

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

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

Name of Management Organisation : Bukit Ajong Factory, PT Sime Indo Agro subsidiary of Sime Darby Plantation Sdn Bhd
 Plantation Name : West Estate; East Estate; Plasma East Estate and Plasma West Estate
 Location : Dosan Village, Parindu Subdistrict, Sanggau District, Kalimantan Barat Province, Indonesia
 Certificate Code : **MUTU-RSPO/088**
 Date of Certificate Issue : 18 July 2016 Date of License Issue : 18 July 2016
 Date of Certificate Expiry : 17 July 2021 Date of License Expiry : 17 July 2017

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
RC	27 July – 01 August 2015	Ardiansyah (Lead Auditor), Leonada, Nanang Mualib, Entin Hendartin	Ganapathy Ramasamy	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
RC	1 July 2016

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FIGURE

Figure 1. Location Map of PT Sime Indo Agro

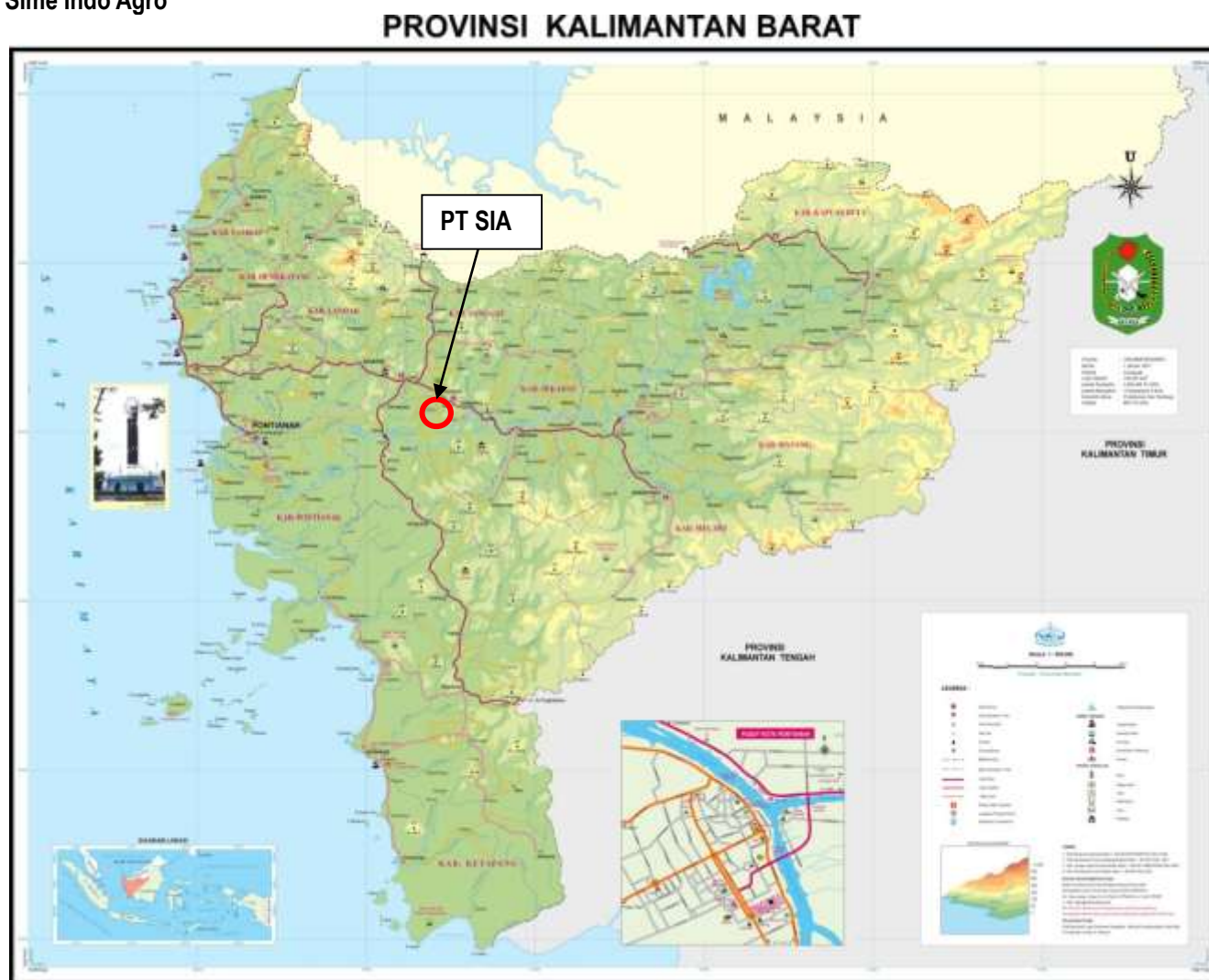
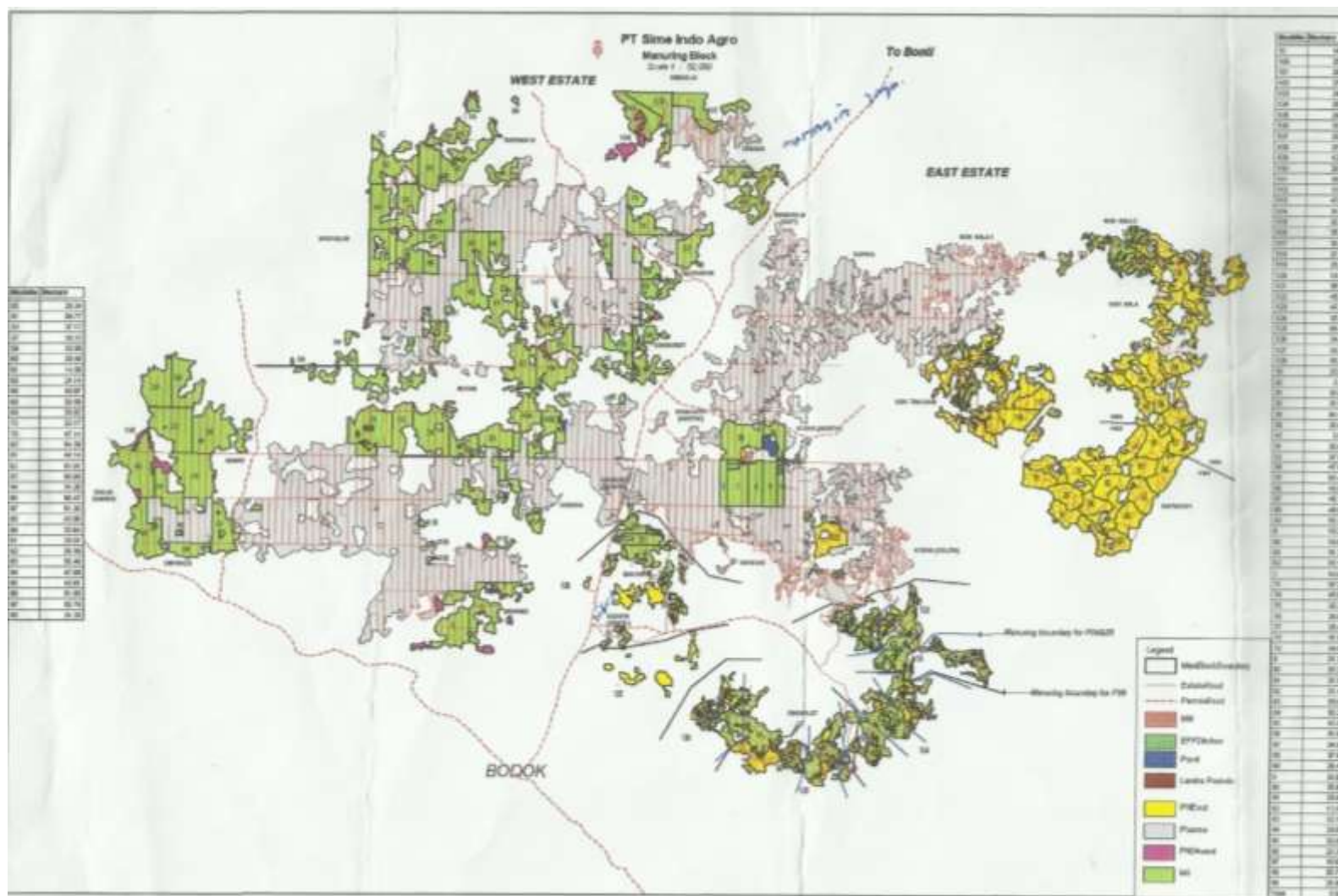


Figure 2. Operational Map of PT Sime Indo Agro (West Estate and East Estate)



Glossary

ASA	:	Annual Surveillance Assessment
AMAN	:	<i>Aliansi Masyarakat Adat Nusantara</i>
APL	:	<i>Areal Penggunaan Lain</i>
BOD	:	Biological Oxygen Demand
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
EFB	:	Empty Fruit Bunch
EIA	:	Environmental Impact Assessment
FFB	:	Fresh Fruit Bunch
FPIC	:	Free Prior Informed Consent
GM	:	General Manager
GHG	:	Greenhouse Gas
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> (Land Use Permit)
HIRARC	:	Hazard Identification Risk Assessment and Risk Control
HPO	:	Head Platation Operations
HRM	:	Human Resource Management
IPM	:	Integrated Pest Management
ISPO	:	Indonesian Sustainable Palm Oil
KER	:	Kernel Extarction Rate
KUD	:	<i>Koperasi Unit Desa/ Village Cooperative Unit</i>
LC	:	Land Clearing
LUC	:	Land Use Change
LLRP	:	Long Range Replanting Programme
LTA	:	Lost Time Accident
MRC	:	Minamas Research Centre
NGO	:	Non Government Organization
OER	:	Oil Extarction Rate
OFI	:	Oppurtunity for Improvment
OHS	:	Occupational Health and Safety
P2K3	:	<i>Panitia Pembinaan K3/ Guiding Committee of Occupational Health & Safety</i>
PIC	:	Person in Charge
PK	:	Palm Kernel
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protection Equipment
PSD	:	Plantation Services Departement
PSQM	:	Plantation Sustainability and Quality Management
PT SIA	:	PT Sime Indo Agro
SGM	:	<i>Senior General Manager</i>
SIA	:	Social Impact Assessment

SOP	:	Standart Operating System
SOU	:	Strategic Operation Unit
WWF	:	World Wild Fund
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT			
1.1 Assessment Standard Used		<ul style="list-style-type: none"> RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil - April 25th, 2013. RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill) 	
1.2 Organisation Information			
1.2.1	Organisation name listed in the certificate	PT. Sime Indo Agro Subsidiary of Sime Darby Plantation Sdn Bhd	
1.2.2	Contact person	Mohamad Pirabaharan	
1.2.3	Organisation address and site address	RSPO registered company: No 2, Plantation Tower, PJU 1A/7Street, Petaling Jaya, Malaysia 47301. Liaison Office: The Plaza Lt. 36, JL. MH Thamrin Kav. 28-30, Jakarta 10350	
1.2.4	Telephone	(+62-21)-29926000	
1.2.5	Fax	(+62-21)-29922685	
1.2.6	E-mail	mohamad.pirabaharan@simedarby.com	
1.2.7	Web page address	www.simedarbyplantation.com	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan (Head of PSQM)	
1.2.9	Registered as RSPO member	1 – 0008 – 04 – 000 – 00 7 September 2004	
1.3 Type of Assessment			
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base : <ul style="list-style-type: none"> Bukit Ajong Factory, East Estate, West Estate, Plasma East Estate and Plasma West Estate 	
1.3.2	Type of certificate	Single	
1.4 Locations of Mill and Plantation			
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude
			Longitude
	Bukit Ajong Factory	Village of Dosan, Sub District of Parindu, District of Sanggau, Province of Kalimantan Barat.	N 00° 16' 00"
			E 110° 29' 00

1.4.2	Location of Certification Scope of Supply Base					
	Name of Supply Base	Location	Coordinate			
			Latitude	Longitude		
	East Estate	Village of Hibun, Sub District of Parindu; District of Sanggau; Province of Kalimantan Barat.	N 0° 15' 22"	E 110° 30' 09"		
	West Estate	Village of Palem Jaya; Sub District of Parindu; District of Sanggau; Province of Kalimantan Barat	N 0° 16' 15"	E 110° 24' 21"		
	Plasma East	Village of Hibun, Sub District of Parindu; District of Sanggau; Province of Kalimantan Barat.	N 0° 15' 22"	E 110° 30' 09"		
Plasma West	Village of Palem Jaya; Sub District of Parindu; District of Sanggau; Province of Kalimantan Barat	N 0° 16' 15"	E 110° 24' 21"			
1.5	Description of Area Statement					
1.5.1	Tenure					
	• State		7,227.82 Ha			
	• Community		4,271.00 Ha			
1.5.2	Area Statement					
	• Total area		11,498.82 Ha			
	• Mature area		7,961.00 Ha			
	• Immature area		- Ha			
	• Infrastructure (Road and bridge)		246.11 Ha			
	• Mill and Building		67.97 Ha			
	• Hill, River and Valley		292.52 Ha			
	• Occupation/Reserve		1,273.98 Ha			
	• Unplantable Area		1,657.24 Ha			
	• HCV*		1,227.33 Ha			
1.6	Planting Year and Cycles					
1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		East Estate	West Estate	East Plasma	West Plasma	Total
	1997	-	1,693.00		1,341.00	3034.00
	1998	-	1,283.00		1,280.00	2563.00
	1999	276.00	-	1,650.00		1926.78
	2003	398.00	-			398.53
	2004	38.00	-			38.92
	TOTAL	714.00	2,976.00	1,650.00	2,621.00	7,961.00
1.6.2	New Planting area after January 2010		- Ha			

1.6.3	Planting Cycle			1 nd Cycle			
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Bukit Ajong	40	198,726,480	43,233,852	21.76	11,780,659	5.93
	<i>*Source: processing data month of July 2014 to June 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)	%
	East Estate (825 SH)	7,227.82	714.00	6,054.986	8.48	6,054.986	100
	West Estate (1,307 SH)		2,976.00	45,480.014	15.23	45,480.014	100
	East Plasma	1,650.00	1,650.00	37,395.422	22.66	37,395.422	100
	West Plasma	2,621.00	2,621.00	72,967.736	27.84	72,967.736	100
	TOTAL	11,498.82	7,961.00	161,898.16	20.34	161,898.16	100
	<i>*Source: production data month of July 2014 to June 2015</i>						
1.7.3	FFB description from other source						
	Name of sources	Organization	Location	Supplied to Mill			
				FFB (tonnes/year)			
	Sei Mawang Plasma 480.18 Ha; 271 Smallholders (Non certified)	-	Sanggau District, Kalimantan Barat Province, Indonesia	4,210.100			
	Sei Mawang Estate - 2,394.31 Ha (Non certified)	PTSIA		4,984.970			
	East Estate – 1,727.19 Ha (Non certified)	PTSIA		17,231.741			
	MAS I Estate – 2,457.7 Ha (Non certified)	Sime Darby Plantation		3,515.354			
	MAS II Estate – 2,409.77 Ha (Non certified)	Sime Darby Plantation		1,291.090			
	MAS III Estate - 812.32 Ha (Non certified)	Sime Darby Plantation		5.830			
	MAS IV Estate – 2,009.88 Ha (Non certified)	Sime Darby Plantation		22.770			
	NON-DES (Non certified)	-		5,233.062			
	TOTAL			36,494.917			
<i>*Source: production data month of July 2014 to June 2015</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 18 August 2014 to 17 August 2015 (tonnes/years)		Actual certified product 18 August 2014 to 28 July 2015 (tonnes/years)	
	• FFB Production			196,987		177,659.845	
	• CPO Production			45,799		38,730.662	
	• Palm Kernel (PK) Production			11,819		10,255.331	
1.8.2 Estimate of Certified FFB Claim							
	Name of Estate		Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)		Yield (tonnes/ha/year)
	East Estate		7,227.82	714.00	7,140		10
	West Estate			2,976.00	47,616		16
	East Plasma		1,650.00	1,650.00	39,600		24
	West Plasma		2,621.00	2,621.00	73,388		28
	TOTAL		11,498.82	7,961.00	167,744		21
	*Source : Estimated data periode of 18 August 2015 to 18 August 2016						
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 (%)
	Bukit Ajong	40	167,744	36,904	22	10,065	6
*Source : Estimated data periode of 18 August 2015 to 18 August 2016							
1.9 Other Certifications							
	-			-			
1.10 Time Bound Plan							
1.10.1 Time Bound Plan for Other Management Units							
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status	
	MILL	Time Bound Plan					
	Sekunzir. PT. Indotruba Tengah	2010	Sekunzir	2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified	
			Seruyan	2010		Certified	
	Manggala. PT. Tunggal Mitra Plantations	2010	Manggala 1	2010	Rokan Hilir District – Riau	Certified	
			Manggala 2	2010		Certified	
			Manggala 3	2010		Certified	

Bukit Ajong PT. Sime Indo Agro	2010	West	2010	Sanggau District – West Kalimantan	Certified
		East	2010		Certified
		Sei Mawang	2018		-
		East Plasma	2010		Certified
		West Plasma	2010		Certified
Teluk Siak. PT. Aneka Inti Persada	2011	Teluk Siak	2011	Pekanbaru, Siak District – Riau	Certified
		Pinang Sebatang	2011		Certified
		Aneka Persada	2011		Certified
Sungai Pinang. PT. Bina Sains Cemerlang	2012	Sungai Pinang	2012	Musi Rawas District – South Sumatera	Certified
		Bukit Pinang	2012		Certified
Pematang. PT. Teguh Sempurna	2011	Pematang	2011	Seruyan and East Kotawaringin Distri ct – Central Kalimantan	Certified
		Kawan Batu	2011		Certified
		Hatan Tiring	2011		Certified
		Batang Garing	2011		Certified
Alur Dumai. PT. Lahan Tani Sakti	2011	Alur Dumai	2011	Rokan Hilir District – Riau	Certified
Teluk Bakau. PT. Bhumireksa Nusa Sejati	2011	Teluk Bakau	2011	Indra Giri Hilir District – Riau	Certified
		Nusa Perkasa	2011		Certified
		Nusa Lestari	2011		Certified
Mandah. PT. Bhumireksa Nusa Sejati	2014	Mandah	2011	Indra Giri Hilir District – Riau	Certified
		Rotan Semelur	2011		Certified
Angsana Mini. PT. Sajang Heulang	2011	KKPA-1 PT.SHE	2013	Tanah Bumbu District – South Kalimantan	Certified
		Pantai Bonati	2011		Certified
Angsana. PT. Ladangrumpun Suburabadi	2011	Angsana	2011	Tanah Bumbu District – South Kalimantan	Certified
		Gunung Sari	2011		Certified
		KKPA-4 PT.SHE	2013		Certified
Mustika. PT. Sajang Heulang	2013	KKPA-2 PT.SHE	2013	Tanah Bumbu District – South Kalimantan	Certified
		KKPA-3 PT.SHE	2013		Certified
		KKPA-5 PT.SHE	2013		Certified
Gunung Aru. PT. Bersama Sejahtea Sakti	2011	Gunung Aru	2011	Kotabaru District – South Kalimantan	Certified
		Gunung Kemas	2011		Certified
		Laut Timur	2011		Certified
		Pantai Timur	2011		Certified
Bebunga. PT. Langgeng Muaramakmur	2011	Sungai Cengal	2011	Kotabaru District – South Kalimantan	Certified
		Bebunga	2011		Certified
		KKPA Sungai Cengal	2014		Certified
Sukamandang PT. Kridatama Lancar	2011	Sukamandang	2011	Seruyan and East Kotawaringin Distri ct – Central Kalimantan	Certified
		Sapiri	2011		Certified
		Barasdanum	2011		Certified
		Kuala Kuayan	2011		Certified

Pondok Labu. PT Paripurna Swakarsa	2012	Binturung	2012	Kotabaru District – South Kalimantan	Certified
		Pondok Labu	2012		Certified
		Rampa	2012		Certified
		Sesulung	2012		Certified
Selabak. PT Swadaya Andhika	2012	Selabak	2012	Kotabaru District – South Kalimantan	Certified
		Randi	2012		Certified
		Sangkoh	2012		Certified
		Lanting	2012		Certified
Rantau. PT Laguna Mandiri	2012	Rantau	2012	Kotabaru District – South Kalimantan	Certified
		Matalok	2012		Certified
Betung. PT Laguna Mandiri	2014	Betung	2012	Kotabaru District – South Kalimantan	Certified
		Sekayu	2012		Certified
Ungkaya. PT Tamaco Graha Krida	2012	Ungkaya	2012	Morowali District – Sulawesi Tengah	Certified
		Plasma TGK	2015		Certified
Ladang Panjang. PT Bahari Gembira Ria	2012	Ladang Panjang	2012	Muaro Jambi District - Jambi	Certified
		Plasma BGR	2020		-
Rantau Panjang. PT Guthrie Pecconina Indonesia	2012	Rantau Panjang	2012	Musi Banyuasin District – South Sumatera	Certified
		Bumi Ayu	2012		Certified
		Karang Ringin	2012		Certified
		Napal	2012		Certified
		Mangun Jaya	2012		Certified
		Sungai Jernih Estate dan GPI KKPA	2016		-
Blang Simpo. PT Perkasa Subur Sakti	2013	Tamiang (PT PPP)	2013	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	Certified
		Batang Ara (PT PSK)	2013		Certified
		Blang Simpo-01	2013		Certified
		Blang Simpo-02	2013		Certified
MAS. PT Mitra Austral Sejahtera	2020	MAS 1	2020	Sanggau District – West Kalimantan	-
		MAS 1	2020		-
		MAS 1	2020		-
		Plasma MAS	2020		-
Lembiru. PT Sandika Nata Palma	2014	Lembiru	2014	Ketapang District – West Kalimantan	Certified
		Awatan	2014		Certified
		Karya Palma	2016		-
		KKPA SNP	2020		-
		Pelanjau (PT BAL)	2018		-
		Sungai Putih (PT BAL)	2018		-
		Baturus (PT BAL)	2018		-
There is a change with time bound plan which cause the managemen unit postpone certification process with the following explanation:					
• PT Mitra Austral Sejahtera. There are social issue which not yet resolved from <i>Serikat Petani Kelapa Sawit (SPKS)</i> Sanggau.					

	<ul style="list-style-type: none"> Sime Darby have done informed the change of time bound plan to PT Mutuagung Lestari which consist of Sei Mawang Estate that should be audit on 2018. Sime Darby has provided an explanation related to the postpone of this audit in accordance with time bound plan.
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard
	Plasma PT SIA has followed RSPO certification activities.

2.0 ASSESSMENT PROCESS	
2.1 Assessment Team	
ASA-4	<p>Audit oleh CUC</p> <ol style="list-style-type: none"> 1. Senniah Appalasamy (Lead Assessor); 2. Muhammad Haris Bin Abdullah; 3. Haeruddin Tahir
Re-Certification	<ol style="list-style-type: none"> 1. Ardiansyah (Lead Auditor). Bachelor of Forest Resources Conservation, Department of Forestry, Bogor Agricultural University. He has followed several activities for identified environmental impact such as preparing EIA document for plantation and plantation forest. He has followed several trainings namely: Management System Certification (ISO 9001-2008/SNI 19011-9001:2008), SMK3 based on OHSAS, RSPO Lead Auditors Training Course endorsed by Proforest and Diameter, Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course and mapping for land cover analysis. Several times following audit activities related to sustainable palm oil certification system as a lead auditor and an auditor. During this audit, he assigned to verify legal aspect and SCCS 2. Leonada (Auditor). Bachelor of Agriculture, majoring of Agronomy and minor in Plant Breeder and seed technologies, Agriculture Faculty of Bogor Agricultural University. Over five years working experience at oil palm Plantation Company in Indonesia and followed several trainings namely: Auditor Indonesian Sustainable Palm Oil (ISPO), awareness RSPO, Lead Auditor ISO 9001:2008 (Management System Certification), ISO 14001:2005 (Environmental Management System Certification), Management Development Program Agronomy, analysis base solution for operation, Plantation Integrated Pest Management training, Training of the limited pesticide usage (pesticide commission), training of pesticide and fertilizer waste management, resolution conflict training, training of OHS Specialist and OHS Auditor (SMK3). Currently he worked as an auditor at Certification Body. During this audit, he assigned to verify of best management practices aspect and OHS. 3. Nanang Mualib (Auditor). Bachelor of Forestry Science, Forest Technology Department in Bogor Agriculture Institute. He had followed training such as Performance Evaluation in Sustainable Management of Natural Production Forest on Unit Management. Sustainable Natural Production Forest Management Assessor Training Course, Training Lead Assessor ISO 9001:2001/SNI 19-9001:2008. He worked in Forest Company in 2000 – 2004 as a technical assistant of Sustainable Forest Management Implementation, Joint program with Forest Faculty Bogor Agriculture Institute and WWF Indonesia in 2006 – 2010. As a professional, he was involved in HCV social study of Sustainable Forest Management, HCV Identification in 3 palm oil plantation in Indonesia. Currently, he works as professional HCV assessor. During the assessment the auditor verified the aspect of environment and HCV. 4. Entin Hendartin (Auditor). Doctor from the Faculty of Forestry, Bogor Agricultural University in 2011. She was attended training RSPO Lead Auditor, ISPO Lead Auditor Training and Sustainable Forest Management (SFM) with LEI Scheme) and the Ministry of Forestry. Experts in the Environmental, Social, Economic and Cultural. Previously has been a lecturer at the Institute of Technology Bandung. On this assessment was observations on environmental aspects. During this assessment, he assigned to verify of social aspect and social welfare. 5. Joko Alam (Observer). Saint Applied Bachelor of Agricultural Sciences Department of Agricultural Extension , College of Agricultural Extension Bogor (STPP) under the auspices of the Department of Agriculture. Has over six years of experience as an Agronomist palm Oil Plantation. Attended training ArcGIS for mapping , 5S training for the management of the Company and Factory, a training laboratory for palm oil mills , Auditor training ISPO, training on ISO 14001 Environmental Management System (EMS) and audit techniques, training on ISO 9001:2015 Management Quality Sistem and Certification System ISO 17021.
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	

2.2.1	Figure of person days to implement assessment
ASA-4	<p>Number of auditors: 3 auditor</p> <p>Number of days for Surveillance-4 at site: 4 days</p> <p>Number of working days for Surveillance-4 at site: 12 Working days</p>
Re-Certification	<p>Number of auditors: 4 Auditor and 1 Observer</p> <p>Number of days for Re-Certification at site: 5 days</p> <p>Number of working days for Re-Certification at site: 20 Working days</p>
2.2.2	Assessment Process
Re-Certification	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Sime Indo Agro to the requirements of RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil - April 25th, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill).</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <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 RC delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-1).</p> <p>The assessment program please find Appendix 2</p>
2.2.3	Location of Assessment
Re-Certification	<p>Sampling locations are determined by using the formula $0,8\sqrt{y}$ from the total of supplier estate and consider the issues arising from the document review and stakeholder consultation which is fundamental and crucial. At the time of this assessment, the location of the sample is Bukit Ajong Factory, East Estate, West Estate, Plasma East, Plasma West and Sei Mawang Estate.</p> <p>The locations visited are presented in the following:</p> <p>East Estate</p> <ol style="list-style-type: none"> Block S-905. Observations and Interviews Related to the understanding of harvest procedures, technical of safe work, and payment system. Warehouse of Firefighting Equipment. Observations and Interviews the emergency response team and simulation the firefighting equipment. Main road and collection road. Observations of IPM activities by using the owls. Division 5, Block S-906. Observation of road maintenance. Block S-905. Observations and interviews related to the spray activities of the circle and Fruit Collecting Point, safe working practices, the management of Hazardous Material and Hazardous Waste, HCV, workers welfare, periodic inspection and policies for women. Place of Washing spray equipment, PPE storage and mixing herbicides. Observations on the existence of the washing place for spray equipment, spray equipment storage area, a place for the sprayer team to get cleaned up after work, management of waste from washing activities. Chemical Warehouse. Observations and interviews about the management of Hazardous Material, emergency response facilities and OHS. Fertilizer Warehouse. Observations on fertilizer storage and available OHS facilities. Oil Warehouse. Observations on oil storage as well as available OHS facilities. Workshop. Observations and interviews related to the safe work practices, hazardous waste management, workers competence and available OHS facilities. Generator House. Observations on Hazardous waste management and PPE used by workers. Diesel Fuel Tank. Observations on diesel fuel management and emergency response in case of leaks / spills. Workers Housing. Observations on housing facility and interviews with the workers related to the public facility

- provided by the company and the management of household waste.
14. **HCV area.** Observations on HCV management in the form of riparian area.

West Estate

15. **Field A-704.** Observations and interviews related to the understanding of harvest procedures, technical of safe work, and payment system.
16. **Field A-703.** Observations and interviews related to the understanding of manuring procedures, technical of safe work, training and PPE.
17. **Field A-801.** Observations and interviews related to the spray activities of the circle and Fruit Collecting Point, safe working practices, the management of Hazardous Material and Hazardous Waste, HCV, workers welfare, periodic inspection and policies for women.
18. **Field B-805.** Observations of slope area with terrace.
19. **Workshop.** Observations and interviews related to the safe work practices, hazardous waste management, workers competence and available OHS facilities.
20. **Oil Warehouse.** Observations on oil storage as well as available OHS facilities.
21. **Hazardous Waste Warehouse.** Observations on Hazardous waste management, the condition of warehouse, emergency facilities and OHS facilities.
22. **Diesel Fuel Tank.** Observations on diesel fuel management and emergency response in case of leaks / spills.
23. **Place of Washing spray equipment, PPF storage and mixing herbicides.** Observations on the existence of the washing place for spray equipment, spray equipment storage area, a place for the sprayer team to get cleaned up after work, management of waste from washing activities.
24. **Chemical Warehouse.** Observations and interviews about the management of hazardous material, emergency response facilities and workers understanding related to the company's policies, facility for workers, health examination and OHS implementation.
25. **HCV area.** Observations on management of HCV area in form of "Tembawang Land".
26. **Housing.** Observations on housing facility and interviews with the workers related to the public facility provided by the company and the management of household waste.
27. **Clinic.** Observations the health facilities for workers and clinical waste management.

Plasma

28. **Block 7 of Kelompok Tani 10, West Plasma.** Observations and interviews related to the understanding of harvest procedures, technical of safe work, land tanure and payment system.
29. **Main road and collection road.** Observations on road maintenance and the utilization of beneficial plant.
30. **KUD office.** Observations and interviews related to letter of agreement, relation with PT SIA, The procurement of fertilizer and pesticide.

Bukit Ajong Factory

31. **Processing (Sterilizer – Dispatch).** Observations and interviews related to the understanding of the procedures, implementation of OHS, workers welfare, emergency response equipment, safe working practices, health examinations and freedom of association.
32. **Installation of Hydrant.** Observations and interviews related to the preparedness of fire emergency response equipment.
33. **Workshop.** Observations and interviews related to the competence of workers, health examinations, OHS implementation and waste management.
34. **Hazardous Waste Warehouse.** Observations on Hazardous Waste management.
35. **Chemical Warehouse.** Observations on storage activity and hazardous material management.
36. **Water Treatment Plant (WTP).** Observations on water management activity, the use of chemicals and hazardous waste management.
37. **Reservoir.** Observations on the activities of the management and protection of water resources.
38. **Waste Water Treatment Plant (WWTP).** Observations on the activity of effluent management activity.
39. **Security Post.** Observations and interviews related to the examination and acceptance of FFB in the Mill.
40. **Weighbridge.** Observations and interviews related to the FFB weighing in the mill.
41. **Grading.** Observations and interviews related to the quality inspection of the received FFB, the implementation of OHS and safe working practices.

	<p>42. Diesel Fuel Tank. Observations on diesel fuel management and emergency response in case of leaks / spills.</p> <p>Stakeholder Consultation</p> <p>43. Institutions of governance (Environmental Bodies, Labor and Transmigration Agency, Plantation Agency, National Land Agency). Interviews related to regulatory compliance, the issue of environmental pollution, land conflict issue and company contributions to the region.</p> <p>44. The villages around PT SIA (Hibun Village, Maringin Jaya Village and Dozan Village). Interviews related to the issue of environmental pollution, land conflict issue, the company's contribution to society and the impact of company activities.</p>
2.3 Stakeholder Consultation and Stakeholders Contacted	
2.3.1	Summary of stakeholder consultation process.
Re-Certification	<p>Consultation of stakeholders for PT Sime Indo Agro was held by:</p> <ol style="list-style-type: none"> 1. Public announcement at web www.mutucertification.com on 24 June 2015. 2. Consultation meeting and interview with government agencies in Sanggau District on 28 July 2015. 3. Consultation meeting and interview with Surrounding Village (Hibun Village, Maringin Jaya Village and Dozan Village) on 28 July 2015. 4. Consultation meeting and interview with Internal Stakeholder (Committee gender, labour union and local contractor) on 29 July 2015. 5. Consultation by email with NGO (Sawit watch, AMAN, WWF) 14 July 2015. <p>Numbers of input from stakeholders were clarified by PT Sime Indo Agro.</p>
2.3.2	Stakeholder contacted
	Please find appendix 1
2.4 Determining Next Assessment	
Re-Certification	The next visit (ASA-1) will be planned 12 months after Re-Certification assessment.

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Bukit Ajong Factory – PT Sime Indo Agro, Sime Darby Plantation Sdn Bhd operation consisting of one (1) mill, three (3) oil palm estate and 1 cooperative (2,132 smallholders).

During the assessment, there were eight (8) Nonconformities were assigned against Major Compliance Indicators, five (5) nonconformities were assigned against Minor Compliance Indicators, two (2) nonconformities were assigned against SCCS Indicators and six (6) 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 actions that had been reviewed and accepted by Auditors in form of documentation evidences e.g. (document record/photographic). Those corrective actions taken that consist of eight (8) Major non-conformities, four (4) Minor non-conformities and two (2) SCCS non-conformities had been closed out shall be verified during next assessment.

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

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is **Continued**.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
1.1.1	The management unit has delivered information to stakeholders regarding to the environmental issues and social, for example: Guiding Committee of Occupational Safety & Health reports in second quarter of 2015 to the Head of Social, Labor and Transmigration Agency of Sanggau District and PT SIA Plantation Business Progress Report in second quarter of 2015 to the Head of the Forestry and Plantation Agency of Sanggau District, there is evidence of receipt from relevant agencies on July 14 and July 15, 2015.	
1.1.2	Incoming mail to PT SIA is stored in the official file in and out which contains mail that comes from the various agencies. The company has provided a response on the incoming mail, such as letters from Administrative Assistant of Development and Economic - Regional Secretary dated July 22, 2015 and responded on July 24, 2015.	
	Status: Comply	
1.2	Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	
1.2.1	The management unit has a list of documents that can be accessed by the public, the data contained in SOP of Request	

for Information, RSPO / B.4.7 / SIA Revision 1 dated July 1, 2015, namely: LC Area, Immature Plant, Mature Plant, Infrastructure, proof of Social Security Payment, Proof of Employees Treatment Payment, Employees Public Facilities, Data of attacks Pests and Diseases, Data of Light Vehicles and Heavy Equipment, Data of Machinery Support, Data of CSR ever did, Data of Bridge, Data of road length, Data of Work Building, Data of General Building, Data of Schools Building, types of fertilizer used, Type of Agrochemical used, Data of Unit Payment Employee, Data of Students, Plantation Business Permit, EIA documents, certificates / Land Use Rights, Plan for Occupational Health and Safety, Plan and Assessment associated with the Social Impact Assessment and Environmental, HCV Documentation, Plan of Reduction and Prevention of pollution, Detailed of Complaints and Grievance, Negotiation Procedure, Sustainable improvement Plan, Public Summary from the Certification Assessment Report and Human Rights Policy.

Status: Comply

1.3

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

1.3.1

The management unit showed business ethics policy approved by GM, SGM, HPO, and GHPI on May 24, 2007. The management unit develops business ethics with regard to the stakeholder's expectation on the company and how to enforce the ethics including monitoring, reporting and sanctions for violations of the code of conduct. Stakeholders in the documents are: shareholders, the Board of Commissioners, Directors and Employees, Customer (Buyer), Client / contractor (Supplier), business partners (investors), Lenders and Banks, Auditors, Community around the partners and the environment, central and regional governments, competitors, mass media, NGOs and community organizations, workers union (Labor Union), Strategic Business Mitra, smallholder, and similar industry Association (GAPKI, KMSI, APIMI). The policy has been communicated to all levels of employees and operations on September 5, 2014.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

2.1.1

PT SIA has shown the record of compliance to the relevant legal requirements such as:

- Have a land right in the form of Land Use Title and Building Use Title.
- Have a plantation business permit in the form of Plantation Business Registration License
- Have the EIA documents for the activities of oil palm plantations and its mills.
- Have a licensed Hazardous Waste Temporary Warehouse
- Have a permit to utilize effluent in the estate
- Provide wages to the workers in accordance with the minimum wage set by the government
- Have Guiding Committee of Occupational Safety & Health structure that has been approved by the government for West Estate and Bukit Ajong Factory.
- No burning during land clearing / replanting

However, the management unit cannot show compliance with regulations, that is:

- The company has had permanent employees to work as harvester as the main job. But, to cover the lack of harvesters, the company handed the harvest work to the contractor as shown in the Cooperative Agreement Letter - Harvest Contract No.WNK / WE / 01 / 14-15 Alimun and Cooperative Agreement Letter No. AP / WE / 03 / 14-15 Then Ruslan. This is not in accordance with the Labor Law No. 13 Year 2003 Article 66. Based on the explanation found **Non conformity No. 2015.01 with Major category.**

2.1.2

PT SIA already has a list of regulations on regional, national and international scales which consist of 119 regulations. The part that is responsible to update the list of legislation is PSQM staff. But, these regulations do not contain a list of all regulations related to the estate, as follows:

- Government Regulation No. 27 Year 2012 on Environmental Permit,
- Regulation of Labor ministry No. 13 Year 2011 on the Threshold Limit Values of physical and chemical factors in the

workplace

- Convention on biological diversity

Based on the explanation found **Non conformity No. 2015.02 with Minor category.**

2.1.3

The management unit evaluating to ensure the compliance with law has been implemented. But the results of the evaluation have not been in accordance with the conditions in the field, for example, the results of the evaluation stated that PT SIA has had the Land Use Title, Business Permit, and Decree of forest area release in accordance with Law No. 18 Year 2004. However, the results of document review, interviews and field visits showed that not all of PT SIA already has a Land Use Title and Business Permit. In addition, PT SIA also does not have a release area because the area used is other land uses (APL). Based on the explanation found **Non conformity No. 2015.03 with Minor category.**

2.1.4

PT SIA has a system to record every change of the rules made by the Department of PSQM. If there are changes in the rules then PSQM Department will inform the leadership of the unit to implement it. Regulatory adjustments made by the unit for 2015 are the changes in wages in accordance with West Kalimantan Governor Decree No. 526 / Nakertrans / 2014. The results of the documents study and interviews with workers in West Estate, East Estate and Bukit Ajong Factory showed that the salary received is in accordance with the minimum wage that is Rp 1,675,000

2.1.1	Status: Non conformity No.2015.01 with Major category	
2.1.2	Status: Non conformity No.2015.02 with minor category	
2.1.3	Status: Non conformity No.2015.03 with minor category	

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.

2.2.1

PT SIA was managing the operational area since 1995. Currently the area is managed by PT SIA is oil palm plantations covering an area of 7,961.23 Ha consist of 3,690.23 Ha own estate and 4,271 Smallholdings; supporting area covering of 196.15 Ha and the reserve area covering of 9,020.60 Ha. Document of land control owned by PT SIA in the form of Land Use Title and Building Use Title for an area of 7,227.82 Ha. Besides that, for smallholdings there are land certificate covering are of 4,271 Ha.

2.2.2

Based on the verification of the documents and the results of field visits in East Estate and West Estate shows that the company legal limits can not be found or identified in the field, besides, PT SIA can not show the Plot Map which becomes the Attachment of Land Use Title where on the map shows the location of PT SIA Land Use Title boundaries pole. Based on the explanation found **Non conformity No. 2015.04 with Minor category.**

2.2.3; 2.2.4 & 2.2.5

The company has shown evidence of disputes resolved by FPIC, for example disputes of Group 8 smallholders in Songeret Smallholdings, West Estate, which until now has not received the smallholdings location. The process of settlement last performed on May 26, 2015 by involving the government of Parindu District, traditional councils and representatives of KUD Himado and PT SIA. Company can show a map of the disputed area by a group 8 of songeret smallholdings.

2.2.6

Based on the results of public consultation with local community (Maringin Jaya, Hibun, Dozan, and Indigenous Tomonggong), relevant agencies (Plantation Agency) and management known that the company does not use mercenaries in maintaining peace and order in the company's operations.

2.2.2	Status: Non conformity No.2015.04 with minor category	
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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.

Operational areas used by the company are the community land that has been compensated. The company has shown a record of land compensation for the area used as oil palm plantations. The compensation activities have been conducted at the beginning of land clearing.

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.
3.1.1

PT SIA has a long-term plan is outlined in the budget document in 2015 to 2020. In the document has listed the estimated data of estate cost covering FFB production, plant maintenance costs, fertilizing, harvesting and collection, transport, fixed costs (employee's salary, office general cost, training, maintenance of roads and bridges). The long term plan was drafted by PT SIA to be approved by top management and the achievement evaluated annually.

3.1.2

The company has had plan for replanting activity in the document of Long Range replanting Program (LRPP) in 2010 to 2035. Based on the data it is known that replanting activities begin in 2015 / 2016 for an area of 315.84 hectares. Until the audit activities performed, PT SIA has not yet started replanting activities.

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.
4.1.1

The company has SOP of *Agricultural Reference Manual* in 2013 which is the Technical Guidelines of Oil Palm Plantation to complete things which are not regulated in the *Agronomic Practices – Oil Palm (Vademecum)* and revision from ARM the previous (in 2008). The SOP includes about Plant Materials, breeding techniques, replanting, preparation / land clearing, plant density, age at harvest, field maintenance (tree census), fertilization, canopy management, water management in coastal areas and planting on peat, ablation, maturity standard, harvest circle, loose fruits taken, plant protection, weed control, manufacturing of legume cover crops and recording of rainfall.

For mill operations, the company has several SOP as follows:

- Technical Guidelines for Palm Oil Mill Volume I, Minamas Plantation, Policy No. 110 / POD-FAC / 07
- Technical Guidelines for Palm Oil Mill Volume II, Minamas Plantation, Policy No. 120/POD-FAC/07
- Administrative Procedure of Palm Oil Mill Operations, Minamas Plantation, Policy No. 130 / POD-FAC / 07.

4.1.2

The company conducting periodic examinations which consists of an examination by the Internal Auditor every 6 months. Last internal audit was conducted on February 2015 for East Estate and the last visit on August 26 to 28, 2015. While the internal audit activities for the mill carried out once a year. The last activity was conducted on May 2015. In addition, the company also conducts Internal Audit for Financial Aspects or revenues flow and funds expenditure that occurred during the inspection period.

4.1.3

The company has a record of the results of operational activities in the form of monthly report which describes about the estate map, nucleus and smallholdings map, rainfall data, facilities, labor, production. Based on the documents examination showed that the company has owned a record of the monitoring and implementation for every action which is well maintained.

4.1.4

Based on observations and interviews with company management, Bukit Ajong Factory not only receives the FFB from nucleus and smallholdings, but also receives fruits from outsiders. Based on the report of FFB reception in Bukit Ajong Factory In June up to July 2014 obtained information that Bukit Ajong Factory also receives FFB from outsiders or Nondes (Outside).

Bukit Ajong Factory receives FFB from third parties who are in cooperation. The company can show the Cooperative Agreement Letter to all third parties who send FFB, among others:

- Citra Usaha Mandiri B
- Goda Berjaya Mandiri
- Goda Berjaya Semadu
- Tani Usaha Bersama
- Persada Estate
- PT Kebun Aria
- Penyeladi Estate
- Talitakum Estate
- Humania Sejahtera
- Sawit Swadaya s M

	Status: Comply	
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4.2

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

4.2.1 & 4.2.2

The results of field observations, the company has been conducting fertilization as an effort to maintain soil fertility in accordance with established procedures. Fertilization is done based on the fertilizer recommendations obtained from the results of soil and leaf analysis. The recording fertilization activities in the company for example, fertilizer application in the period from June to December 2014 in East Estate, Division 1 is HGFB 6,175 Kg, Kieserite 49,650 kg, Urea 87,300 kg, MOP 124,400 Kg, RP 101,464 Kg, ZA 17,244 Kg.

Based on field observations in West Estate, Field A703, Block A34 shows a worker was doing fertilization. Interviews showed that the fertilizer used is NPK44 with a dose of 3.5 Kg / Palm tree. Workers also can explain the fertilization procedure that must be done.

4.2.3

The Company has analyzed the soil and leaf samples periodically performed by *Minamas research Centre, laboratory Services*. Last soil analysis was conducted in May 2014 while the last leaf analysis was conducted in November 2014. The company has also conducted training of leaf samples testing conducted on November 19, 2014 and attended by 22 people.

4.2.4

The Company has implemented the EFB application in every estate, for example:

- EFB application in West Estate, Block A701 in the period of 2014 to 2015 amounted to 829.20 Kg.
- EFB application in East Estate, Block S906 in the period of 2014 to 2015 amounted to 230,920 Kg.

Based on field observations, in West Estate, Field A703, Blocks 27, 28, 29 showed that the management unit has done the EFB application. The results of interviews with workers showed that the EFB was applied at with a dose of 250 kg / palm tree with the system 4 tree with 1 application of EFB pile. Based on the field visit in East Estate, the company has implemented effluent applications on the field N903, Block 27. POME application can only be done in East Estate because the estate location is the closest with mill.

	Status: Comply	
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4.3
Practices minimize and control erosion and degradation of soils.
4.3.1, 4.3.4 & 4.3.5

The Company has a semi detailed soil maps and soil maps for West Estate and East Estate. Information on the map includes soil texture, soil fertility, agronomic recommendations and extents. Based on the map not found the type of peat.

4.3.2 & 4.3.6

The Company has a strategy to minimize erosion on the planting activities in the sloping area described in the slope protection policy that is land in the estate area with a slope of >40% (>21.80°) designated as reserve land cultivated or not cultivated, if in the area there has been plant and recommended for planting forest plants. For flat areas until the slope of <40% (or <21.80°), at an early stage to prevent soil erosion and runoff is to plant LCC and not planting with oil palm.

Based on the results of field observations in East Estate Field B801, Block 13 shows that the company has managed certain areas with a slope by using contour terraces, hooves, planting ferns (*Neprolepis*) and manufacturing of Silt Pit.

4.3.3

The Company has a program and the realization of road maintenance for the period of 2014 to 2015. The road maintenance activities carried out by using heavy equipment. Based on the documents study, it is known that in the period from January to June 2015 has already performed maintenance by using compactors, graders, excavators and stone. Based on the field observations in East Estate Filed S 902, S Block S 903 shows the road maintenance has been carried out by using heavy equipment such as grader and Compactor.

	Status: Comply	
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4.4
Practices maintain the quality and availability of surface and ground water.
4.4.1 & 4.4.2

The company has had a water management plan which described in the document of HCV program. The management activities that have been done are:

- Making HCV information boards
- Testing the quality of river water periodically
- Planting trees for the types enrichment
- Not doing the chemical application in riparian
- Performed effluent management in WWTP and then used in the estate.

4.4.3

To ensure the effluent used in the plantation areas do not have a negative impact, the company conducted effluent quality testing every 1 month and monitoring the quality of groundwater in monitoring wells every 6 months. The results of effluent quality testing during the period from March to May, 2015 showed that the quality of the effluent is still met the environmental quality standards.

4.4.4

Based on interviews with mill management known that the source of water for mill and domestic purposes comes from reservoirs which are then processed in WTP (*Water Treatment Plant*). The usage monitoring carried out in reservoirs and in WTP by installing a flow meter and based on field visits, the tools are working properly. Based on the data found that the ratio of water usage for the period of November 2014 to April 2015 ranged from 1:39 to 2:10 m³ / Ton FFB.

	Status: Comply	
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4.5
Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.
4.5.1

The company has been monitoring and controlling pest and disease, this is shown on the recapitulation of census that has been done in every estate in PT.SIA as follows:

West Estate:

- Nettle caterpillar census carried on January 4, 2015 there were no attacks.
- Rat census on May 3, 2014 found attacks with low category
- Ganoderma census in block B806 (Sub 98B), on May 15 to 18, 2015. There are no attacks or trees affected by ganoderma.

East Estate:

- Nettle caterpillar census carried on February 2, 2015 there were no attacks.
- Rat census on May 8, 2014 there was no attack.
- Ganoderma census in Division 5 block S904 on May 2, 2015 there were no attacks.

Control:

To control pest attacks, The company carried out biological pest control that is to do or install Owl Nest Box to control rat pests, and planting the beneficial plant (*Turnera subulata*) as the host plant for nettle caterpillar.

Based on the results of field observation in division 1, West Estate, there is installed Owl Nest Box. The number of the owls based on the data and field observations has been decreased in their population. From the first as many as 25 animals, now became 3 in West Estate. And in East Estate nothing left at all. Based on the information from division assistant and manager, it is because many viral diseases that attack the owl, so many of them are not productive and died of disease.

For planting Beneficial Plant in the West Estate in block 22 (MR = 496 km and CR = 284 km), *Cassia cobanensis* in block 22 (MR = 346 and CR = 126 km), *Antigon leptus* in block 22 (Mr 10 km and CR = 8 km). The total planting of *Turnera subulata* in MR = 1,783 km and CR = 1,818 km, *Casia Cobanasia* in Mr = 2,847 km and CR = 2,424 km), *Antigonon leptosus* in MR = 69 km and CR = 57 km).

4.5.2

The company has been providing training to PT. SIA estate employees. IPM training conducted on Tuesday, November 18, 2014. Located in West Estate, 7.30 until 10.00 o'clock. The speaker was Mr. Taufik, and Irene (MRC Assistant). There are 21 participants, MRC Staff 2 People, Estate Assistant 5 people, West Estate employees 5 People, East Estate Employee 6 People, smallholders 3 People. The training materials as follows:

- Training Content Submission: MRC Assistant provides a brief description about some types of pests and symptoms of environmental conditions that affect the appearance of pests.
- Simulate how to conduct a census on nettle caterpillar
- Explained about the economic threshold of the attacks.

Based on field observations and interviews with Workers. It is known that the workers understand how early detection of IPM and how to use the census format that has been set by the company. Based on the explanation above can be seen that the company provides training to workers related to the maintenance of pest and disease control.

Status: Comply

4.6
Pesticides are used in ways that do not endanger health or the environment
4.6.1

PT. SIA has been using pesticides in accordance with the targets and objectives in the field and is a registered pesticide in Kompos (Pesticides Commission). Such as Type of Prima - UP with the active ingredient is Isopromil amine Glyphosate license No: RI. 837/4 - 2009 / T, Metaprima (Paraquat Dichloride) No: 0100301197436 RI, Audit (Isopromil amine Glyphosate) No: RI. 0110230120 /kpts/SR.143/3/2011, Kenlon (Deltamtrin) No: RI 01030120062433, Corsida (Cipermetryn) No: RI.2250 / 1-2010 / T, Decis (Delmetrin) No: RI. 0101011979387, Matador (Lamdasilalot) No: 0101011984716.

Based on the results of field observations in East Estate Division 5 blocks S905 and (Sub Block 25), in the spraying activity was found that the herbicide used is a mixture material of 50%. Herbicides used when spraying is a mixture between gliposat and methyl metsulfuron (broadleaf weeds and narrow leaf weeds) gliposat with a dose of 250 cc per hectare and

methyl with a dose of 0.3 g / hectare. Sprayers found during the visit are 15 people with job performance are 4 hectares per person (by using syringe with VLV nozzle). The sprayer is enough to master the technique of spraying well. Based on the explanation above it can be seen that the company used pesticides registered in the Pesticides Commission, in accordance with the needs of the target and the target on weeds, pests and diseases in the field.

4.6.2

PT. SIA has had a record of pesticide toxicity monitoring per hectare per month, the following is an example in the period of July 2014 to June 2015:

- West Estate:
 - Trademarks: Prima UP (liter) total of 739, units per hectare: 0.577.
 - Trademarks: Metaprima (kg) total of 6, 0.22.
 - Trademarks: Audit (liter) total of 48.6, units per hectare: 0.002
 - Trademarks: Kenlon: (liter), total of 22, per hectare: 0.08.
- East Estate
 - Trademarks: Prima up (liter), total of 402, units per hectare: 0.523
 - Trademarks: Meta Prima (Kg) total of 3, per hectare: 0.21
 - Trademarks: Metil Metsulfuron: total of 3, per hectare: 0.0021

From the data above, known that the company has shown a record of pesticide usage regularly in last one year.

4.6.3

PT.SIA set policies that are no longer using the herbicide with Paraquat types. This was stated in a memorandum of HPO (No: POD-UM-127 / X / 2008, dated November 4, 2008) about the Replacement Recommendation of Application Active Ingredients Paraquat - Gramoxone in Minamas Environment. Based on the field observations and interviews with sprayers in East estate, the workers have understood about the use of herbicides and pesticides appropriately, namely; right dose, right on target. There is also a mechanism to reuse the washing water of Knapsack in the spray washing place. The way is the herbicide waste streamed to the special tub and reused for diluents on the next use of chemicals.

Based on the field observations in East Estate, Division 5, blocks S905 and (Sub Block 25), in the spraying activities was found that the herbicide material used is a mixture of 50%. Herbicides used when spraying is a mixture between gliposat and methyl metsulfuron (broadleaf weeds and narrow leaf weeds) with a dose of 250 cc gliposat per hectare and methyl with a dose of 3 gr / hectare.

4.6.4

PT. SIA has no longer using it, the Company has established a policy to not use the Paraquat as outlined in the memorandum from Head Plantations Operation (No: POD-UM-127 / X / 2008, dated November 7, 2008) on the Replacement Recommendation of Active Ingredients Application Paraquat-Gramoxone in Minamas environment. Based on the results of field interviews in West Estate, Division 3, blocks A801 (Sub Blocks 13, 14) and East Estate with sprayers recognized that the company has not used pesticides with paraquat ingredients since 2008.

Based on the observations in the warehouse, known that the use of herbicides in the warehouse cards of West Estate and East Estate of PT. SIA, for the type of Paraquat is not used anymore since November 12, 2008. And the results from interviews with sprayers in the field, in Division 3, block N905 (sub blocks 27, 28) obtained information that the company was no longer using the herbicide with paraquat type.

Based on the field observations and interviews with sprayers in East estate, the workers have understood about the use of herbicides and pesticides appropriately, namely; right dose, right on target. There is also a mechanism to reuse the washing water of Knapsack in the spray washing place. The way is the herbicide waste streamed to the special tub and reused for diluents on the next use of chemicals.

4.6.5

The Company does not use pesticides with a category of 1A or 1B included in the list of the Stockholm and Rotterdam conventions and paraquat. This was confirmed in the company policy in the form of MEMO HPO POD-UM-127 / X / 2008, on November 4, 2008. Sprayers have been trained for example, done in the training of Spraying, Handling of Chemicals,

and Spray First Aid on April 17, 2015 in West Estate which was attended by 19 sprayers and East Estate held on May 4, 2015 attended by 8 sprayers.

The company has provided personal protective equipment for sprayers and confirmed the PPE is received directly by the employees, for example, shown in the recorded evidence of PPE handover minutes in East Estate on June 4, 2015 in the form of masks and West Estate also provided PPE to sprayers as shown by the evidence of sprayer PPE handover (rubber gloves, aprons and masks) on June 24, 2015.

4.6.7

The procedure for doing a job that uses pesticides contained in the Field Maintenance SOP (section 7 under MRA No. 110 / EST-ARM / 13) In section 16 on weed control, which explains about:

- Common weed control
- Eradication of volunteer oil palm seedlings / VOPS and common weed control of oil palm trees in the first year
- Avoid contamination of herbicides on palm oil

Based on the results of field observations in East Estate Block S905 and West Estate block A801 found the spray activities by using pesticides with the active ingredient mixture of gliposat and methyl metsulfuron targeted the narrow leaf weeds under the conditions of dominant weeds in the field. Pesticides were taken to the field is a mixture of water (50%), thereby reducing the risk potential of exposure the pure pesticides on workers. Sprayers encountered are enough to understand about the safe spray technique, knowing the dose used, weeds to be sprayed, and enough to know the dangers of pesticide as well as the function of spray PPE. Sprayers are also certainly using PPE in good condition and worn when doing the spray activity.

4.6.8

The Company did not perform the application of pesticides from the air. This is consistent with the results of field observations in East Estate, Block S905 and West Estate, block A801, and the results of interviews with sprayers also recognized that the company did not make the application of pesticides from the air.

4.6.9

The Company has conducted training to employees in East Estate and West Estate, in block S905 on November 28, 2008, which followed by the Estate Assistant as many as 5 people, employees 15, and trainer from MRC team.

Based on the results of observation in the field of East Estate, division 5, block S905 and (Sub Blok 25), in the spraying activities found that the herbicide used is a mixture of 50%. Herbicides used when spraying is a mixture of glyphosate and methyl metsulfuron (broadleaf weeds and narrow leaf weeds) with a dose of glyphosate is 250 cc per hectare and methyl is 0.3 gr / hectare. The sprayers found at the time of visit is 15 people with the job performance is 4 hectares per person (by using syringe with VLV nozzle types).

4.6.11

The Company has conducted special medical examinations to employees of pesticide user. It is shown in the recording of a medical examination carried out by the company doctor. Health examinations were carried out in 2014 as follows:

- East Estate provided a recording of medical examination on September 11, 2014, that is: to 19 sprayers. From the results of the examination, there are two employees with the general state of unfavorable conditions that is on behalf of Epi Pania and Augustine, but the company has not been able to show the proof of the recommendations and follow-up handling to the results of the medical examination. **This become Non Conformity No 2015.05 with Major category**
- West Estate shown the recorded evidence of a medical examination conducted in Perindu Hospital of PT. Perkebunan Nusantara XIII letter no. RS Par / X / R / 156 / VIII / 2013. From the results of the examination, generally there are no symptoms of diseases caused by pesticides.

4.6.12

The Company has a policy on restrictions for pregnant or breastfeeding women worked as a sprayer. The company carried out routine examinations to female workers to ensure that female workers who work at a job that contains chemicals (spray) is not pregnant or breastfeeding.

Based on the results of interviews with sprayers during field observations in East Estate, Block S905 and West Estate, block A801, not found workers who are in pregnant condition, and declared that the workers who are pregnant are not allowed to perform work related to chemicals.

4.6.11 Status: Non conformity No.2015.05 with Major category

4.7

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

4.7.1

The company has owned OHS policies ratified by Head Plantation Upstream of Indonesia on December 2011. In the company policy is committed to providing and maintaining a safe working environment and healthy by implementing effective management to prevent accidents and unhealthy environment on the staff / employees, contractors and guests / visitors. The company also has P2K3 program years 2015 to 2016, the work plans are made on a monthly basis. Some examples of the activities in the programs include: P2K3 Meeting, workplace inspections, internal audits, management review, HIRARC review, regulatory compliance review, training (Harvest, spray, maintenance), Emergency simulation and medical checkup.

4.7.2

The Company has also conducted a risk analysis and control of resources contained in the HIRARC in each management unit. HIRARC is organized by the respective secretary of P2K3 / OHS expert which generally perform analysis on all aspects and types of operational work in the estate and mill as in the following activities: spraying, reaking manual, mixing of poison, administration in office, generator operations, spare parts warehouse operations, revenues and expenditures of toxins in the warehouse, receive and disburse the fertilizer in the warehouse, FFB loading, heavy equipment operations, pruning, harvest and work performed in loading ramp, sterilization station, dings station, press station, clarification station, kernel station, boiler stations, water treatment stations and machine room.

4.7.3

The company has provided training on safe operational activities such as shown in the recorded evidence of Safety briefings for grading employees in Bukit Ajong Factory on March 6, 2015 which was attended by 12 employees. Operators owned by the company have also been given training in accordance with the applicable regulations. This is evidenced by the record of Operator License as follows:

- Steam boiler operator: Kristo Cahyono (No. 13.P.08.950 OPK3-PUBT-B.I/VI/2013)
- Welder: Adi Sadewo (No. S.509/JL/PNK3/V/2014) welder class III,
- Heavy equipment operator: Anto Gunawan (No. 13.30279 OPK3-PAA/I/2014)

The company also has provided PPE for all workers who perform work with potential hazard. It is shown in the recorded evidence of PPE handover minutes in the East Estate on July 11, 2015 in the form of PPE as many as 18 pairs of boots were received by 18 employees concerned. The Company has also provided OHS equipment such as:

- Estate: P2K3 room, First aid box, ambulance, litter, Fire extinguisher,
- Mill: Fire extinguisher, hydrant, gunny sack, sand bucket, visitor gate, visitor line, First aid box and first aid litter

Based on the results of field observations on the hydrant installation in press station of Bukit Ajong Factory encountered the hydrant installation in good condition but the water pressure which was released could not reach the height of station buildings. **It is become a subject of observation (OFI) for the company to adjust the hydrant water pressure according to the potential of fire sources height.**

4.7.4

People who are responsible associated with OHS contained in the company are P2K3 ratified by the Labor Agency as an example of P2K3 structure in West Estate which has been approved by Social, Labor and Transmigration Agency of Sanggau District based on the Decree No. 460/49 / P2K3 / P / VII / 2014 dated February 19, 2014. The Secretary of P2K3 contained in each organization has been trained as a OHS Expert for example, on behalf of Lasan B, Decree of Appointment No. KEP.3264 / M / DJPPK / X / 2012 dated October 25, 2012. However, the East Estate has not been able to show the approval of P2K3 structure from the relevant agency. **This become Non Conformity No 2015.06 with Major category.**

P2K3 meeting conducted regularly to discuss OHS such as in East Estate performed P2K3 regular meeting last made on June 28, 2015 which was attended by 37 P2K3 boards with discussion related to the safety work when working in the field. The company also conducts daily meetings with the employees to discuss OHS in the form of Safety briefing; it is as same as the example shown in the records of safety briefings for sprayers in East Estate on February 4, 2015, which was attended by 8 employees. Each P2K3 in the management unit has also made regular reporting quarterly to the Labor Agency as an example of a P2K3 routine report quarterly of East Estate in 2015 in the period from April to June 2015 was reported to the Labor and Transmigration Agency of Sanggau District on July 2015 by Cover Letter Document No. 005 / SP / P2K3 / PT.SIA-EE / SGU / 07/2015. The contents of the report include a recommendation of P2K3, recapitulation of workplace accidents reports, hygiene inspection reports and inspection of safety equipment.

4.7.5

The Company has owned procedures about OHS aspects in the form of OHS SOP Illustrated with estate Policy No. 722 / PSQM-PSS / 100 and OHS SOP Illustrated with Mill Policy No. 723 / PSQM-PSS / 12. The company also has a flow chart in the handling of workplace accidents in case of accident, and then the supervisor reported and brought the victim to the clinic and then performed treatment with the administration process and coordination of the leadership to conduct the evaluation. SOP of Emergencies is also available in the SOP of Administration issued on May 1, 2009.

First aid training has been carried out in each management unit as an example was conducted on February 17, 2015 in Bukit Ajong Factory, which was attended by 32 people. The Company has also provided training to deal with emergencies such as fire extinguisher training to the residents in the housing in East Estate on November 25, 2014 which was attended by 27 people. Providing medicines for first aid box that brought by the supervisor in the field one of which is shown in the minutes of the goods handover on July 22, 2015 in the form of gauze, betadin, arm slings, cotton, bandages, alcohol, plasters, scissors and safety pins submitted by Section Head to the concerned supervisor.

The company has recorded the work accident by using LTA calculations, assessment and evaluation related to the accident that occurred for example, work accident on January 5, 2015 has been carried out work accident investigation and the results of those investigations obtained recommendation such as: ensuring HIRARC and SOP Traction can be run properly, improve the supervision, installing signs, disciplinary actions, and OHS documentation. There is also evidence of Social Security Arrangement in the form of work accident report to the Social Security (social security form 3a) signed by senior assistants and the medical certificate (social security forms 3b and 3C) signed by the doctor on January 14, 2015.

Based on the results of field observations in East Estate associated with some activities such as harvesting in block S902, spray in block S905, West Estate harvesting in block A703, spray in block A801, fertilization in block A703, and Bukit Ajong Factory in loading ramp, sterilization station, press station encountered each employee is enough to understand their technical work well which include the aspects of occupational safety and health. Understanding and using the PPE according to the function and the type of each work. PPE is also found in good condition and not damaged. Workers in the field have understood the mechanism in case of work accidents and there is a supervisor which is in charge of carrying first aid boxes and understand the first aid technical in case of work accidents in the field.

4.7.6

The company providing medical services and had to include their employees in the Social Security program. It is shown in the proof of social security deposit for example, in West Estate the deposit of Social Security in June 2015 on July 1, 2015 as many as 386 employees amounted to Rp 46,351,024, - (Accident Insurance, Provident Fund Benefit and Death Benefit) The number corresponds to the number of employees on the list of employees owned by West Estate. The company also has followed Health Social Insurance Agency program as an example for East Estate deposit in July 2015 amounted to Rp 32, 591, 800, - for employees amounted to 357 people while 21 people are still not registered because the administration is close to the completion.

4.7.7

The company has conducted recording of work accidents by using LTA calculation as follows:

- Estate Unit (period of July 2014 to April 2015): the total labor: 1,995, work hours: 3,516,454, during the period occurred 4 times accidents with third grade, 41 times accident with fourth grade, 1 time accident with fifth grade, 13 times accident with sixth grade, total 59 cases. Man days lost: 79, Incident rate: 29.6, frequency rate: 16.8, Lost time Accident –

Frequency rate: 13.1, Severity rate: 22.5 - POM Unit (period of July 2014 to April 2015): the total labor: 87 people, work hours: 410,968, no cases of accidents. Incident rate: 0, frequency rate: 0, Lost time Accident – Frequency rate: 0, Severity rate: 0		
4.7.4	Status: Non conformity No.2015.06 with Major category	
4.8 All staff, workers, smallholders and contractors are appropriately trained.		
PT SIA has a training calendar in the period of 2014 to 2015 covering an area of competency development, training title, employee level, target audience, target time, and weeks, months and years of the implementation. PT SIA keeps a record of the training that has been conducted by the employee, including the employee's name, type of training, places, companies, the length of the training time and cost. For example most of the mill employees have the training of Hecta Module 2- Leadership Transformational Behaviors on February 12, 2014 and Hecta Module 1- Leadership Mental Model on February 10, 2014, while the majority of the estate workers received general OHS expert training on April 20, 2015. Training for smallholders done by cooperating with HIMADO KUD and smallholdings management. Trainings that have been implemented to increase the smallholders' capacity including best practices of smallholdings.		
	Status: Comply	
PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity		
5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.		
5.1.1 PT SIA already has documents of environmental impact assessment (EIA), which was approved by the Head of Agribusiness, Agriculture Agency No. 016 / EIA / RKL-RPL / BA / VIII / 1997 dated August 19, 1997 regarding to the Approval of EIA and Environmental Management Plan / Environmental Monitoring Plan of PT Sime Indo Agro. The scope of the EIA study includes the development plan of oil palm plantations covering an area of 14,000 hectares located in Parindu Sub district, Sanggau District with the development plans of 2 POM Units with a capacity of 60 Tons FFB / hour and 30 tons / FFB / hour to be built on Senggoet Riparian. This document covers west, east estate, smallholding west and smallholding east. In addition, PT SIA also has environmental documents which were approved according to the Decree of Sanggau Regent No. 399 Year 2008 concerning to the Stipulation of Environmental Feasibility of Oil Palm Plantation Activity in PT SIA covering an area of 10,000 hectares in Parindu and Kapuas Sub district, Sanggau District dated October 21, 2008. This document covers the Sei. Mawang Estate.		
5.1.2 & 5.1.3 PT SIA has conducted environmental management and monitoring, and documented them in the report of Environmental Management Plan / Environmental Monitoring Plan implementation. The implementation is routinely reported to the Environmental Agency of Sanggau District, for example, Environmental Management Plan / Environmental Monitoring Plan report in second semester of 2014 was reported on April 16, 2015. The Company needs to adjust the evaluation of each environment parameter managed with Environmental Management Plan / Environmental Monitoring Plan matrix, revised in 2004 (OFI).		
	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		
5.2.1 The Company has assessed HCV for the entire operation area conducted by the RSPO Approve Assessor in 2010. Based on the results of HCV Identification for plants, identified the plant species which are protected, among others Kempas		

(*Koompasia malaccensis*), *Shorea stenoptera*, and *Nepenthes sp.* As for the protected animals, identified *Nycticebus coucang*, *Prionailus bangalensis*, *Hystrix bengalensis*, *Manis javanicus*. The area of potential HCV identified in PT SIA is an area of 2,531.13 Ha consisting of riparian, water catchment area, *tembawang*, sloping areas and cemeteries.

5.2.2

The company has the Management Plan and Monitoring of HCV in 2016 consisting of:

- Establish the HCV officer and HCV training program.
- Make the planning schedule, maintenance and replacement of posters, drawings and writings.
- Identification of flora and fauna species.
- Signify and rehabilitation on riparian.
- Monitoring of HCV area periodically

The company can evaluate the condition of information boards and warning signs that have been installed because it can not read properly (**OFI**)

5.2.3

Implementation from the management plan in the form of monitoring activity against HCV area has been conducted regularly. Socialization of flora and fauna protection has also been made by the company to the internal, community, and village government. Based on interviews with workers known that they had known the HCV area as a protected area.

5.2.4 & 5.2.5

The Company has conducted an evaluation of monitoring activities that have been done by the company. Monitoring reports explained that the management activities will continue to be done by doing maintenance or marking the boundary pole, ensure there is no illegal logging, socialization to employees and the surrounding community related to the ban on hunting. Management of HCV area will continue to be run in a consistently according to the policies that have already committed by the company management.

Status: Comply

5.3

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

5.3.1

The Company has identified the waste type and how to manage each waste type. The waste type management are described in the following table

Waste	Waste Type	Management
Hazardous Waste	Former Diesel Fuel Filter, Used Oil, Contaminated Dust Cloth, Pesticide container, Former TL light bulb, Used battery.	Stored in the hazardous waste temporary warehouse and sent to a licensed collector
	Water from pesticides contamination	Reused as a material for pesticides mixing
Domestic Waste	Used paper, Plastic, Bottle, Organic Trash	Buried in the soil in the landfill
Clinic Waste	Solid and liquid	Sent to sekayuh hospital
Mill Waste	EFB	Used as fertilizer
	POME (Effluent)	Used as fertilizer
	Fiber and Shell	Used as boiler fuel

Identification the waste source has not been explained about the waste generated by the clinic. Based on the explanation found **Non conformity No 2015.07 with Major category.**

5.3.2 & 5.3.3

Former pesticide container waste from the estate is managed by temporarily storing in the special places before it is sent to the licensed hazardous waste temporary warehouse in the mill. The results of field visits and interviews in the West Estate and East Estate shows that the former pesticide containers have to be kept in special place before being sent to the hazardous waste temporary warehouse in the mill.

Hazardous waste from licensed temporary warehouse later taken by licensed hazardous waste carrier. The Company has been cooperating with PT Mitra Karya Surya Kencana as a licensed transport and hazardous waste collector. The delivery proof of hazardous waste from PT SIA to the licensed collector in the form of manifest, for example, manifest No. 0000088 for the shipment of hazardous waste containers amounted to 607 pieces.

The results of field visits in housing showed that the domestic waste has been managed by discarding to the landfill. The results of field visits in West Estate shows that the company has created a new clinic and the time of the visit has not been used. PT SIA has had Hazardous Waste Management Procedures but not including the management of infectious waste generated by the clinic. **Non conformity No 2015.08 with Minor category.**

5.3.1 Status: Non conformity No.2015.07 with Major category

5.3.3 Status: Non conformity No.2015.08 with minor category

5.4

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

Bukit Ajong Factory has utilized shells and fiber as the boiler fuel, so that reducing the use of fossil fuel generators.

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.

5.5.1 & 5.5.2

The Company has a zero burning policy (land clearing without burning) as outlined in the Land Clearing Procedures. Based on interviews with the management of PT. SIA, that they are not perform burning during land clearing and the company has a monthly report related to the fire occurrence within its own estates, which are reported monthly to the manager report. The Company has also identified the potential location of fire and the location of water sources, installation of fire danger sign board at any point prone to fires.

Status: Comply

5.6

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

5.6.1

PT SIA already has an identification documents of waste sources and its management consist of:

- Effluent: Managed in the waste pond and then used after the BOD in accordance with standard
- Exhaust emissions: Managed by regular monitoring every 6 months.
- Solid waste such as shells and fiber: Reused as the boiler fuel
- Solid waste such as EFB: Reused to the estate
- Hazardous waste such as used oil, used batteries, dust cloth, former herbicide containers: Managed by stored in licensed hazardous waste temporary warehouse and then handed over to the licensed third party.

5.6.2

PT SIA has identified GHG sources and calculating GHG emissions. Calculation of GHG emissions by using the *GHG Protocol Initiative* guide website (www.ghgprotocol.org). Based on the GHG calculation known that the source of GHG emissions in PT SIA consists of:

- Boiler
- Effluent treatment
- Electricity generation
- Other machineries

PT SIA cannot show the identification and calculation of GHG in accordance with the method of RSPO or other methods approved by the RSPO. Based on the explanation found **Non conformity 2015.09 with Major category.**

To minimize GHG emissions, PT SIA greening around the mill and housing area. The results of the field visit showed that PT SIA has been planting trees in the area around the mill and housing.

5.6.3

PT SIA has not been able to show the evidence of GHG emission calculation reporting to RSPO. Based on the explanation above found **Non conformity 2015.10 with Minor category**.

5.6.2 Status: Non conformity No.2015.09 with Major category

5.6.3 Status: Non conformity No.2015.10 with minor category

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.

6.1.1 & 6.1.2

The Company has identified the Social Impact Assessment (SIA) conducted in March 2010. This study has been discussed about the positive and negative impacts that may be caused by the company. The document study results showed that has not provided evidence that the assessment has been carried out with the participation of the parties. Based on the explanation above found **Non conformity No. 2015.11 with Major category**.

6.1.3

The management unit has not shown the document of social impact reduction plan, proof of consultation with affected parties, preparation of schedules and the PIC in its implementation. Based on the explanation found **Non conformity No. 2015.12 with Major category**.

6.1.4

The management unit distributing questionnaires to gain the community's aspirations for the program to reduce the negative impact created by PT SIA. The questionnaires are distributed to various parties such as smallholders in the Hutment of Amang, Baharu, Binjai, Empawek, Emperiuk, Engkalau, Giok Nala, Luti, Giok Tanjung, Kopar, Mawang, Musan and Tantang B. The results of questionnaires used as an evaluation by the management unit to improve the company management and social relations with the affected parties.

6.1.5

The management unit of PT SIA especially SOU 15 make the work program for smallholders in 2015 / 2016 with the activities such as, monitoring of smallholdings system evaluation, verification of index K FFB together with KUD, Evaluation on the problems / complaints, coordination of work with the management of KUD, monitoring the production of smallholdings FFB, monitoring the quality of smallholdings FFB, coordination with the task force, Coordination with the village government of work environment, performs farm development, best practices training of estate management, workplace safety training, training on anti-discrimination in the workplace. Training on the dangers of liquor and drugs, training about sexual harassment in the workplace.

6.1.2 Status: Non conformity No.2015.11 with Major category

6.1.3 Status: Non conformity No.2015.12 with Major category

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.

6.2.1

PT SIA cannot show the mechanisms of communication and consultation with the parties and can not show any evidence of its socialization. Based on the explanation found **Non conformity No. 2015.13 with Major category**.

6.2.2

The company has set the PSD Assistant of PT SIA and Smallholdings Assistant as an officer to conduct communication and consultation with the community. Based on the results of interviews with the board members of HIMADO KUD, employees and smallholder groups known that the officer in question has been known by the parties.

6.2.3

The management unit has a list of stakeholders and record of all communication with stakeholders is well documented. Stakeholders which described on the list include the contractor, the village government, local governments, and NGO.

6.2.1	Status: Non conformity No.2015.13 with Major category
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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.

6.3.1 & 6.3.2

PT SIA has SOP of employee complaints ratified on March 2, 2014. Records of complaint or dispute handling are documented in the complaint books which contain a number of complaints, the date of the complaint, the complaint / information, the number of house blocks, response, the realization or the status of the complaint, and the activity responsible person. There are the following records of complaints from PT SIA employees,

- West Estate: In 2014 there were 7 complaints and in 2015 there were 5 complaints,
- Bukit Ajong Factory: In 2014 there were 8 complaints and in 2015 there were 21 complaints,
- East Estate: In 2014 there were 5 complaints and in 2015 there was no complaint.

Based on the document review and interviews with workers known that problems related to the damage on homes and housing neighborhoods have been repaired by the company.

	Status: Comply
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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.

6.4.1; 6.4.2 & 6.4.3

PT SIA already has SOP of Occupation Land Acquisition which identifies the mechanisms to identify and calculate the land compensation. In this procedure was explained that the process of identifying the company's land involves the community, the village administration and the Sub district Government.

At the beginning of the development of oil palm plantations, PT SIA has conducted socialization to the community so that in 1998 and 1999, there is handover of land from community to PT SIA for oil palm plantation development cooperation with the partnership pattern as described in indicator 2.2.1 then the cooperation is outlined in the Cooperative Agreement Letter between HIMADO KUD with PT SIA on November 23, 2004.

	Status: Comply
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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.

6.5.1

The company provides wages to employees by referring to the West Kalimantan Governor Decree No. 526 / NAKERTRANS / 2014 about sectoral minimum wage of Sanggau District for oil palm plantations including CPO industry with a value of Rp 1,675,000 / month valid from January 1, 2015. This was restated by the company through a memorandum from GM Human Resource Management No. 011 / HRM-i3 / I / 2015 on January 12, 2015 related to the unit payment daily wage and unit payment monthly salary structures in 2015 for the region of Sanggau, West Kalimantan with the employee minimum wage is Rp 1,675,000 / month. Based on the results of the examination of documents payroll in May 2015, there are no basic wages received by employees below the minimum wage that has been set. Examples of employee wages payment in May 2015 in East Estate with Employee Registration Number 32257 the basic salary earned

is Rp 1,728,864 plus a premium and others so that the total salary earned is Rp 2,831,067

Based on the interviews with the weight bridge operator stated that the overtime performed without any coercion and based on the consent of the employee concerned. The employment outside of working time (overtime) is based on the work form of overtime approved by the workers concerned, this is shown in the recording evidence of overtime work form for employees in Bukit Ajong Factory with SAP ID number 102430 dated June 27, 2015 in 1 hour signed by Section Head and employees concerned.

6.5.2

The Company has a Collective Labor Agreement in 2014 to 2016 for staff agreed by the Federation of Minamas Plantation Workers Union and PT Minamas witnessed by the Director of the employment terms, Welfare and Discrimination Analysis of the Labor and Transmigration Ministry on April 11, 2014. In the Collective Labor Agreement of which explains about the work hour, deductions, overtime, sick leave rights, reason for layoffs, the period of layoffs notice, etc. Collective Labor Agreement for employee levels are still in the process of arrangement between the company with the worker unions, this is shown in evidence of invitation letter from the Human Resource Management of PT. SIA No. 068i / HRM-PNK / VII / 2015 to the workers union to hold a Collective Labor Agreement of PT SIA pre-meeting on 20 to 21 August 2015. The invitation letter has been received and responded positively by the workers union boards. **It will be observed on a visit of Surveillance 1.**

Related to the contract employees which are governed based on the Cooperative Agreement Letter for the employees of Work Agreement of Specific Time as shown in the Cooperative Agreement Letter documents No: 005 / SPK / BAF / IV / 2015 between Bukit Ajong Factory manager with employees on behalf of Timotius Acon. In the Cooperative Agreement Letter is enough to explain about the type of work, rights and obligations of employees, working time, work tools, minimum wage, health insurance, expiry date, security and safety.

6.5.3

The Company has provided the facilities for employees, among others:

- Employee decent housing
- Polyclinic and first aid box
- Football field
- Volleyball court
- Badminton court
- Ping pong table
- Athletic sports facilities

Based on the results of field observations in employee housing in East Estate found the employee housing is in good condition and maintained, based on interviews with employees during field observations on the activities of spray, harvest and fertilizer in West Estate and East Estate as well as some samples of employees in Bukit Ajong Factory, that is weight bridge operator and grading employees stated that the employees get a decent housing facilities and adequate water supply.

6.5.4

Based on the results of interviews with employees on the activities of spray, harvest and fertilizer in West Estate and East Estate as well as some samples of employees in Bukit Ajong Factory that is the operator of weight bridge and grading employees obtained information that the employee is not difficult to get a decent meal or shop for daily needs because the distance between the employee housing is relatively close ranged around 3 to 5 KM and sellers of vegetables are also allowed to sell into the housing area of the estate and mill workers with permission from the head of mill and estate unit.

	Status: Comply	
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6.6

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

6.6.1 & 6.6.2

The head of SOU 15 in Bukit Ajong provides affirmation of freedom of association and protection to organize in PT SIA valid since January 1, 2012, namely that the company respects and does not preclude the right of workers to join worker unions as stipulated in the Presidential Decree No. 83 Year 1998 about the ratification of ILO conventions No. 87 concerning to the freedom of association and protection of the right to organize. The management unit showed a record of workers union No. 560 / SP / Sosnakertrans / 2012 in the name of Unit Leader of Agriculture and Plantation Workers Union. Indonesian Workers Union. PT SIA dated January 5, 2012 from the Head of Social, Labor and Transmigration Agency of Sanggau District. But the worker unions in PT SIA do not have a member that is considered not to represent the employee's overall.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1

Head Plantation Upstream Indonesia issued the Social Policy in December 2011 where the one of the policy relating to the prohibition of utilizing forced labor or minors (children). Based on the results of examination of employees list in West Estate, East Estate and Bukit Ajong Factory known there is no employee under 18 years old.

Status: Comply

6.8

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

6.8.1

The Company has a social policy stating that any staff / employees should be treated fairly relating to the recruitment, promotions, restrictions and conditions of employment without regard to personal issues such as race, degrees, ethnicity, gender, skin color (defects / imperfections), organization membership, and political views, religious and / or age. The results of interview with workers showed that the company does not conduct discrimination to workers.

6.8.2 & 6.8.3

The management unit does not discriminate against race, and religion in the recruitment. Over 80% of employees both in West Estate, East Estate and Bukit Ajong Factory are a local community. The results of interview with several employees known that the management unit does not perform discrimination against workers. Employee recruitment is done through the selection and promotion of employees is obtained based on the assessment of performance. The performance evaluation includes the ability, responsibility, work performance, honesty, discipline, loyalty, hard work, sense of belonging, working with others, can accept, and initiatives. The promotion documents include the previous positions, new positions, the level / class, the basic salary and benefits received.

Status: Comply

6.9

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

6.9.1; 6.9.2 & 6.9.2

PT SIA has a social policy ratified by the Head Plantation Upstream Indonesia in April 2011. The policy of which tried to prevent sexual harassment and other forms of crimes against women, workers and the public, and protect the rights related to the reproduction for female workers. For the handling of specific cases, the management unit has a Gender Policy Implementation Guidance, Policy No. 700 / PD-KG / 10. The guidelines explain the reporting lines and the protection of the confidentiality of the reporter's identity.

Implementation of the gender policy is through the establishment of gender committees both in West Estate, East Estate and Bukit Ajong Factory; all gender committee was approved by the Head of Social, Labor and Transmigration Agency of Sanggau District. While the implementation of policies for the protection of reproductive rights includes the provision of maternity leave and menstruation leave without cuts on the employees wage.

Status: Comply

6.10
Growers and mills deal fairly and transparently with smallholders and other local businesses.
6.10.1 & 6.10.2

The management unit uses FFB purchase price standard based on the results of meeting from Pricing Team of FFB Production from Palm Oil Growers in West Kalimantan conducted every month and apply for the area of West Kalimantan Province. The team is composed from the Provincial Government and District as well as representatives from palm oil company and the smallholders (KUD). Based on interviews with the secretary of Himado KUD on July 30, 2015 known that the price above is available in the KUD office and POM PT SIA each period and became the basis of the sales and purchase price of FFB. The preparation mechanism of FFB price and FFB price records and evidences of payments to the parties (smallholders) are available in PT SIA and HIMADO KUD.

6.10.3 & 6.10.4

Records of contract with the parties in cooperation with PT SIA are well documented. The parties can read and understand the contents of the contract before making the deal (signature). According to the harvesters in West Estate and East Estate, the payments made by PT SIA are always on time in accordance with the contract made. There are evidences of payment which is equipped with the contract summary, the minutes of work examination, bank vouchers, and receipts for payment with stamp duty and transfer form.

	Status: Comply	
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6.11
Growers and millers contribute to local sustainable development wherever appropriate.
6.11.1 & 6.11.2

PT SIA Contributions to local development in the form of CSR activities, the construction of plasma, payment of taxes and other special programs (for example, programs for capacity building of smallholders and the productivity of smallholdings) which refers to the recommendation of SIA document, and document revisions of EIA.

CSR programs including hoarding of bridge in Luti Hutment, hoarding the area for building a church in Tantang B Hutment, Road repair in South axis road I of Musan Hutment, road repair to the village in Musan Hutment, Hardening the electricity network lines in Luti Hutment, Donations for the inauguration of Amang Hutment Head and Amang Clara Hutment Head in Amang Hutment, donations for fourth Anniversary of Women Catholic of Peroki Pusat Damai, assistance for Sanggau Cerdas and Fund assistance for Hibun Village assessment as the Focus Village. While for the improvement of smallholders capacity, for example, through training of Best Practices in harvesting, fertilizing, pruning, road maintenance, integrated pest management, beneficial plant, chemical and spraying, safe operating procedures, first aid training, safe driving technique, emergency response plan, best practices in spraying, integrated pest management, fruits sorting, fire fighting, socialization of HCV, socialization of flora and fauna which are protected, Buffer Zone socialization, counseling about the sexual harassment, socialization of minors protection, RSPO training.

	Status: Comply	
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6.12
No forms of forced or trafficked labour are used.
6.12.1; 6.12.2 & 6.12.3

Based on the results of interviews with worker unions, Labor Agency and the results of field visits, there was no illegal labor. Foreign workers who exist today are at the levels above the General Manager. The company has had a social policy which explains that the Plantation Upstream Indonesia is not allowed to utilize forced labor (force labor).

	Status: Comply	
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6.13
Growers and millers respect human rights

In April 2015, Chairman of SOU 12 in Bukit Ajong of PT SIA sets the policy of human rights which include the right to life, right to have a family and continue the descent, the right to develop themselves, the right to obtain justice, the right on personal liberty, the right to obtain security, the right to welfare, the right to participate in the government, women's rights to non-discrimination and protection of children rights. The policy has been socialized on September 5, 2014 was attended

by 75 employees (Road maintenance, harvester, loader, pruner, harvest administrator, transport supervisor, dump truck driver, sprayer, electrician, manuring administrator, EFB administrator, slasher, helper of grader motor operator, and mechanic).

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.

7.1.1; 7.1.2 & 7.1.3

The results of document reviews, field visits and interviews found that PT SIA does not perform conversion or new planting since the activities of ASA-4 (July 2014).

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.

7.2.1 & 7.2.2

The results of document reviews, field visits and interviews found that PT SIA does not perform conversion or new planting since the activities of ASA-4 (July 2014).

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.

7.3.1 & 7.3.2

There are land clearing activities in the period of November 1, 2005 to December 31, 2009 in the area of PT SIA operations. The management of Sime Darby as a group from PT SIA has communicated with RSPO through electronic mail on July 15, 2015 related to land clearing in PT SIA which is carried out without performing the identification of HCV. The management unit also shows the electronic mail reply from RSPO which stating "We acknowledged receipt of the above letter and we look forward to receiving your LUC in August 2015." The next steps relating to the method of compensation will be observed again on the next visit.

7.3.3; 7.3.4 & 7.3.5

The results of interviews with management showed that the planting activities in PT SIA was first conducted in 1997 and last done in 2008. PT SIA has identified HCV with the participation from local community. Areas defined as HCV is managed with special treatment as described in Criteria 5.2.

Status: Comply

7.4

Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.

7.4.1 & 7.4.2

The results of document reviews, field visits and interviews found that PT SIA does not perform conversion or new planting since the activities of ASA-4 (July 2014).

Status: Comply

7.5

No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to

express their views through their own representative institutions.

7.5.1

The results of document reviews, field visits and interviews found that PT SIA does not perform conversion or new planting since the activities of ASA-4 (July 2014).

Status: Comply

7.6

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

7.6.1; 7.6.2; 7.6.3; 7.6.4; 7.6.5 & 7.6.6

The results of document reviews, field visits and interviews found that PT SIA does not perform conversion or new planting since the activities of ASA-4 (July 2014).

Status: Comply

7.7

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

7.7.1 & 7.7.2

The results of document reviews, field visits and interviews found that PT SIA does not perform conversion or new planting since the activities of ASA-4 (July 2014).

Status: Comply

7.8

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

7.8.1 & 7.8.2

The results of document reviews, field visits and interviews found that PT SIA does not perform conversion or new planting since the activities of ASA-4 (July 2014).

Status: Comply

PRINCIPLE #8 Commitment to continuous improvement in key areas of activity

8.1

Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.

PT SIA has conducted continuous improvement such as:

- No longer use pesticide with paraquat active ingredient, outlined in the document of memorandum from the Head Plantations Operation (No: POD-UM-127 / X / 2008, dated November 4, 2008) about the Recommendation of Active Ingredients Application Replacement of Paraquat-Gramoxone in Minamas Environmental.
- Monitoring the quality of air, quality of generator emissions and boiler emissions quality every 6 months. If the test results do not meet the quality standards set by the government, then the management unit will perform follow-up or control.
- Perform the utilization of waste consistently such as shell, fiber, EFB and effluent.

Based on the observations in the field, in the herbicide warehouse of East Estate and herbicide warehouse of West Estate, the syringe and PPE washhouse with the sewage from washing or mixing of pesticides and herbicides are covered well. The herbicide channel materials end up in the appropriate tanks, so it can be used again the herbicide residues.

In addition, PT SIA also conduct RSPO internal audits to know the implementation from the plan that has been set. The latest internal audit was conducted on June 2 to 3, 2015. Based on the results of the internal audit found 30 non conformities and the progress of the repair from these non conformities can be shown to the auditors.

Reduction of negative impacts resulting from operations of PT SIA particularly on the social aspect is through CSR programs, smallholdings development and capacity building of smallholders as well as the increased of estate productivity which the planning and evaluation is made by involving the affected parties.

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

During the assessment, there were Twelve (12) Nonconformities were assigned against Major Compliance Indicators and Twelve (12) nonconformities were assigned against Minor Compliance Indicators were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. Scheme manager and KUD has already prepared and implemented the corrective actions that had been reviewed and accepted by Auditors in form of documentation evidences e.g. (document record/photographic). Those corrective actions taken that consist of Twelve (12) Major non-conformities and one (1) Minor non-conformities non-conformities had been closed out shall be verified during next assessment.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1 Plantation and Palm Oil Factory have to give adequate information for stakeholders in appropriate language and forms, to ensure the effective participation of stakeholders in decision-making.		
Major 1.1.1 KUD HIMADO Board noted the incoming letter in the log book which contains the date, the origin of the letter for request of information or assistance, the person in charge, and the type of information or assistance given. The dominance of incoming mail in the form of a request for assistance.		
	Status: Comply	
1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		
Major 1.2.1 Documents accessible for the public such as documents of EIA, SIA and the documents of organization and social activities as stated in the accountability reports of administrators and supervisors of KUD HIMADO. While the documents accessible on a limited basis, for example the certificates of land ownership.		
	Status: Comply	
PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS		
2.1 There is compliance with all applicable local, national and ratified international laws and regulations.		
Major 2.1.1 KUD Himado has shown the proof of compliance on the applicable law, such as having the: 1. Legal Entity (Cooperative Registration Approval No. 55/BH/X/1996, dated 31 January 1996. 2. Certificate of Company Registration (Cooperative registration): 140224700126 dated January 11, 2012, Validation of Cooperatives Minister No. 158/SK-PAD/DPPK/XI/2004 valid until November 22, 2016. 3. Trade Business Permit (SIUP) No. 510/14.02/PM/ 001/2012. Obligated to re-registration every 5 years. 4. Business Location Permit and Disturbance Act Permit No. 510/0680/EK. BANG dated December 15, 2011. This permit is valid for September 23, 2016 and must be re-registered on September 23, 2016. 5. Tax payment (NPWP) No. 02.050.949.3-705.000. 6. Agreement between PT SIA and KUD No.55/BH/ KWK.14/I/1996 dated January 31, 1996.		
	Status: Comply	

2.2

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

Major 2.2.1

The land right in the area of KUD Himado is the Land Own Title of each member of KUD. KUD Himado can show a copy of Land Own Title which is owned by the members, such as:

- Land Own Title No. 883 dated November 30, 2011 for an area of 20,539 M² located in Hibun Village, Parindu Sub district, Sanggau District, West Kalimantan Province.
- Land Own Title No. 882 dated November 30, 2011 for an area of 19,842 M² Located in Hibun Village, Parindu Sub district, Sanggau District, West Kalimantan Province.

Minor 2.2.1

The results of interviews with smallholders and Himado KUD boards known that there are no problems of land or overlapping on the land ownership between the smallholders and community.

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.

Major 2.3.1

Land ownership status in the smallholdings of KUD Himado is the community land and there are no traditional rights of other parties. Since ASA-4 to the re-certification, the partner company and cooperatives do not perform expansion.

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.

Major 3.1.1

Long-term plans for smallholdings have been listed on the partner company long-term plan (PT SIA). In addition, KUD also has an annual plan that discussed in each Annual Budget Meeting. Based on the Annual Budget Meeting in 2015 known that the production plan for 2015 is 107,142.86 Tons.

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.

Major 4.1.1

Plantation cultivation activities conducted by smallholders in KUD HIMADO following the partner company procedures which have the Agricultural Reference Manual and Manual Agronomic Practice. This document describes about the Technical Guidelines of Oil Palm Plantation ranging from land clearing, nursery, maintenance, harvesting until transporting the FFB.

Minor 4.1.2

Partner company and KUD Himado can show the recording evidence of management activities on estate cultivation, such as:

- Fertilizer report: The amount of fertilizer in 2013 / 2014 was 87,839.637 kg. While the stock of fertilizer per December 31, 2014 is a non-subsidized urea 528 sacks, NPK 492 Sacks, Borate 374 sacks, SP-36 232 sacks, Dolomite 63 sacks, subsidized urea 314 sacks, NPK Phonska 53 sacks.
- FFB production in 2002 until 2014, for example, in 2002 as many as 1,918,306 Kg, in 2003 was 5,028,142 kg, in 2004 were 7,862,078, in 2005 was 8,484,107 Kg, etc..

Based on the examination in the field of Partner Company and KUD Himado have owned the report evidence of important activities which are documented. Interviews with smallholders groups 10 can be identified about their way to apply the fertilizer, either dose, application method, and the dose per hectare. And also to the equipment that should be used for fertilization activities, such as gloves, boots and masks.

Status: Comply

4.2

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

Major 4.2.1

Based on the information from the board of KUD Himado known that the cooperatives never received fertilizer assistance from partner company. So far, the fertilizer is needed by smallholders is obtained by buying its own to the distributor. Scheme Manager and KUD have not been able to show the list and volume of fertilizer distributed to smallholders. Based on the explanation found **Non conformity No. 2015.01 with Major category.**

Major 4.2.2

Scheme Managers and KUD have not been able to show the records of productivity in last 3 years (2013 to 2015). Based on the explanation found **Non conformity No.2015.02 with Major category.**

Minor 4.2.1

Based on field observations and interviews with smallholders in West Estate, Group 10 known that smallholders are not performing EFB application or manure application.

Major 4.2.1 Status: Non conformity No.2015.01 with Major category

Major 4.2.2 Status: Non conformity No.2015.02 with Major category

4.3

Practices minimize and control erosion and degradation of soils.

Major 4.3.1

The results of field visits in Block 7 East Estate Smallholdings and block 9 West Estate Smallholdings not found sloping areas or steep and peat area. This is supported by smallholdings topographic map from Minamas Centre which described that the slope in the smallholdings area is ranged between 7 to 8°:

Minor 4.3.1

The results of document review and field visit in East Estate and West Estate Smallholdings showed that there were no immature plants. The planting year in the smallholdings is from 1997 and 1998.

Minor 4.3.2

Based on the land suitability map known that West Estate and East Estate Smallholdings there are no peat areas or marginal.

Status: Comply

4.4

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

Major 4.4.1

Partner company has not been able to show the evidence of the implementation of soil and water conservation training to smallholders. Based on the explanation found **Non conformity No.2015.03 with Major category.**

Minor 4.4.1

The results of field visits in smallholdings showed that in the smallholdings area there has been an arrangement of midrib to minimize the erosion.

Minor 4.4.2

Partner company and the cooperative board cannot show the recording evidence of pesticide and fertilizer usage. Based

on the explanation found Non conformity No.2015.04 with Minor category.		
Major 4.4.1	Status: Non conformity No.2015.03 with Major category	
Minor 4.4.2	Status: Non conformity No.2015.04 with minor category	
4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.		
Major 4.5.1 Scheme Manager and KUD have not been able to show the reports on the results of observation and control of pests and diseases. Based on the explanation found Non conformity No. 2015.05 with Major category.		
Minor 4.5.1 The Company has conducted IPM training to smallholders in West Estate Office on January 15, 2013. Training provided including the handling of nettle caterpillar, planting of Turnera subulata as the host plant of nettle caterpillar predator. Based on the results of interviews with harvesters in Block 7, West Estate Smallholdings showed that the harvester is enough to understand the procedure of integrated pest management and the types of pests that attack oil palm.		
Major 4.5.1	Status: Non conformity No.2015.05 with Major category	
4.6 Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorized as World Health Organization Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is documented.		
Major 4.6.1 The management of smallholdings has not been able to show the evidence of agrochemical use which has been registered by the Minister of Agriculture. Based on the explanation found Non conformity No. 2015.06 with Major category.		
Major 4.6.2 The management of smallholdings has not been able to show the evidence that pesticide applicators have in accordance with the target of pest disease / weed. Based on the explanation found Non conformity No. 2015.07 with Major category.		
Major 4.6.3 The management of smallholdings has not been able to show the evidence of pesticide storage and extermination of former pesticide containers in accordance with the applicable regulations. Based on the explanation found Non conformity No. 2015.08 with Major category.		
Minor 4.6.1 The management of smallholdings has not been able to show the recorded evidence of treatment or documents in case of poisoning on the use of pesticides. Based on the explanation found No. 2015.09 With minor category.		
Minor 4.6.2 The management of smallholdings has not been able to show the evidence related to the training of the use of limited pesticides. Based on the explanation found Non conformity No. 2015.10 with minor category.		
Minor 4.6.3 The management of smallholdings has not been able to show the list and the type of pesticides distributed to smallholders. Based on the explanation found Non conformity No. 2015.11 with minor category.		
Minor 4.6.4 The management of plasma has not been able to show the evidence of the availability of adequate safety equipment. Based on the explanation found Non conformity No. 2015.12 with minor category.		

Major 4.6.1	Status: Non conformity No.2015.06 with Major category	
Major 4.6.2	Status: Non conformity No.2015.07 with Major category	
Major 4.6.3	Status: Non conformity No.2015.08 with Major category	
Minor 4.6.1	Status: Non conformity No.2015.09 with minor category	
Minor 4.6.2	Status: Non conformity No.2015.10 with minor category	
Minor 4.6.3	Status: Non conformity No.2015.11 with minor category	
Minor 4.6.4	Status: Non conformity No.2015.12 with minor category	
4.7		
An occupational health and safety plan is documented, effectively communicated and implemented.		
<p>Major 4.7.1 Partner company and cooperatives have not been able to show the guidelines for the handling of occupational health and safety for smallholders organized by partner company and smallholder institutions or agencies. Based on the explanation found Non conformity No 2015.13 with Major category.</p> <p>Major 4.7.2 The partner company has provide training related to safe work practices, this is shown in the recorded evidence including safety briefing held on October 29, 2015 held in the Farmers Group of BB Empawek attended by 30 people. The training explains about OHS awareness, the use of PPE and safe work procedures. Based on interviews with Himado smallholders known that the smallholders have been getting counseling related to the employment rules concerning to the aspect of occupational safety and health.</p> <p>Minor 4.7.1 Partner company already has a training program of Smallholdings human resources development including the training plans related to firefighting and OHS. Recording evidence of meeting which discusses about OHS that is meeting minutes held on October 29, 2014 which was attended by 39 people, consisting of partner company, Himado KUD boards and smallholders.</p> <p>Based on interviews with smallholders known that the smallholders recognize that they have followed counseling which discuss about OHS but not yet understand about the actions for emergencies and procedures in case of accidents. Partner company needs to continue to increase the frequency of meetings to discuss OHS together with smallholders so that they can better understand about the action for emergencies and handling procedures in case of work accident. (OFI).</p> <p>Minor 4.7.2 Based on the monitoring of work accidents in the smallholdings known that there were no work accidents over the last 12 months.</p> <p>Minor 4.7.3 Partner company can show the recorded evidence of meeting which discuss about OHS in the meeting minutes held on October 29, 2014 which was attended by 39 people, consisting of partner company, KUD Himado boards and smallholders. The meeting discusses about the basic technical work in the smallholdings, basic introduction of RSPO, occupational safety and health.</p> <p>Minor 4.7.4 Partner company and KUD Himado have not been able to show the work safety equipment. Based on the explanation above found Non conformity No 2015.14 with minor category.</p>		
Major 4.7.1	Status: Non conformity No.2015.13 with Major category	
Minor 4.7.4	Status: Non conformity No.2015.14 with minor category	
4.8		
All staff, workers, smallholders and contractors are appropriately trained.		
<p>Major 4.8.1 KUD Himado and partner company working together to create a training program for smallholdings intended for the</p>		

cooperative management, cooperative employees, village head, hutment head, group management, members of smallholder groups and Independent smallholders and contractors. The training programs include the management system of OHS, general OHS, HIRARC, Harvest Best Practices, Fertilization, pruning, road maintenance, integrated pest management, beneficial plant, chemical and spraying safe operating procedures, first aid training, safe driving technique, emergency response plan, best practices spraying, integrated pest management, fruit sorting, fire fighting, socialization of HCV, socialization of flora and fauna which are protected, socialization of Buffer Zone, counseling about sexual harassment, socialization of minors protection, RSPO training. Training plans and work programs include the time of execution.

Minor 4.8.1

Partner company can show the training records that have been done like fertilization, maintenance, basic introduction about RSPO, occupational health and safety, security on nucleus estate and smallholdings as well as independent oil palm plantations.

Status: Comply

PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity
5.1

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

Major 5.1.1

At the beginning of the estate construction in 1997, the Company has prepared the EIA document consisting of Environmental Impact Assessment (EIA), Environmental Management Plan (RKL) and Environmental Monitoring Plan (RPL) which is ratified by the Ministry of Agriculture on August 19, 1997. The scope of the EIA study include the development plan of oil palm plantations covering an area of 14,000 hectares (including smallholdings) which are in Parindu Sub district, Sanggau District with the construction plans of two units POM with a capacity of 60 Tons FFB / hour and 30 tons / FFB / hour. Based on interviews with Himado KUD boards stated that the Copies of EIA documents are not available in KUD Office. Based on the explanation found **Non conformity No. 2015.15 with Major category**.

Major 5.1.2

The results of the document study showed that the preparation of EIA document has been done with the involvement of the parties.

Minor 5.1.1

A company partner has conducted environmental management and monitoring documented in the implementation of Environmental Management Plan / Environmental Monitoring Plan. Based on interviews with KUD Himado boards stated that the copy of Environmental Management Plan / Environmental Monitoring Plan Report is not available in KUD Office. Based on the explanation found **Non conformity No. 2015.16 with minor grade**.

Major 5.1.1	Status: Non conformity No.2015.15 with Major category
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Minor 5.1.1	Status: Non conformity No.2015.16 with minor category
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5.2

The status of rare, threatened or endangered species and high conservation value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and their conservation taken into account in management plans and operations.

Major 5.2.1

The partner company has identified the HCV carried out by RSPO Approved Assessor in 2010. The results of identification showed that there is no HCV in the smallholdings.

Minor 5.1.1

KUD Himado has not been able to show the evidence that they have appoint a special trained officer who is responsible for the management of protected species including the conflict mitigation (if any). Based on the explanation found **Non conformity No. 2015.17 with minor category**.

Minor 5.1.2 Based on the results of interviews with KUD Himado boards stated that the copy of HCV Identification Document is not available in KUD Office. Based on the explanation found Non conformity No. 2015.18 with minor category .		
Minor 5.2.1	Status: Non conformity No.2015.17 with minor category	
Minor 5.2.2	Status: Non conformity No.2015.18 with minor category	
5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
Major 5.3.1 Based on the results of interviews with KUD Himado boards stated that they do not have the agrochemical waste management plans. Based on the explanation found Non conformity No. 2015.19 with Major category .		
Major 5.3.2 Based on the results of interviews with smallholders sample showed that they do not understand about agrochemical waste management. Non conformity No. 2015.20 with Major category .		
Minor 5.3.1 The results of interviews with community known that there are no complaints relating to waste disposal.		
Major 5.3.1	Status: Non conformity No.2015.19 with Major category	
Major 5.3.2	Status: Non conformity No.2015.20 with Major category	
5.4 Efficiency of energy use and use of renewable energy is maximized.		
Minor 5.4.1 Scheme Manager has not been able to show the evidence that they has guidelines for improving the efficiency of energy use in the smallholdings. Non conformity No. 2015.21 with minor category .		
Minor 5.4.1	Status: Non conformity No.2015.21 with minor category	
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.		
Major 5.5.1 The results of the document study and field visits showed that there has been no replanting activity in the smallholdings of PT SIA. Planting year in the smallholdings consists of planting year in 1997 and 1998.		
Major 5.5.2 Partner company already has land fire emergency response procedures and these procedures have been socialized to the smallholders.		
Minor 5.5.1 The results of field visit showed that the cooperative has had the countermeasure tools for simple land fire such as pumps and hoses. In addition, the partner company will also provide assistance in case of fires.		
Minor 5.5.2 The results of interviews with smallholders showed that they have known about the ban on land clearing without burning.		
	Status: Comply	
5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
Minor 5.6.1 & Minor 5.6.2		

Partner company has drafted the identification of pollution and emission sources in the smallholdings area. Source of pollution and emissions that are identified from smallholdings activity, among others, sourced from the use of herbicides, former herbicide containers. Management actions taken including the collection of former pesticide containers and handed over to the partner company.		
	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.		
Major 6.1.1 The management unit of smallholdings has not been able to show the evidence of social impact assessment in the smallholders institutional and the results have not been socialized. Based on the explanation found Non conformity No. 2015.22 with Major category.		
Minor 6.1.1 The results of interviews with the management of Himado KUD showed that the records of the implementation of social impact management and monitoring are not yet available in the smallholders institutional. Based on the explanation found Non conformity No. 2015.23 with minor category.		
Minor 6.1.2 Himado KUD and partner company have the implementation schedule of impact management in accordance with EIA document that is every 6 months.		
Major 6.1.1	Status: Non conformity No.2015.22 with Major category	
Minor 6.1.1	Status: Non conformity No.2015.23 with minor category	
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.		
Major 6.2.1 & Major 6.2.2 Regular meetings between KUD Himado with their members conducted at least once a year that is at the annual meeting or Annual Budget Meeting activities. Based on the records from Himado KUD secretary known in 2014 meeting with Himado KUD members is done 30 times. The meeting discussed the aspirations delivered by smallholders and discussed the problems encountered in the management of smallholdings.		
Minor 6.2.1 & Minor 6.2.2 All KUD HIMADO board under the coordination of the chairman role as communication and consultation officer with the parties. Minutes of the meeting, aspirations from the parties and the follow-up responses is documented in KUD Himado and management of smallholdings in PT SIA.		
	Status: Comply	
6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.		
Major 6.3.1; Minor 6.3.1 & Minor 6.3.2 System to receive complaints from the parties have been understood by the board and the community, all the boards can accept complaints either orally or in written in letter. Oral complaints are written in the book of complaints and written complaints are recorded in the book of incoming mail. Complaints can be submitted at the time of special meeting with members or through SMS / phone to the board of KUD Himado and management of smallholdings. All complaints and		

objections and the handling processes are well documented and orderly.		
	Status: Comply	
6.4 Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
Minor 6.4.1 Since the activities of ASA-4 to the re-certification activities not found expansion or new land clearing done by the board of KUD and partner company.		
	Status: Comply	
6.5 Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		
Major 6.5.1 KUD Himado has shown the payment proof of wages to the workers. Based on the employee salary data, there are no wages below the minimum wage in accordance with the Decree of West Kalimantan Governor on January 1, 2015. Based on interviews with the land owners and workers known that wages for harvesters ranged between Rp 100,000 / day to Rp 150,000 / day and for sprayers amounted to Rp 12,000 / syringe.		
Minor 6.5.1 Based on interviews with smallholders known that the operational work in the field (harvest and maintenance) is done by the owner itself or with hired labor. Related to the employment who worked to the land owner performed with family system and the value of wages agreed together along with the obligations and duties which are adequately explained.		
Based on the results of interviews with KUD boards known that there are 13 employees working in the cooperative. Appointment is done based on the need. Appointment made only verbally and based on interviews with employees known that the appointment is done orally and not done in the form of written work agreement. Based on the explanation found		
Non conformity No 2015.24 with minor category.		
Minor 6.5.1	Status: Non conformity No.2015.24 with minor category	
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.		
Minor 6.6.1 The results of interview with the chairman and advisor of KUD Himado known that there is no prohibition for workers and contractors to become union members from any organization. But the officials, employees and members felt no need to form union.		
	Status: Comply	
6.7 Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education program. Children are not exposed to hazardous working conditions.		
Major 6.7.1 Based on the document review, field observations and interviews not found minors. According to some smallholders, they do not utilize minors to work in smallholdings because of concerns over the education of children rather than working in the smallholdings, besides, the work in the smallholdings is quite dangerous and difficult for children so that parents are forbid children to help.		

	Status: Comply	
6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
Major 6.8.1 Based on the results of interviews with KUD Himado employees and smallholders known there is no discriminatory treatment either from the board of KUD or from the partner company.		
	Status: Comply	
6.9 Policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.		
Major 6.9.1 Harassment policy delivered by smallholdings manager and KUD HIMADO boards to the members and smallholders. Results of interviews with female workers known they have understood about the policy on harassment and violence and the protection of female reproduction, understand how to apply leave application both pregnancy and childbirth leave and menstrual leave and understand the ban on working in places related to the chemicals during pregnancy and breastfeeding.		
	Status: Comply	
6.10 Growers and mills deal fairly and transparently with smallholders and other local businesses.		
Major 6.10.1; Minor 6.10.1 & Minor 6.10.2 Board of HIMADO KUD showed the evidence of contracts with business partners such as suppliers of fertilizers and herbicides, there are no complaints from business partners during dealing with KUD HIMADO and smallholdings management. The document study results also showed that the cooperative board has made payments in accordance with the cooperation contract.		
Major 6.10.2 KUD Himado uses FFB purchase price standard based on the meeting results of FFB Pricing Team of Palm Oil Production from Planters in West Kalimantan conducted every month and apply to the area of West Kalimantan Province. The team consists of the Provincial and District Government as well as representatives from palm oil company and smallholders (KUD). Board of KUD HIMADO showed the records of pricing mechanism and the price agreed by FFB Pricing Team from Planters production in West Kalimantan Province, and the evidence of FFB payment to smallholders in accordance with the price agreement.		
Minor 6.10.3 The results of document review and interviews known that there is no credit payments from smallholders because it has been paid off.		
Minor 6.10.4 Based on interviews with the management of cooperatives and member of smallholders known that the maintenance of Collection Road and Main Road is done by partner company. Assistance given to the smallholdings that is the road repair by using heavy equipment and no dues, which collected from the company to the smallholders for road repairs in the smallholdings.		
Minor 6.10.5 The results of interviews with the management of KUD Himado showed that there has been no replanting plan because the plant age was 17 years and the average production is still pretty good, that is 1.9 tons / hectare / month.		
	Status: Comply	
6.11 Growers and millers contribute to local sustainable development wherever appropriate.		

Minor 6.11.1		
KUD Himado contribution to local development in the form of increasing the income of smallholders and employment as well as tax payments and contributions to the mosques, schools, elderly people and other social activities. All administrators, supervisors, employees and members are the local population such as from Pusat Damai, Giok Tanjung, Semadu, Bodok, Mawang, Giok Nala, Sedoya, Layau, Sanggau, Empawek, Serosat, Kopar, and Tantang B.		
	Status: Comply	
PRINCIPLE #7 Responsible development of new plantings		
The results of document reviews, field visits and interviews known that the smallholdings are not performed expansion and development of plantations after November 2005. The distribution of planting years in Himado KUD is 1997 to 1999.		
	Status: Not Applicable	
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity		
8.1		
Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.		
Major 8.1.1		
Partner company has conducted internal audit for the scope of Himado smallholdings which suggests corrective measures known also by the cooperative board. Internal audit activity on May 12, 2013, which discusses about:		
<ul style="list-style-type: none"> – The quality of maintenance work of midrib (pruning) should pay attention to putting the midrib together in <i>inter row</i> (path) and perform administrative records (extensive of labor, material, dosage, etc.) and supervision both by the division assistant on the Circle Spraying job. – Making a program of road repair activities, so the company can make a schedule for Himado Smallholdings and adjustment with the schedule of nucleus estate. 		
KUD HIMADO in collaboration with the management of PT SIA smallholdings seeks to enhance the capacity of smallholders and increase the productivity of smallholdings through special programs for smallholders such as, conduct the training of OHS management, general OHS, HIRARC, Harvest Best and Practices, Fertilization, pruning, road maintenance, integrated pest management, beneficial plant, chemical and spraying safe operating procedures, first aid training, safe driving technique, emergency response plan, best practices spraying, integrated pest management, fruit sorting, fire fighting, socialization of HCV, socialization of protected flora and fauna, Buffer Zone socialization, counseling about sexual harassment, socialization of minors protection, RSPO training.		
	Status: Comply	

3.3 Summary of Assessment Report of Supply Chain Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements
E.1	Definition
E.1.1	<p>Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p> <p>Based on the Procedures of product identification and product traceability in POM of Minamas Plantation No. 500 / SIA-SPC-01/12, Revision 01, dated July 1, 2015 it is known that BAF using Mass Balance model. In this procedure described related to the definitions of Mass Balance. This model was chosen because Bukit Ajong Factory is received FFB from non-certified estate and certified estate.</p>
	Status: Comply
E.2	Explanation
E.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p> <p>Estimates of CPO and PK produced by Bukit Ajong Factory obtained from the data of 12 months before the audit activities and have been described in this re-certification report.</p>
	Status: Comply
E.2.2	<p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p> <p>Bukit Ajong Factory, PT SIA has registered on etrace with Member ID: RSPO_PO10000000107</p>
	Status: Comply
E.3	Documented procedures
E.3.1	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ol style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements in these requirements; The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard. <p>Procedures on the Identification of the product and product traceability in the POM of Minamas Plantation No. 500 / SIA-SPC-01/12, Revision 01, dated July 1, 2015 which was approved by the Chairman of SOU, FM BAF, Temporary Official of Manager of West Estate, Smallholdings Manager and Senior Asistant of Sei Mawang Estate</p> <ul style="list-style-type: none"> Supply chain model used is the Mass Balance The responsibility of each party involved as manager of the mill, PSQM, and laboratory. <p>PT SIA also shows the Memorandum from Head of PSQM on February 27, 2013 No. 002 / PSQM-UM / II / 2013, which explained that:</p>

- Supply chain model in PT SIA is Mass Balance
- Every FFB processed in the mill should be identified that the FFB is RSPO certified or not certified with RSPO. Identification is done by giving the labeling (stamp) in the Delivery Order Letter (SPB) and the fruit weigh ticket.
- FFB from the certified estate stamped with "RSPO CERTIFIED" and FFB from the non certified estate stamped with "NON RSPO CERTIFIED".
- Giving stamp carried out by the estate clerk for Delivery Order Letter and weigh clerk for weigh ticket.

BAF has conducted socialization related to supply chain carried out on May 29, 2015 in the BAF office. This event was attended by 13 people consisting of estate manager, mill manager, estate assistant, PSD, Mill Section Head, PSQM, weigh operator, laboratory supervisor and production clerks. Person who provides the training is ESH assistant from Banjar Baru (Suprpto).

However, the established procedures cannot guarantee the mixing of FFB from RSPO-certified estates and estates which are not certified RSPO. It is also supported by interviews from KUD boards stating that there is no oversight from KUD or PT SIA during the loading and transporting of FFB to the mill. Based on the explanation found **Non conformity 2015.16**.

Status: Non Conformity 2015.16

E.3.2

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

PT SIA has owned the procedure of product identification and product traceability in the POM of Minamas Plantation No. 500 / SIA-SPC-01/12, Revision 01, dated July 1, 2015. In the procedure explained that the identification of raw materials between certified and non-certified FFB and not done in the Delivery Order Letter. FFB Delivery Order Letter from RSPO certified estates will be marked with "RSPO Certified" while FFB Delivery Order Letter from the estates which are not certified is not marked.

Status: Comply

E.4 Purchasing and goods in

E.4.1

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

Bukit Ajong Factory has verified and documented certified FFB and is not accepted.

Period	FFB Acceptance		
	Certified	Non-certified	Total
18 to 31 August 2014	11,639.838	1,759.984	13,399.822
September 2014	19,749.881	705.264	20,455.145
October 2014	17,494.737	655.051	18,149.788
November 2014	13,917.585	665.966	14,583.551
December 2014	9,522.595	496.994	10,019.589
January 2015	13,031.206	548.938	13,580.144
February 2015	12,859.428	683.096	13,542.524
March 2015	15,605.598	980.361	16,585.959
April 2015	17,093.589	915.561	18,009.150
May 2015	16,707.091	668.104	17,375.195
June 2015	14,927.779	724.367	15,652.146
1 to 28 July 2015	15,110.518	957.125	16,067.643
Total	177,659.845	9,760.811	187,420.656

Status: Comply

E.4.2

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

Bukit Ajong Factory has owned procedures of product identification and product traceability in the POM of Minamas Plantation No. 500 / SIA-SPC-01/12, Revision 01, dated July 1, 2015 where in the attachment is explained that the facility must inform to the CB when there is an excessive production from the projected.

Based on the verification of documents known that the production of RSPO certified products did not exceed than was projected, that is:

CPO: production 38,730.662 tons / Year ; projected 45,799 tons / Year

PK: production 10,255.331 tons / Year ; projected 11,819 tons / Year

Status: Comply

E.5 Record keeping
E.5.1

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

Since have RSPO certificates of ASA-4 (August 18, 2014) up to the audit took place (July 28, 2015) known that PT SIA did not sell RSPO certified products.

BAF has documented the production of RSPO certified products and not as well as the delivery of RSPO-certified products

Period	Production of RSPO Certified Product		Shipment of RSPO Product	
	CPO	PK	CPO	PK
18 to 31 August 2014	1,971.560	577.340	-	-
September 2014	4,526.532	1,370.773	-	-
October 2014	3,917.419	1,249.139	-	-
November 2014	3,149.357	836.261	-	-
December 2014	1,794.397	498.665	-	-
January 2015	2,946.487	815.083	-	-
February 2015	2,741.714	726.592	-	-
March 2015	3,678.486	871.675	-	-
April 2015	3,724.985	867.552	-	-
May 2015	3,857.327	932.924	-	-
June 2015	3,254.300	764.877	-	-
1 to 28 July 2015	3,168.098	744.450	-	-
Total	38,730.662	10,255.331	-	-

The management unit has not been able to show the records of certified product sales through Green Palm. Based on the explanation found **Non conformity 2015.17.**

Status: Non Conformity 2015.17

E.5.2

In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.

Bukit Ajong Factory does not conduct activities of outsource on the crushing of palm kernel to the independent crushers.

	Status: Comply
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3.4 Conformity Checklist of Certificate and Logo Use

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

3.5 Summary of RSPO Partial Certification

Management unit(s) observed: PT Guthrie Pecconina Indonesia (Sungai Jernih Estate and KKPA GPI)		
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	X or√
	<p>Available some evidences of law fulfillment which includes:</p> <ol style="list-style-type: none"> 1. The legal tenure over the land is in accordance with Law No. 5 Year 1960, about the principles of Agrarian, namely in the form of Land Use Title Certificate No. 664/2003, 552/2003 for the area of 10,139.91 hectares. 2. Providing social security for workers, such as Labor Social Insurance Agency 3. Providing equipment for Occupational Health and Safety (OHS) program for all employees in accordance with Law No. 1 Year 1970. 4. Have environmental document 5. Not perform land clearing by burning in accordance with Law No. 18 Year 2004. 6. Giving wages above the Regional Minimum Wage. <p>Related to the compliance of the company to the legality of land tenure, the implementation of environmental and social management, labor protection, as well as the submission of the report, several relevant agencies (Environmental Body of Musi Banyuasin Regency, Government of Musi Banyuasin Regency, and the Agency of Forestry and Plantations of Musi Banyuasin Regency) stated that GPI sufficiently compliant and consistent on the regulatory.</p>	√
	Status: Comply	
2.2	The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.	X or√
	<p>Sungai Jernih Estate and KKPA GPI have shown the rights to control and use of land in the form of:</p> <ul style="list-style-type: none"> - Location permits according to the Regent Decree of Musi Banyuasin No. 262 Year 2011 on February 14, 2011 for an area of 4,000 hectares. - Location permits according to the Regent Decree of Musi Banyuasin No. 0217 Year 2010 on February 8, 2010 for an area of 2,000 hectares. - Determination of Smallholders Candidate for Sinar Delima KUD according to the Regent Decree of Musi Banyuasin No. 0258 Year 2010 dated February 17, 2010 which explained that there are 262 candidates for smallholders covering an area of 524 hectares from the village of Gajah Mati. - Collective Labor Agreement with Sinar Delima KUD No. 001/Plasma/GPI-KUD/I/2012 about the development of Oil Palm Plantation with KKPA Partnership pattern (Primary Cooperative Credit for Members). - Determination of Smallholders Candidate for Mudah Rasan Jaya KUD according to the Regent Decree of MUBA No. 1191 Year 2012 on October 30, 2012 which described that there are 622 candidates for smallholders covering an area of 1,244 hectares from the Village of Serasan Jaya and Gajah Mati. - Collective Labor Agreement with Mudah Rasan Jaya KUD No. 008/kemitraan/GPI-MRS/IX/2014 about the development of Oil Palm Plantation with KKPA Partnership pattern (Primary Cooperative Credit for Members). - Available minutes of land handover from land owners with Land Use Title and Recognition Letter of Rights. For example, minutes of land handover on behalf of Aziz Ali with Land Use Title and Recognition Letter of Rights on July 9, 2007 for an area of 2,8 hectares known by the Village Chief of Gajah Mati and Recognition Letter of Rights on behalf of Aziz Ali for an area of 2,8 hectares in Gajah Mati Village on February 24, 2008 and registered to the Sub District Office No. 593/126/2009/XII/2008 on December 3, 2008. - Plantation Business Permit for Smallholdings based on the Regent Decree No. 0265 Year 	√

	<p>2010 for nucleus estate covering an area of 800 hectares and smallholdings covering an area of 1,200 hectares in Gajah Mati Village, Sungai Keruh District</p> <ul style="list-style-type: none"> - Plantation Business Permit for Smallholdings based on the Regent Decree No. 282/KPTS/IUP/DISBUN/2011 for nucleus estate covering an area of 1,600 hectares and smallholdings covering an area of 2,400 hectares. 	
	Status: Comply	
6.3	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	X or√
	<p>The Company has a procedure of Consultation and Communication with the communities (RSPO / 6.2 / KKM), Handling of Communities complaint (RSPO / 6.3 / PKM), Handling of Employees complaint (RSPO / 6.5 / PKK) and conflict resolution (RSPO / 2.2 / PK) which is implemented in participatory manner to the communities around the estate, among others: (1) Talang Piase Village; (2) Talang Ilo III Hutment; (3) Napal Village; (4) Karang Ringin II Village; (5) Rantau Kasih Village. Technical on the dispute resolution is in effective way, timely, and the correct way is set in the mechanism (<i>flow chart</i>) of complaints handling, as follows: Complaints from the company internal / external accepted by the section head then noted, and then delivered to the manager to make a decision or if necessary, it will be consulted to the department head and the last is to make a decision. Complaints from the workers can be completed for about two days (calculated from the complaints which come into the management until the realization of the settlement), while for the time of complaints handing from the public is depending on the type of the submitted complaints, if the complaints are light and the existing facilities are available, it can be completed less than three days, but if the complaints are large / significant and need to be consulted with central management, it will take approximately one week. Public complaints have been documented in the Log Book of community's complaint.</p>	√
	Status: Comply	
6.4	Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or√
	<p>The procedure to identify and calculate compensation for loss of legal or customary rights over the land covered by the procedure (SOP) of Conflict Resolution (RSPO / 2.2 / PK).</p> <p>All the evidence of conflict resolution are available on the site, including minutes of land handover from land owners with Land Use Title and Recognition Letters of Rights.</p>	√
	Status: Comply	
7.3	New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.	X or√
	The management unit has conducted the identification of HCV on July 2011 by <i>RSPO Approve Assessor</i> .	√
	Status: Comply	
7.5	No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	X or√
	<p>The procedure to identify and calculate compensation for loss of legal or customary rights over the land covered by the SOP of Conflict Resolution (RSPO / 2.2 / PK). No changes (revisions) to the contents or compensation calculation mechanism, it is still the same as the results of previous audits.</p> <p>Smallholdings development is done by agreement between KUD Sinar Delima with PT GPI in</p>	√

	accordance with the Cooperative Agreement Letter No. 001 / Plasma / GPI-KUD / I / 2012 about the development of Oil Palm Plantation with KKPA Partnership Pattern (Primary Cooperative Credit for Members).	
	Status: Comply	
7.6	Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	X or√
	<p>The procedure to identify and calculate compensation for loss of legal or customary rights over the land covered by the procedure (SOP) of Conflict Resolution (RSPO / 2.2 / PK).</p> <p>All the evidence of conflict resolution are available on the site, including minutes of land handover from land owners with Land Use Title and Recognition Letters of Rights.</p>	√
	Status: Comply	

3.6 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components
3.6.1 Identification of Findings, Corrective Actions and Observations at [ASA-4](#) Assessment

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
-	Minor 4.7.5	Company policy number 707/TQEM-ESH/10 Rev.00 Sec.5.5 required Gas detector to be used before work in the confine space to measure the level of oxygen. However, the gas detector is not available and confirmed by the mill executives during the interview. Refer Section 3.2 for details.	Bukit Ajong Mill	Minor	RC		<p>Observation By CUC The management found that the cause of the issue was because the gas tester is planned to be purchased during the 2014/2015 financial year. The management has already budgeted and the budget was verified by the audit team during the closing meeting. The implementation of the gas tester will be further followed up during the next assessment.</p> <p>Observation by Mutuagung on 28 July 2015 The management unit did not buy the gas detector but the gas detector will be rented before work in confine space.</p>	Closed with observation	28 July 2015

3.6.2 Findings Identification, Corrective Action and Observation at the time of [Re-Certification](#) Assessment for Nucleus Estate

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
2015.01	2.1.1	<p>Compliance with legal requirements The management unit has not been able to show the compliance with regulations, that is:</p> <ul style="list-style-type: none"> The company has had a 	Estate	Major	Before Certificate issued	The management unit should be able to show the evidence of compliance with the relevant legal requirements.	<p><i>Root Cause:</i> It's hard to make the harvest contract worker into permanent worker because</p> <ul style="list-style-type: none"> Harvester contract workers would not be the permanent worker. Facilities for Unit Payment are still inadequate. 	Closed with Observation	October 27, 2015

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
		permanent employee to work as harvester as the main job. However, to cover some of the harvesters' shortage, the company submitted the harvest work to the contractor as shown in the Cooperative Agreement Letter - Harvest Contract No. WNK / WE / 01 / 14-15 Alimun and Cooperative Agreement Letter No. AP / WE / 03 / 14-15 Then Ruslan. This is not in accordance with the Labor Law No. 13 Year 2003 Article 66.				The Company cannot provide harvest employment as the main job to the contractor / service provider and should be a direct relationship between the company and labor (Labor Law No. 13 Year 2003)	<p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>October 20, 2015</i> PT SIA has shown the statement letter from the committed management for doing the process of hiring the contract employee to become permanent employee (Unit Payment), but the management unit has not been able to show the management plan / program which describes about the harvest time and the number of contract harvesters to become permanent employees.</p> <p><i>October 27, 2015</i> PT SIA has shown the Recruitment Contract program became Unit Payment which describes about the appointment time and the stages to become permanent employee (Unit Payment).</p> <p><i>Preventive Action:</i> For the main work like harvesting the management will use only permanent workers.</p>		
2015.02	2.1.2	<p>A documented system of legal requirements</p> <p>The management unit already has a list of regulations, but the regulations do not contain a list of all regulations related to plantation, such as:</p> <ul style="list-style-type: none"> Government Regulation No. 27 Year 2012 about the Environmental Permit, 	Mill and Estate	Minor	ASA-1	The management unit should have a whole list of regulations related to the plantation.	<p><i>Root Cause:</i> The PSD have reviewed the legal requirement once a year, however the update is not complete yet.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>August 11, 2015</i> The management unit has shown a list of the latest legislation that has been fitted with Government Regulation No. 27 Year 2012 on the environmental</p>	Closed	August 11, 2015

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
		<ul style="list-style-type: none"> Regulation of Labor Ministry No. 13 Year 2011 about the Threshold Limit Values on physical and chemical factors in the workplace Convention on biological diversity 					<p>permit, Regulation of Labor Ministry No. 13 Year 2011 on the Threshold Limit Values on the chemical and physical factors in the workplace, Regulation of Agriculture Ministry No. 11 Year 2015 on the ISPO, the Convention on biological diversity, etc. Based on the evidence, Non conformity 2015.02 with minor category stated fulfilled.</p> <p><i>Preventive Action:</i> PSD will update the list of regulations each year by coordinate with the relevant department, communication with government agencies and through internet.</p>		
2015.03	2.1.3	<p>Compliance evaluation mechanism</p> <p>The management unit has not been able to show the mechanism to ensure compliance with regulations have been implemented. The document study results showed that the results of the evaluation is not in accordance with relevant regulations, for example:</p> <ul style="list-style-type: none"> The evaluation results showed that PT SIA has had Land Use Title, Business License, Decree of forest area release in accordance with Law No. 18 Year 2004. However, the results of 	Mill and Estate	Minor	ASA-1	The management unit must show the mechanism to ensure that the compliance with regulations has been implemented.	<p><i>Root Cause:</i> The company has a system to ensure compliance with the regulations, but when the audit can not be shown.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>August 11, 2015</i> The management unit has shown the evaluation of compliance with the latest regulations which explains:</p> <ul style="list-style-type: none"> Evaluation on the Law No. 32 Year 2009 has not been met because there are still areas which are in the maintenance of environmental document. Evaluation on the Law No. 18 Year 2004 has not been met because there are still areas which are in the maintenance of plantation business permit. 	Closed	August 11, 2015

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
		document review, interviews and field visits showed that not all of PT SIA area already has a Land Use Title and Business License. In addition, PT SIA also does not have a release area because the area used is other land uses (APL).					Based on the evidence, Non conformity 2015.03 with minor category stated fulfilled and will be observed again on the next visit. <i>Preventive Action:</i> The company will update and evaluate to fulfill matters relating to compliance with regulations. Management also has appointed safety officer in each unit to perform archiving and updating documents related RSPO		
2015.04	2.2.2	Legal Boundary Based on the results of verification of documents and field visits in the East Estate and West Estate showed that the company's legal boundary could not be found or is not identified in the Field. However, PT SIA has not been able to show the Plot Map which becomes the Attachment of Land Use Title where on the map shows the location of boundaries pole of PT SIA Land Use Title.	Mill and Estate	Minor	Before Certificate Issued	The management unit should be able to show the proof of identification and records of the legal limit maintenance	<i>Root Cause:</i> Management unit does not have the HGU coordinates and maps. <i>Corrective Action:</i> <i>Auditor Verification</i> <i>October 21, 2015</i> PT SIA has performed communication with the National Land Agency of Sanggau District related to the requests for coordination information and Land Use Title map. However, the management unit has not been able to show the Land Use Title map which showing the location of boundary pole. <i>Preventive Action:</i> Will continue to communicate with National Land Agency of Sanggau District.	Open	
2015.05	4.6.11	Health examination The company has not been able	Estate	Major	Before Certificate	The company should follow up the health	<i>Root Cause:</i> The company cannot show the relevant evidences	Closed	October 20, 2015

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
		to show the recommendation and proof of handling for the results of medical examination which showed the general conditions are unfavorable namely sprayers in East Estate.			Issued	examinations in the form of a recommendation from a doctor and treatment measures in accordance with the recommendations.	<p>caused by the lack of time to collect the audit evidences.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>September 17, 2015</i> PT SIA has shown the follow up on the results of medical examinations for employees who have a less common condition in the form of:</p> <ul style="list-style-type: none"> • A cover letter for treatment. • Break letters from doctor • Document of gang transfer <p>However, the management unit has not shown a follow-up to all workers who have a poor general condition.</p> <p><i>October 20, 2015</i> PT SIA has shown the evidence of evaluation for all workers who have poor health examination results.</p> <p><i>Preventive Action:</i> When conducting the audits, the management will appoint a special person to collect the data file related to the examinations of employees and the next step.</p>		
2015.06	4.7.4	The person in charge for OHS East Estate has not been able to show the proof of approval for Guiding Committee of Occupational Safety & Health	Estate	Major	Before Certificate Issued	The company should have a structure of Guiding Committee of Occupational Safety & Health ratified by the	<p><i>Root Cause:</i> OHS Guiding Committee structure actually has been available but the administration is less so when the audit can not be shown.</p>	Closed	October 16, 2015

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
		structures.				relevant agencies.	<p><i>Corrective Action:</i> <i>Auditor Verification</i> August 13, 2015 PT SIA has shown the structure of Guiding Committee of Occupational Safety & Health that has been approved by Labor Agency of Sanggau District. But the ratification Decree is not available for the structures.</p> <p><i>October 16, 2015</i> PT SIA has shown the Decree from Head of Labor and Transmigration Agency of Sanggau District No: 460/51 / P2K3 / P / VII / 2014 dated February 19, 2014.</p> <p><i>Preventive Action:</i> Management has appointed safety officer in each unit to perform archiving and updating documents related RSPO.</p>		
2015.07	5.3.1	Identification of Sources and Waste Products. PT SIA already has owned the Document of Sources Identification and Waste Products for all operational activities including Estate and POM but not including waste generated by the Clinic.	Mill and Estate	Major	Before Certificate Issued	The management unit must show the proof of identification results documents of Sources and Waste Products for all operational activities including waste generated by the Clinic.	<p><i>Root Cause:</i> administration is less so when the audit can not be shown.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> August 7, 2015 The management unit has shown the identification of waste sources and its management for all activities including waste generated by the clinic. Based on the explanation, Non conformity 2015.09 stated fulfilled.</p>	Closed	August 7, 2015

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
							<i>Preventive Action:</i> Management has appointed safety officer in each unit to perform archiving and updating documents related RSPO		
2015.08	5.3.3	Hazardous Waste Management PT SIA has owned Hazardous Waste Management Procedures but do not include the management of infectious waste produced by Clinic.	Estate	Minor	ASA-1	PT SIA should ensure that the infectious waste has been regulated in the Hazardous Waste Management Procedures and managed in accordance with applicable regulations (Regulation No. 101 Year 2014 on the Management of Hazardous and Toxic Waste).	<i>Root Cause:</i> administration is less so when the audit can not be shown. <i>Corrective Action:</i> <i>Auditor Verification</i> August 7, 2015 The management unit has shown SOP of medical waste management (132 / OPRLIMB / 09) ratified by the Chairman of SOU on March 6, 2015. Based on the explanation, Non conformity 2015.10 stated fulfilled. <i>Preventive Action:</i> Management has appointed safety officer in each unit to perform archiving and updating documents related RSPO	Closed	August 7, 2015
2015.09	5.6.2	GHG Identification The management unit has not been able to show the identification and calculation of GHG in accordance with the method from RSPO or other methods approved by RSPO.	Mill and Estate	Major	Before Certificate Issued	The management unit must be able to show the identification and calculation of GHG.	<i>Root Cause:</i> Management unit does not know how to use the RSPO palmGHG calculation. <i>Corrective Action:</i> <i>Auditor Verification</i> August 12, 2015 PT SIA has shown the identification and calculation of GHG, which include greenhouse gas sourced from	Closed	August 12, 2015

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
							<p>POME, Boiler, Generator, the use of heavy equipment, and transportation. Based on these explanation, Non conformity 2015.11 with Major categories stated fulfilled</p> <p><i>Preventive Action:</i> Coordinating with the central PSQM in jakarta.</p>		
2015.10	5.6.3	GHG emissions reporting The management unit has not been able to show the reporting evidence of GHG emission calculations to RSPO.	Mill and Estate	Minor	ASA-1	The management unit must be able to show the proof of GHG calculation reporting to RSPO.	<p><i>Root Cause:</i> Management unit does not know how to use the RSPO palmGHG calculation.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> August 12, 2015 PT SIA has shown the proof of delivery of GHG calculations to the RSPO that have been received on August 11, 2015. Based on these explanations, Non conformity 2015.12 with minor category stated fulfilled.</p> <p><i>Preventive Action:</i> Coordinating with the central PSQM in jakarta</p>	Closed	August 12, 2015
2015.11	6.1.2	Social Impact Assessments The management unit has not been able to show the evidence of party's involvement in the social impact assessment.	Mill and Estate	Major	Before Certificate Issued	The management unit must show the evidences of party's involvement in the social impact assessment.	<p><i>Root Cause:</i> administration is less so when the audit can not be shown.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> August 3, 2015 The management unit has shown the evidence of</p>	Closed	August 3, 2015

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
							<p>party's involvement in the preparation of social impact assessment document. Stakeholder involvement carried out through interviews and FGD held on August 13 to 18, 2009. Based on these explanations, Non conformity 2015.13 with Major categories stated fulfilled.</p> <p><i>Preventive Action:</i> Management has appointed special officer in each unit to perform archiving and updating documents related RSPO</p>		
2015.12	6.1.3	Social Impact Management Plan The management unit has not shown the documents of social impact reduction plans, the proof of consultation with affected parties, arrange the schedule and determine the PIC on its implementation	Mill and Estate	Major	Before Certificate Issued	The management unit must show the document of impact reduction plans, evidences of consultation with affected parties, arrange the schedule and determine the PIC on its implementation	<p><i>Root Cause:</i> There are officers appointed to become PIC in handling the social problems that arise, but the program plan has not been prepared well and the implementation has not been prepared in the special report.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>September 22, 2015</i> PT SIA has shown the recapitulation results of social impact identification survey. But the document of social impact management plan and examples of survey results are not yet available. Based on the explanation, Non conformity No. 2015.14 stated fulfilled.</p> <p><i>October 8, 2015</i> PT SIA has shown the results of social impact analysis, program of social impact management, PIC</p>	Closed	October 9, 2015

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
							for social impact management, and time frame of social impact management activities, and the examples of survey results of social impact observations. <i>Preventive Action:</i> The management will continue to update and evaluate the program and the realization of the management.		
2015.13	6.2.1	Communication and Consultation Mechanism The management unit has not shown a mechanism / procedure for communication and consultation with the parties and the evidences of the socialization.	Mill and Estate	Major	Before Certificate Issued	The management unit must show the mechanism / procedure for communication and consultation with the parties and the evidences of the socialization.	<i>Root Cause:</i> administration is less so when the audit can not be shown. <i>Corrective Action:</i> <i>Auditor Verification</i> <i>August 12, 2015</i> The management unit has shown the communication procedure (301 / SIA-KOM-08 // 11) with the parties, but have not provided evidences that the procedures have been socialized to the parties. <i>October 26, 2015</i> The management unit has shown the evidence of communication procedures socialization carried out on October 20, 2015 and was attended by 31 people. <i>Preventive Action:</i> Management has appointed special officer in each unit to perform archiving and updating documents related RSPO	Closed	October 27, 2015

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
2015.14	SC E.3.1	Documented procedures The procedure which is owned cannot guarantee the mixing between the FFB from RSPO-certified estates and non RSPO-certified estates.	Mill and Estate	-	October 31, 2015	The management unit should have a procedure / mechanism to ensure that there is no mixing between the FFB from RSPO-certified estates and non RSPO-certified estates.	<p><i>Root Cause:</i> The management has owned the procedure in question, but it is still in the application phase in the field so that the official SOP has not been issued.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>August 13, 2015</i> PT SIA has owned a policy of Minamas <i>e-plasma</i> system which describes about the business unit code, a block code, vendor code, field administrative, the calculation of bunch number in the plots, the production data of smallholders per plots and delivery of FFB. But has not provided the procedures / mechanisms of the implementation from the policy to ensure that there is no mixing between FFB from certified estate and non-certified estate.</p> <p><i>September 22, 2015</i> PT SIA has shown a flow chart of smallholdings FFB delivery process from the estate to the Bukit Ajong Factory. In the flow chart explained that the smallholdings clerk assigned to document and verify the amount of harvested FFB and sent to the mill is the same. Based on these explanations, Non conformity 2015.16 stated fulfilled.</p> <p><i>Preventive Action:</i> Will be created special SOP which regulates about the procedures of smallholdings FFB to the mill.</p>	Closed	September 22, 2015
2015.15	SC	RSPO Certified Product Sales	Mill	-	October	The management unit	<i>Root Cause:</i>	Closed	August 7,

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
	E.5.1	The management unit has not been able to show the recorded evidence of RSPO certified product sales			31, 2015	must show the records of RSPO certified product sales every month.	<p>Administration is less so when the audit can not be shown.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>August 7, 2015</i></p> <p>The management unit has shown the recorded evidences of RSPO certified product sales which describes about the date of the sale, the buyer and the amount of certified products purchased. Based on the explanation, non conformity 2015.17 stated fulfilled.</p> <p><i>Preventive Action:</i> Management has appointed special officer in each unit to perform archiving and updating documents related RSPO</p>		2015

3.6.3 Identification of Findings, Corrective Actions and Observations at *Re-Certification* Assessment for Samallholding Estate

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
2015.01	Major 4.2.1	Type List and Volume of Fertilizers Scheme Manager and KUD have not been able to show the list and volume of fertilizer distributed to the smallholders.	Smallholdings	Major	Before Certificate Issued	Scheme Manager and KUD should be able to show the list and volume of fertilizer distributed to the smallholders.	<p><i>Root Cause:</i> Administrative which is less orderly caused by the reports of list and type of fertilizer cannot be shown at the time of audit.</p> <p><i>Corrective Action:</i></p>	Closed	September 29, 2015

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
							<p><i>September 28, 2015</i> PT SIA has shown the Reports of Smallholdings Fertilizer Application which describes about the type of fertilizer, fertilizer stock and application of each semester.</p> <p><i>Preventive Action:</i> Smallholdings and KUD will tidy up the existing administrative especially for the data related to the RSPO.</p>		
2015.02	Major 4.2.2	Productivity Records Scheme Manager and KUD have not been able to show the Productivity Records in the last 3 years.	Smallholdings	Major	Before Certificate Issued	Scheme Manager and KUD must be able to show the Productivity Records in the last 3 years.	<p><i>Root Cause:</i> Administration is less so when the audit can not be shown.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>August 13, 2015</i> The management unit has shown the harvest productivity records for the last 3 years (2012 to 2015).</p> <p><i>Preventive Action:</i> Smallholdings and KUD will tidy up the existing administrative especially for the data related to the RSPO.</p>	Closed	August 13, 2015
2015.03	Major 4.4.1	Soil and Water Conservation Training Scheme Manager can not show the evidence of implementation of soil and water conservation	Smallholdings	Major	Before Certificate Issued	Smallholdings management must show the evidence of implementation of soil and water	<p><i>Root Cause:</i> The training has been conducted by the manager of smallholdings, but the documentation was still lack.</p>	Closed	September 18, 2015

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
		Training for the Smallholders.				conservation Training for Smallholders.	<p><i>Corrective Action:</i> September 17, 2015 PT SIA has shown the minutes of training and socialization to the smallholders related to soil and water conservation which were conducted on September 12, 2015. This activity was attended by the chairman of KUD, KUD board, KUD advisors and smallholders.</p> <p><i>Preventive Action:</i> Make the minutes and perform archiving neatly on the documentation of training / socialization activity conducted to the smallholders.</p>		
2015.04	Minor 4.4.2	The Use of Pesticide and Fertilization Records. Scheme Manager has not been able to provide the recorded evidences of pesticide and fertilizer usage.	Smallholdings	Minor	ASA-1	Scheme Manager must be able to show the recorded evidence of pesticide and fertilizer usage.	<p><i>Root Cause:</i> Administration is less so when the audit can not be shown.</p> <p><i>Corrective Action:</i> September 28, 2015 PT SIA has shown the Application Reports of Smallholdings Fertilization which describe about the type of fertilizer, fertilizer stock and application of each semester. It is not yet available the records of pesticide usage.</p> <p><i>Preventive Action:</i> Smallholdings and KUD will tidy up the existing administrative especially for the data related to the RSPO.</p>	Open	
2015.05	Major	The reports of observation and	Smallhol	Major	Before	Smallholdings	<i>Root Cause:</i>	Closed	October

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
	4.5.1	control results of pests and diseases Scheme Manager and KUD have not been able to show the observation and control reports of pest and disease.	dings		Certificate Issued	management must show the observation and control reports of pest and disease	Administration is less so when the audit can not be shown. <i>Corrective Action:</i> October 26, 2015 Scheme manager has shown the monitoring and control reports of pest and disease for the smallholdings. This report describes about the type of pest, attacks area, the intensity of the attacks and the control measures. <i>Preventive Action:</i> Smallholdings and KUD will tidy up the existing administrative especially for the data related to the RSPO.		26, 2015
2015.06	Major 4.6.1	The evidence of agrochemicals usage The management of smallholdings has not been able to show the evidence of registered and allowed agrochemical usage by the Minister of Agriculture	Smallholdings	Major	Before Certificate Issued	Smallholdings management must show the evidence of registered and allowed agrochemicals usage by the Minister of Agriculture	<i>Root Cause:</i> The list of agrochemicals cannot be shown at the time of audit because the archiving of documents are still not tidy, so it takes a long time to get the requested documents. <i>Corrective Action:</i> <i>Auditor verification</i> August 18, 2015 The management unit has shown a list of agrochemicals used by PT SIA and its plasma along with its distribution permit. However, based on the interviews with smallholders known that the smallholders were using the pesticide with paraquat active ingredient, while in the list of agrochemical is not yet contained.	Closed with Observation	September 18, 2015

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
							<p>September 17, 2015</p> <p>PT SIA has shown the appeal letter together with smallholders who argued that the smallholders of PT SIA in order not to use pesticides / herbicides with paraquat active ingredient in the maintenance of oil palm plantations.</p> <p><i>Preventive Action:</i> Tidy up again the documents related to the RSPO certification and store in a special room of RSPO.</p>		
2015.07	Major 4.6.2	<p>The evidence of pesticide applicators in compliance</p> <p>The management of smallholdings has not been able to show the evidence that the pesticide applicators have in accordance with the target of pest and disease / weed (in the field found that there are still farmers who use the type of Pesticides with Paraquat, and did not use PPE)</p>	Smallholdings	Major	Before Certificate Issued	The management of smallholdings must show the evidence that the pesticide applicators have in accordance with the target of pest and disease / weed (in the field found that there are still farmers who use the type of Pesticides with Paraquat, and did not use PPE)	<p><i>Root Cause:</i> Socialization has been done, but not resulted in maximal to every smallholder, so there are still smallholders who do not use PPE and using pesticides with paraquat.</p> <p><i>Corrective Action:</i> <i>Auditor verification</i> September 17, 2015 PT SIA has shown the appeal letter together with smallholders who argued that the smallholders of PT SIA in order not to use pesticides / herbicides with paraquat active ingredient in the maintenance of oil palm plantations. But has not provided evidence that the pesticide users have known the target of appropriate pest and disease / weed.</p> <p>October 26, 2015 Scheme manager has shown the evidence of</p>	Closed	October 26, 2015

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
							<p>safety briefing and pesticide socializations conducted on September 15, 2015. This socialization explained about the types of chemical and the target of the chemical use.</p> <p><i>Preventive Action:</i> Intensify the development and socialization to the smallholders, so that the awareness of smallholders on the importance of PPE becomes higher.</p>		
2015.08	Major 4.6.3	Pesticides storage The management of smallholdings has not been able to show the evidence of pesticide storage and disposal of former pesticide containers in accordance with the applicable regulations.	Smallholdings	Major	Before Certificate Issued	The management of smallholdings must show the evidence of pesticide storage and disposal of former pesticide containers in accordance with the applicable regulations.	<p><i>Root Cause:</i> Lack of understanding of smallholders related waste management mechanism of pesticide containers.</p> <p><i>Corrective Action:</i> October 26, 2015 Scheme manager and KUD have demonstrated the mechanism of waste management of former pesticide containers. Agrochemical waste from smallholders will be managed by sending to the nucleus estate and then sent to the Hazardous Waste Temporary Warehouse in Bukit Ajong Factory. The implementation of agrochemical waste management will be verified again on the next visit.</p> <p><i>Preventive Action:</i> Socializing waste management mechanism of pesticide containers continuously to smallholders</p>	Closed with Observation	October 26, 2015
2015.09	Minor	Records of applicator	Smallhol	Minor	ASA-1	The management of	<i>Root Cause:</i>		

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
	4.6.1	treatment The management of smallholdings cannot show the medical records for pesticide applicators, in case of poisoning.	dings			smallholdings must show the medical records for pesticide applicators, in case of poisoning.	Management unit has not been carried out socialization regarding the treatment of pesticide applicators in case of poisoning. <i>Corrective Action:</i> <i>Preventive Action:</i>		
2015.10	Minor 4.6.2	Limited Pesticides Training The management of smallholdings has not been able to show the training evidence for limited pesticide users	Smallholdings	Minor	ASA-1	The management of smallholdings must show the proof of training for limited pesticide users.	<i>Root Cause:</i> Socialization has been done, but not resulted in maximal to every smallholder, so there are still smallholders who do not use PPE and using pesticides with paraquat. <i>Corrective Action:</i> <i>Auditor Verification</i> <i>September 17, 2015</i> PT SIA has shown the appeal letter together with smallholders who argued that the smallholders of PT SIA in order not to use pesticides / herbicides with paraquat active ingredient in the maintenance of oil palm plantations. <i>Preventive Action:</i> Intensify the development and socialization to the smallholders, so that the awareness of smallholders on the importance of PPE becomes higher.	Closed with Observation	September 18, 2015
2015.11	Minor 4.6.3	Type List and Volume of Fertilizers Smallholdings management has	Smallholdings	Minor	ASA-1	Smallholdings management must show the proof of a list	<i>Root Cause:</i> Administration is less so when the audit can not be shown.		

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
		not been able to show the evidence of the type list and volume of pesticides distributed to the smallholders.				of types and volume of pesticides distributed to the smallholders.	<p><i>Corrective Action:</i></p> <p><i>Preventive Action:</i></p>		
2015.12	Minor 4.6.4	Safety Equipment Management of smallholdings has not been able to show the evidence that the availability of adequate safety equipment	Smallholdings	Minor	ASA-1	The management of smallholdings must show the evidence of the availability of adequate safety equipment	<p><i>Root Cause:</i> PPE is not provided by the company for smallholders cause the smallholdings is managed privately</p> <p><i>Corrective Action:</i></p> <p><i>Preventive Action:</i></p>		
2015.13	Major 4.7.1	Smallholders OHS procedures The management of smallholdings has not been able to show the procedures related to the safety and health of smallholders drafted by the partner company and smallholders institution or relevant agencies	Smallholdings	Major	Before Certificate Issued	Partner company and KUD should establish procedures related to the handling of Occupational Health and Safety for smallholders	<p><i>Root Cause:</i> KUD Himado not yet have OHS procedure</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>August 18, 2015</i> The management unit has shown the procedure of Smallholders OHS (RSPO / B.5.13 / AIS-P) made by partner company. However, the SOP has not shown the smallholders institutional involvement in the drafting process.</p> <p><i>October 26, 2015</i> Scheme Manager and KUD have shown the Procedure of smallholders OHS drafted together between the partner company and KUD.</p> <p><i>Preventive Action:</i></p>	Closed	October 26, 2015

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
							Scheme manager will consistently perform SOP of OHS which have been agreed and improve oversight		
2015.14	Minor 4.7.4	OHS Equipment Himado KUD has not been able to show the work safety equipment	Smallholdings	Minor	ASA-1	The Management of smallholdings must provide the OHS equipment required.	<p><i>Root Cause:</i> PPE is not provided by the company for smallholders cause the smallholdings is managed privately</p> <p><i>Corrective Action:</i></p> <p><i>Preventive Action:</i></p>		
2015.15	Major 5.1.1	EIA Document Based on the results of interview with Himado KUD management stated that the copies of EIA Document are not available in KUD office.	Smallholdings	Major	Before Certificate Issued	Scheme Manager must provide the Copies of EIA Document in Himado KUD Office.	<p><i>Root Cause:</i> Administration is less so when the audit can not be shown.</p> <p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>August 18, 2015</i> The management unit has shown the delivery proof of the copy of EIA document of PT SIA to Himado KUD on September 18, 2013. However, at the time of audit activities, smallholder's institution cannot show the copies of EIA document.</p> <p><i>October 26, 2015</i> PT SIA has shown the receipt of EIA handover in accordance to the Letter No. 006/PTSIA – Plasma/IX/2015, September 2015.</p> <p><i>Preventive Action:</i></p>	Closed	October 26, 2015

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
							Improve communication with KUD Himado to ensure the document is available		
2015.16	Minor 5.1.3	Records of Implementation and Monitoring of Environmental Management Plan / Environmental Monitoring Plan. Based on the results of interview with Himado KUD boards stated that the Copies of Environmental Management Plan / Environmental Monitoring Plan implementation report documents are not available in KUD Office.	Smallholdings	Minor	ASA-1	Scheme Manager must provide a copy of the Implementation Document of Environmental Management Plan / Environmental Monitoring Plan in Himado KUD Office	<i>Root Cause:</i> Administration is less so when the audit can not be shown. <i>Corrective Action:</i> <i>Preventive Action:</i> Improve communication with KUD Himado to ensure the document is available		
2015.17	Minor 5.2.2	HCV management officer Smallholder institutions (KUD) Himado can not show the evidence that have been appointed a special trained officer responsible for the management of protected species including conflict mitigation (if any)	Smallholdings	Minor	ASA-1	Smallholder institutions (KUD) Himado must be able to show the evidence that have been appointed a special trained officer responsible for the management of protected species including conflict mitigation (if any)	<i>Root Cause:</i> KUD Himado not have HCV officers, so the HCV management is done by plasma assistant <i>Corrective Action:</i> <i>Preventive Action:</i>		
2015.18	Minor 5.2.3	HCV Identification Document Based on the results of	Smallholdings	Minor	ASA-1	The management unit must show that the	<i>Root Cause:</i> Administration is less so when the audit can not be		

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
		interviews with Himado KUD boards stated that the HCV Identification Documents Copies are not available in KUD Office.				copies of HCV identification documents provided in KUD.	shown. <i>Corrective Action:</i> <i>Preventive Action:</i> Improve communication with KUD Himado to ensure the document is available		
2015.19	Major 5.3.1	Agrochemical Waste Management plan Based on the results of interview with Himado KUD mangement stated that they do not have the Agrochemical Waste Management Plan.	Smallholdings	Major	Before Certificate Issued	Smallholder institutions must prepared the mechanisms and Agrochemicals Waste Management Plan.	<i>Root Cause:</i> KUD not have a waste management plan of agrochemical <i>Corrective Action:</i> October 26, 2015 Scheme manager and KUD have shown the mechanism of the waste management of former pesticide containers. Agrochemical waste from smallholders will be managed by sending to the nucleus estate and then sent to the Hazardous Waste Temporary Warehouse in Bukit Ajong Factory. Agrochemical waste management implementation will be verified again on the next visit. <i>Preventive Action:</i> Socializing waste management mechanism of pesticide containers continuously to smallholders	Closed with Observation	October 26, 2015
2015.20	Major 5.3.2	Smallholders understanding on the management of Agrochemicals Waste. Based on the results of interview	Smallholdings	Major	Before Certificate Issued	Smallholder institutions should conduct training and socialization to	<i>Root Cause:</i> The coaching and socialization have often done, but not maximum, so there are still some smallholders who do not understand / forget how to	Closed with Observation	September 18, 2015

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
		with a sample smallholders showed that they do not understand about agrochemical waste management.				improve the understanding of agrochemical waste management and has a system to ensure that all smallholders are performed agrochemical waste management in accordance with the applicable regulations.	manage the agrochemical waste. <i>Corrective Action:</i> <i>Auditor Verification</i> <i>September 17, 2015</i> PT SIA has shown the minutes of training and socialization to smallholders related to the use of hazardous agrochemical and its waste management are carried out on September 12, 2015. This event was attended by the chairman of KUD, KUD board, KUD advisors and smallholders. <i>Preventive Action:</i> intensify the coaching and socialization to the smallholders, so that the understanding of agrochemical waste can reach to all smallholders		
2015.21	Minor 5.4.1	Guidelines for Improving the Efficiency of Energy. Scheme Manager is not able to show the evidence that they has owned guidelines for improving the efficiency of energy use in the smallholdings.	Smallholdings	Minor	ASA-1	Scheme Manager must be able to show the evidence that they has owned guidelines for improving the efficiency of energy use in the smallholdings.	<i>Root Cause:</i> Management units have not been socialized to smallholders. <i>Corrective Action:</i> <i>Preventive Action:</i>		
2015.22	Major 6.1.1	Social Impact Assessment Document The management unit of smallholdings has not been able to show the evidence of social impact assessment in the	Smallholdings	Major	Before Certificate Issued	The management unit of smallholdings and KUD must show the evidence of social impact assessment in smallholder's	<i>Root Cause:</i> Social impact assessment in the smallholders institution cannot be shown because the administration file archiving is untidy, so it takes a long time to be able to obtain such documents.	Closed with Observation	September 18, 2015

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
		smallholder's institution and the results have not been socialized.				institution and proof of socialization.	<p><i>Corrective Action:</i> <i>Auditor Verification</i> <i>August 3, 2015</i> The management unit has shown the social impact analysis document which describes about smallholders. But have not provided proof that the document has been socialized to its members.</p> <p><i>September 17, 2015</i> PT SIA has shown the minutes of socialization to the smallholders related to the Social impact / Social Impact Assessment conducted on September 12, 2015. This activity was attended by the chairman of KUD, KUD board, KUD advisor and smallholders.</p> <p><i>Preventive Action:</i> Tidy up the administration in the smallholder's institution and archiving the RSPO data are done separately with other documents.</p>		
2015.23	Minor 6.1.2	<p>The Document of the Implementation of Social Impact management and monitoring.</p> <p>The management unit of smallholdings has not shown the implementation records of management and monitoring of social impacts available in the smallholders institution.</p>	Smallholdings	Minor	ASA-1	The management unit of smallholdings and KUD must show the implementation records of social impact management and monitoring available in the smallholder's institution.	<p><i>Root Cause:</i> Administration is less so when the audit can not be shown.</p> <p><i>Corrective Action:</i></p> <p><i>Preventive Action:</i></p>		

No.	Ref Std	Non conformity	Location	Grade	Time limit	Corrective Action	Observation and Date	Status	Closing Date
2015.24	Minor 6.5.1	Work agreement for workers Employees in Himado KUD do not have yet the Work Agreement and the appointment letter in written form.	Smallholdings	Minor	ASA-1	Every employee there must have the work contracts and appointment letters in written form which agreed together and explained about the type of work, rights and obligations of employees, working time, working tools, remuneration in accordance with the minimum wage, health insurance, expiry date, security and work safety	<i>Root Cause:</i> <i>Corrective Action:</i> <i>Preventive Action:</i>		

3.6.4 Opportunity for Improvement

No	Ref Std	Descriptions
1	4.4.3	Mill Waste Management Management and Monitoring Reports of Effluent Utilization pay attention to the Attachment from Environmental Minister Decree No. 29 Year 2003 on the Licensing Requirements and Procedures Guidelines for Utilizing the palm oil industry effluent in the oil palm plantations.
2	4.7.3	Decent Protection Equipment Hydrant water pressure owned by the company can be improved and adapted to the potential of fire height.
3	5.1.3	The Implementation of Environmental Management and Monitoring The company needs to adjust the evaluation of each environment parameter managed with Environmental Minister Decree No. 45 Year 2005 on the Guidelines for the Preparation of the Implementation Report of Environmental Management Plan (RKL) and Environmental Monitoring Plan (RPL) and adjust to the matrix of Environmental

		Management Pland - Environmental Monitoring Plan revision in 2004.
	5.2.2	HCV Management The company can evaluate the condition of information boards and warnings that have been installed can still be read properly or needs to be repaired.
4	5.3.3	Waste Management The management units are encouraged to perform waste management in accordance with the established procedures (<i>Observation</i>)
5	6.1.4	Reviewing the Social Impact Management Plan The management unit is encouraged to perform the review process of social impact management plan every two years and involves the participation of all affected parties. (<i>Observation</i>)
6	6.2.3	List of Stakeholders The management unit is encouraged to evaluate the list of stakeholders periodically. (<i>Observation</i>)

3.6.5 Noteworthy Positive Components

No	Ref Std	Descriptions
1	-	The company's commitment to implement the principles of sustainable oil palm management
2	-	Has done a proper assessment

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

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<p>Village Head of Hibun, Maringin Jaya, Dozan and Indigenous Tomonggong</p> <ul style="list-style-type: none"> - There is a positive impact on the development of PT SIA Plantation is to improve the productivity of smallholders, infrastructure / facility around the company is well-maintained with the help of the use of heavy equipment from the company with the strict grading from the company reduce the entry of illegal FFB. - There is a weakness from the implementation of social programs that is, the social programs are done heartlessly by the company, for example the withdrawal of heavy equipment before the maintenance / repair of roads are completed by reason of heavy equipment is required for road maintenance in other places. It is caused by the number of heavy equipment unit is lacking and often broken and awaiting for the approval of spare parts procurement from the central office. - Public demand for the company social programs is more focused on the maintaining of roads as the FFB transportation infrastructure and the operational of the estate management to minimize the environmental pollution. - PT SIA (East Estate) is not realized the promise to repair the agricultural roads in Hibun Village since November 2014 with many reasons so that the letter is sent back to PT SIA (a week ago) and now there is no response from the company. - Ever happened social problems due to the company's plans to implement e-smallholdings, but this has been understood by the public that the e-smallholdings goal is to reduce the number of illegal FFB which come to the POM through the smallholdings. 	<ul style="list-style-type: none"> - True - Road maintenance will be performed according to the program. - The Company has socialized e-plasma on 30 and 31 April 2015 totask force of sub-district, Dewan Adat Dayak, KUD Himado, KUD Sepadan Jaja and Smallholder Group. 	<p>In accordance with criteria 1.1; 2.2; 2.3; 4.3; 6.1; 6.3; 6.10 and 6.11</p>

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<ul style="list-style-type: none"> - There is still a member of smallholders from Hibun Village (planting year 96 / 97) which had not yet risen the certificate and currently according to the information it still in the process in National Land Agency of Sanggau District (42 certificates). - There is still a land dispute in Hibun Village related to the enclave land belonging to the community in PT SIA Land Use Title which the land unable to issue the Land Own Title certificates before obtaining the release from the Company, currently is in the preparation of land data that will be released in coordination with relevant agencies including the Plantation Agency of Sanggau District. - PT SIA is not yet realized the agreement signed together in 2002 related to the obligations on the development of Village Treasury Estate covering an area of 16 hectares in Hibun Village as well as for Dozan Village. - Ever happened environmental pollution caused by the breakdown of waste pond, the last incident in June when there was a feast in the POM. - Village Head (Village government representatives) asks to be involved in determining the FFB price as the controller. - Ever happened objection on the application of EFB by the company on the own estate adjacent to the settlements related to the odor and the number of flies and it has been responded well by the company. - The village government felt the need to be informed if there is a change of company ownership and asked that the management turnover is not too fast because it is very disturbing the realization of the program carried out in the village. - People often get a response from the company for the assistance requested with the hanging situation caused by should awaiting a decision from the central office of PT SIA. 	<ul style="list-style-type: none"> - Publishing SHM of Hibun village is still in the process, a total of 112 fields that have been measured by the BPN officer. - Measurement of community lands which had become independent smallholdings in HGU area is still in process, after obtained the measurement data will be presented to the leaders and subsequently petitioned for release to relevant agencies. - Hibun village and Dosan Village request to develop the "Kebun Kas Desa" to companies each of 2 hectares. - - FFB price fixing by the government. - Complaints has been responded - Will be informed - Incoming mail has always responded. 	

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<ul style="list-style-type: none"> - There are complaints from the village head of Dozan related to the ability of people to purchase fertilizers which were overpriced through KUD and objected to the number of workers from outside the area that have an impact on the respect for local customs for example, defecate habits on the river, naked bathing in the river and poisoning the fish in the river. - The existence of company management is often not in the place making it difficult for people to establish the communication with the company. - “<i>Temenggung Adat</i>” stated that the incentives given by the company to the Indigenous Advisory in the Area of PT SIA is felt not feasible anymore and need to get attention. - The company needs to involve all parties in solving the problems that occur. - PT SIA obtaining land from the community with the pattern of revenue sharing of land handover by the community, for example, “<i>Mr. Temenggung Adat</i>” submitted 7.5 hectares of land and acquired smallholdings covering an area of 2 hectares (one plot) and got compensation for crops amounted to Rp 75, - / tree. - PT SIA should be able to explain the results related to the rejected fruits from FFB grading, whether processed or not because so far, the smallholders only received payment for FFB that enter the grading and did not accept rejected FFB. - Maringin Jaya village authority ever applying land for the village office, but was not granted by the company but given an alternative to rehabilitate the old village office building but until now has not been realized. - The Community of Maringin Jaya Village is also objecting to the provision of fertilizers which are expensive and demanded that PT SIA can help to provide the fertilizers. - There is still a land dispute between the company and villagers 	<ul style="list-style-type: none"> - The company has assist KUD in the procurement of fertilizers, by finding suppliers of subsidized fertilizer to be cheaper and affordable to farmers. - Companies always involve stakeholders in problem solving. - The provisions on payment of land compensation is set and agreed in accordance with the decision of Head of Parindu Subdistrict. Agreement on the land compensation system had been socialized, and were approved together during the development of the plantation. - The company has assist KUD in the procurement of fertilizers, by finding suppliers of subsidized fertilizer to 	

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<p>of Maringin Jaya on behalf of Alianto which impacted on the fencing of the land by the relevant.</p> <ul style="list-style-type: none"> - PT SIA not yet realize the promise of Sengoret river dredging, the effects of this are frequent flooding during heavy rains up to the residential areas. - Village Head of Maringin Jaya felt never received counseling both from KUD and relevant company related to the technical of fertilizing, spraying, OHS, Hazardous Waste management, etc. related to the operational technical of good oil palm cultivation. 	<p>be cheaper and affordable to farmers.</p> <ul style="list-style-type: none"> - Alianto case has been settled at the level of the Task Force and the results is Alianto got a smallholdings. 	
<p>CPO Transport Contractors (PT Bangun Melawi Persada) and PK Transport Contractors (CV Agon Jaya)</p> <ul style="list-style-type: none"> - PT SIA has done the job contract payments on time and appropriate. - Contractor who will take the product in the mill should bring a letter of introduction, using PPE, have driver license, and have the vehicle registration and identity cards. - Before entering the mill, the mill officer will check the completeness of the documents and the hygiene conditions of transport vehicles. - The price agreed on the Agreement Letter is an agreement between PT SIA and contractors. - CPO tank washed after transporting. 	<ul style="list-style-type: none"> - True - True - True - True - True 	<p>In accordance with criteria 6.10</p>
<p>Management of Himado KUD</p> <ul style="list-style-type: none"> - KUD consists of 232 groups - The communication between PT SIA and cooperatives are very good in the past, but now decreasing. 	<ul style="list-style-type: none"> - True - Communication continues to run well, but on the other KUD Himado there are six other cooperatives that must be considered 	<p>In accordance with criteria 4.6; 4.8; 5.3; 6.2; 6.3 and 6.10</p>

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<ul style="list-style-type: none"> - Socialization of the use of poisons, fertilizer and harvesting is done routinely, but lately has begun rarely. - If there are problems between PT SIA and local community, the settlement is done in accordance with the customary law. - FFB payments are made on time - Production roads in the estate are damaged. - Integrated team of PT SIA often visits to the field in the past (smallholdings) to conduct coaching, but now it has been never. - The management of ex chemical container ever socialized by company to the smallholders. - KUD did not participate on the grading activities in the mill, though the company has been invited to attend. - Fertilizers and pesticides are held by KUD itself - Fertilizing and spraying activities carried out by the smallholders themselves. 	<ul style="list-style-type: none"> - Socialization goes on, also for other KUD - True - True - Road maintenance is done according to the program. - Plasma team routinely perform field observation especially with the implementation of e Plasma. - True - KUD should have put a member on grading station in mill. - True - True 	
Forestry and Plantation Agency of Sanggau District (Section Head of Plantation Business Development) <ul style="list-style-type: none"> • Plantation Business Progress Report in accordance with Local regulation (per quarter) has not done routinely. In the period of 2014 has not been reported, in the period from January to March was reported on April 10, 2015, and in April, May, June 2015 has not been reported. • Reassessment of estate classes will be conducted in 2015 (PT SIA scheduled in August 2015) - notification is done through a letter from the Head of Forestry and Plantation Agency of Sanggau District No. 525/1052 / Hutbun.C dated May 25, 2015 concerning to the Plantation Business Assessment. • There are indigenous / local communities (Dayak) 	<ul style="list-style-type: none"> - Quarterly report of plantation business development has been carried out according to regulation, receipts archived in the office. - The company is ready to implement plantation business assessment. 	In accordance with criteria 2.1 and 6.10

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<ul style="list-style-type: none"> There were no reports of CSR program There are no FFB price agreements between KUD with PT SIA FFB Pricing is in accordance with the: <ul style="list-style-type: none"> ➢ Regulation of Agriculture Minister No. 14 / Permentan / OT.140 / 2/2013 dated February 5, 2013 on the Guidelines for the Determination of Purchase Price of FFB production from Palm Oil Growers (and the attachments) ➢ Draft I No. 586 / Ekbang / 1011 May 2015 (under revision) on the Implementation Guidelines for the Determination of K index, and the purchase price of FFB Production from Palm Oil Growers in West Kalimantan Province (and attachments) ➢ Sanggau Regent Decree No. 59 Year 2015 dated February 6, 2015 on the Establishment of Discussion Team for K Index Proposed Data of Sanggau District for the Year Budget of 2015 	<ul style="list-style-type: none"> Local residents around the company are ethnic Dayak. CSR companies routinely carried out by the proposal / incoming request letter. True 	
Social, Labor and Transmigration (Section Head of Labor Supervision, Section Head of Industrial Relations, Industrial Relations Mediator) <ul style="list-style-type: none"> PT SIA has not met the obligation to provide employment report in accordance with Article 6, paragraph (2) of Law No. 7 Year 1981. For example, POM should be reported in March 2015, West Estate there were no reports in 2013, 2014 and 2015, East Estate should be reported in May 2015, Sungai Mawang Estate should be reported in November 30, 2014. PT SIA fulfill all the employment social obligations such as Social Insurance Agency. P2K3 reports of PT SIA to the Manpower and Transmigration 	<ul style="list-style-type: none"> True P2K3 report has been submitted to related agency 	<p>In accordance with criteria 2.1; 4.7; 6.5; 6.6 and 6.7</p>

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<p>Agency of Sanggau Districts has not done routinely, for example, East Estate (should be reported on July 7, 2015) West Estate, the last report in July 2014, POM and Sungai Mawang Estate has been no report</p> <ul style="list-style-type: none"> • There were no reports of workplace accidents recorded in Labor and Transmigration Agency of Sanggau District • There is no foreign labor or inter-city inter-regional Labor (Akad). • There is no issue of child labor and discrimination • There is no dispute of industrial relations with labor • Labor wages are in accordance with Sectoral Minimum Wage of Sanggau District • There are no Worker Unions of employees (new staff) • The Collective Labor Agreement is not registered to the Labor and Transmigration Agency of Sanggau District. If the Collective Labor Agreement is ratified in the central office then there should be a Collective Labor Agreement derivatives because the legal entity is different so that the content of Collective Labor Agreement must be adapted to the site conditions (in accordance with the Minister Decree No. 28 Year 2012 on the Procedure for the Approval of Government Regulation and Collective Labor Agreement). 	<ul style="list-style-type: none"> • Accidents recorded have been reported • True • True • True • True • The Collective Labor Agreement is still drafting process. 	
<p>Environmental Agency of Sanggau District (Division Head of Environmental Recovery)</p> <ul style="list-style-type: none"> • PT SIA reported the environmental aspects routinely, such as Environmental Management Plan / Environmental Monitoring Plan, Land Application Monthly Reports, air emissions and hazardous waste handling reports. The reportsof Environmental Management Plan / Environmental Monitoring Plan in the period from July to December, 2014 was delivered 	<ul style="list-style-type: none"> • True 	<p>In accordance with criteria 2.1; 4.4; 5.1; 5.3 dan 5.6.</p>

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<p>on April 16, 2015, the report of hazardous waste in the period from April to June 2015 was delivered on 26 June 2015, the Monthly Report of Land Application in May 2015 was delivered on June 26, 2015, the Report of Air Emission in the period from July to December 2014 was delivered on February 12, 2015.</p> <ul style="list-style-type: none"> PT SIA has a permission of hazardous waste warehouse based on the Decree from the Head of Investment and Licensing Services of Sanggau District No. 503/003 / PMPP-D / LB3 / 2015 dated June 30, 2015 on the licensing of hazardous waste Temporary warehouse To PT Sime Indo Agri in Perindu District no environmental pollution issues 	<ul style="list-style-type: none"> True True 	
<p>National Land Agency of Sanggau District (Section Head of Land Rights and Land Registry)</p> <ul style="list-style-type: none"> The number of smallholders certificate in PT SIA in 2011: <ul style="list-style-type: none"> Dosan village as many as 979 (162 fields included in the forest area) so that the processed and get the certificate is only 632 Hibun Village as many as 282 (89 included in the Nucleus Land Use Title) so that the processed and get the certificate is only 193. Maringin Jaya Village as many as 193 (1 field included in the Nucleus Land Use Title) so that the processed and get the certificate is only 192. The total of certificates which have been finished processing as many as 1,272 The number of smallholders certificates in PT SIA in 2015 which still being processed: <ul style="list-style-type: none"> As many as 111 fields are in the process of rights certificate (99 + 12) 	<ul style="list-style-type: none"> 290 certificates are still in the process of issuing. Already issued 10 certificates of a total of 111 on August 21, 2015. 	<p>In accordance with criteria 2.1 and 2.2</p>

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<ul style="list-style-type: none"> ➤ As many as 104 fields are in the process of cost submission. • There is a process of releasing the Land Use Title but not yet submitted to the National Land Agency • Poles installed in the nucleus estate and in the smallholdings have been through the measurement results from National Land Agency • Communication and coordination between the company with National Land Agency has been good • Head of National Land Agency of Sanggau District sending a letter to PT SIA No. 24/300/61.03/11/2014 dated February 19, Regarding to the Cost breakdown of Non-Tax Revenues (PNBP) 	<ul style="list-style-type: none"> • True • True • True • Costs have been realized dated 2 April 2014 	
Workers Union <ul style="list-style-type: none"> • Employees Collective Labor Agreement is not yet available (the last in 2009, extended for 1 year) • Indonesian Workers Union, employees feel that the old Collective Labor Agreement is no longer valid because it was not appropriate, and there has been no discussion with the management unit of PT SIA • The chairman is appointed by the boards • The company does not want to work together to help collecting the member dues • Indonesian Workers Union has sent the letters several times but were never responded by the company management, for example, a letter about the refusal on the Elimination of Small Salary addressed to the Manager of East and West No. 01 / PUK-KSPSI / SIA / I / 2014 dated February 6, 2015, then the same letter was sent again to the Head Zone of Sanggau 	<ul style="list-style-type: none"> • The Collective Labor Agreement is still drafting process. • The Collective Labor Agreement is still drafting process. • True 	<p>In accordance with criteria 6.5</p>

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<p>Dated February 10, 2015 but until now has not received a reply</p> <ul style="list-style-type: none"> If there are problems with the employees, the board of Indonesian Workers Union was never called, so feel unappreciated The expectation from Indonesian Workers Union Board is: good cooperation between the company with the employees 		
<p>Gender Committee of West Estate</p> <ul style="list-style-type: none"> There were no complaints related to sexual harassment during the period of 2014 to 2015 The last meeting of gender committee held on June 15, 2015, was attended by 53 female employees and employee wives. The meeting discussed about the complaint procedure from the field until management and introduction to the boards Gender committee boards ratified by the Tasks Executor of Social, Labor and Transmigration Head of Sanggau District. The board consists of the Chairman, Secretary, Coordinator of Office Employee, coordinator of Mess Women and coordinator of Women Staff. In the ratification is not listed the date of ratification and the period of the management 	<ul style="list-style-type: none"> True True True 	<p>In accordance with criteria 6.9</p>
<p>Gender Committee of East Estate</p> <ul style="list-style-type: none"> There are 2 complaints during the period from 2014 to 2015 related to the domestic violence. Gender committee boards ratified by the Tasks Executor of Social, Labor and Transmigration Head Agency of Sanggau District on February 20, 2014. The Board consists of the Chairman, Secretary, Coordinator of the Office Employees, coordinator of the Housing, Field Coordinator. 	<ul style="list-style-type: none"> True True 	<p>In accordance with criteria 6.9</p>

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
Harvest contractor in East Estate <ul style="list-style-type: none"> • Labor as many as 20 people (as many as 14 people from Lombok, 2 people from Java, and 4 people from local labor) • Payments to the workers based on the number of bunches produced (the average of revenue per person is Rp 100,000 / day) • Working days from Monday to Saturday, while Sunday is tentative depending on the weather and the harvester desire • Facilities provided by the company, such as PPE, housing, transportation and harvesting equipment • The contract for 6 months • Employee age ranged from 20 to 46 years old • All the employees are not insured, and the employees should pay for itself if want to register to the Social Insurance Agency (there are 5 local workers who intend to register) • Safety Briefing conducted every morning • Not yet hold employment contracts. Read the contract before signing 	<ul style="list-style-type: none"> • True • True • True • True • Social Insurance is only given to employees of the company • True • Companies did the contract with the coordinator 	<p>Became Non conformity No. 2015..01 with Major Category</p>
Harvest contractor in West Estate <ul style="list-style-type: none"> • The labor amounted to 18 people (all from Lombok). • Know the duration of the contract for 3 months but in the contract copy listed 1 month and has not been renewed • Payments to workers based on the number of bunches produced (the average of revenue per person is Rp 100,000 / day). • The working day is determined by the weather (just off during rainy days) 	<ul style="list-style-type: none"> • True • True 	<p>Became Non conformity No. 2015..01 with Major Category</p>

Issue from Public (Institution / NGO / Public)	Management Response	Auditor Response
<ul style="list-style-type: none"> Facilities provided by company, such as PPE, Housing, and Transportation Harvesting equipment provided by the company, but must be paid by the contractor in installments for 6 months. Employees' age ranged from 18 to 30 years old. Do not hire younger than 18 years old because the harvest work is very hard / very risky. All contract employees are not covered by insurance Safety Briefing delivered by the company every morning Contractors have not been holding an employment contract. Read the contract before signing All contract employees sign a willingness to perform specific jobs and will earn a salary in accordance with the agreement. 	<ul style="list-style-type: none"> True True Social Insurance is only given to employees of the company True Companies did the contract with the coordinator True 	

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 Sime Indo Agro
Head of PSQM

A handwritten signature in dark ink, appearing to read "Pirabakaran", with a long horizontal stroke extending to the right.

Mohamad Pirabakaran
Thursday, 26 May 2016

Mutuagung Lestari
Lead Auditor

A handwritten signature in dark ink, appearing to read "Ardiansyah", with a circular loop at the start and a long horizontal stroke at the end.

Ardiansyah
Thursday, 26 May 2016

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

No	Institution/NGO/ Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Lands Office	Sanggau, Kalimantan Barat Province	-	Direct Consultation	28 July 2015	√	
2	Labour and Transmigration Agency	Sanggau, Kalimantan Barat Province	-	Direct Consultation	28 July 2015	√	
3	Plantation Agency	Sanggau, Kalimantan Barat Province	-	Direct Consultation	28 July 2015	√	
4	Environmental Bodies	Sanggau, Kalimantan Barat Province	-	Direct Consultation	28 July 2015	√	
5	Chief of Hibun Village	Hibun Village, Sanggau District, Kalimantan Barat Province	-	Direct Consultation	28 July 2015	√	
6	Chief of Maringin Jaya Village	Maringin Jaya Village, Sanggau District, Kalimantan Barat Province	-	Direct Consultation	28 July 2015	√	
7	Chief of Dozan Village	Dozan Village, Sanggau District, Kalimantan Barat Province	-	Direct Consultation	28 July 2015	√	
8	Palm Kernel Transport Contractor (PT Agon Jaya)	Kalimantan Barat Province	-	Direct Consultation	29 July 2015	√	
9	CPO Transport Contractor (PT Bangun Melawi Persada)	Kalimantan Barat Province	-	Direct Consultation	29 July 2015	√	
10	KUD Himado	Parindu Sub-district, Sanggau District, Kalimantan Barat Province	-	Direct Consultation	30 July 2015	√	
11	Harvest Contractor	Sanggau District	-	Direct Consultation	29 July 2015	√	
12	Workers Union	Sanggau District	-	Direct Consultation	29 July 2015	√	
13	Gender Committee	Sanggau District	-	Direct Consultation	29 July 2015	√	
14	AMAN	Jakarta, Indonesia	rumahaman@cbn.net.id	email	14 July 2015		√
15	Sawit Watch	Jakarta, Indonesia	info@sawitwatch.or.id	email	14 July 2015		√
16	WWF	Jakarta, Indonesia	wwf-indonesia@wwf.or.id	email	14 July 2015		√

Appendix 2 Assessment Program		
Date	27 July – 01 August 2015	
PROGRAM	PROCESS	AUDITOR
Monday/Senin, 27 July 2015		
05.40 – 07.00	JAKARTA → PONTIANAK	• ARD/ LN/ JA/ EH/ NM
07.30 – 14.30	PONTIANAK → SITE	• ARD/ LN/ JA/ EH/ NM
15.00 – 16.00	OPENING MEETING	• ARD/ LN/ JA/ EH/ NM
16.00 – 17.00	Verification review of previous visit non-conformance (ST-2 – ASA-4) RSPO and preparation of stakeholder consultation.	• ARD/ LN/ JA/ EH/ NM
Tuesday /Selasa, 28 July 2015		
08.00 – 12.00	<ul style="list-style-type: none"> Stakeholders consultation to Related Government Institution (Sanggau District Government and local NGO) Stakeholders consultation to Nearest village and community leader Field Observation EAST ESTATE: <ul style="list-style-type: none"> Manuring, Spraying, Harvesting, IPM, Worker Welfare (payments, complaint mechanism). Emplasment, Hazardous Waste Storage (LB3), Hazardous storage, OHS, Workshop, Worker Welfare (payments, complaint mechanism) and Land Fire facilities. 	<ul style="list-style-type: none"> EH NM LN/ JA ARD
12.00 – 14.00	BREAK	• ARD/ LN/ JA/ EH/ NM
14.00 – 17.00	<ul style="list-style-type: none"> Clarification of Public Consultation and field observation Field Observation BUKTI AJONG MILL: <ul style="list-style-type: none"> WWTP, WTP, Hazardous storage, waste management and Workshop. Supply Chain and interview with contractor Operational, OHS and Worker Welfare (payments, complaint mechanism). 	<ul style="list-style-type: none"> EH/ NM ARD ARD LN/ JA
Wednesday /Rabu, 29 July 2015		
08.00 – 12.00	Field Observation WEST ESTATE <ul style="list-style-type: none"> Manuring, Spraying, Harvesting, IPM, OHS and Worker Welfare (payments, complaint mechanism) Hazardous Waste Storage (LB3), Hazardous storage, OHS, Workshop, Worker Welfare (payments, complaint mechanism) and Land Fire facilities. Emplasment and Worker Welfare (payments, complaint mechanism). Field Observation PT SIA <ul style="list-style-type: none"> Legal boundry and Conservation area Public facilities (health clinic, education facility, etc) 	<ul style="list-style-type: none"> LN/ JA ARD EH
12.00 – 14.00	BREAK	• NM
14.00 – 17.00	<ul style="list-style-type: none"> Stakeholders consultation to Labour union (SPSI), Gender Committee and local contractor. Clarification of Public Consultation and field observation 	<ul style="list-style-type: none"> EH ARD/ LN/ JA/ EH/ NM EH ARD/ LN/ JA/ EH/ NM
Thursday /Kamis, 30 July 2015		
08.00 – 12.00	Field Observation HIMADO SCHEME SMALLHOLDER <ul style="list-style-type: none"> Manuring, Spraying, Harvesting, IPM, Hazardous waste management, Worker Welfare (payments, complaint mechanism). Hazardous Waste Management, Hazardous Material (B3) management and Land Fire facilities. 	<ul style="list-style-type: none"> ARD/ LN/ JA/ NM EH
12.00 – 14.00	BREAK	• ARD/ LN/ JA/ EH/ NM
14.00 – 17.00	Continue Field Observation HIMADO SCHEME SMALLHOLDER	• ARD/ LN/ JA/ EH/ NM
Friday/Jumat, 31 July 2015		
08.00 – 12.00	Completion of checklist clarification/ follow up for outstanding audit issues	• ARD/ LN/ JA/ EH/ NM
12.00 – 13.00	BREAK	• ARD/ LN/ JA/ EH/ NM

13.00 – 15.00	Audit finding discussion and preparation	• ARD/ LN/ JA/ EH/ NM
15.00 – 17.00	CLOSING MEETING	• ARD/ LN/ JA/ EH/ NM
17.00 – 22.00	SITE → PONTIANAK	• ARD/ LN/ JA/ EH/ NM
Saturday/Sabtu, 1 August 2015		
10.50 – 11.50	PONTIANAK → JAKARTA	• ARD/ LN/ JA/ EH/ NM