

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

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

Name of Management :  
 Organisation : **Teluk Siak POM – PT Aneka Inti Persada, Sime Darby Plantation Sdn. Bhd**  
 Plantation Name : Teluk Siak Estate, Pinang Sebatang Estate and Aneka Persada Estate  
 Location : Village of Meredan, Sub District of Tualang and Kuto Gasib, District of Siak, Province of Riau, Indonesia

Certificate Code : **MUTU-RSPO/007**  
 Date of Certificate Issue : 11 October 2011      Date of License Issue : 11 October 2015  
 Date of Certificate Expiry : 10 October 2016      Date of License Expiry : 10 October 2016

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-4	18 – 21 August 2015	Oktovianus Rusmin (LA), Naila Karima, Andi Pratama Pasaribu, Warsito	Taufik Margani	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-4	3 November 2015

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 on March 12<sup>th</sup>, 2014 with registration number **RSPO-ACC-007**

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### FIGURE

Figure 1. Location Map PT Aneka Inti Persada

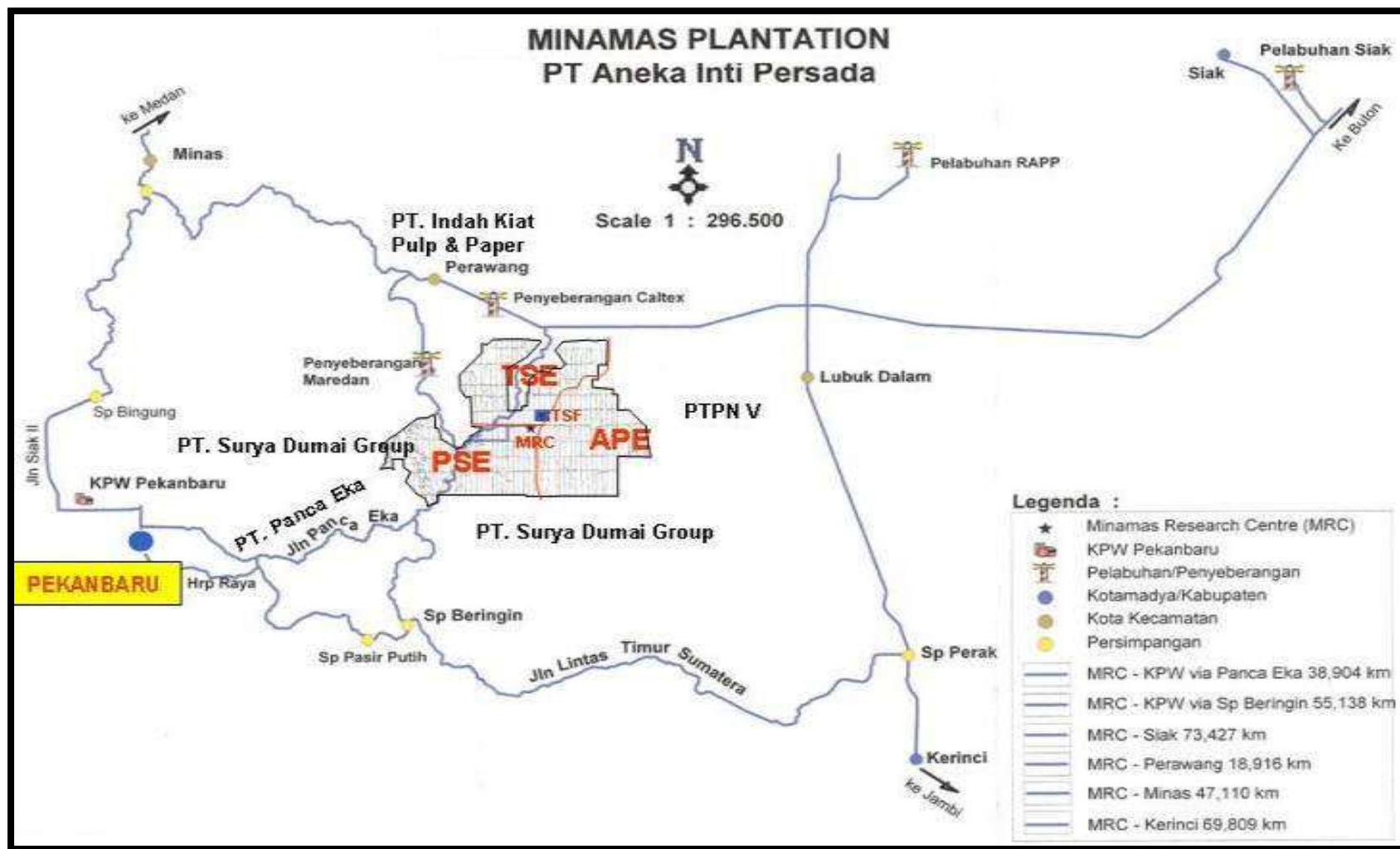
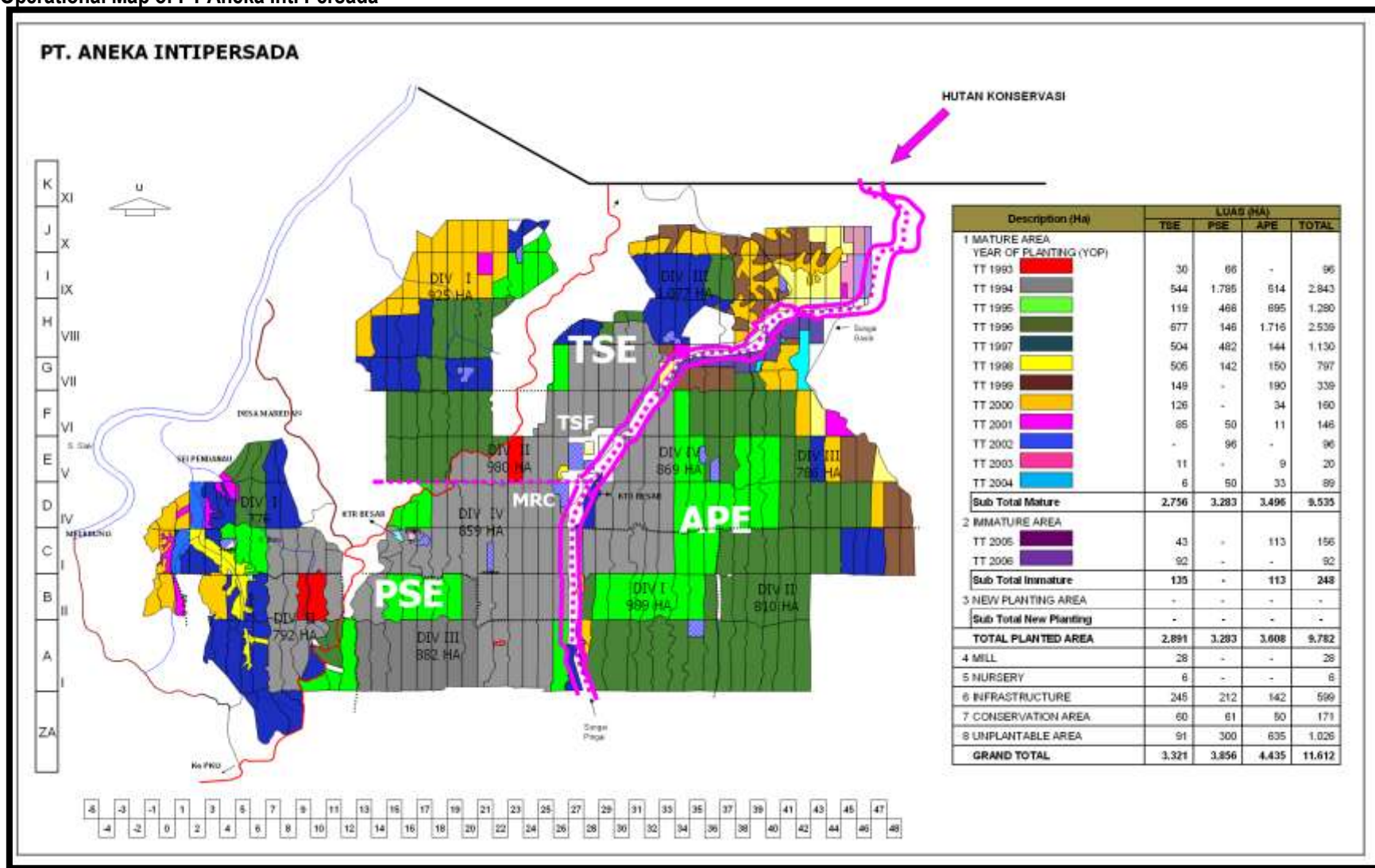


Figure 2. Operational Map of PT Aneka Inti Persada



**Glossary**

AMDAL (SEIA)	:	Analisis Mengenai Dampak Lingkungan ( <i>Social and Environmental Impact Assessment</i> )
APE	:	Aneka Persada Estate
BKPM	:	Badan Koordinasi Penanaman Modal ( <i>Head of the Investment Coordinating Board</i> )
BSS	:	Block Spraying System
BOB	:	Barn Owl Box
BOD	:	Biological Oxygen Demand
CLA	:	Collective Labour Agreement
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
FFB	:	Fresh Fruit Bunch
HCV	:	High Conservation Value
HGU (LUP)	:	Hak Guna Usaha ( <i>Land Use Permit</i> )
IUP	:	Izin Usaha Perkebunan. ( <i>Plantation Operation Licence</i> )
IPM	:	<i>Integrated Pest Management</i>
EFB	:	Empty Fruit Bunch
FFBGS	:	Fresh Fruit Bunch Grading System
GCSH	:	Guiding Committee of Occupational Safety & Health
GCG	:	Good Corporate Governance
KER	:	Kernel Extraction Rate
LC	:	Land Clearing
MPA	:	Masyarakat Peduli Api ( <i>Concerned Citizens Fire</i> )
MRC	:	Minamas Research Center
NLA	:	National Land Agency
OER	:	Oil Extraction Rate
OHS	:	Occupational Health and Safety
PK	:	Palm Kernel
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protective Equipment
PSE	:	Pinang Sebatang Estate
PT AIP	:	PT Aneka Inti Persada
RSPO	:	Roundtable on Sustainable Palm Oil
RKL/RPL (EMP)	:	Rencana Kelola Lingkungan/ Rencana Pemantauan Lingkungan. ( <i>Environmental Management Plan/ Environmental Monitoring Plan</i> )
SCCS	:	Supply Chain Certification System
SIA	:	Social Impact Assessment
SOP	:	Standard Operating Procedure
SOU	:	Strategic Operation Unit
ASA-4	:	Annual Surveillance Assessment 4 <sup>th</sup>
TSE	:	Teluk Siak Estate
TSF	:	Teluk Siak Factory
UKL/UPL (EME)	:	Upaya Kelola Lingkungan/ Upaya Pemantauan Lingkungan. ( <i>Environmental Management Efforts/ Environmental Monitoring Efforts</i> )
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant



<b>1.0 SCOPE OF THE CERTIFICATION ASSESSMENT</b>			
<b>1.1 Assessment Standard Used</b>		<ul style="list-style-type: none"> <li>• <i>RSPO Principles and Criteria (P&amp;C) for for the Production of Sustainable Palm Oil - April 25<sup>th</sup>, 2013.</i></li> <li>• <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill)</i></li> </ul>	
<b>1.2 Organisation Information</b>			
1.2.1	Organisation name listed in the certificate	PT Aneka Inti Persada – Sime Darby Plantation Sdn. Bhd.	
1.2.2	Contact person	Mohamad Pirabaharan	
1.2.3	Organisation address and site address	<ul style="list-style-type: none"> <li>• Head Office: SIME DARBY Plantation Sdn Bhd No 2, Plantation Tower Jalan PJU 1A/7 Petaling Jaya, Malaysia 47301</li> <li>• Branch Office Minamas Gemilang: The Plaza Office Tower, 36<sup>th</sup> Floor. Jl. MH Thamrin Kav. 28-30, Jakarta – 10350</li> </ul>	
1.2.4	Telephone	+62-21-29926000	
1.2.5	Fax	+62-21-29922686	
1.2.6	E-mail	<a href="mailto:mohamad.pirabaharan@sime-darby.com">mohamad.pirabaharan@sime-darby.com</a>	
1.2.7	Web page address	<a href="http://www.sime-darby.com">www.sime-darby.com</a>	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan (Head of PSQM Plantation Minamas Indonesia)	
1.2.9	Registered as RSPO member	1-0008-04-000-00– 7 September 2004	
<b>1.3 Type of Assessment</b>			
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base: Teluk Siak POM, Teluk Siak Estate (TSE), Pinang Sebatang Estate (PSE) and Aneka Persada Estate (APE).	
1.3.2	Type of certificate	Single	
<b>1.4 Locations of Mill and Plantation</b>			
1.4.1	Location of Mill		
	<b>Name of Mill</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b>
	Teluk Siak	Village of Meredan, Sub-district of Tualang, District of Siak, Riau Province.	0° 35' 29" N
			101° 39' 32" E
1.4.2	Location of Certification Scope of Supply Base		
	<b>Name of Supply Base</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b>
			<b>Longitude</b>

Teluk Siak Estate	Village of Meredan, Sub-district of Tualang, District of Siak, Riau Province.	0° 35' 05" – 0° 38' 09" N	101° 37' 01" – 101° 42' 48" E
Pinang Sebatang Estate	Village of Pinang Sebatang, Sub-district of Tualang, District of Siak, Riau Province.	0° 32' 35" – 0° 32' 34" N	101° 34' 30" – 101° 39' 21" E
Aneka Persada estate	Village of Meredan, Sub-district of Tualang, District of Siak, Riau Province.	0° 32' 35" – 0° 37' 35" N	101° 39' 21" – 101° 43' 08" E

**1.5 Description of Area Statement**

1.5.1	Tenure	
	<ul style="list-style-type: none"> <li>State</li> </ul>	a. HGU No. 05.02.01.06.2.00003 11.612 Ha date of 28 July 1999 acre b. HGU in process 421 Ha
	<ul style="list-style-type: none"> <li>Community</li> </ul>	-

**1.5.2 Area Statement**

		<b>Total (Ha)</b>
	• Total area	11,555.04
	• Mature area	7,189.54
	• Immature area	2,516.85
	• Mill	20.90
	• Infrastructure	263.22
	• Emplishment / Workers Quarter	118.60
	• Nursery	22.96
	• Occupation	1,170.20
	• HCV	252.76

**1.6 Planting Year and Cycles**

1.6.1	Age profile of planting year				
	Planting Year	Hectarage (Ha)			
		Teluk Siak Estate	Pinang Sebatang Estate	Aneka Persada Estate	Total
	1994	151.97	958.15		1,110.12
	1995	67.70	484.77	296.45	848.91
	1996	500.21	152.11	1618.98	2,271.29
	1997	436.06	439.12	113.45	988.64
	1998	552.46	154.21	57.85	764.52
	1999	69.64	128.79	317.27	515.70
	2000	35.43			35.43
	2001	118.24	126.22	34.95	279.42
	2003	76.67			76.67
2004	51.42		110.80	162.22	

	2006			47.63	47.63			
	2009	29.00			29.00			
	2011	30.00	30.00		60.00			
	2013	239.60	202.87	360.64	803.11			
	2014	377.27	315.98	396.38	1,089.63			
	2015	140.17	231.22	252.73	624.11			
	TOTAL	2,875.83	3,223.44	3,607.12	9,706.40			
1.6.2	New Planting area after January 2010		- Ha					
1.6.3	Planting Cycle		1 <sup>st</sup> Cycle and 2 <sup>nd</sup> Cycle					
1.7	Description of Mill and Supply Base							
1.7.1	Description of Mill							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO Out put (ton)	Extraction (%)	Palm Kernel Out put (ton)	Extraction (%)	
	Teluk Siak	45	156,012.50	35,894.17	23.01	7,785.93	4.99	
	<i>*Production data source from 12 months before assessment (August 2014 to July 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/year )	Supplied to Mill FFB (tonnes/year)		%
	Teluk Siak	3,321.20	2,875.83	48,350.46	22.82	48,350.46	100	
	Pinang Sebatang	3,799.22	3,223.44	53,562.04	21.66	53,562.04	100	
	Aneka Persada	4,434.62	3,607.13	54,100.00	20.83	54,100.00	100	
	TOTAL	11,555.04	9,706.40	156,012.50	21.70	156,012.50	100	
	<i>*Production data source from 12 months before assessment (August 2014 to July 2015)</i>							
1.7.3	FFB description from other source							
	Name of sources	Organisation	Location		Supplied to Mill FFB (tonnes/year)			
	-							
	-							
	-							
	TOTAL							
	<i>*PT AIP doesn't receive FFB from outside (smallholders or other independent)</i>							
1.7.4	Jenis Produk			FFB, CPO, PK				
1.8	Estimate Tonnage of Certified Product							
1.8.1	Past Annual Claim Certified Product			Previous Certificate Claim 11 October 2014 to 10 October 2015 (tonnes/year)		Actual certified product 11 October 2014 to 19 August 2015 (tonnes/year)		
	• FFB Production			157,949.02		131,496.13		
	• CPO Production			36,122.94		30,242.47		
	• Palm Kernel (PK) Production			7,897.45		6,517.55		



1.8.2	Estimate of Certified FFB Claim						
	Name of Estate(s)		Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	
	Teluk Siak		3,321.20	2,875.83	46,923	22.15	
	Pinang Sebatang		3,799.22	3,223.44	42,882	17.34	
	Aneka Persada		4,434.62	3,607.13	54,702	21.06	
	TOTAL		11,555.04	9,706.40	144,507	20.10	
<i>*Projected FFB production period July 2015 to June 2016</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 (%)
	Teluk Siak		45	144,507	34,320	23.75	7,225
<i>*Projected CSPO and CSPK production period July 2015 to June 2016</i>							
1.9	Other Certifications						
	ISO 9001:2008			-			
	ISO 14001: 2004			-			
	OHSAS 18001:2007			-			
	ISCC			-			
	Others			-			
1.10	Time Bound Plan						
1.10.1	Time Bound Plan for Other Management Units						
MANAGEMENT UNIT		Estate (Supply Base)	Time Bound	LOCATION			
P O M	Time Bound						
Sekunzir. PT. Indotruba Tengah	Certified 2010	Sekunzir	Certified 2010	Seruyan and West Kotawaringin District – Central Kalimantan			
		Seruyan	Certified 2010				
Manggala. PT. Tunggal Mitra Plantations	Certified 2010	Manggala 1	Certified 2010	Rokan Hilir District – Riau			
		Manggala 2	Certified 2010				
		Manggala 3	Certified 2010				
PT. Sime Indo Agro	Certified 2010	PT. Sime Indo Agro	Certified 2010	Sanggau District –West Kalimantan			
Teluk Siak. PT Aneka Inti Persada	Certified 2011	Teluk Siak	Certified 2011	Pekanbaru, Siak District – Riau			
		Pinang Sebatang	Certified 2011				
		Aneka Persada	Certified 2011				
Sungai Pinang. PT. Bina Sains Cemerlang	Certified 2012	Sungai Pinang	Certified 2012	Musi Rawas District – South Sumatera			
		Bukit Pinang	Certified 2012				
Sukamandang. PT. Kridatama Lancar	Certified 2011	Sukamandang	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan			
		Sapiri	Certified 2011				
		Baras Danum	Certified 2011				
		Kuala Kuayan	Certified 2011				

Pematang. PT. Teguh Sempurna	Certified 2011	Pematang	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan
		Kawan Batu	Certified 2011	
		Hatan Tiring	Certified 2011	
		Batang Garing	Certified 2011	
Alur Dumai. PT Lahan Tani Sakti	Certified 2011	Alur Dumai	Certified 2011	Rokan Hilir District – Riau
Teluk Bakau. PT. Bhumireksa Nusa Sejati	Certified 2011	Teluk Bakau	Certified 2011	Indra Giri Hilir District – Riau
		Nusa Perkasa	Certified 2011	
		Nusa Lestari	Certified 2011	
Mandah. PT. Bhumireksa Nusa Sejati	Certified 2014	Mandah	Certified 2011	Indra Giri Hilir District – Riau
		Rotan Semelur	Certified 2011	
Angsana Mini. PT Sajang Heulang	Certified 2011	KKPA-1 PT.SHE	Certified 2013	Tanah Bumbu District – South Kalimantan
		Pantai Bonati	Certified 2011	
Angsana. PT Ladangrumpun Suburabadi	Certified 2011	Angsana	Certified 2011	Tanah Bumbu District – South Kalimantan
		Gunung Sari	Certified 2011	
		KKPA-4 PT.SHE	Certified 2013	
Mustika. PT Sajang Heulang	Certified 2013	KKPA-2 PT.SHE	Certified 2013	Tanah Bumbu District – South Kalimantan
		KKPA-3 PT.SHE	Certified 2013	
		KKPA-5 PT.SHE	Certified 2013	
Gunung Aru. PT Bersama Sejahtera Sakti	Certified 2011	Gunung Aru	Certified 2011	Kotabaru District – South Kalimantan
		Gunung Kemas	Certified 2011	
		Laut Timur	Certified 2011	
		Pantai Timur	Certified 2011	
Bebunga. PT. Langgeng Muaramakmur	Certified 2011	Sungai Cengal	Certified 2011	Kotabaru District – South Kalimantan
		Bebunga	Certified 2011	
		KKPA Sungai Cengal	Certified 2015	
Pondok Labu. PT Paripurna Swakarsa	Certified 2012	Binturung	Certified 2012	Kotabaru District – South Kalimantan
		Pondok Labu	Certified 2012	
		Rampa	Certified 2012	
		Sesulung	Certified 2012	
Selabak. PT Swadaya Andhika	Certified 2012	Selabak	Certified 2012	Kotabaru District – South Kalimantan
		Randi	Certified 2012	
		Sangkoh	Certified 2012	
		Lanting	Certified 2012	
Rantau. PT Laguna Mandiri	Certified 2012	Rantau	Certified 2012	Kotabaru District – South Kalimantan
		Matalok	Certified 2012	
Betung. PT Laguna Mandiri	Certified 2014	Betung	Certified 2012	Kotabaru District – South Kalimantan
		Sekayu	Certified 2012	
Ungkaya. PT Tamaco Graha Krida	Certified 2012	Ungkaya	Certified 2012	Morowali District – Sulawesi Tengah
		Plasma TGK	Audited 2015	
Ladang Panjang. PT Bahari Gembira Ria	Certified 2012	Ladang Panjang	Certified 2012	Muaro Jambi District - Jambi
		Plasma BGR	2015	
Rantau Panjang. PT Guthrie Pecconina Indonesia	Certified 2012	Rantau Panjang	Certified 2012	Musi Banyuasin District – South Sumatera
		Bumi Ayu	Certified 2012	
		Karang Ringin	Certified 2012	

		Napal	Certified 2012	
		Mangun Jaya	Certified 2012	
		KKPA Sungai Jernih	2015	
Blang Simpo. PT Perkasa Subur Sakti	Certified 2013	Tamiang (PT PPP)	Certified 2013	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam
		Batang Ara ((PT PSK))	Certified 2013	
		Blang Simpo-01 (PT PPP)	Certified 2013	
		Blang Simpo-02 (PT PPP)	Certified 2013	
MAS. PT Mitra Austral Sejahtera	2020	MAS 1	2020	Sanggau District – West Kalimantan
		MAS 1	2020	
		MAS 1	2020	
Lembiru. PT Sandika Nata Palma	Certified 2014	Lembiru	Certified 2014	Ketapang District – West Kalimantan
		Awatan	Certified 2014	
	<b>New Development</b>	Karya Palma	2016	
PT Budidaya Agro Lestari	<b>2018</b>	Pelanjau	2018	
		Sungai Putih	2018	
		Baturus	2018	
Sime Darby has been certified on all 39 units Palm Oil Mill in Malaysia and 21 units Palm Oil Mill in Indonesia. The Time Bound Plan was revised, cause the company to delay certification process with the following explanation: - PT. Mitra Austral Sejahtera, there is still a problem issue that remain unresolved social i.e. from Serikat Petani Kelapa Sawit (SPKS), but improvements are ongoing. - PT. Budidaya Agro Lestari waiting Decree of RTRWP (Decree of Spatial Planning and Territory of West Kalimantan).				
1.10.2	<b>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</b>			
	PT Aneka Inti Persada does not receive from other estates (smallholder or others)			

<b>2.0 ASSESSMENT PROCESS</b>	
<b>2.1 Assessment Team</b>	
<b>ASA-4</b>	<p><b>1. Oktovianus Rusmin (Lead Auditor).</b> Bachelor's Degree in Social &amp; Political Sciences Department of Anthropology. Specialists in the field of Social and Cultural (Social Impact &amp; Conflict Resolution) and HCV. Already participated in Forest Management Auditor Training (FSC Standard), ISO 14001 Environmental Management System Training, SVLK (wood legality) Auditor, Indonesian Sustainable Palm Oil (ISPO) and RSPO Lead Auditor Training. He was several times involved in the assessment of Sustainable Forest Management Certification (Standard LEI) and Gap Analysis Audit (FSC Standard). Had worked at the Center for study of Anthropology University of Indonesia and Social Advisor at Tropical Forest Trust (TFT) Indonesia. He was numerously involved in Social Impact Assessment and HCV Identification in Palm Oil Plantations and Natural Forest concessions and was approved as HCV assessor by RSPO for Social Discipline Specialist. Have been involved in several palm oil certifications as Auditor and Lead Auditor. In this assessment he conducted an assessment on Legality, Social and Supply Chain Aspect.</p> <p><b>2. Naila Karima (Auditor).</b> Bachelor of Public Health, Department of Occupational Health and Safety. Faculty of Public Health, University of Indonesia. She has experience working in private oil palm plantation companies in Indonesia. Who had attended the training including training understanding the RSPO certification system, ISPO Lead Auditor, and certified Integrated Management System (Occupational Health and Safety Management System OHSAS 18001:2007, Environmental ISO 14001:2004, Quality ISO 9001:2008). In this assessment, she conducted an assessment environment aspect and OHS/workers.</p> <p><b>3. Andi Pratama Pasaribu (Auditor).</b> Bachelor of Agriculture from the Department of Agribusiness, Faculty of Agriculture, Jember University. Has attended several training such as: Auditor for Indonesian Sustainable Palm Oil (ISPO) training, Awareness RSPO, Awareness ISO 22000, Lead Auditor ISO 9001:2008 and High Conservation Value. Previously worked as an operational staff in private oil palm plantations. Currently worked as an auditor at Certification Body. He assigned to verify of Best Management Agriculture Practices aspect.</p> <p><b>4. Warsito (Auditor).</b> Bachelor of Forestry, Department of Forest Management, Faculty of Forestry, University of Nusa nation - Bogor. The training which have been followed, among others, training assessor Assessment of Sustainable Production Forest and Auditor training ISPO. Several times involved in the preparation of document environment Forestry Company, Forest Assessment and Assessment of Sustainable Production Forest Management Scheme LEI. At this audit activity to assess the social and employment aspects.</p>
<b>2.2 Assessment Methodology, Assessment Process and Locations of Assessment</b>	
<b>2.2.1</b>	<b>Figure of person days to implement assessment</b>
<b>ASA-4</b>	<p>Number of auditors : 4 auditor</p> <p>Number of days for <b>ASA-4</b> at site : 4 days</p> <p>Number of working days for <b>ASA-4</b> at site : 16 Working days</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA-4</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Aneka Inti Persada to the requirements of <b>RSPO Principles and Criteria (P&amp;C) for for the Production of Sustainable Palm Oil - April 25<sup>th</sup>, 2013, and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill)</b></p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results <b>ASA-4</b> delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (<b>RC</b>).</p> <p>Improvement of findings from main assesment findings were observed by auditors at this <b>ASA-4</b> assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of <b>RC</b>.</p>

The assessment program please find Appendix 2

<b>2.2.3</b>	<b>Location of Assessment</b>
<b>ASA-4</b>	<p><b>Pinang Sebatang Estate</b></p> <ol style="list-style-type: none"> <li><b>Block A009 Division 3.</b> Observation of fertilization (fertilizer CCM dose 3.5 kg / tree), working hours 7:00 to 14:00 with the target of 600 kg / HK, the fertilizers are 10 female workers with SKU-Day status. The results of interviews with workers, it is known that workers have understood the safe working practices in accordance with the working procedures determined by the company, for example sowing fertilizer use calibrated bowl made in the rintis market, and pay attention to the wind direction. Workers equipped with PPE, such as gloves, masks, aprons, overalls, shoes.</li> <li><b>Block C012 Division 4.</b> Observation of empty bunch application. Workers are pieceworkers of third parties / contractors supervised by a supervisor. EFB Applications in TBM area with a dose of 250 kg / tree which is arranged in one layer. Target for pieceworkers are 7 tons / HK.</li> <li><b>Block C013 Division 4.</b> Observation of harvesting, it was found that 1 supervisor supervised 12 harvesters. Working with a fixed rotation system, rotation in 8 days, 1.3 ton target, the premium ready for wholesale IDR. 13,500, an excess of IDR 45 / kg, bunch IDR. 145 / kg (with a conversion of 1 sack = 20 kg). The calculation is for normal standards, In case any excess, it will have its own calculations. Harvesters were given an incentive 1 egg per 200 kg; it was given according to the accumulation in every month. Harvested fruits criterias are at least 5 bunches in the circle. Working tools and PPE were provided by the company. Harvesting technique is using two sickles.</li> <li><b>Blok D010 Division 4.</b> Observation of IPM activities, Captor tools for beetle horn used pheromone which is 1 tool installed to cover 20 Ha. Barn Owl Box, no owl was found in observations. Installation of 1 BOB within 10 Ha coverage areas.</li> <li><b>Agrochemical Warehouse.</b> Observations for storage of pesticides, herbicides and insecticides, with trademark Sidemethrin (162 liters), Metaprima 20 WG (56.79 kg), Agistik (60 liters), lentreec 400EC, Basta (754 liters), Capture 50EC (210 liters), Cozeb 80 WP (238 kg), Bravo 50 EC (4.64 liters). No pesticides class IA / IB WHO and Paraquat. Warehouse was well enough equipped with ventilation, Hazardous Waste symbols are according to the type and characteristics of the materials, MSDS, eyewash, and PPE for mixing workers, those are masks, gloves, apron, goggles, boots.</li> <li><b>Fire Station.</b> Observations of fire-fighting infrastructure availability owned by PSE unit, monitoring the readiness of the tool was performed once in a month. Fire brigade teams are consisting of security dept to simulate the installation of hoses, pumps and spraying in accordance with the procedures in case of a fire incident.</li> <li><b>HCV Area (Riparian Block O013).</b> His condition is the natural vegetation to limit the outer border of the staple crops of palm oil (about 50 meters from the river bank) and there is a sign board and warnings.</li> <li><b>Boundary poles.</b> Poles 71, 72, 73 and 74, the conditions are well installed.</li> <li><b>Village Maredan:</b> Interview with Village Head related to program CD / CSR, social interaction and other aspects of environmental / social.</li> <li><b>Housing of employees.</b> Observation of the permanent and semi-permanent housing, clean water supply from the reservoir, electricity coming from generators, places of worship such as mosques, and sports facilities such as football field, the point of evacuation, fire extinguisher and an interview with the wife of workers related to waste management, HCV socialization and emergency response, electricity, water and complaint mechanism.</li> <li><b>Central Clinic.</b> Observations and interviews with doctors in company about health services, health programs, periodic medical examinations, First Aid, and management of medical waste.</li> </ol> <p><b>Teluk Siak Estate</b></p> <ol style="list-style-type: none"> <li><b>Tualang Timur village.</b> Interview with Village Head related to program CD / CSR, social interaction and other</li> <li><b>Boundary poles.</b> Poles 18, 19, 20 and 21 (Division 2) &amp; 22 (Division 3), the conditions are well installed.</li> <li><b>HCV Area (Riparian of Gasib River, Div 3, Block I 024).</b> There is a sign board and warnings.</li> <li><b>Agrochemical Warehouse.</b> Observations for storage of pesticides, herbicides and insecticides, with trademark Karmex 80 WP (158.15 kg), Dithane M-45 80 WP (15 kg), Dalopir 480 EC (263 liters), Audit 486 AS (60 liters), Basta 150 SL (257 liters), Capture 50EC (444.5 liters), Lentrex (162.2 liters), Lindomin 885 AS (3.2 kg)., Kencepat</li> </ol>



- (433 kg), Metaprima (106.2 kg), and Kenlly (180 kg). No pesticides class IA / IB WHO and Paraquat. Warehouse was well enough equipped with ventilation, Hazardous Waste symbols are according to the type and characteristics of the materials, MSDS, eyewash, and PPE for mixing workers, those are masks, gloves, apron, goggles, boots.
16. **BSS Home.** Observations of washing station for spraying working tools and PPE of spraying teams. All working tools and PPE are kept at BSS home. BSS is a permanent housing with used washing water collected in the tub and not disposed into water bodies.
  17. **Fire Station.** Observations of fire-fighting infrastructure availability owned by TSE unit, monitoring the readiness of the tool was performed once in a month.
  18. **Peat Area, block H020 Division III.** Observations of infrastructure for monitoring peat areas, subsidence poles, water management (water gates and water stick). Monitoring Instrument has been monitored on a regular basis.
  19. **Gupon (Block H018 Division III).** Observations of utilization of natural enemies for mice pest control. Gupon is active and inhabited by a pair of owls and routinely monitored once in 2 weeks.
  20. **Land application (Block G015 Division III).** Based on field observations, it is known there was no indication of environmental pollution due to land application. Wastewater applications have been in accordance with the block that is allowed.
  21. **The host plant as natural enemies UPDKS (Block G016 Division III).** Observations related to regular maintenance of host plant as natural enemies UPDKS. Interviews with operational staff and employees related to the rotation and the host plant maintenance techniques.
  22. **Implementation of harvest (Block G015 Division III).** Observations and interviews with supervisors and harvester related harvesting procedure, OHS aspect, the salaries system and premium harvest. Results of the interview, it is known that normal crop rotation is 8 days. Harvester has been understood and able to demonstrated and run the appropriate harvesting procedures, use of personal protective equipment (PPE) and understand the calculation of salaries and premiums harvest.
  23. **Application / herbicide spraying (Block G014 Division II).** Observations and interviews with supervisors and spraying personnel. Based on interviews, it is known that the supervisor and employees understand work instructions related to appropriate herbicide application process, understand the symbols ban herbicide applications in canal border, conservation area and able demonstrate better ways of working in accordance with procedures established by the company.
  24. **Employee Housing.** Observation of the permanent and semi-permanent housing, clean water supply from the reservoir, electricity coming from generators, places of worship such as mosques, and sports facilities such as football field, the point of evacuation, fire extinguisher and an interview with the wife of workers related to waste management, HCV socialization and emergency response, electricity, water and complaint mechanism.
- POM Teluk Siak**
25. **The processing (loading ramp to dispatch).** Observations related to the processing of FFB into crude palm oil (CPO), the implementation of OHS and emergency response equipment, efforts to manage the environmental impact (location for testing air quality, noise and vibration) and the mechanism of mass balance supply chain model (Interview with Weighbridge Operator and Person in Charge who implement the Supply Chain System).
  26. **Temporary landfill for Hazardous Waste.** Observation of hazardous waste management including symbols, labels, types of stored waste and emergency response equipment.
  27. **WTP.** Interviews and observations related to the management of chemicals used for water treatment, medical examinations of workers, measuring instruments for water usage (flow meter), wages, complaint mechanisms and facilities provided by the company.
  28. **Warehouse.** Observations and interviews related to the management of hazardous chemicals and a workers medical examination.
  29. **WWTP.** Observations and interviews related to the management of liquid waste, working hours, PPE, measuring tools for utilizing liquid waste to the land.
  30. **Fire-fighting infrastructure.** Fire-fighting equipment (fire extinguisher and hydrant) to be monitored every month. Simulations were conducted trials of hydrants; hydrant test result is in a ready condition to be used, with spray ability reach the up of the factory roof.
  31. **Weight-Bridge.** SCCS verification and interview of weigh-bridge officers and weigh grading officer.



<b>2.3 Stakeholder Consultation and Stakeholders Contacted</b>	
<b>2.3.1</b>	<b>Summary of stakeholder consultation process.</b>
<b>ASA-4</b>	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT Aneka Inti Persada was held by:</p> <ol style="list-style-type: none"> <li>1. Public announcement on website MUTU (<a href="http://www.mutucertification.com">www.mutucertification.com</a>) at July 30<sup>th</sup> 2015.</li> <li>2. Stakeholder consultations with NGOs have been conducted by sending questionnaires via email to several NGOs (Non Government Organization) on August 11<sup>th</sup> 2015</li> <li>3. Public consultation meeting with internal stakeholders (worker union and committee gender, local communities and Government Siak District by interviews at 19 to 20 August 2015.</li> </ol> <p>Numbers of input from stakeholders were clarified by PT Aneka Inti Persada.</p>
<b>2.3.2</b>	<b>Stakeholder contacted</b>
	<i>Please find appendix 1</i>
<b>2.4</b>	<b>Determining Next Assessment</b>
	The next visit (Re-Certification) will be determined one year after this ASA-4 (August 2016).

### 3.0 ASSESSMENT FINDINGS

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

MUTUAGUNG LESTARI has conducted an assessment of Teluk Siak POM – PT Aneka Inti Persada, Sime Darby Plantation Sdn Bhd operation consisting of one (1) mill and three (3) oil palm estates (Teluk Siak Estate, Pinang Sebatang Estate dan Aneka Persada Estate).

During the assessment, there were two (2) Nonconformities were assigned against Major Compliance Indicators, four (4) nonconformities were assigned against Minor Compliance Indicators; and three (3) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor(s) in form of documentation evidence(s) e.g. document. Those corrective action(s) taken that consist two (2) Nonconformities were assigned against Major Compliance Indicators, four (4) nonconformities were assigned against Minor Compliance Indicators had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Teluk Siak POM – PT Aneka Inti Persada, Sime Darby Plantation Sdn Bhd, complied with the requirements of **RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil - April 25<sup>th</sup>, 2013, and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill).**

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is ~~Issued/Continued/suspended~~ \*).

*\*) deleted as appropriate*

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
<b>PRINCIPLE #1 COMMITMENT TO TRANSPARENCY</b>		
<b>1.1</b>	<b>Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</b>	
	There is a change in SOP of Information Request by document number: SPO / 008 / AIP-PI / V / 14 revision 03, dated October 1, 2014 which explained that the letter requesting information that goes into the unit aimed to operational manager, then it will be reviewed and responded by operational manager. If the response to information requests need approvals or the head of department and other related department, it is first sought approval from the Head Department or other related departments. Response to information requests that have been approved by the Head of department or the relevant department will be restored to operational units. Operations Management Unit will send a letter of response to appropriate stakeholders in accordance with content request and document of incoming mail is stored in head office.	
	The company provides information that can be accessed by the public in accordance with the role set by the RSPO which includes types of documents: legal, environmental, social policy, human rights and HCV documents, plans and assessments related to social and environmental impact assessment, etc. In addition the company has routinely reported plantation activities to the relevant agencies: Environmental management and monitoring plan (RKL / RPL) and waste management report addressed to the Environmental Agency, employment report addressed to the labour agency, LPUP report addressed to the Plantation Agency and P3K3 (GCOSH) report addressed to Labour Agency. In addition the company responds to information requests. The Company has a log book for incoming and outgoing mail both from institutions or individuals. In the book is recorded on the number of letters, subject, date and responses from the company.	

Beside that PT AIP has SOP for handling complaint from community SPO / 005 / AIP-PKM / XV / 14, no revision 03, dated October 1, 2014. In the SOP contains procedures for handling complaints from the community including registration of the complaint by the Head of Section, the response by the unit manager if it is still under the authority of the unit manager. In case it is outside the authority of unit manager then will be continued to head of department, send the responses as well as storing incoming and outgoing mail in the head office. Administrative means in the form of a register book for monitoring and handling of public complaints. There is Complaints Handling Flow Chart and a sample of incoming letter and its responses to each unit, those are :

- **Teluk Siak Mill**

By 2015 there were 23 incoming letters, mostly in the form of requests for assistance, notifications and invitations that do not require a response letter. There is a letter from SMK Yamatu number: 100 / SMK-Y / A.20 / SPG / III / 2015 dated March 11, 2015 regarding the application for student interns as many as 4 people and has taken on May 6, 2015 and a letter from the Faculty of Agricultural Technology IPB number. 3629 / IT3.6 / KM / 2015 dated June 26, 2015 regarding the application for a student field practice and has been responded on August 5, 2015.

- **Teluk Siak Estate**

By 2015 there were 30 incoming letters, mostly in the form of requests for assistance, notifications and invitations that do not require a response letter. There are examples of incoming mail and got a response, for example: a letter from the worshippers Kasih Abadi church dated March 20th, 2015, concerning the request of borrowing buses and responded by the company on March 25, 2015.

- **Pinang Sebatang Estate**

There are examples of incoming letters regarding requests for information that is the letter from the police of Tualang with a number of letters: B / 12 / X / 2014 / dated October 30, 2014 regarding vehicle data requests and have been responded by the company on November 1, 2014. The letter that goes mostly requests for assistance, for example:

- Letter from woman religious union of Pinang Sebatang dated October 24, 2014, concerning the request for vehicle assistance to attend recitals in Maredan Bawah village and it was realized on October 26, 2014.
- Letter from Senior High School (SMA 4) Tualang on 24 September 2014 concerning a request for solid ex-flat bad / Pome and it has been responded on September 28, 2014.

Results of public consultations with several related agencies in Siak submitted that the company has provided sufficient information to the relevant stakeholders and to the parties who require, for example, periodic reports to be submitted by the company. From the results of the consultation in the Maredan village and Tualang Timur village is also known that the government can obtain the information from the company through the mechanism of correspondence in advance and if the information requested can be provided in accordance with the categories of information that is not confidential company then usually the village government can obtain such information.

<b>Status: Comply</b>
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## 1.2

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

There are changes in the memorandum relating to the types of documents that can be accessed by the general public / the memorandum of Chairman of PT Aneka Inti Persada No. 154.B / SOU-17 / VII / 2015 dated August 20, 2015, stating that the documents can be provided to the public, those are :

- Occupational health and safety plan
- Plan and assessments related to social and environmental impact assessment
- HCV Document
- Reduction plan and pollution prevention
- Complaints details
- Negotiation procedure
- Sustainable improvement plan
- Public Summary of the certification assessment report
- Human Rights Policy
- legal documents (location permit, plantation business license, land use permits certificates)

- o Environmental and Social Documents (environmental impact analysis, Environmental Management and Monitoring Plan.
- o OHS Document (policies and SOP)

Documents that cannot be opened to the public that are confidential, those are: the financial data such as expenses and income, and details relating to customers or suppliers as well as data related to individual privacy.

Results of the public consultation with the Agency District Siak submitted that the company has submitted to the Department regarding what documents are accessible to the public.

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

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

The Company has a policy that contains a commitment to integrity code (adherence to fair business practices ) and ethical conduct in the entire conduct of operations (banning corruption, bribery, fraud) in the form of documents CODE of CONDUCT (code of ethics) with document number: 440 / HRM-COC / 07 which is issued on 17 December 2007.

Based on interviews with several employees, it is known that PT AIP telah memiliki Company Regulations governing the rights and obligations of employees as well as other matters related to employment. Some office staff has been aware of the company's Code of Conduct.

The company could not show evidence of dissemination of code of conduct to all levels of employees. Based on the matters mentioned above, there is **Non Conformance 2015.01. Minor 1.3.1**

<b>Minor 1.3.1</b>	<b>Status: Non Conformance 2015.01</b>	<b>Open</b>
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#### **PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

### 2.1

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

PT Aneka Inti Persada already has a documented system that gives information and legal requirements that must be met. It has been available also procedures (SOP of Sustainable Plantation Management Guideline 724 / TQEM-SPMS / 09) describing the compliance with laws and government regulation. The management of PT Aneka Inti Persada has made efforts to adjust to changes in regulations. Among other things can be demonstrated through:

- Riau Governor Decree number: Kpts. 244 / III / 2015 dated 31 March 2015 on UMSP the agricultural sector / coconut and palm oil plantations as well as rubber crops of Riau Province in 2015. In the decree stated the value UMSP Riau Province IDR 2.125.500,-
- List of the salaries in July 2015, to all divisions. On the payroll contained detail of the basic wage, premium / overtime, allowances, etc. Based on the verification of the Payroll employee in July 2014 in Teluk Siak Mill, Teluk Siak Estate, and Pinang Sebatang Estate, it proved that PT AIP has paid wages of employees in accordance with the foregoing provisions.

Based on the verification of the employee Payroll Jul 2015 in Teluk Siak POM, Teluk Siak Estate, and Pinang Sebatang Estate proved that PT AIP has paid wages of employees in accordance with the foregoing provisions. Thus the company has demonstrated compliance with the regulations relating to employment regulations.

#### The legality of land management and mills

PT Aneka Inti Persada already have some legal documents related to land management and mills, those are:

- Letter of the Agriculture Minister of the Republic of Indonesia Nomor.HK.350 / E4.174 / 02.90, dated February 28, 1990 on Approval of Palm Oil Plantation Business Principles in area of 6,000 ha and 3,000 ha Hybrid Coconut and Rubber covering an area of 4,000 hectares in Sub district Siak, District. Bengkalis, Riau Province. A capacity of processing unit is 30 (thirty) tons of fresh fruit bunches per hour.
- Decree of the Directorate General of Plantation Nomor.HK.350 / E5.222 / 03.98 dated March 13, 1998 on the Renewal of Principle Approval for Cultivation of Palm Oil Plantation PT Aneka Inti Persada, Riau Province. On an area of 12,000 hectares in reserve land area of 12 088 ha gross, which is integrated with processing unit / POM with a capacity of 60 ton FFB / hour and plant permit will be issued separately after the planting activity.

- Decree of the Forestry Minister Nomor.692 / Kpts-II / 1995 dated December 26, 1995 on The release of some forest area located Forest of Tualang River, Sub district Siak, Distict Bengkalis, the Province of Riau, area of 12 088 ha, for the oil palm plantations on behalf of PT Aneka Inti Persada.
- Decree of the Head of Land Office Bengkalis Number. 31-401 / PGT / IL / I / 1998 dated January 19, 1998 concerning the provision of location permits for the plantation in area of 13,000 ha.
- Plantation Business Registration Document (SPUP) of the Directorate General of Production Department of Agriculture (Minister of Agriculture), No. HK.350 / 185 / Bun.5 / III / 2001 dated March 16 2001, covering an area of 11,134 hectares and allowed mills capacity is 30 ton / hour.
- Decree of the Head of the Investment Coordinating Board (BKPM) No. 76 / SK / 2004 to have a permanent business license with the decree number 109 / T / Plantation / Industry / 2005 dated 8 February 2005.
- Letter from the Investment Coordinating Board (BKPM) No. 424 / A.5 / 2014, dated November 24, 2014 Subject: Clarification and Affirmation Regarding the Plantation Business License issued by BKPM is on behalf of the Minister of Agriculture so that the position is the same as the plantation business license permit issued by the Ministry of Agriculture.

### Land Use Title (LUT)

- Decision of Minister of Agrarian / Head of National Land Agency (NLA) No. 41 / LUT / NLA / 99 on the Granting of LUT located In Bengkalis District, Riau Province, dated 28 April 1999 covering an area of 11,134 hectares.
- LUT Certificate No. 05.02.01.06.2.00003, Meredan Village / Tualang / Pinang Sebatang / Kuala Gasib, Subdistrict Siak, District Bengkalis, Riau Province, dated July 28, 1999 covering an area of 11,134 hectares which is valid until July 28, 2034 (35 years).
- There is a map of the land from the National Land Agency of Riau Province using for Boundary Poles Mapping of PT Aneka Inti Persada Nomor.DI.302 area of 421.313 ha dated 15 December 2001. The map is explained about 76 points NLA boundary poles. The Map as the basis for processing LUT of PT AIP in Pekanbaru region.

Letter from the National Land Agency of the Republic of Indonesia, the Regional Office of the National Land Agency of Riau Province, No. 274 / 9-14 / II / 2014 dated February 18, 2014, Subject: Request of LUT for PT Aneka Inti Persada in the area of 421.313 ha, located in Pekanbaru in Riau Province.

**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.**

PT Aneka Inti Persada manages and cultivates oil palm plantation area based on some legal documents, those are:

1. Decree of the Forestry Minister Nomor.692 / Kpts-II / 1995 dated December 26, 1995 on The release of some forest area located Forest of Tualang River, Sub district Siak, Distict Bengkalis, the Province of Riau, area of 12 088 ha, for the oil palm plantations on behalf of PT Aneka Inti Persada.
2. Location permit:
  - Decree of the Head of Land Office Bengkalis Number. 31-401 / PGT / IL / I / 1998 dated January 19, 1998 concerning the provision of location permits for the plantation in area of 13,000 ha.
  - Pekanbaru Mayor Decree No. 01 of 2008 on Granting Location License to PT. Aneka Inti Persada area of 421.313 ha, February 28, 2008. The document describes the AIP must perform acquisition of land within a period of 12 months and can be extended 12 months later. AIP has shown the land acquisition document in the area of operations, such as:
    - Application of LUT PT Aneka Inti Persada in area of 421.313 ha addressed to the institution of the National Land Agency (BPN) November 5, 2009 with the letter number 162 / AIP / UM / PSD / XI / 09.
    - Memorandum of Minamas Plantation (SAFWANI) number 087 / PSD.JKT / 08:12, dated August 8, 2012 Statement of areal changes year 2012/2013 PT.AIP. The letter explained that PT Aneka Inti Persada has adjusted original statement of the company is covering area 11,612.33 ha becoming 11,555.31 ha.
3. Land Use Title (LUT):
  - Decree of Minister of Agrarian / Head of National Land Agency (NLA) No. 41 / LUT / NLA / 99 on the Granting of LUT located In Bengkalis District, Riau Province, dated 28 April 1999 covering an area of 11,134 hectares.



- LUT Certificate No. 05.02.01.06.2.00003, Meredan Village / Tualang / Pinang Sebatang / Kuala Gasib, Sub district Siak, District Bengkalis, Riau Province, dated July 28, 1999 covering an area of 11,134 hectares which is valid until July 28, 2034 (35 years).
- There is a map of the land from the National Land Agency of Riau Province using for Boundary Poles Mapping of PT Aneka Inti Persada Nomor.DI.302 area of 421.313 ha dated 15 December 2001. The map is explained about 76 points NLA boundary poles. The Map as the basis for processing LUT of PT AIP in Pekanbaru region.
- Letter from the National Land Agency of the Republic of Indonesia, the Regional Office of the National Land Agency of Riau Province, No. 274 / 9-14 / II / 2014 dated February 18, 2014, Subject: Request of LUT for PT Aneka Inti Persada in the area of 421.313 ha, located in Pekanbaru in Riau Province.

In the maintenance of the area boundaries, PT Teluk Siak Estate already has Boundary Poles Maintenance Procedures such as Standard Operating Procedure of NLA boundary poles maintenance (SPO / 4.7 / DKK). Based on these procedures, it is known that the monitoring is done through data collection and regular weeding cleaning once in a month and if there are damaged poles then it will be replaced. Based on the results of field visits to check the boundary poles, those are; Poles 18 Block G2, poles 19 Blocks H28, poles 20 Blocks H29, poles 20 Blocks H29, poles 21 Blocks H30 and poles 22 Blocks H31 in Teluk Siak Estate and NLA poles No. 71 to the NLA poles no 74, distance between one pole to other pole  $\pm$  300 Meters (Block D 01) in Pinang Sebatang Estate, it appears that the poles are installed good condition.

PT Aneka Inti Persada has had conflict resolution procedures such as Standard Operating Procedure, Conflict Resolution (007 / AIP-PK / V / 13, Revision 02, dated May 4, 2013). This procedure aims to provide guidance in resolving problems or conflicts with local communities in each operational unit. At such a procedure there is also a flow chart outlining Handling Conflict Resolution through the involvement of the Village Head and other parties.

There are also procedures in the form of Standard Operating Procedure for Occupational Land Acquisition (No. Policy: 434/PSD-OKUP/11). The aim of the procedure is that the implementation of occupation land acquisition, based on mastery of the area in or around the location permit which is already owned by the Company in the form of Land Use Title (LUT), it can be carried out properly in accordance with company policy, the Law of the Republic of Indonesia, Government regulations and existing provisions.

Based on the results of document verification and information from the management of PT AIP, as well as the results of stakeholder consultations with relevant agencies (NLA and Plantation Agency of Siak) and interviews in the Meredan village & Tualang Timur Village, it is noted that currently there are no conflicts in the management of plantation PT AIP. The management unit has shown examples of evidence for land compensation which is recorded in the Statement of Land Acquisition as stated that the owner of the land (First Party) on its own behalf receives compensation for land and crops on it and without force. For example: Evidence of land acquisition completion, covering an area of 397.27 hectares in the Okura village, Pekanbaru in 1997, involves 49 landowners, those are: July 26, 1997 - M. Ali Gading (31 hectares), Siman Hamid (15.30 hectares); 9 January 1998 on behalf Noyang (1.90 hectares); January 22, 2008 on behalf of Abdullah (3 hectares), Juriah 5 hectares), Marlis karim (2 hectares), and others.

**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.**

Based on HCV documents Identification report and Social Impact Assessment in the area of PT Aneka Inti Persada, HCV identification map in the area PT AIP and Map of Area Statement in 2015, it is known that there is no area that is in control of the traditional right. Interview result with the surrounding villages, for example in the Meredan village and Tualang Timur Village, it was obtained the information that there is no area around oil palm plantation company PT Aneka Inti Persada who are in control of indigenous rights. It is the same as information from relevant agencies (NLA and Plantation Agency of Siak) that there are no indigenous peoples around the plantation area of PT AIP. The process of settlement of compensation for land acquisition has been made through communication and negotiation with the owner on behalf of Ihan and there is evidence of land acquisition recorded in the previous period. There are examples of land compensation recording and realization of compensation payments in 1995, 1997 and 1998.

The management unit has shown examples of evidence for land compensation; those are compensation receipt, No



conflict statement letter, and photo of compensation submission, as well as a letter of land right release. In the Statement of Land Acquisition as stated that the owner of the land (First Party) on its own behalf receive compensation for land and crops on it and without force. For example: Evidence of land acquisition completion, covering an area of 397.27 hectares in the Okura village, Pekanbaru in 1997, involves 49 landowners, those are: July 26, 1997 - M. Ali Gading (31 hectares), Siman Hamid (15.30 hectares); 9 January 1998 on behalf Noyang (1.90 hectares); January 22, 2008 on behalf of Abdullah (3 hectares), Juriah 5 hectares), Marlis karim (2 hectares), and others.

**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 company indicated in the work plan of the Long Term Work Plan document of PT Aneka Inti Persada period 2015-2020.

	Unit	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
FFB Production						
- Teluk Siak Estate	M/T	46,923.09	47,369.76	49,254.94	45,963.84	47,892.97
- Pinang Sebatang Estate	M/T	42,319.96	42,736.63	36,642.24	37,512.12	43,639.76
- Aneka Persada Estate	M/T	55,624.84	56,806.19	56,558.69	54,765.64	59,238.47
Total	M/T	144,867.90	146,912.58	142,446.87	138,241.60	150,771.20
CPO Production	M/T	34,406.13	34,891.74	33,831.13	33,177.98	36,185.09
OER	%	23.75	23.75	23.75	23.75	23.75
PK Production	M/T	7,243.39	7,345.63	7,122.34	6,912.08	7,538.56
KER	%	5.00	5.00	5.00	5.00	5.00

Each year the management unit evaluates the realization of annual work plans are carried out in conjunction with the preparation of work plan (Budget) for next year and it's compared with a 5-year work plan. Things that are evaluated are the change of area statement, production and production costs, labor, housing and buildings, the analysis of average wages and interest rates. From the results of these evaluations, the company adjusts the projection of annual work plans and projected in the next 5 years

Replanting plan of Teluk Siak Estate, Long Range replanting Programme 2010-2035 (Annex Memo POD-UM-027 / IV / 2014, March 10, 2014 and Pinang Sebatang Estate Long Range replanting Programme 2010-2035 (Annex Memo POD-UM-017 / III / 2015, March 13, 2015). This plan aims to redesign the block. Policy was set by the company. Those are plant age over 25 years, a yield below 18 tonnes / ha, plant height is more than 15 meters and it is done systematically (centralized) and following the operational patterns such as BHS (Block Harvesting System), BMS (Block Management System), BSS (Block Spraying System), its implementation has been started from the year 2010.

Year	Teluk Siak Estate			Pinang Sebatang Estate		
	Area	Planting Year	Total of sprouts needed	Area	Planting Year	Total of sprouts needed
2010/2011	30.00	1994	6,000	-	-	-
2011/2012	-	-	-	-	-	-
2012/2013	239.80	1994	47,920	202.87	1993, 1994	40,573
2013/2014	377.27	1996	75,454	284.44	1994	56,887
2014/2015	140.17	1994	28,033	231.22	1994	46,244
2015/2016	151.97	1994	30,394	337.07	1994, 1995	67,414
2016/2017	275.73	1998, 2001	55,147	346.71	1994, 1995	69,342
2017/2018	224.37	1996, 1999, 2003	44,874	244.47	1994	48,894
2018/2019	347.17	1996, 1997, 1998	69,433	240.99	1994, 1995	48,198
2019/2020	289.16	1996, 2001, 2004	57,831	259.67	1994, 1995	51,933
2020/2021	119.35	1998	23,869	212.24	1994, 1997	42,448

2021/2022	177.71	1996, 1997	35,542	273.39	1996, 1997	54,677
2022/2023	167.40	1996	33,480	248.41	1997, 1999	38,653
2023/2024	160.97	1995, 1998	32,193	280.43	1998, 2001	44,671
2024/2025	145.98	1997, 1998	29,196	-		-

Realization of replanting year 2014/2015 Teluk Siak Estate (block F014 59.08 ha, 33.20 ha block F015, and F016 Block 46.06 ha) and Pinang Sebatang Estate (59.23 H Block D010, D011 Block 57.67 Ha, Ha Block C011 50.22, and 64.10 Block C012 Ha).

**Status: Comply**

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

##### **4.1**

##### **Operating procedures are appropriately documented and consistently implemented and monitored.**

The company has the SOP that manages the activities of oil palm cultivation, start from land clearing to harvesting stage. SOP is contained in the "Reference of Agronomy Manual for Planting of Palm Oil" No. Policy: 110 / EST-ARM / 13 which was passed by Mohd. Ghazali Yahya (Head of Plantation Upstream Indonesia) on 16 September 2013 and effectively used since October 1, 2013. This SOP is a revision of a previous SOP (No. Policy: 110 / EST-ARM / 08) and consists of 18 parts, those are:

1. The plant material
2. Nursery Techniques
3. Replanting
4. Preparation / land clearing
5. Density of plants
6. Age began harvesting
7. Maintenance Field
8. Fertilization
9. Management of the canopy
10. Water management in coastal areas and planting on peat
11. Ablation
12. Standard maturity
13. Harvesting rotation
14. Fruit losses picking
15. Protection of plants
16. Weeds Control
17. Preparation of peas cover crops, and
18. Recording of precipitation

Company shows documents of Memorandum of Head Plantation Operations No. POD-UM-154 / VII / 2010, which was passed by Ibrahim bin Abdul Majid (Head Plantation Operations) on July 26, 2010, consisting of SOP:

1. Technical Guidelines of mills, Volume I I, Minamas Plantation, No. Policy 110 / POD-FAC / 07
2. Technical Guidelines of mills, Volume II, Minamas Plantation, No. Policy 120 / POD-FAC / 07
3. Administrative Procedure of mills operational, Minamas Plantation, No. Policy 130 / POD-FAC / 07.

To ensure consistency in the implementation of procedures, internal audit regularly held in both mill and estate. Internal audit of agronomic (Plantation Advisory) is conducted annually by the Ministry of Plantation Advisory from Kuala Lumpur. There is a document of audit results as follows:

1. Teluk Siak Estate (PA Report: MINAMAS / TSE / 1 / 13-14) on April 28 to 30, 2014. One of the findings in the audit is the implementation of fertilization that are still unresolved in the previous semester and continued in the next semester.
2. Pinang Sebatang Estate (PA Report: MINAMAS / PSE / 1 / 13-14) on June 26 to 28, 2014.

Internal audit of the plant (mill advisory) is conducted annually by the Ministry of Plantation Advisory Head Office Kuala Lumpur. The last mills audit was conducted on July 19 - August 21, 2014 in accordance with mill advisory report No: MINAMAS / TSF / 01 / 14-15. One of the findings of the audit is about dirty crude tank oil tank. That finding has been corrected by cleaning the oil tank.

The Company has a recording mechanism daily reports that are summarized in the document of Estate Unit Report. It is compiled each month. In the report, it is noted agronomist position, financial and accounting as well as economic social workers which are summarized by plants admin in each estate for each month. While the data associated with other departments such as the use of transport and official travel are recorded according to the SAP report.

For example, based on Estates Unit Report in June 2015 in Teluk Siak Estate, which consists of 7 members of staff and 456 SKU employees. Meanwhile in Pinang Sebatang Estate there is the use of urea by 23 834 kg, RP amounted to 5298 kg, Dolomite 49,400 kg and Agroblend 250 kg.

In addition, there is also a mill monthly report in the monthly report document. Examples Monthly Report In June 2015 recorded a mill throughput of 39.23 tons FFB / hour (budget 45 ton FFB / hour), OER 22.92 (budget 23.50), KER 5.02 (5.00 budget).

The company implements Module Supply Chain Identity Preserved in the entire supply chain scheme. Thus, in the processing activity, the company did not receive supply of fruit from outside parties.

<b>Status: Comply</b>
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#### 4.2

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

To increase crop productivity, companies routinely conduct soil and leaf analysis to ensure the needs of nutrients. Sampling and testing of the soil and the leaves are carried by Minamas Research Centre (MRC). The result will be used as the basis for formulating recommendations for fertilizing any estate. There is a document of soil and leaf analysis as follows:

1. Soil analysis

The Company has not been able to show the results of the latest soil analysis in accordance with standard operating procedures that have been set. **Non Conformance No. 2015.02**

2. Leaves analysis

- Pinang Sebatang Estate: it has been shown the document of leaf analysis results, published on 15 April 2015 by Minamas Research Centre. The tested parameters were % dry weight (Ash, N, P, K, Mg and Ca) and PPM dry weight (Cu, Fe, Zn and B).
- Teluk Siak Estate: it has been shown that leaf analysis results document published on 14 April 2015 by Minamas Research Centre. The parameters tested were % dry weight (Ash, N, P, K, Mg and Ca) and PPM dry weight (Cu, Fe, Zn and B).

Minamas Research Centre has developed a fertilizer recommendation just like documents fertilizer recommendation year 2014/2015. In a document which is issued annually will be listed on fertilizer recommendations in each block. For example, Field H009 Estate Division 1 Teluk Siak Estate contained fertilizer recommendations CCM 44 at 3 kg / tree.

PT Aneka Inti Persada has documented records of fertilizer based on the type of fertilizer applied, those are:

- Inorganic fertilizer. The Company has documented activity of regular fertilizing every day and recapitulated every month in a program document and the realization of fertilization by plants admin. Based on data from each division, it was recorded in SAP. In the document there is a progress of fertilizer application monitoring in each block of each division in detail. For example, in block I012 Division 1 TSE there has been a realization of fertilizers 6.9 kg / tree (for all kinds of fertilizers). The realization is smaller 2 kg than budget. It has been submitted a reason not achieving the target due to lack of fertilizer stocks in the warehouse.
- Organic fertilization
  - Empty Fruit Bunch (EFB). It was done with a dose of 200 kg / tree / year for immature tree and 40 ton / ha / year for the mature one. There is a record of the fertilization realization in empty bunch in the area of Teluk Siak Estate 241.09 Ha (5106.21 tonnes) starting from July 2014 - June 2015. Pinang Sebatang Estate TBM 490.5 hectares (10,332 kg) and TM 51.75 Ha (544, 37 ton).
  - Effluent Application (POME). Only in Teluk Siak Estate. The area of application including 5 blocks: those are blocking F014, F015, F016, G014 and G015 with a total area of 292.14 ha application (120 unit's flat bed). Total applications from June 2014 - June 2015 were 189.001 m<sup>3</sup>.

<b>Minor 4.2.3</b>	<b>Status: Non Conformance No. 2015.02</b>
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<b>Open</b>
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**4.3**
**Practices minimize and control erosion and degradation of soils.**

The company owns Semi Detail Soil Map PT Aneka Inti Persada scale of 1: 50.000 which describes in detail the deployment of the soil type and the deployment according to the level of suitability for the cultivation of oil palm. Based on these surveys, it was illustrated that land distribution is relatively marginal land group E (organic soil) covering an area of 1,424.8 hectares (14.4%) were scattered on the TSE (790.8 hectares) and APE (634 hectares). The land group formed from organic material by a factor of limitations of the subsidence and drainage. Based on this map is known that:

Soil Management Group	Character	Recommendation	Estate Area (Ha)			Total	
			TSE	PSE	APE	Ha	%
A	Deep to moderately deep fine sandy clay textured soils	Cover crops, terracing, frond stacking	1773.4	2927.8	2611.7	7312.9	74
B	Deep to moderately well drained soils	EFB application, terracing, frond stacking		65.9	98.2	164.1	1.7
C	Deep imperfect to poorly drained alluvial soils	Drainage and flood mitigation	296.1	289.3	364.1	949.5	9.6
E	Moderately deep to organic soils	Compacting along planting line, initial drainage and delayed planting	790.8		634	1424.8	14.4
<b>Total</b>			2891	3283	3708	9882	100

Based on field observations, this time there has been some planting strategies on contoured area. Those are:

- Terrace contours. For example in the field of replanting F010, F009, F008, F014, F015, F016, E008, E009 and E010 (Division 2).
- Legumes planting (Pj, Cm, Mucuna) with a ratio of 3 kg per hectare: 3kg. Mucuna 1 tree, 1 planted on the edge of the porch.
- Planting and maintenance of *Nephrolepis bisserata*.
- Fond replacement with models of the U-shape.
- Silt pit 1: 4 to 1: 8. For example in block G009 block Teluk Siak Estate 400x60x60 and 600x60x60. Currently there are 12, 151 units of silt pit in Teluk Siak Estate and 17,451 units. For example, silt pit G007 and H007 Teluk Siak Estate.

The Company already has a recording program and the realization of road maintenance documented in the recording and realization of road maintenance in 2014 – 2015. For example, there is the realization of road maintenance years 2014-2015 in Teluk Siak Estate of 6,356 hectares (16,409 ha realization), whereas in Pinang Sebatang Estate were 2,648 hectares (22,516 Ha realization). The entire budget is increased due to the weather conditions with heavy rainfall at the end of 2014 as well as damage to the heavy equipment that is charged to each estate. Thus an increase in the cost of road maintenance.

Based on the map above, then it was compiled lay out of water management to ensure sustainability of operations. Water management strategy is supported by some monitoring instruments such as the water stick to measure the water level and subsidence poles to measure the rate of decline in the peat soil surface. Water level is maintained 50-80 cm below the soil surface.

Most of the marginal soil (peat), which has been cultivated into oil palm plantations, for example in Block E023 APE area of 67 hectares, will be built the channel (drainage) for the purpose of regulating the water availability. In addition, it was also done additional fertilization; those are Cu, Zn, and B.

On land which is identified as critical soil due to organic matter content is low and the high attrition rate are managed by stacking frond, empty bunch application (target 40 tons/ha/year), and planting *Nephrolepis sp* .:

- Group A (Bmu/3, Bmu/4, Bgr/3, Bgr/4, Kbg/3, Kbg/4) total 7.312,9 ha; Main Characteristic/limitation: Deep to moderately deep fine sandy clay textured soil, soil erosion on steeper slopes. Low fertility; Management Practices: Soil erosion monitoring and mitigation (Cover crop establish, terracing, and frond stacking) and Good fertilizer program.
- Group B (Sdg/3, Sdg/4, Khg/3) total 164.1 ha; Main Characteristic/limitation: Deep to moderately deep well drained soils, Texture Loamy. Moisture stress and yield fluctuation. Low fertility; Management Practices: Soil erosion monitoring and mitigation (Cover crop establish, terracing, frond stacking) and Good fertilizer program.

- Group C (Gck/1, Btu/1, Sma/2, Chs/1, Lik/1, Ocm/1) total 949.5 ha; Main Characteristic/limitation: Deep, imperfect to poorly drainage, alluvial soil, Texture sandy clay to sandy clay loam, Flooding and high water tables. Low fertility; Management Practices: Drainage and Flood Mitigation and Good fertilizer program.

The company has conducted monitoring to the water level in the peat area with the installation of some instruments such as yard stick and subsidence poles. Based on the field visit in block H020 Division 3 there is a stick yard which is monitored by one supervisor regularly once a week or at any time after rain. Water level is maintained at a minimum of 45-60 cm below the soil surface.

**Status: Comply**

### 4.4

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

Consistently company has sought the protection of the water flow in locations around the estate through the implementation of the Memorandum of Head Plantation Operations (HPO), Minamas Plantation Number POD-UM-061 / IV / 2010 dated 8 March 2010 on the Management and Monitoring HCV Areas explained the handling of the area along the river such as:

- Marking the main points of the palm with yellow paint along the 50 (fifty) meters left and right of the river and it's not allowed to do chemical treatment (spraying chemicals and inorganic fertilizers) in that area.
- In riparian area of oil palm are not allowed in the fall, but the left and gradually replaced with woody plants (Indigenous plant).

Based on the results of field visits in riparian of Pingai river, it is known that 50 meters from side of the river is not planted with oil palm and covered by natural vegetation. In addition the company also makes the notification board related to poisoning and electrocuting in the river. To ensure plantation activities do not negatively impact the water, the company monitoring the water quality every 6 months. Monitoring of water quality is done in Pingai river, monitoring wells, and POM reservoirs. It is done periodically in every 6 (six) months in an accredited laboratory (Testing Technical Implementation Unit, Public Works Department, Riau Province accreditation number LP-750-IDN). Based on laboratory test results, it is known that all test parameters of surface water for the second half of 2014 (December 2014) and the 1st half of 2015 (May 2015) in accordance with the quality standards set. Based on the test results it can be concluded that the operations of PT Aneka Inti Persada does not have a negative impact on water quality.

PT Aneka Inti Persada has permission to apply the liquid waste to the land according to Decree of the Head of the Environment Agency, Siak District Number 06 / BLH-S / KPTS / IV / 2015 dated May 13, 2015 on Permit Utilization of Palm Oil Industrial Wastewater, Teluk Siak PT Aneka Inti Persada (AIP), valid for 5 years. Permit the use of an area of 200 hectares in Block F and G. The liquid waste is generated by POM Teluk Siak, managed at WWTP pool before it is applied to the land (Land Application). To ensure the quality of the effluent that is applied to land in accordance with quality standards, then it is conducted testing to the quality of liquid waste every 1 month at an outlet pool. Based on the test results of the periods April - June 2015 note that the BOD parameters still meet quality standards set in the rules.

Teluk Siak POM is also monitoring the amount of water used for the processing of palm oil. Results of the assessment showed that there are three tools to measure the use of water (flow meters) which is to process water, boiler water and domestic. The entire flow meter is in good condition and functioning. Based on the results of monitoring of water usage, it is known that during the period July 2014 - June 2015, average water consumption ranges between 1:15 - 1.90 m<sup>3</sup> / tonnes of FFB and still below the budget set by the company (2.2 m<sup>3</sup> / tonnes of FFB).

**Status: Comply**

### 4.5

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

The Company has had an integrated pest management program that is listed in the annual budget. Budget in accordance with the procedures set in the SOP of integrated pest management; those are census of leaf eating caterpillar 1 month. Census conducted regularly by plant workers reported to the estate manager. The Company has demonstrated result of pest census that has been conducted regularly in recapitulation documents of the plants census in each planting block. As an example:

1. Teluk Siak Estate:

- Census of nettle caterpillars: the last census showed there was no nettle caterpillars' attack that is above the



economic threshold (5%).

- Monitoring of owl's nests: up to July 2015 there were 129 units / 73 active units (53%) for an area of 2,874 Ha.
2. Pinang Sebatang Estate
- Census of nettle caterpillars. There are several blocks that were attacked by more than 5 nettle caterpillars per midrib. For example, in block A008 (6 nettle caterpillars /midrib). Thus has been done chemical control by trunk injection. From the audit results, it were known nettle caterpillars attack exceed the economic threshold, for example in blocks B008 and B009 PSE, but it has not provided sufficient evidence that it has carried out control and monitoring activities. **Non Conformance No. 2015.03**
  - Census of horn beetle. Based on the census there is an attack on the block C005, C006 and B006 (the total area affected is 17.71 hectares). Biological control has been done with the installation of pheromone as much as 9 units. In addition there is 12 liters (dosage 3.33 cc/trees) *Cypermethrin* active insecticide application. Beside that for preventive purpose, it is conducted spraying in replanted areas 315.98 ha.

The Company has conducted trainings related to integrated pest management to improve and maintain the competence of employees in the activities of integrated pest management. Some of the activities include:

1. Pinang Sebatang Estate: there is a pest control training activities on April 24, 2015. The training is about early warning system to detect pests and control techniques. The training focus on palm leaf-eating caterpillars, mice, horn beetles and termites. This event was attended by 20 participants consisting of the estate staff, plants workers, supervisor and up keeping worker.
2. Pinang Sebatang Estate: there are training activities for trunk injection application on 24 September 2014. It was attended by 13 participants.
3. Teluk Siak Estate: there is spraying training for BSS spraying team on March 21, 2015. The training about the importance of personal protective equipment in the implementation of spraying, potential hazards, spraying SOP implementation and dissemination of MSDS.

#### **Auditors Observations on August 24, 2015**

Management Unit has shown evidence of nettle caterpillar control recording. Some control measures have been carried out include:

1. Chemical control through trunk injection as recorded in the daily report jobs.
2. Manual control by hand picking, in case nettle caterpillars have reached the pupa phase.
3. Preventing Efforts by planting host plan, natural enemies of oil palm. For example *Turnera subulata*.
4. The results of attack monitoring census through re-census of nettle caterpillars attack against worm that shows th attack rate of 0% (the level of attack has been controlled).

#### **Auditor's Conclusion :**

Based on the evidence of improvements which have been shown, then Incompatibility No. 2015.03 was closed

<b>Major 4.5.1</b>	<b>Status: Non Conformance No. 2015.03.</b>	<b>Closed</b>
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#### **4.6**

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

Based on the documents review, the company was still using the pesticide in its operations. There are 11 types of herbicides, 5 types of insecticides and 1 fungicides used. Results of the auditor's verification, all pesticides have been registered in the Ministry of Agriculture, Pesticide Commission and its distribution permit is still valid.

PT. AIP have documented the recording of the use of pesticides that provide information about the active ingredients used, treated area, amount applied per hectare, the rotation of its use as well as data on the pesticides toxicity in documents monitoring of pesticide toxicity. Based on document observations, toxicity data was recapitulated every month. For example, spraying of harvesting path in the area mature (Block G014 Division I) with a herbicide active ingredient isopropyl *aminaglifosat* dose of 0.24 liters / ha rotation 3 times a year and pesticide toxicity LD50 1500 mg / Ha.

Based on interviews with the estate staff, monitoring of toxicity are recorded routinely by the division staff and summarized by the head of administration / SPO Officer in each month and it is filed properly.

The Company has established an integrated pest control program regularly in every year and it is listed in the annual work plan (budget). The program refers to SOP of Plant Protection established by top management. The use of pesticides in



integrated pest management program is conducted with the biological approach (utilizing natural enemies), the approach of mechanical / manual with a hand picking or insulation and chemical approaches as the last choice.

In manual of crop protection procedures, it is noted that the rotation interval of pest monitoring and evaluation as follows:

1. Leaf eating caterpillar census: every month.
2. Rat census: 6 months.
3. *Ganoderma* census : 6 months,
4. Beetle horn census : 14 days on TM, and
5. Termites census: 6 months.

Based on a review of documents, interviews with estate staff and pest and control supervisor as well as field observations, biological approach has been implemented properly. For example, there is beneficial plant cultivation, *ferotrap* installation to help control the horn beetle attack and utilization of owls to control rats. So far, there has been no pesticide use to prevent disease.

The use of chemicals for weed control is generally carried out with the dose adjusted. On immature plants, the use of pesticides tends to be larger than the mature age which is the header plant conditions have been fused so that weeds below will be more difficult to grow. As well as the use of pesticides in the control of pests and diseases, so far, there are no pesticide used preventive (prophylactic use).

The Company has a policy of not to use *paraquat* pesticides and pesticides that belonged to 1A and 1B group, as stated in the Stockholm Convention or Rotterdam. Based on observations to agrochemical warehouse, there is no record of the use of pesticides Type 1A and 1B WHO, or listed in the Stockholm Convention or Rotterdam.

Based on field observations and interviews with spraying personnel, pesticide use has been in accordance with the target. For example, the use of pesticide with active ingredient isopropyl *aminaglifosat* to control weeds while *acephate* pesticide active ingredient used for tree injection in order to control bag worm. To minimize the negative impacts and contamination risk, assistants and supervisor routinely deliver on safe working procedures in every morning before working. How to work safely includes the use of appropriate personal protective equipment that has been set, knowing the proper technical work (e.g spraying against the wind, do not eat and drink while working and others). In addition, the supervisor and employees should understand about health and safety sheets (MSDS). Based on the observation of auditors in agrochemical warehouses and BSS homes, each estate has posted a copy of the MSDS for each chemical used. The spraying personnel of Teluk Siak Estate has been understood about how to work safely, knowing PPE function and can demonstrate ways of first aid in poisoning or irritant caused by chemicals they apply.

Agrochemical waste and pesticides packaging handling were regulated in the hazardous waste handling procedures SOP No. 7307 / AIP-ESH-10 on 2 August 2010 including rules of storage and transportation of hazardous waste. Described in Appendix 9.3 (Work Order Chart) Hazardous waste handling through processing / disposed of / destroyed according to regulations) and Work Instructions:

- Handling old pesticide containers (# 701 / IK-TQEM-ESH / 10). Handling pesticide packaging waste: old pesticide containers were sent to wash station, rinse packaging until clean (minimum 3x rinse, packaging chopped into 6 pieces and then enter it into the drum, send a clean packaged into a temporary storage area of hazardous waste, then handed over to authorized third party.
- SOP Home BSS No. 001 / AIP-PSE / 12 dated May 7, 2012, point 15 states that used washing water collected in a special tank that has been determined, and will be used for spraying again.

The entire hazardous container waste which is generated from estate operation was managed in accordance with applicable regulations. The Company has a partnership with a licensed collector PT Primanru Jaya who has obtained a permit through Decree LH. N0. 234 of 2011 on Hazardous Waste Collection Permit.

The application of pesticides in the company's operations has been arranged in such a way to minimize the risks and negative impacts that may occur. The procedure for applications has been set in pesticide application procedures and its management. Some of the points that must be considered in the procedure are:

1. Employee / sprayers must have healthy body, no open wounds or abnormalities, and respiratory disease.

2. Children, pregnant or nursing women, and unhealthy, is not allowed to work.
3. Enough food and drink before working.
4. Officers must wear special protective clothing and long sleeves, trousers, gloves, high boots, hat and face shield.
5. While in working should not eat, drink, or smoke.
6. Avoid pesticides inhaled through breathing or contact with skin, eyes, mouth, and clothing.
7. Dosing, dilution and mixing of pesticides carried out in outdoor or well-ventilated room.
8. Mix the pesticide in accordance with the recommended dosage. Dilution has to use clean water. Stirring is done until blended carefully in order to avoid spilling or splashing. During mixing, wear rubber gloves.
9. The spraying equipment used must be in good condition, clean and not leak. To avoid the danger of toxicity in plants, equipment used for herbicide has to be separate and should not be used for other types of pesticides (insecticides or fungicide).
10. Employees should not work alone, especially when working with relatively highly toxic pesticides (e.g paraquat).
11. Spraying is not done at the time of going to rain, high wind and spraying direction opposite to the direction of the wind. If pesticides spill into clothes, skin, eyes or other part of your body, clean up immediately and rinse with clean water and soap. When exposed to the eyes, wash with clean water for 15 minutes. Always clean face and hands with soap and clean water before break for eating, drinking or smoking.
12. In case of intoxication symptoms, immediately stop working and give first aid or brought to the clinic / physician if necessary.
13. The tools were used in working such as clothing, boots and other working equipment should be washed with clean water in a safe place, away from the well or water resource.
14. Empty packaging of pesticide should be destroyed and buried or handed back to the estate warehouse.
15. After completion of work the workers had to take a bath.

Regularly, every morning during morning assembly, supervisor and assistant alternately convey the proper procedure for the application of pesticides, proper use of PPE and any risk factors. Based on interviews with employees spraying personnel in Nusa Perkasa and Nusa Lestari Estate, they can explain the proper procedure for pesticide application, the function of PPE and any risk that may result from the activity of pesticide application.

Based on interviews with spraying personnel of Teluk Siak Estate in block G014 Division II, so far based on the results of routine medical checks for workers who directly contact to chemicals, there is no a record of employees who suffer from occupational diseases. Thus, it can be concluded that the company and its employees have applied the principle of applying pesticides to minimize risks and negative impacts. The company also did not do the application of pesticides from the air.

The Company has conducted trainings related to integrated pest management to improve and maintain the competence of employees in the activities of integrated pest management. Some of the activities include:

1. Pinang Sebatang Estate: there is a pest control training activities on April 24, 2015. The training is about early warning system to detect pests and control techniques. The training focus on palm leaf-eating caterpillars, mice, horn beetles and termites. This event was attended by 20 participants consisting of the estate staff and plants workers supervisor, and workers.
2. Pinang Sebatang Estate: there are training activities for trunk injection application on 24 September 2014. It was attended by 13 participants.
3. Teluk Siak Estate: there is spraying training for BSS spraying team on March 21, 2015. The training about the importance of personal protective equipment in the implementation of spraying, potential hazards, spraying SOP implementation and dissemination of MSDS.

Specific annual medical surveillance for pesticide operators have been conducted routinely by the company in collaboration with the Thamrin Clinical Laboratory Pekanbaru including *spirometry* examination and blood checks in April 2015. The results of a medical examination shows that there are two spraying workers experiencing mild restrictive and 1 workers experienced medium restrictive, physician recommended to do a further examination at the Central Clinical of company. The results of interviews with doctors in company explained that there was no indication of Occupational Diseases.

Interviews with spraying personnel in Teluk Siak Estate, it is known that there are no female workers in pregnant or breast-

feeding condition, as well as the workers have understood the prohibition for women workers to work with chemicals in case of pregnant or breast-feeding condition.

**Status: Comply**

#### 4.7

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

The Company has consistently documented the OHS policies, OHS procedures and plans which is including all operational activities as described in the GCOSH (P2K3) work program. OHS Policies are available in a language easily understood, approved by the Top Management (Head Plantation Upstream Indonesia in December 2011), which is the company's commitment to provide and maintain a safe and healthy working environment by implementing effective management to prevent accidents and unhealthy environment for the staff / employees, contractors and guests / visitors. The policy is communicated to workers through the morning briefing before working. OHS Plan was described in the GCOSH program that has been compiled every year, for example, work programs of OHS Committee period July 2014 - June 2015 and July 2015 - June 2016 including updating the structure of emergency response teams / ERT, Fire brigade team and GCOSH (P2K3), reviews of HIRARC and updated MSDS, application of PPE, safety briefing and GCOSH meeting, OHS checking equipment (fire extinguisher, heavy equipment, welding equipment, electrical, etc.), medical examination and training (in-house training, fire prevention, emergency simulation).

The Company strives for all operations that may threaten the safety and health; the risks have been studied in the document of Hazard Identification Risk assessment and Risk Control (HIRAC). HIRAC for operational activities of the POM and Estate renewed annually in case there is increasing in the operational activities of the POM and estate. HIRAC preparation refers to the SOP of OHS guidelines, Identification, Assessment and Danger Control / Hazard Identification, Risk Assessment and Risk Control (No. Policy 7301/PSQM-ESH/11) set July 7, 2011. Based on the observation, operational activities at POM and estate have implemented risk control in accordance with the Hazard identification that has been done. For example the results of field observations in the POM of Teluk Siak at boiler station which have risk caused by ash from boiler, control has been done in the form of warnings and mandatory installation of PPE, spirometry medical examination and provision of PPE such as mask.

The Company has provided training for safe working practices through the socialization of occupational health and safety (townhall safety and health) on January 23, 2015, the event aims to raise awareness about the importance of OHS, take a lesson from the incident of occupational accidents and how to prevent it, emphasizing the roles and responsibilities of employees and management, as well as discuss the OHS problems immediately.

Committee of Occupational Health and Safety (P2K3) is an OHS organization formed by management unit which is responsible for ensuring OHS is applied to the operational activities of the POM and Estate. GCOSH meetings have consistently performed every month, for example, GCOSH meeting Pinang Sebatang Estate dated July 30, 2015 with the agenda of the discussion about recapitulation and evaluation of occupational accidents, OHS socialization, domestic waste management and hazardous waste management. In addition the company has consistently reported OHS Committee activity per quarter to the transmigration, labor and social service agency, report period from January to March was sent on 21 April 2015 and the report period from April to June was sent on August 1, 2015 (Letter No. 110 / P2K3 / AIP-PSE / VIII / 2015).

The Company has been consistently providing procedures in case of accidents and emergencies happened, and it's along with instructions in a language that can be easily understood and known by workers. Emergency procedures such as an SOP of Prevention and Fire Fighting (SPO / 015 / AIP-PDPK / V / 13) was passed on May 4, 2013 (revision 2), while for the handling of the accident contained in document RSPO / 4.7 / KKM and RSPO / 4.7 / KKS. In the implementation of emergency preparedness response the company consistently formed the Emergency Response Team at POM and Estate, the team members have been provided fire fighting training, fire simulation on an ongoing basis, patrolling in areas prone to fire, socialization zero burning policy, providing firefighting equipment and fire tower.

Workers who have been trained to provide first aid in case of occupational accidents have been available on the operational activities. The interview with the fertilization supervisor in Block A009, Division 3 Pinang Sebatang 2 Estate, it was known that Supervisor brings First Aid equipment to the field, supervisor have got first aid training and understand the handling in case occupational accident happened.

The Company has registered the accident insurance of employees in employment social insurance (BPJS) program. It is available payment receipt of employment social insurance (BPJS) in January and February 2015 that were paid on February 10 and March 10, 2015, with a membership number corresponds to the number of existing employees.

The management unit shows the calculation summary of Lost Time Incident - Frequency Rate (LTI-FR) unit POM and Estate period July 2014 - June 2015. In recapitulation, it informs about the number of working hours, the number of occupational accidents, the number of lost days of work and LTI-FR year to date.

<b>Status: Comply</b>
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#### 4.8

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

The company has a training program in each unit of the year 2014/2015, such as:

##### **Teluk Siak POM :**

- Training for sampling of surface water, ground water, and waste water which was conducted on 20-21 June 2015 held by the Department of Public Works UPT Riau Province.
- OHSAS Training was conducted on 12-14 November 2011, held by Labor Agency, Siak District.
- It is available recording the realization of fire brigade training and joint exercises PT AIP held on February 28, 2015, it is equipped with training materials, list of participants and training documentation.

##### **Teluk Siak Estate :**

- It is available training programs, namely: harvesting training, treatment, fertilization, FFB sorting, fire fighting, pollution prevention, General OHS, OHS of chemicals, OHS of electrical and OHS management that was completed with names/positions that was scheduled to join the training as well as its time table. The training program is planned in July 2014 - June 2015. The company keeps all records of training realization example: pruning techniques (August 3, 2015), harvesting techniques (May 9, 2015), fertilization techniques (8-10 April 2015), OHS & PPE training (March 21, 2015), etc.

##### **Pinang Sebatang Estate :**

- First aid training programmed in December 2014 and realized in February 2015.
- Training on the use of PPE which is programmed in July and December 2014 and realized in September 2014 and February 2015.
- Training of firefighters was scheduled in July and December 2014 and realized in September 2014 and February 2015.
- Training of spraying was scheduled on July 2014 and realized in September 2014.

Company stores all training recordings that have been ever conducted in 2014/2015 up to July 2015 those are recording of training materials, attendance list of participants as well as documentation of training implementation.

There are Work Agreement (SPK) with contractors such as:

- SPK No. TSE / LKL / 14-15 / V / 016 with Cooperative of Mitra Menabung Sejati regarding contract work, manual circle woks in the area FFB in a period of June 1, 2015 until August 31, 2015. In the SPK (Work Agreement), it's mentioned in article 7 of the others explained the second party is responsible for providing and using PPE standards required for manual circle work as well as the second party is obligated to protect all workers with Social Security.
- SPK No. TSF / SPK-LKL / 06/2015/017 with CV. Jaya Mandiri regarding the installation of the main panel removal for turbine no. 3 and no. 4 in palm oil mill PT AIP within the period June 25, 2015 until 28 June 2015. In the SPK mentioned in article 13 of the Security and Safety that describes that the second party is responsible for providing PPE standards to maintain the safety of its workers.

Training for contractors carried out by the company in the form of safety briefings related to safe working practices at work and ensure the use of PPE according to the type of occupational hazards

Based on the above data, the auditors concluded that the company has sought to improve the ability of employees from the staff level, the field level up to the contractor's workers and keep all training records.

<b>Status: Comply</b>
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#### **PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity**



**5.1**

**Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.**

PT Aneka Inti Persada has identified potential impacts as a result of operational activities of plantation and palm oil mill. The document also describes management measures that should be taken to reduce negative impacts and enhance positive impacts.

1. EIA documents have been approved by the Agriculture Ministry No. 007 / EA / BA / II / 1995 dated February 2, 1995, covers an area of 12,000 hectares and plans to build palm oil mill with a capacity of 60 tons / hour.
2. Documents of Environmental Management Plan (RKL) approved by BAPEDAL Bengkalis District No. 094 / RKL-RPL / BA / V / 1996 dated May 15, 1996.
3. Documents of Environmental Monitoring Plan (RPL), which has been ratified by BAPEDAL (Regional Environment Impact Control Agency) Bengkalis No. 094 / RKL-RPL / BA / V / 1996 dated May 15, 1996.

Environmental management and monitoring activities that was conducted by PT AIP is including these parameters:

- Management of ground water in low-lying areas
- Management of soil fertility and minimize erosion
- Management of ambient air quality and emissions
- Management of river water quality
- Management of effluent quality
- Solid waste management
- Hazardous Waste Management
- Management of fire potential
- Disruption of flora and fauna
- Public unrest
- Social and environmental impact as consequences of replanting

The management unit has conducted environmental management and monitoring in accordance with the matrix of RKL / RPL (Environmental Management and Monitoring Plan). Environmental management and monitoring results are reported regularly in every six months to the Environment Agency Siak district and the Environment Agency of Riau Province, for example, report of the second semester of 2014 were reported on 20 February 2015 and the first semester of 2015 were reported on July 30, 2015.

**Status: Comply**

**5.2**

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

The report is based on documents of Identification of High Conservation Value Areas PT Aneka Inti Persada in 2010 (Identification of HCV carried out by consultants Pollito), it is known that it's not identified the existence of HCV 2. The landscapes are important to natural ecological dynamics (such as wildlife corridors). Summary of the HCV identification result is summarized in the table below.

No	Location	HCV Type	Area (HA)
1	Riparian of Pingai river	HCV 1	129
2	Riparian of Gasib river	HCV 1	79
3	Swamp Area Blok J 47, I 47, H 45, H 46, H 47	Potency HCV 4.1 dan 5	166.94
4	Slope Area > 40 %	Potency HCV 1.1	82.74
5	Water resource Area in Block H 20	HCV 1.1	12.57
6	Old tomb area	Potency HCV 6.1	1
7	Total of Gasib river	HCV 5	28.5
	<b>Total</b>		<b>499.75</b>

There is also evidence that during the process of identification of HCV, it has been involved community participation. It is performed in Visum book that shows the parties contacted by Team Identification of HCV and other record evidence that

is the List of Participants for Socialization Results Identification of HCV, conducted by Consultant Pollito in 2010. There is also recent evidence about the socialization of HCV that have been made against employees, examples of socialization in the Teluk Siak Estate on April 4, 2015 (it is attached photographs of implementation)

To the areas that have been identified and defined as HCV area, the company has conducted management and monitoring activities. PT AIP has also set a special officer for the management and monitoring of HCV area in each estate.

Management of activities that have been carried out are:

- Plants enrichment
- Socialization
- Installation of restrictions and notification board
- Planting in areas that are not vegetated

Undertaken monitoring activities are monitoring the presence of animals and plants that were conducted by officers who have been assigned in each estate.

Based on the documents of program the realization HCVA area Management HCVA area year 2014 - 2015, the activities have been conducted in each of the estate, those are:

- Understanding (socialization) to employees and the estate community (enclosed photographs of implementation)
- Buffer Zone area maintenance(attached photos)
- Monitoring the existence of flora and fauna (attached Minutes dated August 5, 2015 and Monitoring)
- Maintenance of the HCV area which is Local Community Identity (Sign Board Installation and cleaning the area around the tomb, the attached photographs).

**Status: Comply**

### 5.3

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

The Company has consistently identify sources of waste in the POM and Estate, those are:

- Waste source from POM such as waste processing (liquid waste, fiber, and empty bunch, ash from combustion, Used TL lamps, cloth rags, filters); generators ( used oil and used filters); Boiler's Chimney (Gas Emissions);
- Waste sources from estate operational that produces hazardous waste (chemicals packaging, used water contamination), domestic waste (Waste paper, plastic, bottles and organic waste).
- Workshop (used accumulator, light bulbs, cloth rags, scrap metal), Clinic (Used syringes, infusion bottles, medicine bottles), House of Water Machine (Used oil, used filters), House of Generator (Used oil, used filter, the emission source), Central Storage (chemicals packaging).

The Company has had adequate procedures related to hazardous waste management , example:

- The procedures for the handling of used oil (No. 702 / IK-TQEM-ESH / 10), and SOP Acceptance and Storage for Used Oil, Used accumulator, used cloth rags and used lights dated March 2, 2009:
- The procedures for handling old pesticide containers (No. 701 / IK-TQEM-ESH / 10).
- The procedures for the handling of clinical waste (No. 703 / IK-TQEM-ESH / 10). Clinical waste processing is done by submitting to a third party

PT Aneka Inti Persada has been managing the entire hazardous waste including packaging of used pesticide that was collected at licensed temporary polling stations for hazardous waste. The Company has extended licensed of temporary pooling station for hazardous waste, which expired in June 2014. The licensed re-issued through Decree from Head of Environmental Agency, Siak District No. 12 / BLH-S / KPTS / 2014 on July 4, 2014 with a validity period of 5 years. The type of waste are used oil, used paint bucket, used lamp (TL, Mercury, and Halogen), chemical packaging, contaminated cloth rags, used filter, used gloves and a used toner. Waste was stored for 180 days. The company also have a partnership with transport contractors of hazardous waste, PT Primanru Jaya through a Letter of Agreement between PT AIP (No. 01 / AIP-MOU / II / 2015) and PT PMJ (02 / PMJP-MOU / II / 2015) dated February 26, 2015 with term of the agreement for 12 months. PT Primanru Jaya as transporter and collector of hazardous waste has to have a permit in accordance with a decree of the Environment Ministry No. 234 of 2011 which is valid for 5 years. Related to medical waste from company clinic was handling by cooperation with Syafira Hospital. No company can show Working Agreement SPK 226 / RSS-MCC



/ IX / 2013, which is valid up to 22 September 2015.

The Company has documented the implementation of waste management such as recording of waste monitoring and the minutes of delivery / transportation, for example:

- Records of hazardous waste daily monitoring at temporary polling stations of POM' hazardous waste, such as hazardous waste monthly report, untill June 30, 2015 the amount of hazardous waste was 1.841 tons of used oil, 0.02 tons of cloth rags, 0.006 tons used chemical packaging.
- The company can also show the transport manifest of hazardous waste dated May 22, 2015 by PT Primanru Jaya with B9192GXR transport vehicle (transportation permission No. SK-4095 / AD-309 / DJPD / 2014/36003), for example, manifest BC 0023628, 22,000 liters of used oil, 0023606 BC manifest 1,790 tons of used batteries, manifest BC0023456, used cloth rags 0.0804 tons
- All hazardous waste management activities have been reported eg in the hazardous waste report in April-June 2015 was reported to Environmental Agency of Siak District on July 27, 2015 (Letter No. 0120 / TSF / VII / 2015), Province Environmental Agency on July 12, 2015 (Letter No. . 01217 / TSF / VII / 2015), the Ministry of Environment by Letter No. 0125 / TSF / VII / 2015 dated July 28, 2015

**Status: Comply**

#### 5.4

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

Teluk Siak POM has utilized renewable energy in the form of shells and fiber as boiler fuel. The use of renewable energy can reduce the use of diesel fuel for the generator in the processing of palm oil. POM of Teluk Siak has documented data on the use of renewable energy, fossil fuel used and analysis of renewable energy utilization efficiency. Efficiency of diesel oil for POM Teluk Siak during the period July 2014 - June 2015 was in average of 9:10 liters / tonnes of CPO with the efficiency of electricity use by an average of 23.78 kwh/ton CPO

**Status: Comply**

#### 5.5

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

The Company applies the principle of land clearing for replanting by using zero burning method. Thus, the company did not perform the analysis of combustion before clearing. Based on field observations in replanted areas Pinang Sebatang Estate and Teluk Siak Estate, there is no signs of burning in the area.

To maintain the capability and competence of employees and the surrounding community about the dangers of fire, the company has conducted fires simulation between companies and Community Care Fire Tualang Village and East Tualang in Teluk Siak Estate on 28 February 2015. This simulation was followed by 92 participants who consist of estate staff, employees, team security PT. AIP, community leaders, members of the police and the community of Tualang and East Tualang Village.

**Status: Comply**

#### 5.6

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

The company has shown the procedure of inventory and estimating GHG emissions (No Policy: 700 / PSQM-GHG-01/12. SOP explains the method used to inventory and calculation of GHG emissions resulting from the activities / processes of the company and provide the basis for the determination of company environmental management program. Calculation of Greenhouse Gas Emissions estimation is using the IPCC 2006 Guidelines and the principle of MRV (Measurable, reportable, and Variable) for land function change and carbon balance.

##### GHG emissions inventory

- Estate operational emission sources
- Changes in land cover: the difference between the time averaged C stock on the land between the vegetation before it was opened for oil palm
- Land use today: the use of fertilizers (N<sub>2</sub>O), changes in soil C<sub>org</sub> (CO<sub>2</sub>), land management (CH<sub>4</sub>), Planting in peat land (CO<sub>2</sub> and CH<sub>4</sub>)
- The use of diesel for generator operation and the operational machine tool (CO<sub>2</sub>)

- FFB transport from estate to POM.

Emission sources from palm oil mill operations

- The use of diesel fuel for the generator operation (CO<sub>2</sub>)
- Use of Shells / fiber for the operational boiler and generator (CO<sub>2</sub>)
- The use of electricity for plant operations
- Kernel Separation
- POME Disposal (CH<sub>4</sub> and CO<sub>2</sub>)
- Transport of product (CPO and PKO) to a refinery or port (CO<sub>2</sub>)

The management unit has calculated the greenhouse gas emissions for the period July 2014 - June 2015 using ISPO GHG Calculation Tool V.7. Based on the calculation result, it's known that GHG emissions from its own estate is 0.86 t CO<sub>2</sub>e / t FFB, GHG emissions from out of company estate is 23.99 t CO<sub>2</sub>e / t FFB, the emissions of the POM is 2:21 t CO<sub>2</sub>e / t FFB. Results of GHG calculation period July 2014 - June 2015 has been reported by the management unit to the RSPO Secretariat on August 14, 2015.

Monitoring the quality of emissions from pollution sources has been routinely performed every 6 months carried out by a BINALAB laboratory with accreditation number LP-412-IDN. The test results of air quality emissions and ambient for the second half of 2014 (December 2014) and the first half of 2015 (in May 2015) to the housing ambient air, the POM ambient air, odor, noise, air emissions from generators and boilers showed that no test parameters exceed the quality standards established. The Company also has a management program to reduce pollution and emissions, those are:

- Maintain regular production machine in POM of Teluk Siak so that the level of noise, vibration and particulate content and its emission declined.
- Complete and ensure operator in processing room of POM Teluk Siak using earplugs (ear plugs) to avoid hearing impairment/noise.

**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.**

Management Unit of PT Aneka Inti Persada has had EIA document (1995), Environment Management and Monitoring Plan RKL / RPL (1996) and Social Impact Assessment in 2010 were conducted by consultants Pollito. The document describes the important social impacts caused by plantations and palm oil mill operational PT Aneka Inti Persada. Based on the Social Impact Assessment, here are some important impacts of mill activity :

- Economic growth in the surrounding
- Availability of jobs and business opportunities for the community
- Territory accessibility
- Interaction and adaptation of community work ethic.
- The continuance of legend site (the old cemetery).

Social impact assessment has been done for replanting activities by Aksenta consultants (November - December 2012). The study on the replanting activities intended to review the environmental and social impacts that may occur as a result of replanting activities and provides advice and guidance to manage these impacts. Results of the study are described in a document (report) that describes the stages of replanting activities and the main impact, side effect and impact management recommendations. There is evidence that during the assessment process, the company has asked for public participation. This is evidenced by the *Visum* book that shows the parties contacted by the assessment team. There are also documents of the implementation report for the Environmental Management Plan and Environmental Monitoring Plan First period 2015 (January-June).

In the report document of the Implementation Plan for environment management (RKL) and Environmental Monitoring Plan (RPL), first Period (January - June 2015) note that the Monitoring of unrest Society was conducted through direct observation and direct communication to the community around the plantation which is conducted every semester on each year but it has not provided sufficient evidence of the existence of developed plans in consultation with the parties affected, documented and scheduled. **Non Conformance No. 2015.04.**

### Auditor Observations

**September 7, 2015**

The management unit has sent some evidence of improvement, those are:

- Sample of questionnaires for Social Impact Assessment on the surrounding community and employees.
- Questionnaire recapitulation results of a study of the community around the plantation PT AIP
- Attendance List of Communications and Consultation Meeting to the surrounding community, dated September 3, 2015
- Documentation for communication and consultation with surrounding community,

**28 September 2015**

The management unit of PT AIP has sent evidence of improvement, those are:

- Estate Plan Document PT AIP (Social Aspects), Outcome Consultation With Related Parties (affixed with the signature of the parties).
- List of Participants for Communication and Consultation with Related Parties (dated 22 September 2015).
- Documentation (Photographs) of consultation activities with Related Parties

### Auditor Conclusion :

Based on the evidence of these improvements above, the discrepancy in this indicator is expressed **Closed**.

Monitoring Management Plan of social aspects were carried out in each semester in each year but the evidence has not been provided yet. **Non Conformance No. 2015.05.**

### Auditor Observations:

**September 7, 2015**

The management unit has sent some evidence of improvement, those are:

- Sample of questionnaires for Social Impact Assessment on the surrounding community and employees.
- Questionnaire recapitulation results of a study of the community around the plantation PT AIP
- Attendance List of Communications and Consultation Meeting to the surrounding community, dated September 3, 2015
- Documentation for communication and consultation with surrounding community,

### Auditor Conclusion :

It has not been available yet the result of monitoring plans (Evaluation) that has been done on the practice that is being run so. **Non Conformance has not been closed..**

<b>Major 6.1.3</b>	<b>Status: Non Conformance No. 2015.04</b>	<b>Closed</b>
<b>Minor 6.1.4</b>	<b>Status: Non Conformance No. 2015.05</b>	<b>Closed</b>

### 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.**

The company has the SOP of communication/consultation with the Society No. Doc: SPO / 006 / AIP-KKM / X / 14, rev.03, date: October 1, 2014 which is equipped with a flow chart of communication and consultation with the community. In the procedure, it is described on the mechanism of communication with community which begins by providing a letter through the village head, analyzing the response letter from the community, if it is needed, there will be a meeting with the community to communicate directly, if the response is under the authority of unit manager, then it will be immediately given a decision and if it beyond the authority of the unit manager, then it will be submitted to the head of department and unit managers will send a letter of response to the community.

The Company has appointed personnel in charge of consultation and communication with relevant parties or the surrounding communities for each estate that are designated based on memorandum of Chairmain SOU 17 Teluk Siak number: 154.A / SOU-17 / VIII / 2015 dated August 3rd, 2015, appointed KTU / Head of PT Aneka Inti Persada, as representative of the company to conduct communication and consultation with the public, those are: Teluk Siak Mill: Mr.

Zakir Sembiring, Teluk Siak Estate: Mr. Rizal Efendi Ginting and his deputy, Mr. Catur Prasetyo, and Pinang Sebatang Estate: Mr. Tawang.

PT AIP has a list of stakeholders updated as of June 2015. The list includes the name of institution, name of contact person, address, phone number / hand phone and PT AIP also record the aspiration activities with the community in a file Bantex which there are letters from local village communities, either a proposal / request of material things and non-material assistance. Number of stakeholders for local governments as many as 13 people / agencies, NGOs 10 people / institutes, hospitals / BPJS (Labor Social Assurance) / Bank 7 people / institutions, 2 schools, 7 contractors, and 14 suppliers.

The company has not been able to show records of communication meetings with stakeholders as well as the follow-up results of the meeting. Based on the matters mentioned above, there is **Non Conformance 2015.06 Minor 6.2.3**

<b>Minor 6.2.3</b>	<b>Status: Ketidaksesuaian No. 2015.06</b>	<b>Open</b>
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### 6.3

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

PT Aneka Inti Persada has had a Social Policy in the Sustainable Plantation Management Guideline No. Policy: 724 / TQEM-SPMS / 09, Rev.00, dated August 27th, 2010 page 13 points 3: Plantation Upstream Indonesia ensure that any negotiations related to compensation for the loss of the rights of a person authorized by law has been done with a documented system that enables local communities and other stakeholders to express their views through their own representative institutions.

In addition the company has procedures for handling public complaints by a number of documents; SPO / 005 / AIP-PKM / X / 14, dated October 1, 2014. In the procedure, It is described on the mechanisms in writing receipt of complaints from the community, recording, response to complaints, and delivery of complaints after it is approved by unit manager of the unit or head department as well as recording of outgoing mail.

When Surveillance 4 was executed, PT Aneka Inti Persada no longer opening new land, so it is not found the processes of land compensation. The process of delivering compensation for land acquisition has been done in the previous period. There are examples of land compensation realization recording for payments in 1995, 1997 and 1998. For example, evidence of the completion of land acquisition of 397.27 hectares in Okura village, Pekanbaru in 1997, involves 49 landowners, those are: the date of July 26, 1997 - M. Ali Gading (31 hectares), Siman Hamid (15.30 hectares); 9 January 1998 on behalf of Noyang (1.90 hectares); January 22, 2008 on behalf of Abdullah (3 hectares), Juriah 5 hectares) and Marlis Karim (2 hectares). The entire completion is equipped with receipt, Statement of Removing Land Rights. In the Statement release stated that the rights of the land owner (First Party) on its own behalf receive compensation for land and crops on it.

Based on the above explanation, the company has had a social policy regard to compensation for the loss of the rights of a person authorized by law and also complaint procedures. When conducting surveillance-4, it was not found land disputes with communities thus there is no completion documents, however, the company has documented the process of the land dispute completion that has been done in previous years.

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

No. Policy: 724 / TQEM-SPMS / 09, Rev.00, dated August 27th, 2010 page 13 points 3: Plantation Upstream Indonesia ensure that any negotiations related to compensation for the loss of the rights of a person authorized by law has been done with a documented system that enables local communities and other stakeholders to express their views through their own representative institutions.

The Company has an SOP of Conflict Resolution No. Doc: 007 / AIP-PK / V / 2013, rev. 02, dated May 4, 2013 which explains that the company appoint Public Service Department personnel in charge for completing land claims issues, then the manager will form a verification team to gather supporting data. Furthermore, the personnel will convey the decision of the internal verification team to the community representatives.

When Surveillance 4 was executed, PT Aneka Inti Persada no longer opening new land, so it is not found the processes of land compensation. The process of delivering compensation for land acquisition has been done in the previous period. There are examples of land compensation realization recording for payments in 1995, 1997 and 1998. For example, evidence of the completion of land acquisition of 397.27 hectares in Okura village, Pekanbaru in 1997, involves 49 listed landowners and they had got compensation in 1997. The documents are statement letter about land right release, minutes of community land acquisition, payment receipt. Example: Receipt of Land Compensation on behalf of Ali Gidang (31 hectares) in the village of TT Okura, District Bukit Raya, June 26, 1997, as well as Statement of Land Rights Release. those processes are witnessed by the village chief, sub-district head, and other local government officials.

The Company has established policies and SOP of social conflict resolution and it has been applied in the field. Companies keep records of land compensation completion that occurred in previous years (1997/1998) which is equipped with supporting documents.

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

There is Riau Governor Decree number: Kpts. 244 / III / 2015 dated 31 March 2015 on Minimum Wages sector agriculture / coconut and palm oil plantation as well as rubber crops of Riau Province in 2015. In the decree stated that the value of Minimum Wages Riau Province IDR. 2,125,500. Follow-up of the decree issued is a Memorandum of GM HRM numbers: 182/HRM-i3/IV/2015 dated April 8, 2015, concerning daily workers wage and monthly salary structure in 2015. The monthly workers the increase minimum wage IDR 2,054,240 adjusted for each denomination and daily workers IDR 2,000,250/month plus allowance rice by 15 kg or IDR 125,250

Based on employee Payroll in the month of April 2015 in Teluk Siak POM, Pinang Sebatang Estate, and Teluk Siak Estate, it proved that PT AIP has paid wages in accordance with the foregoing provisions. The results of interviews with the management of the Worker Union of PT AIP submitted that workers receive wages according to the payroll system determined by the company and the increase each year by reference to the applicable minimum wage regulations.

The company has a Collective Labour Agreement (CLA) that applies until June 19, 2014. It is still in the process of making the latest CBA, but there's Discussion Minutes about CLA 2014-2016 in Jakarta and was signed on 11 July 2014 and it is still awaiting a decree from Director General of Industrial Relations, Labour, and Social Insurance. In Article XXIV of the expiry of the collective agreement, it is stated "if the date of termination of this Agreement has not yet determined a new CLA, then the entirety of this Agreement shall remain applicable until a new CLA issued".

To meet the employees housing needs, the company has built housing as well as social and religious facilities in each estate unit. It is available inventory data for housing, buildings, facilities and infrastructure, those are:

### Teluk Siak Mill

- Housing: home manager 1 unit, 1 unit for senior assistant, Head of administration of 1 unit, assistant 3 unit, supervisor 8 units, SKU118 units. Most of the housing are still semi-permanent but livable condition and well maintained, based on interviews with the company that it will be done the construction of new houses for POM employees.
- Health facilities, schools and worship were joined with PSE since it is next door..
- Sports Facilities volleyball field (1 unit), badminton field (1 unit), football field 1 unit and 1 unit *sepak takraw* courts.
- Clean water: 24 hours flows sourced from the POM.
- Electricity: from the POM 24 hours.

### Teluk Siak Estate.

- Housing: manager 1 unit, senior assistant 1 unit, assistant 3 units, Head of Section 2 units, G1 houses 17 units, G2 houses 350 units. Condition of the house is in livable condition and well maintained. There are several houses in Division III that its condition has been a little bit broken but based on interviews with management that the house will be renovated in 2016.
- Education facility: Kindergarten 1 unit
- Health: join with the central clinic Aneka Persada Estate.
- Worship Facilities: mosque (4 units), the church (1 unit)



- Sports facilities: soccer field (1 unit), badminton courts (1 unit), tennis courts 1 unit, golf courts 1 unit.
- Clean water: water from the reservoir around the housing.
- Electricity: from the generator, it turns on in the morning and evening.

### Pinang Sebatang Estate.

- Housing: Manager 1 unit, assistant 6 units, G1 houses 15 units, G2 houses 189 units. Condition of the house is in livable condition and well maintained, there is a house in housing of implasmen div IV that conditions were a little bit broken, but it is based on interviews with the company that the occupants will be moved to a new house that will be built.
- Education facility: Elementary School and Kindergarten
- Health facility: join with the central clinic Aneka Persada Estate.
- Worship Facilities: mosques (2 units), the church (1 unit)
- Sports facilities: soccer field (1 unit), badminton (1 unit).
- Clean water facility: water from reservoirs around the housing and POM.
- Electricity facility: from the generator 24 hours.

Employees' Food needs of employees were obtained from a cooperative that is grocery store that provides basic material needs. In addition there is a weekend market in the village of Kampung Gasip, Bakal, and Maredan which is open once in a week. The nearest town that can meet the needs of the food is Perawang city. Based on interviews with residents of employees that there is a vegetable seller who came in every day to the employee housing, so to the needs of vegetables, herbs, etc can be fulfilled from the seller.

Based on the above data and field visits can be concluded that the company has implemented minimum wages regulations, it has been providing housing facilities, religious facilities, sports facilities, educational facilities, water and electricity. It has CLA which has been agreed upon by the workers and the company.

**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.**

The Company has a social policy that gives freedom to workers to organize, contained in point 5 which states "the company respects the rights of each staff/employees to form and join labor unions of their choice and to bargain collectively" signed by the Head Upstream Plantation Indonesia in December 2011.

By this policy in PT AIP, it has formed several unions, those are: the Federation of Agricultural and Plantation Workers Union of Indonesia (F. SPPP-SPSI) who have administrators in each unit (the estate and POM), the Indonesian Prosperity Labor Union (SBSI), which oversees all of the estate and the POM, as well as the Union of Oil Palm Plantation (SP2KS) in Aneka Persada Estate. All SP was approved by the board Siak district and have been recorded at the local Department of Labor.

The results of interviews with the management of the Worker Union of PT AIP submitted that the internal meetings between board members conducted regularly to discuss employment issues. PT AIP has recorded a meeting with the workers union. It was available invitation letter and list of attendees for each meeting.

- Meeting dated May 25, 2015 addressed the issue of socialization of the new board structure of Worker Union Teluk Siak Estate, submission of reports for accountability of funds.
- Meeting dated May 1, 2015 to discuss the problem of meeting Worker Union Pinang Sebatang Estate is equipped with the attendance list.
- Meeting dated 20 April 2015 addressed the issue of socialization board of Worker Union Pinang Sebatang Estate is equipped with the attendance list.
- Meeting dated August 8, 2015 between the Working Unit Board Worker Union POM with the management of PT AIP discuss realization of extra money for feast day 2014 which is equipped with the attendance list.

The Company has a policy on the issue of freedom of association to all employees and has been applied in the field, it is proved, all workers joined the worker union.

<b>Status: Comply</b>	
<b>6.7</b> <b>Children are not employed or exploited.</b>	
<p>The memorandum is available from the Head Plantation Operations No: POD-UM-052 / III / 2010 dated March 24, 2010 regarding child protection policy, which the company prohibits the use of underage labors in accordance with Labor Regulation of the Republic of Indonesia..</p> <p>The company has a list of employees which includes data ID Number, the employee's name, national origin, class, gender, marital status, identity number, date of birth, ethnicity, religion, joint date, Labour Social Assurance, and employment status. Based on the results of the employee list to the Teluk Siak POM, Teluk Siak Estate and Pinang Sebatang Estate found no workers under the age of 16 years.</p> <p>Based on the above data and the field visits, there are not founded employees aged under 16 years, thus it can be concluded that the company is complying with the regulations of the minimum age limit of workers. And the results of the public consultation with Labour Agency Siak District submitted that there are no issues related to child labor or exploitation of workers</p>	
<b>Status: Comply</b>	
<b>6.8</b> <b>Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</b>	
<p>Available Social Policy in the Sustainable Plantation Management Guideline No. Policy: 724/TQEM-SPMS/09, Rev.00, April 1, 2010 points 1 states that All staff / employees should be treated fairly and equitable in the matters of relating to recruitment, advancement, conditions and job description, without depending on races, degrees, ethnicity, genders, color, imperfections (defects), sexual orientation, membership organizations, political views, religion and age.</p> <p>Based on the list of employees of Teluk Siak POM, Teluk Siak Estate, and Pinang Sebatang Estate period July 2015 that includes information such as name, position, grade, gender, date of birth, ethnicity, religion, place of birth, joint date, and division. The Company does not distinguish between religion, ethnicity, race, gender, etc. Employees of PT AIP derived from various ethnic groups, namely Javanese, <i>Batak</i>, <i>Nias</i>, <i>Minang</i>, Malay, <i>Sundanese</i> and religion, religion Islam and Christianity. Based on field visits that women spread in almost all parts of the work.</p> <p>Available memorandum of GM HRM number 0057 / PRS-i2 / X / 12 dated October 22, 2012 concerning procedures and mechanism hiring employee. Described in the memorandum on procedures and admission requirements prospective employees.</p> <p>Equal employment opportunity is also visible from the career development of each employee. For example, based on a memorandum from the General HRM No. 331 / HRM-i3 / VII / 2013 dated July 9, 2013 relating to the level promotion / increment for employees. Evaluation criteria included the ability factor, responsibility, work performance, honesty, discipline, loyalty, hard work and a factor of ownership as well as other factors that need to be added in the evaluation.</p> <p>There are examples of employment hiring to become harvesters' position on 3 March 2015, equipped with the files in the form of job application letter, a health certificate from a doctor, and a statement of acceptable work. In addition there are example files of level increment/promotion of employees equipped with performance evaluations for each individual proposed, as well as level promotion in Decree Letter.</p> <p>Based on the description above and the results of interviews with employees can be concluded that the company in recruiting employees do not distinguish ethnicity, race and religion but have been through the selection process and the stages of the appointment or group hike through the procedures established by the company.</p>	
<b>Status: Comply</b>	
<b>6.9</b> <b>There is no harassment or abuse in the work place, and reproductive rights are protected.</b>	
<p>PT AIP has Social Policy in the Sustainable Plantation Management Guideline No. Policy: 724 / TQEM-SPMS / 09, Rev.00, April 1, 2010 point 4: Develop and implement policies to protect women workers from sexual harassment and crime and</p>	

protecting the rights related to the female reproductive. Gender policy point 1 which states that the company tried to prevent sexual harassment and other forms of crimes against women, workers and the public. Legalize in April 2011 by the Indonesian Upstream Head plantation.

There is agreement on the female workers was signed by Chairman of the SOU 17 with clinicians on 10 December 2015, which contains:

1. Giving menstruation leave will be examined in the clinic or the central division
2. Giving maternity leave is calculated based on the final provision of menstruation leave by the medical / paramedical officers.
3. Women are known to be pregnant will work shifted accordance with the rules and reinforced by examination of doctors and nurses, and the pregnant workers should not be doing work related to the use of chemicals (spraying and manuring)
4. For working women who have just given birth and to breastfeed for 1 year should not be doing work related to chemicals
5. Female workers should be protected from sexual abuse treatment, domestic violence and for the regularly periodic inspection of the spray and fertilize teams in twice a year

The company has been kept the documentation of the application of the rights of women workers on menstruation leave and maternity leave entitlement either in POM or in the estate. Gender policy is described in more detail in the Gender Committee SOP No. 028 / AIP-KG / 12 on September 1<sup>st</sup>, 2012.

**Status: Comply**

### 6.10

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

PT AIP only performs the FFB processing of the own estate company alone and did not receive FFB from the outside.

All parties understand the contractual agreements that they have done in a fair and transparent ways, it is evidenced by the contractor hired and the SPK and the minutes meeting of its completion. Companies kept and processed the payment of a contractual agreement with the contractor, for example: FFB transport agreement with the contractor, with numbers: TSE/LKL/III/14-15/010 dated March 16, 2015. Article 7 stated that the issue of payment; "Payment will be made within 30 days from the first party receives a written invoice which is completed and correct from the second parties on the amount of FFB listed in the minutes of the working unit of recapitulation in one month. Available proof of processing payment are processed starting from June 30 2015 starting from the factory acceptance report, debit memorandum contractors, recapitulation of transport, vehicle usage, request for payment on July 2, 2015 and paid to the contractor on July 14, 2015

From the description above can be concluded that the company paid to the contractor on time in accordance with those contained in the Work Agreement.

**Status: Comply**

### 6.11

#### **Growers and millers contribute to local sustainable development wherever appropriate.**

Companies contribute to local development which is realized through:

##### **Teluk Siak Estate:**

- Realization of assistance to the local community in the form of assistance: elementary education teacher salaries, supplies of rice's, transportation, developing places of worship (mosques) compensation for orphans, assistance sacrificial animals, etc. In addition the company empowers local contractors in several activities, namely: FFB transport, road maintenance, manufacturing of drain field, bridge maintenance, manually circle, harvesting path manuals, and blank bunch application.

##### **Pinang Sebatang Estate:**

- The use of local contractors where there are local contractor's recapitulation period June 2014 to July 2015. PT AIP collaboration with 10 local contractors, namely the making of the manual circle activities and transport FFB.
- Support of operational funding for principals, school teacher, teacher of Quran, pastor, manufacture of volleyball court, construction of places of worship Indonesia Independent Day Celebration, etc.

- Donation which is incidental aid declared by the company as a CSR program, there is evidence of receipts and report of delivery of the goods.

The Company has contributed to the development around the estate with a partnership with the local community in the form of educational assistance, religious, social FFB transport and other social facilities.

**Status: Comply**

#### 6.12

##### **No forms of forced or trafficked labour are used.**

Based on employee's document tracking list in June 2015 found that workers who traded illegally and workers sent from an area with positioning system Inter Regional Interagency Working. All employees received through the recruitment process in accordance with the rules of the company. Based on interviews with several employees that are not found the employment illegally trafficked or coerced in any form.

In running the operational, the companies have hired employees and third party partners (contractors), there are no jobs are substituted to another party. Work has done by the contractor stipulated in the Cooperation Agreements (contracts) are set in one of the articles that the work should not be transferred to another party. All employees / workers received through a process that has been set up within the company. Each worker has a labor agreement with the company which has been agreed by both parties.

**Status: Comply**

#### 6.13

##### **Growers and millers respect human rights**

The Company has a policy to respect human rights through the Memorandum number: SE/153/VII/2015/S of Chairman SOU 17 Teluk Siak dated July 31, 2015. Human Rights Policy contains:

- Trying to maintain the right of every employee to life, surviving, improving the standard of living, forming a harmonious family and religion.
- Provide opportunities for every employee to communicate and obtain information necessary to develop personal and social environment.
- Provides the freedom to employees to issue opinions, form and join labour unions in accordance with the selection.
- Communicating and explaining human rights policy in order to understand and be understood by every employee including contractors and or other related parties.

Has conducted the socialization of human rights policy that was held on August 13<sup>th</sup> 2015.

**Status: Comply**

#### **PRINCIPLE #7 Responsible development of new plantings**

##### 7.1

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

Until the ASA-4 assessment activities have been carried out, the company did not do any new plantings development and just did replanting activity that has being started in 2010.

**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.**

Until the ASA-4 assessment activities have been carried out, the company did not do any new plantings development and just did replanting activity that has being started in 2010.

**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 AIP did not do any process of opening or expansion of new areas outside the area which has been already licensed;

there are replanting activities that have been conducted since 2010. Based on the Replanting Plan Study Document of PT AIP that has been conducted by Consultant Aksenta, it is known that in general the palm oil plantation areas of PT AIP currently not directly adjacent to the forest areas, but generally bordered by palm oil plantations and a small portion of plantation belongs to the community as well as rubber plantations.		
	<b>Status: Comply</b>	
<b>7.4</b>		
<b>Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.</b>		
Until the ASA-4 assessment activities have been carried out, the company did not do any new plantings development and just did replanting activity that has being started in 2010.		
	<b>Status: Comply</b>	
<b>7.5</b>		
<b>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.</b>		
PT AIP did not do any process of opening or expansion of new areas outside the area which has been already licensed; there are replanting activities that have been conducted since 2010.		
	<b>Status: Comply</b>	
<b>7.6</b>		
<b>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.</b>		
PT AIP does not perform the opening or expansion of new areas outside the area which has been licensed previously, there are replanting activities that have been conducted since 2010. In consultation with related agencies in Siak and interviews in the Maredan village and East Tualang village, there is no issue about the dispute between the community around the plantation area with PT Aneka Inti Persada. Process land compensation has been carried out in the early days of the opening of the garden.		
	<b>Status: Comply</b>	
<b>7.7</b>		
<b>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.</b>		
PT AIP did not do any process of opening or expansion of new areas outside the area which has been already licensed; there are replanting activities that have been conducted since 2010. Based on field observations to the replanted areas, for example replanting the area of Teluk Siak Estate, it is known that the replanting activity completely done mechanically using heavy equipment (excavators). There is no a sign of the fire used in the land clearing process for replanting in the area.		
	<b>Status: Comply</b>	
<b>7.8</b>		
<b>New plantation developments are designed to minimise net greenhouse gas emissions.</b>		
PT Aneka Inti Persada does not plant in a new area there are only a replanting activities that have been done since the year of 2010.		
	<b>Status: Comply</b>	
<b>PRINCIPLE #8 Commitment to continuous improvement in key areas of activity</b>		
<b>8.1</b>		
<b>Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.</b>		
<u>Reduction of pesticide use</u>		
Minamas Plantation has committed not to use pesticides that is included in the class of 1A and 1B WHO and <i>paraquat</i> or other pesticide listed in the Stockholm Convention or Rotterdam. The commitment is documented in the Memorandum of Head Plantation Operations No. POD-UM-128 / X / 2008, 2008 on the recommendation of Substitution of application Active Ingredients <i>Paraquat-Gromoxone</i> throughout the Minamas Plantation.		



### Environmental impact

The Company has identified potential impacts as a result of operational activities of plantation and palm oil mill. There are Environmental Management and Monitoring Plan which describes the management and monitoring actions that should be undertaken to reduce negative impacts and enhance positive impacts.

### Waste reduction

Waste management has been conducted in accordance with existing regulations, liquid waste company has permission to utilize and monitor the quality of liquid waste; Hazardous waste companies already have licensed hazardous waste temporary storage and it is sent to the other party (transporter), which has had a license. Solid waste like shells, fiber and empty fruit bunch are reused for operational activities

### Pollution and greenhouse gas emissions (greenhouse gases)

The Company has conducted the identification and management of the pollution and emissions that was generated through air quality monitoring and testing of the operational instruments in accordance with relevant regulations. In addition the company has calculated the greenhouse gas emissions for the period of July 2014 - June 2015.

### Social Impact

Social Impact Assessment has been carried out in 2010 conducted by Pollito consultants. It aims to determine the important of social impacts caused by operational of plantations and palm oil mill PT Aneka Inti Persada.

It has been done also a social impact assessment for replanting activities by Aksenta consultants (November - December 2012). The study on the replanting activities intended to review the environmental and social impacts that may occur as a result of replanting activities and provides advice and guidance to manage these impacts.

In addition it has been done also Internal Audit RSPO PT Aneka Inti Persada dated August 14, 2015 by PSQM Dept. (Rinno Ferryno and Rizki Ananda Aidita). Achievement of internal audit results as follows:

- Principle 1 Commitment to Transparency 100%
- Principle 2 Legality 79%
- Principle 3 Economics & Finance 100%
- Principle 4 best processing practices 93%
- Principle 5 Environment 85%
- Principle 6 Social 86%
- Principle 7 New Land Clearing 100% (NA)
- Principle 8 Sustainable improvement of 90%

**Status: Comply**

### 3.2 Summary of Assessment Report of Supply Chain Requirements

Clause	(Module D) CPO Mills – Identity Preserved Requirements
D1	Definition
D.1.1	<b>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&amp;C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example,</b>

if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.

Up to Surveillance 4<sup>th</sup> Audit, Teluk Siak POM only receives and process the FFB sourced from 3 estates (own estate), those are Teluk Siak Estate, Aneka Persada Estate and Pinang Sebatang Estate. Here are TBS received from October 2014 to August 19, 2015 (Audit of Surveillance 4).

Source	Amount (Ton)
Teluk Siak Estate	40,689.97
Pinang Sebatang Estate	44,950.64
Aneka Persada Estate	45,855.52
<b>Total</b>	<b>131,496.13</b>

**Status: Comply**

## **D.2 Explanation**

### **D.2.1**

The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.

Until Surveillance 4<sup>th</sup>, Teluk Siak POM only receive and process the FFB sourced from 3 suppliers estate, Teluk Siak Estate, Aneka Persada Estate and Pinang Sebatang Estate. The following table of CPO and PK produced by Teluk Siak POM of the October 2014 until August 19<sup>th</sup> 2015 (Implementation of Surveillance 4).

Product	Amount (Ton)
CPO	<b>30,242.47</b>
PK	<b>6,517.55</b>

**Status: Comply**

### **D.2.2**

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

Teluk Siak POM - PT Aneka Inti Persada (Minamas Plantation) have registered for RSPO-certified products, those are CSPO and CSPK via e-trace- UTZ with CB 20 542 registration code valid from 10 November 2014 till 10 October 2015.

**Status: Comply**

## **D.3 Documented procedures**

### **D.3.1**

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

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

Teluk Siak POM has procedures for the implementation of Supply Chain System, consisting of:

- SOP of Teluk Siak refers to the Technical Manual for Palm Oil Mill Operational 1, 2 and the proper administration of Head Plantation Operation Memorandum No. POD-UM-154 / VII / 2010 on July 26, 2010.
  - Fruit Acceptance No. 110 / POD-FAC / 07, Boiling (sterilization) No. 110 / POD-FAC / 07, Striping No. 110 / POD-FAC / 07, (Digesting) No. 110 / POD-FAC / 07, Pressing No. 110 / POD-FAC / 07, Purification (clarification) No. 110 / POD-FAC / 07, Separation of seeds and fiber No. 110 / POD-FAC / 07, Kernel Station No. 110 / POD-FAC / 07,

Palm Oil Stockpiling No. 110 / POD-FAC / 07.

- Teluk Siak POM have SOP System of Supply Chain Products, No. 027 / AIP-SCCS / 12 which was passed in September 1, 2012 by Manager of POM and Estate that describe the implemented of product tracing.
- b. Personnel who is responsible for the application of these requirements including:
  - **Factory Manager**
    - Keep and maintain all documents and records of the all raw materials used, supporting materials used in the production process and the quality of the final product.
    - Verification of the products delivered by the buyer to make sure the product is in accordance with the invoice, delivery order, sales contract and signed minutes of product delivery.
    - Provide adequate training on the requirements of supply chain certification to all staff involved in the stages of the supply chain from the receipt of raw materials, production processes, storage and delivery of products to buyers.
  - **Assistant of Plantation Sustainable Quality Management (PSQM)**
    - Checking the quality of FFB in the POM and create a daily recapitulation.
    - To supervise the delivery and unloading of palm product
    - Perform analysis for testing the quality of raw materials and products in all stages of the production process
    - Storing, maintaining and distributing the results of the analysis and testing of the quality of raw materials and products to relevant stakeholders.
  - **Assistant / Senior Assistant / Manager of Bulking** responsible for the transportation of CPO and PKO products from POM to bulking station.

There is also evidence of training records related to SCCS, those are:

- Attendance List for Training of SCCS PT Aneka Inti Persada, dated August 14, 2015 (Participant 28), trainer Rinno Ferryno (PSQM Manager)
- Photo of training and implementation.

**Status: Comply**

### D.3.2

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

All processed FFB in POM Teluk Siak is derived from PT Aneka Inti Persada (Teluk Siak Estate, Aneka Persada Estate, Pinang Sebatang Estate). All processed FFB is 100% certified FFB and Teluk Siak do not receive FFB from other estate.

The Company has had FFB reception mechanism by requiring the driver showed Fruits Delivery Document from each estate and FFB contractor. FFB delivery document explains the origin of the FFB and the quantity of FFB.

SOP of Palm Oil Mills passed by Mill Controller December 2011 include SOPs for the weighbridge station, loading ramps, stew station, Tippler and Thresher, digester station, press station, oil room station, Depericarper station, Nut Cracker Station, Kernel Silo, Despatch CPO, Despatch Palm Kernel, Boiler House, Power Plant. Work Instructions are also available laboratory tests authorized by the Plant Senior Manager on April 1, 2011.

**Status: Comply**

### D.4

**Purchasing and goods in**

#### D.4.1

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

Until 4 Surveillance Audit, all processed FFB in POM Teluk Siak is derived from the Own Estate PT Aneka Inti Persada (Teluk Siak Estate, Aneka Persada Estate, Pinang Sebatang Estate). All processed FFB is 100% certified FFB (**RSPO certified**) and Teluk Siak POM does not receive FFB from other estates.

FFB reception system has been applied, those are :

- FFB Delivery Documents and weigh ticket that explains the number of weighed ticket, serial number, FFB origin, transport, date of harvest, rotation pieces of FFB, the year planting, block, number of bunch, tonnage, vehicle number, date of delivery (there is a stamp of SPO CERTIFIED ).

- Weight Information System for SIME program which explains the origin of FFB (Division, harvesting block, year of planting, number of bunch), shown by the Mill Manager via personal computer being used.
- Mill Acceptance report which describes the products are received, the date of receipt, the origin of the estate, vehicle number, driver, number of SPB, weigh ticket number, delivery date, time weight, gross weight, weight out, netto weight. Estate Code (Teluk Siak Estate / E450, Pinang Sebatang estate / E451 and Aneka Persada estate / E452)
- Program of FFBGS which explains the quality of FFB deliver to the mill based on the results of FFB grading and can inform (FFB quality, the establishment of CPO production and kernel in every suppliers estate)

There are examples of Fruits Delivery Document and Fruit Weigh Tickets of Received FFB (RSPO certified) from the own estate, for example:

### **FFB Delivery Document**

Estate: Pinang Sebatang Estate

Division: One

Blocks: D002

FFB Average rate: 15

Assessed Tonnage: 5,500 Kg

Delivery date: 19/08/2015

Number: 451 1500 2624

Vehicle number: 9924 BM AI

Trip Number: 2

Exit hours: 14:10 pm

Hours Arrive On Mill: 14:38

SPB has been stamped **RSPO Certified**

### **FFB Weigh Ticket (FFB Receive)**

Ticket : 179676

Supplier: E451 Pinang Sebatang Estate

Transporter : E451-Pinang Sebatang Estate

Product : 0001-FFB A CROP (< 24 Jam)

Vehicle No : BM 9924 AI

Driver Name Edi Susanto

Driver IC :

D.O No: 45115002624

Remarks:

Seal No :

Harvest Date : 19/08/2015

Bunches: 367,00 R

Estate Wt (Kg) : 5,500

Estate ABW: 14.00

Mil Wt (Kg) : 5,700

Act ABW: 15,53

FFB Weigh Ticket (FFB Receive) has been stamped **RSPO Certified**.

**Status: Comply**

### **D.4.2**

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

Teluk Siak POM - PT Aneka Inti Persada can recognize and claim the products are certified for a year for CPO products: **36,122.94 tons** and Palm Kernel: **7,897.45 tons** period **October 11, 2014 until October 10, 2015**. Based on production data per October 2014 until August 19, 2015 when the implementation of the Surveillance Audit 4, total CPO and Kernel generated by Teluk Siak POM are : **CPO = 30,242.47 tons** and **Palm Kernel = 6,517.55 tons**.

From the above data it is known that production of CPO and Kernel that can be claimed as a product certified by Teluk Siak POM - PT Aneka Inti Persada does not exceed projection. Management of Teluk Siak POM - PT Aneka Inti Persada is committed to providing information to PT Mutuagung Lestari if there is production of CPO and Palm Kernal excess of those

projections.																														
	Status: Comply																													
D.5	Record keeping																													
D.5.1																														
The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.																														
Teluk Siak POM - PT Aneka Inti Persada has the Monthly Report of RSPO certified products (FFB, CPO and PK). The following table of monthly production in 3 months basis.																														
	<table><tr><th rowspan="2">Month</th><th colspan="3">Volume (Ton)</th></tr><tr><th>FFB</th><th>CPO</th><th>PK</th></tr><tr><td>Oct - Dec 2014</td><td>36,965.25</td><td>8,555.09</td><td>1,883.38</td></tr><tr><td>Jan - March 2015</td><td>31,963.28</td><td>7,374.15</td><td>1,547.50</td></tr><tr><td>April – June 2015</td><td>38,652.56</td><td>8,891.60</td><td>1,971.40</td></tr><tr><td>July – August 2015</td><td>23,915.04</td><td>5,421.63</td><td>1,115.27</td></tr><tr><td>Total</td><td>131,496.13</td><td>30,242.47</td><td>6,517.55</td></tr></table>			Month	Volume (Ton)			FFB	CPO	PK	Oct - Dec 2014	36,965.25	8,555.09	1,883.38	Jan - March 2015	31,963.28	7,374.15	1,547.50	April – June 2015	38,652.56	8,891.60	1,971.40	July – August 2015	23,915.04	5,421.63	1,115.27	Total	131,496.13	30,242.47	6,517.55
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	Status: Comply																													
D.6	Processing																													
D.6.1																														
The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage																														
All the products are received and processed (FFB) in Teluk Siak POM originated from the own estate that has been certified RSPO. Until now mills of Teluk Siak do not accept or process FFB from other sources, based on existing documents and systems that have been implemented was consisting of FFB Delivery Document, Weigh Tickets, Sales Contract and SIME weigh Application program which is explaining the origin of FFB (Division, Harvest block, year of planting, number of bunch) as well as the product of CPO and PK is a 100% certified product (RSPO Certified). All documents related to the acceptance and processing systems have been marked (Stamp) RSPO Certified.																														
	Status: Comply																													
D.6.2																														
The objective is for 100 % segregated material to be reached																														
Based on the verification of documents and field visits in Teluk Siak POM and interviews with officers and officer of weighbridge, it is known that Teluk Siak POM process FFB into CPO and PK which is 100% derived from the own estate. From the results of the verification document of sales contract and Invoice indicate that all products of CPO and PK were shipped / sold is 100% RSPO Certified product.																														
	Status: Comply																													

### 3.3 Conformity Checklist of Certificate and Logo Use

<b>1.</b>	<b>Evidence of permission or approval certificate and logo from Certification Body which submitted by Client</b>	<b>X or√</b>
<b>ASA-4</b>	AIP has logo and certificate approval/permit number MUTU-RSPO/007	<b>NA</b>
<b>2.</b>	<b>Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use</b>	<b>X or√</b>



<b>ASA-4</b>	The Company does not use the logo both on-product and off-product within the scope of PT.Aneka Inti Persada	<b>NA</b>
<b>3.</b>	<b>Implementation of Certificate and Logo is not used on product</b>	<b>X or√</b>
<b>ASA-4</b>	The Company does not use the logo both on-product and off-product within the scope of PT.Aneka Inti Persada	<b>NA</b>
<b>4.</b>	<b>Controlling of Certificate and Logo, including withdrawing inappropriate logo.</b>	<b>X or√</b>
<b>ASA-4</b>	The Company does not use the logo both on-product and off-product within the scope of PT.Aneka Inti Persada	<b>NA</b>

**3.4 Summary of RSPO Partial Certification**

<b>Management unit(s) observed:</b> Mitra Austral Sejahtera		
<b>2.1</b>	<b>There is compliance with all applicable local, national and ratified international laws and regulations.</b>	<b>X or√</b>
	PT Mitra Austral Sejahtera is compliance with applicable laws and regulations.	
	<b>Status: Comply</b>	√
<b>2.2</b>	<b>The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.</b>	<b>X or√</b>
	PT Mitra Austral Sejahtera has demonstrated land use and not legitimately contested by local communities. The company's land acquisition process has been in accordance with the prevailing regulations	
	<b>Status: Comply</b>	√
<b>6.3</b>	<b>There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.</b>	<b>X or√</b>
	PT Mitra Austral Sejahtera has documented system for dealing with complaints and grievances, which is implemented and accepted by all parties. There is a Communication Procedure No. Policy 501/MAS-KOM-03/11 dated 8 April 2011 implemented through the Mail Box, Email, Announcements, posters, brochures / pamphlets and meeting / briefing, etc. To resolve complaints / disputes associated with land, the company has prepared a Compensation Negotiation Process Mechanism No Policy 501/MAS-Doc 01/11 dated 8 April 2011, which contains a flowchart of (derasa) compensation payment process through a amicable discussion and meetings with Muspika (Task Force).	
	<b>Status: Comply</b>	√
<b>6.4</b>	<b>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.</b>	<b>X or√</b>
	PT Mitra Austral Sejahtera has a Compensation Negotiation Process Procedure No. Policy 501/MAS-Doc 01/11 dated 8 April 2011, which contains a flowchart of compensation payment process (Derasa) through amicable discussion and meeting with Muspika. The pricing of compensation is based on the Minutes of Agreement on Compensation (Derasa) Pricing dated December 8, 2005 as agreed by PT MAS, Community Leaders and KUD managers, acknowledged by Sub-District Chiefs (3 Sub-districts). Socialization was held on December 9, 2005 and attended by 35 representatives of related groups.	
	<b>Status: Comply</b>	√
<b>7.3</b>	<b>New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</b>	<b>X or√</b>
	PT Mitra Austral Sejahtera has not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values. Based on the company's Plantation Concession issued through Decision of Land Agency Head of Sanggau District No. 400-56/IL-1999 dated January 8, 1999 on the Granting of Extension Concession the Purposes of Palm Oil Plantation located at Parindu, Bonti, Hulu and Kembayan Tayan sub-districts in the name of PT Mitra Austral Sejahtera with a total area of 20,000 hectares of 30,000 hectares reserved area, the concession of PT MAS is located within Other Use Area (APL) in accordance with the Spatial Plan of West Kalimantan Province The company management has declared to the community that the company will preserve and will not cultivate palm oil crops in areas that have been identified as HCV (MAS-3 Estate's Statement Letter dated May 1, 2011). Local people / Indigenous Figures joined in Satlak were directly involved in the identification process of areas where palm oil planting is not allowed in accordance with the agreement.	
	<b>Status: Comply</b>	

<b>7.5</b>	<b>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.</b>	<b>X or√</b>
	<p>Available EIA documents as approved by the Central EIA Committee letter the Department of Forestry and Plantations, No: 242/Menhutbun-II/2000, on March 23, 2000.</p> <p>The company has conducted studies of social impact, but until the implementation of Stage-1 is still in draft form. SIA mentioned in the draft document;</p> <p>a. Positive Impacts</p> <ol style="list-style-type: none"> <li>Direct Impacts <ul style="list-style-type: none"> <li>Significant local people are employed by the company.</li> <li>Emergence of livelihood sources.</li> <li>Increased revenue sources and incomes of the villagers.</li> <li>Increased productivity, value and status of land (impact of KKPA plasma development).</li> <li>Increased accessibility and mobility of people, goods and services.</li> <li>Public's positive perception to the company.</li> </ul> </li> <li>Indirect <ul style="list-style-type: none"> <li>The increasingly growth of local businesses</li> <li>Increased cash flow and fund circulation in the surrounding villages.</li> <li>Increased purchasing power of the local people.</li> </ul> </li> </ol> <p>b. Negative Impacts;</p> <ol style="list-style-type: none"> <li>Direct impacts; <ul style="list-style-type: none"> <li>Reduced size of public lands,</li> <li>Public's negative perception to the company,</li> <li>Dispute/conflict</li> </ul> </li> <li>Indirect impacts and Accumulation <ul style="list-style-type: none"> <li>Clean water problem,</li> <li>Impaired traditional value system of mutual cooperation,</li> </ul> </li> </ol> <p>- Change in lifestyles of rural people.</p> <p>Based on the Plantation Development Realization Report of the socialization of new land opening has been conducted in July to September 2010 for Bonti and Kembayan Sub-districts, and unit has done socialization of new land opening in March 2011 (Sedae, Canal, Mua, Kampuh, and Tapa sub-villages).</p> <p>Based on interviews with residents of RT Pinsam the company's new plantation opening process also involved te Satlak Team consisting of Sub-village Chiefs, Indigenous leaders, KUD Sekayam Jaya Manager and Village officials as officers who perform verification of the land to be opened.</p>	
	<b>Status: Comply</b>	√
<b>7.6</b>	<b>Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</b>	<b>X or√</b>
	<p>There is a Land Compensation Negotiation Process procedure No. 501/MAS-Doc 01/11 dated 8 April 2011 in which contains a flow chart of compensation process involving amicable deliberation and meetings with Muspika (Task Force).</p> <p>Documented process and agreement of land acquisition for new plantation area are maintained in MAS 3 Estate's office and RSPO secretariat office in MAS 1 Estate.</p>	
	<b>Status: Comply</b>	√

**3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components**
**3.5.1 Identification of Findings, Corrective Actions and Observations at ASA-4**

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
2015.01	Minor 1.3.1	<p>There shall be a written policy that contains a commitment to a code of integrity and ethical conduct in the entire conduct of operations and transactions, which must be documented and communicated to all levels of employees and operations.</p> <p>The Company has had a written document that contains a commitment to the Code of Integrity and Ethical Code of the company but it has not provided evidence that the policy has been disseminated to all levels of employees.</p>	PT AIP	Minor	Re-certification S1	PT AIP should be able to show evidence that the Code of Integrity and Ethical Code has been disseminated to all levels of employees.	<p><b>Root Cause:</b> Lack of attention to the importance of SOP socialization.</p> <p><b>Corrective Action:</b> It will be immediately conducted socialization to all employees of PT AIP</p> <p><b>Preventive Action:</b> Makes socialization schedule for SOP once in a year</p> <p><b>Auditor Observation:</b> No evidence of corrective action</p> <p><b>Auditor Conclusion:</b> Non Conformance</p>	Open	
2015.02	Minor 4.2.3	<p><b>Evidence of Soil Sampling</b></p> <p>The Company has not been able to show the results of the latest analysis of the soil in accordance with standard operating procedures that have been set.</p>	PT AIP	Minor	Re-certification s1	Companies must be able to show the results of the latest analysis of the soil in accordance with standard operating procedures that have been set.	<p><b>Root Cause:</b> Soil sampling has been carried out but the results of the analysis is still in progress at the MRC</p> <p><b>Corrective Action:</b> Actively communicate with the MRC so it will immediately send the results of soil analysis.</p> <p><b>Preventive Action:</b></p>	Open	

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>Improve the communication to MRC continuously</p> <p><b>Auditor Observation</b> No Corrective Action</p> <p><b>Auditor Conclusion:</b> Non Conformance</p>		
2015.03	Major 4.5.1	<p><b>Plans implementation plans for the Integrated Pest Management (IPM) are monitored</b></p> <p>From the audit results, it's known that nettle caterpillar exceed the economical threshold, for example in blocks B008 and B009 PSE, but it has not provided sufficient evidence that it has carried out control activities and monitoring.</p>	PSE	Major	Oct 21, 2015	Management Unit should be able to show evidence of a nettle caterpillar control activities (above the economic threshold) and its monitoring	<p><b>Root Cause:</b> Control activities nettle caterpillar attack has not been well documented</p> <p><b>Corrective Action:</b> Documented control activities nettle caterpillar attack and monitoring.</p> <p><b>Preventive Action:</b> Ensure documented has been consistent.</p> <p><b>Auditor Observation:</b> <b>August 24, 2015</b> Management Unit has shown evidence of recording of nettle caterpillar control. Some control measures have been carried out, those are:</p> <ol style="list-style-type: none"> <li>1. Chemical control through the trunk injection as recorded in the daily report jobs.</li> <li>2. Manually Control manually by hand picking for caterpillars which have reached the pupa phase.</li> </ol>	Closed	24 Agust. 2015



CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>3. Efforts to prevent through the breeding of natural enemies of the palm oil host plant. For example <i>Turnera subulata</i>.</p> <p>4. The results of attack monitoring by conducting re-census replay against caterpillar attacks that shows the nettle caterpillar attack rate of 0% (the level of attack has been controlled).</p> <p><b>Auditor Conclusion:</b> The evidence of improvements have been shown, then non conformance No. 2015.03 have been <b>closed</b> on August 24, 2015.</p>		
2015.04	Major 6.1.3	<p>The plans to avoid or mitigate negative impacts and enhance positive impacts, It must be developed in consultation with the parties affected, documented and compiled in the implementation schedule.</p> <p>There is no enough evidence about the existence of plans which is developed in consultation with the parties affected, documented and scheduled</p>	PT AIP	Major	21 Oct. 2015	PT AIP should be able to show evidence of plans which is developed in consultation with the parties affected, documented and scheduled	<p><b>Root cause:</b> Lack of communication and consultation to the affected communities</p> <p><b>Corrective Action:</b> Conduct a meetings and provide questionnaires to communities with affected community around the company and then evaluate the results of the questionnaire</p> <p><b>Preventive Action:</b> There will be a meeting / questionnaires to communities around the company in every six months and noted into the Environmental Management and Monitoring Plan.</p> <p><b>Auditor Observation :</b> 07 September 2015</p>	Closed	28 Sept. 2015

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>The management unit has sent some evidence of improvement, consisting of:</p> <ul style="list-style-type: none"> <li>• Sample of questionnaires for Social Impact Assessment on the surrounding community and employees.</li> <li>• Questionnaire recapitulation results of a study of the community around the plantation PT AIP</li> <li>• Attendance List of Communications and Consultation Meeting with Community surrounding, dated September 3, 2015</li> <li>• Documentation of Communication and Consultation With surrounding community,</li> </ul> <p><b>28 September 2015</b> The management unit of PT AIP has sent evidence of improvement, consisting of:</p> <ul style="list-style-type: none"> <li>• Plan Document of PT AIP Plantation (Social Aspects), Outcome of Consultation with Related Parties (affixed with the signature of the parties).</li> <li>• List of Participants in Communication and Consultation with Related Parties (dated 22 September 2015).</li> </ul>		

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<ul style="list-style-type: none"> <li>Documentation (Photographs) consultation activities with Related Parties</li> </ul> <p><b>Auditor Conclusion:</b> Based on the evidence of these improvements, Non conformance is <b>Closed</b>.</p>		
2015.05	Minor 6.1.4	<p>The plans must be reviewed at least two years and updated as needed, when the review process showed that the practice is being run should be changed.</p> <p>There is a document Report on the Implementation Plan for environment management (RKL) and Environmental Monitoring Plan (RPL) Period 1 (January – June 2015) which explains that the Management Plan and Monitoring social aspects are carried out each semester in each year but it has not provided sufficient evidence that it has carried out the review process on the implementation of the plans that have been established.</p>	PT AIP	Minor	Re-certification	PT AIP should be able to show evidence that it has carried out the review process of the implementation of the plans that have been established.	<p><b>Root Cause:</b> Lack of coordination and monitoring of the unit to the evaluation of Environmental Management and Monitoring Plan (RKL-RPL)</p> <p><b>Corrective Action:</b> Conduct a meetings and provide questionnaires to surrounding affected communities and the company evaluates the results of the questionnaire</p> <p><b>Preventive Action:</b> There will be a meeting / questionnaires distributiob to communities around the company every six months and noted into the Environmental Management and Monitroing Plan (RKL-RPL)</p> <p><b>Auditor Observation :</b> <b>07 September 2015</b> The management unit has sent evidence of improvement, consisting of:</p> <ul style="list-style-type: none"> <li>Sample of questionnaires for Social</li> </ul>	Open	

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>Impact Assessment on the surrounding community and employees.</p> <ul style="list-style-type: none"> <li>• Questionnaire recapitulation results of a study of the community around the plantation PT AIP</li> <li>• Attendance List of Communications and Consultation Meeting with Community surrounding, dated September 3, 2015</li> <li>• Documentation of Communication and Consultation With surrounding community,</li> </ul> <p><b>Auditor Conclusion:</b> It is not yet available Result of monitoring Plan (Evaluation) that has been done on the practice that is being run. <b>Non conformance hasn't been completed yet.</b></p>		
2015.06	Minor 6.2.3	<p>A list of stakeholders, records of the entire communication, including confirmation of receipt and efforts to ensure the understanding of all parties affected, as well as the entire record of the actions taken in response to the input of stakeholders, it must be properly maintained.</p> <p>There is list of stakeholders but the company has not been able to show evidence of meeting with stakeholders as well as follow-up records was taken in response to the input of stakeholders.</p>	PT AIP	Minor	Re-certification	PT AIP should be able to show evidence of meeting with stakeholders as well as follow-up records that were taken in response to the input of stakeholders.	<p><b>Root Cause:</b> Meetings with stakeholders is often done but it was not well documented</p> <p><b>Corrective Action:</b> Every meeting with stakeholders will be well documented.</p> <p><b>Preventive Action:</b> The appointment of particular officer to handle meetings, and deliver information about the company's activities to stakeholders and its documentation.</p>	Open	

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<b>Auditor Observation:</b> No corrective action  <b>Auditor Conclusion:</b> Non Conformance		

**3.5.2 Opportunity for Improvement**

No	Ref Std	Descriptions
1	<b>Major</b> 4.3.4	The Company has an opportunity to evaluate the installation of monitoring instruments such as subsidence poles and stick yard in peat areas, particularly in the Teluk Siak Estate Division 3
2	<b>Major</b> 4.6.6 <b>Major</b> 5.3.2	Company needs to make sure consistently the entire used pesticide containers are kept at the licensed temporary storage of hazardous waste.
3	<b>Minor</b> 4.7.5	Company need to ensure completeness of First Aid equipment according to the company doctor's recommendation.




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

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p><b>Maredan Village</b></p> <ul style="list-style-type: none"> <li>• Social interaction between the company with the villagers has been running in harmony.</li> <li>• The impact of the operational of estate and mill PT AIP including: <ul style="list-style-type: none"> <li>- Job vacancy</li> <li>- The assistance of the company to the surrounding communities</li> </ul> </li> <li>• Assistance that is ever given by the company, those are: <ul style="list-style-type: none"> <li>- Assistance of heavy equipment to repair roads in the village</li> <li>- Payment of wages for part time teachers in junior high school at village.</li> <li>- Repair of school buildings</li> <li>- Contribution in sacrificial animals during Eid celebration</li> </ul> </li> <li>• There is no routine program (CD / CSR), assistance has been given by the company based on a request from the local village through the proposal.</li> <li>• Until now no such issues related to environmental pollution caused by operational of estate and mill PT AIP.</li> <li>• Currently there are no land conflicts between the company and the villagers. Such issues of land claims usually occur because of ignorance of one parties to claim the land and</li> </ul>	<ul style="list-style-type: none"> <li>• Relationship with rural communities still in harmony with each other to stay in touch between the villagers and the companies, maintaining good communication and positive activities such as religious holiday activities in the village and in the corporate environment.</li> <li>• The CSR program will be consulted by the department GCG Jakarta appropriate CSR program that has been determined.</li> <li>• Incentives for teachers will be discussed through the mechanism of incentives and approved by the head office management.</li> </ul>	<ul style="list-style-type: none"> <li>• In general, no of issues related to conflict between communities around the planter, and no complaints related to the negative impact of mill operations on the environment surrounding villages.</li> <li>• Assistance provided to the surrounding community should be packed in Community Development program that is based on the fundamental needs (basic need) surrounding communities</li> </ul>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>there is often no legal evidence of ownership that can be used as a reference for the claim.</p> <p><u>Aspiration:</u></p> <ul style="list-style-type: none"> <li>• There should be a program of CD / CSR that is routinely conducted by PT AIP without having to go through requests for assistance from the village.</li> <li>• In order to the development of Kindergarten Teachers, PT. AIP should provide incentives</li> </ul>		
<p><b>Tualang Village</b></p> <ul style="list-style-type: none"> <li>• The impact of the estate opening and operational plant of PT AIP including: <ul style="list-style-type: none"> <li>- Job vacancy (there are currently local villagers who have become employees in Minamas Research Centre).</li> <li>- Expand the insight of the surrounding community about the cultivation of oil palm</li> <li>- Cooperation between the village and the company. Cooperation that has existed now is assistance to the group of Concerned Citizens Fire in the form of vacuum / water spray and water tanks</li> <li>- The assistance of the company to the local communities, for example the help of sacrificial animals during Eid celebration.</li> </ul> </li> <li>• Communication between the company and the village government and the surrounding community has been going well.</li> <li>• Currently, there is no longer such issues about land ownership conflicts between the company and villagers</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain communication with the village and the villagers Tualang East with positive activities such as the formation of Concerned Citizens Fire (MPA) village Tualang East, activities of religious holidays, MTQ the village and district level, as well as sports tournaments involving the community wanderer east with employees company.</li> <li>• Land Waqf (Tomb Puan Molek) in the APE will be checked and the result will be consulted with the parties.</li> <li>• Construction of water Temporary/reservoir in the village of East Tualang adapted existing CSR programs.</li> <li>• Development of Rural monument as Icon village will be adjusted with the proposals and specifications of the engineering firm and the village of East Tualang.</li> </ul>	<ul style="list-style-type: none"> <li>• In general, no of issues related to conflict between communities around the planter, and no complaints related to the negative impact of mill operations on the environment surrounding villages.</li> <li>• Assistance provided to the surrounding community should be packed in Community Development program that is based on the fundamental needs (basic need) surrounding communities</li> </ul>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>therefore compensation process has actually been done in the past.</p> <ul style="list-style-type: none"> <li>Currently, there are no issues of concern about the negative impact of mill and estate operations against the local village.</li> </ul> <p><u>Aspiration:</u></p> <ul style="list-style-type: none"> <li>Waqf land, Puan Molek Tomb located at Aneka Persada Estate (close to area of employees' housing), it should be developed into a cultural heritage that has historical value.</li> <li>Development by the company against oil palm plantation activities undertaken by the local community.</li> <li>The companies can give aid of heavy equipment for the construction of water storage pool in Tualang village in order to cope with water shortages in the dry season.</li> <li>Due to the MTQ implementation plan that will be carried out by Tualang Village, it should be merged with the same agenda of MTQ activities those are usually carried out by the company the purpose of selecting participants will be able to represent the local village to the sub district level and even Siak District.</li> <li>PT AIP can contribute to plan of Tualang Timur Village to build a monument of local village as village Icon.</li> </ul>		
<p><b>Forestry and Plantation Agency District Siak</b></p> <ul style="list-style-type: none"> <li>The company has been carrying out regular reporting obligations, for example: Progress Report of Plantation Business (LPUP) in 2014 reported on January 26, 2015.</li> <li>The company has received a certificate of Plantation Business Assessment (PUP).</li> <li>The Company has reported its CSR activities to the Forestry and Plantation Agency District. Siak.</li> </ul>	<p>Coordination of the company's correspondence with government agencies Siak district is the responsibility Plantation Service Department Office Pekanbaru.</p>	<ul style="list-style-type: none"> <li>Based on the verification of documents, the company has been trying to meet obligations, primarily related to the regular reporting of Plantation Business Development Report to the relevant agencies.</li> </ul>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Administratively, there are some notes on the relationship between the estate and agency. Some official letter sent, and it has not been responded by the management unit. For example</p> <ul style="list-style-type: none"> <li>• Request Letters about the estate legality data that is submitted in May 2015 and it has not been responded till the audit was carried out.</li> <li>• Letter of recommendation related to the availability of raw materials in order to increase the capacity of the plant (No. 094-525/BUP/2015/3955) on August 18, 2015 have not been responded till the audit was conducted.</li> <li>• Letter No. 527.7/Forestry and Plantation Agency (Dishutbun)-PPUP / 1613 dated 22 April 2015 on the water reservoir procurement obligation also has not received a response till the audit was carried out.</li> <li>• The letter No. 0032 / Dishutbun (Forestry and Plantation Agency)-PPUP / 2015 on the plantation business that has not received any response..</li> <li>• Based on information from the staff of Plantation and Forestry Agency District. Siak, the entire letter is delivered to the plantation unit but it has not been responded.</li> </ul>		<ul style="list-style-type: none"> <li>• The management of PT AIP should always coordinate with the Office of Pekanbaru related requests for information from the parties.</li> </ul>
<p><b>Environmental Agency of Siak District</b></p> <ul style="list-style-type: none"> <li>• Companies routinely report the activities of environmental management (RKL / RPL) to Environmental Agency Siak District. Monitoring all activities listed in the matrix EIA that has been monitored on a regular basis.</li> <li>• The company has had the environmental permits completely. For example, permit the use of palm oil effluent (land application) and so on.</li> <li>• The company has not submitted the environment documents related to the replanting program that is currently running. Including monitoring and evaluation activities of replanting.</li> </ul>	<ul style="list-style-type: none"> <li>• The data / documents such as replanting program, the status of the EIA document Plant Material Unit (PMU) and some data are requested to be delivered by the Plantation Service Department (PSD).</li> <li>• For the rest of the water flow in the stream washing factory floor to the WWTP gradually. (Figure 1)</li> </ul>	<ul style="list-style-type: none"> <li>• Based on the verification of documents, it is generally known that the AIP has been running the obligations related to periodic reporting management and monitoring environment.</li> <li>• Licenses related to environmental issues, for example, have Land Application Permit, The Temporary Storage of Hazardous and Toxic Waste Permit, and others.</li> </ul>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<ul style="list-style-type: none"> <li>Currently, Environmental Agency already knows that Minamas Research Station (MRC) will be one of the oil palm seed breeders. BLHD so far has not received confirmation from the relevant management unit related to MRC environmental document that will be incorporated with the estate document or separated.</li> <li>On visit to Environmental Agency, there is a record that the washing water of plant floor (housekeeping) disposed to the field. It is expected future factory washing water can be disposed into WWTP.</li> </ul>		<ul style="list-style-type: none"> <li>At the time of the observation field visit in the POM area, it appears that the factory management has sought to manage the environment well and have done repairs / improvements to several aspects of the recommendation of the Environment Agency.</li> </ul>
<p><b>Labor, Transmigration and Social Agency, District. Siak</b></p> <ul style="list-style-type: none"> <li>The company has a good relationship and quite cooperative with labor, transmigration and social agency.</li> <li>So far there has no report related to a dispute between the company and employees.</li> <li>The company already has a reporting system to properly and orderly address to Labor, Transmigration and Social Agency. For example P2K3 (GCOSH) report and Compulsory Labor Report.</li> <li>The company has carried out its obligations relating to the payment of minimum wages in accordance with the decree of the Regent Siak 2015 IDR. 2,125,500 / month.</li> <li>Company always involves Labour Agency in trainings related to improving the competence of the workforce.</li> <li>The Company has included all employees in the social security programs of labor and labor health insurance (Social Assurance / BPJS).</li> </ul>	<p>Communication by the company with the Department of Manpower, Transmigration and Social District Siak goes well</p>	<ul style="list-style-type: none"> <li>Based on the verification of documents, generally known that PT AIP has been running the associated reporting obligations are routinely related aspects of employment.</li> <li>From the results of the verification of documents and interviews with several employees, there are the issues related to the labor dispute between the company and its employees and remuneration has been carried out according to standards applicable Wages Minimum regulations.</li> </ul>



Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<b>National Land Office of Siak District</b> When the public consultation was carried out, there are no personnel who can be interviewed despite the letter public consultation has been delivered before the audit activities carried out (attached received receipt of the letter for public consultation).		Based on the verification of documents and the results of stakeholder consultations in the villages around, it is known that there are the issues of land management conflicts between PT AIP with the parties
<b>Worker Union PT AIP</b> <ul style="list-style-type: none"> <li>• Worker union meeting has been well-implemented</li> <li>• Communication among worker union's member runs wells.</li> <li>• Communication between worker union and company has not been being well-implemented, because company is less active in responding letter from worker union. Usually company just responded directly to worker union letter without reply the letter from worker union</li> <li>• Company should quickly-responded letter whether the letter comes from worker union or other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• The management of PT AIP will always try its best to improve the existing system in order to maintain good relationship with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Company advised to be consistently implementing the existing system based on the applicable regulation.</li> </ul>
<b>PT Karunia Mandiri Sejahtera Abadi (Contractor Rental Heavy Vehicle) and CV Chiba Kontraktor (Contractor Fabrication Mill)</b> <ol style="list-style-type: none"> <li>1. The agreed contractual agreement made in a fair, legal and transparent, for the types of jobs that are determined according to the field each contractor with a specific time period.</li> <li>2. The payment has been made on time in accordance with agreed upon by both parties.</li> </ol>		See criteria 6.11

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
3. Examination of completion of the work done by the company in accordance with the specifications outlined in the contract agreed. 4. For the future may be able to continue to establish good cooperation with the company.		

**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 Aneka Inti Persada  
Head of PSQM Plantation Minamas  
Indonesia



**Mohamad Pirabaharan**  
September 28<sup>th</sup> 2015

Mutuagung Lestari  
Lead Auditor



**Oktovianus Rusmin**  
September 28<sup>th</sup> 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 Agency	Siak District, Riau Province	-	Interview	August 19 <sup>th</sup> 2015	✓	
2	Social and Labour Agency	Siak District, Riau Province	Telp. 0761-21733 Fax. 0761-22285	Interview	August 19 <sup>th</sup> 2015	✓	
3	Forestry and Plantation Agency	Siak District, Riau Province	-	Interview	August 19 <sup>th</sup> 2015	✓	
4	National Land Agency (BPN) BPN	Siak District, Riau Province	-	Interview	August 19 <sup>th</sup> 2015	✓	
5	WWF Indonesia	-	-	Questionnaire via email	August 11 <sup>th</sup> 2015		✓
6	Wahana Lingkungan Hidup Indonesia	-	-	Questionnaire via email	August 11 <sup>th</sup> 2015		✓
7	Sawit Watch	-	-	Questionnaire via email	August 11 <sup>th</sup> 2015		✓
8	Aliansi Masyarakat Adat Nusantara	-	-	Questionnaire via email	August 11 <sup>th</sup> 2015		✓
9	Maredan Village	Siak District, Riau Province	-	Interview	August 19 <sup>th</sup> 2015	✓	
10	Tualang Timur Village	Siak District, Riau Province	-	Interview	August 19 <sup>th</sup> 2015	✓	
11	Serikat Pekerja PT AIP	PT AIP	-	Interview	August 20 <sup>th</sup> 2015	✓	
12	PT Karunia Mandiri Sejahtera Abadi (Contractor)	Pekanbaru	-	Interview	August 20 <sup>th</sup> 2015	✓	
13	CV Chiba Kontraktor (Contractor)	Pekanbaru	-	Interview	August 20 <sup>th</sup> 2015	✓	

**Appendix 2. Assessment Program**

DATE TANGGAL		August 18 - 21, 2015	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Tuesday, August 18, 2015			
06.00 - 08.00	06.00 - 08.00	Traveling from Jakarta to Pekanbaru	All Auditor
09.00 - 11.00	09.00 - 11.00	Traveling from Pekanbaru to Plantation Site	
11.30 - 12.00	11.30 - 12.00	Opening Meeting	
12.00 – 14.00	12.00 – 14.00	Break	
14.00 - 17.00	14.00 - 17.00	Review of Previous Visit Non-conformance (Verification of Surveillance-3 findings)	All Auditor
Wednesday, August 19, 2015			
08.00 - 16.00	08.00 - 16.00	Stakeholder Consultation Related Government Institution at Siak District	APP
08.00 – 12.00	08.00 – 12.00	Field Visit to Pinang Sebatang Estate • Stakeholder Consultation (Village Surround) • Company Conservation Area (HCV area)& Boundary Stones • BestManagement Practices and Health & Safety (Manuring, Spraying, Harvesting) • Emergency Equipment Check & Emergency Team Interview • Management of Environment (Environment monitoring station& GHG, etc) • Worker Facilities (Housing, health clinic, clean water, etc) • Worker Rights (Interview of Workers and Gender Committee)	ORN ORN  NKI NKI NKI WTO WTO
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 16.00 16.00 – 17.00	14.00 – 16.00 16.00 – 17.00	• Continuous of Field Visit to Pinang Sebatang Estate • Clarification of Field Visit Results at Pinang Sebatang Estate	ORN, NKI & WTO
Thursday, August 20 2015			
08.00 – 12.00	08.00 – 12.00	Field Visit to Teluk Siak Estate • Stakeholder Consultation (Village Surround) • Company Conservation Area (HCV area)& Boundary Stones • BestManagement Practices and Health & Safety (Manuring, Spraying, Harvesting) • Emergency Equipment Check & Emergency Team Interview • Management of Environment (Environment monitoring station& GHG, etc) • Worker Facilities (Housing, health clinic, clean water, etc) • Worker Rights (Interview of Workers and Gender Committee)	ORN ORN APP APP NKI WTO WTO
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 16.00	14.00 – 16.00	Field Visit to Teluk Siak POM • SCCS Verification • Emergency Equipment Check & Emergency Team Interview • Production/Processing and Health & Safety	ORN APP



DATE TANGGAL		August 18 - 21, 2015	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
		<ul style="list-style-type: none"> <li>• <b>Management of Environment</b> (Environment monitoring station&amp; GHG, etc)</li> <li>• <b>Local Contractor Interview</b></li> <li>• <b>Worker Facilities</b> (Housing, health clinic, clean water, etc)</li> <li>• <b>Worker Rights</b> (Interview of Workers and Gender Committee)</li> </ul>	<b>APP &amp; NKI</b> <b>NKI</b> <b>NKI</b> <b>WTO</b> <b>WTO</b>
16.00 – 17.00	16.00 – 17.00	<b>Clarification of Field Visit Results at Teluk Siak Estate &amp; Teluk Siak POM</b>	All Auditor
20.00 – 23.00	20.00 – 23.00	<b>Team Auditor Meeting (Preparation for audit conclusion)</b>	All Auditor
<b>Friday , August 21, 2015</b>			
09.00 – 11.00	09.00 – 11.00	<b>Closing Meeting</b>	All Auditor
11.00 – 14.00	11.00 – 14.00	<b>Traveling from Plantation Site to Pekanbaru</b>	
18.30 – 20.30	18.30 – 20.30	<b>PEKANBARU → JAKARTA</b>	All Auditor