129/BPN-44.4/2004 for ± 17,500 ha. • Extension of location permit based on the decree of Penajam Paser Utara Regent No. 545/049-INLOK/1/2010 dated January 18th 2010 for 5,151 Ha • Update of location permit based on the decree of iji Penajam Paser Utara Regent No. 522/193-INLOK/EKONOMI/VII/2011 dated July 5th 2011 in term of the location permit for plantation for PT. Agro Indomas Kalimantan Timur for 6,767 ha. • Plantation Business Permit (IUP) No. 11/2006 dated December 20th 2006 <p>Agro Indomas (East Kalimantan) Perusahaan telah memenuhi pesyaratan hukum dan peraturan yang berlaku misalnya:</p> <ul style="list-style-type: none"> • Location permit for plantation based on decree of Tanah Bumbu Regent on Block I of Kusan Hulu Sub-District No. 309/ 2009 (August 31st2009) for 5,175 Ha; • Location permit for plantation based on decree of Tanah Bumbu Regent on Block I of Kusan Hulu Sub-District No.310/ 2009 (August 31st2009) for 4,300 Ha; • Location permit for plantation based on decree of Tanah Bumbu Regent on Block I of Kusan Hulu Sub-District No.311/ 2009 (August 31st2009) for 7,735 Ha; • Location permit for plantation based on decree of Tanah Bumbu Regent on Block II Ke of Kusan Hulu Sub-District No.312/ 2009 (August 31st2009) for 3,800 Ha. 	
	Status: Comply	
2.2	The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.	X or√
	<p>Agro Indomas (East Kalimantan) There is adocument of land compensation and there is no ignored land dispute. The payment process of land right compensation is based on the identification of land ownership status. The land compensation is conducted voluntarily.</p> <p>PT Agro Bukit (South Kalimantan) The company has socialized the land clearing plan and has identified the land ownership. The company was then paid the compensation over the land that shall be cultivated (Document of compensation over land right is available). Peny The land compensation is conducted voluntarily.</p>	
	Status: Comply	
6.3	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	X or√
	<p>Agro Indomas (East Kalimantan) and PT Agro Bukit (South Kalimantan) The company has the SOP of communication which describes the method to communicate and</p>	

	inform the complaint whether for internal (employees) party or for external (community and agency) party. The company also provided book of communication where all complaints are responded and recorded.	
	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.	X or√
	<p>Agro Indomas (East Kalimantan) The company has SOP of new estate expansion socialization. It also describes the method of mediation by involving the third party (regional government) to assist resolution over land dispute. Therefore, the locals could express their opinion.</p> <p>PT Agro Bukit (South Kalimantan) Before paying compensation over the land right to the land owners, the company identify the land ownership status with the associated parties (regional government/chief of customary, etc). the company then negotiate for the price, the land owner is allowed to declare their thought without intimidation nor force. Once the agreement reached, the payment shall be conducted.</p>	
	Status: Comply	
7.3	New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.	X or√
	<p>Agro Indomas (East Kalimantan) The company has held NPP audit on March 2015. It has been sent to RSPO on September 17th 2015. It is now being reviewed by RSPO staff before having it posted to RSPO website.</p> <p>For the LUC Analysis in term of the Remediation and Compensation Procedure. It has been submitted to RSPO on October 8th 2014 and it has been reviewed by RSPO with status Pass with Clarification and HCS Assessment has also been conducted and sent to RSPO on June 22nd 2015. It has been reviewed by Manager of RSPO GHG.</p> <p>PT Agro Bukit (South Kalimantan) The company has held NPP audit on April 2015. The data is now being verified.</p> <p>However, the LUC Analysis that has to do with Remediation and Compensation Procedure has been sent on November 14th 2014. It is now being reviewed by RSPO Reviewer. The HCS Assessment Report has been conducted and sent to RSPO on June 18th 2015. It has also been reviewed by RSPO GHG Manager.</p>	
	Status: Comply	
7.5	No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or√
	<p>Agro Indomas (East Kalimantan) The company has conducted Free Prior and Informed Consent (FPIC) process for each compensation payment for new estate expansion. According to the process, socialization which involves most of the community (amicus curiae) and chief of customary to express the vision of both parties. Post the socialization, the survey team shall be formed. The team is consisted of the locals, land owner, regional government, management (Public Relation and GIS team).</p> <p>PT Agro Bukit (South Kalimantan) The company has conducted Free Prior and Informed Consent (FPIC) process for each</p>	

	compensation payment for new estate expansion. According to the process, socialization which involves most of the community (amicus curiae) and chief of customary to express the vision of both parties. Post the socialization, the survey team shall be formed. The team is consisted of the locals, land owner, regional government, management (Public Relation and GIS team).	
	Status: Comply	
7.6	Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	X or√
	Agro Indomas (East Kalimantan) and PT Agro Bukit (South Kalimantan) The company paid the compensation over the land right only based on the fair and transparent price agreement between the company and the land owner. All documents of compensation process are readable and signed by both parties (the company and land owner) and are also witnessed by the regional government.	
	Status: Comply	

3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components

3.5.1 Identification of Findings, Corrective Actions and Observations at [ST-2](#) Assessment

NCR No	Ref Std	Finding	Area	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
2015.01	5.1.3	Environmental Management and Monitoring Report PT Agro Bukit management unit has conducted environmental management and monitoring described in the report of RKL-RPL. However, the report has not explained about the Value and Cultural Norms as well as dissociative process/social conflict as required in environmental document owned.	Mill and Estate	Minor	ASA-1	PT Agro Bukit management unit needs to conduct environmental management and monitoring in accordance with environmental document owned.	<i>Root of the problem:</i> <i>Corrective Action:</i> <i>Preventive Action:</i>		
2015.02	6.2.1	Procedure of Communication and Consultation. PT Agro Bukit management unit has procedures governing communication, participation and consultation. However, the company has not been able to show that the procedures of communication were compiled/disseminated involving stakeholders and whether it used understandable language for local communities.	Mill and Estate	Major	Before the submission of the report	PT Agro Bukit Management unit showed that procedures of communication and consultation have been complied involving local communities using understandable language.	Root of the Problem: Procedure of communication was written in English, which was only understood by staffs on a limited basis. Employees and local communities generally cannot understand the procedure. Corrective Action: PT Agro Bukit management translated the procedure of communication into Indonesia Language then disseminated it to both employees and local communities who are not employees. Preventive Action: PT Agro Bukit management reviewed	Closed	08 May 2015

NCR No	Ref Std	Finding	Area	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
							<p>procedures they have.</p> <p>Verification 08/05/2015:</p> <p>Company showed:</p> <ul style="list-style-type: none"> • The 5th revision of the procedure of communication, participation and consultation (EMS-P05) that has been approved by management representative on 27 April 2015. The procedure describes process and methods of communication, participation and consultation with the staffs, employees, contractors, guests, including how to receive, document and respond communication from both internal and external parties. • Invitation for the dissemination of the procedure of communication on 20 April 2015 from CSR and EHS Department of PT Agro Bukit to the Head of Rongkang Sb-Village which was planned to be held on 21 April 2015 in Rongkang Sub-Village. • Document of dissemination minute of meeting of the draft of communication, participation and consultation procedures along with the attendance list of the dissemination in Rongkang Sub-Village on 21 and 22 April 2015. The meeting was attended by 22 participants. 		

NCR No	Ref Std	Finding	Area	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
							<ul style="list-style-type: none"> • Invitation for the dissemination of the procedure of communication on 20 April 2015 from CSR and EHS Department of PT Agro Bukit to the Head of Penyang Village which was planned to be held on 22 April 2015 in Penyang Village. • Document of dissemination minute of meeting of the draft of communication, participation and consultation procedures along with the attendance list of the dissemination in Penyang Village on 22 April 2015. The meeting was attended by 16 participants. • Invitation for the dissemination of the procedure of communication on 20 April 2015 from CSR and EHS Department of PT Agro Bukit to the Head of Ramban Village which was planned to be held on 24 April 2015 in Ramban Village. • Document of dissemination minute of meeting of the draft of communication, participation and consultation procedures along with the attendance list of the dissemination in Ramban Village on 24 April 2015. The meeting was attended by 12 participants. 		
							Conclusion:		

NCR No	Ref Std	Finding	Area	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
							PT Agro Bukit management is able to demonstrate the procedure of communication, consultation and participation (EMS-P05) that has been compiled and disseminated by involving stakeholders. The procedure has also been using language that is understandable by local communities. Non-Conformance No. 2015.02 is Closed .		

3.5.2 Opportunity for Improvement

No	Ref Std	Descriptions
1	2.1.1	Information of mill capacity in the Plantation Business Permit/IUP PT Agro Bukit management unit needs to regularly monitor the application process of the scope of mill capacity in the IUP.
2	2.1.2	Legal Requirement Management unit may increase the performance in regulatory compliance and legal requirement in the field of OHS, environment, licensing, employment, social and so forth which are valid and up-to-date (Observation) .
3	2.2.1	Process of Land Use Title PT Agro Bukit Management unit needs to regularly monitor the process of acquiring the concession. (Observation) .
4	2.2.2	Maintenance of Land Demarcation Boundaries PT Agro Bukit management unit needs to ensure the maintenance of temporary boundaries is conducted according to the mechanism that has been established, including the numerical order. (Observation) .
5	4.1.1	Determination of periodic soil analysis P Agro Bukit management unit may follow-up the revision plan of the SOP of Manuring related to determination of periodic soil analysis in accordance with the email on 16 April 2015 approving the period of soil analysis with the provision at the beginning of estate opening, every 10 years and during the replanting. (Observation) .
6	4.1.4	Records of FFB Reception The management unit of Sungai Binti Mill needs to ensure that all FFB received from outgrowers are not from forest or other illegal area. This is an effort to support

No	Ref Std	Descriptions
		<i>Sustainability and Traceability of Legal FFB.</i>
7	4.3.4	Peat soil water management Company has the opportunity to utilize the piezometer pole as a monitoring pole of peat subsidence and to complete the mounting of number table of the water level at the main watergate of the estate.
8	4.6.6	Storage of Hazardous Waste/B3 a. Company needs to reassess the condition of the air circulation in the Chemical Store. b. Company needs to ensure the mounting of hazardous waste symbols in accordance with the classification of hazardous waste. (Observation) .
9	4.7.2	HIRADC The management unit has an opportunity to improve the performance of OHS by ensuring all operational activities (both routine and non-routine) at the POM and Estate have performed risk assessment (Observation) .
10	4.7.5	Emergency Response and First Aid Emergency a. Management unit needs to establish facilities of fire prevention in accordance with the level of fire-prone in Employee Housing. b. Management unit needs to ensure the availability of First Aid Emergency in the work units of POM and Estate according to the recommendation from company's doctor (Observation) .
11	6.5.3	Welfare Facilities for Workers Management unit is encouraged to develop adequate Kindergarten and Daycare in TPE/SWE as well as to develop WTP for clean water so that the water provided is proper to drink (Observation) .
12	6.10.4	Timely Payment Company needs to ensure the payment of local contractors is conducted in accordance with the time agreed (Observation) .
13	SCCS E.5.1	Mass Balance Records Management unit of Sungai Binti Mill needs to record and attach the list of buyer as well as the volume sold when selling the products after being certified.

3.5.3 Noteworthy Positive Components

No	Ref Std	Descriptions
		The company's commitment to implement the principles of sustainable oil palm management.
1		Personal competition for staffs in each field.

3		The company has been doing well environmental management.
4		The company's commitment in presenting documents is fairly well.
5		<p>The company has achieved:</p> <ul style="list-style-type: none"> - Blue Proper in the period of 2012-2013 from the Ministry of Environment. - Zero Accident Award during 2013 from the Government of Kotawaringin Timur District. - Zero Accident Award during 2013 from the Ministry of Labor and Transmigration. - Certificate of BSI OHSAS 18001 – 2007 (Occupational Health and Safety management System) from BSI on 31 August 2011. - Certificate of SO 14001 – 2004 (Environmental Management System) from BSI on 14 May 2013

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

Issues from Public	Management Response	Auditor Response
Wednesday, 15 April 2015		
Environment Bodies of Kotawaringin Timur District <ul style="list-style-type: none"> The agency is always monitoring PT Agro Bukit both passively and actively. Th passive monitoring is conducted through regular reports; while active monitoring is conducted through field visits every 6 months. PT Agro Bukit has a commitment to good environmental management. Communication between the agency and PT Agro Bukit is well-established. PT Agro Bukitinvolved the Environment Bodies in the dissemination of HCV to the communities. There has never been any issue of environmental pollution caused by the operations of PT Agro Bukit. PT Agro Bukit has earned Blue Proper assessment at national level. PT Agro Bukit always performs mandatory reporting, for example hazardous waste management reporting, wastewater management reporting and the implementation of Environmental Management Plan/Environmental Monitoring Plan reporting. The company has been always active and caring for land fire. Once there was a land fire in public area near the estate of PT Agro Bukit and the company was 	<p>True, there is good cooperation and the Environment Bodies of Kotawaringin Timur also always conveys the latest environmental issues at the time the official staff submits the reports, both mandatory and incidental reports.</p> <p>True, in environmental management we always apply the SOP and comply with applicable regulation. Thank you.</p> <p>True, because it is included in government development program for environmental management. It is also a positive feedback for the company.</p> <p>True and we also involve other relevant agencies.</p> <p>True, because the operational of PT Agro Bukit has implemented an Environmental Management System (EMS) well and hopefully will continue to do so.</p> <p>True, and we hopefully will sustainably improve in the future.</p> <p>True, all obligations have been performed. The reporting has been conducted routinely in accordance with applicable regulation, both for quarterly reporting and six-monthly reporting.</p> <p>True, the company actively prevents and extinguishes fire around. It is a form of concern both for the environment and also for people around the company.</p>	<p>It complied the criteria 5.1</p> <p>It complied the criteria 5.1</p> <p>It complied the criteria 1.1</p> <p>It complied the criteria 5.2</p> <p>It complied the criteria 5.1</p> <p>It complied the criteria 2.1; 5.1</p> <p>It complied the criteria 1.1; 2.1</p> <p>It complied the criteria 5.5</p>

Issues from Public	Management Response	Auditor Response
involved in the response to the fire.		
<ul style="list-style-type: none"> PT Agro Bukit always reports the land fire. 	True and we also report to other relevant agencies.	It complied the criteria 2.1; 5.5
Labor and Social Service <ul style="list-style-type: none"> PT Agro Bukit always performs reporting on a routine basis related to GCOHS every quarter of the year, WLTk every year. The agency always inspects the engine on an annual basis. The company has applied for the extension of Operator License. There have never been any problems of employment in PT Agro Bukit. PT Agro Bukit has provided wages in accordance with Sectoral District Minimum Wages for plantation namely IDR 2,190,800. PT Agro Bukit has already obtained a recommendation for the use of pesticide. Company Regulations have been ratified and recorded to relevant agencies. Company has reported data of occupational accidents in the report of GCOHS. Company has provided overtime payment in accordance with applicable regulation. There are no underage workers. Company always conducts the reporting if there is a change in Bipartite Cooperation Institution. The activities of Bipartite Cooperation Institution are reported every 6 months. 	<p>True, because occupational health and safety of the employees are one of the policies applied by the company to minimize occupational accidents and illness.</p> <p>True. The inspection is routine. It is an early step to know whether the engines are functioning and safe.</p> <p>True and it is always monitored to ensure the valid period of validation. It is also a correction to operator's competence.</p> <p>Problems exist, but we can always solve them well.</p> <p>True</p> <p>True. The validity extension is always carried out to comply with applicable regulation.</p> <p>True</p> <p>True</p> <p>True</p> <p>True</p> <p>True</p> <p>True</p>	<p>It complied the criteria 2.1; 4.7</p> <p>It complied the criteria 4.1</p> <p>It complied the criteria 2.1; 4.7</p> <p>It complied the criteria 6.5</p> <p>It complied the criteria 6.5</p> <p>It complied the criteria 4.6</p> <p>It complied the criteria 6.5</p> <p>It complied the criteria 2.1; 4.7</p> <p>It complied the criteria 2.1; 4.7</p> <p>It complied the criteria 2.1; 6.7</p> <p>It complied the criteria 2.1; 6.6</p> <p>It complied the criteria 2.1; 6.6</p>

Issues from Public	Management Response	Auditor Response
<p>National Land Agency of Kotawaringin Timur District</p> <ul style="list-style-type: none"> The process of acquisition status of the concession of PT Agro Bukit is the authority of National Land Office of Central Kalimantan and National Land Agency of the Republic of Indonesia. Meanwhile, the land office of Kotawaringin Timur District has not received definite information until today. The authority of the Land Office of Kotawaringin Timur District is only to execute the process of land ownership application with the broad-scale of <200 hectares and only to issue the certificate of Land Use Title. The status over the land rights of PT Agro Bukit today is still in the form of Cadastral Map. However, if the certificate of Land Use Title has not been received in more than 5 years, it is necessary for the evaluation from the land office (Province and Central) to the Cadastral Map previously issued. The obstacle that impedes the process of acquiring concession of PT Agro Bukit is the overlapping of regulation between local regulation on Spatial Plan of Central Kalimantan Province and Decree of Minister of Forestry 529/2012 on the Designation of the Status of Forest Area which has not been resolved until now. There is information on the status of land conflicts in PT Agro Bukit occurred in 2014, but it has been handled by Team of Conflict and Disputes of Local Government. 	<p>True</p> <p>The statement is true. The Cadastral Map valid for 5 years. If the company has not obtained certificate of Land Use Title then the cadastral map previously issued will be evaluated by National Land Agency, whether it needs re-measurement or not since it has many changes. Status of concession application of PT Agro Bukit has reached the stage of Committee B conducted on 1 February 2006 which was contained in Minutes of Committee B No. 86/PPTB/VI/2006.</p> <p>True</p> <p>Land conflict in PT Agro Bukit of Central Kalimantan had been settled by Kotawaringin Timur government, in this case the Head of Kotawaringin Timur District and 3 head of sub-districts within the area of Kotawaringin Timur on 13 March 2011.</p> <p>Land conflicts after 2011 to 2014 were always handled</p>	<p>It complied the criteria 2.1</p> <p>It complied the criteria 2.1</p> <p>It complied the criteria 2.1</p> <p>It complied the criteria 2.3</p>

Issues from Public	Management Response	Auditor Response
	<p>involving the Customary Leaders and Government ranging from the level of Village to the Level of Kotawaringin Timur District.</p> <p>Letter of Head of Kotawaringin Timur District (detailed number, date and history is kept in PT ABCK by PR) in 2015 restated that PT Agro Bukit has settled the payment for the land so no need to repay the land claim in the concession. The company only implements the program of CSR and smallholdings.</p>	
<p>Forestry and Plantation Service of Kotawaringin Timur District.</p> <ul style="list-style-type: none"> According to the Decree of Forestry Minister 529/2012 the status of PT Agro Bukit plantation area is Forest Area. However, based on the Local Regulation No. 8/2003 it is in the Area of Plantation Cultivation and Other Utilities. Until today, the Spatial Plan of Central Kalimantan has not finished yet so it hampers the process of obtaining right over the Land. Information about licensing the Forest Service of the District is not directly involved. All the update news about licensing is in Local Government Development Economic Section so the Forest Service does not know for sure the latest process of PT Agro Bukit. The Forest Service knows and really appreciates the way company manage HCV area in PT Agro Bukit. The Forest Service suggests that if the company would like to do the reclamation and rehabilitation of the land in the conservation area (particularly in the area of Kerangas Forest) the company should discuss for the selection of the tree species that can grow and survive in the area, particularly the local species. 	<p>True</p> <p>(According to Decree of Forestry Minister 529/2012 some areas are included in forest area and at this time PT Agro Bukit is in the middle of the processing the Decree of Forest Exchange Area)</p> <p>For licensing although it is issued by the Head of District there is always a copy to Forestry Service.</p> <p>The suggestion is accepted.</p>	<p>It complied the criteria 2.1</p> <p>It complied the criteria 1.1</p> <p>It complied the criteria 5.2</p>

Issues from Public	Management Response	Auditor Response
NGO Balanga <ul style="list-style-type: none"> NGO Balanga once received a report related to land disputes between the community and PT Agro Bukit. The company is indicated not to have forest-releasing area. PT Agro Bukit has compensated the land, but it is indicated that the compensation had been paid to the wrong person. There was fruits theft back in 2014 due to the unresolved problems of the land. However, this time there are no more thefts. Villagers having problems with PT Agro Bukit are the people of Penyang Village, Tanah Putih and Sungai Paring Village. 	<p>Company has met and discussed with NGO Balanga regarding the problems of the land, and this issue has been handled by the company along with the local government.</p> <p>PT Agro Bukit is currently in the process of forest releasing and forest exchange in accordance with Government Regulation 60.</p> <p>PT. Agro Bukithas obtained recommendation from the Governor of Central Kalimantan and from Head of Katingan District for replacement area. Until now the process in in progress with the final process of the establishment of TIMDU.</p> <p>Land compensation conducted by PT Agro Bukit always involves the Customary Leader and the Government to minimize undesirable effects.</p> <p>Palm fruit thefts until 2014 has been handled by relevant legal parties and government; as well as the next anticipation. The impacts and tangible results are always a joint effort involving internal and external parties of PT Agro Bukit.</p> <p>PT Agro Bukitalways involves Customary Leaders and Government in handling problems (including problems with Penyang Village and Tanah Putih). However, problems with Sungai Paring have never been identified.</p>	<p>It complied the criteria 1.1; 6.2; 6.3</p> <p>It complied the criteria 2.1</p> <p>It complied the criteria 2.3; 6.4; 7.5; 7.6</p> <p>It complied the criteria 2.1</p> <p>It complied the criteria 2.2; 6.2</p>
Pasir Putih Village <ul style="list-style-type: none"> PT Agro Bukit often communicates with the representatives of the village in order to find out if there is a problem between people and the company. 	<p>A routine coordination is conducted on a monthly basis with Head of Pasir Putih Village. However, whenever there is a complaint from the community, it will be responded in accordance with the SOP.</p>	<p>It complied the criteria 1.1; 6.2</p>

Issues from Public	Management Response	Auditor Response
<ul style="list-style-type: none"> PT Agro Bukit already has a CSR program related to community development. The representative of the village is currently conducting an inventory of scheme smallholders to be fostered by PT Agro Bukit. There is no problem of pollution due to the company's operations. There have been issues of land claims in the riparian areas, which are not planted by PT Agro Bukit. However, people who made the claim could not show evidence of the land ownership. 	<p>True</p> <p>True. It is for the program of Smallholding/Partnership with the communities around the estate.</p> <p>True. Waste management system runs fairly good.</p> <p>Company deliberately does not open the riparian area for the purpose of land and water conservation in accordance with the regulation.</p>	<p>It complied the criteria 6.1; 6.11</p> <p>It complied the criteria 6.1; 6.11</p> <p>It complied the criteria 5.1; 6.1</p> <p>It complied the criteria 2.; 5.2</p>
<p>Batang Makmur Farmer Group</p> <p>This group works in the field of vegetable crops. There are 24 members of the group who are all residents of Pasir Putih Village. This farmer group is working on land owned by others on loan. The result of interviews found that:</p> <ul style="list-style-type: none"> PT Agro Bukithas provided a lot of assistance to the farmer group in the form of seeds and funds. PT Agro Bukit provides facilities of land when the land worked by the farmer group was taken by its owner. PT Agro Bukit facilitates the Batang Makmur farmer group with other groups in Rongkang Village to exchange knowledge. There is a good communication between PT Agro Bukit with the communities. 	<p>All this time farmers have been working on land owned by Developer. PT Agro Bukit is still actively assisting the group with the assistance granted in the form of seeds and fertilizer worth IDR 18,000,000 as well as routine group mentoring.</p> <p>The land is facilitated by representative of Village and Local Government of Kotawaringin Timur. Agro Bukit only facilitates the technical agriculture and operational assistance.</p> <p>True. It is to increase the community empowerment around the estate. This cooperation has mutual benefits to both groups (businesses of woven and clothes sewing).</p> <p>True</p>	<p>It complied the criteria 6.1; 6.11</p> <p>It complied the criteria 6.1; 6.11</p> <p>It complied the criteria 6.1; 6.11</p> <p>It complied the criteria 6.1</p>

Issues from Public	Management Response	Auditor Response
<ul style="list-style-type: none"> There used to be a frequent theft of fruits in PT Agro Bukit but it was not by the people of Pasir Putih Village. 	The fruit thefts in PT Agro Bukit were done by people; the detailed data is stored in the security of PT Agro Bukit and the authorities (sub-district police and district police of Kotawaringin Timur).	It complied the criteria 2.1
Bipartite Cooperation Institution (Representative of Bipartite Cooperation Institution of Lenggana Estate) <ul style="list-style-type: none"> Bipartite Cooperation Institution has been listed to Labour and Transmigration Service of Kotawaringin Timur District with the term up to October 2015. Membership of Bipartite Cooperation Institution consists of representatives of workers and management. If there are any complaints from the employees the management unit directly responds well. However, if the employees do not feel satisfied with the responses, the complaints will be discussed at the meeting of Bipartite Cooperation Institution. 	<p>True</p> <p>True, in order to express the voice of the workers</p> <p>True. It complied with the SOP.</p>	<p>It complied the criteria 6.6</p> <p>It complied the criteria 6.6</p> <p>It complied the criteria 6.6</p>
Local Contractor (CV Daun Mas, CV Candra Jaya, PT Devindo – contractors for Mounding Palm) <ul style="list-style-type: none"> The contractors have been working with the company for a long time; the work agreement has been agreed with a fair and transparent agreement describing the job specification, the provision of the price and the payment system. 	<p>True.</p>	It complied the criteria 6.1; 6.10; 6.11

Issues from Public	Management Response	Auditor Response
<ul style="list-style-type: none"> There are several issues related to OHS and employment such as the application of minimum wages, PPE for workers. However, the operators of heavy equipment have not obtained Operator License/SIO. There is a delay in payment for the works from December 2014. 	<p>True. It happened because the rate of contractor operator turnover in and out is very high. Operator who has SIO sometimes does not survive long in a contracting company. It has been disseminated to each contractor to comply with the company regulation on the occupational health and safety as well as environmental management and applicable regulation in PT Agro Bukit.</p> <p>The payment had been delayed due to the transition/change in financial year. However, the delay had been delivered to the contractors at the beginning of the contract stating that the payment might be delayed up to 3 months.</p>	<p>It complied the criteria 6.10</p> <p>The company is encouraged to pay the contractor based on the written agreement.</p>
<p>Gender Committee of PT Agro Bukit (Chairman of Gender Committee)</p> <ul style="list-style-type: none"> Management of gender committee consists of representatives from each work unit formed in December 2014. Dissemination of company policies related to the prevention of sexual harassment and protection of women rights to all employees had been conducted. 	<p>True, this committee has represented all work units.</p> <p>True</p>	<p>It complied the criteria 6.6; 6.8; 6.9</p> <p>It complied the criteria 6.9</p>
<ul style="list-style-type: none"> Gender committee takes role as a facilitator in handling cases of sexual harassment or violence against female workers. Grievance mechanism has been disseminated to all employees. The management unit has been implementing the policy of granting maternity leave according to applicable regulation. The provisions of menstrual leave have also been regulated in PP. There is no report of sexual harassment or violence 	<p>True. It complied with the SOP.</p> <p>True</p> <p>True</p> <p>There were no events.</p>	<p>It complied the criteria 6.9</p> <p>It complied the criteria 6.3; 6.9</p> <p>It complied the criteria 2.1; 6.9</p> <p>It complied the criteria 6.9</p>

Issues from Public	Management Response	Auditor Response
from December 2014 until the time of assessment.		
Thursday, 16 April 2015		
Head of Bagendang Tengah Village <ul style="list-style-type: none"> At the beginning of the construction of the estate PT Agro Bukit carried out dissemination to all affected communities including Bagendang Tengah Village. So far the communication between people of Bagendang Tengah village and PT Agro Bukit is very good. In addition to CSR program, the company also facilitates survey activity in the location to be used for cooperative pattern of smallholding. Currently the residents of Bagendang Tengah Village are registering their land ownership as the follow-up from the Joint Ministerial Decree and Governor Regulation on the Right of Customary Land. It is because the majority of people in Bagendang Tengah Village are Dayak Misik All compensations for the land belonged to the residents of Bagendang Tengah Village located in the plantation area of PT Agro Bukit have been settled during the construction of the estate and have been agreed. 	<p>True. The dissemination was conducted by the team.</p> <p>The survey was carried out by Department of GRDC of PT Agro Bukit and representatives of residents of Bagendang Tengah Village.</p> <p>True. The plan of prospective land of smallholdings for the residents of Bagendang Tengah Village according to Decree of the Minister of Forestry No. 529/2012 is located in forest area. However, with the issuance of Joint Decree of 4 Ministerial in 2014 the village government is currently in the process of application to the team IP4T.</p> <p>Land inventory was conducted by the Team in accordance with Decree of the Head of Mentaya Hilir Utara Sub-District No. 150/525/Pem/2005 on 23 July 2005.</p>	<p>It complied the criteria 2.3; 7.5</p> <p>It complied the criteria 6.1; 6.2; 6.11</p> <p>It complied the criteria 6.11</p> <p>It complied the criteria 2.2; 2.3; 7.6</p>
Head of Mentaya Hilir Utara District <ul style="list-style-type: none"> Based on some information, land disputes from several groups occurred in 2014. However, PT Agro Bukit conducted procedures in accordance with the direction from Local Government and involved relevant parties in the process of completion. 	<p>PT Agro Bukit always involves Customary Leaders and Government in handling the land disputes.</p>	<p>It complied the criteria 2.2</p>

Issues from Public	Management Response	Auditor Response
<ul style="list-style-type: none"> Mentaya Hilir Utara District has conducted an evaluation to the disputed area and is in sub-district administrative area. It is recognized that all disputed area in 2014 was in compensation to the rightful owner by PT Agro Bukit. All evidence can be demonstrated including the map of disputed area. 	PT Agro Bukit always involves Customary Leaders and Government in handling the land disputes.	It complied the criteria 2.2
<ul style="list-style-type: none"> It is known that the group claiming the land was not from the village under the area of Mentaya Hilir Utara District. The handling process on this matter was resolved through the team of handling local government conflicts by involving other relevant parties, including local Dayak Customary Council. 	The group of residents claiming the land was from Penyang Village, Telawang Sub-District. However, after being handled by the team of local government the head of district issued a letter regarding land claim settlement No. 02.04/592.2/1746/Adpum dated on 29 December 2014 and just accepted by PT Agro Bukit on 21 April 2015.	It complied the criteria 2.2
<ul style="list-style-type: none"> Government of Mentaya Hilir Utara Sub-District always coordinates with PT Agro Bukit and it is recognized that the company is very concerned with social community in their working area. 	Coordination with Head of Sub-District, Head of Sub-District Police, and Commander of Sub-District Army/Danramil is routinely conducted. Any complaints from the community will be responded according to the SOP.	It complied the criteria 6.1; 6.2

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 Agro Bukit
Management Representative



Wilton Simajuntak
Friday, 08 May 2015

Mutuagung Lestari
Lead Auditor



Ardiansyah
Friday, 08 May 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	Environment Bodies	Kotawaringin Timur	-	Interview	15 April 2015	√	
2	Labor and Social Agency	Kotawaringin Timur	-	Interview	15 April 2015	√	
3	National Land Agency	Kotawaringin Timur	-	Interview	15 April 2015	√	
4	Forestry and Plantation Agency	Kotawaringin Timur	-	Interview	15 April 2015	√	
5	NGO Balanga	Kotawarngin Timur	-	Interview	15 April 2015	√	
6	Pasir Putih Village	Kotawarngin Timur	-	Interview	15 April 2015	√	
7	Batang Makmur Farmer Group	Kotawarngin Timur	-	Interview	15 April 2015	√	
8	Bipartite Cooperation Institution	Lenggana Estate	-	Interview	15 April 2015	√	
9	Local Contractor CV Daun Mas, CV Candra Jaya, PT Devindo	Kotawarngin Timur	-	Interview	15 April 2015	√	
10	Gender Committee PT Agro Bukit	Kotawarngin Timur	-	Interview	15 April 2015	√	
11	Bagendang Tengah Village	Kotawarngin Timur	-	Interview	16 April 2015	√	
12	Head of Mentaya Hilir Utara District	Kotawarngin Timur	-	Interview	16 April 2015	√	

Appendix 2. Assessment Program

Date	13 – 17 April 2015				
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR			
		ARD	YWR	NK	RR
Monday, 13 April 2015					
13.30 – 15.00	JAKARTA → SAMPIT				
15.00 – 17.00	SAMPIT → PT AGRO BUKIT	✓	✓	✓	✓
Tuesday, 14 April 2015					
07.30 – 09.00	OPENING MEETING	✓	✓	✓	✓
09.00 – 12.00	Document Review of Legal Requirement and Review of Previous Visit Non-conformance (Stage-1) Legal operational and Conservation Area Sungai Binti Estate dan Tanah Putih Estate	✓	✓	✓	✓
12.00 – 14.00	BREAK	✓	✓	✓	✓
14.00 – 17.30	SUNGAI BINTI POM <ul style="list-style-type: none">WWTP (IPAL), Land Application, WTP and WarehouseOperational K3 (OHS)Supply ChainDocument Review of operational POM	✓	✓	✓	✓
Wednesday, 15 April 2015					
08.00 - 12.00	Stakeholders consultation to Related Government Institution (Kotawaringin Timur District Government and local NGO) Field Observation Sungai Binti Estate <ul style="list-style-type: none">Manuring, Spraying, Harvesting, best agricultural practicesWorker Welfare (payments, complaint mechanism)Hazardous Waste Material (LB3) and Hazardous Material (B3) managementWorker facilities (housing, health clinic, clean water, etc)Land Fire facilities, Storage, etc.	✓	✓	✓ ✓ ✓	✓ ✓
12.00 – 14.00	BREAK	✓	✓	✓	✓
14.00 – 17.00	Stakeholders consultation to Nearest village and community leader Continue Field Observation SUNGAI BINTI ESTATE and field observation clarification	✓	✓	✓	✓
Thursday, 16 April 2015					
08.00 - 12.00	Field Observation Tanah Putih Estate <ul style="list-style-type: none">Manuring, Spraying, Harvesting, best agricultural practicesWorker Welfare (payments, complaint mechanism)Hazardous Waste Material (LB3) and Hazardous Material (B3) managementLegal operational and Conservation AreaWorker facilities (housing, health clinic, clean water, etc)Land Fire facilities, Storage, etc. Stakeholders consultation to Nearest village and community leader	✓	✓	✓ ✓ ✓	✓ ✓

12.00 – 14.00	BREAK	✓	✓	✓	✓
14.00 – 17.00	Continue Field Observation SUNGAI BINTI ESTATE and field observation clarification			✓	✓
Friday, 17 April 2015					
07.30 - 09.30	CLOSING MEETING				
09.30 – 10.30	PT AGRO BUKIT → SAMPIT	✓	✓	✓	✓
11.30 – 12.30	SAMPIT → JAKARTA				