

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

Stage-1 Stage-2 Surveillance Re-Certification

Name of Management Organisation : Rantau Panjang Factory, PT Guthrie Pecconina Indonesia subsidiary of Sime Darby Plantation Sdn Bhd
 Plantation Name : Rantau Panjang Estate; Bumiayu Estate; Napal Estate; Karang Ringin Estate; Mangun Jaya Estate
 Location : Rantau Panjang Village, Lawang Wetan Subdistrict, Musi Banyuasin District, South Sumatera Province, Indonesia
 Certificate Code : **MUTU-RSPO/017**
 Date of Certificate Issue : 16 March 2012 Date of License Issue : 16 March 2016
 Date of Certificate Expiry : 15 March 2017 Date of License Expiry : 15 March 2017

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-3	02 – 06 February 2015	Ardiansyah (Lead Auditor), M. Rinaldi, Yohanes Hardian, I Wayan S.	Octo HPN Nainggolan	Tony Arifiarachman
ASA-4	15 – 20 February 2016	Ardiansyah (Lead Auditor), Marsudi Eko Santoso, Yohanes Hardian, Arif Faisal S.	Octo HPN Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-4	22 April 2016

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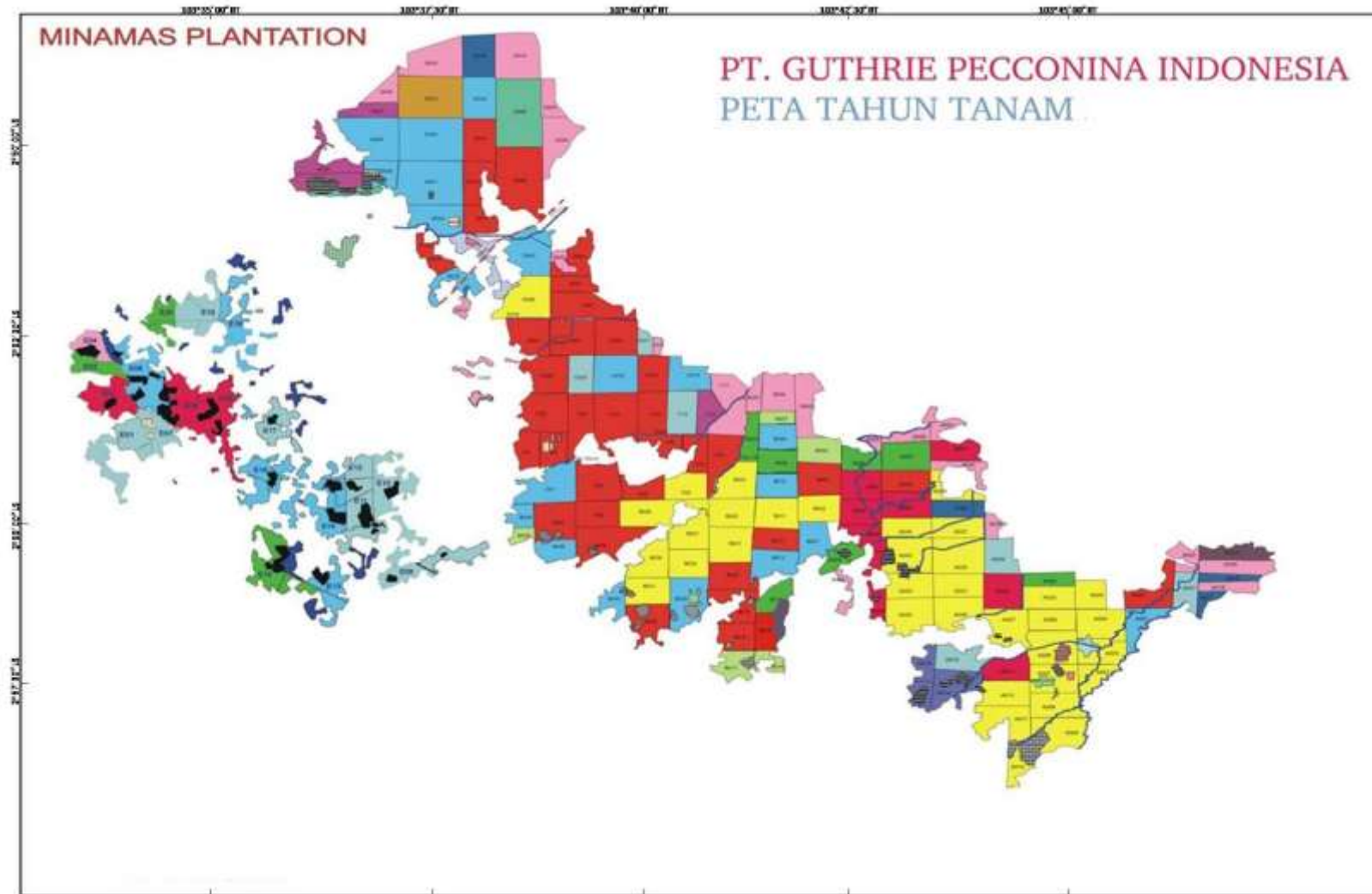
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FIGURE

Figure 1. Location Map of PT Guthrie Pecconina Indonesia



Figure 2. Operational Map of PT Guthrie Pecconina Indonesia



Glossary

ASA	:	Annual Surveillance Assessment
ASEAN	:	Association of South East Asian Nations
BOD	:	Biological Oxygen Demand
BSS	:	Block Spraying System
BYE	:	Bumi Ayu Estate
CPO	:	Crude Palm Oil
EFB	:	Empty Fruit Bunch
EHS	:	Environment Safety and Health
EIA	:	Environmental Impact Assessment
EWS	:	Early Warning System
FFB	:	Fresh Fruit Bunch
FR	:	Frequency Rate
GM	:	General Manager
GPI	:	Guthrie Pecconina Indonesia
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> (Land Use Permit)
HPO	:	Head Platation Operations
HPUI	:	<i>Head Plantation Upstream Indonesia</i>
HRM	:	Human Resource Management
IPM	:	Integrated Pest Management
ISPO	:	Indonesian Sustainable Palm Oil
KER	:	Kernel Extarction Rate
KRE	:	Karang Ringin Estate
LC	:	Land Clearing
LCC	:	Land Cover Crop
LLRP	:	Long Range Replanting Programme
LTA	:	Lost Time Accident
MJE	:	Mangun Jaya Estate
MOP	:	Muriate of Potash
MRC	:	Minamas Research Centre
MSDS	:	Material Safety Data Sheet
NAE	:	Napal Estate
NGO	:	Non Government Organization
OER	:	Oil Extarction Rate
OFI	:	Oppurtunity for Improvment
OHS	:	Occupational Health and Safety
PIC	:	Person in Charge
PK	:	Palm Kernel
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protection Equipment

PSD	:	Plantation Services Departement
PSQM	:	Plantation Sustainability and Quality Management
RJE	:	Rantau Panjang Estate
RJF	:	Rantau Panjang Factory
SGM	:	<i>Senior General Manager</i>
SIA	:	Social Impact Assessment
SJE	:	Sungai Jernih Estate
SOP	:	Standart Operating System
SOU	:	Strategic Operation Unit
SR	:	Severity Rate
WHO	:	World Health Organization
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT			
1.1 Assessment Standard Used		<ul style="list-style-type: none"> • <i>RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil - April 25th, 2013.</i> • <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill)</i> 	
1.2 Organisation Information			
1.2.1	Organisation name listed in the certificate	PT. Guthrie Pecconina Indonesia Subsidiary of Sime Darby Plantation Sdn Bhd	
1.2.2	Contact person	Mohamad Pirabaharan	
1.2.3	Organisation address and site address	RSPO registered company: No 2, Plantation Tower, PJU 1A/7Street, Petaling Jaya, Malaysia 47301. Liaison Office: The Plaza Lt. 36, JL. MH Thamrin Kav. 28-30, Jakarta 10350	
1.2.4	Telephone	(+62-21)-29926000	
1.2.5	Fax	(+62-21)-29922685	
1.2.6	E-mail	mohamad.pirabaharan@simedarby.com	
1.2.7	Web page address	www.simedarbyplantation.com	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan (Head of PSQM)	
1.2.9	Registered as RSPO member	1 – 0008 – 04 – 000 – 00 7 September 2004	
1.3 Type of Assessment			
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base : <ul style="list-style-type: none"> • Rantau Panjang Factory (RJF), Rantau Panjang Estate (RJE), Bumiayu Estate (BYE), Karang Ringin Estae (KRE), Napal Estae (NAE) and Mangun Jaya Estate (MJE). 	
1.3.2	Type of certificate	Single	
1.4 Locations of Mill and Plantation			
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Rantau Panjang Factory	Village of Rantau Panjang, Sub District of Lawang Wetan, District of	S 02° 54' 59" E 103° 44' 52"

	Musi Banyuasin, Province of South Sumatera.		
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	Rantau Panjang Estate	Village of Rantau Panjang, Village of Karang Anyar, Village of Talang Piase; Sub District of Lawang Wetan; District of Musi Banyuasin; Province of South Sumatera	S 2° 51' 03" - 2° 57' 01" E 103° 42' 10" - 103° 47' 17"
	Bumi Ayu Estate	Village of Bumi Ayu; Sub District of Lawang Wetan; District of Musi Banyuasin; Province of South Sumatera	S 2° 50' 35" - 2° 55' 02" E 103° 38' 16" - 103° 42' 25"
	Napal Estate	Village of Napal; Sub District of Lawang Wetan; District of Musi Banyuasin; Province of South Sumatera	S 2° 49' 25" - 2° 52' 27" E 103° 37' 36" - 103° 41' 16"
	Karang Ringin Estate	Village of Karang Ringin and Village of Ulak Teberau; Sub District of Lawang Wetan; District of Musi Banyuasin; Province of South Sumatera	S 2° 46' 02" - 2° 49' 46" E 103° 35' 53" - 103° 39' 21"
	Mangun Jaya Estate	Village of Rantau Kasih and Village of Pangkalan Jaya; Sub District of Lawang Wetan; District of Musi Banyuasin; Province of South Sumatera	S 2° 48' 55" - 2° 53' 54" E 103° 33' 22" - 103° 38' 11"
1.5	Description of Area Statement		
1.5.1	Tenure		
	• State		13,401.64 Ha
	<i>The company owned the HGU covering of 10,139.91 hectares area, there are 3,261.72 hectares are currently in process HGU. The company owned the IUP covering of 13,553.64 hectares area.</i>		
	• Community		- Ha
1.5.2	Area Statement		
	• Total area		13,401.64 Ha
	• Mature area		9,399.69 Ha
	• Immature area		679.21 Ha
	• Nursery		25.85 Ha
	• Mill and building		61.37 Ha
	• Peat soil drainage		106.96 Ha
	• Road and bridge		264.31 Ha
	• River		4.75 Ha
	• Boundaries drainage		28.61 Ha
	• Occupation		2,729.72 Ha
	• Enclave		45.79 Ha
	• HCV		55.38 Ha

1.6 Planting Year and Cycles							
1.6.1	Age profile of planting year						
	Planting Year	Hectarage (Ha)					Total
		RJE	BYE	NAE	KRE	MJE	
	1998	1,516.99	757.18	61.84	91.23	-	2,427.24
	1999	293.78	687.37	1,322.73	428.94	225.85	2,958.67
	2000	184.16	455.93	246.21	682.16	410.11	1,978.57
	2001	174.98	-	142.80	-	559.84	877.62
	2002	84.50	139.56	-	-	166.37	390.43
	2003	-	-	48.65	131.90	-	180.55
	2004	-	-	-	132.11	-	132.11
	2005	47.54	-	-	67.57	-	115.11
	2007	-	-	-	153.41	-	153.41
	2008	-	185.98	-	-	-	185.98
	2010	-	-	-	-	29.25	29.25
	2011	-	-	-	-	89.87	89.87
	2015	133.50	-	-	-	-	133.50
	2016	426.59	-	-	-	-	426.59
	TOTAL	2,862.04	2,226.02	1,822.23	1,687.32	1,481.29	10,078.90
1.6.2	New Planting area after January 2010				- Ha		
1.6.3	Planting Cycle				2 nd Cycle		
1.7 Description of Mill and Supply Base							
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Rantau Panjang Factory	60	215,152	46,221	21.48	10,444	4.85
	<i>*Source: processing data month of February 2015 to January 2016</i>						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Rantau Panjang Estate	3,534.79	2,862.04	65,278.05	22.80	59,292.67	91
	Bumi Ayu Estate	2,960.95	2,226.02	57,256.64	25.73	51,494.52	90
	Napal Estate	2,586.15	1,822.23	43,802.73	24.03	38,365.04	88
	Karang Ringin Estate	2,762.28	1,687.32	37,203.82	22.04	31,584.14	85
	Mangun Jaya Estate	1,557.47	1,481.29	25,873.54	17.46	21,670.07	84
	TOTAL	13,401.64	10,078.90	229,414.77	22.76	202,406.45	88
	<i>*Source: production data month of February 2015 to January 2016 The company also sends FFB to other mill as much as 27,030.10 tonnes (Period of January-June 2015)</i>						

1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill FFB (tonnes/year)			
	Sungai Jernih Estate and KKPA (884 smallholders, total area 1,768 Ha)	PT GPI	District of Musi Banyuasin	13,204.84			
	BSC	Minamas Group	District of Musi Banyuasin	175.87			
	TOTAL			13,380.71			
	<i>*Source: production data month of February 2015 to January 2016</i>						
1.7.4	Jenis Produk	FFB, CPO, PK					
1.8	Estimate Tonnage of Certified Product						
1.8.1	Past Annual Claim Certified Product	Previous Certificate Claim 16 March 2015 to 15 March 2016 (tonnes/years)	Actual certified product 16 March 2015 to 15 February 2016 (tonnes/years)				
	• FFB Production	202,079	188,753				
	• CPO Production	44,681	41,561				
	• Palm Kernel (PK) Production	10,104	9,411				
1.8.2	Estimate of Certified FFB Claim						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Rantau Panjang Estate	3,534.79	2,862.04	61,534	21.50		
	Bumi Ayu Estate	2,960.95	2,226.02	57,877	26.00		
	Napal Estate	2,586.15	1,822.23	45,556	25.00		
	Karang Ringin Estate	2,762.28	1,687.32	37,965	22.50		
	Mangun Jaya Estate	1,557.47	1,481.29	26,663	18.00		
	TOTAL	13,401.64	10,078.90	229,594	22.78		
	<i>*Source : Estimated data periode of 16 March 2016 to 15 March 2017 The decline in production due to the activities of replanting</i>						
1.8.3	Estimate of Certified Palm Product Claim						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Rantau Panjang Factory	60	229,594	52,807	23	11,480	5
	<i>*Source : Estimated data periode of 16 March 2016 to 15 March 2017</i>						
1.9	Other Certifications						
	Indonesian Sustainable Palm Oil (ISPO)			ISPO certificate of PT Guthrie Pecconina Indonesia from Mutuagung Lestari No. MUTU-ISPO/017 valid from 16 March 2012 to 15 March 2017.			

1.10 Time Bound Plan					
1.10.1 Time Bound Plan for Other Management Units					
Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status
MILL	Time Bound Plan				
Sekunzir. PT. Indotruba Tengah	2010	Sekunzir	2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified
		Seruyan	2010		Certified
Manggala. PT. Tunggal Mitra Plantations	2010	Manggala 1	2010	Rokan Hilir District – Riau	Certified
		Manggala 2	2010		Certified
		Manggala 3	2010		Certified
Bukit Ajong PT. Sime Indo Agro	2010	West	2010	Sanggau District – West Kalimantan	Certified
		East	2010		Certified
		Sei Mawang	2010		Certified
		East Plasma	2010		Certified
		West Plasma	2010		Certified
Teluk Siak. PT. Aneka Inti Persada	2011	Teluk Siak	2011	Pekanbaru, Siak District – Riau	Certified
		Pinang Sebatang	2011		Certified
		Aneka Persada	2011		Certified
Sungai Pinang. PT. Bina Sains Cemerlang	2012	Sungai Pinang	2012	Musi Rawas District – South Sumatera	Certified
		Bukit Pinang	2012		Certified
Pemantang. PT. Teguh Sempurna	2011	Pemantang	2011	Seruyan and East Kotawaringin Distri ct – Central Kalimantan	Certified
		Kawan Batu	2011		Certified
		Hatan Tiring	2011		Certified
		Batang Garing	2011		Certified
Alur Dumai. PT. Lahan Tani Sakti	2011	Alur Dumai	2011	Rokan Hilir District – Riau	Certified
Teluk Bakau. PT. Bhumireksa Nusa Sejati	2011	Teluk Bakau	2011	Indra Giri Hilir District – Riau	Certified
		Nusa Perkasa	2011		Certified
		Nusa Lestari	2011		Certified
Mandah. PT. Bhumireksa Nusa Sejati	2014	Mandah	2011	Indra Giri Hilir District – Riau	Certified
		Rotan Semelur	2011		Certified
Angsana Mini. PT. Sajang Heulang	2011	KKPA-1 PT.SHE	2013	Tanah Bumbu District – South Kalimantan	Certified
		Pantai Bonati	2011		Certified
Angsana. PT. Ladangrumpun Suburabadi	2011	Angsana	2011	Tanah Bumbu District – South Kalimantan	Certified
		Gunung Sari	2011		Certified
		KKPA-4 PT.SHE	2013		Certified
Mustika. PT. Sajang Heulang	2013	KKPA-2 PT.SHE	2013	Tanah Bumbu District – South Kalimantan	Certified
		KKPA-3 PT.SHE	2013		Certified
		KKPA-5 PT.SHE	2013		Certified

Gunung Aru. PT Bersama Sejahtera Sakti	2011	Gunung Aru	2011	Kotabaru District – South Kalimantan	Certified
		Gunung Kemas	2011		Certified
		Laut Timur	2011		Certified
		Pantai Timur	2011		Certified
Bebunga. PT. Langgeng Muaramakmur	2011	Sungai Cengal	2011	Kotabaru District – South Kalimantan	Certified
		Bebunga	2011		Certified
		KKPA Sungai Cengal	2014		Certified
Sukamandang PT Kridatama Lancar	2011	Sukamandang	2011	Seruyan and East Kotawaringin Distri ct – Central Kalimantan	Certified
		Sapiri	2011		Certified
		Barasdanum	2011		Certified
		Kuala Kuayan	2011		Certified
Pondok Labu. PT Paripurna Swakarsa	2012	Binturung	2012	Kotabaru District – South Kalimantan	Certified
		Pondok Labu	2012		Certified
		Rampa	2012		Certified
		Sesulung	2012		Certified
Selabak. PT Swadaya Andhika	2012	Selabak	2012	Kotabaru District – South Kalimantan	Certified
		Randi	2012		Certified
		Sangkoh	2012		Certified
		Lanting	2012		Certified
Rantau. PT Laguna Mandiri	2012	Rantau	2012	Kotabaru District – South Kalimantan	Certified
		Matalok	2012		Certified
Betung. PT Laguna Mandiri	2014	Betung	2012	Kotabaru District – South Kalimantan	Certified
		Sekayu	2012		Certified
Ungkaya. PT Tamaco Graha Krida	2012	Ungkaya	2012	Morowali District – Sulawesi Tengah	Certified
		Plasma TGK	2015		Certified
Ladang Panjang. PT Bahari Gembira Ria	2012	Ladang Panjang	2012	Muaro Jambi District - Jambi	Certified
		Plasma BGR	2020		-
Rantau Panjang. PT Guthrie Pecconina Indonesia	2012	Rantau Panjang	2012	Musi Banyuasin District – South Sumatera	Certified
		Bumi Ayu	2012		Certified
		Karang Ringin	2012		Certified
		Napal	2012		Certified
		Mangun Jaya	2012		Certified
		Sungai Jernih Estate dan GPI KKPA	2016		-
Blang Simpo. PT Perkasa Subur Sakti	2013	Tamiang (PT PPP)	2013	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	Certified
		Batang Ara (PT PSK)	2013		Certified
		Blang Simpo-01	2013		Certified
		Blang Simpo-02	2013		Certified
MAS. PT Mitra Austral Sejahtera	2020	MAS 1	2020	Sanggau District – West Kalimantan	-
		MAS 1	2020		-
		MAS 1	2020		-
		Plasma MAS	2020		-

Lembiru. PT Sandika Nata Palma	2014	Lembiru	2014	Ketapang District – West Kalimantan	Certified
		Awatan	2014		Certified
		Karya Palma	2016		-
		KKPA SNP	2020		-
		Pelanjau (PT BAL)	2018		-
		Sungai Putih (PT BAL)	2018		-
		Baturus (PT BAL)	2018		-
<p>There is a change with time bound plan which cause the managemen unit postpone certification process with the following explanation:</p> <ul style="list-style-type: none"> PT Mitra Austral Sejahtera. There are social issue which not yet resolved from <i>Serikat Petani Kelapa Sawit (SPKS) Sanggau</i>. Sime Darby have done informed the change of time bound plan to PT. Mutuagung Lestari which consist of KKPA PT GPI that should be audit on 2015 but until 2016 not yet been audited. Sime Darby has not provided an explanation related to the postpone of this audit in accordance with time bound plan. 					
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard				
	<p>KKPA GPI have done audited by internal on Jan – Feb 2016 and the audit result shows there are not non conformity to RSPO standard. But KKPA GPI not done RSPO Initial Assessment in accordance with certification system (Associated smallholders must be assessed within 3 years from when their fruit was first included in the mill certification). Based on the explanation is found Non Conformity No. 2015.01 with Major grade.</p>				

2.0 ASSESSMENT PROCESS	
2.1 Assessment Team	
ASA-4	<ol style="list-style-type: none"> Ardiansyah (Lead Auditor). Bachelor of Forest Resources Conservation, Department of Forestry, Bogor Agricultural University. He has followed several activities for identified environmental impact such as preparing EIA document for plantation and plantation forest. He has followed several trainings namely: Management System Certification (ISO 9001-2008/SNI 19011-9001:2008), SMK3 based on OHSAS, RSPO Lead Auditors Training Course endorsed by Proforest and Diameter, Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course and mapping for land cover analysis. During the assessment the auditor verified the legal aspect and SCCS. Marsudi Eko Santoso (Auditor). Bachelor of Agriculture, majoring in Agro technology. Followed Auditor/Lead auditor Management System Certification (ISO 9001-2008), Awareness HACCP certification, training of RSPO auditor and training of RSPO Lead Auditor, ISPO Lead auditor training, awareness green house gas and OHSAS technical expert. Currently he works for Independent Certification Body. He had involved activities RSPO and ISPO certification assessment as an auditor. During this audit, he conducted assessment on OHS and employment. Yohanes Hardian. Associate of Forest Conservation, Bogor Agricultural Institute, major in environment and wildlife. He has attending HCV training and get involved on HCV identification project in several oil palm plantation. Had experience as a environment staff at oil palm plantation. He passed ISPO, ISO 9001 and ISO 19011 Auditor training. He attend ISPO's legal document ISPO in-house training which presented by ISPO Commission. During this audit, he assigned to verify of environment aspect. Arif Faisal Simatupang. Bachelor of Agriculture, from Department of Agriculture Agronomy, Faculty of Agriculture, University of Gadjah Mada. He has attended the RSPO Awareness Training, Indonesian Sustainable Palm Oil (ISPO) Auditor Training, Training of Management System Certification ISO 9001-2008, Training of Environmental Management System, Awareness of ISO 17021 and ISO 17065, and training of Management High Conservation Value (HCV). He has been 4 years of working experience as a Field Assistant on oil palm plantation companies in Indonesia. During this audit, he conducted assessment on best management practices.
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	
2.2.1	Figure of person days to implement assessment
ASA-4	Number of auditors: 4 auditor Number of days for Surveillance-4 at site: 5 days Number of working days for Surveillance-4 at site: 20 Working days
2.2.2	Assessment Process
ASA-4	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Guthrie Pecconina Indonesia to the requirements of RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil - April 25th, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill).</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results ASA-4 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (Re-certification).</p> <p>The assessment program please find Appendix 2</p>
2.2.3	Location of Assessment

<p>ASA-4</p>	<p>Sampling locations are determined by using the formula $0,8\sqrt{y}$ from the total of supplier estate and consider the issues arising from the document review and stakeholder consultation which is fundamental and crucial. At the time of this assessment, the location of the sample is Rantau Panjang Factory, Rantau Panjang Estate, Mangun Jaya Estate, Napal Estate and Karang Ringin Estate.</p> <p>The locations visited are presented in the following:</p> <p>Mangun Jaya Estate</p> <ol style="list-style-type: none"> 1. Divisi I Field E-008. Observations and Interviews Related to the understanding of harvest procedures, technical of safe work, and payment system. 2. Security Post. Observations and Interviews the activities of fruit loading and transporting and safe work practices. 3. Division I Field E-008. Observations of IPM activities by using the owls. 4. Main road and collection road Division I. Observations of IPM activities by using a host plant for natural enemies in the form of <i>Turnera</i> and <i>Antigonon</i> plants. 5. Divisi III Field E-037. Observations and interviews related to the spray activities of the circle and Fruit Collecting Point, safe working practices, the management of Hazardous Material and Hazardous Waste, HCV, workers welfare, periodic inspection and policies for women. 6. Supporting Clinic. Observations and interviews with paramedics about the health facilities for workers and clinic waste management. 7. House of Block Spraying System (BSS). Observations on the existence of the washing place for spray equipment, spray equipment storage area, a place for the sprayer team to get cleaned up after work, management of waste from washing activities. 8. Chemical Warehouse. Observations and interviews about the management of Hazardous Material, emergency response facilities and OHS. 9. Fertilizer Warehouse. Observations on fertilizer storage and available OHS facilities. 10. Spare part Warehouse. Observations on oil and spare parts storage as well as available OHS facilities. 11. Hazardous Waste Temporary Warehouse. Observations on Hazardous waste management and available OHS facilities. 12. Workshop. Observations and interviews related to the safe work practices, hazardous waste management, workers competence and available OHS facilities. 13. Generator House. Observations on Hazardous waste management and PPE used by workers. 14. Diesel Fuel Tank. Observations on diesel fuel management and emergency response in case of leaks / spills. 15. Central Housing. Observations on housing facility and interviews with the workers related to the public facility provided by the company and the management of household waste. 16. Early Childhood of Pelangi Kasih. Observations and interviews related to the education facilities and games for workers children. 17. Reservoir of Water Sources: Observations on the management of the area around the water source, water source facilities. 18. Field E-005. Observations on HCV management in the form of Baung riparian. 19. Field E-005. Observations on the conditions of two boundaries pole. 20. Field E-016. Observations on the conditions of four boundaries pole. 21. Field E-016. Observations on the management and monitoring of the erosion. 22. Field E-016. Observations on the HCV management in the form of water sources. <p>Napal Estate</p> <ol style="list-style-type: none"> 23. Division III Field C-022. Observations and interviews related to the understanding of harvest procedures, technical of safe work, and payment system. 24. Division III Field C-022. Observations of IPM activities by using the owls. 25. Main road and Collection road Division III. Observations of IPM activities by using a host plant for natural enemies in the form of <i>Turnera</i> and <i>Antigonon</i> plants. 26. Division III Field C-025. Observations and interviews related to the spray activities of the circle and Fruit Collecting Point, safe working practices, the management of Hazardous Material and Hazardous Waste, HCV, workers welfare, periodic inspection and policies for women. 27. Field C-010 and C-003. Observations on HCV management in the form of panjring riparian. 28. Field C-024. Observations on HCV management in the form of Mampo riparian.
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- 29. **Field C-009.** Observations on the condition of legal boundaries pole of National Land Agency GPI 39.
- 30. **Warehouse.** Observations and interviews about the management of hazardous material, emergency response facilities and workers understanding related to the company's policies, facility for workers, health examination and OHS implementation.
- 31. **Workshop.** Observations and interviews related to the safe work practices, hazardous waste management, workers competence and available OHS facilities.
- 32. **Housing.** Observations on housing facility and interviews with the workers related to the public facility provided by the company and the management of household waste.
- 33. **Clinic.** Observations and interviews related to the health facilities for workers and clinical waste management.

Rantau Panjang Estate

- 34. **Field A-051.** Observations on planting activity on 2015 and 2016 and the progress of land clearing activity for replanting.
- 35. **Field A-051.** Observations on HCV management of Langgaran riparian and replanting activity.
- 36. **Nurseries of PT GPI.** Field observation on the nurseries activity for replanting throughout the unit of PT GPI.
- 37. **Field A-011.** Observations on the activity of utilization of effluent in the estate area.

Karang Ringin Estate

- 38. **Division II Block P-058.** Observations and interviews related to the peat land management in the form of subsidence monitoring, ground water level (water table), water management, block dam (weirs) and water gate.

Rantau Panjang Factory

- 39. **Processing (Sterilizer – Dispatch).** Observations and interviews related to the understanding of the procedures, implementation of OHS, workers welfare, emergency response equipment, safe working practices, health examinations and freedom of association.
- 40. **Installation of Hydrant in Boiler Station.** Observations and interviews related to the preparedness of fire emergency response equipment.
- 41. **Workshop.** Observations and interviews related to the competence of workers, health examinations, OHS implementation and waste management.
- 42. **Hazardous Waste Temporary Warehouse.** Observations on Hazardous Waste management.
- 43. **Chemical Warehouse.** Observations on storage activity and hazardous material management.
- 44. **Water Treatment Plant (WTP).** Observations on water management activity, the use of chemicals and hazardous waste management.
- 45. **Reservoir.** Observations on the activities of the management and protection of water resources.
- 46. **Waste Water Treatment Pond (WWTP).** Observations on the activity of effluent management activity.
- 47. **Security Post.** Observations and interviews related to the examination and acceptance of FFB in the Mill.
- 48. **Weighbridge.** Observations and interviews related to the FFB weighing in the mill.
- 49. **Grading.** Observations and interviews related to the quality inspection of the received FFB, the implementation of OHS and safe working practices.

Stakeholder Consultation

- 50. **Institutions of governance** (Natural Resources Conservation Agency of South Sumatera Province, governance institutions of Musi Banyuasin Regency consist of Environmental Bodies, Labor and Transmigration Agency, Plantation Agency, National Land Agency). Interviews related to regulatory compliance, the issue of environmental pollution, land conflict issue and company contributions to the region.
- 51. **The villages around PT GPI** (Karang Ringin 2 Village and Rantau Kasih Village). Interviews related to the issue of environmental pollution, land conflict issue, the company's contribution to society and the impact of company activities.

2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.

ASA-4	<p>Consultation of stakeholders for PT Guthrie Pecconina Indonesia was held by:</p> <ol style="list-style-type: none"> 1. Public announcement at web www.mutucertification.com on 1 February 2016. 2. Consultation meeting and interview with government agencies in Musi Banyuasin District on 15 and 16 February 2016. 3. Consultation meeting and interview with Surrounding Village (Karang Ringin 2 Village and Rantau Kasih Village) on 16 February 2016. 4. Consultation meeting and interview with Internal Stakeholder (Committee gender, labour union and local contractor) on 17 – 18 Februari 2016. 5. Consultation by email with NGO (WWF) 11 February 2016. <p>Numbers of input from stakeholders were clarified by PT Guthrie Pecconina Indonesia.</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (Re-certification) will be planned 12 months after ASA-4 assessment (March 2017).

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Rantau Panjang Factory – PT Guthrie Pecconina Indonesia, Sime Darby Plantation Sdn Bhd operation consisting of one (1) mill and one (5) oil palm estate.

During the assessment, there were three (3) Nonconformities were assigned against Major Compliance Indicators, one (1) nonconformities were assigned against Minor Compliance Indicators and eleven (11) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective actions that had been reviewed and accepted by Auditors in form of documentation evidences e.g. (document record/photographic). Those corrective actions taken that consist of three (3) Major non-conformities had been closed out shall be verified during next assessment.

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

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

Ref Std.	VERIFICATION RESULT of MUTU-Certification
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY	
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.
1.1.1 & 1.1.2	<p>The Company has procedures on the requests for information ratified by estate manager on December 1, 2012. In the SOP mentioned the procedures for requesting information as follows:</p> <ul style="list-style-type: none"> - All mails of request for informations that goes into the operating unit is addressed to the operational unit manager - Management unit will send a response letter to the parties in accordance with the adequate demand. - The timeframe for submitting the responses up to 1 week, when it requires the approval from the Head Department then the timeframe for submitting the responses maximum in 1 month. - Operational Unit Manager is responsible for providing and updating the informations <p>Each request information is recorded in the books of incoming and outgoing mail. The documents are stored in each of the estate office. Based on the books of incoming and outgoing mail in 2015 is known that there are no requests for information, generally the incoming mail is a request for assistance to the company, for example:</p> <ul style="list-style-type: none"> • Application letters for funding on the activities of Republic of Indonesia 70th anniversary and Banyuasin 59th anniversary in 2015 by Sekayu District on July 23, 2015. The Company has responded the request on August 15, 2013 by providing an assistance. • Application letters for heavy equipment from Sidomukti Village, Plakat Tinggi District, Banyuasin Regency to assist the development of the market in Sidomukti Village. Demand for heavy equipment from Sidomukti Village has been done on January 15, 2015.

In addition, the company has sent information to the relevant agencies such as, environmental management report to Local Environmental Body of Musi Bayuasin Regency and compulsory report to the Labor Agency of Musi Banyuasin Regency.

Status: Comply

1.2

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

1.2.1

The Company has a list of information that can be accessed by stakeholders in the SOP of Right to Access Information which has been revised on February 20, 2016. The documents that can be accessed by the public including:

- Land Use Title;
- Trade Business Permit / Plantation Business Permit / Business Location Permit;
- Licensing,
- HCV Area;
- SIA;
- EIA;
- Documents of Occupational Health and Safety;
- Employee data which is not related to the wages;
- Production Data;
- Waste Data;
- Human Rights Policies
- RSPO reports

Results of interviews with stakeholders (The Village of Rantau Kasih and Karang Ringin) known that the villagers understand how to obtain informations from the company.

Status: Comply

1.3

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

1.3.1

The management unit showed a Business Ethics Policy approved by GM, SGM, and Head Plantation Office (HPO) on May 24, 2007. The management unit develops the business ethics with regard to the stakeholder's expectation to the company and how to enforce the ethics including the monitoring, reporting and sanctions for violations on the code of conducts. The commitment in interacting with stakeholders is a major concern of the company and be a part of the company's business ethics, as well as the creation of added value.

Besides the business ethics, the management unit also makes the work ethic that governs the individuals basic attitudes and the individuals behavior inside and outside the company, besides including the prohibition of corruption, bribery and fraud also arranged on the code of conducts, among others:

- Continue to comply with and implement rules and regulations and to care and maintain the company's good name
- Behave in a polite and courteous, not doing intimidation, humiliation, harsh words, harassment, provocation and do not cause a condition likely to cause unfair competition among fellow employees.
- Appreciate a personal nature on fellow employees, such as religion, status, ethnic or racial and family.
- Not committing a disgraceful act such as sexual harassment, defamation on fellow employees and their families, drunken, opium and drug abuse
- Not committed an unlawful act such as gambling, stealing or embezzling the company assets
- Did not allow himself or co-workers in danger or allowing co-workers to work not in accordance with the standards of OHS.

The company has been conducting business ethics policy SOP socialization on October 10, 2015 which was attended by the staff of PT GPI. Based on the interviews with FFB contractors in Napal Estate and Mangunjaya Estate known that

besides the socialization on the use of PPE, also known about the prohibition of corruption, bribery and fraud when cooperating with companies.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

2.1.1

The company has shown the evidence of compliance with local, national and international regulations, such as:

- Have Land rights in the form of Land Use Title.
- Have a plantation business permit for the activities of oil palm plantation and palm oil mills.
- Have the hazardous waste storage permit.
- Have the permission to utilize effluent on land.
- Have a document of environmental impact assessment (EIA).
- Sending the reports of Environmental Management Plan and Environmental Monitoring Plan every semester.
- Sending quarterly reports of hazardous waste management.

2.1.2

The company has a mechanism to identify and evaluate the compliance with the law described in the SOP of Law Terms. This procedure has been explained about the PIC who is responsible for identifying the regulation and the PIC who is responsible for evaluating the regulations. Based on this mechanism, the company identifies the type of the legislations that must be met and classified in the group of Acts, Government Regulations, Presidential Decree / Instruction, Minister Decree / Instruction and Other Regulations. The entire copy of the rules is stored in the office of each unit, for example, Napal Estate can show a copy of the Law No. 39 Year 2014 about Plantations.

2.1.3 & 2.1.4

All regulations are noted in the list of rules which are always evaluated regularly at least once a year or if there are regulatory / latest requirements referenced. The latest evaluation was conducted on January 2016 conducted by the department of PSD and EHS. The evaluation is done because there is the latest regulation that is Government Regulations No. 45 Year 2015 about retirement security. The results showed that the management unit has complied with the rules relating to the activities of oil palm plantations.

Based on the interviews with relevant agencies (Plantation Agency, Labor Agency and Environmental Body) known that the management unit has fulfilled the regulations related to the plantation, employment and the environment.

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.

2.2.1

The company has had the land rights in the form of Land Use Title (HGU) as described in the Audit Report ST-2 and up to ASA-04; the company has not expanded the area or make changes to the Land Use Title documents. Land Use Title owned is an area of 10,139.91 hectares, while for the whole area managed by the company is covering an area of 13,401.63 hectares. The company has shown the progress on the Land Use Title maintenance for an area of 3,261.72 hectares which consists of two processes. For an area of 1,417.99 hectares, according to the letter from the President Director of PT GPI to the Head of National Land Agency Regional Office of South Sumatra, on January 25, 2016 that questioned the map from National Land Agency measurement results for field measurement activities that have been carried out on October 12, 2011. According to the email from the Public Services Department (PSD) on February 16, 2016 it is known that the Land Use Title maintenance for an area of 1,843.73 hectares is awaiting the issuance of the Land Use Title decree. The results of the visit to the National Land Agency Regional Office of South Sumatra showed that the

concerned parties were not in the office, so the information related to the Land Use Title maintenance was not obtained. It will be observed further in the next visits (**OFI**).

2.2.2

Mangunjaya Estate and Napal Estate have conducted monitoring of boundaries pole every 3 months. The examination results for 2015 showed that the entire pole conditions in Napal Estate (26 pole) are in good condition and 143 pole from 231 pole in Mangun Jaya Estate are in good condition. A field visit in Napal Estate showed that National Land Agency Pole No. 39 is in a well-maintained condition. While the pole in Mangun Jaya Estate has not given identity because still waiting for the map from National Land Agency measurement results.

2.2.3; 2.2.4 & 2.2.5

The consultation results with Plantation Agency of Banyuasin Regency and the surrounding communities (Village of Rantau Kasih and Napal) known that there was never a dispute / conflict of land between the companies significantly. The results of interviews with the management representatives and review of documents known that there are land claims in Block P55-P56 of Karang Ringin Estate which has happened since 2012 and now (2016) land claims settlement process is done by legal means. In addition, the company can show a map of the area of the land claims.

2.2.6

The Company has had a policy from GM Government Relationship, Adm and Secretary No: 012/GRAS-IM/II/2016 dated February 1, 2016 which described about “safety pattern and security of the company’s assets in the estates and mills in the area of PT GPI by using security management system carried out by the members of the security guard / security which has a status as civilian employees of the company”.

Status: OFI

2.3

Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.

2.3.1; 2.3.2; 2.3.3 & 2.3.4

Land tenure for the management unit within the scope of the audit was State land and community land that has been made compensation at the time of the management by the management of PT GPI in 1998. Since the ASA-3 until ASA-4, the company does not perform are expansion.

Status: Comply

PRINCIPLE #3 Commitment to long-term economic and financial viability

3.1

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

3.1.1

Company plans document consists of the annual plans (2015/2016) and long-term plans in the next three years (2016 to 2018) for the mill and any estate. The planning documents include the operational area planning and reserve area, the costs of plants treatment, price, infrastructure, up to the production cost, as well as other production variables such as tonnage and yield of the products. Variable of environmental cost, health and safety have also been included in the plans. Indicators of the estimated product price on the company's long-term plans will be observed again in the next visit (**OFI**)

3.1.2

The Company has long-term replanting plans for the period of 2010 to 2030 in the document Long Range Replanting Programme (RLPP) which made based on the indicators of plant age (25 years). However, the management will consider the factors of the production (<18 tons / hectares / year) and plant height factor (> 15.1 meter). Replanting activities are carried out in stages to maintain the company financial stability, considering the oil palm plants are not operated until three years.

Replanting activities first started in Rantau Panjang Estate in 2015 (overthrow started in August 2014) covering an area of 251.39 hectares. While for Napal Estate replanting activities planned in 2018/2019 covering an area of 187.80 hectares

and Mangun Jaya Estate planned for the year 2019/2020 covering an area of 102.23 hectares. Based on the results of field observations in Rantau Panjang Estate in Immature Plant area I (replanting 2015) and replanting progress in 2016, the activities carried out mechanically by using excavator in accordance with the company commitment of zero burning. Oil palm trunk is chopped and then dumped in the silt pit lane to accelerate decomposition and prevent the outbreaks of horn beetle pests (*Orictes rhinoceroes*). Water management is done by creating a subsidiary drain with a ratio of one channel for two plant lanes. Performance of the plant on Immature Plant I looks pretty good, organic mulching has been done in the form of empty fruit bunches to the circle and LCC planting which has been covered the inter row.

Status: OFI

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

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1

The company best practice is based on the standard operating procedures for the estate and mill unit ratified by the Head Plantation Upstream Indonesia (HPUI) and General Manager Mill Area. Standard operating procedures of estate are contained in the documents of Agronomy Reference Manual of Oil Palm Planting (Policy No. 110 / EST-ARM / 13) which includes the land clearing and planting, management in the mineral and peat land, maintenance and integrated pest management, up to harvest and transport. Standard operating procedures of mill are contained in the documents of Palm Oil Processing System (Policy No. 110 / POD-FAC / 07) that covers all aspects of the processing, from FFB acceptance, processing station, storage, laboratories, WWTP, up to the product delivery.

Observation results on harvest activities and interviews with harvesters in Napal Estate and Mangun Jaya Estate, harvesters have understood the ripeness criteria to obtain optimal fruit quality, that is more than 10 loose fruits per bunch. Observation results in several Fruit Collecting Points not found any unripe fruit that is harvested. Harvesters also have understood OHS aspects such as the use of complete PPE, safe harvesting techniques, as well as how to carry and put the work tools.

4.1.2 & 4.1.3

The Company has a mechanism to check the consistency of the procedure implementation in the sustainable plantation management guidelines (No. 724 / TQEM-SPM / 09), which explains that the sustainable plantation management guidelines will be documented and monitored by BPA-System & Procedure Department. This document has been socialized to the workers for example socialization and the refreshment of Standard Operation Procedure on April 5, 2016. In general, the operational unit of the estate and mill in PT GPI has been conducted in accordance with the understanding of the procedures, activities include replanting, plant maintenance, pest and disease control, harvesting, FFB processing and handling of waste, up to the owned infrastructure.

Records of monitoring and implementation of the SOP has been maintained, for example:

- Reports from Plantation Advisor for each estate, for example, Plantation Advisor in Napal estate on June 23 to 24, 2015 and Mangunjaya Estate on April 28 to 29, 2014.
- Mill Visit Report of Rantau Panjang Factory was conducted on June 9 to 11, 2015.

4.1.4

The results of document review and interviews showed that Rantau Panjang Factory does not perform FFB acceptance / purchases from third parties. FFB received by the mill comes from nucleus estate and KKPA estate in PT GPI. The mill can showed the documentation of FFB acceptance from each estate described in the production daily reports.

Status: Comply

4.2

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

4.2.1 & 4.2.3

Practices in maintain the soil fertility is set in the fertilization procedures. Efforts by the company that is with inorganic

fertilizer and organic fertilizer such as empty fruit bunches and POME application. Inorganic fertilizer application is done based on the soil sampling and annual leaf sampling by internal research institutions, as well as semi-detailed soil survey results so that the fertilization is not excessive, efficient and monitoring the annual nutrient status. Leaf sampling has been conducted on November 2015 for Napal Estate and November 2015 for Mangun Jaya Estate. For the last soil sampling is focused on the peat area which was conducted in August 2014.

4.2.2

Modification of technical culture performed to maintain soil fertility including contour terraces and individuals in the undulating area, empty fruit bunches mulching and planting LCC. Inorganic and organic fertilization activities such as empty fruit bunches and POME has been well documented by the company. Fertilization HGF Borate, Dolomite, ZA, MOP, RP, and CCM 44 in 2014/2015 has been realized 100% in Napal Estate and Mangun Jaya Estate.

The Company has the document Semi Detailed Soil Survey in 2008 by Param Agricultural Soil Survey. Based on these survey results, there is a marginal land in the form of peat area covering an area of 1,180.3 hectares in Karang Ringin Estate, Rantau Panjang Estate and Bumiayu Estate. In 2013, the company through Minamas Research Centre has conducted survey on peat depth and fertility. The survey activities serve as a reference in the management of land and replanting, for the right target and sustainable.

4.2.4

The results of field visits in Field A-001 Rantau Panjang Estate showed that the application of POME has done well on the flat bed with the same size and the volume of applications have been arranged so as not to exceed the prescribed dosage. At the location Mature Plant I and the LC area of Rantau Panjang Estate has been made EFB application as a mulch and organic matter enhancer. In addition, one oil palm trunk is chopped and dumped in the silt pit pathways to accelerate the nutrient cycle.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1 & 4.3.2

The company has collected the data of type, nature and slope of the land in semi detailed soil survey results in 2008, as a guide for conducting erosion control and soil degradation. In the document provided a map of soil types, slope maps with a scale of 1:100,000. The type of soil in Napal Estate and Mangun Jaya Estate is dominated with sandy clay and there is a slope covering an area of 29 hectares in Mangun Jaya Estate. Identified peat area covering of 1,180.3 hectares (9.7%) with dominance in Karang Ringin Estate covering an area of 940.8 hectares. Management committed to sloping area by making individual terraces, contour terraces, cumulation accoring to the terrace lanes and silt pit.

4.3.3

Program and the realization of road maintenance has been documented in the document of monthly Report Manager. Based on the results of field observations during the audit, the main road and the collection of road are in good condition and well maintained. Has been done street paving with gravels up to the collection road.

4.3.4 & 4.3.6

Peat land management guidelines contained in the standard operating procedures that describe the water management, monitoring of water table and peat subsidence. Realization of the activity has been documented in the document of Water Management, especially for Karang Ringin Estate with an area of peatland dominant. Water management in Karang Ringin Estate is divided into four zones to facilitate the operations in the field. Based on a review of documents and field observations, water management has been done well including a system of canals, canal dams (*weirs*), sluice gates, water level stick, piezometers (39 units), subsidence pole (4 units) and manufacture of embankments in riparian. Interviews showed that measuring officers have understood the method of subsidence pole and piezometers measurement. Based on the data of peat subsidence in 2015, the subsidence rate ranged from 0.3 to 0.5 mm per semester, the ground water level in January 2016 ranged from 20 to 40 cm below the soil surface. The company may increase the representation of subsidence observations by increasing the subsidence pole, especially at the level of different peat depth (OFI).

4.3.5

Based on a review of documents and field observations, replanting activities have been and are being made in Rantau Panjang Estate which is not an area of peat land, so it is not necessary to assess the level of drained. But the company needs to conduct a study drained level before replanting in the area of peat located in Karang Ringin Estate (940.8 ha), Rantau Panjang Estate (179.6 ha) and in Bumi Ayu Estate (59.9 ha) **(OFI)**.

Status: OFI

4.4

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

4.4.1 & 4.4.2

Documents inspection showed that PT GPI has had a map of the estates in the scale of 1:20,000 which is equipped with the block information and basic data, including the river network. Based on these documents, there were 13 tributaries which are Musi River tributary and there are wetlands in the form of peat land covering approximately of 1,180.03 hectares in Karang Ringin Estate. Wetlands and water resources in the company area is peatland, surface water (rivers) and groundwater. The results of field visits and document review showed the peatland management is done by:

1. Manufacturing of canals and ditches (main drain, collection drain, and field drain)
2. Manufacturing of sluice gates such as Screw gate, Flap gate, and Box culvert.
3. Manufacturing of zone according to the height.
4. Installation of piezometers to measure the water level in the peat.
5. Installation of peat subsidence pole measure in every zone.
6. Default setting of the height distance between peat surface water level with the peat surface that is 50 to 60 centimeters to maintain the availability of water in the block.

The results of field visits in Napal Estate showed that Mampo and Pajring riparians have been managed without using chemicals. In the field has been seen the boundaries pole of riparian in the form of yellow paint in the palm tree and HCV pole.

The company has managed the generated effluent by making the Wastewater Treatment Plant (WWTP). There are 7 ponds by using multi-feeding system that is after entering into the cooling pond, the waste is streamed in each pond to recycle with the help of bacteria. The effluent that has been managed in the WWTP is then applied on oil palm plantations (Land Application / LA). The company has had a permit for utilizing the POME on land (land application) through the decree of Musi Banyuasin Regent No. 601 Year 2011 on May 18, 2011. Areas that can be applied with effluent consist of 4 Fields with an area of 200 hectares. Based on the results of field visits in Block A011 known that the effluent has been used on the flat bed on the same size and there was no indication of effluent runoff.

4.4.3

The company has measured the quality of effluent for land application every month and report it every three months. BOD effluent measurement data in the last three months (October to December 2015) ranged from 352 to 160 mg / L. From the results of effluent quality monitoring showed the WWTP is effective in lowering the BOD parameter so that it meets the applicable standard.

4.4.4

The results of Interview with the mill management known that the water sources from reservoirs are streamed to the WTP (Water Treatment Plant) for processing. All of the processed waters are used for mill needs both for the process as well as for mill environment cleaning. The usage monitoring carried out in reservoirs and in WTP by installing a flow meter and based on the field visits, the tools are working properly. The water usage in the average of 1.1 m³ / ton of FFB. Based on the usage data for FFB processing, the total is accordance with the budget so that water usage is still within the threshold set.

Status: Comply

4.5

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

Pest Management techniques.

4.5.1

Techniques of integrated pest and disease management has been set in the procedure of plant protection. The activities include the detection and the census to determine the level of pest attacks. If the attack does not exceed the threshold level then do not perform chemical control, but simply by biological control such as maximizing the planting of beneficial plants for controlling the leaf eater caterpillars and the addition of owl cages for controlling the rat pests.

Based on census data of leaf-eating caterpillars and rat in Napal Estate and Mangun Jaya Estate in the period of October until December 2015, the level of pest attack is below the threshold. The use of owls for rat pest control have been well documented. The company is conducted an inventory of the condition of the owl's cage regularly. In the period of 2013 until 2015 has already performed the installation of the new cage as many as 28 units. Based on the field observations on the new cages, still have not found any signs of occupation. There are no signs of rat attacks on Fruit Collecting Points in the harvest activities, as well as based on the visual observation of plant leaves, there are no signs of leaf-eating caterpillars attack.

4.5.2

To improve the understanding of the employees and staff about the system of detection, census and control, the company provides training regularly. The last training was conducted on June 22, 2015, with training materials include the introduction of pests, census techniques, and control measures in an integrated manner. Based on interviews with the census officers, the types of pests and the technical of census implementation has been well understood. The harvesters have also known the reporting mechanism if there is identified an attack from rat pest or leaf-eating caterpillars.

Status: Comply

4.6

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

4.6.1

Pesticides were used in Napal Estate and Mangun Jaya Estate consists of Prima Up 480 AS, Starane 200 EC, 480 EC and Medally Kenlon 20 WG. The entire pesticide has been registered in the commission of pesticides. In the procedure of weed control, the company has a policy to using pesticides selectively to a specific control targets that have a minimal impact beyond the target. The Company does not use a broad spectrum pesticides like Paraquat.

4.6.2 & 4.6.3

The use of any pesticides are documented and monitored so as not to exceed the specified budget. The management is sought for the use of pesticides as minimal as possible, for instance, by delaying the circle spraying if the weed population is not yet dominant. Based on the field observations, there are no preventive use of pesticides. The control measures carried out in accordance with the program and assessment in the field, or recommendations from research department.

4.6.2 & 4.6.4

Documentation of the use of pesticides in the field including the active ingredients used, LD50, the total active ingredients used and the extent of the application, the active ingredient per hectare, the content of active ingredient per ton of FFB, up to the chart of the pesticides used. Based on the documentation for the year of 2015, the use of any pesticides do not exceed the recommended dose. The Company has a policy to not using pesticides with Type 1A or 1B WHO and paraquat. The results of document review and observations in the warehouse not found pesticide with active ingredient in that category.

4.6.5; 4.6.6; 4.6.7; 4.6.8; 4.6.9 & 4.6.10

The results of field visits in the pesticide warehouse of Napal Estate and Mangun Jaya Estate showed that the pesticide storage area has been equipped with MSDS, PPE, fire extinguisher and first aid box. The company has provided regular training on how to work safely for example, on April 18, 2015. Based on interviews and field observations, the sprayer has understood the technique of spraying in good and safe, as well as the understanding of the ban on spraying in the riparian. The operators have been given a good working tools and adequate PPE, the use of the block spraying system car and labeling and socialization of spraying ban in the riparian. After the activity, working tools and PPE are washed in the special

washing place and stored in the special warehouse. Pesticide containers are stored properly in the special place on each estate before being sent to the licensed hazardous waste warehouse. The results of field visits in employee housing and offices, not found any pesticide containers that are used for other purposes. The results of document review, interviews and field visits showed that the company did not make the application of pesticides by air.

The results of the visit in Hazardous Waste Temporary Warehouse showed that there is a book of waste monitoring which describes the types of waste, waste amount, date of waste entering the temporary warehouse and the date of waste exiting the temporary warehouse. Waste contained in the Temporary Warehouse include pesticide packaging waste, diesel fuel and used oil filters. Hazardous waste temporary warehouse is also equipped with a second containment, fire extinguisher and a shower to cleanse themselves.

4.6.11

The Company has conducted health examinations for pesticide operators regularly. Health examinations carried out in the form of physical examination and testing of cholinesterase levels. Last medical examination was conducted in December 2015 to all sprayers in Napal Estate and Mangun Jaya Estate. The test results showed that all sprayers are in a healthy state. Based on interviews with sprayers, there are no complaints regarding to the skin diseases such as irritation and itching.

4.6.12

Based on observations on spraying activities in Napal Estate and Mangun Jaya Estate, there are no female employees who are pregnant or breastfeeding. The operators have understood the ban on pregnant or nursing women to work in an environment related to the pesticides.

Status: Comply

4.7

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

4.7.1

Policies, procedures and occupational safety and health program documented consistently by the company. Realization of OHS and environment program in the period of 2015 to 2016 include weekly inspection of PPE and fire extinguishers, routine health examinations every semester, checking the cleanliness of housing, schools and clinics, OHS quarterly meetings, and the realization of OHS training.

4.7.2

The Company has reviewed the risk of working in the document of Hazard Identification Risk Assessment and Risk Control (HIRARC) available for mills and estates. The preparation of HIRARC was referring to the Guidelines SOP of OHS Identification, Assessment and Control of Hazards / HIRARC. Based on the observations on operational activities in the mill and estate, the implementation of risk control is in accordance with the existing hazard identification.

4.7.3

Employees who work in the specific or high risk area has been given compulsory training such as Hygiene company and occupational health, steam boiler operator training, heavy equipment operator training, generator operator training and welder training. In addition to the mandatory training, the company also provides internal training about OHS regularly such as fire fighting training, disaster evacuation, first aid and socialization about health. Based on interviews in the mill, the workers have understood the mechanism of action in case of fire, evacuation routes, communication, up to be able to simulate the use of hydrant well. The workers on the estate and mill have also been equipped with appropriate PPE, for example, harvester PPE includes boots, helmets, and sickel gloves. As for sprayers are equipped with masks, gloves, apron, and boots, mill employees are equipped with helmets and safety shoes.

4.7.4

Person in charge of the company OHS is the Guiding Committees of OHS. The document review showed that there is no changes in Guiding Committee of OHS board in Rantau Panjang Factory, Mangun Jaya Estate and Napal Estate. Guiding Committee of OHS secretary on each unit is the general OHS expert. Guiding Committee of OHS regular meeting to discuss the issue of OHS in the factory and every unit of estate. Meeting on July 20, 2015 discussing about HIRARC

socialization, safe work attitude socialization, driving discipline socialization, accident alert and the use of PPE socialization.

4.7.5

The company has the SOP related to the emergency response system that includes the preparedness and response procedures, fire prevention and control procedures, evacuation procedures, earthquake procedures, and flood prevention and mitigation procedures. Officer for first aid is the related supervisor in the field, which has been provided training and equipment of first aid. Based on the interviews known that the supervisor can explain the procedures of giving the first aid.

4.7.6

The management unit has registered the insurance for employees work accidents on the program of Labor Social Insurance Agency (*BPJS Ketenagakerjaan*). Based on the study results of payment documents in December 2015 and interviews with workers, all employees in the estate and the mill have been included in the program of Labor Social Insurance Agency. The results of the documents study and interviews showed that during the period of 2015/2016 (until January 2016) there are no workplace accidents on the estate and mill.

4.7.7

The entire work accidents are documented and reported in the Guiding Committee of OHS Reports submitted to the Labor and Transmigration Agency every 3 months. The company has had a workplace accident statistics which are compiled based on the calculation of lost time accident (LTA), frequency rate (FR), and severity rate (SR). In the period of 2014/2015 there were no cases of work accidents in Rantau Panjang Factory and Mangun Jaya Estate, whereas in Napal Estate there was a case with a score of LTI 1, FR 2 and SR 2. In the period of 2015/2016 up to the month of January 2016, there were no cases of work accidents both in the unit of estate and mill.

Status: Comply

4.8

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

4.8.1

Based on document review of training in the period of January to December 2016 known that the company has a training program that covers all aspects of the Principles and Criteria of RSPO to the workers, such as training for social team (management of social impact; implementation of the Employment Regulations; policies on prohibition of mercenaries and others). Realization from formal training programs that covers all aspects of RSPO Principles And Criteria will be observed again on the next visit (**OFI**). The results of the document study and interviews showed that there is no smallholder / partners who are working with the company, but there is cooperation between the company and the community related to the oil palm development owned by the communities which the management is fully performed by the company.

4.8.2

The company owned the document of Employee Training Recapitulation for every employee in the estate and mill that explains about the training record that has been followed and equipped with the training proof (attendance list or training certificate). Based on the interviews with the warehouse workers known that they have received training in accordance with their position and have been trained related to RSPO, for example, regarding to the company policies, environmental management, implementation of OHS and labor regulations.

Status: OFI

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

5.1

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

5.1.1

The Company has EIA documents ratified by the Agribusiness Agency of Agriculture Department on February 8, 1999. The scope of the study including a backup area of 96,626 ha, the total of estate area is 87,000 hectares, 9 POM units with each capacity of 60 tons of TBS / hour. In 2010, the company revised the document of Environmental Management Plan / Environmental Monitoring Plan ratified by Environmental Body of Musi Banyuasin Regency on November 5, 2010. The revision is related to the plan of effluent utilization in land application and manufacture of firebreaks and elephant ditches.

5.1.2 & 5.1.3

The Company has a report of Environmental Management Plan and Environmental Monitoring Plan implementation which are reported regularly to Local Environmental Body of Musi Banyuasin Regency, Provincial Environmental Body and the ministry of environmental body. Based on interviews with Environmental Body, the Development & Research of Musi Banyuasin Regency known that the company always send the report of Environmental Management Plan / Environmental Monitoring Plan every 6 months and there is no issue of environmental pollution. The completeness of social impact monitoring data will be further verified on the next assessment (**OFI**).

Status: OFI

5.2

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

5.2.1

The Company has assessed HCV for the entire area of operations conducted by the RSPO Approve Assessor in November 2009. Based on the Identification results of HCV for plant, has been identified plant species which are protected, namely Kempas (*Koompasia malaccensis*), Sialang (*Koompasia excelsa*), Tampuy (*Baccaurea macrocatpa*), Bungur (*Lagerstomia speciosa*) and Tembesu (*Fragrae fragrans*). As for the protected animals, has been identified long-tailed macaque (*Macaca fascicularis*), root tiger (*Felis bangalensis*), collared kingfisher (*Alceda atthis*), and lizard (*Varanus nebulosus*). The potential area of HCV identified in PT GPI covering an area of 583.39 hectares consisting of riparian, springs riparian, forested areas and cemeteries.

5.2.2

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

- Set the HCV officer and HCV training program.
- Make the Schedule of planning, maintenance and replacement of posters, drawings and writings.
- Conduct briefing on the employees in controlling pests and diseases in the HCV area.
- Identify the types of flora and fauna.
- Conduct marking and rehabilitation of riparian area.
- Monitoring of HCV area regularly

The results of the visit in the Langgaran Riparian showed the existence of oil palm replanting activity in the left and right of the river that has been designated as HCV area. Based on the explanation is found **Non conformity No. 2016.01 with Major category**.

5.2.3

Implementation from the management plan in the form of monitoring activity on HCV area has been conducted regularly. The activity was carried out by making a checklist of plants and animals which are protected in the HCV area and monitoring its whereabouts. Socialization of flora and fauna protection has also been made to the company's internal, communities and village government. Based on the results of interviews with the Hutment Chief of Rantau Kasih known that the communities have known the HCV area as a protected area and the surrounding communities have also known a ban for electrocute, poisoning the fish and a ban for hunting the animals in the plantation area. The company has installed 52 warning signs scattered throughout the estate area. Based on the field visits, the condition of warning signs are still in good condition and well maintained.

5.2.4 & 5.2.5

The Company has evaluated the monitoring activities that have been performed by the GPI. Monitoring reports can be concluded that the monitoring activities will continue to be preserved by doing maintenance or marking the boundary pole, ensure there is no illegal logging, socialization to employees and the surrounding community related to the ban on hunting as well as the maintenance of embankment periodically to make the controlling of the area easily. Management of HCV area will be continued consistently in accordance with the policies that have been committed by the company management. There are no local communities adjacent to the company HCV area. So there is no agreement with the local communities regarding to HCV.

5.2.2 | **Status: Non conformity No. 2016.01 with Major category.**

5.3
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.

5.3.1

The Company has identified the type of waste and the management on each type of the waste. The types of PT GPI waste management are described in the following table.

Waste	Waste Type	Management
Hazardous Waste	Former diesel fuel filter, Used oil, contaminated dust cloth, pesticides packaging, former TL light bulb, former Battery.	Stored in Hazardous Waste Temporary Warehouse and sent to the licensed collector
	Water from former pesticide contamination	Reused as the material for mixing pesticides
Domestic Waste	Used paper, Plastic, Bottle, Organic waste	Sent to landfill area
Clinical Waste	Used syringes, used infusion bottles, medicine bottles	Sent to the Hospital of Sekayuh
Mill Waste	EFB	Used as fertilizer
	POME (Effluent)	Used as fertilizer
	Fiber and shell	Used for boiler fuel
	Boiler ash	Used as fertilizer.

5.3.2 & 5.3.3

The results of field visits and interviews with the management showed that hazardous waste generated from the estate is stored temporarily in the estate warehouse. Hazardous waste management mechanism from the estate explained that the hazardous waste will be stored for 30 days in the estate warehouse before being sent to the licensed temporary warehouse. Implementation of hazardous waste collection mechanism from waste sources will be observed during next visits (OFI). Results of interviews with Local Environmental Body of Musi Banyuasin Regency showed that the hazardous waste can be stored temporarily in the estate before being sent to the licensed hazardous waste temporary warehouse with a note that the storage should not exceed the storage period on their permit.

Hazardous waste from licensed temporary warehouse then taken by licensed hazardous waste transporter. The company has cooperated with CV Bumi Khatulistiwa as a licensed transporter and collector of hazardous waste. Proof of hazardous waste delivery from PT GPI to CV Bumi Khatulistiwa in the form of a manifest, for example, manifest No. QI 0.001.281 dated February 6, 2016 for the delivery of hazardous waste used packaging amounted to 0.98 tons.

The results of field visits in housing showed that the domestic waste has been managed by discarding to the landfill. The medical waste is sent to Sekayu hospital with the last delivery was made on January 21, 2016.

Status: OFI

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

5.4.1

The Company has utilized the shell and fiber as a boiler fuel, thereby reducing the use of fuel for the boiler. Based on the data from the use of diesel fuel per ton of FFB is known that the average total of budget for diesel fuel is 0.00105 liters / ton of FFB while the realization is 0.00138 liters / ton of FFB. The use of diesel fuel for generators above budget due to the damage on boiler so that the steam is not normal and lead the generators are often used in parallel along the turbine

to make the processing can still be done.

Based on the results of calculations known that the use of shells and fiber can produced 1 Kwh, so that the fuel which can be saved is 520.391 liters of diesel fuel within the period of 6 months.

Status: Comply

5.5

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

5.5.1 & 5.5.2

The Company has a policy of zero burning in land clearing for new activities and replanting in accordance with the applicable SOP of land clearing in Minamas Plantation. SOP related to the land clearing in PT GPI is:

- Sustainable Plantation Management Guidelines Policy No. 724 / TQE-SPMS / 09 points 5.7.2 about Techniques Without Burn (Zero Burning).
- The company's policy is contained in the Agronomy Reference Manual of oil palm which stated that the land clearing must be in accordance with the decree of the General Director of Plantation No. KB.110 / SK / DJ BUN / 05.95, dated May 30, 1995 that no burning for plantation development as guidelines for land clearing without burning, then the land clearing activities should be guided by the letter.



Replanting Activity by Mechanically

The results of field visits in replanting areas in Rantau Panjang Estate showed that the implementation of replanting activities carried out mechanically. The palm trunks were overthrown then planted and stockpiled to avoid horn beetle pests.

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Status: Comply

5.6

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

5.6.1 & 5.6.2

To reduce pollution and emissions, the company has identified the source of pollution and greenhouse gases, and the measures to manage them. The efforts made by the management unit to reduce the pollution and GHG emissions through the activities including engine maintenance, effluent management and waste utilization, conduct fertilization according to the dose, conduct pesticide application according to the procedure, managing the surface water level in peat lands, etc. The results of field visits in the mill showed that the shell and the fiber has been used as a boiler fuel, thereby it's reducing the use of diesel fuel for generators.

The Company also conducts regular environmental monitoring includes surface water quality, generator emissions, boiler emissions, ambient air and noise. The monitoring was conducted to evaluate the management of which has been done by each management unit. Field observations on the WWTP in Rantau Panjang Factory showed that there is no indication of leakage in the WWTP and the effluent has been used to plantation.

5.6.3

The management unit has not done the calculation and reporting of GHG to the RSPO secretariat. Based on the explanation is found **Non conformity No. 2016.2 with Minor category.**

5.6.3	Status: Non conformity No. 2016.2 with Minor category.
PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills	
6.1	
Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate the continuous improvement.	
6.1.1 & 6.1.2	
The company has had the result of identification documents of Social Impact Assessment (SIA) conducted on January 2010 for the nucleus estate and SIA for KKPA estate conducted on July 2011. This study has been discussed about the activities of replanting that became the one of the impact sources. The document study results showed that have been provided evidence that the assessment has been carried out with the participation of the affected parties on January 5, 2010. In addition, the company also conducts environmental and social impact assessment specifically for replanting activities. Region within the scope of this study is the replanting area in the period of 2015 to 2018 covering an area of 1,225.31 hectares.	
6.1.3; 6.1.4 & 6.1.5	
Implementation records of social impact monitoring is done by filling questionnaires on February 1, 2016 to 60 samples including the duration of their domicile; livelihood; monthly income; information of local workers; the existence of local contractors; what type of assistance is needed at this time; residents can access the PT GPI roads; whether PT GPI ever provide an assistance; is there any changes of color on the water sources used. Based on interviews with the community representatives known that the company routinely carried out social impact management and monitoring.	
The results of document review and interviews with management known that not found any smallholder scheme. The Company has cooperated with the community for the construction of estate with KKPA system (community's land which is fully managed by the company).	
	Status: Comply
6.2	
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.	
6.2.1 & 6.1.2	
The Company has owned procedures of communication and consultation with local communities contained in the SOP of Communications / Consultation with the community. The procedures governing about the communication and consultation with the parties. In carrying out the process of communication and Consultation, the manager is delegated the tasks to the special staff that is Staff of Plantation Services Department (PSD) as an officer for conducting consultation and communication.	
6.2.3	
The company has a list of stakeholders for 2015 consisting of local government representatives, community leaders, KUD Sinar Delima, central government, provincial government, contractors and suppliers, schools, hospitals, insurance and banking.	
Records of communication with the public is documented in the record books of public complaints, information requests and responses books and evidences of compulsory reports submission to the relevant government agencies. Based on interviews with community representatives known that the company has conducted good communication with the communities and the results of consultation with the agency known that PT GPI has submitted the regular reports regularly.	
	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.	
6.3.1	
<p>The company already has a system to handle complaints consists of:</p> <ul style="list-style-type: none"> • SOP of conflict resolution valid from December 1, 2012. • SOP of Employee Complaints Handling valid from December 1, 2012. • Code of Conduct Policies which described the protection on the complainant. 	
6.3.2	
<p>The Company has documented the dispute resolution process, for example:</p> <ol style="list-style-type: none"> 1. Handling of public complaints are documented in the Log Book of complaint / communication on November 11, 2015 from the second Hutment Chief of Napal Village submits the application for road repairs in Talang Pajering. The response given by the company is the road repair by using grader on November 16, 2015. The results of field visits and interviews with the second hutment chief of Talang Pajering, informed that the road repair has been done. 2. Based on interviews with workers union representatives (Indonesian Workers Union secretary) is known that there is a termination of industrial relationship due to violations of the law. Settlement process conducted by the company is doing a deal with the related workers on August 29, 2014. The company paid gratuity and compensation according to the applicable regulations. This deal signed by Mill Manager; Workers and witnessed by Chairman of Indonesian Workers Union of PT GPI - RJF and Administrator of Indonesian Workers Union. 	
	Status: Comply
6.4	
Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	
6.4.1; 6.4.2 & 6.4.3	
<p>PT GPI has had SOP of Occupancy Land Acquisition which described about the mechanisms to identify and calculate the land compensation. In this procedure was explained that the process of land identifying, the company is involved the community, the village government and district government.</p> <p>The results of interviews with the management representatives, Agriculture Agency of Banyuasin Regency and surrounding communities (Rantau Kasih Village and Napal Village) showed that the company does not perform new expansion since ASA-3 until ASA-4.</p>	
	Status: Comply
6.5	
Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.	
6.5.1	
<p>The Company has a policy of workers wage, which refers to the Memorandum of GM HRM on April 8, 2015. This memorandum refers to the district minimum wage for the agricultural in accordance with the Governor Decree of South Sumatera No. 217 / KPTS / DISNAKERTRANS / 2014 dated February 27, 2015. Based on the study of documents, the wages for employees and interviews with workers known that the company has provided wages exceed the minimum wage set.</p>	
6.5.2	
<p>Status of workers in the company is permanent workers and contract workers. Labor laws for workers in the company consists of:</p> <ol style="list-style-type: none"> 1. Company regulations set by BKS-PPS (Cooperation Agency of Sumatera Plantation Companies) with the central Board is SPSI (Indonesian Workers Union) Agriculture and Plantation throughout Indonesia in the period of April 21, 2015 up to April 21, 2017 which valid for permanent employees. 2. Collective Labor Agreement as agreed between Minamas Plantation with bipartite cooperation Institute and Chairman of Workers Union of Plantation Company from each Company for the period of 2014 to 2016. The Collective Labor 	

Agreement has been registered to the General Director of Industrial Relations and Social Security for Labor on July 11, 2014.

Based on interviews with the harvesters in Mangun Jaya Estate and workers wife in Napal Estate found the loose fruits workers are not yet covered by labor laws owned by the company. Based on that, it was found that **Non conformity No.2016.03 with Major category.**

6.5.3 & 6.5.4

The results of field visits in the housing of Napal Estate and Mangun Jaya Estate showed that the public facilities provided by the company are in good condition and adequate. Public facilities consist of housing, places of worship, sports facilities, schools and public infrastructure (roads, bridges, clean waters and lighting). The results of interviews with workers and family delivered that the food needs can be obtained in babat toman market and SP 1, which can be reached within 30 minutes. Besides, fulfilling the daily needs can be obtained also from the stalls which located in the housing and the vegetables seller who came to the employee housing every morning.

6.5.2 | **Status: Non conformity No.2016.03 with Major category.**

6.6

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

6.6.1

In the social policy signed by HPUI in December 2011 on points 5 described that Plantation Upstream Indonesia is respected the rights of every staff / employees to form and join the workers union of their choice and to negotiate collectively. The results of interviews with workers in the estate and mill known that the company does not forbid workers to organize and gather.

6.6.2

Each unit has conducted regular meetings and document the activities of workers union meeting, for example, local consultation meetings area V of worker Unions Federation of Agriculture and Plantation - South Sumatra dated October 7 to 9 2015 in Azza hotel, Palembang. Based on the results of interviews with workers union representatives in Napal Estate; Mangun Jaya Estate and Rantau Panjang Factory delivered that sometimes workers union has conducted internal meetings and meetings with the company related to the formation of Bipartite Cooperation Institution.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1

The company has had a social policy which stated that Plantation Upstream Indonesia is not allowed to use forced labor (force labor) or minors labor (children). In addition, in documents of Collective Labor Agreement in 2014 to 2016 Article 16 also stated that the general requirements that must be met in the recruitment of workers, among others, at least 18 years old. Based on the results of document review on the workers list and interview (workers and workers unions) showed that there are no workers under 18 years old.

Status: Comply

6.8

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

6.8.1 & 6.8.2

The Company has a social policy which stated that every staff / employees should be handled fairly in everything relating to the recruitment, promotions, restrictions and conditions of employment without regard to personal issues such as race, degrees, ethnicity, gender, skin color (defects / imperfect), a membership organization, and political views, religious and / or age. Results of Interview with workers and workers union showed that the company did not conduct discrimination to workers.

The company is provided opportunities and equal treatment in the employment which can be seen in the personnel data of employees explaining that the workers are consisted of various gender, occupation, educational background, place / date of birth, status and religion. The result of interviews with workers in Karang Ringin Estate, Napal estate and Rantau Panjang Factory known the workers are came from various tribes and regions.

6.8.3

The company has a mechanism of carrier planning that must be followed by all personnel to be promoted to the higher position or to be higher class obtained through evaluation. The company has shown the evaluation records on the promoted personnel, such as promotions on harvesters into the harvest supervisor based on the results of the performance of the harvesters and interviews conducted on December 18, 2015. The results showed that the workers are recommended to be a supervisor since January 2016 with a trial period of 3 months.

Status: Comply

6.9

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

6.9.1 & 6.9.2

There is no change related to the policy on sexual harassment and violence against women described in social policy. The policy stated that the development and implementation of policies to protect female workers from crime and sexual harassment as well as protecting the rights associated with female reproduction. The company has had a Gender Committee as a forum to ensure the policies of female workers protection are implemented.

The results of interviews with gender committee in Mangun Jaya Estate, Napal Estate, Rantau Panjang Factory and representatives of female workers (sprayers) known that the company has formed a gender committee to handle the issues of female workers. In addition, also delivered that the company is given the reproductive rights, such as menstruation and pregnant leave in accordance with the applicable procedures.

6.9.3

The mechanism of employee complaints are described in SOP of Employee Complaints Handling. As a protection to the complainant, the Company has the Code of conduct policy which stated that the management is required to provide protection to the whistleblowers. Based on interviews with workers, workers union representatives and contractor representatives delivered that they had known about the mechanism of complaints and the management will provide protection on every complainant.

Status: Comply

6.10

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

6.10.1 & 6.10.2

Rantau Panjang Factory bought fruit from KKPA estate which owned by the smallholder and fully managed by the company. The FFB prices used by the factory refers to the price set by the Provincial Government of South Sumatra. The company has showed KKPA Estate Management Report in December 2015 which described the tonnage of FFB produced, FFB prices up to the entire cost of maintenance. The report is always delivered to the KUD, for example, reports in December 2015 were submitted on January 18, 2016. Based on the document known that FFB in KKPA estate is paid according to the price set by the government.

6.10.3 & 6.10.4

The Company is also worked with contractors for some activities such as boiler improvements and FFB transport. Based on the work contract with local contractor of FFB transportation No. 017 / SPK-Local / MJE / X / 2015 dated October 26, 2015 has agreed several things including the payments time; the contractors are willing to obey the OHS and traffic signs which is in the company. In interviews with the contractors in Mangun Jaya Estate, Napal Estate and Rantau Pajang Factory are delivered that the contractors have known about the contract deal, received a copy of the contract and the payment has been made in accordance with the cooperation contract.

	Status: Comply	
6.11		
Growers and millers contribute to local sustainable development wherever appropriate.		
6.11.1		
<p>The company has a CSR program for local development in the period of 2015 to 2016 consisting of:</p> <ul style="list-style-type: none"> • Addition of Early Childhood equipment. • Equipment of worship. • Mass Circumcision and Blood Donors. • Construction of Village Community Health Centers. • Provision of compensation for orphans. • Road improvements in Talang Pajering Village. • Manufacture a water source reservoir in Rantau Kasih Village. <p>The results of field visits and interviews with surrounding communities (second Hutment of Talang Pajering and Rantau Kasih Village) delivered that the company has conducted road improvements, giving great day assistance, assistance for educational facilities and using local contractors.</p>		
6.11.2		
<p>The results of document review and interviews with management showed that there are no smallholder, but there is a community estate with KKPA pattern which fully managed by the company.</p>		
	Status: Comply	
6.12		
No forms of forced or trafficked labour are used.		
6.12.1; 6.12.2 & 6.12.3		
<p>In interviews with the workers union, Labor Agency and the results of field visits known that there were no illegal labors. Foreign workers who exist today are at the levels above the General Manager. The company has had a social policy which explained that the Plantation Upstream Indonesia is not allowed to use forced labor.</p>		
	Status: Comply	
6.13		
Growers and millers respect human rights		
6.13.1		
<p>The Company has a Memorandum from Chairman of SOU 23 in PT GPI dated June 25, 2015 which stated a commitment to provide special attention and fulfill the protection of human rights in accordance with Law No. 39 Year 1999. Socialization of human rights policies in Mangun Jaya Estate held on January 27, 2015 and in Napal Estate conducted on November 24, 2015. Interviews with workers in Mangun Jaya Estate, Napal Estate and Rantau Panjang Factory showed that they have already known about the human rights policy.</p>		
	Status: Comply	
PRINCIPLE #7 Responsible development of new plantings		
7.1		
A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.		
7.1.1; 7.1.2 & 7.1.3		
<p>The results of document review, field visits and interviews found that PT GPI did not convert or new planting since the activities of ASA-3 (February 2015).</p>		
	Status: Comply	

<p>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.</p>	
<p>7.2.1 & 7.2.2 The results of document review, field visits and interviews found that PT GPI did not convert or new planting since the activities of ASA-3 (February 2015).</p>	
<p>Status: Comply</p>	
<p>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.</p>	
<p>7.3.1 The document review showed that the company is performed land clearing after November 1, 2005 without preceded by the identification of HCV. Sime Darby Plantation Sdn Bhd, as the parent of PT GPI has conducted disclouser of liability in accordance with the letter from the Head of PSQM Department on July 15, 2015 which explained that PT GPI is performed land clearing in the period of November 2005 to November 2007 and land clearing in the period of December 2007 to December 2009. The validation progress of Remediation and Compensation Plan (RACP) for the area opened since November 1, 2005 without preceded by the identification of HCV in accordance with RACP Procedure will be observed again on the next visit (OFI).</p>	
<p>7.3.2 Based on the letter from the Head of PSQM Department on July 15, 2015 known that Land Use Change Analysis (LUCA) for the area of PT GPI opened without preceded by the identification of HCV will be reported in August 2015. The progress of LUCA validation for the area opened since November 1, 2005 without preceded by the identification of HCV will be observed in the following activities (OFI).</p>	
<p>7.3.3; 7.3.4 & 7.3.5 The results of document review, field visits and interviews found that PT GPI did not convert or new planting since the activities of ASA-3 (February 2015).</p>	
<p>Status: Comply</p>	
<p>7.4 Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.</p>	
<p>7.4.1 & 7.4.2 The results of document review, field visits and interviews found that PT GPI did not convert or new planting since the activities of ASA-3 (February 2015).</p>	
<p>Status: Comply</p>	
<p>7.5 No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>	
<p>7.5.1 The results of document review, field visits and interviews found that PT GPI did not convert or new planting since the activities of ASA-3 (February 2015).</p>	
<p>Status: Comply</p>	
<p>7.6 Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>	
<p>7.6.1; 7.6.2; 7.6.3; 7.6.4; 7.6.5 & 7.6.6 The results of document review, field visits and interviews found that PT GPI did not convert or new planting since the</p>	

activities of ASA-3 (February 2015).	
	Status: Comply
7.7	
Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.	
7.7.1 & 7.7.2	
The results of document review, field visits and interviews found that PT GPI did not convert or new planting since the activities of ASA-3 (February 2015)..	
	Status: Comply
7.8	
New plantation developments are designed to minimise net greenhouse gas emissions.	
7.8.1 & 7.8.2	
PT GPI did not perform new land clearing after January 1, 2015, but there are replanting activities which started on August 2014.	
	Status: Comply
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity	
8.1	
Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.	
8.1.1	
The company has been monitoring and evaluating continuously the plantation and mill operations, such as:	
<ul style="list-style-type: none"> • The quality of emissions from the generator in the mill. • The quality of emissions from the boiler in the mill. • The quality of ground water in the area around LA. • The quality of ambient air in the settlements around the mill. • The social conditions in the villages around the company. 	
The Company also conducts RSPO internal audit activities conducted on January to February 2016 for Rantau Panjang Estate, Bumi Ayu Estate, Napal Estate, Karang Ringin Estate, Mangun Jaya Estate, Sungai Jernih Estate, KKPA PT GPI and Rantau Panjang Factory. The results of the internal audit showed that there is no non-conformity.	
The company has carried out replanting activities without burning in accordance with the applicable SOP and policies. The company also does not use paraquat anymore in the operational activities. In addition, the company has won the blue proper in terms of waste management and sent the report of Environmental Management Plan / Environmental Monitoring Plan implementation timely to the relevant agency.	
	Status: Comply

3.2 Summary of Assessment Report of Supply Chain Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements
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E.1	Definition
E.1.1	<p>Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p> <p>Rantau Panjang Factory is used RSPO supply chain of Mass Balance module because they still received FFB from the estate which has not been certified with RSPO that is GPI Smallholder Scheme / KKPA and Sungai Jernih Estate.</p>
	Status: Comply
E.2	Explanation
E.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p> <p>Estimates of CPO and PK produced by Rantau Panjang Factory obtained from the data of 12 months before the audit activities and have been described in this ASA-4 report.</p>
	Status: Comply
E.2.2	<p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p> <ul style="list-style-type: none"> RSPO IT Platform member registration number: RSPO_ PO100000320 <p>Rantau Panjang Factory did not perform delivery / sale of CSPO and CSPK during the period of March 16, 2015 to February 15, 2016 to outsiders or other unit either through etrace or greenpalm.</p>
	Status: Comply
E.3	Documented procedures
E.3.1	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ol style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements in these requirements; The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard. <p>Rantau Panjang Factory has had SOP of Supply Chain Products of RSPO Mass Balance which described the duties and responsibilities of each part; the identification of raw materials and products; and performs supply chain system. To improve the understanding of each Parties related to the supply chain, then the management unit is conducted socialization to the relevant parties. The last socialization activities carried out on February 13, 2016 which was attended by 12 people from the mill manager, PSQM assistant, Section head of administrator, grading, weighing administrator, bookkeeping, purchasing, GM staff and cashiers.</p> <p>The results of interviews with security and the scale workers showed that workers have already known the duties and responsibilities of each in the implementation of SCCS.</p>
	Status: Comply

E.3.2

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

Rantau Panjang Factory has had SOP of Supply Chain Products of RSPO Mass Balance, among others, described about the process of FFB reception from the supplier estates. The results of field visits and document verification showed that the FFB received by the mill comes from the estate that has been certified with RSPO and the estate that has not been certified with RSPO. To find the source of FFB comes from the estate that has been certified with RSPO, and then it's labeled on the Delivery Order Letter in the form of stamp RSPO CERTIFIED.

Status: Comply

E.4

Purchasing and goods in

E.4.1

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

- **Certified and non-certified FFB received period of March 16, 2015 to February 15, 2016**

Month	FFB Received		
	RSPO Certified	Non Certified	Total
16 to 31 March 15	8,957.77	442.01	9,399.78
April 15	15,764.99	912.29	16,677.28
May 15	17,405.76	1,130.11	18,535.87
June 15	19,106.78	1,297.41	20,404.19
July 15	17,847.27	961.06	18,808.33
August 15	17,777.48	1,120.58	18,898.06
September 15	20,296.43	1,167.69	21,464.12
October 15	22,640.25	1,556.18	24,196.43
November 15	15,462.67	1,247.94	16,710.61
December 15	15,544.55	1,173.69	16,718.24
January 16	13,155.80	1,117.42	14,273.22
1 to 15 February 16	4,793.66	329.59	5,123.25
TOTAL	188,753.41	12,455.97	201,209.38

Status: Comply

E.4.2

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

Rantau Panjang Factory has informed CB to over production of RSPO certified products through email on February 19, 2016. Based on the explanation from the management, it is known that the delay in the provision of information about the over production of RSPO certified products caused by the unit does not get information about the certificate of RSPO ASA-3. To prevent recurrence of the incident, the unit will coordinate with PSQM of Jakarta to obtain the information of RSPO certificate attachment and conduct daily monitoring of production. It will be observed again in the next visit (OFI)

Status: OFI

E.5

Record keeping

E.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.**
- All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.**
- The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)**

Rantau Panjang Factory has had a monthly report which described about the Acceptance of FFB, Production of CPO and PK, Delivery of CPO and PK. During the period of April 2015 to January 2016 there is no shipment of RSPO certified products (CSPO and CSPK). There is the following product shipment data from Rantau Panjang Factory:

Period	CPO Shipment (ton)		PK Shipment (ton)	
	RSPO	Non Cert	RSPO	Non Cert
April 2015	-	4,229.37	-	531.930
May 2015	-	4,767.13	-	901.200
June 2015	-	3,236.10	-	969.110
July 2015	-	5,126.69	-	372.720
August 2015	-	4,323.77	-	871.290
September 2015	-	2,540.78	-	1,128.350
October 2015	-	6,328.85	-	888.310
November 2015	-	4,346.83	-	588.590
December 2015	-	4,975.51	-	553.700
January 2016	-	3,606.91	-	7,532.740
Total	-	43,481.94	-	9,401.78

Status: Comply

E.5.2

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

Rantau Panjang Factory does not perform activities of palm kernel crushing to the independent palm kernel crushers.

Status: Comply

3.3 Conformity Checklist of Certificate and Logo Use

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

3.4 Summary of RSPO Partial Certification

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

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

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

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

3.5.1 Identification of Findings, Corrective Actions and Observations at **ASA-3** Assessment

NCR No	Ref Std	Finding	Location	Grade	Time Limit	Corrective Action	Observation	Status	Closing Date
2015.01	-	Time Bound Plan PT GPI management unit has not yet conducted time bound plan refer to the certification system.	PT GPI	Minor	S-4	PT GPI management unit must conduct time bound plan refer to the certification system	<p>Root cause: The Management Unit of PT.GPI has not been able to carry out time-bound plan because the Land Use Title for SJE-GPI Smallholdings is still in the maintenance process (inprogres).</p> <p>Corrective action: Minamas Plantation as a group from PT GPI has shown the time bound plans in 2016 for all units and the justification for the changes in time bound plan. The justification given for the change of the time for the activity of RSPO certification for Sungai Jernih Estate and GP Smallholdings, because the unit is still in the maintenance of Land Use Title and the loan agreement with the Smallholdings has not finished all.</p> <p>Preventive action: Doing RSPO certification for new projects (SJE and GPP) in accordance with the Time Bound Plan.</p> <p>Verification on April 15, 2016 Based on the explanation, the justification for the change in time bound plan can be fulfilled non conformity No. 2015.01.</p> <p>It will be observed again on the next visit.</p>	Closed with Observation	15 April 2016

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

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
2015.1	5.2.2	<p>HCV Management Based on the visits Langgaran Riparian, known that there are replanting activities of oil palm in the left - right of the river which have been designated as HCV area based on the recommendation of HCV identification.</p>	Estate	Major	April 18, 2016	<p>The company must show clear limits and extents in the area which defined as HCV to be managed. The company should avoid oil palm planting / replanting in areas that have been identified as HCV areas in accordance with the applicable SOP.</p>	<p>Root cause: There are replanting activities of oil palm in the right - left of river that have been designated as HCV area because there are differences in the interpretation of SOP</p> <p>Corrective action: Measurement, installation of buffer zone boundaries pole, installation of signboard, and replanting in the buffer zone of replanting area in Rantau Panjang Estate PT GPI</p> <p>Preventive action: Has been reaffirmed in the memorandum of HPUI No. M-014 / HPUI / IV / 2016 regarding to the Reminder on Management and Monitoring of HCV Area.</p> <p>Verification on April 14, 2016 The management unit has shown the evidence of improvement in HCV area which affected by replanting by performing the measurement and installation of buffer zone pole. In addition, the company also planted timber plants in the riparian such as durian, jengkol, mango, etc. It will be observed again on the next visit.</p> <p>Based on the explanation Non conformity</p>	Closed with Observation	April 14, 2016

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							No. 2016.01 is closed with observation.		
2015.2	5.6.3	Calculation and Reporting of GHG The certificate holder has not been able to show the results of calculation of GHG and the reporting evidence.	Estate and Mill	Minor	Re-Certification	The certificate holder must be able to show the results of calculation of GHG by using Palm GHG Calculator of RSPO Version 2.1.1 and reporting evidence to the RSPO secretariat.	Root cause: Corrective action: Preventive action:		
2015.3	6.5.2	Workers union agreements or direct employment contract. Based on the results of interviews with the harvesters in MJE and Employee wife in NAE found that the loose fruits taker has not been included in the workers union agreement or direct employment contract detailing about the payments and conditions of employment (for example, working hours, deductions, overtime, sick, leave entitlements, the reason for dismissal, the period of layoffs notice, etc.) in a language that can be understood by the workers or explained carefully to the workers by management officer.	Estate	Major	April 18, 2016	The company must be able to show the evidence that all workers have been included in the workers union agreements or direct employment contract detailing the conditions of employment (working hours, cuts, sick, leave entitlements, grounds for dismissal, the period of layoffs notice, etc.)	Root cause: Based on the results of interviews with the harvesters in MJE and Employee wife in NAE found that the loose fruits taker has not been included in the workers union agreement or direct employment contract because the loose fruits taker is the harvester's wife who was helping her husband (harvesters) and not employees, so it is not documented. Corrective action: PT GPI has shown a letter from the Chairman of SOU 23 in Rantau Panjang on March 30, 2016 related to the use of loose fruits taker by harvesters in PT GPI. This letter describes that if the harvester will carry or use the loose fruits taker, then the harvesters must report the loose fruits taker to the division and will be made a work agreement.	Closed	April 14, 2016

CAR No	Ref Std	Finding	Area	Grade	Time Limits	Corrective Action	Observation	Status	Closing Date
							<p>The management unit has shown a statement letter from the wife of workers in Napal Estate and Mangun Jaya Estate which stated that the wife will not follow her husband to work in the field again to collect the loose fruits in accordance with memorandum issued by the Chairman of SOU.</p> <p>Preventive action: Harvesters must report to the Division if they will use the loose fruits taker. In addition, the management unit also always confirms the harvester's attendance when a morning briefing to ensure there is no loose fruits takers were followed.</p> <p>Verification on April 14, 2016 PT GPI has shown internal memos related to labor laws for loose fruits taker and statements letter from the wife of workers in Napal Estate (NAE) and Mangun Jaya Estate (MJE) which were interviewed on the audit process. Besides, the management unit also has identified the root causes and preventive actions. Based on this, non conformity No. 2016.04 is closed.</p>		

3.5.3 Opportunity for Improvement

No	Ref Std	Descriptions
1	2.2.1	The management unit make an effort to monitor the process of Land Use Title acquisition periodically (Observation). Overlay between operational map and land right map owned (Observation).
2	3.1.1	Indicators of product price estimates on the company's long-term plan will be observed again on the next visit (Observation)
3	4.3.4	The Company has an opportunity to increase the representation of peat subsidence observations by installing peat subsidence pole.
4	4.3.5	The Company has an opportunity to conduct a study of drained levels before conducted replanting activities in the peat area.
5	4.8.1	Realization from a formal training program which covers all aspects of RSPO PRINCIPLES AND CRITERIA will be observed again on the next visit (observation)
6	5.1.3	The Company has an opportunity to complete the social data in the report of Environmental Management Plan and Environmental Monitoring Plan.
7	5.3.2	Implementation of mechanism on hazardous waste collection from waste sources will be observed on the next visit (observation).
8	6.5.2	The company can improve the understanding of workers related to the applicable employment laws.
9	7.3.1	Progress of Remediation and Compensation Plan (RACP) for the area opened since November 1, 2005 prior an identification of HCV in accordance with the Procedure of RACP (Observation).
10	7.3.2	Progress of Land Use Change Analysis for the area opened since November 1, 2005 prior an identification of HCV in accordance with the Procedure of RACP (Observation).
11	E.4.2	The management unit has an opportunity to improve communication with central management related to the tonnage information of RSPO certified products listed on the RSPO certificate attachment. The consistency of the application of supply chain procedures will be observed again on the next visit.

3.5.4 Noteworthy Positive Components

No	Ref Std	Descriptions
1	-	The company's commitment to implement the principles of sustainable oil palm management
3	-	Has won the Blue Proper on 2014 to 2015 from the Ministry of Forestry and Environmental of Indonesia

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

Public Issues (Institution/ NGO/Community)	Management Responses	Auditor Responses
<p>Natural Resources Conservation Agency of South Sumatera Province</p> <p>In consultation with the Head of Natural Resources Conservation Agency of South Sumatera known some informations, among others:</p> <ul style="list-style-type: none"> • In the area of Musi Banyuasin Regency, there are the wildlife reserve of Dangku and location of PT GPI is far away from the wildlife reserve areas. • The issue of protected species in Banyuasin were tigers, Honey bears, and tapirs. • PT GPI has never been reported the identification results of animals and plants which are protected and there are no issues regarding to the wildlife • Around the area of wildlife reserve of Dangku, there are Landscape Conservation Forum of Dangku. 	<ul style="list-style-type: none"> • PT GPI has reported to the Natural Resources Conservation Agency of Musi Banyuasin Regency, but never met with the authorized parties. • PT GPI take the initiative to report the results of the identification of protected animals and plants contained in the HCV to the Natural Resources Conservation Agency of South Sumatra Province on Jl. Kol. H. Burlian KM. 7, Pundi Kayu Palembang on February 12, 2016. • Wildlife reserve of Dangku is far away from the location of PT GPI. 	<ul style="list-style-type: none"> • This is in accordance with the criteria 5.2.
<p>Labor and Transmigration Agency of Musi Banyuasin Regency (Section Head of Supervision).</p> <ul style="list-style-type: none"> • The Company has submitted employee compulsory reports regularly. • The company has registered all employees in the Social Insurance Agency of Health and Labor • The Company has conducted training related to the competence of workers such as operators license of heavy equipment, transport, boiler, electrical, welder, and Steam. 	<ul style="list-style-type: none"> • Will be maintained. • Will be maintained. • Will be maintained. 	<ul style="list-style-type: none"> • This is in accordance with the criteria 2.1; 4.7; 6.5; 6.3 and 6.7.

<ul style="list-style-type: none"> • The Company applied in accordance with the Provincial Sectoral Minimum Wage of South Sumatra • There is no issue of child labor. • Delivery reports of Guiding Committee of Occupational Safety & Health sometimes not timely. • The Company has not provided a copy of the latest Collective Labor Agreement to the Labor Agency. • There is a issue about strike of employees related to overtime problem, the company needs to quickly resolve the issue. The company also needs to clarify the definition of overtime and premium, overtime is not same with the premium. • The Company has not conducted socialization about company documents that can be accessed by the public. • The company needs to supervise the implementation of OHS for contractors (replanting). • The company needs to provide training / licensing of firefighters for emergency response teams. 	<ul style="list-style-type: none"> • Will be maintained. • Will be maintained. • Guiding Committee of Occupational Safety & Health report will be submitted in accordance with the quarter schedule and monitored by ESH-PSQM. • For employees refer to the Cooperation Agency of Sumatera Plantation Companies. • Issue of RJF employee strikes is not related to the overtime problem (the definition or calculation of overtime pay) and strike performed by the unit payment employee is not in accordance with labor regulations such as Law No. 13 Year 2003 Article 137 about Strikes, ministerial regulation No.PER.31 / MEN / XII / 2008 about Guidelines for the Settlement of Industrial Relations Coaching through bipartite negotiations, Ministerial Decree No. 232 / MEN / 2003 about the law consequences for unauthorized strike. On February 26, 2016 has been done meeting of Unit Leader of Indonesian Workers Union with the agreement: <ol style="list-style-type: none"> 1. Workers Union and Employers coordinate to carry out better communication and coordination in the future. 2. Workers Union Promised to coordinate in accordance with Law No. 13 Year 2003 and the workers returned to work as usual. 3. Company and workers union are agreed to watch each other's who are undisciplined and workers union does not preclude the company to organize the workers. 4. On Februari 22 to 23, 2016 is cut for leave. • Documents that may be accessed by public will be socialized gradually to the stakeholders. • Has been done the Update for latest fire facilities and infrastructures, and sending employees for following the licensed firefighter training in Palembang. 	
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<p>Plantation Agency of Musi Banyuasin Regency (Section Head of Plantation Supervision)</p> <ul style="list-style-type: none"> • The Company already has the latest estate class, that is Class II. • FFB pricing set is determined by the provincial government and updated every month. • Requests for reports of plantation business development is on each semester, but sometimes the realization performed once a year. • Land claims from the communities of Sungai Keruh and Babat Toman to be resolved. • The program of company CSR to be more directed at the empowerment of communities and makes the local communities to become independent. 	<ul style="list-style-type: none"> • Will always be updated • Reports of plantation business development for PT GPI has been reported. • The process of land claims by communities of Ulak Teberau has been handled by Lawyer of PT GPI 	<ul style="list-style-type: none"> • This is in accordance with the criteria 2.1; 2.2 and 6.10.
<p>Environment Agency, Development and Research of Musi Banyuasin Regency (Section Head of Routine Monitoring)</p> <ul style="list-style-type: none"> • PT. GPI also has submitted the Environmental reports regularly, such as Environmental Management Plan - Environmental Monitoring Plan, Land application, as well as the balance of hazardous waste. • The company has had environmental permits, including permits of land application and hazardous waste temporary warehouse. • There is no issue of environmental pollution. • Delivery of Environmental Management Plan / Environmental Monitoring Plan reports sometimes not timely. • The company needs to inventory the latest fire equipment, the government will tighten the availability of 	<ul style="list-style-type: none"> • Reports of Environmental Management Plan / Environmental Monitoring Plan always be reported every semester. • Will be maintained. • Will be maintained • Has performed Update for the latest fire facilities and infrastructures, and sending the employees for following the licensed firefighters training in Palembang. 	<ul style="list-style-type: none"> • This is in accordance with the criteria 2.1; 5.1; 5.3 and 5.5

<p>fire-fighting equipment owned by the company.</p>		
<p>Rantau Kasih Hutment Based on interviews with the hutment head and local community leaders known:</p> <ul style="list-style-type: none"> • The population of Rantau Kasih Hutment was 80% which is the native people of Malay tribes • Most of the population are worked in the rubber plantation and folk oil mining • For cultural activities have long been no activities • There is no conflict with the company and village chief and community leaders understand how they can submit a complaint to the company • The company carried out CSR programs that can be felt by the hutment communities such as construction of kindergarten building, provision of sacrificial animals, and school bus • Socialization of the protected species and protected areas has ever socialized for example about the riparian which is prohibited for poisoning the fish and electrocute the fish. • Communities of Rantau Kasih Hutment are rarely work as estate workers because they do not want to be bound by the company. • The community pleads for road improvements in Rantau Kasih Hutment 	<ul style="list-style-type: none"> • Assistance for road improvements in Pajering Hutment – SP Sido Mukti 	<ul style="list-style-type: none"> • This is in accordance with the criteria 2.2; 5.2; 6.2 & 6.10.
<p>Hutment 2 Chief of Napal Village (Talang Pajering):</p> <ul style="list-style-type: none"> • The company has been providing assistance to the communities of Pajering Hutment, for example, the installation of culverts, road maintenance. • Communication with the company is done through 	<ul style="list-style-type: none"> • Napal village is the most nearest village with Napal Estate, initially the communities of Napal Village are the workers in Napal Estate along with the time, many of them were resigned with the reason that they take care of their own rubber 	<ul style="list-style-type: none"> • This is in accordance with the criteria 2.2; 5.2; 6.1; 6.2 and 6.10.

<p>managers, chief assistant and assistant. During this time, there are no difficulties in communication with the company. Often held discussions about community needs, such as the plan for the installation of the generator, clean water wells and Bath Wash Toilet.</p> <ul style="list-style-type: none"> • Often conducted a communication by filling the questionnaire by the supervisor 1 for social monitoring. • Local wisdom which is still preserved today is the prohibition for poisoning the fish. • Very few workers from Napal Village. • Relationship with the company is running well. • The road access to the district city has now improved and the travel time became faster. • There is no problem of land disputes with the company. 	<p>plantation.</p> <ul style="list-style-type: none"> • Will be maintained. • Will be maintained • Will be maintained • Will be maintained • Will be maintained • Will be maintained 	
<p>Contractors of PK Transport (CV Semangus Indah Express)</p> <ul style="list-style-type: none"> • Transport vehicles can enter the mill if it has had a complete document such as, Delivery Order (DO), driving license and vehicle number registration. • The vehicles will be checked again when leaving the mill and given a seal to ensure the product safety. Document brought is a letter of delivery and the results of the weigh. • Contractor workers have been given PPE by the contractor in the form of helmets and safety shoes. If the PPE is not used then they cannot enter the mill. • Wages received by contractor workers based on the tonnage that is 20% from the products being transported and paid every 1 month. The average wage received by the workers is above 2 million. Wages of workers for the contractor refers to the Regional Minimum Wage. 	<ul style="list-style-type: none"> • Will be maintained • Always carried out in accordance with the SOP • Will be maintained • Will be maintained 	<ul style="list-style-type: none"> • This is in accordance with the standard of SCCS; criteria 4.7 and 6.5

<p>Contractor of FFB Transport in MJE.</p> <ul style="list-style-type: none"> • The contractor has been working with MJE for 6 years. • There is no problem during the established cooperation. • Not yet get a copy of the latest Cooperative Agreement Letter extension. • Socialization regarding to the company's code of conducts, especially regarding to OHS. <p>Contractor of FFB transport in NAE.</p> <ul style="list-style-type: none"> • The contractor has been working with NAE for 6 years. • There is no problem during the established cooperation. • Have gained a copy of Cooperative Agreement Letter from the company which agreed by both parties. • The payment has been made in accordance with the agreement (20 days after the examination of work results). • The mechanism for selecting the contractors through the filing of cooperation, the selection of the contractor is in accordance with the requirements and the cooperation which agreed by both parties. • Socialization about the company's code of conducts especially regarding to the OHS. 	<ul style="list-style-type: none"> • Will be maintained • The Company has provided a copy of Cooperative Agreement Letter to the FFB transport contractors on January 4, 2016 • Evidence of OHS socialization to the contractors in MJE have been conducted again on February 29, 2016 <ul style="list-style-type: none"> • Will be maintained <ul style="list-style-type: none"> • Will be maintained • Will be maintained <ul style="list-style-type: none"> • Will be maintained <ul style="list-style-type: none"> • Socialization of OHS is conducted routinely every 3 months (currently still 6 times) in the activity of Safety TOWN HALL OHS in the entire estates in the group of Minamas Plantation. 	<ul style="list-style-type: none"> • This is in accordance with the criteria 1.3; 4.7 and 6.10
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<p>Head of Indonesian Workers Union of Mangunjaya Estate:</p> <ul style="list-style-type: none"> • There are restrictions on overtime hours from HRM amounted to 60 hours of overtime. • Necessary to study the premium due to the increase in wages. • Bipartite Cooperation Institution has not yet formed. • Ever requested a meeting with the company to discuss the Collective Labor Agreement. <p>Head of Indonesian Workers Union in Napal Estate:</p> <ul style="list-style-type: none"> • Have appropriate remuneration including overtime. • The amount of premiums set by the company has been approved because the premium is an additional excluding salary. • Up to now there are no problems related to the employment. • Regarding to the loose fruits taker, there should be a separate labor contract. • In the Cooperation Agreement of Cooperation Agency of Sumatera Plantation Companies has not yet discussed about the severance payment. • Limit of workers age are > 18 years • Bipartite Cooperation Institution has not yet formed. • Internal meetings with workers union members often done. <p>Head of Indonesian Workers Union in RJF:</p> <ul style="list-style-type: none"> • Have appropriate remuneration including overtime. • The amount of premiums set by the company have been approved because the premium is an additional excluding the salaries. 	<ul style="list-style-type: none"> • Overtime and premiums adjusted to the needs • Bipartite Cooperation Institution will be formed soon; previously there was a meeting for the formation of Bipartite Cooperation Institution because the participants are not complete so that there is no decision of appointment as a representative from the company. • If the estate unit using loose fruits taker, the Work Agreement must be made in accordance with the applicable rules. • Cooperation Agreement of Cooperation Agency of Sumatera Plantation Companies has clearly set about the provision of severance payment for labor who is resigned. In Article XXI (SEVERANCE PAYMENT). • Bipartite Cooperation Institution will be formed soon; previously there was a meeting for the formation of Bipartite Cooperation Institution because the participants are not complete so that there is no decision of appointment as a representative from the company. • Will be maintained. • Will be maintained • Will be maintained 	<ul style="list-style-type: none"> • This is in accordance with the criteria 4.7;6.2; 6.5 and 6.7.
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<ul style="list-style-type: none"> • Up to now there are no problems related to the employment. • Limit of workers age are > 18 years • In the Collective Labor Agreement of Cooperation Agency of Sumatera Plantation Companies must be carried out because it was agreed by company representatives and workers union representatives. • Has formed Bipartite Cooperation Institution. • Internal meetings with workers union members often done, for example regional discussion meetings of Workers Union Federation of Agriculture and Plantation of South Sumatera Plantations on October 7 to 9, 2015 and National Discussion meeting in Bogor on July 2 to 4, 2015. • Please be corrected concerning to the fulfillment of PPE which may take 2 weeks. • The establishment of employees cooperative in the assessment process of workers union due to the constraints of own capital liabilities of 50 to 60 million. • Please be considered the use of workers insurance besides Social Insurance Workers. • Most of POM workers are reside in estate housing, there are obstacles in coordination with the estates about the maintenance of the house, but until now, all complaints related to the housing has been responded. 	<ul style="list-style-type: none"> • Will be maintained • Will be maintained • Will be maintained • Will be maintained • Make improvements to the administration in order to be better • Will be maintained • Will be maintained • Will be maintained 	
<p>Gender Committee in MJE and Gender Committee in NAE.</p> <ul style="list-style-type: none"> • Gender Committee meetings are routinely conducted every month. • Complaints from female workers have been recorded and maintained well on the books of Gender complaint records (problems that occur are the constraints of the interaction between workers family with children and 	<ul style="list-style-type: none"> • Will be maintained • Always done 	<ul style="list-style-type: none"> • This is in accordance with the criteria 4.7; 6.8 and 6.9.

<p>social around.</p> <ul style="list-style-type: none"> • The Company provides a break time for breastfeeding for female workers who are breastfeeding. <p>Secretary of Gender Committee in RJF.</p> <ul style="list-style-type: none"> • The Company provides a break time for breastfeeding for female workers who are breastfeeding. • The number of Gender Committee in the POM only 4 people so that the meeting often done. • Provision of maternity leave has been granted by the company. • There are no discriminations of workers. • All workers have been registered in the program of Social Insurance Agency. 	<ul style="list-style-type: none"> • Will be maintained <ul style="list-style-type: none"> • Will be maintained • Will be maintained • Will be maintained • Will be maintained • Always updated 	
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4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Formal Sign-off of Assessment Findings

Hereunder sign by management representative from inspected company and audit team to acknowledge a field assessment and agree for all content explained in this assessment report, included of nonconformities issues.

Signed on behalf of:

PT Guthrie Peconina Indonesia
Head of PSQM



Mohamad Pirabaharan
Friday, 18 March 2016

Mutuagung Lestari
Lead Auditor



Ardiansyah
Friday, 18 March 2016

APPENDICES

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

No	Institution/NGO/ Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Natural Resources Conservation Agency	Palembang, Province of South Sumatera	-	Direct Consultation	14 Feb 2016	√	
2	Lands Agency of South Sumatera	Palembang, Province of South Sumatera	-	Direct Consultation	14 Feb 2016		√
3	Labour Agency of Musi Banyuasin	Sekayu, District of Musi Banyuasin	-	Direct Consultation	15 Feb 2016	√	
4	Plantation Agency of Musi Banyuasin	Sekayu, District of Musi Banyuasin	-	Direct Consultation	15 Feb 2016	√	
5	Environment Agency of Musi Banyuasin	Sekayu, District of Musi Banyuasin	-	Direct Consultation	15 Feb 2016	√	
6	Communities of Rantau Kasih Village	Village of Rantau Kasih, District of Musi Banyuasin	-	Direct Consultation	15 Feb 2016	√	
7	Communities of Napal Village	Village of Napal, District of Musi Banyuasin	-	Direct Consultation	15 Feb 2016	√	
8	Palm Kernel Transport Contractor (CV Semangus Indah Express)	Palembang, Province of South Sumatera	-	Direct Consultation	18 Feb 2016	√	
9	FFB Transport Contractor	District of Musi Banyuasin	-	Direct Consultation	17 and 18 Feb 2016	√	
10	Workers Union	District of Musi Banyuasin	-	Direct Consultation	17 and 18 Feb 2016	√	
11	Gender Committee	District of Musi Banyuasin	-	Direct Consultation	17 and 18 Feb 2016	√	
12	WWF	Jakarta, Indonesia	wwf-indonesia@wwf.or.id	email	11 Feb 2016		√

Appendix 2. Assessment Program		
DATE	15 – 20 February 2016	
ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 15 February 2016		
06.00 – 08.00 09.00 – 10.00 10.30 – 16.00 16.00 – 17.00	Traveling from Jakarta to Palembang Public Consultation of Natural Resources Conservation Agency and Lands Agency of South Sumatera Traveling from Palembang to PT GPI Opening Meeting	<ul style="list-style-type: none"> • ARD/MES/YH/AF • ARD/MES/YH/AF • ARD/MES/YH/AF • ARD/MES/YH/AF
Tuesday, 16 February 2016		
08.00 – 12.00	Public consultation with Government Agencies and Villages	• ARD/MES/YH/AF
12.00 – 14.00	Break	• ARD/MES/YH/AF
14.00 – 17.00	Public consultation with internal stakeholder Verification public consultation and previous finding	<ul style="list-style-type: none"> • MES • ARD/MES/YH/AF
Wednesday, 17 February 2016		
08.00 – 12.00	Field Visit Mangun Jaya Estate <ul style="list-style-type: none"> • Good Agricultural Practices, OHS, environment • Infrastructure, workers welfare • HCV and boundry 	<ul style="list-style-type: none"> • AF/ MES • YH • ARD
12.00 – 14.00	Break	• ARD/MES/YH/AF
14.00 -17.00	Verification field visit and document	• ARD/MES/YH/AF
Thursday, 18 February 2016		
08.00 – 12.00	Field Visit Napal Estate <ul style="list-style-type: none"> • Good Agricultural Practices, OHS, environment • Infrastructure, workers welfare • HCV and boundry 	<ul style="list-style-type: none"> • AF • YH/MES • ARD
12.00 – 14.00	Break	• ARD/MES/YH/AF
14.00 – 17.00	Field Visit Rantau Panjang Factory <ul style="list-style-type: none"> • Processing Station, Engine Room, CPO Tank • Storage, Workshop, Waste Management • Public consultation with CPO and PK Transport Contractor 	<ul style="list-style-type: none"> • AF/MES • YH • ARD
Friday, 19 February 2016		
08.00 – 11.00	Verification field visit and document	• ARD/MES/YH/AF
11.00 – 14.00	Break	• ARD/MES/YH/AF
14.00 – 15.00	Auditors Internal Discussion	• ARD/MES/YH/AF
15.00 – 17.00	Closing Meeting	• ARD/MES/YH/AF
Saturday, 20 February 2016		
07.00 – 14.00	• Traveling PT GPI to Palembang	• ARD/MES/YH/AF
16.00 –	• Traveling Palembang to Jakarta	• ARD/MES/YH/AF