

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

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

Name of Management Organisation : **Selabak POM, PT Swadaya Andika subsidiary of Sime Darby Plantation Sdn Bhd**

Plantation Name : **Selabak Estate; Randy Estate; Sangkoh Estate (PT Swadaya Andika) dan Lanting Estate (PT Langgeng Muaramakmur)**

Location : **Selabak Village, Sub District of Sungai Durian, District of Kotabaru Province Kalimantan Selatan, Indonesia**

Certificate Code : **MUTU-RSPO/015**

Date of Certificate Issue : **March 16<sup>th</sup> 2012**      Date of License Issue : **March 16<sup>th</sup> 2016**

Date of Certificate Expiry : **March 15<sup>th</sup> 2017**      Date of License Expiry : **March 15<sup>th</sup> 2017**

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
<b>ST-1</b>	8 – 13 April 2011	Deni A. Novendi; Faruk Ahmad Nasir; Oktovianus Rusmin; Marsudi Eko Santoso	Taufik Margani	Tony Arifiarachman
<b>ST-2</b>	4 – 10 Juni 2011	Taufik Margani; Faruk Ahmad Nasir; Oktovianus Rusmin; Marsudi Eko Santoso	Reny Rustianingsih	Tony Arifiarachman
<b>ASA-1</b>	14-16 January 2013	Taufik Margani (Lead Auditor Witnesser), Oktovianus Rusmin (Lead Auditor Witnessed), Y. Wisnu R., Ardiansyah, Moh Arif Yusni	Octo Nainggolan	Taufik Margani
<b>ASA-2</b>	24 – 28 February 2014	Bukti Bagja (Lead Auditor Witnesser), Taufik Margani (Lead Auditor Witnessed), Muardi Marwas, Sandra Purba, Brigitta Prita (Auditor Undertrainee), Yohanes Hardian (Observer)	Octo Nainggolan	Tony Arifiarachman
<b>ASA-3</b>	17 – 20 Februari 2015	Taufik Margani (Lead Auditor), Abdul Rahman, Nanang Muallib, Warsito, dan Muhammad Amarullah	Octo Nainggolan	Tony Arifiarachman
<b>ASA-4</b>	25 – 28 January 2016	Trismadi Nurbayuto (Lead Auditor), Leonada, Moh Arif Yusni, Panggading Hariara	Octo Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
<b>ASA-4</b>	<b>24 March 2016</b>

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 MUTU Certification Accredited by Accreditation Services International  
 on March 12<sup>th</sup>, 2014 with registration number **RSPO-ACC-007**

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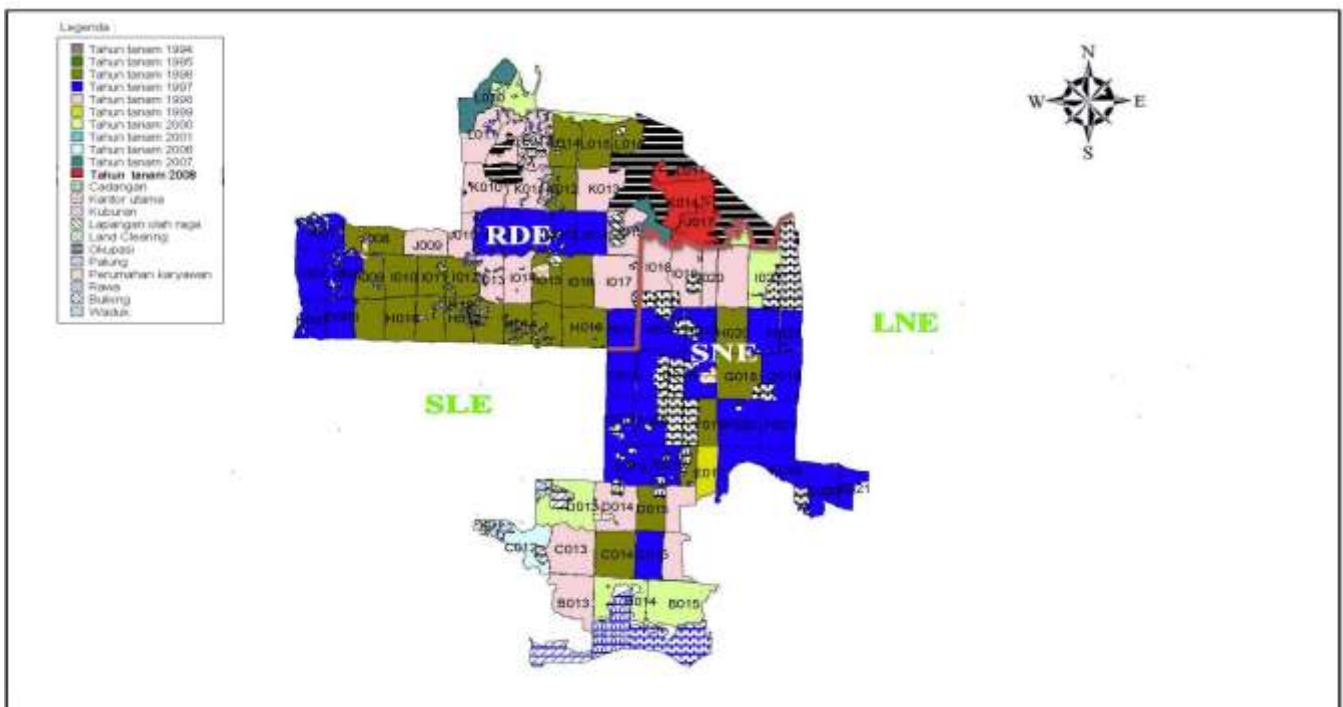
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Figure 1. Location Map of PT. Swadaya Andika



Figure 2. Operational Map of PT. Swadaya Andika



**Abbreviations Used**

SEIA	:	<i>Social and Environmental Impact Assessment</i>
PPE	:	<i>Personal Protective Equipment</i>
ARM	:	<i>Agricultural Reference Manual</i>
ASEAN	:	Association of South East Asian Nations
BOD	:	Biological Oxygen Demand
CD	:	Community Development
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
CSPK	:	Certified Sustainable Palm Kernel
CSPO	:	Certified Sustainable Palm Oil
EFB	:	Empty Fruit Bunch
EIA	:	Environment Impact Assessment
FFB	:	<i>Fresh Fruit Bunches</i>
FPIC	:	<i>Free Prior Inform Consent</i>
GHG	:	<i>Green House Gas</i>
HGU	:	<i>Land Use Permit</i>
HIRAC	:	Hazard Identification Risk Assessment and Risk Control
IUP	:	<i>Plantation Business Licence</i>
WWTP	:	<i>Wastewater Treatment Plant</i>
OHS	:	<i>Occupational Health and safety</i>
KER	:	Kernel Extraction Ratio
LC	:	Land Clearing
LCA	:	Labour Collaborative Agreement
LMI	:	Laguna Mandiri
LMR	:	Langgeng Muara Makmur
LNE	:	Lanting Estate
MN	:	Main Nursery
HCV	:	<i>High Conservation Value</i>
OER	:	Oil Extraction Ratio
IPM	:	<i>Integrated Pest Management</i>
PK	:	Palm Kernel
POM	:	<i>Palm Oil Mill</i>
RDE	:	Randi Estate
RSPO	:	Rountable on Sustainable Palm Oil (Minyak Sawit Berkelanjutan)
RTF	:	Rantau Factory
SAA	:	Swadaya Andika
SCCS	:	Supply Chain Certification System

SIA	:	Social Impact Assessment
SLE	:	Selabak Estate
SLF	:	Selabak Factory
SNE	:	Sangkoh Estate
SOP	:	Standart Operating Procedure
SOU	:	Satuan Operating Unit
TLB	:	Tractor, Loader, Bachoe
UMR	:	Upah Minimum Regional ( <i>Minimum Payment Rate</i> )
WHO	:	World Health Organizations

<b>1.0</b>	<b>SCOPE of the CERTIFICATION ASSESSMENT</b>		
<b>1.1</b>	<b>Assessment Standard Used</b>	<ul style="list-style-type: none"> <li>• <i>RSPO Principles and Criteria (P&amp;C) for for the Production of Sustainable Palm Oil - April 25<sup>th</sup>, 2013.</i></li> <li>• <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</i></li> </ul>	
<b>1.2</b>	<b>Organisation Information</b>		
1.2.1	Organisation name listed in the certificate	PT Swadaya Andika subsidiary of Sime Darby Plantation Sdn Bhd	
1.2.2	Contact person	Tang Men Kon	
1.2.3	Organisation address and site address	<p><b>Malaysia:</b> No 2, Plantation Tower Jalan PJU 1A/7Petaling Jaya, Malaysia 47301.</p> <p><b>Indonesia :</b> The Plaza Lt. 36 Jl MH Thamrin Kav. 28-30 Jakarta 10350.</p>	
1.2.4	Telephone	+62-21-29926000	
1.2.5	Fax	+62-21-29922686	
1.2.6	E-mail	mohamad.pirabaharan@simedarby.com	
1.2.7	Web page address	<a href="http://www.simedarby.com">www.simedarby.com</a>	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan (Head of PSQM Minamas Plantation Indonesia)	
1.2.9	Registered as RSPO member	1-0008-04-000-00– 7 September 2004	
<b>1.3</b>	<b>Type of Assessment</b>		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base: Selabak POM, Selabak estate (SLE), Sangkoh Estate (SNE), Randi Estate (RDE) and Lanting Estate (LNE) PT. LMR	
1.3.2	Type of certificate	Single	
<b>1.4</b>	<b>Locations of Mill and Plantation</b>		
1.4.1	Location of Mill		
	<b>Name of Mill</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b> <b>Longitude</b>
	Selabak POM	Manunggul Lama Village, Sub district Sei Durian, District Kotabaru, Province Kalimantan Selatan	2° 29' 86" S      116° 12' 23" E
1.4.2	Location of Certification Scope of Supply Base		
	<b>Name of Supply Base</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b> <b>Longitude</b>
	Randi Estate	Manunggal Lama Village/ Sub district Sungai Durian/ District Kotabaru/ Kalimantan Selatan	2°31'20" - 2°24'28" S      116°09'35" - 116°13'31" E



Selabak Estate	Selabak Village/ Sub district Sungai Durian / District Kotabaru / Kalimantan Selatan	2°30'07" - 2°27'46" S	116°08'08" - 116°13'06" E
Sangkoh Estate	Manunggal Lama Village/ Sub district Sungai Durian / District Kotabaru / Kalimantan Selatan	2°31'20" - 2°26'17" S	116°12'19" - 116°15'58" E
Lanting Estate	Harapan Baru Village/ Sub district Pamukan Utara/ District Kotabaru / Kalimantan Selatan	2°29'26" - 2°26'09" S	116°15'09" - 116°20'25" E

**1.5 Description of Area Statement**

1.5.1	Tenure	
	• State	13,680.25 Ha
	• Community	- Ha

**1.5.2 Area Statement**

	Selabak Estate	Randi Estate	Sangkoh Estate	Lanting Estate	TOTAL (ha)
Total area	3,757.67	2,883.98	3,789.33	3,249.27	13,680.25
Mature area	3,153.19	2,358.71	2,427.58	2,734.62	10,674.10
Immature area	114.03	-	170.02	-	284.05
Replanting area	60.39	101.56	167.97	-	329.92
Mill	14.21	-	-	-	14.21
Emplacement	65.57	35.58	33.00	53.95	188.10
Infrastructure	148.89	77.95	139.33	87.80	453.97
Hill, river and swamp	-	100.98	13.75	74.18	188.91
Dock	-	-	6.85	-	6.85
Occupation	59.66	44.26	261.21	31.86	396.99
HCV	111.73	164.94	569.62	266.86	1,113.15
Nursery	30.00	-	-	-	30.00

**1.6 Planting Year and Cycles**

1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		Selabak Estate	Randi Estate	Sangkoh Estate	Lanting Estate	Total
	1994	834.66	-	-	-	834.66
	1995	179.94	-	-	-	179.94
	1996	1,127.00	1,073.80	257.33	1,706.63	4164.76
	1997	-	517.30	913.02	417.00	1847.32
	1998	597.72	624.72	592.12	398.58	2213.14
	1999	-	-	43.12	-	43.12
	2000	-	77.02	346.05	-	423.07
	2001	124.04	-	-	-	124.04
	2006	116.96	-	60.55	60.36	237.87

	2007	172.87	65.87	31.41	-	270.15	
	2008	-	-	183.98	-	183.98	
	2009	-	-	-	54.49	54.49	
	2010	-	-	-	97.56	97.56	
	2014	-	-	170.02	-	170.02	
	2015	114.03	-	-	-	114.03	
	Replanting 2015/2016	60.39	101.56	167.97	-	329.92	
	<b>TOTAL</b>	<b>3,327.61</b>	<b>2,460.27</b>	<b>2,765.57</b>	<b>2,734.62</b>	<b>11,228.07</b>	
1.6.2	New Planting area after January 2010			- Ha			
1.6.3	Planting Cycle			1 <sup>st</sup> Cycle and 2 <sup>nd</sup> Cycle			
<b>1.7</b>	<b>Description of Mill and Supply Base</b>						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Selabak POM	30	84,369.21	17,914.33	21.23	3,944.14	4.67
	*Production data source January – December 2015						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/ye ar)	Supplied to Mill	
						FFB (tonnes/year)	%
	Selabak	3,757.67	3,327.61	33,363.30	10.21	14,358.80	43.04
	Randi	2,885.33	2,460.27	32,940.83	13.97	10,411.58	31.61
	Sangkoh	3,787.98	2,765.57	30,062.38	11.57	28,374.03	94.38
	Lanting	3,249.27	2,734.62	33,810.91	12.36	30,658.02	90.67
	<b>TOTAL</b>	<b>13,680.25</b>	<b>11,228.07</b>	<b>130,177.4</b>	<b>11.88</b>	<b>83,802.43</b>	<b>64.38</b>
	* Production data source January – December 2015						
	** Some of FFB from PT. SAA delivered to other mill subsidiary of Sime Darby Sdn Bhd in Pamukan and Sungai Durian (Rantau Factory PT. LMI, Betung Factory PT. LMI and Bebunga Factory PT. LMR)						
1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill			
				FFB (tonnes/year)			
	Matalok Estate (RSPO Certified)	PT Laguna Mandiri	District Kotabaru, Kalimantan Selatan	5.20			
	KKPA Sungai Cengal (RSPO Certified)	PT Swadaya Andika	District Kotabaru, Kalsel	641.58			
	<b>TOTAL</b>			<b>645.78</b>			
	* Production data source January – December 2015						
1.7.4	Product categories			FFB, CPO, PK			
<b>1.8</b>	<b>Estimate Tonnage of Certified Product</b>						
1.8.1	Past Annual Claim Certified Product			Previous Certificate Claim March 16 <sup>th</sup> 2015 s.d. March		Aktual produk bersertifikat Periode	



		15 <sup>th</sup> 2016 (ton/tahun)	March 16 <sup>th</sup> 2015 s.d. March 15 <sup>th</sup> 2016 (ton/tahun)				
	• TBS Produksi	170,717	130,177.4*				
	• CPO Produksi	37,558	15,638.85				
	• Palm Kernel (PK)Produksi	8,536	3,442.145				
	* Some of FFB from PT. SAA delivered to other mill subsidiary of Sime Darby Sdn Bhd in Pamukan and Sungai Durian (Rantau Factory PT. LMI, Betung Factory PT. LMI and Bebunga Factory PT. LMR)						
1.8.2	Estimate of Certified FFB Claim						
	<b>Name of Estate(s)</b>	<b>Total Area (Ha)</b>	<b>Planted Area (Ha)</b>	<b>FFB (tonnes/year)</b>	<b>Yield (tonnes/ha/year)</b>		
	Selabak	3,757.67	3,327.61	34,031	10.42		
	Randi	2,885.33	2,460.27	33,600	14.24		
	Sangkoh	3,787.98	2,765.57	30,664	11.80		
	Lanting	3,249.27	2,734.62	34,487	12.61		
	<b>TOTAL</b>	<b>13,680.25</b>	<b>11,228.07</b>	<b>132,782</b>	<b>12.12</b>		
	*Projected FFB production for January 2016 – December 2016						
1.8.3	Estimate of Certified Palm Product Claim						
	<b>Name of Mill</b>	<b>Capacity (tonnes/ hour)</b>	<b>FFB Processed (tonnes/year)</b>	<b>CPO</b>		<b>Palm Kernel</b>	
				<b>Out put (tonnes)</b>	<b>Extraction (%)</b>	<b>Out put (tonnes)</b>	<b>Extraction (%)</b>
	Selabak	30	132,782	28,548	21.50	6,639	5.00
	* Projected CSPO and CSPK production for January 2016 – December 2016						
1.9	<b>Other Certifications</b>						
	<b>ISO 9001:2008</b>			-			
	<b>ISO 14001: 2004</b>			-			
	<b>OHSAS 18001:2007</b>			-			
	<b>ISCC</b>			ISCC Certified on 2015 (Certificate EU-ISCC-Cert-DE/100-20152132 from 20 April 2015 s.d. 19 April 2016)			
	<b>ISPO</b>			ISPO certified on 2013 (Certificate MUTU-ISPO/003 December 4 <sup>th</sup> 2012)			
1.10	<b>Time Bound Plan</b>						
1.10.1	<b>Time Bound Plan for Other Management Units</b>						
	<b>Management Unit</b>		<b>Estate (Supply Base)</b>	<b>Time Bound Plan</b>	<b>Location</b>		
	<b>MILL</b>	<b>Time Bound Plan</b>					
	Sekunzir. PT. Indotruba Tengah	Certified 2010	Sekunzir Seruyan	Certified 2010 Certified 2010	Seruyan and West Kotawaringin District – Central Kalimantan		
	Manggala. PT. Tunggal Mitra Plantations	Certified 2010	Manggala 1 Manggala 2 Manggala 3	Certified 2010 Certified 2010 Certified 2010		Rokan Hilir District – Riau	
	PT. Sime Indo Agro	Certified 2010	PT. Sime Indo Agro	Certified 2010	Sanggau District –West Kalimantan		
	Teluk Siak.	Certified	Teluk Siak	Certified 2011	Pekanbaru, Siak District – Riau		

PT Aneka Inti Persada	2011	Pinang Sebatang	Certified 2011	
		Aneka Persada	Certified 2011	
Sungai Pinang. PT. Bina Sains Cemerlang	Certified 2012	Sungai Pinang	Certified 2012	Musi Rawas District – South Sumatera
		Bukit Pinang	Certified 2012	
Sukamandang. PT. Kridatama Lancar	Certified 2011	Sukamandang	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan
		Sapiri	Certified 2011	
		Baras Danum	Certified 2011	
		Kuala Kuayan	Certified 2011	
Pematang. PT. Teguh Sempurna	Certified 2011	Pematang	Certified 2011	Seruyan and East Kotawaringin District – Central Kalimantan
		Kawan Batu	Certified 2011	
		Hatan Tiring	Certified 2011	
		Batang Garing	Certified 2011	
Teluk Bakau. PT. Bhumireksa Nusa Sejati	Certified 2011	Teluk Bakau	Certified 2011	Indra Giri Hilir District – Riau
		Nusa Perkasa	Certified 2011	
		Nusa Lestari	Certified 2011	
Mandah. PT. Bhumireksa Nusa Sejati	Certified 2014	Mandah	Certified 2011	Indra Giri Hilir District – Riau
		Rotan Semelur	Certified 2011	
Angsana Mini. PT Sajang Heulang	Certified 2011	KKPA-1 PT.SHE	Certified 2013	Tanah Bumbu District – South Kalimantan
		Pantai Bonati	Certified 2011	
Angsana. PT Ladangrumpun Suburabadi	Certified 2011	Angsana	Certified 2011	Tanah Bumbu District – South Kalimantan
		Gunung Sari	Certified 2011	
		KKPA-4 PT.SHE	Certified 2013	
Mustika. PT Sajang Heulang	Certified 2013	KKPA-2 PT.SHE	Certified 2013	Tanah Bumbu District – South Kalimantan
		KKPA-3 PT.SHE	Certified 2013	
		KKPA-5 PT.SHE	Certified 2013	
Gunung Aru. PT Bersama Sejahtea Sakti	Certified 2011	Gunung Aru	Certified 2011	Kotabaru District – South Kalimantan
		Gunung Kemasan	Certified 2011	
		Laut Timur	Certified 2011	
		Pantai Timur	Certified 2011	
Bebunga. PT. Langgeng Muaramakmur	Certified 2011	Sungai Cengal	Certified 2011	Kotabaru District – South Kalimantan
		Bebunga	Certified 2011	
		KKPA Sungai Cengal	2014	
Pondok Labu. PT Paripurna Swakarsa	Certified 2012	Binturung	Certified 2012	Kotabaru District – South Kalimantan
		Pondok Labu	Certified 2012	
		Rampa	Certified 2012	
		Sesulung	Certified 2012	
Selabak. PT Swadaya Andhika	Certified 2012	Selabak	Certified 2012	Kotabaru District – South Kalimantan
		Randi	Certified 2012	
		Sangkoh	Certified 2012	
		Lanting	Certified 2012	
Rantau. PT Laguna Mandiri	Certified 2012	Rantau	Certified 2012	Kotabaru District – South Kalimantan
		Matalok	Certified 2012	

Betung. PT Laguna Mandiri	Certified 2014	Betung	Certified 2012	Kotabaru District – South Kalimantan
		Sekayu	Certified 2012	
Ungkaya. PT Tamaco Graha Krida	Certified 2012	Ungkaya	Certified 2012	Morowali District – Sulawesi Tengah
		Plasma TGK	Certified 2015	
Ladang Panjang. PT Bahari Gembira Ria	Certified 2012	Ladang Panjang	Certified 2012	Muaro Jambi District - Jambi
		Plasma BGR	2016	
Rantau Panjang. PT Guthrie Pecconina Indonesia	Certified 2012	Rantau Panjang	Certified 2012	Musi Banyuasin District – South Sumatera
		Bumi Ayu	Certified 2012	
		Karang Ringin	Certified 2012	
		Napal	Certified 2012	
		Mangun Jaya	Certified 2012	
		KKPA Sungai Jernih	2016	
Blang Simpo. PT Perkasa Subur Sakti	Certified 2013	Tamiang (PT PPP)	Certified 2013	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam
		Batang Ara ((PT PSK))	Certified 2013	
		Blang Simpo-01 (PT PPP)	Certified 2013	
		Blang Simpo-02 (PT PPP)	Certified 2013	
MAS. PT Mitra Austral Sejahtera	2017	MAS 1	2017	Sanggau District – West Kalimantan
		MAS 1	2017	
		MAS 1	2017	
Lembiru. PT Sandika Nata Palma	Certified 2014	Lembiru	Certified 2014	Ketapang District – West Kalimantan
		Awatan	Certified 2014	
		Karya Palma	2016	
		Pelanjau (PT BAL)	2018	
		Sungai Putih (PT BAL)	2018	
		Baturus (PT BAL)	2018	
<p>Sime Darby has achieved 39 management units in Malaysia and 21 Management Units in Indonesia RSPO certified. There was change of the Time Bound Plan under Sime Darby cause the Sime Darby postpone the others certification process. Change of the Time Bound Plan explanation:            PT Mitra Austral Sejahtera. There are social issue still unresolved from the Serikat Petani Kelapa Sawit (SPKS) Sanggau, however the improvement are in progress.            Sime Darby has informed the Time Bound Plan progress, MUTUAGUNG has consider that Sime Darby still comply with the RSPO requirement for partial certification.</p>				
1.10.2	<b>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</b>			
<p>PT Swadaya Andika has associated smallholder (KKPA) program. The evidences are:</p> <ol style="list-style-type: none"> <li>MoU between KUD Bina Swadaya Karya with PT. Swadaya Andika to develop and managing associated smallholder palm oil plantation project ±1.200 ha (No. 001/PK-SAA/X/2008, Agust 11<sup>st</sup> 2008). 11,58 % of hectarage are from PT SAA area. PT. SAA also has a program to developing associated smallholder in Rantau Buda village for 2,143.17 Ha (20.68% from outside PT. SAA area) it cause from Rantau Buda society proposal to increase hectarage about 1,000 Ha. This proposal is on processes in KUD Bina Swadaya Karya to complete documents requirement.</li> <li>Head of Kotabaru District Decision (188.45/449/KUM, 2008) about Development of Palm Oil Plantation revitalization program on associated smallholder scheme with Rantau Buda Village, Sub district Sungai Durian District Kotabaru in 2008 in about 517 members (1.200 ha).</li> </ol> <p>Associated smallholder plantation is manage by Sungai Cengal KKPA that separated with Main Estate Management for</p>				

<p>all Sungai Cengal areas which are Sungai Durian and Pamukan. Sungai Cengal KKPA has RSPO certified and included in scope of Rantau Factory.</p>
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<b>2.0</b>	<b>ASSESSMENT PROCESS</b>
<b>2.1</b>	<b>Assessment Team</b>
<b>ASA-4</b>	<ul style="list-style-type: none"> <li>• <b>Trismadi Nurbayuto (Lead Auditor).</b> ). Bachelor of Economics from the Department of Agribusiness, Faculty of Economics and Management, Bogor Agricultural University. Specialists for Environmental Social Impact Assessment (SEIA) and High Conservation Value (HCV). Has attended several training such as: HCV, Auditor for Indonesian Sustainable Palm Oil (ISPO) training and Auditor/Lead auditor Management System Certification (ISO 9001-2008). Previously worked in the private oil palm plantations, became HCV assessor who registered at the Roundtable on Sustainable Palm Oil (RSPO) until 2014. He has been involved in the SEIA and Identification of HCV in Plantation company</li> <li>• <b>Leonada (Auditor).</b> 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</li> <li>• <b>Moh Arif Yusni (Auditor).</b> Bachelor of Agriculture, majoring of Plant Pest and Diseases (Plant Protection). He has a working experience for 2 (two) years in oil palm Plantation Company in Indonesia. Trainings attended namely: Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course and Auditor/Lead auditor Management System Certification (ISO 9001-2008), Now he worked at Professional Certification Body. He has been several times following audit related to sustainable palm oil certification system as an auditor.</li> <li>• <b>Panggading Hariara (Auditor).</b> Bachelor of Social and Political Science. Experience as a social activist in Indonesia and the Commonwealth Commission on Child Protection. Attended training including ISO 9001:2008 Auditor, Social Accountability 8000, Indonesian Sustainable Palm Oil (ISPO) Auditor and has attended over five times the related audit system of sustainable palm oil certification as an auditor.</li> </ul>
<b>2.2</b>	<b>Assessment Methodology, Assessment Process and Locations of Assessment</b>
<b>2.2.1</b>	<b>Figure of person days to implement assessment</b>
<b>ASA-4</b>	Number of auditors : 4 Auditor Number of days for <b>ASA-4</b> at site : 3 days Number of working days for <b>ASA-4</b> at site : 12 Working days
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA-4</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Swadaya Andika – Selabak POM to the requirements of RSPO Principles and Criteria (P&amp;C) for for the Production of Sustainable Palm Oil - April 25<sup>th</sup>, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results <b>ASA-4</b> delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (<b>RC</b>).</p> <p>Improvement of findings from main assesment findings were observed by auditors at this <b>ASA-4</b> assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of <b>ASA-4</b>.</p> <p>The assessment program please find Appendix 2</p>
<b>2.2.3</b>	<b>Locations of Assessment</b>
<b>ASA-4</b>	The number of units in the management of this activity consists of 1 (one) estate that supply FFB materials to 1 (one)

POM. In conducting the assessment, auditor team uses 0.8  $\sqrt{y}$  formulas to determine the management unit that is the focus of sample locations and consider the issue of problems arising from the stakeholders which is fundamental and critical. Based on this formula, the team of auditors determine that the site of the sample is 1 unit of POM and two estates namely Randi Estate and Lanting Estate

**Selabak POM**

1. *Security Post.* Officers ensure the transport unit entering the mill area in an orderly manner and workers are using specified PPE.
2. *Weight Bridge.* Workers have understood how to work well and based on interviews known that wage and granting the overtime are in accordance with the provisions.
3. *Loading Ramp Station.* The implementation of FFB grading. Samples were taken from the truck unit as many as 100 bunches and found that 100 percent in a state of mature (ripe), lose fruits are weighed by using a shovel that has been calibrated and obtained the lose fruits as many as 800 Kg.
4. *Processing Station.* There are signs of safety work and employees are using PPE according to the level of the job risk. Each operator can explain their work in accordance with their respective stations.
5. *Power plan Station.* There are signs of safety work and employees are using PPE according to the level of the job risk and can explain well about their work.
6. *WTP Station.* The company has WTP with water sources from the reservoir as far as 1.5 KM that used for the needs of the POM processing. However, due to the drought conditions, then the water is taken from Rantau POM. Officers of WTP can explain the technical work of WTP.
7. *Hazardous Waste Warehouse.* Hazardous Waste Warehouse buildings are already appropriate with the provisions, the airways are pretty good, provided OHS signs, emergency equipment and hazardous waste are recorded in the logbook.
8. *Workshop.* There is a workshop equipment in neatly and provided signs of safety work and emergency equipment such as fire extinguisher and First Aid box.
9. *Diesel Fuel Tank.* Diesel fuel tank provided with a *safety container* in case if there's a leak. There are also signs of OHS and Fire Extinguisher.
10. *Hydrant Installation.* Function properly and emergency response personnel quite understand how to use the hydrant.

**Randi Estate**

1. Boundaries Pole 5 in Block J008 of Randi Estate. Auditor observes the pole conditions, well maintained and demarcated with clearly bordered with Rangkat Village.
2. Auxiliary Pole of SAA 21 in Block J008 of Randi Estate. Auditor observes the pole conditions, well maintained and demarcated with clearly bordered with Rangkat Village.
3. Boundaries Pole 8 in Block J010 of Randi Estate. Auditor observes the pole conditions, well maintained and demarcated with clearly bordered with Matalok Estate of PT. Langgeng Muara Makmur.
4. Auxiliary Pole of SAA 35 in Block K010 of Randi Estate. Auditor observes the pole conditions, well maintained and demarcated with clearly bordered with Rangkat Village.
5. Block L018 of Randi Estate. Auditor observes replanting areas, already performed a creating of terracing as soil and water conservation efforts.
6. Block K019 of Randi Estate. Auditor observes protected areas of wildlife habitat, vegetation condition is quite good and there are several kinds of wildlife like root tigers are shown by their paw prints on a tree trunk.
7. Block L22-L23 of Randi Estate. Auditor observes Panga riparian in width of 50 meters. Riparian replanting is not performed, but it also has been found signboard about the prohibition of applying chemicals, a ban on felling trees and a ban on hunting wild animals.
8. Block M26 of Randi Estate. Auditor observes mechanically road maintenance activities by using graders and compactors.
9. Block L26 of Randi Estate. Auditor observes swampy area designated as a protected area, there are several kinds of wildlife such as crane (Burung Bangau).
10. Block I23 of Randi Estate. Auditor observes Randi riparian; there has been a signboard on the prohibition of applying chemicals in width of 50 meters from the riparian.
11. *Replanting.* *Replanting activities* at block L23 are performed mechanically without combustion method, also



- found Randi riparian areas do not perform overthrow as far as 50 meters on either side of the river.
12. Spraying. Block H7, the spraying activities are using pesticide with active ingredient is *gliposat* (Audit) with a dose of 300 ml / hectare.
  13. EFB application. Block M15 with a dose of 250 Kg per palm tree.
  14. Road maintenance. Block J23 by using *road grader*, and based on observations in the field, all of the visit sites at block J23, L23, I17, M15 and H7, the road conditions are well maintained and can be passed by transport unit.
  15. Harvest. Block J23, known that the harvesters are quite understand about the criteria of fruit ripeness and based on the fruit samples found the maturity of FFB is 100 percent.
  16. Nest Box. Barn Owl Box at Block I17 is in active conditions.
  17. Beneficial plant. *Turnera subulata* is planted on roadside and *Antigonon leptopus* is planted in the corner of blocks found along the site visits in block J23, L23, I17, M15 and H7.
  18. FFB Transport. Block J23, Transport of FFB and lose fruits are combined in one transport unit and performed simultaneously on the harvest day. Administrator of the transport is recorded the bunch amount that is transported in the Delivery Order Letter.
  19. Fertilizer Central Warehouse. Hazardous material symbols are available, workers are equipped with mask, and the preparation of fertilizer has performed in accordance with the procedure, and the condition of fertilizer warehouse ventilations is good.
  20. BSS House (*Block Spraying System*). Observation of spraying procedures, implementation of Health and Safety (OHS) and the handling of pesticide packaging waste (Hazardous Material).
  21. Workshop. Observations and Interviews with workers in the workshop, workers are using standard PPE, workers already understand the risks that may occur at work and the level of danger they pose, the welder had received training to obtain certification and has been doing periodic medical examinations.
  22. Chemical Warehouse. Provided First Aid box and Hazardous Material symbols. Workers have understood the emergency response procedures and medical examinations are performed periodically.
  23. Diesel Fuel Tank. Observations on the diesel fuel tank, the responsible officer has understood the procedure of loading process in diesel fuel tank, provided appropriate PPE and hazardous material symbols in accordance with the provisions.
  24. Fire extinguisher equipment. Observations showed the Equipment consists of water tanks and trucks, hoses, pumps, shovels, etc. Inventory condition of fire extinguishers carried out every month.
  25. Polyclinic. Clinic waste management has been conducted in accordance with the applicable regulations, interviews with medical personnel known that paramedics have been trained by hygiene company and occupational health and has obtained a license from the relevant agencies.
  26. Employees Housing in Division 1, conduct interviews with workers about facility and infrastructure, observe the facilities and infrastructure that is facilitated by the company.
  27. Day Care, conduct interviews with workers about facility and infrastructure and workers welfare.

#### Lanting Estate - PT. Langgeng Muara Makmur

1. Block D24 of Lanting Estate. Auditor observes the burnt area on September 2015. Based on interviews with staff of Lanting Estate, the source of the fire is come from the community fields. The entire News Event of land fires have been reported to the police and the documents are available in the estate office.
2. Land Use Title Pole No. 41 in Block D23 of Lanting Estate. Auditor observes the pole conditions, well maintained and demarcated with clearly bordered with Harapan Baru Village.
3. Block D26 – D27 of Lanting Estate. Auditor observes the swampy area designated as a protected area, condition of the vegetation is quite good and there are still some of Galam woods.
4. Land Use Title Pole No. 47 in Block C31 of Lanting Estate. Auditor observes the pole conditions, well maintained and demarcated with clearly bordered with Harapan Baru Village.
5. Block C30 – C37 of Lanting Estate. Auditor observes swampy area designated as a protected area, condition of vegetation is quite good and there are still some of Galam woods.
6. Block B22 of Lanting Estate. Auditor observes Stone Cave ecosystems that are *karst* (threatened).
7. Block D17 – D18 of Lanting Estate. Auditor observes swampy area which is directly adjacent to a tributary of Randi. The Company has installed a sign board of a ban on the application of chemicals.
8. Land Use Title Pole No. 14 in Block D18 of Lanting Estate. Auditor observes pole conditions, well maintained and

- demarcated with clearly bordered with Harapan Baru Village.
9. Fire Tower in Block D19. Auditor observes fire tower standing on a hill with tower height is  $\pm$  8 meter. The entire expanses of palm trees are visible from the top of the tower.
  10. Auxiliary pole No. 61 in block B14. Auditor observes pole conditions, well maintained and demarcated with clearly bordered with Harapan Baru Village.
  11. Land Use Title Pole No. 27 in block B13. Auditor observes pole conditions, well maintained and demarcated with clearly bordered with Harapan Baru Village.
  12. Selam Riparian in Block D10 – D11. Auditor observes riparian conditions with the vegetation are quite well.
  13. *Replanting*. *Replanting* activities in block E3 are performed mechanically without burning method.
  14. *Spraying*. Block D7 the spraying activities are using pesticide with active ingredient is *glyphosate* (Audit) at a dose of 300 ml / hectare.
  15. EFB Application. Block D8 at a dose of 250 Kg per palm tree.
  16. Road Maintenance. Based on observations in the field along the site visits in block D7, D8 and E3 road conditions are well maintained and can be passed by transport unit.
  17. *Nest Box*. Barn Owl Box in Block D8, the condition is not active.
  18. *Beneficial plant*. *Turnera subulata* is planted on roadside and *Antigonon leptopus* is planted in the corner of blocks found along site visits in block D7, D8 and E3.
  19. Harvest. Block D8 known that the harvesters are quite understand about the criteria of fruit ripeness and based on the fruit samples found maturity of FFB is 100 percent.
  20. Fertilizer Central Warehouse. Hazardous material symbols are available, workers are equipped with mask, and the preparation of fertilizer performed in accordance with the procedure, and the condition of fertilizer warehouse ventilations are good.
  21. BSS House (*Block Spraying System*). Observation of spraying procedures, implementation of Health and Safety (OHS) and the handling of pesticide packaging waste (Hazardous Material).
  22. Workshop. Observations and Interviews with workes in the workshop, workers are using standard PPE, workers already understand the risks that may occur at work and the level of danger they pose, the welder had received training to obtain certification and has been doing periodic medical examinations.
  23. Chemical Warehouse. Provided First Aid box and Hazardous Material symbols. Workers have understood the emergency response procedures and medical examinations are performed periodically.
  24. Diesel Fuel Tank. Observations on the diesel fuel tank, the responsible officer has understood the procedure of loading process in diesel fuel tank, provided appropriate PPE and hazardous material symbols in accordance with the provisions.
  25. Fire extinguisher equipment. Observations showed Equipment consists of water tanks and trucks, hoses, pumps, shovels etc. Inventory condition of fire extinguishers carried out every month.
  26. Polyclinic. Clinic waste management has been conducted in accordance with applicable regulations, interviews with medical personnel known that paramedics have been trained by hygiene company and occupational health and has obtained a license from the relevant agencies
  27. Employees Housing in Division 2, conduct interviews with workers about facility and infrastructure, observe the facilities and infrastructure that is facilitated by the company.
  28. Landfill. Based on observation results known that the activities of the shelters and domestic waste hoarding activities has been carried out in accordance with the procedures established by the company, for example, the management of waste is collected and transported periodically to the Landfill.
  29. Day Care, conduct interviews with workers about facility and infrastructure and workers welfare.

**Selabak Estate**

1. Block D21 of Selabak Estate. Auditor observes enclave land property of S. Kiding covering an area of  $\pm$  13 hectares in the form of a cornfield.
2. Block G16 of Selabak Estate. Auditor observes land application activities; it is known that there are no leaks. Furthermore, operators are also interviewed, mentioned that the operators have understood their duties and responsibilities.
3. Block F17 of Selabak Estate. Auditor observes monitoring well in Land Application area; it is known that the

- location of monitoring well is accordance with the permit.
4. Block E19 of Selabak Estate. Auditor observes monitoring well in Non Application area; it is known that the location of monitoring well is accordance with the permit. But the condition of monitoring well is dry.
  5. WWTP. Auditor observes Installation of WWTP, There are nine pools consists of 2 units of cooling pond, 2 units of mixing pond, 3 units of anaerobic pond and 2 Units of aerobic pond.
  6. Nurseries. In Selabak estate, the seedling area is 33.35 hectares in block F2. Available water resources to meet the water needs of existing seeds, watering is carried out twice a day that is 30 minutes in a flush for *pre nursery* seedlings, while for *main nursery* seedlings the watering is conducted equal to the eight milliliters per day. Planting space for *main nursery* is 90 x 90 x 90 cm, while for *pre nursery* arranged in seedbed with the amount of 1000 seeds in one seedbed.

**Stakeholder Consultation:**

1. Villages around ((Bakau and Manunggal Jaya Village). Interviews related to company's contribution to the surrounding community, the issue of pollution and land conflicts.
2. Internal Stakeholder (Workers Union, gender committee). Interviews related to liabilities of the company to workers.

<b>2.3</b>	<b>Stakeholder Consultation and Stakeholders Contacted</b>
<b>2.3.1</b>	<b>Summary of stakeholder consultation process.</b>
<b>ASA-4</b>	Summary of stakeholder consultation process Consultation of stakeholders for PT. Swadaya Andika – Selabak POM was held by: Public Notification January 11 <sup>th</sup> 2016 Public consultation meeting with internal stakeholders by interviews and local stakeholders conducted by visits to villages and interviews with local peoples. Numbers of input from stakeholders were clarified by PT. Swadaya Andika – Selabak POM
<b>2.3.2</b>	<b>Stakeholder contacted</b>
	<b><i>Please find appendix 1</i></b>
<b>2.4</b>	<b>Determining Next Assessment</b>
	The next visit ( <b>RC</b> ) will be determined one year after this <b>ASA-4</b> .

**3.0. ASSESSMENT FINDINGS**

**3.1. Summary of Assessment Report of the RSPO Certification**

MUTUAGUNG LESTARI has conducted an assessment of Selabak POM – PT. Swadaya Andika operation consisting of one (1) mill and four (4) oil palm estates.

During the assessment, there were three (3) Nonconformities were assigned against Major Compliance Indicators; two (2) nonconformities were assigned against Minor Compliance Indicators and one (1) nonconformance against supply chain requirement for CPO mill were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor(s) in form of documentation evidence(s) e.g. (*document record/photographic/etc...*). Those corrective actions taken that consist of three (3) Major non-conformities and one (1) nonconformance against supply chain requirement for CPO mill had been closed out shall be verified during next assessment.

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

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

*\*) deleted as appropriate*

Ref Std.	VERIFICATION RESULT of MUTU-Certification
<b>PRINCIPLE #1 COMMITMENT TO TRANSPARENCY</b>	
<b>1.1</b>	<b>Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</b>
	<p>The Company has a list of both internal and external <i>stakeholders</i> comprising relevant agencies, official institutions and communities around the village. Information may be provided by the company to the <i>stakeholders</i> in accordance with the list of information that is not classified as secret. It has been socialized to <i>stakeholders</i> as an example of socialization on January 20, 2013 held at the Joglo of Selabak staff housing. Socialization is followed by 36 people consisting of the company, representatives of Manunggal Lama village, Sekadoyan Village, Lanting village, Bakau Village, Sungai Durian Village, Trombongsari Village, Rantau Buda Village, Harapan Baru Village, and Kalian Village. Stakeholders update is performed if there is a change, the monitoring of the changes are made by the head of administration in each management unit.</p> <p>Some informations related to the environmental, social and legal are communicated routinely to stakeholders including the plantation business development report, employment compulsory report, report of balance and hazardous waste, Environmental Management Plan / Environmental Monitoring Plan, quarterly reports of Guiding Committee of Occupational Safety &amp; Health and fire monitoring. Submission of the report is shown in the proof of the handover as an example of effluent monitoring report in Quarter 4 to Environmental Agency of Kota Baru Regency on January 20, 2016 received on January 25, 2016. <b>But the company has not been able to show the proof of delivery reports, implementation of Environmental Management Plan / Environmental Monitoring Plan first Semester of 2015 to Environmental Agency of South Kalimantan Province. It becomes Discrepancy NC 2016.1</b></p>

The Company has procedures related to the requests for information contained in the SOP, document No. 015 / LMI-PIF / 10 dated July 1, 2010. Within the SOP is explained about the mechanisms for creating the answers of information request from the parties. The company also has procedures related to the request record storage period and the information response contained in SOP of Information Request Answers No. 056 / LMI-JPI / 12 issued on June 15, 2012. Within the SOP is described the guide in making the answers for information request from stakeholders and the storage period of request record and information response is 5 years.

The Company has documents of External Communication Log that showed the monitoring of incoming mail and its responses. From these documents during 2015 there was no incoming letter of request for information, recorded assistance request letters and have been responded by the company. Examples of requests for assistance on August 28, 2015 from Bekarangan Village in the form of diesel fuel for custom salvation event and the company has responded by agreeing the request amounted to 25 liters of diesel fuel on August 28, 2015. This is also informed by the stakeholders such as the village officials around the estate, where the requests for information or incoming mail to the company always met by the company.

<b>Major 1.1.1</b>	<b>Status: Non conformance NC. 2016.1 with major category</b>
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<b>1.2</b>	<b>Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</b>
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The Company has a list of the information types that can be accessed or given and the information which can not be given to the public contained in SOP No. 015 / LMI-PIF / 10. Examples of the type of information which is accessible to the public include a proof of Social Security Payment, Proof of Employees Medical Payment, Employees General Facilities, the data of CSR that has ever done, the data of fertilizer type used and the data of the Employees. These data are available in the management unit and can be accessed by stakeholders if necessary. The Company also has information / documents that are not accessible to the public such as the budget, the financial, legal and Corporate Licensing, tender, purchase and sale.

<b>Status: Comply</b>
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<b>1.3</b>	<b>Growers and millers commit to ethical conduct in all business operations and transactions.</b>
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The Company has a *Code of Conduct* procedure (440 / HRM-COC / 07) that contains a commitment to a code of integrity and ethical behavior in all operations and transaction execution. In the document of which describes obedience to fair business, no corruption, bribery and fraud. The *Code of Conduct* has been socialized to all employees as an example of the socialization on December 16, 2015 attended by all employees and staff. This is also recognized by the union as the representative of the employees about the socialization that has delivered by the company.

<b>Status: Comply</b>
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**PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

<b>2.1</b>	<b>There is compliance with all applicable local, national and ratified international laws and regulations.</b>
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The results of verification of documents and interviews with management who hold certificate can show evidence that has been working to comply with all regulations relating to the company operations (local, national and international). Evidence of compliance that performed by the company, for example to the legality aspect of companies have already had Plantation Business License (IUP), Environmental aspects of companies have already had documents of Environmental Impact Assessment (EIA) and on aspects of the Employment, the companies have provided the minimum wage in accordance with the applicable regulations.

Proof of compliance with other national legislation, as follows:

**Workers Union Throughout Indonesia-Workers Union**

The Company has complied Act No. 21 of 2000 about Workers Union / Labor Unions

And evidence of compliance as follows:

- Randi Estate

Recording of Labor and Transmigration Agency of Kota Baru Regency to the management changes of Randi Estate



Workers Union No. 560 568/788 / naker dated March 16, 2015.

Chairman: Swinly Watuseke, Vice Chairman: Suherianto, Secretary: Ifron, Treasurer: Asep Suhendra.

- Selabak POM

Recording No.560.568/84/Disosnakertrans Dated March 3, 2015. Chairman: Abdul Rohim, Vice Chairman: Jerry Mario Renol, Secretary: Farid Hidayat Rahmat, Treasurer: Fitriana Lilis.

- Lanting Estate

Recording No. 560.568/19//Disosnakertrans Dated December 20, 2011. Chairman: Alamsyah, Vice Chairman: Sarmianto, Secretary: Adhi Sugiarto, Treasurer: Mudhopir.

**Collective Labor Agreement**

Regulation of Labor and Transmigration Ministry No. 28 Year 2014 about Procedures for Making and Ratification of Regulations.

PT SAA have a Collective Labor Agreement year 2013-2015 based on the Decree from the Head of Labor and Transmigration Agency of Kota Baru Regency No. 568 / KEP-1511 / HIPK / PDF / PKB / VIII / naker-2/2013.

**Minimum Wage**

The company has had a memorandum of the minimum wage in 2015 through HRM Memorandum No.014 / HRM-13 / I / 2015 dated January 12, 2015 in accordance with the Decree of South Kalimantan Governor No. 188.44 / 0633 / UM / 2014 dated December 16, 2014 about the Minimum Wage of Tanah Bumbu Regency year 2015 amounted to Rp 1,913,000 / month or Rp 76,520 / day.

The results of interviews with the management of Workers Union, obtained information that there are no workers who earn wages below the applicable of District Minimum Wage.

The certificate holder has had a mechanism to ensure compliance with the law, namely SOP of Guidelines for Sustainable Plantation Management in Chapter 1.2 explaining the compliance with laws and government regulation and SOP of law requirements which explains the identification mechanism of the applicable regulatory compliance and relating. To ensure compliance with the laws, the certificate holder can show the results of the evaluation document compliance and obedience to legislation in the scope of company operations. The evaluation is conducted once a year or as needed by the team of PSQM.

The certificate holder has records regarding to the changes in legal requirements that must be implemented by the company. Some examples of the adjustment in the regulations include hazardous waste storage period change in accordance with the Regulation No. 101 Year 2014 about the management of hazardous waste and Participation in the ISPO certification in accordance with the Regulation of Agriculture Ministry No. 11 / OT.140 / 3/2015 about the Application of ISPO

**Status: Comply**

**2.2**

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

The certificate holder has mastered and used the soil as described in the previous audit report. In PT Swadaya Andika (Selabak Estate, Sangkoh Estate and Randi Estate) there are three Land Use Title Certificates, namely Certificate Number 15 (1997), Certificate 32 (2002), and Certificate 33 (2002), with a total area is 10,361.17 hectares. As for the legality of Lanting Estate is included in PT Langgeng Muara Makmur area (Simerdarby Sdn Bhd), but in the administrative and the management, including in the area of PT Swadaya Andika. PT Langgeng Muara Makmur (Lanting Estate) has a Land Use Title Certificate No. 12 (1997) covering an area of 15,533 hectares and the spacious of Lanting Estate is 3,249.27 Hectares. Verification result of documents, there are still an area of 69.96 hectares in Randi Estate which have not received Land Use Title Certificates. Against to that area, the company can show a record of request progress for Land Use Title in that area, including a letter from the Director of PT. SAA addressed to the Head Office of the National Land Agency of South Kalimantan Province No. 228 / SAA / UM / PSD / IV / 2015 dated April 15, 2015 regarding to the completeness of the Land Use Title request data of PT. SAA covering an area of 62.96 hectares in Kotabaru Regency, but the certificate holder has not been able to show the completion process of Land Use Title Arrangement after the letter, **it is becoming Discrepancy No. 2016.02 In Major Indicators 2.2.1.**

Land Use Title Pole condition inspection is conducted once a year by the responsible person in each estate. The latest inspection was held on December 5, 2015 with the results of the entire poles are in good condition. Based on the results of field visits in Randi Estate on pole No. 05, Block J 008 bordering to Kampung Rangkat and Land Use Title Pole No.



08 bordering to Matalok Estate (PT Laguna Mandiri) and in Lanting Estate, Land Use Title Pole No. 41 bordering to Harapan Baru Village, Land Use Title Pole No. 14 Block D18 of swampy area, pole No. 27, Block B13 / B14 bordering to Sekadauyan Village known that the legal boundary poles are in good condition and well maintained and there is no indication of management beyond the authorized area.

Based on the results of document verifications, field visits, interviews with people around the estate and the company, not found the disputed area. But in the area statement document, there are several areas in the plantation area of PT Swadaya Andika and Lanting Estate (in accordance with Land Use Title Certificate) which have not been acquired by the company and still tilled by communities. In this case there is already a mutual understanding between the company and tenants and not coercing to give the land to the company. The entire area has been identified and included in the Map of Area Statement as occupational area with a total area of 434.43 hectares. The certificate holder has performed identification of the areas such as communities' arable land in each estate accompanied by a location map and the tenants. Based on the interview with the Village Chief of Manunggal Lama Village and Community Leaders of Bakau Village stated that up to the implementation of S 4, there is no land dispute between PT SAA with other parties including local communities and the entire land that become plantations are come from the release of forest area by the Government in 1995 and has paid the compensation to the people who work the land.

<b>Major 2.2.1</b>	<b>Status: Non conformance NC. 2016.02 with Major category</b>
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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.**

Based on National Land Agency Letter of Kotabaru Regency to PT SAA No. 000/02 / KP-10 dated September 2, 2010 about the Status of Indigenous Rights / Communal Land stated that::

1. Status of the land, especially in the district of Kotabaru until now, there has never been regulations which governing the status of customary rights / customary lands.
2. All of the Land Use Title issued by National Land Agency and during the process of its rights are not found lands with the status of Indigenous Rights / Communal Land especially for the district of Kota Baru.

Document of social survey in Social Impact Assessment (SIA) drafted by PT. SAA is also indicated that there are no traditional rights / communal rights in the plantation area of PT. SAA. Land tenure rights are entirely in the form of private land or plots on state land. Evidence of public land acquisition completely documented and stored by the Legal department of the company. Land acquisition has been done through a system of FPIC and recognized by the various parties involved (*stakeholders*).

<b>Status: Comply</b>
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**PRINCIPLE #3 Commitment to long-term economic and financial viability**

**3.1**

**There is an implemented management plan that aims to achieve long term economic and financial viability.**

The company has had a long-term business plan (five years) projecting production of FFB, CPO, PK, OER and KER for each unit. FFB projection year 2016/2017 is 138,213 tons with OER: 23.50% and KER: 5.00%. Document of long-term plan has also been projected the prices of CPO and its revenue projections. To ensure the financial viability of the company has also carried out a financial audit in the period of 2014/2015 by public accountants Tanudiredja, Wibisana and Partners with a reasonable opinion in accordance with financial accounting standards in Indonesia.

Replanting long-term plans have also been made by the company, for example in Randi Estate and Lanting Estate in the period of 2015/2016 each of them is planning a replanting 267.05 hectares and 118.09 hectares. Based on the results of field observations in Block L018 (Randi Estate) has done chipping, whereas in Lanting Estate will be conducted replanting in 2016.

<b>Status: Comply</b>
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**PRINCIPLE #4 Use of appropriate best practices by growers and millers**

**4.1**

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

The company has procedures of Estate operational start from Land Clearing until Harvesting in Agricultural Reference Manual of Oil Palm Planting No. 110/EST-ARM/13 dated September 1, 2013 signed by Head, Plantation Upstream of Indonesia Minamas. SOP document has been distributed on September 16, 2013 to all unit head of estates and mills. The company also has a reception process procedure of FFB until to the *dispatch* of CPO and kernel, in a palm oil mill engineering guidelines Parts I and II, Minamas Plantation on April 30, 2007.

Procedures associated with the operational in general have been socialized to all employees in accordance with their respective fields of work. From the results of field visits in Randi Estate and Lanting Estate on the harvest and spray found that the employee can demonstrate how to work in accordance with the existing procedures. Employees of the mill during the field visit as an operator of weighbridge, grading officer, boiler operator, and operator of WTP can also explain the duties and responsibilities in accordance with the existing working procedures.

The Company has the SOP document manufacturing procedures (023 / SAA-PDS / 10) was ratified on July 1, 2010. In the SOP include mechanisms in the preparation of SOP and personnel who responsible and a list of available SOP. Related to the monitoring of the SOP implementation is described in the Guidelines for Sustainable Plantation Management (724 / TQEM-SPMS / 09) was ratified on August 27, 2010. In Chapter VII of the SOP, the Implementation and Monitoring are describes the implementation of internal audits, external audits, management evaluation, evaluation level, evaluation feedback and procedure revisions. Officers who conduct audits and evaluations required a competence that expected by the company.

Operational activities are documented on a daily, monthly and annual as examples, the report in December 2015 of Randi and Lanting estates in which there are contained planting areas, the realization of replanting, production and maintenance which is then evaluated related to the work achievement in every month. Based on observations in the field, in Randi Estate and Lanting Estate on the harvest and spray activities known that the supervisor in the field is recording the results of the work every day which is then recapitulate in the estate office. It also carried out by *weighbridge* officer in Selabak *Factory* noted the results of the scales of each transport unit every day as well as the grading officer noted the grading results every day.

The Company also conducts internal audits for operations for example, in Randi Estate on March 24, 2015, ten of the audit findings have been conducted the evaluation and follow-up the revision which completed on May 9, 2015. Operational audit in the Lanting estate is done on March 23, 2015. Findings include financial aspects, inventories, pruning job, plant maintenance and harvesting have been evaluated and followed up until April 2015.

Selabak Factory has documented the whole of FFB received in a document of acceptance fruits that describes the amount (tonnage) of incoming FFB and its sender. The examination results of documents and interviews with management known that Selabak Factory did not make a purchase of FFB from a third party and the entire FFB are come from the company under the management of Sime Darby Sdn Bhd.

**Status: Comply**

**4.2**

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

The company has a SOP related to the fertilization activities contained in the *Agricultural Reference Manual (ARM)* Policy No. 110/EST-ARM/13 Part 8 about the fertilization of Oil Palm Tree which include: technical fertilization, EFB application and compost application on immature plants (TBM) and mature plants (TM), placement of fertilizer and manure application on a '*focal feeding*' on the ground of *inland/marginal*. The implementation from the SOP is monitored periodically with the operational audit or *Plantation advisory*. In addition, the implementation of fertilization are supervised by a supervisor, assistant and evaluated again by the manager.

Realization of fertilization for the period of July 2014 - June 2015 has been completed. The fertilization report is in accordance with the estate monthly reports, for the period July 2015 - June 2016 is still in progress and the following is the realization of fertilization up to December 2015 for the period of July 2015 to June 2016:

Estate	Type of Fertilizer			
	NK Blend	RP	Kieserite	HGFB

	Bgt	Act	Bgt	Act	Bgt	Act	Bgt	Act
Randi	1,575	757.10	355	355	228	45.20	21	21
Lanting	2,510	1,469.2	546	-	570.4	290.8	27.4	27.4

The company carried out the analysis of leaves and soil as a reference in fertilizer recommendation. Soil and leaf analysis are performed by MINAMAS Research Centre (MRC), the research team analyzed the content of plant nutrients (Nitrogen, Phosphate, Potassium, Magnesium, Boron and Carbon) for fertilizer recommendation in the next year. Examples of the leaves analysis results in 2015 of Randi Estate: No. LSU RDE 101 division 1 Ash 11.03, P 0.1540, K 0.9800, Mg 0.2680, Ca 0.640, N 2.49, B 15.49. Lanting Estate: No. LSU LNE 108 division 1 Ash 8.6, P 0.167, K 1.030, Mg 0.288, Ca 0.607, N 2.55, B 16.5. Companies can also show the results of the soil analysis as an example in Randi Estate, test report No. Agr-Lab Serv/31/III/2014 received on March 21, 2014, Lanting Estate, test report No. S27/2015 received on March 8, 2015.

The company carried out recycling of nutrients with EFB applications and effluent of POM, presented in the application monitoring of effluent during the period of 2015, an example of the application of effluent in December 2015 is 13,383 M3. To EFB application in the period of July-December, 2015 of Randi estate is 1,937 tons and Lanting estate is 3,953 tons. Based on the results of field visits in Randi estate in Block M15 and Lanting estate in block D8 found EFB application with a dose of 250 Kg per palm tree. In addition, the application of POM effluent found in Selabak estate in blocks G16. The Company also conducts Recycling of replanting residue; it is seen during a field visit in the replanting area of Randi estate in blocks L23 and Lanting estate in block E3. The company carried out replanting mechanically without combustion method but Chipping method, the results of the chopped oil palm are reassembled in pile in the field.

**Status: Comply**

**4.3**

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

The Company has marginal soil map with a scale of 1: 50,000 which divides the company into five areas of soil series that is MM-06, MM-08, MM-09, MM-11 and MM-12. The company also shows the topographic maps for the entire area of PT. Swadaya Andika with a scale of 1: 120,000 in which the company's areas are divided into five slope classes that are flat, wavy, undulating, hilly and mountainous.

The Company has the procedures of soil and water conservation in SOP No. 043 / SAA-KTA / 10 issued on 2010, which explains the classification of slope and the means to prevent erosion. The housing has had topographic maps for the entire area of PT. Swadaya Andika with a scale of 1: 120,000 the map is divided the company into five types of topography. Erosion monitoring is also conducted by the company, referring to *soil erosion* measurement guidelines contained in SOP of Soil Erosion Management No. 008 / LMI-PSE / 2012 was ratified on December 16, 2012. Based on observations of erosion marker obtained information about the average of surface elevation changes for Lanting estate, pole number four is 0.6 mm and for Randi estate, pole number three is 0.1 mm.

The company is carrying the conservation area with high erosion potential in order to minimize, control erosion and degradation of soils for hilly and wavy land categories. Treatments include terracing, trenches and planting legume cover crops to barriers the erosion and soil fertility as *Neprolephis* and for low-lying areas with *water management*. The Company has had a program to making terrace to the replanted areas including for Randi estate covering an area of 267 hectares and Lanting estate covering an area of 9 hectares. Development of *Neprolephis* until December 2015 reached 1,053 hectares. Based on the results of field visits in the Randi estate in Block J23, L23, I17, M15, H7 and Lanting estate in block D7, D8 and E3 are encountered *Neprolephis* plant in well maintained condition.

In addition to the above, the company also made *silpit* as an effort to be able to hold water and nutrients in the tilt areas. Until December 2015 the company has made as many as 23,907 units *silpit* and road sidepit as many as 333 unit. The company also is able to show a map of water gate in the Lanting estate. From the map are known, there are 6 units of water gate located in block D18, E15 and D17. Based on the results of water level measurements during the period of 2015 obtained the height average of the water level is 8.58 cm.

The Company has planned road maintenance and street paving in the period of July 2015 to June 2016. Plan for road

maintenance and its realization is contained in the grader allocation table and road roller as an example maintenance realization of Randi estate *main road* is 6,000 meters and *collection road* is 760,578 meters while the Lanting estate *main road* is 84,430 meters and *collection road* is 162,646 meters. Based on the results of field observations found the activities of road maintenance in Randi estate in block J23 by using *road grader*, and based on observations in the field along the site visits in Randi estate in Block J23, L23, I17, M15, H7 and Lanting estate in block D7, D8, E3 encountered the condition of roads are well maintained and can be passed transport unit

Based on the documents of detailed soil survey, did not reveal any kind of peat soil in the work area. The Company has a strategy program to tackle the problem caused by the tilt to perform conserving the area with high erosion potential aiming to minimize, control erosion and degradation of soils for hilly and undulating land categories. Treatments include terracing, trenches and planting legume cover crops to barriers the erosion and soil fertility as *Neprolephis* and for low-lying areas with water management. The Company has a program to making the terrace for replanting areas including Randi Estate covering an area of 267 hectares and Lanting Estate covering an area of 9 hectares. Development of *Neprolephis* to December 2015 is reached 1,053 hectares. Based on the results of field visits in the Randi estate in Block J23, L23, I17, M15, H7 and Lanting estate in block D7, D8 and E3 encountered *Neprolephis* plants are well maintained.

In addition to the above, the company also made *silpit* as an effort to be able to hold water and nutrients in the tilt areas. Until December 2015 the company has made as many as 23,907 units *silpit* and road sidepit as many as 333 unit. The company also is able to show a map of water gate in the Lanting estate. From the map are known, there are 6 units of water gate located in block D18, E15 and D17. Based on the results of water level measurements during the period of 2015 obtained the height average of the water level is 8.58 cm. Erosion monitoring is also conducted by the company, referring to soil erosion measurement guidelines contained in SOP of *Soil Erosion Management* No. 008 / LMI-PSE / 2012 was ratified on December 16, 2012. Based on observations of erosion pole obtained information that average of land surface elevation changes to Lanting Estate, pole number four is 0.6 mm and for Randi estate, pole number 3 is 0.1 mm.

**Status: Comply**

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

The Company has identified the source of the water and creates a map of the distribution of water resources at a scale 1: 20,000, a source of water present in the area of corporate governance include: Panga River, Randi River, Tandilang 01 River, Tandilang 02 River and Selabak Factory reservoirs. Implementation from water management plans that have been made are: planting timber plants on the riparian, signboard installation of HCV area and the prohibition to apply chemicals in the riparian; and socialized the prohibition to apply chemicals to all employees.

Based on observations in the field of Panga riparian in Block L22 / L23 of Randi Estate, riparian conditions is not conducted replanting in width of 50 m and has planted Sungkai (*Pheronema canescens*), there is an installation of HCV area information signboard and restrictions to apply chemicals. And also the result of field observations in Selam riparian in Block D10 / D11 of Lanting Estate has been implemented Buffer Zone management in accordance with SOP No. 024 / SAA-PBZ / 10. The use of water for processing FFB in Selabak Factory has been streamlined, based on the monitoring results of average water use in ratio of 1.29m<sup>3</sup> / Ton is still below the budget of water use in 2015 that is 1.40m<sup>3</sup> / Ton FFB.

Selabak Factory applying effluent to land in accordance with a permit from the Regent of Kotabaru No. 188.45 / 447 / KUM / 2011 issued on December 15, 2011. One is done is monitoring the effluent BOD of each month, the results of the monitoring from October to December, 2015 the entire BOD is below the standard qualities set by the government in accordance with the Decree of the Environmental Ministry No. 28 year 2003. The results of the field observations, there are 9 WWTP consist of aerobic, anaerobic, cooling pond, deolin pond and final application. Effluent from processing results then flowed into the area of land application by using the pump to block E22, E23, F16, F17, F18, F20, F21, G14, G15, G16 and G1. The observation results are also known that there are no leaks in the WWTP or in Flat bed of Land application in block F18.

**Status: Comply**

**4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated**



**Pest Management techniques.**

The company carries out integrated pest and disease management including the company operates an early warning system against pest attacks in the form of detection of pests and diseases that are conducted regularly. During the period of July 2015 to June 2016, based on the results of pest disease census in Randi estate and Lanting estate, not found an offensive for pests and diseases such as termites, *Ganoderma*, *Orytes rhinoceros*, Tirathaba, Rat and Wild boar. But for oil palm leaf eaters' caterpillar census, discovered an attack in December 2015 in Randi Estate reached an average of 20.29 caterpillars per midrib in lanting estate with an average of seven per midrib. The company has conducted a follow-up by performing a control by using lancer insecticides in trunk injector with an average dose of 1.63 liters / hectare. For the evaluation of the results of these controls is necessary to be observe again in the next *surveillance* audit.

The Company is also implementing an integrated pest and disease management by developing biological controls, such as, planting useful plants as host plants for pest predators of oil palm leaf eaters' caterpillars and the development of owls as predators of rat. As an example in Randi estate there is *Turnera subulata* planting with 72,500 meters and the installation of 22 owl cages with occupation rate is 42.30 percent, while on Lanting estate there is *Turnera subulata* planting with 4,249 meters and the installation of 53 owl cages with occupation rate is 66.7 percent. Based on the field visit, it is also known that the company has developed the natural enemies of pests such as owls and *beneficial plant*, Applications of owl cage was found in Randi estate in Block I17 with active condition. While the *Beneficial plant* such as *Turnera subulata* is planted alongside the road and *Antigonon leptopus* planted in the corner of the encountered block along the site visit in Randi estate in Block J23, L23, I17, M15, H7 and Lanting estate in block D7, D8, E3.

The Company provides training to its employees related to the integrated pest and disease management including integrated pest management training of spraying nettle caterpillar with *fogging* which held on December 5, 2015 in Randi estate attended by 13 employees. It also has conducted spray training for sprayer which held on August 13, 2015 in Randi Estate attended by 11 employees. When field visit in Randi estate and Lanting estate on spraying activities, the employee is admitted to not attend the training of limited use of pesticides because the company had not used limited pesticides anymore such as, paraquat, but the employee is admitted that they have followed spraying technical training held by the company.

**Status: Comply**

**4.6**

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

The Company has work procedures associated with chemicals such as spraying and pest and disease control. The procedure contained in the *Agricultural Reference Manual (ARM) Policy No. 110 / EST-ARM / 13*. Companies are using pesticides in accordance with the target and the actual target in the field conducted three times a year. The pesticide has been registered in the pesticide commission. Based on the results of field observations in the Randi estate in block H7 and Lanting estate in block D7 found chemical circle weed control. The spraying activities are using pesticides that are already registered in the Pesticide Commission that is auditing the active ingredient *gliposat* with a dose of 300 ml / hectare to control broadleaf weeds in the circle and in the harvesting path.

The company carries out weed control by using chemicals made in 3 rotations in a year. Weed controls such as circle spraying is performing selectively adapted to conditions on the field. Based on the data from the use of pesticides known the decrease of the pesticides use, in the recapitulation of 2015, the use of pesticides with the active ingredient *metsulfuron methyl* is 0.0278 kg / hectare and *Lamda Sihalatrín* is 0.0035 liters / hectare.

The Company made an effort to minimize the use of pesticides such as by performing integrated pests and diseases control such as not doing preventive pesticide application and implementing the early warning systems, and the company also implemented biological pest control such as owls and *beneficial plant* development. Based on the field visit, it is also known that the company has developed the natural enemies of pests such as owls and *beneficial plant*, Applications of owl's cage was found in Randi estate in Block I17 with active condition. While *Beneficial plant* such as *Turnera subulata* is planted alongside the road and *Antigonon leptopus* planted in the corner of the encountered block along the site visit in Randi estate in Block J23, L23, I17, M15, H7 and Lanting estate in block D7, D8, E3.

The Company has a complete list of pesticides that are designated by World Health Organization (WHO) Class 1A or

1B, or listed in the Stockholm or Rotterdam conventions. The list contained in appendix 2 SOP of Sustainable Plantation Management Guideline Policy No. 724 / TQEM-SPMS / 09 published on August 27, 2010. The Company does not use paraquat pesticides and pesticides belonging to the class 1A or 1B. This is confirmed by a policy for not using *Paraquat* is outlined in the memorandum of the Head Plantations Operation (number: POD-UM-127 / X / 2008, dated November 4, 2008) about the Recommendation of Application Replacement of *Paraquat-Gramoxone* Active Ingredients in Minamas Environment. The company also has a ban on the use of *ratgone / brodifacoum* from Plantation Advisory dated 16 to 18 July 2013. This was also acknowledged by the supervisors and sprayers during a field visit in Randi and Lanting estate that the company does not use pesticides which made from paraquat.

The Company made an effort to minimize the impact resulting from the implementation of work by using pesticides, among others, company provides spray training included how to work safely in spraying to the employees such as, on August 13, 2015 in Randi Estate was attended by 11 employees. The Company also has SOP on Spray PPE (008 / SAA-APS / 10) was ratified on June 18, 2009. All employees of pesticide applicators are required to use PPE that has been determined and provided by the company showed in the news event of the spray PPE acceptance among others in Randi estate in the form of boots on January 28, 2016 and in Lanting estate on January 28, 2016 in the form of masks and rubber gloves which accepted directly by the concerned employees. This is evidenced during a field visit to the spraying activities in Randi estate and Lanting estate encountered that sprayers are using PPE in accordance with the established procedures and supervisor always ensure the completeness and the condition of PPE before doing the work. PPE that has been used then washed and stored in the storage which has been provided by the company. Sprayer also admitted followed the spraying technical training and can demonstrate technical of spraying as not against the wind direction.

The company has had a SOP of pesticide containers storage No. 028 / SAA-PKP / 10, results of field observations of pesticide warehouse in Randi Estate and Lanting Estate known that has met the standard of best practices such as: there has been a MSDS, have adequate lighting and good air circulation.

Waste management of pesticides produced by Randi Estate, Sangkoh Estate and Selabak Estate are concentrated in Licensed Hazardous Waste Warehouse in Selabak POM. The Company also made the recording of old pesticide containers in the balance of Hazardous waste. Hazardous waste including old pesticide containers will be transported by PT. Sinar Bintang Albar (Licensed carrier) in accordance with the Work Agreement (Renewal) No. 003 / LIMBAH / SAA / VII / 2015 dated July 24, 2015.

Hazardous waste transportation activities in 2015 were conducted on January 2, 2015, April 4, 2015 and September 21, 2015. For example: acceptance of the solid Hazardous waste on 21 September 2015 as many as 10 drums (988 Kg) of used chemical packaging and 33 pieces of pesticide jerry cans in accordance with the Manifest No. KQ 0000253 by using trucks DA 9176 PH (license No. SK.4566 / AJ309 / DJPD / 2014/630720549 / BB-0002 valid until October 7, 2015).

The Company has a working instructions how to work safely in the work of spraying, in addition the company also has a MSDS (*Material Safety Data Sheet*) for each type of agrochemical materials (pesticides) which describes the manual storage and materials handling, handling in the event of an accident (First Aid effort), Risk Identification, action against spills and leaks, personal protective equipment, physical and chemical properties, reactivity and stability, toxicology information, ecology information, waste disposal and transportation.

Related to the dosage of pesticides use, the company refers to the recommended dosage recommendation contained in each type of pesticide label, the results of document examination found that the use of pesticides are in accordance with the recommended dose. To ensure the use of pesticides in accordance with the target company is performed identifying the type of weeds and adjusted to the type of control to be performed. The results of document verifications and field visits also note that this type of herbicide being used is appropriate for the target or type (according to allotment). Based on observations in the field in Randy and Lanting Estate encountered that sprayer has used PPE in accordance with established procedures and supervisor always ensure the completeness and PPE condition before doing the work. PPE that has been used then washed and stored in the storage provided by the company. Sprayers also admitted have followed the spray technical training and can demonstrate technical spraying as not against the wind direction. Based on a review of documents owned by the company related to the application of pesticides and interviews with sprayers and community representatives did not obtain information about the company applies pesticides from the air.



The Company provides training to its employees regularly related to the use and handling of pesticides in accordance with the technical guidelines and how to work safely. The Company does not provide training to tenants because currently in the area of the company there are no scheme smallholders. Examples of training provided to employees about integrated pest and disease control including training of integrated pest management, nettle caterpillar is spraying with *fogging* held on December 5, 2015 in Randi estate was attended by 13 employees. It also has conducted training for sprayers held on August 13, 2015 in Randi Estate were attended by 11 employees. Based on the results of field observations in Randi estate in block H7 and Lanting estate in block D7 on circle weed control activities by using chemicals, interview results with sprayers stated that they did not follow training of using limited pesticides because the company is no longer using limited pesticides such as paraquat, but the sprayers admitted that they have followed spraying technical training held by the company.

The results of verification of documents and interviews with sprayers known that the company has conducted periodic health examinations and the last was held on December 2015 in collaboration with the Laboratory of Mandiri Health Care in Kotabaru. Based on the investigation obtained information that the employees are healthy and fit to work. They also explain that they never get illness caused by pesticide effect like itchy and skin irritated. Based on field interviews with sprayers, it is known that there are no female employees who are pregnant or nursing to apply pesticides or fertilizers, Additionally obtained information that the employees have known if pregnant or nursing are not allowed to work related to the chemicals because they are harmful to their babies or their fetuses.

**Status: Comply**

**4.7**

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

Until the audit of ASA-4 there is no change in occupational safety and health policy. The results of field visits in Selabak Factory, Randi Estate and Lanting Estate known that the policy has been implemented. The certificate holder has planned concerning to the occupational safety and health as outlined in the work program of Guiding Committee of Occupational Safety & Health board. To ensure the Occupational Health and Safety Management is improved and updated continuously the company is performed Meetings / Guiding Committee of Occupational Safety & Health conferences regularly

The results of verification of documents and field visits known that the certificate holder has made the identification and assessment of risks to operational activities in the estates and mills. Records of the assessment results are set forth in the document of Hazard Identification Risk Assessment and Control (HIRAC) which was reviewed regularly once a year or as needed. The HIRAC document is informing about the type of activity, type of work (routine, non-routine and emergency), source / occurrence, impact, existing controls, the level of probability, severity and risk level. The results of the assessment has been socialized to all employees through a *briefing* in the morning before work and installed at the work site, for example in the warehouse, BSS home or at the mill. According to interview results with estate and mill workers, they could explain the risk potential that exist in each of the activities.

The results of field visits and interviews with workers known that employees have received training on the improvement and employee understanding about OHS aspects. This is evidenced when the employee can demonstrated the work steps rightly and properly in accordance with the procedures or work instructions. The results of the field visit was also known that the employees have used personal protective equipment in accordance with the predetermined of risk potential. The results of verification document, certificate holders have tried to ensure the compliance with the relevant OHS for example, training of steam boiler operators (boiler) in accordance with Regulation of Labor Ministry No. 01 year 1988 about Qualifications and Requirements of steam boiler Operators; training of welders according to Regulation of Labor Ministry No. 02 year 1982 about Qualifications of welders in the Workplace; Training of OHS Electrical technician according to the Decision of General Director of Industrial Relations Coaching and Labor Supervisor No. 311 year 2002 about OHS Competency Certification of Electrical Technician. But the results of verification of documents obtained information that the SIO validity of Forklift and conveying operator have been discharged on 12 November 2015 and it is not in accordance with the Regulation of Labor and Transmigration Ministry No. 09 Year 2010 about Operators and Officer of conveying and forklift. **Based on the explanation so appear a discrepancy No. 2016.03 on Indicators 4.7.3 with Major Categories.**

The responsible person in the OHS program has also been identified. The management unit has had the organization

container in Guiding Committee of Occupational Safety & Health which is responsible for OHS program. Results of the verification document known that the management unit has submitted the Guiding Committee of Occupational Safety & Health reports regularly every three months. The Guiding Committee of Occupational Safety & Health report covers all activities of OHS, among others: Guiding Committee of Occupational Safety & Health recommendations, the results of the investigation of workplace accidents, work accidents recapitulation, Guiding Committee of Occupational Safety & Health activity reports, employee health inspection reports, minutes of meetings held every months. The company is needed to continue ensure the extension progress of OHS experts appointment certificate of Guiding Committee of Occupational Safety & Health general secretary in Lanting Estate which has expired since October 25, 2015 (**OFI No. 01**)

The Company has procedures in case of emergencies, such as SOP of Emergencies, and SOP of Fire Prevention and SOP of Fire Fighting. In addition, to facilitate the evacuation in case of emergency, the company has established an evacuation route which also equipped with a map and other markers and an adequate sign board. The results of the field visit was also known that the supervisor of the harvest has been equipped with First Aid box, but in the POM, it is also found the First Aid box in the office, some of them are in stations and workshops. Based on the interview with the supervisor known that the supervisor had understood about first aid in case of occupational accidents in the field.

During the period of 2015 in the company never happened fatal work accidents, it is supported by the data from work accident reports submitted to Labor and Transmigration Agency of Kota Baru district. All employees have also been included in the program of Social Security Agency of Labor and Health.

The certificate holder has consistently monitoring the Accidents which are fully informed about: months of the incident, the number of cases, the location of the accident, type of accident, as a result, work hours lost, causes, follow-up and results. Monitoring of work accidents are performed every month and reported to the related government agency together with regular reports of Guiding Committee of Occupational Safety & Health.

<b>Major 4.7.3</b>	<b>Status: Non conformance NC. 2016.03 with Major category</b>	
<b>Major 4.7.4</b>	<b>Status: OFI 01</b>	

**4.8**  
**All staff, workers, smallholders and contractors are appropriately trained.**

PT. SAA has a training program documents and analysis of training needs for company employees / KKPA year 2016 which have been prepared to meet the principles and criteria of RSPO. The training program is also based on training needs analysis document. Records of training within the period of 2015 up to January 2016 in accordance with the principles and criteria of RSPO among others:

**Randi Estate**

- Spray training, held on August 13, 2015 located in Block J 22 SOP Materials, PPE OHS, and Spraying technical, attended by 9 participants.
- Integrated Pest Management Training with fogging on December 5, 2015 training of assistant, assistant, mechanical introduction and pulsfog technical, PPE, chemical mixing, attended by 10 participants.
- Emergency response training on September 22, 2015, attended by 10 participants.
- OHS Experts General Training which is held by PT Delta Indonesia in Sukamandang on 20 to 29 April 2015.

**Lanting Estate**

- Harvesting Techniques Training on November 17, 2015 located in Block D007, 11 division employees evaluation are good.
- Spraying Techniques Training on December 9, 2015 attended by 18 participants.
- Training of using PPE and harvest December 9, 2015 attended by 50 participants.

**Selabak POM**

- Welder Training on December 28, 2015, attended by 12 participants.
- LOTO System Training on October 26, 2015 attended by 13 participants.

**KKPA of Sungai Cengal**

- BSS Team Training, socialization of BSS PPE on September 26, 2015 to sprayers.
- First Aid Training for employees in KKPA of Sungai Cengal on August 24, 2015 with presenters is Orderly from Sungai Durian Clinic.

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

**5.1**

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

The Company owned documents such as:

1. Document of Environmental Impact Assessment (EIA) Approved Under Letter No. 008 / ANDAL / BA / II / 95 dated February 27, 1995 with a study area covering of 77,290 hectares, consisting of 4 PT (Langgeng Muara Makmur, Laguna Mandiri, Paripurna Swakarsa and Swadaya Andika). The spacious of Swadaya andika in the study was 11,250 hectares. The capacity of each mill in the EIA is 60 Tons of FFB / Hour. EIA document describes the impacts of land acquisition, land clearing waste disposal / waste management, and the recruitment and application of the plantation crops systems.
2. Document of Management Plan and Environmental Monitoring Plan is approved in accordance with the Letter No. 049 / RKL-RPL / BA / III / 95 dated March 30, 1995.
3. Social Environment Impact Assessment study by Aksenta in September 2015, the document has outlined the plan to reduce the negative impacts and improve positive impacts from replanting activities.

For a report on implementation of the Environmental Management Plan (RKL) and Environmental Monitoring Plan (RPL) in the first half of 2015 has been reported to the Environmental Body of Kotabaru district, South Kalimantan Province and the Ministry of Environmental and Forestry. However, for implementation report of Environmental Management Plan / Environmental Monitoring Plan in the second half of 2015 is still in the process of drafting. Based on the document review and interviews with management, there are no revisions to the current environmental management document.

**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**

Based on identification of HCV, there are rare species of Banggat langurs (*Presbytis hosei*), in Block K18 / 19 of the forest areas and around the block L26 and J26. Some of the efforts made by management unit of PT. SAA to protect among others:

1. Installation of *Sign Board* in strategic locations (easily accessible and visible).
2. Socialization of protected wildlife species to the villagers on November 9, 2015 followed by 15 people.
3. Socialization of protected wildlife species to the employees on November 10, 2015 followed by 45 people.

The results of interviews with people in the surrounding villages, it is known that the company has performed socialization about the types of wildlife and plants that are protected by law. And the prohibition of hunting the wildlife in the area of the company. Likewise, the results of interviews with employees in the estate and in the POM, besides doing socialization by orally, the company has installed an information board about the kinds of protected wildlife and hunting ban. The results of field observations in Block D17 - D18 of Randi Estate swampy area there are several kinds of wildlife such as (Burung Kuntul) egrets bird (*Egretta garzetta*), (Burung Kareo Padi) White-Breasted Waterhen bird (*Amauroris phoenicurus*), and (Burung Raja Udang) Kingfisher bird (*Alcedinidae*). While the results of observation in Block D21, Selabak Estate and Block E10 / E11, Lanting Estate there is rights in local communities in the areas of HCV, but the company has not been able to show the agreement or the negotiating process to keep the HCV area. **It becomes a Discrepancy, See NCR 2016.04.**

**Minor 5.2.5.**

**Status: Non conformance NC. 2016.04 with minor category**

**5.3**

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

Management Unit of PT. SAA has identified the sources of waste and pollution. For example, effluent derived from the processing in mill, used oil sourced from the activities of vehicles, etc.

**Waste Management:**

- Solid Waste in the form of a shell and a fiber are used for boiler fuel.

- Solid waste in the form of FFB applied as organic fertilizer on oil palm plantations.
- Effluent from processed FFB (Raw effluent) fully utilized for plantation activities as an organic liquid fertilizer (Land Application) after passing through processing in the wastewater treatment plant (WWTP) to meet the requirements of the standard qualities according to the rules.
- Gases waste from the boiler chimney emissions and generators are managed through the equipment installation of dust collector, multi-cyclone and dust conveyor.
- Boiler ashes are used for hoarding.
- An activity waste is in the form of midrib is arranged in the Inter Row.
- Former agrochemical packaging waste is managed by collected, washing and former packaging is returned to the supplier.
- Waste from used water for washing agrochemical packaging is used again for the next agrochemical mixing process.
- Household waste: Household waste is separated into organic and inorganic waste. Organic waste in the form of leaves, food scraps and others are discarded and dumped in the garbage pit, while the inorganic waste is collected in a garbage can and then transported to the landfill location to be dumped.
- Clinical waste: Clinical waste is collected in containers that have been provided and labeled for later gathered at a central clinic and then sent to the relevant agency to be destroyed.

Based on field observation in TPS LB3, Boiler station, Clinic and land application area known that all procedure has been implemented such as LB3 storing base on each identity, fibre and shell usage for boiler fuel, medical waste management, and land application located base on permit.

The company has had Hazardous Waste Warehouse permit issued by the regent of Kotabaru with the letter No. 188.45 / 126 / KUM / 2011 on March 8, 2011 for its location in Selabak POM. The type of waste that is allowed to be stored are used oil, used filters, used light bulb, dust cloth, used battery, medical waste and used pesticide containers with LS coordinate is 02°29'50.1 " and East Longitude is 116°12'10.6 " for areal of Selabak estate, Sengkoh estate, Randi estate, and Lanting estate). Permit is valid for 5 years since its enactment.

In 2015, the transportation has been carried out for three times that are on January 20, 2015, April 10, 2015 and September 21, 2015. For example Hazardous Waste carriage manifest on September 21, 2015 No. KQ 0000251: 2,431 Kg of used oil, KQ 0000252: 485 Kg of used battery and manifest No. 0000253: 33 pieces of used jerry cans, 3 drums of used filter, 10 drums of used chemical packaging.

**Status: Comply**

**5.4**

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

The company has been monitoring the efficiency of fossil fuel use and the use of renewable energy from fibers and shells. During the year of 2015 has been used the shell as much as 252,120 Kg and fiber as much as 1,120,533 kg with power usage of each is 7:08 KHz / Ton CPO and 1:59 KHz / Ton CPO. The use of fiber is smaller than the budget, because the amount of processed FFB is fewer than the budget of fibre. The company has planned ahead to increase the use of shells and fibers to replace the use of diesel up to 70% of turbine working hours by using shells and fibers as fuels.

**Status: Comply**

**5.5**

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

The Company has a SOP related to the land clearing activities contained in Part 4 of the Agricultural Reference Manual (ARM) Policy No. 110 / EST-ARM / 13 about Land Clearing. SOP describes that the land clearing activity is done mechanically without burning.

Based on the results of field observations in block L018 Division III of Randi Estate, land clearing is performed mechanically without burning. It is also being conducted by making soil and water conservation as terracing development. In addition, there has been a signboard about the dangers of fire in the replanting area.

**Status: Comply**



**5.6**

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

Selabak POM has the Identification Form of environmental impact sources (Waste, Emissions, Ambient, Noise and its Improvement Program) such as: Installation of effluent disposal and Grease Trap.

Some of the effort to reduce pollution and emissions, among others: the reduction of the use of diesel fuel in POM, routine maintenance of machine in POM, routine maintenance of operation vehicles in the estate and POM; and fertilizing appropriately in accordance with the recommendations from Minamas Research Centre. To monitor the emissions produced by the POM machine, the company has performed air quality measurement and ambient every six months. For example the results of stationary sources of emissions measurement on July 27, 2015 for chimney 1 and chimney 2 for parameter of NH3 are below the standard quality of each 0.03561 mg / m<sup>3</sup> and 0.1454 mg / m<sup>3</sup>. But the company has not been able to show the evidence of calculation and reporting of GHG emissions in 2015 to the RSPO secretariat. **It becomes a Discrepancy, See NCR 2016.05.**

**Minor 5.6.3. Status: Non conformance NC. 2016.05 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.**

The Company has reviewed the analysis of the social impact from plantation activities in a participatory as shown in the records of PT SAA Social Impact Assessment reports conducted by the Foundation of Sustainable Palm Oil Indonesia (YASBI) in 2010 that resulted some management recommendations such as:

- Placing the person / division who are responsible for communicating with *stakeholders*.
- Make SOP of External communication which serves as a reference for public relations to communicate with *stakeholders*.
- Make division or special staff to handle the CD / CSR.

There is a record of the meeting with Rempak Cengal Village, Binturung Village, Sesulung Village, Bepara Village, Pamukan Utara, Betung Village, Bakau Village, Sub District Head of Pamukan Utara, Sub District Head of Sungai Durian, Village Consultative Body, representatives of Pamukan estate when drafting the document of SIA and the list of attendees with 53 representatives affected parties. PT. SAA has a record document about the meeting with the Rempak Cengal Village, Binturung Village, Sesulung, Bepara, Pamukan Utara Village, Betung Village, Bakau Village, Sub District Head of Pamukan Utara, Sub District Head of Sungai Durian, Village Consultative Body, representatives of Pamukan estate when drafting the document of SIA and the list of attendees with 53 representatives of affected parties. Companies need to include the internal stakeholders in the Social Impact Assessment report as the affected parties **(OFI 02)**.

Social management plan owned by the company is included in the CSR program programming through consultations with affected parties / stakeholders in the Pamukan Utara Development Planning Consultation on January 5, 2015 for the program in 2016 and in the Sub District Office of Bakau on January 20, 2016, in the Sub District Office of Pamukan Utara for program in 2017. Development Planning Consultation was attended by representatives' members of parliament, Sub District Head, Discussion of Sub District Head, Police Chief, Military Commander, SKPD, community leaders, company leaders.

The Company conducted an overview of CSR program each year by considering the results of Development Planning Consultation in Village level or district level, and the program was also based on the results of consultations with stakeholders around the company. In the document of SIA, smallholders is part of the affected parties, and the company pays special attention to the effort of improving communities around the plantations belonging to members of Bina Swadaya Karya KUD.

**Major 6.1.2 Status: Opportunity for improvement OFI 2016. 02**

**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**

The company has the SOP No. TQEM-ESH-704/10, dated July 1, 2010 about the Communication which ratified by Randi Estate Manager, Selabak Estate Manager, Lanting Estate Manager, Sangkoh Manager and Selabak POM. The Company has conducted socialization related to the SOP of Communications.

Based on the interview with the Chief of Bakau and Harapan Baru Village obtained information that the company has socialized communication procedures and socialization of ban on burning activities around the plantation area.

The company has been appointed Kholili as Public Relations Staff of Sungai Durian Area through Appointment Letter No. GM-Staff 430 / SD / IV / 2011 / S dated April 30, 2011 signed by the Temporary Officials of Sungai Durian GM Estate. The Company has a list of stakeholders that have been updated in 2015, among others:

- Central Government (Jakarta)
- South Kalimantan Province Government
- Kota Baru Regency Government
- Village officials and community leaders around the plantation area of PT SAA (Sub District Head of Sungai Durian, Sub District Head of Pamukan Utara, Village Chief of Manunggul Lama, Village Chief of Bakau, Village Chief of Harapan Baru, Village Chief of Kalian, Village Chief of Sakadoan, Village Chief of Buluh Kuning, Village Chief of Trombongsari, Police Chief of Sungai Durian, Police Chief of Pamukan Utara, Police Station Chief of Sungai Durian, etc.).
- Contractor.
- Workers Union and Gender Committee.
- National NGO such as: WALHI, WWF, and Sawit Watch

Some records of communication from stakeholders that are stored in external communication book:

**Randi Estate and Selabak POM**

- Request letter for diesel fuel assistance from the committee of Pantekosta Bekarangan church on June 9, 2015 and the management responded by providing 25 Liters of diesel fuel on July 29, 2015
- Request Letter for heavy equipment assistance from Manunggul Lama Village to create Village Hall tread, on November 2, 2015 and the management responded by providing TLB heavy equipment on November 10, 2015

**Lanting Estate**

- Request Letter of heavy equipment assistance for Farmer Group of Sekadoyan Village on November 30, 2015, the management responded by providing TLB heavy equipment on November 29, 2015
- Request Letter of heavy equipment assistance for flattening the way of Harapan Baru Village on September 21, 2015, the management responded by providing road grader on September 23, 2015.

**Status: Comply**

**6.3**

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

The certificate holder has procedures for handling complaints for all affected parties in the SOP of complaint handling Mechanism For All Parties and Society. In the procedure mentioned that the companies *guarantee the security and confidentiality of the reporter*, and also attached flowchart of complaint handling mechanisms for all parties (stakeholders). The results of documents verification, it is known that the procedures have been socialized to all employees. Result of interviews with employees and the community around the plantation known that they have already known the stages or steps when will submit a complaint to the company.

Based on the review of documents and interviews with estate operational staff, so far there is no record of disputes between the company and stakeholders. In the incoming letter records, there are no records of objection letters or related to disputes. The incoming letters are tended to be request for funds (donations) for the activities held by stakeholders. The results of the public consultation with relevant stakeholders (villagers, worker unions and contractors), showed that there are no complaints / disputes between estates with its stakeholders.



	<b>Status: Comply</b>	
<p><b>6.4</b>  <b>Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</b></p>		
<p>The certificate holder has had the procedure of identification and land compensation standards aimed for the equality pattern of land claims completion in the Land Use Title area and to get the legality of the land completion. Besides, the compensation process is also regulated in the procedures for handling the conflicts, in this procedure is explained that the consultation process involves the estate manager, PSD, landowners, and village officials and or Discussion of Sub District Head and Research section for the measurement.</p> <p>Since the activities of ST-2 until ASA-4, the company does not expand the area, where the implementation of land compensation is performed last time in 1997 and the whole of negotiated agreements are available and well documented, including documentation of land claims that have occurred, the evidence of completion and recording of the negotiations, a map of the claimed area, the recording of land compensation, the results of compensation consultation, land right release letter, statement letter and proof of compensation acceptance (receipts).</p>		
	<b>Status: Comply</b>	
<p><b>6.5</b>  <b>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.</b></p>		
<p>The Company has a document of employees list wage on December 2015, while the wage determination is based on HRM Memorandum No.014 / HRM-13 / I / 2015 on January 12, 2015 in accordance with the Decree of South Kalimantan Governor No. 188.44 / 0633 / UM / 2014 on December 16, 2014 about minimum Wage in Tanah Bumbu Regency year 2015 amounted to Rp 1,913,000 / month or Rp 76,520 / day. According to company payment document known that all wage of employee has paid base on Memorandum HRM No.014/HRM-13/I/2015, 12 Januari 2015. The results of interviews with the management of Worker Unions, obtained information that there are no workers who earn wages below the applicable of district minimum wage.</p> <p>PT SAA has a Collective Labor Agreement on 2013 to 2015 based on the Decree of Labor and Transmigration Agency Head of Kota Baru District No. 568 / KEP-1511 / HIPK / PDF / PKB / VIII / naker-2/2013.</p> <p>And has been socialized to all employees of Randi Estate on January 28, 2016 (Division I-II-III), Selabak Factory (front office), Lanting Estate (Division I-II-III).</p> <p>The company has prepared facilities and infrastructure for employees in accordance with the data of the building and housing in January 2016 for Selabak POM, Selabak Estate and Lanting Estate. Based on the interviews with employee, housing and infrastructure facilities have been adequate and function well. This can be seen from the conditions of the housing that have been eligible for occupancy. The source of water comes from reservoirs and the source of electricity comes from the generator operator. From the explanation, it can be concluded that the company has been providing facilities and infrastructures which are eligible for workers welfare.</p> <p>The company has no employees Cooperative aimed to meet the household needs of employees. However, the company has opened transportation access for employees to go to the markets in villages around the plantation which is located approximately 5 km or allow the greengrocer to be able to sell in the area of the company (employee housing). The price of the goods of household needs is still within the range that is economically in accordance with the employees' budget.</p>		
	<b>Status: Comply</b>	
<p><b>6.6</b>  <b>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.</b></p>		

The Company has a policy of freedom in association contained in the Social Policy, issued on December 2011, in point 5 explained that "the company is respected the rights of every staff / employees to form and join the worker unions of their choice and to bargain collectively".

Proof of compliance with freedom in association:

Worker Unions in each unit has been registered in Labor Agency of Kotabaru district, among others: the workers union management changes in Randi Estate No. 560 568/788 / naker on March 16, 2015; Selabak Factory: Recording No.560.568 / 84 / Labor and Transmigration Agency of Kota Baru Regency on March 3, 2015; and Lanting Estate: Registration No. 560 568/19 // Labor and Transmigration Agency of Kota Baru Regency on December 20, 2011. Based on the explanation we can conclude that the company has a policy related to the recognition of the worker unions' existence.

There is a record of the Federation of Minamas Worker Unions meeting in Sungai Durian area on December 7, 2015 in Elementary Private School building of Selabak Estate with the meeting agenda is a discussion of Minamas Collective Labor Agreement in 2015-2017, discussion of Kota Baru District Minimum Wage in 2016, discussion of 2nd Cup Federation in 2016. The event was attended by representatives of Workers Union Throughout Indonesia Committee and representatives of Sungai Durian Area management.

Based on the explanation above it can be concluded that the company has a good record of meeting between the company and the worker unions.

**Status: Comply**

**6.7**

**Children are not employed or exploited.**

Based on the document review of employee data and visits to Division II-III of Randi Estate and Lanting Estate, there are no employees who are under 18 years old. Based on the data known that the youngest age of workers is can be found at LNE harvester with the birth date is on January 2, 1997. Based on field observation and interview with workers known that there is no children workers.

**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.**

The Company has a circular letter from the CEO PSM 1 No: 146 / CEO1-SE / 04/2010 on April 13, 2010 which stated that in order to realize the harmonious industrial relationship, dynamic and fair then each operational unit must perform industrial relationship regardless of ethnic, religion, race and gender in all types of work field. There is also the Circular Letter from CEO 1 on October 29, 2015 about the implementation of Industrial relationship in unit which are harmonious, dynamic and fair so with this in order to be implemented in every operational unit of industrial relationship embodiment without distinction of race, caste, nationality, religion, disability, gender, sexual orientation, union membership, political affiliation, age. Based on employee data not found any discrimination based on race, caste, nationality, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.

List of PT. Governmental Andika employees per December 2015, showed that the background of the employees comes from various ethnic, religious and regional origin that are different each other. The results from the examination of company's employee data documents, the composition of religion, nationality, and sex can be concluded that the company has implemented a policy of opportunities and equal handling to obtain employment. Based on interviews with employees in the estate and POM, it is known that during this time there is no discrimination from the company or from fellow workers.

The company can show the evidence of selection process, hiring and promotion, for example, Unit Payment employee recruitment on behalf of Safi`l, on behalf of Sunardianto, based on the filing documents from Randy Manager Estate and approval from HRD on December 10, 2015 following a medical examination in Central Clinic of Sungai Durian Area on November 6, 2015. Also available in Selabak Factory namely Decree of mechanical promotion in accordance with the letter No. SK-POM / SKU-SLF / 2013/06/040 gain promotion to group G7 on June 1, 2013. There is an evidence of performance assessment as consideration for promotions.

	<b>Status: Comply</b>	
<b>6.9</b>		
<b>There is no harassment or abuse in the work place, and reproductive rights are protected.</b>		
<p>There are gender policy guidelines with Policy No. 701 / TQEM-ESH / 10 by MINAMAS Plantation on August 27, 2010 in Social Policy, All Staff / Employees must be handled properly and fairly in matters relating to the recruitment, advancement, conditions and job description, regardless of race, degree, ethnicity, gender, skin color, imperfections (disabilities), sexual orientation, company membership, political views, religion and age.</p> <p>In addition there is a social policy that is issued by the Head Plantation Upstream of Indonesia on December 2011 in point 6 stated that "Company is developed and implemented a policy to prevent sexual harassment and a form of crime against women and protect the rights related to the reproduction for female workers".</p> <p>SOP of Complaints Handling Mechanism For All Parties and Society (RAM) No.077 / SAA-Stkhldr.ADM / 2015) Rev. 01 which was ratified on October 8, 2015. In Chapter V. The procedure in points 5.5 stated that "<i>companies ensure the security and confidentiality of the reporter,</i>" and also attached the flowchart of complaints handling mechanisms of all parties (stakeholders). Socialization is performed in every morning briefing and the workers have known about the mechanisms.</p>		
	<b>Status: Comply</b>	
<b>6.10</b>		
<b>Growers and mills deal fairly and transparently with smallholders and other local businesses.</b>		
<p>The company has the FFB pricing document issued by the Plantation Agency of South Kalimantan Province, in November and December 2015 by Decree No. 525/3119 / PUPPH-2. Sample price of FFB in the decree is for FFB&gt; 14 years in November the price is Rp 1,279 and in December is Rp 1,276. When surveillance 04 activities, the price which is used for Smallholders FFB for January 2016 is still refers to the price in December 2015 until the latest price is decided.</p> <p>There is a cooperation agreement which agreed between the parties of Bina Karya Swadaya Cooperative (BSK) for the development and project management of oil palm plantation with the pattern of scheme smallholders or KKPA of Sungai Cengal (PT SAA). Agreement was made on August 11, 2008 and it is valid until 25 years or until 30 years. Both sides are agreed to manage oil palm plantations in accordance with the rights and each obligations.</p> <p>Based on the results of interviews with Sungai Cengal KKPA described and shown in the documentation about the management of smallholdings which consists of production activities (sales) and production costs and KKPA borrowing costs. For Sungai Cengal KKPA, currently there is no payment for oil crops that directly given to members because the calculation of production costs are still higher than sales, but the prices for processed FFB that comes into factory was recorded and the selling price is calculated and reported to the members.</p>		
	<b>Status: Comply</b>	
<b>6.11</b>		
<b>Growers and millers contribute to local sustainable development wherever appropriate.</b>		
<p>The company has a record of local development contributions on consultations with local communities, among others:</p> <p>Lanting Estate</p> <ul style="list-style-type: none"> <li>- Heavy Equipment assistance (TLB) for land clearing of Sekadoyan Village Farmers Group, November 2015.</li> <li>- Heavy Equipment assistance (Road Grader) for flattening the road of Harapan Baru Village, September 2015.</li> <li>- Heavy Equipment assistance (TLB) for well construction of Sekadoyan Village, September 2015.</li> <li>- Heavy Equipment assistance (TLB) for flattening the sport fields of Sekadoyan Village, June 2015.</li> </ul> <p>Randi Estate and Selabak POM</p> <ul style="list-style-type: none"> <li>- Diesel Fuel Assistance for Religious activities of Pentecostal Bekarangan Church, July 2015.</li> <li>- Heavy equipment assistance (TLB) for the manufacture of tread of Manunggal Lama Village Hall, November, 2015.</li> <li>- Heavy equipment assistance (TLB) for the manufacture of Kindergarten treads of Bakau Village, November, 2015.</li> <li>- Cement mixer assistance for foundry the floor of Borneo Evangelis Church of Anugrah Congregation in Sungai Durian, October 2015.</li> </ul> <p>In the SIA document, Smallholdings is a part from the affected parties, and the company pays special attention by improving communities around the plantations belonging to members of Bina Karya Swadaya KUD. Available budget of KKPA in 2016 which projected for the operational activities of smallholdings, training for improving the KKPA employees</p>		

capacity and allocation for 1 Manager, 2 Assistants, 2 Administrators, 179 workers.

**Status: Comply**

**6.12**

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

Companies can prove not to work illegally or forced in any form. Sample Letter of Specific Time Work Agreement:  
 - No. 001/RDE-EM/SPK/XI/2015/PKWT on October 22, 2015 maintenance employees Division III RDE, contract period starts from October 22, 2015 / January 22, 2016 with wages in accordance with the prevailing wage.  
 - No. 007/LNE-EM/SPK/XI/201/PKWT on May 26, 2015 harvester Division III LNE, contract period starts from August 26, 2015 / September 25, 2015 with wages in accordance with the prevailing wage.  
 During surveillance-4 activities, there have been no changes to the job functions that have been defined in the contract.

**Status: Comply**

**6.13**

**Growers and millers respect human rights**

The Company has a Human Rights Policy which is determined by the Chairman of SOU 10 of Selabak PT. SAA on July 1, 2015 for all employees / staff, covering:

- Right to live.
- Right to have a family and continue the descent.
- Right to develop themselves.
- Right to obtain justice.
- Right to personal freedom.
- Right to personal safety.
- Right to welfare.
- Right to participate in the government.
- Rights of women.
- Rights of Child.

Socialization associated with the policy including at Randi Estate and Selabak Factory (PT. SAA) socialization of human rights, OHS, information policy on December 16, 2015 attended by all employees and workers' wives and contractors. While the examples in Lanting Estate, socialization of human rights policy, OHS, information policy in Division I, II, III of Lanting Estate on December 29 to 30, 2015 attended by all employees and contractors.

**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.**

According to land clearing and planting data, there is no new development.

**Status: NA**

**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.**

According to land clearing and planting data, there is no new development.

**Status: NA**

**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.**

There is no new development after the last audit (Surveillance 3). Head of PSQM Sime Darby Plantation has submitted the Land Use Change Cover Analysis on December 2014 and responded by the Compensation Executive on January 13, 2015. Answers from RSPO, basically the data can be received and processed by the reviewer. Based on interviews

with the management known that there has been no reply from RSPO.	
During the trial period of RSPO from 2005 to 2009, there were land clearing in Randi Estate and Selabak Estate, the company can show the land clearing Cooperative Agreement Letter, among others: Cooperative Agreement Letter No. RDE / SPK-LKL / I / 07/0004-SWAB on January 1, 2007 (Randi Estate); Land Clearing activities are conducted on February 1, 2007 and Cooperative Agreement Letter No. SLE / SPK-LKL / IX / 05/0032 on November 30, 2005 (Selabak Estate); Land Clearing activities are performed on September 1, 2005.	
	<b>Status: Comply</b>
<b>7.4</b>	
<b>Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.</b>	
According to land clearing and planting data, there is no new development.	
	<b>Status: NA</b>
<b>7.5</b>	
<b>No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</b>	
According to land clearing and planting data, there is no new development.	
	<b>Status: NA</b>
<b>7.6</b>	
<b>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</b>	
According to land clearing and planting data, there is no new development.	
	<b>Status: NA</b>
<b>7.7</b>	
<b>Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.</b>	
According to land clearing and planting data, there is no new development.	
	<b>Status: NA</b>
<b>7.8</b>	
<b>New plantation developments are designed to minimise net greenhouse gas emissions.</b>	
According to land clearing and planting data, there is no new development.	
	<b>Status: NA</b>
<b>PRINCIPLE #8 Commitment to continuous improvement in key areas of activity</b>	
<b>8.1</b>	
<b>Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.</b>	
The company carries out actions for improvement through monitoring of operational activities in the field. This is performed through internal audits for operations such as operational audit of Randi Estate on March 24, 2015, there are ten finding that has been performed the evaluations and repairs follow-up that were completed on May 9 2015. While operational audit in Lanting Estate is conducted on March 23, 2015, there are findings including the financial aspects, good inventories, pruning works, maintenance and harvesting of plants that have been evaluated and followed on April 2015.	
The Company does not use paraquat pesticides and pesticides that belonging to the class 1A or 1B. This is confirmed by a policy of not using Paraquat which is outlined in the memorandum of the Head Plantations Operation (number:	

POD-UM-127 / X / 2008, on November 4, 2008) about the Replacement Recommendation of Paraquat-Gramoxone Active Ingredients applications.

The company has applied a system of terraces planting in the area of specific slopes, shown in the terrace manufacturing program for replanting areas including Randi Estate covering an area of 267 hectares and Lanting estate covering an area of 9 hectares. The company is using mechanical *chipping* in replanting activities and not using burning method.

The Company has conducted RSPO internal audit on 21 to 22 December 2015, there were 19 discrepancies, for example, regarding to the evaluation of regulatory compliance, the socialization of human rights and codes of conduct, paramilitary policies, and Supply Chain SOP and others. There are still two discrepancies that are still open related to the GHG emissions calculation and the reports to RSPO.

<b>Status: Comply</b>
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**3.2. Summary of Assessment Report of Supply Chain Requirement**

Clause	(Module D) CPO Mills – Identity Preserved Requirements
D1	<b>Definition</b>
	<p><b>D.1.1</b>  <b>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&amp;C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</b></p> <p>Selabak Factory is only accepted FFB from estate that have a RSPO certification, namely Selabak Estate, Randi Estate, Sangkoh Estate and Lanting Estate. And from KKPA estate that is Sungai Cengal, based on such things then Selabak Factory is implemented the Requirements of Identify Preserved. But from January 11, 2016, RSPO certificate of KKPA Sungai Cengal is in liquidate condition, based on letter No. 087.3 / MUTU / I2016 about the liquidate of RSPO Certificate. Results of the verification documents are the fruit reception there is incoming FFB from the KKPA Sungai Cengal, that is:</p> <ul style="list-style-type: none"> <li>- On January 18, 2016 amounted to 2,880 Kg.</li> <li>- On January 21, 2016 amounted to 6,700 kg.</li> <li>- On January 25, 2016 amounted to 5,210 kg.</li> </ul> <p>So the company can not claim that CPO and PK as IP products, <b>Discrepancy No. 2016.06</b></p> <p>Unit management can explain and demonstrate the process of receiving and processing the FFB, based on the actual implementation in the field known that currently Selabak Factory applies the standards of SCCS Module D (IP). In the document of FFB reception has been marked with RSPO Certified Stamp.</p>
	<b>Status: Comply</b>
D.2	<b>Explanation</b>
	<p><b>D.2.1</b>  <b>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</b></p> <p>Estimated production of CPO and PK produced by the mills are recorded on the annual assessment report. Based on the report of ASA-3 RSPO known that the estimated production since March 16, 2015 to March 15, 2016 is 37,558 tons of CPO and 8,536 Tons PK. While the actual production from Selabak Factory since March 16, 2015 to March 15, 2016 is 37,558 tons of CPO and 8,536Tons PK.</p>
	<b>Status: Comply</b>
	<p><b>D.2.2</b>  <b>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</b></p> <p><b>RSPO IT Platform member registration number: RSPO_PO1000000328</b></p> <p>Selabak POM- PT. Swadaya Andhika has not selling CSPO or CSPK during periods March 16<sup>th</sup> 2015 – January 16<sup>th</sup> 2016. A company sold CPO (19,457.81 ton) to PT. Golden Hope Nusantara and PT. Laguna Mandiri (Sime Darby Bhd). Meanwhile PK (4,303.25 ton) has been sold to PT. Langgeng Muara Makmur, PT. Laguna mandiri, PT. Global Interinty Industry and PT. Wilmar Nabaty Indonesia but it didn't claim as certified product.</p>
	<b>Status: Comply</b>

<b>D.3</b>	<b>Documented procedures</b>
<b>D.3.1</b>	
<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> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	
<p>a. There is a change in procedure of Product Identification and Search Capabilities of the Product at Minamas Plantation POM No. RSPO/65/SCPP/SAA ratified by Selabak Factory Manager which becomes valid on July 1, 2015.</p> <ul style="list-style-type: none"> <li>- Aiming to identify the raw materials and end products so it can be known the relationship of raw materials and product quality in order to be easily performing the search of produced products.</li> <li>- The scope of this procedure is valid from the harvest activities, receiving the raw materials (FFB), production process, material Warehouse / Bulking Station and the delivery process of products to buyers in PT SAA</li> <li>- The form of the supply chain that is applied is IP</li> </ul> <p>b. Personnel who is responsible for the application of this requirement, among others:</p> <p><b>Factory Manager:</b></p> <ul style="list-style-type: none"> <li>- Store and maintain all documents, records and notes related to the use of raw materials in the production process.</li> <li>- Verify the status of the products delivered to buyers in accordance with the documents (invoices, DO, Sales Contract, News Event of Shipping Products).</li> <li>- Provide training about the requirements of the supply chain certification to all involved staff.</li> </ul> <p><b>PSQM Assistant:</b></p> <ul style="list-style-type: none"> <li>- FFB Quality inspection (Grading) in POM and make daily recapitulation.</li> <li>- To supervise the delivery and loading / unloading of Palm Product.</li> </ul> <p><b>Supervisor/Assistant of laboratory:</b></p> <ul style="list-style-type: none"> <li>- Conduct analysis and quality testing of raw materials and products in all stages of the production process of POM.</li> <li>- Store, maintain and distribute the results of the analysis and testing of the quality of raw materials and products.</li> </ul> <p><b>Assistant/Senior Assistant/ Bulking Manager:</b></p> <ul style="list-style-type: none"> <li>- Transport of CPO and Palm Kernel products from POM to Bulking Station.</li> <li>- Handling and storage of CPO and Palm Kernel Bulking Station area.</li> </ul> <p>The Company has conducted training activities of RSPO SCCS on September 19, 2015 with presenter is Sugiono with the number of participants, 2 staffs and 5 employees.</p>	
	<b>Status: Comply</b>
<b>D.3.2</b>	
<b>The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</b>	
<p>There are procedures for application of SCCS with IP models in the SOP No: RSPO / 65 / SCPP / SAA on July 1, 2015 about the Product Identification and Product Search Capabilities in POM of Minamas Plantation. SOP which contains a complete and current procedures which include in the documented procedures of FFB receipt and process of certified and non-certified).</p> <p>At the time of Surveillance-04 take place, auditor interviews and see that recording begins from the Delivery Order Letter (SPB) carried by FFB transport drivers handed over to security officer (security) to be verified the validity, then the Delivery Order Letters were submitted to Scale Administrator (Weighbridge Operator) to be printed into Weigh Ticket (Weighbridge Ticket), after FFB unloaded in Loading Ramp, the driver will receive Weigh Tickets which have been stamped with "RSPO Certified" by Weighbridge operator. The Delivery Order Letter (SPB) and Weigh Tickets (Weighbridge Ticket) will be saved and filed. But from January 11, 2016, RSPO certificate of KKPA Sungai Cengal is in liquidate condition, based on letter No. 087.3 / MUTU / I2016 about the liquidate of RSPO Certificate. Results of the verification documents are the fruit reception there is incoming FFB from the KKPA Sungai Cengal, that is:</p>	

- On January 18, 2016 amounted to 2,880 Kg.
  - On January 21, 2016 amounted to 6,700 kg.
  - On January 25, 2016 amounted to 5,210 kg.
- So the company can not claim that CPO and PK as IP products, **Discrepancy No. 2016.06**

**D.3.2**      **Status: Non conformance with Major category**

**D.4**              **Purchasing and goods in**

**D.4.1**

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

- **Certified and non-certified FFB received period of March 16<sup>th</sup> 2015 to January 16<sup>th</sup> 2015**

Month	FFB (Ton)		
	RSPO Certified	Non Certified	Total
16 – 31 Maret 2015	2,951.04	-	2,951.04
April 2015	5,051.60	-	5,051.60
May 2015	4,434.09	-	4,434.09
June 2015	6,582.43	-	6,582.43
July 2015	5,102.94	-	5,102.94
August 2015	4,876.72	-	4,876.72
Sept 2015	6,026.27	-	6,026.27
October 2015	8,808.58	-	8,808.58
November 2015	11,451.13	-	11,451.13
December 2015	13,193.81	-	13,193.81
1- 25 January 2015	6,950.63	14,86	6,965.49
<b>Total</b>	<b>75,429.24</b>	<b>14,86</b>	<b>75,444.10</b>

**Status: Comply**

**D.4.2**

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

- **CPO and PK production period of March 16<sup>th</sup> 2015 to January 16<sup>th</sup> 2015**

Month	Certified Product (Ton)	
	CPO	PK
16 – 31 March 2015	608.15	120.515
April 2015	1,060.65	211.531
May 2015	924.35	182.616
June 2015	1,357.66	266.487
July 2015	1,076.03	187.980
August 2015	1,050.91	179.960
Sept 2015	1,335.59	304.593
October 2015	1,938.89	537.043
November 2015	2,321.57	622.191
December 2015	2,857.21	610.189
1- 16 January 2015	1107.84	219.04
<b>Total</b>	<b>15638.85</b>	<b>3442.145</b>

According to RSPO ASA-3 certificate known that production projected for March 16<sup>th</sup> 2015 – March 15<sup>th</sup> 2016 was 37,558

Ton CPO and 8,536 Ton PK. Then actual of CPO production for March 16<sup>th</sup> 2015 – January 16<sup>th</sup> 2016 is 15,638.85 Ton and PK production actual is 3442.145 Ton

**Status: Comply**

**D.5 Record keeping**

**D.5.1**

**The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.**

The site has recorded and balanced all RSPO certified FFB received and deliveries of RSPO certified CPO dan PK on three monthly basis.

Period	Certified FFB	CPO		Delivered to Bulking	
		CPO	PK	CPO	PK
March – June 2015	12,436,730	2,593,155	514,662	3,123,748	415,320
July – September 2015	16,562,090	3,484,592	634,427	6,239,859	616,650
September– December 2015	26,285,980	5,596,053	1,463,827	3,141,480	1,078,560

**Status: Comply**

**D.6 Processing**

**D.6.1**

**The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage**

The site has only one line processing facilities and storage of palm oil that is used to process and store oil from certified sources. No processing and transportation of CPO were not certified.

Selabak Factory at first only perform FFB processing from estate which have been certified by RSPO, that is Selabak Estate, Randi Estate, Sangkoh Estate and Lanting Estate and from KKPA Estate that is Sungai Cengal.

**Status: Comply**

**D.6.2**

**The objective is for 100 % segregated material to be reached**

Selabak Factory only processed FFB from certified estates which are Selabak Estate, Randi Estate, Sangkoh Estate, Lanting Estate and associated smallholder Sungai Cengal KKPA.

**Status: Comply**

**3.3. Conformity Checklist of Certificate and Logo Use**

<b>1.</b>	<b>Evidence of permission or approval certificate and logo from Certification Body which submitted by Client</b>	<b>X or√</b>
<b>ASA-4</b>	PT. Swadaya Andhika has the approval of logo and permit/certification number MUTU-RSPO/015	√
	<b>Status: Comply</b>	
<b>2.</b>	<b>Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use</b>	<b>X or√</b>
<b>ASA-4</b>	A company does not use logo whether at the on-product and off-product within the scope of PT. Swadaya Andhika – Selabak Factory	NA
	<b>Status: Not Applicable</b>	
<b>3.</b>	<b>Implementation of Certificate and Logo is not used on product</b>	<b>X or√</b>
<b>ASA-4</b>	A company does not use logo whether at the on-product and off-product within the scope of PT. Swadaya Andhika – Selabak Factory	NA
	<b>Status: Not Applicable</b>	
<b>4.</b>	<b>Controlling of Certificate and Logo, including withdrawing inappropriate logo.</b>	<b>X or√</b>
<b>ASA-4</b>	A company does not use logo whether at the on-product and off-product within the scope of PT. Swadaya Andhika – Selabak Factory	NA
	<b>Status: Not Applicable</b>	



**3.4. Summary of RSPO Partial Certification.**

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

	<b>Status: Comply</b>	
<b>7.5</b>	<b>No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</b>	<b>X or√</b>
	<p>Available EIA documents as approved by the Central EIA Committee letter the Department of Forestry and Plantations, No: 242/Menhutbun-II/2000, on March 23, 2000.</p> <p>The company has conducted studies of social impact, but until the implementation of Stage-1 is still in draft form. SIA mentioned in the draft document;</p> <p>a. Positive Impacts</p> <ol style="list-style-type: none"> <li>1. Direct Impacts <ul style="list-style-type: none"> <li>- Significant local people are employed by the company.</li> <li>- Emergence of livelihood sources.</li> <li>- Increased revenue sources and incomes of the villagers.</li> <li>- Increased productivity, value and status of land (impact of KKPA plasma development).</li> <li>- Increased accessibility and mobility of people, goods and services.</li> <li>- Public's positive perception to the company.</li> </ul> </li> <li>2. Indirect <ul style="list-style-type: none"> <li>- The increasingly growth of local businesses</li> <li>- Increased cash flow and fund circulation in the surrounding villages.</li> <li>- Increased purchasing power of the local people.</li> </ul> </li> </ol> <p>b. Negative Impacts;</p> <ol style="list-style-type: none"> <li>1. Direct impacts; <ul style="list-style-type: none"> <li>- Reduced size of public lands,</li> <li>- Public's negative perception to the company,</li> <li>- Dispute/conflict</li> </ul> </li> <li>2. Indirect impacts and Accumulation <ul style="list-style-type: none"> <li>- Clean water problem,</li> <li>- Impaired traditional value system of mutual cooperation,</li> </ul> </li> </ol> <p>- Change in lifestyles of rural people.</p> <p>Based on the Plantation Development Realization Report of the socialization of new land opening has been conducted in July to September 2010 for Bonti and Kembayan Sub-districts, and unit has done socialization of new land opening in March 2011 (Sedae, Canal, Mua, Kampuh, and Tapa sub-villages).</p> <p>Based on interviews with residents of RT Pinsam the company's new plantation opening process also involved te Satlak Team consisting of Sub-village Chiefs, Indigenous leaders, KUD Sekayam Jaya Manager and Village officials as officers who perform verification of the land to be opened.</p>	√
	<b>Status: Comply</b>	
<b>7.6</b>	<b>Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</b>	<b>X or√</b>
	<p>There is a Land Compensation Negotiation Process procedure No. 501/MAS-Doc 01/11 dated 8 April 2011 in which contains a flow chart of compensation process involving amicable deliberation and meetings with Muspika (Task Force).</p> <p>Documented process and agreement of land acquisition for new plantation area are maintained in MAS 3 Estate's office and RSPO secretariat office in MAS 1 Estate.</p>	√
	<b>Status: Comply</b>	

**3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.**

**3.5.1 Identification of Findings, Corrective Actions and Observations at ASA-4 Assessment**

2016.1	1.1.1	<p><b>Report to Authorities</b> The company could not show the evidence of the implementation report of Environmental Management Plan - Environmental Monitoring Plan in first semester of 2015 to National Land Agency of South Kalimantan Province</p>	Major	PT. SAA	March 28, 2016	Companies must be able to demonstrate the evidence of compliance with the applicable regulations.	<p><b>Root of the problem:</b> Has not provided the evidence of reporting Environmental Management Plan / Environmental Monitoring Plan SM II 2015.</p> <p><b>Corrective Action:</b> Looking document files that have been sent on September 4, 2015 that are still stored in the administration of POM (document attached).</p> <p><b>Preventive Action:</b> Improve the system of filing by the Administration so that when needed, the documents can be obtained quickly.</p> <p><b>Verification on February 8, 2016</b> Companies can show the evidence of receipt for reporting the implementation of Environmental Management Plan / Environmental Monitoring Plan in first Semester to</p>	Closed	February 8, 2016

							National Land Agency of South Kalimantan province on September 5, 2015, based on the explanation then the status of discrepancy No. 2016.01 have been met.		
2016.2	2.2.1	<p><b>The development process of acquisition the land tenure rights</b></p> <p>The company could not show the completion process of Land Use Title arrangement after Letter No. 228 / SAA / UM / PSD / IV / 2015 on April 15, 2015 regarding to the completeness of the request data of Land Use Title of PT. SAA covering an area of 62.96 Hectares</p>	Major	PT. SAA	March 28, 2016	Companies must show the proof of the completion process of the Land Use Title Right (HGU) over an area of 62.96 hectares in Randi Estate.	<p><b>Root of the Problem:</b></p> <p><b>Corrective Action:</b></p> <p><b>Preventive Action:</b></p>	Open	
2016.3	4.7.3	<p><b>Transporting and Forklift Operator License</b></p> <p>Results of the verification document obtained information that the validity period of transporting and forklift operator license have been expired on November 12, 2015</p>	Major	PT. SAA	March 28, 2016	Companies must be able to show the evidence of transporting and forklift operator license are still valid	<p><b>Root of the Problem:</b></p> <p>Transporting and forklift operator license have expired on November 12, 2015. But it has made a request application for extension on October 22, 2015 but the document has not been delivered to the auditor during the process of audit.</p> <p><b>Corrective Action:</b></p> <p>Create and apply the request for operator license extension to GM Mill which has been</p>	Closed	February 16, 2016

							<p>sought on October 22, 2015 (attached)</p> <p><b>Preventive Action:</b> Immediately ask for Operator license extension to the Labor Agency of Kota Baru.</p> <p><b>Verification on February 8, 2016</b> Companies can show proof of application for extension the transporting and forklift operator license to GM Mill on October 22, 2015, but the company has not been able to show the evidence in the form of operator license which has been extended.</p> <p><b>Verification on February 16, 2016</b> Companies can show evidence of the extension application letter of transporting and forklift operator license of Selabak Factory, in the form received by Labor and Transmigration Agency of Kotabaru district on February 11, 2016. Based on this, the team of auditors assess the discrepancy has been fulfilled and will be</p>		



								observed further during the next assessment		
2016.4	5.2.5	<p><b>Agreements with local communities to keep the HCV area</b> Based on the results of field observations in Block D21, Selabak Estate and Block E10 / E11, Lanting Estate there is local communities right in the areas of HCV, but the company has not been able to show the agreement or the negotiating process to keep the HCV area.</p>	Minor	PT SAA	Before Recertification	Companies must be able to show the agreement or the negotiating process to keep the HCV area contained in the rights of local communities	<p><b>Root of the Problem:</b></p> <p><b>Corrective Action:</b></p> <p><b>Preventive Action:</b></p>	Open		
2016.5	5.6.3	<p><b>Calculation and Reporting of Greenhouse Gas Emissions (GHG)</b> The company could not show evidence of calculation and reporting of GHG emissions on 2015 to the RSPO secretariat.</p>	Minor	PT. SAA	Before Recertification	Companies must be able to show the proof of the calculation and reporting the GHG emissions on 2015 to the RSPO secretariat.	<p><b>Root of the Problem:</b></p> <p><b>Corrective Action:</b></p> <p><b>Preventive Action:</b></p>	Open		
2016.6	D.3.2	<p><b>Model SCCS IP</b> Selabak factory, implementation of IP SCCS Model and only received FFB from the estate that have RSPO certification that is Selabak Estate, Randi Estate, Sangkoh Estate Lanting Estate and KKPA of Sungai Cengal, but since January 11, 2016, RSPO certificate of KKPA Sungai Cengal is suspended by Letter No. 087.3 / MUTU / I2016 about freezing the RSPO Certificate. Results of the fruit reception document verification,</p>	Major	PT SAA	February 28, 2016	<p>Companies must be able to show the proof:</p> <ul style="list-style-type: none"> <li>- will only accept fruit from RSPO certified sources</li> <li>- Not claim the products with IP certified, during KKPA Suspended status, Sungai Cengal has not been revoked.</li> </ul>	<p><b>Akar Masalah:</b> Selabak Factory has received FFB from Sungai Cengal KKPA on 11 January 2016 (while Sungai Cengal's RSPO Certificate has suspended) and The company didn't have a commitment for only receive a certified product.</p> <p><b>Tindakan Perbaikan:</b> A Company committed to claim certified product only (IP) during</p>	Closed	24 Februrari 2016	

		<p>there is FFB reception comes from KKPA Sungai Cengal after the date of freezing, that is:</p> <ul style="list-style-type: none"> <li>- On January 18, 2016 amounted to 2,880 Kg;</li> <li>- On January 21, 2016 amounted to 6,700 kg</li> <li>- On January 25, 2016 amounted to 5,210 kg</li> </ul> <p>So the company can not claim CPO and PK as IP products</p>					<p>period of Sungai Cengal KKPA Suspended times till 20 February 2016. (attached)</p> <p><b>Tindakan Preventif:</b> A company Maintaining P&amp;C RSPO conformance for RSPO certificate continuity.</p> <p><b>Verification on 29 Februari 2016</b> A company has shown The letter of commitment that signs by Factory manager. PT. Swadaya Andhika will not selling CSPO and CSPK with IP claim from 18 January 2016 until RSPO Certificate of Sungai Cengal KKPA Unsuspended. Meanwhile at 24 February 2016 suspended status has revoked (No. 530.3/MUTU/III/16 reactivated certificate of PT. Laguna Mandiri – Rantau POM)</p> <p><b>Kesimpulan Auditor:</b> Closed</p>		

**3.5.2 Opportunity for Improvement**

No	Ref Std	Descriptions
1	4.7.4	The company needs to continue to ensure the extension progress of appointment certificate of General OHS expert, Guiding Committee of Occupational Safety & Health secretary in Lanting Estate which has been expired since October 25, 2015.
2	6.1.2 /8.1.1	The company needs to include internal stakeholders as part of the affected parties in the Social Impact Analysis Report.

**3.5.3 Noteworthy Positive Components**







No	Ref Std	Descriptions
1		The company's commitment to implementing the management principles of sustainable oil palm.
2		Personal enthusiasm to demonstrate the RSPO standard requirements.
3		Has obtained a certificate ISCC on 2015 with Certificate No. EU-ISCC-Cert-DE / 100-20152132 since April 20, 2015 up to April 19, 2016.
4		The Company has realized smallholdings plantation development to improve the welfare of surrounding communities.
5		Companies awarded the blue proper from Ministry of Environment and Forestry on 2015.

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

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p><b>Harapan Baru Village</b> In general, the community relations work in harmony with the company, the company has been providing assistance to the public such as water supply during drought season, heavy machinery to repair the village roads, rice for elderly residents, etc. Aspiration:</p> <ul style="list-style-type: none"> <li>- Rice quantities for elderly residents need to be upgraded; local people expectation is 15 kg per person.</li> <li>- Wage for teachers for junior high school which will be built in the village and school stationery.</li> <li>- Report the migrant workers to the village chief office.</li> </ul>	<p>The harmonious relationship will continue to be enhanced by good. Rice is given together with the rice distributed also for employees of the plantation. Honor teachers and schools will be submitted to relevant CSR department. Reports the number of employees in the company have been delivered to the village because every election as well as the basis of villages and districts.</p>	<p>According to document verifications, the company has realized CSR in infrastructure and social Associated with other aspirations, the company can respond in writing to the public.</p>
<p><b>Bakau Village</b> In general, the community relations work in harmony with the company, the company has been providing assistance to the public such as water supply during drought season, heavy machinery to repair the village roads, rice for elderly residents, rehabilitation of school buildings, smallholdings, employment, etc.</p> <ul style="list-style-type: none"> <li>• Residents are helped by the existence of social assistance and sacrificial animals. Communities are expecting training and empowerment. related to the increased welfare.</li> <li>• Residents have not received a response about the availability of the company to give the estate path for cross-connecting between Sungai Durian District with</li> </ul>	<p>The Established links with Community will be maintained and further enhanced. It's will communicate with CSR department to improve people's welfare around The roads access request is still in process, but basically the estate path that already exist today have been used as well as the whole society</p>	<p>According to document verifications, the company has realized CSR in infrastructure and social Associated with other aspirations, the company can respond in writing to the public.</p>

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
Pamukan Utara District.		
<p><b>Workers Union</b> The relationship between employees and management of the companies currently is working in harmony, it is supported by the information from the union leaders that have no intervention from the company against union activities. When surveillance activities, the workers union officials together with the management is in discussion of Collective Labor Agreement draft on 2016 to 2018.</p>	<p>With the Collective Labour Agreement (CLA) are increasingly harmonious relationship between worker and the company. If there are problems with employees, the Worker unions will coordinate with the company in the settlement.</p>	<p>According to document verification, at this time the worker union officials and the company is in discussion period 2016-2018 collective labor agreement.</p>
<p><b>Gender Committee</b> Female committee officials have socialized related to the policies and the prevention of immoral acts in the company environment. Although the committee activity is restricted only around the company, but the enthusiasm of female workers and the wife / housewife are welcomed the female committee as a suggestion in the fight for the rights of female workers. Ever happened cases of immoral acts against female workers, but the company has been dealing with these issues properly.</p>	<p>With the gender committee and guided by the management can add enjoyable atmosphere for women workers in the working.</p>	<p>According to document verification, that immoral cases to employees has been completed by the company.</p>
<p><b>Contractor</b> In general, the relations between the company with communities walking in harmony, in terms of business with local contractors, any job with small and medium scale are preferably by using local contractors around the estate operational area.</p> <ul style="list-style-type: none"> <li>- PPE and work tools are covered by the contractor.</li> <li>- Estate clinic provided first aid in case of accidents.</li> <li>- payment according to the Work Agreement Letter.</li> </ul>	<p>The Letter of Agreement will be focused on local contractors in Human Resources and funding is still small scale, but for Letter of Agreement that require management and advanced technology are coordinated with central management.</p>	<p>According to document verification, In letters of intent have described the rights and responsibilities of both parties and also the payment system. In the document the minutes of payment is known that all the work that has been paid in a timely manner in accordance with the agreements signed.</p>



4.0	<b>CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY</b>		
4.1	<b>Formal Sign-off of Assessment Findings</b>		
	<p>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.</p> <p style="text-align: center;">Signed on behalf of:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>Company Name Management Representative (Position)</p>  <p><b><u>Mohammad Pirabaharan</u></b> Friday, February 19<sup>th</sup> 2016</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><b><u>Trismadi Nurbayuto</u></b> Friday, February 19<sup>th</sup> 2016</p> </td> </tr> </table>	<p>Company Name Management Representative (Position)</p>  <p><b><u>Mohammad Pirabaharan</u></b> Friday, February 19<sup>th</sup> 2016</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><b><u>Trismadi Nurbayuto</u></b> Friday, February 19<sup>th</sup> 2016</p>
<p>Company Name Management Representative (Position)</p>  <p><b><u>Mohammad Pirabaharan</u></b> Friday, February 19<sup>th</sup> 2016</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><b><u>Trismadi Nurbayuto</u></b> Friday, February 19<sup>th</sup> 2016</p>		

**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	Head of Manunggul Jaya Village, Sub district Sungai Durian	Sub district Sungai Durian District. Kotabaru	-	Direct Interview	January 27 <sup>th</sup> 2016	√	-
2	Public figure of Bakau village Sub district Pamukan Utara	Sub district. Pamukan Utara, District. Kotabaru	-	Direct Interview	January 27 <sup>th</sup> 2016	√	
3	Local contractor	District. Kotabaru	-	Direct Interview	January 27 <sup>th</sup> 2016	√	
4	Gender committee	District. Kotabaru	-	Direct Interview	January 27 <sup>th</sup> 2016	√	
5	Workers union	District. Kotabaru		Direct Interview	January 27 <sup>th</sup> 2016	√	
6	Wahana Lingkungan Hidup	Jakarta	info@walhi.co.id	Questionnaire by email	January 17 <sup>th</sup> 2016		√

**Appendix 2. Assessment Program**

DATE		25 – 28 January 2016	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
<b>Monday, 25 Januari 2016</b>			
07.00 – 10.00 10.00 – 19.00	07.00 – 10.00 10.00 – 19.00	<ul style="list-style-type: none"> <li>Flight Jakarta – Balikpapan</li> <li>Trip Auditor (Balikpapan Airport – Kebun)</li> </ul>	<ul style="list-style-type: none"> <li>TMB / MAY / LEO / PHN</li> </ul>
<b>Tuesday, 26 Januari 2016</b>			
08.00 – 08.30	08.00 – 08.30	<b>Opening Meeting</b> <ul style="list-style-type: none"> <li>Presentation to Auditee (Introduce PIC, Profile Unit Manajemen Mill and estates)</li> <li>Presentation Auditor, scope Audit, Audit plan, sampling.</li> </ul>	<ul style="list-style-type: none"> <li>TMB / MAY / LEO / PHN</li> </ul>
08.30 – 12.00	08.30 – 12.00	<b>Field Observation //Randi Estate</b> <ul style="list-style-type: none"> <li>Manuring, Spraying, Harvesting, best agricultural practices</li> <li>Housing, worker facilities, health clinic, clean water, workshop</li> <li>HCV area, legal boundary</li> <li>Public consultation with Related Community villages around the estate</li> </ul>	<ul style="list-style-type: none"> <li>LEO</li> <li>MAY</li> <li>TMB</li> <li>PHN</li> </ul>
12.00 – 14.00	12.00 – 14.00	<b>Break</b>	
14.00 – 16.30	14.00 – 16.30	<b>Field Observation // Selabak Factory:</b> <ul style="list-style-type: none"> <li>Supply Chain, Mill process, Despatch CPO</li> <li>Safety and health aspect Workshop, hydrant, IPAL</li> <li>Public consultation with workers union, local contractor and gender committee</li> </ul>	<ul style="list-style-type: none"> <li>MAY / LEO / TMB / PHN</li> </ul>
16.30 - 17.00	16.30 - 17.00	<b>Follow up Field Observation</b> verification and Daily conclusion	
<b>Wednesday, 27 Januari 2016</b>			
08.00 – 12.00	08.00 – 12.00	<b>Field Observation // Lanting Estate</b> <ul style="list-style-type: none"> <li>Manuring, Spraying, Harvesting, best agricultural practices</li> <li>Housing, worker facilities, health clinic, clean water, workshop</li> <li>HCV area, legal boundary</li> <li>Public consultation with Related Community villages around the estate</li> </ul>	<ul style="list-style-type: none"> <li>LEO</li> <li>MAY</li> <li>TMB</li> <li>PHN</li> </ul>
12.00 – 14.00	12.00 – 14.00	<b>Break</b>	
14.00 -15.00 15.00 - 16.30 16.30 -17.00	14.00 -15.00 15.00 - 16.30 16.30 -17.00	<b>Follow up Field Observation</b> verification Clarification of public consultation Documents verification and Daily conclusion	<ul style="list-style-type: none"> <li>MAY / LEO / TMB / PHN</li> </ul>
<b>Thursday, 28 Januari 2016</b>			
08.00 – 10.00	08.00 – 10.00	<ul style="list-style-type: none"> <li>Field Observation and public consultation</li> </ul>	<ul style="list-style-type: none"> <li>MAY / LEO / TMB / PHN</li> </ul>
10.00 – 12.00	10.00 – 12.00	<ul style="list-style-type: none"> <li>Document verification</li> </ul>	<ul style="list-style-type: none"> <li>PHN</li> </ul>

DATE		25 – 28 January 2016	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
12.00 – 14.00	12.00 – 14.00	<b>Break</b>	
14.00 – 15.00	14.00 – 15.00	<b>Internal Discuss and Closing Meeting preparation</b>	• <b>MAY / LEO / TMB / PHN</b>
15.00 – 17.00	15.00 – 17.00	<b>Closing Meeting</b>	