

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

Stage-1 Stage-2 Surveillance Re-Certification

Name of Management Organisation : KIJANG Palm Oil Mill, PT BUANA WIRALESTARI MAS subsidiary of Golden Agri Resources Holdings Ltd.

Plantation Name : PT BUANA WIRALESTARI MAS: KIJANG MAS Estate; KIJANG KENCANA PLASMA Estate

Location : Village of Sekijang, Sub District of Tapung Hilir, Kampar Regency, Province of Riau, Indonesia

Certificate Code : **MUTU-RSPO/013**

Date of Certificate Issue : 17 January 2017 Date of License Issue : 17 January 2018
 Date of Certificate Expiry : 16 January 2022 Date of License Expiry : 16 January 2019

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA 1.1.	30 October, 2, 3, 6, 10 November 2017	Marsudi Eko Santoso (Lead Auditor), Yudwi Wisnu Rahmanto, Steve Mualim, Hasiholan Sihombing, Brigitta Prita & Asystasya Aishah Silalahi	Octo H.P.N. Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA 1.1	2 December 2017

TABLE OF CONTENT

FIGURE	1
Figure 1. Location Map of PT BUANA WIRALESTARI MAS	1
Figure 2. Operational Map of KIJANG MAS ESTATE, KIJANG KENCANA PLASMA.....	2
Glossary.....	3
1.0 SCOPE OF THE CERTIFICATION ASSESSMENT	4
1.1 Assessment Standard Used	4
1.2 Organisation Information.....	4
1.3 Type of Assessment.....	4
1.4 Locations of Mill and Plantation	4
1.5 Description of Area Statement	5
1.6 Planting Year and Cycles.....	5
1.7 Description of Mill and Supply Base	6
1.8 Estimate Tonnage of Certified Product.....	Error! Bookmark not defined.
1.9 Other Certifications	8
1.10 Time Bound Plan of Golden Agri Resources Ltd, updated 31 January 2016	8
2.0 ASSESSMENT PROCESS.....	15
2.1 Assessment Team.....	15
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	15
2.3 Stakeholder Consultation and Stakeholders Contacted.....	18
2.4 Determining Next Assessment.....	19
3.0 ASSESSMENT FINDINGS	20
3.1 Summary of Assessment Report of the RSPO Certification	20
3.2 Summary of Assessment Report of Supply Chain Requirements	45
3.3 Conformity Checklist of Certificate and Logo Use.....	50
3.4 Summary of RSPO Partial Certification	51
3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components	56
3.6 Summary of Arising Issues from Public, Management and Auditor Response	58
4.0 CERTIFIED ORGANISATION’S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY	60
4.1 Formal Sign-off of Assessment Findings.....	60
APPENDICES	61
Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process.....	61
Appendix 2. Assessment Program	62

FIGURE

Figure 1. Location Map of PT BUANA WIRALESTARI MAS

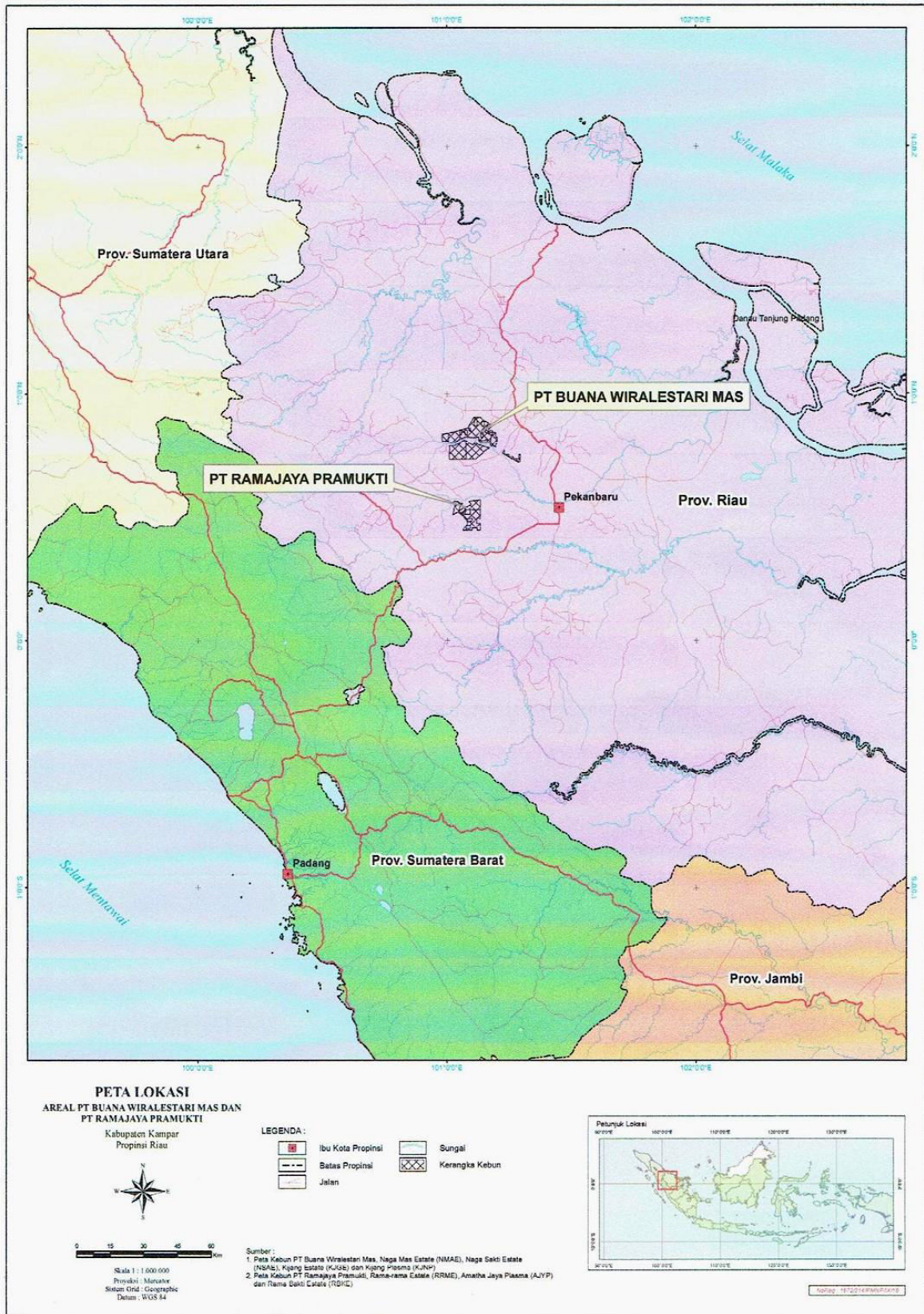
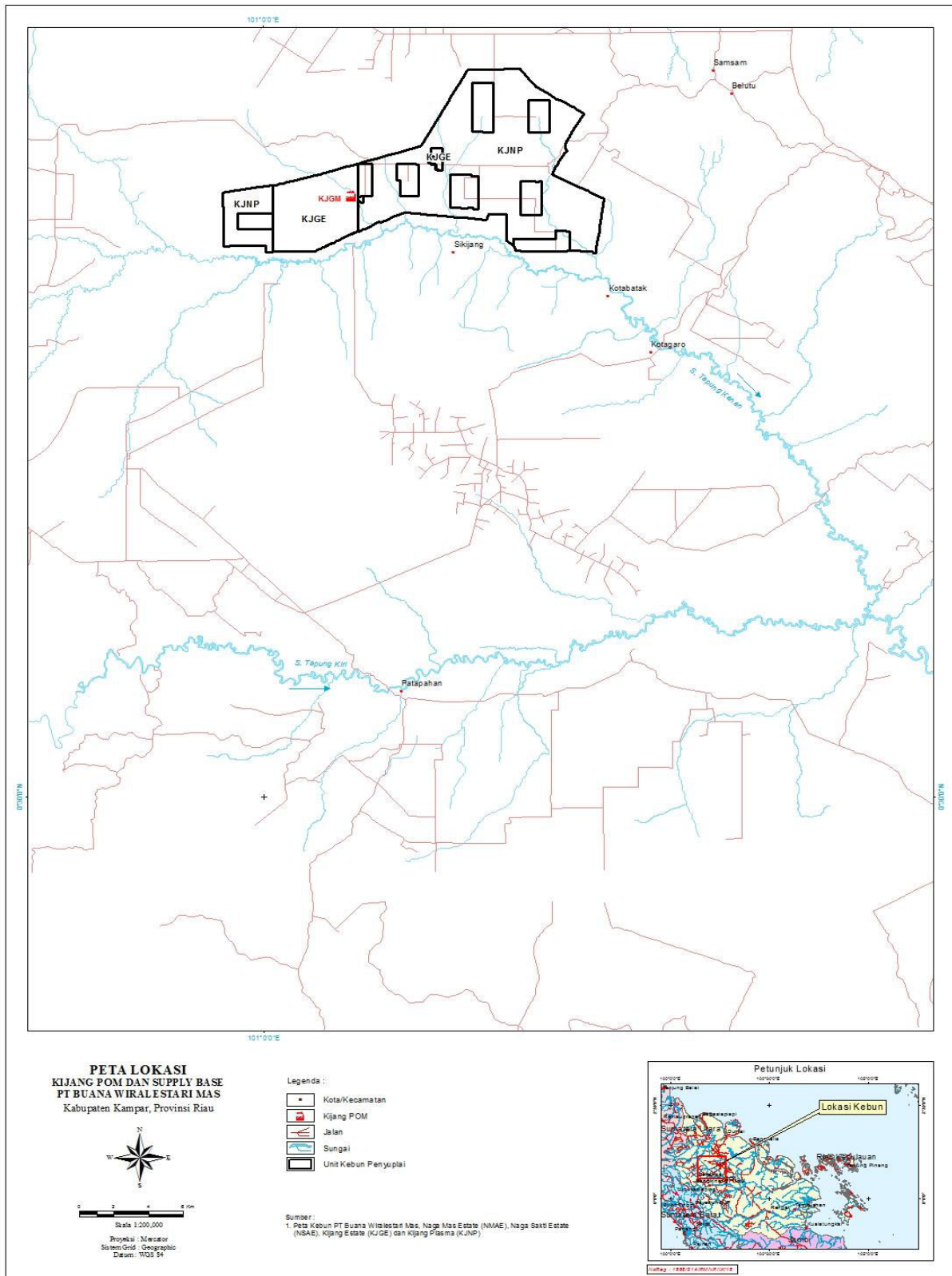


Figure 2. Operational Map of KIJANG MAS ESTATE, KIJANG KENCANA PLASMA



Glossary

ASA	: Annual Surveillance Assessment	KER	: Kernel Extraction Rate
BMP	: Best Management Practices	KJGE	: Kijang Mas Estate
BOB	: Barn Owl Boxes	KJGM	: Kijang Mill
BOD	: Biological Oxygen Demand	KJNP	: Kijang Kencana Plasma
BWLM	: Buana Wiralestari Mas	KUD	: <i>Koperasi Unit Desa</i> (Cooperative Unit)
CB	: Certification Body	LD	: Lethal Dosage
CDP	: Community Development Program	LKUP	: Laporan Kegiatan Usaha Perkebunan (Plantation Activity Report)
CH	: Certificate Holder	MCMD	: Management Commitee for Mill Development
CITES	: Convention, International, Threatened, Endangered Species	MoU	: Memorandum of Understanding
CPO	: Crude Palm Oil	MSDS	: Material Safety Data Sheet
CSPK	: Certified Sustainable Palm Kernel	MUTU	: Mutuagung Lestari
CSPO	: Certified Sustainable Palm Oil	NGO	: Non Government Organisation
CSR	: Corporate Social Responsibility	OER	: Oil Extraction Rate
EFB	: Empty Fruit Bunches	OHS	: Occupational Health and Safety
EHS	: Environmental, Health and Safety	OHSAS	: Occupational Health and Safety Assessment Series
EIA	: Environmental Impact Assessment	P&C	: Principle and Criteria
FFB	: Fresh Fruit Bunches	PIC	: Personel In Charge
FGD	: Focus Group Discussion	PK	: Palm Kernel
FR	: Frequently Rate	POM	: Palm Oil Mill
FPIC	: Free, Prior and Informed Consent	POME	: Palm Oil Mill Effluent
GAR	: Golden Agri resources	PPE	: Personel Protective Equipment
GHG	: Green House Gases	RC/PC	: Regional Controller / ProductionController
GRTT	: Ganti Rugi dan Tanam Tumbuh (Land Compensation)	RJP	: Ramajaya Pramukti
GPS	: Global Potitioning System	RSPO	: Roundtable on Sustainable Palm Oil
HCV	: High Conservation Value	RKL- RPL	: Enviromental Management and Monitoring Report
HGU	: Hak Guna Usaha (Land Use Title/Right)	SCCS	: Supply Chain Certification System
HIRAC	: Hazard Identification Risk Assesment and Control	SIA	: Social Impact Assessment
HRD	: Human Resources Development/Department	SIO	: <i>Surat Izin Operator</i> (license)
IF	: Innovative Financing	SMD Ops	: Senior Managing Directors Operation
IPM	: Integrated Pest Management	SPO	: Suistanability Palm Oil
ISCC	: International Susainability and Carbon Certification	SOP	: Standard Operating Procedure
ISO	: International Standard Organisation	SR	: Severity Rate
ISPO	: Indonesia Sustainable Palm Oil	ST-2	: Stage-2 Assessment/Audit
IUCN	: International Union for Conservation of Nature	WHO	: World Health Organization
IUP	: Plantation Permit/Licenses	WTP	: Water Treatment Plant
KAN	: Indonesian Accreditation Body	WWTP	: Waste Water Treatment Plant
		VPA /VPM	: Vice President Agronomy / Vice President Manufacture

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT			
1.1 Assessment Standard Used			
	<ul style="list-style-type: none"> - National Interpretation P&C RSPO 2013 for Indonesia July 2016, approved by RSPO September 30, 2016. - Supply Chain Requirement November 2014 (Modul E Mass Balance). - RSPO Certification System 2007 (Rev. 2015). 		
1.2 Organisation Information			
1.2.1	Organisation name listed in the certificate	PT Buana Wiralestari Mas subsidiary of Golden Agri Resources Holdings Ltd.	
1.2.2	Contact person	Ismu Zulfikar	
1.2.3	Organisation address and site address	Head Office: 108 Pasir Panjang Road, #06-00 Golden Agri Plaza, Singapore, Singapore 118535 Indonesia Office: Sinas Mas Land Plaza, 30th Floor JL. MH Thamrin No 51 Kav 22 Jakarta 10350 Indonesia	
1.2.4	Telephone	+62-21 50338899 ext 1184	
1.2.5	Fax	+62-21 50389999	
1.2.6	E-mail	ismu.zulfikar@sinarmas-agri.com	
1.2.7	Web page address	www.smart-tbk.com	
1.2.8	Management Representative who completed the application for certification	Ismu Zulfikar (<i>Head of Environmental Department</i>)	
1.2.9	Registered as RSPO member	1-0096-11-000-00 (31 March 2004)	
1.3 Type of Assessment			
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base KIJANG Mill, KIJANG MAS Estate, KIJANG KENCANA PLASMA Estate	
1.3.2	Type of certificate	Single	
1.4 Locations of Mill and Plantation			
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	KIJANG Mill	Village of Sekijang, Sub-District of Tapung Hilir, Kampar Regency, Province of Riau	N 0° 50' 00.65" E 101° 02' 41.65"

1.4.2	Location of Certification Scope of Supply Base			
	Name of Supply Base	Location	Coordinate	
			Latitude	Longitude
	KIJANG MAS Estate	Village of Sekijang, Sub-District of Tapung Hilir, Kampar Regency, Province of Riau	N 0° 49' 59.82"	E 101° 02' 58.15"
	KIJANG KENCANA PLASMA Estate	Village of Kijang Jaya, Sub-District of Tapung Hilir, Kampar Regency, Province of Riau	N 0° 51' 17.01"	E 101° 05' 27.90"
1.5 Description of Area Statement				
1.5.1	Tenure			
	• State ¹		2,369.39 Ha	
	• Community ²		8,147.79 Ha	
	¹ based on Land Title (HGU) No. 1/1994 (2,284.74 Ha); 1/1998(80.00 Ha) and HGB No. 1/2000 (4.65 Ha).			
	² based on Ownership Right Certificates (SHM) of smallholders.			
1.5.2	Area Statement			
	• Total area		10,517.18	Ha
	• Mature area		10,259.20	Ha
	• Immature area		-	Ha
	• Mill / Workers Quarter		57.48	Ha
	• Roads		140.33	Ha
	• Weirs / lowland / river		56.81	Ha
	• Airstrip		-	Ha
	• Others		3.36	Ha
	• HCV (calculated as planted area)		31.43	Ha
	Noted: Measurement results dated September 29, 2017 and ratified on October 2, 2017 - The scope of certification only 10,517.18 Ha - Area that not has HGU yet 56.07 Ha not include from the scope of certification and the progress of land tenure was include in partial certification.			
1.6 Planting Year and Cycles				
1.6.1	Age profile of planting year			
	Planting Year	Hectarage (Ha)		
		KIJANG MAS ESTATE	KIJANG KENCANA PLASMA	TOTAL
	1991	242.60	369.00	611.60
	1992	1,799.13	2,339.00	4,138.13
	1993	22.82	3,185.00	3,207.82
	1994	-	1,467.00	1,467.00
	1995	-	504.80	504.80
	1996	46.86	58.00	104.86
	1997	-	52.70	52.70

	1998	-	47.30	47.30			
	2001	-	124.99	124.99			
	TOTAL	2,111.41	8,147.79	10,259.20			
1.6.2	New Planting area after January 2010	-	Ha				
1.6.3	Planting Cycle	1 st Cycle					
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	KIJANG	60	271,712	53,043	19.52	15,311	5.64
	<i>*Data Sources: FFB Received by Mill November 2016 – October 2017</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/yr)	Supplied to Mill	
						FFB (tonnes/year)	%
	KIJANG MAS	2,369.39	2,111.41	53,104	25.15	4,196	8
	KIJANG KENCANA PLASMA (197 Farmer Groups; 4,073 smallholders)	8,147.79	8,147.79				
	• KUD Makarti Buana Jaya (21 FG; 506 Smallholders)	1,011.00	1,011.00				
	• KUD Berkat Ridho (17 FG; 350 Smallholders)	700.00	700.00				
	• KUD Kijang Mas (19 FG; 387 Smallholders)	774.00	774.00				
	• KUD Makmur Sejahtera (32 FG; 635 Smallholders)	1,270.00	1,270.00	237,632	29.17	218,804	92
	• KUD Panca Warga (32 FG; 611 Smallholders)	1,224.79	1,224.79				
	• KUD Budi Karya (25 FG; 500 Smallholders)	999.00	999.00				
	• KUD Lestari Jaya (25 FG; 511 Smallholders)	1,022.00	1,022.00				
	• KUD Manunggal Abadi (26 FG; 573 Smallholders)	1,147.00	1,147.00				
	TOTAL	10,517.18	10,259.20	290,736	27.16	223,000	
	<i>*Data Sources: FFB Production by Estates November 2016 – October 2017</i>						
1.7.3	FFB description from other source						

	Name of sources	Organisation	Location	Supplied to Mill	
				FFB (tonnes/year)	
	NAGAMASESTATE (Certified MUTU-RSPO/012)	PT BUANA WIRALESTARI MAS	Village of Sekijang, Sub-District of Tapung Hilir, Kampar Regency, Province of Riau	4,069	
	NAGASAKTIESTATE (Certified MUTU-RSPO/012)			1,890	
	Other Sources (Non-Certified outsider supplier)	16 Suppliers	Sub-District of Tapung Hilir, Kampar Regency, Province of Riau	43,111	
	TOTAL			49,070	
	<i>*Data Sources: FFB Production by Estates November 2016 – October 2017</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 17 January 2017– 16 January 2018 (tonnes/year)	Actual certified product 17 January 2017– 31 October 2017 (tonnes/year)	
	• FFB Production		272,692	271,712	
	• CPO Production		54,538	53,043	
	• Palm Kernel (PK) Production		14,998	15,311	
1.8.2	Product selling				
	Tonnage of selling product		Actual selling product period 17 January 2017– 31 October 2017		
	• CSPO		-		
	• CSPK		5,525		
	• CPO under other scheme trading (e.g ISCC, RFS)		30,930		
	• CPO under conventional trading (if any)		9,313		
	• PK under other scheme		-		
	• PK under conventional trading (if any)		5,814		
1.8.3	Estimate of Certified FFB Claim				
	Name of Estates	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)
	KIJANG MAS	2,369.39	2,111.41	50,208	23.35
	KIJANG KENCANA PLASMA (197 Farmer Groups; 4,073 smallholders)	8,147.79	8,147.79	222,484	27.31
	• KUD Makarti Buana Jaya (21 FG; 506 Smallholders)	1,011.00	1,011.00	26,055	25.77
	• KUD Berkat Ridho (17 FG; 350 Smallholders)	700.00	700.00	18,458	26.37
	• KUD Kijang Mas (19 FG; 387 Smallholders)	774.00	774.00	20,678	26.72

• KUD Makmur Sejahtera (32 FG; 635 Smallholders)	1,270.00	1,270.00	33,940	26.72
• KUD Panca Warga (32 FG; 611 Smallholders)	1,224.79	1,224.79	36,207	29.56
• KUD Budi Karya (25 FG; 500 Smallholders)	999.00	999.00	28,555	28.58
• KUD Lestari Jaya (25 FG; 511 Smallholders)	1,022.00	1,022.00	28,418	27.81
• KUD Manunggal Abadi (26 FG; 573 Smallholders)	1,147.00	1,147.00	30,173	26.31
TOTAL	10,517.18	10,259.20	272,692	26.48

**Projected FFB production for 12 months of license*

1.8.4 Estimate of Certified Palm Product Claim

Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
			Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)	
KIJANG	60	272,692	54,538	20.00	14,998	5.5	MB

**Projected CPO and Palm Kernel production for 12 months of license*

1.9 Other Certifications

ISO 9001:2008	-
ISO 14001: 2004	-
OHSAS 18001:2007	-
ISCC	EUISSC-Cert-DE104-07781609 EUISSC-Cert-DE104-07781607
ISPO	MUTU/ISPO-027 issued 9 September 2014

1.10 Time Bound Plan of Golden Agri Resources Ltd, updated 31 January 2016

1.10.1 Time Bound Plan for Other Management Units

Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status
Mill	Time Bound Plan				
Pangkalan Panji (PT Sawit Mas Sejahteras)	2013	Sawit Mas Estate	2013	South Sumatera	Certified
Bumi Sawit Mill (PT Bumi Sawit Permai)	2013	Bumi Sawit Estate	2013	South Sumatera	Certified
Muara Kandis Mill (PT Djuanda Sawit Lestari)	2013	Muara Tawas Estate	2013	South Sumatera	Certified
		Muara Kandis Estate	2013	South Sumatera	Certified
		Muara Kandis Estate (HGU on progress – 574.58 Ha)	2020	South Sumatera	-
		Smallholder (KKPA)	2019	South Sumatera	-

		Pandawa)			
		Smallholder (Pandawa Plasma)	2019	South Sumatera	-
Sungai Rungau Mill (PT Sumber Indah Perkasa)	2013	Sungai Rungau Estate	2013	Central Kalimantan	Certified
		Sungai Seruyan Estate	2013	Central Kalimantan	Certified
		Terawan Estate	2013	Central Kalimantan	Certified
		Tangar Estate	2013	Central Kalimantan	Certified
		Bukit Tiga Estate	2013	Central Kalimantan	Certified
Bukit Perak EMIII (PT Bumi Permai Lestari)	2013	Bukit Perak Estate	2013	Bangka Belitung	Certified
		Bukit Permata Estate	2013	Bangka Belitung	Certified
Tanjung Kembiri Mill (PT Forestalestari Dwikarya)	2013	Tanjung Kembiri Estate	2013	Belitung	Certified
		Tanjung Rusa Estate	2013	Belitung	Certified
		Tanjung Rusa KKPA	2019	Belitung	-
Sungai Buaya Mill (PT Sumber Indah Perkasa)	2014	Sungai Buaya Estate	2014	Lampung	Certified
		Smallholder (KKPA Gedung Aji Lama)	2014	Lampung	Certified
		Smallholder (KKPA Mesuji)	2014	Lampung	Certified
Sungai Merah Mill (PT Sumber Indah Perkasa)	2014	Sungai Merah Estate	2014	Lampung	Certified
		Smallholder (KKPA Gedung Aji Baru)	2014	Lampung	Certified
Kasuari Mill (PT Sinar Kencana Inti Perkasa)	2018	Cendrawasih Estate	2018	Papua	ST-1
		Nuri Estate	2018	Papua	ST-1
		Rajawali Estate	2018	Papua	ST-1
		Mambruk Estate (PT Sumber Indah Perkasa)	2018	Papua	ST-1
Pekawai Mill (PT Agrolestari Mandiri)	2018	Kayung Estate	2018	West Kalimantan	ST-1
		Pekawai Estate	2018	West Kalimantan	ST-1
		Sungai Kelik Estate	2018	West Kalimantan	ST-1
		Nanga Tayap Estate	2018	West Kalimantan	ST-1
		Smallholder (Kayung Plasma)	2019	West Kalimantan	ST-1
Kenanga Mill (PT Kencana Graha Permai)	2014	Kencana Estate	2015	West Kalimantan	Certified
		Cendana Estate	2015	West Kalimantan	Certified
		Kenanga Estate (PT Cahaya Nusa Gemilang)	2018	West Kalimantan	-
		Delima Estate (PT Kencana Graha Permai)	2018	West Kalimantan	-
		Gaharu Estate (PT Bangun Nusa Mandiri)	2019	West Kalimantan	-
		Smallholder (Gaharu Plasma)	2019	West Kalimantan	-

		Smallholder (Kencana Plasma)	2019	West Kalimantan	-
		Smallholder (Kenanga Plasma)	2019	West Kalimantan	-
Perdana Mill (PT Binasawit Abadi Pratama)	2020	Perdana Estate	2020	Central Kalimantan	ST-1
		Lenggana Estate	2020	Central Kalimantan	ST-1
		Semandau Estate	2020	Central Kalimantan	ST-1
		Muara Dua Estate	2020	Central Kalimantan	ST-1
Kuayan Mill (PT Agrokarya Prima Lestari)	2020	Mentaya Estate	2020	Central Kalimantan	ST-1
		Kuayan Estate	2020	Central Kalimantan	ST-1
		Bukit Santuhai Estate	2020	Central Kalimantan	ST-1
		Tajur Beras Estate	2020	Central Kalimantan	ST-1
		Seranau Estate	2020	Central Kalimantan	ST-1
		Sungai Sambon Estate	2020	Central Kalimantan	ST-1
		Smallholder (Sungai Sambon Plasma)	2020	Central Kalimantan	-
		Sapiri Estate (PT Buana Adhitama)	2020	Central Kalimantan	ST-1
		Bukit Dua Estate (PT Buana Adhitama)	2020	Central Kalimantan	
		Bukit Tunggal Estate (PT Buana Adhitama)	2020	Central Kalimantan	
Belian Mill (PT Paramitra Internusa Pratama)	2018	Belian Estate	2018	West Kalimantan	ST-1
		Tengkawang Estate	2018	West Kalimantan	ST-1
		Kenari Estate (PT Bangun Nusa Mandiri)	2019	West Kalimantan	ST-1
		KerANJI Estate (PT Bangun Nusa Mandiri)	2019	West Kalimantan	ST-1
		Muara Tawang Estate (PT Kartika Prima Cipta)	2019	West Kalimantan	ST-1
		Kapuas Hulu Estate (PT Persada Graha Mandiri)	2018	West Kalimantan	ST-1
		Sungai Beran Estate (PT Persada Graha Mandiri)	2018	West Kalimantan	ST-1
		Smallholder (Belian KKPA)	2020	West Kalimantan	-
		Smallholder (Tengkawang KKPA)	2020	West Kalimantan	-
		Smallholder (Kenari Plasma)	2019	West Kalimantan	-
		Smallholders (Kapuas Hulu KKPA)	2020	West Kalimantan	-
		Kenanga Estate (PT Cahaya Nusa Gemilang)	2018	West Kalimantan	-
		Sungai Kupang Mill	2016	Sungai Kupang Estate	2016

(PT Sinar Kencana Inti Perkasa)		Sungai Kupang KKPA	2016	South Kalimantan	
		Senakin Estate	2019	South Kalimantan	-
Sungai Kikim Mill (PT Sawit Mas Sejahtera)	2019	Sungai Kikim Estate	2019	South Sumatera	-
		Sungai Pangsi Estate	2019	South Sumatera	-
		Sungai Musi Estate	2019	South Sumatera	-
		Sungai Saling Estate	2019	South Sumatera	-
		Sungai Enim Estate (PT Bumi Sawit Permai)	2019	South Sumatera	-
		Sungai Lematang Estate (PT Bumi Sawit Permai)	2019	South Sumatera	-
Tangar Mill (PT Mitra Karya Agroindo)	2020	Sulin Estate	2020	Central Kalimantan	-
		Nahiyang Estate	2020	Central Kalimantan	-
		Katayang Estate	2020	Central Kalimantan	-
		Sungai Nusa Estate	2020	Central Kalimantan	-
		Kajui Estate (PT Agro Lestari Sentosa)	2020	Central Kalimantan	-
		Manuhing Estate (PT Agro Lestari Sentosa)	2020	Central Kalimantan	-
		Sungai Ayawan Estate (PT Aditunggal Mahajaya)	2020	Central Kalimantan	-
Sungai Magalau Mill (PT Sinar Kencana Inti Perkasa)	2019	Sungai Magalau Estate	2019	South Kalimantan	-
Jalemo Mill* PT Agro Lestari Sentosa	2020	Balasang Estate	2020	Central Kalimantan	-
		Jalemo Estate	2020	Central Kalimantan	-
Sako Mill* (PT Adi Tunggal Mahajaya)	2020	Sulin Plasma	2020	Central Kalimantan	-
		Sapiri Plasma	2020	Central Kalimantan	-
		Sako Plasma	2020	Central Kalimantan	-
Padang Halaban Mill (PT SMART Tbk)	2011	Padang Halaban Estate	2011	North Sumatera	Certified
		Penantian Estate	2011	North Sumatera	Certified
		Adipati Estate	2011	North Sumatera	Certified
		Kanopan Ulu Estate	2011	North Sumatera	Certified
Batu Ampar Mill (PT SMART Tbk)	2012	Batu Ampar Estate	2012	South Kalimantan	Certified
		Batu Mulia Estate	2012	South Kalimantan	Certified
		Sungai Panci Estate	2012	South Kalimantan	Certified
		Sungai Panci KKPA	2012	South Kalimantan	Certified
Tanah Laut Mill (PT SMART Tbk)	2012	Tanah Laut Estate	2012	South Kalimantan	Certified
		Kinta Pura Estate	2012	South Kalimantan	Certified
Langga Payung Mill (PT Tapan Nadenggan)	2012	Langga Payung Estate	2012	North Sumatera	Certified
		Paya Baung Estate	2012	North Sumatera	Certified

		Normark Estate	2012	North Sumatera	Certified
Hanau Mill (PT Tapian Nadenggan)	2012	Hanau Estate	2012	Central Kalimantan	Certified
		Tasik Mas Estate	2012	Central Kalimantan	Certified
		Tanjung Paring Estate	2012	Central Kalimantan	Certified
		Langadang Estate	2012	Central Kalimantan	Certified
		Medang Sari (PT Satya Kisma Usaha)	2018	Central Kalimantan	-
Semilar (PT Tapian Nadenggan)	2013	Semilar	2013	Central Kalimantan	Certified
		Sei Rindu	2013	Central Kalimantan	Certified
		Mandang	2013	Central Kalimantan	Certified
		Puri	2013	Central Kalimantan	Certified
Jak Luay Mill (PT Tapian Nadenggan)	2015	Pantun Mas Estate	2015	East Kalimantan	Certified
		Pantun Mas KKPA	2018	East Kalimantan	-
		Jak Luay Estate	2015	East Kalimantan	Certified
		Jak Luay KKPA	2018	East Kalimantan	-
		Long Buluh Estate	2015	East Kalimantan	Certified
		Bukit Subur Estate	2015	East Kalimantan	Certified
		Bukit Subur KKPA	2018	East Kalimantan	-
Leidong West Mill (PT MP Leidong West Indonesia)	2014	Leidong West Utara Estate	2014	Bangka Belitung	Certified
		Leidong West Selatan Estate	2014	Bangka Belitung	Certified
Muara Wahau Mill (PT Kresna Duta Agroindo)	2014	Muara Wahau Estate	2014	East Kalimantan	Certified
		Gunung Kombeng	2014	East Kalimantan	Certified
Gunung Kombeng Mill (PT Kresna Duta Agroindo)	2019	Gunung Kombeng KKPA	2019	East Kalimantan	-
Rantau Panjang (PT Kresna Duta Agroindo)	2017	Rantau Panjang Estate	2017	East Kalimantan	-
		Rantau Panjang KKPA	2017	East Kalimantan	-
Jelatang Mill (PT Kresna Duta Agroindo)	2014	Bangko Estate	2014	Jambi	Certified
		Tiga Serumpun KKPA	2019	Jambi	-
		Bukit Bungkul KKPA	2019	Jambi	-
		Kubang Ujo Plasma	2019	Jambi	-
		Pamenang Plasma	2019	Jambi	-
Pelakar Mill (PT Kresna Duta Agroindo)	2017	Pelakar Estate	2017	Jambi	ST-1
		Tiga Serumpun KKPA	2019	Jambi	-
		Batang Merangin Estate	2017	Jambi	ST-1

		Batang Tembesi Estate	2017	Jambi	ST-1
		Kubang Ujo Plasma	2019	Jambi	-
Langling Mill (PT Kresna Duta Agroindo)	2014	Bangko Estate	2014	Jambi	Certified
		Bangko Plasma	2019	Jambi	-
		Bukit Bungkul KKPA	2019	Jambi	-
		Batang Gading Estate	2019	Jambi	-
		Batang Gading KKPA (PT Satya Kisma Usaha)	2019	Jambi	-
		Pamenang Plasma	2017	Jambi	-
		Sungai Bengkal Mill (PT Satya Kisma Usaha)	2015	Sungai Bengkal Estate	2015
Sungai Bengkal KKPA	2015			Jambi	Certified
Muara Kilis Estate	2015			Jambi	Certified
Muara Kilis KKPA	2019			Jambi	-
Bukit Kapur Mill (PT SMART Tbk)	2020	Bukit Kapur Estate	2020	South Kalimantan	ST-1
		Sungai Cantung Estate	2020	South Kalimantan	ST-1
Samsam Mill (PT Ivomas Tunggal)	2009	Samsam Estate	2009	Siak-Riau	Certified
		Samsam Estate (HGU on progress – 29.09 Ha)	2020	Siak-Riau	-
		Kandista Estate	2009	Siak-Riau	Certified
		Kandista Estate (HGU on progress – 158.46 Ha)	2020	Siak-Riau	-
		Palapa Estate	2009	Siak-Riau	Certified
Libo Mill (PT Ivomas Tunggal)	2009	Libo Estate	2009	Siak-Riau	Certified
		Nenggala Estate	2009	Siak-Riau	Certified
		Nenggala Estate (HGU on progress 419.9 Ha)	2020	Siak-Riau	-
		Sei Rokan Estate	2009	Siak-Riau	Certified
		Sei Rokan Estate (HGU on progress – 102.7 Ha)	2020	Siak-Riau	-
Ujung Tanjung (PT Ivomas Tunggal)	2009	Ujung Tanjung Estate	2009	Siak-Riau	Certified
		Ujung Tanjung Estate (HGU on progress – 557.3 Ha)	2020	Siak-Riau	-
Naga Sakti Mill (PT Buana Wiralestari Mas)	2010	Naga Mas Estate	2010	Kampar-Riau	Certified
		Naga Mas Estate (HGU on process – 253.39 Ha)	2020	Kampar-Riau	-
		Naga Sakti Estate	2010	Kampar-Riau	Certified
		Naga Sakti Estate (HGU on process – 59.79 Ha)	2020	Kampar-Riau	-
		Rama Bakti Estate	2010	Kampar-Riau	Certified

Kijang Mill (PT Buana Wiralestari Mas)	2010	Kijang Mas Estate	2010	Kampar-Riau	Certified
		Kijang Mas Estate (HGU on process – 56.07 Ha)	2020	Kampar-Riau	-
		Kijang Kencana Plasma	2010	Kampar-Riau	Certified
Ramarama Mill (PT Ramajaya Pramukti)	2010	Ramarama Estate	2010	Kampar-Riau	Certified
		Ramarama Estate (HGU on process – 318.76 Ha)	2020	Kampar-Riau	-
		Amartajaya Plasma	2010	Kampar-Riau	Certified
Indra Sakti Mill (PT Meganusa Inti Sawit)	2011	Indra Lestari Estate	2011	Indragiri-Riau	Certified
		Indra Sakti Estate	2011	Indragiri-Riau	Certified
		Indragiri Plasma	2011	Indragiri-Riau	Certified
		Indrasakti Plasma	2011	Indragiri-Riau	Certified
Bumipalma Mill (PT Bumipalma Lestari Persada)	2012	Bumi Lestari Estate	2012	Indragiri-Riau	Certified
		Bumi Palma Estate	2012	Indragiri-Riau	Certified
		Bumi Sentosa Estate	2012	Indragiri-Riau	Certified
Sawita Mill (PT Sawitakarya Manunggal)	2018	Sawita Estate	2018	South Kalimantan	ST-1
		Pamukan Estate	2018	South Kalimantan	ST-1
		Sawita KKPA	2018	South Kalimantan	ST-1
<p>*)under construction</p> <p>There are revision of time bound plan, the justification from top management is:</p> <ol style="list-style-type: none"> 1. Pelakar Mill and Rantau Panjang Mill is still process on disclosure & liability by RSPO, while Bukit Kapur Mill doesn't have land use title (HGU), the HGU is still on process. 2. Several associate smallholders (plasma) which refuses to follow the RSPO certification, but the management unit is still communicating with the plasma for the implementation of RSPO certification. 3. Sawita Mill had conducted pre assessment RSPO on 2015 and Another entire Management Unit under PT Ivo Mas Tunggal has been RSPO certified. <p>There is revision of time bound plan on 1 October 2017 for HGU on process in PT Ivomas Tunggal (Samsam Estate 29.09 Ha, Kandista Estate 158.46 Ha, Nenggala Estate 419.9 Ha, Sei Rokan Estate 102.7 Ha, Ujung Tanjung Estate 557.3 Ha); PT Rama Jaya Pramukti (Ramarama Estate: 318.76 Ha); PT Buana Wira Lestari (Naga Sakti Estate 59.79 Ha; Naga Mas Estate 253.39 ha and Kijang Estate 56.07 ha). For this area is planned for audit on 2020 because waiting for HGU</p>					
1.10.2	<p>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</p> <p>Associated smallholders under scope of Kijang POM has been certified, while the FFB suppliers entering to Kijang POM are using periodical agreement.</p>				

2.0 ASSESSMENT PROCESS	
2.1 Assessment Team	
	<ol style="list-style-type: none"> Marsudi Eko Santoso. Marsudi Eko Santoso (Lead Auditor supervised). Bachelor of Agriculture, majoring in Agro technology. Followed the Management System Certification (ISO 9001-2008), Awareness HACCP certification, training of RSPO auditor and training of RSPO Lead Auditor training, ISPO Lead auditor training and distribution quality management process – APMEA, Safety Management Auditor and ISCC Auditor. He had involved several time in RSPO certification assessment activities as an auditor. Currently he works for Independent Certification Body. During this audit, has verify of legal, social, Time bound plan and SCCS. Yudwi Wisnu Rahmanto (Lead Auditor Witnesser) Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 5 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks) and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment he assigned to verify legal, land dispute and social aspect. Steve Mualim (Auditor). Indonesia citizen. Master of Environmental and Natural Resources Management. Has experience as Environmental management consultant (2012) and Sustainable palm oil assurance auditor since 2013. Has been attended several trainings e.g : ISCC in house training, palm oil GHG emission, HCV management, ISPO lead auditor, RSPO lead auditor, labor and human rights issues, ISO 19011, and ISO 9001:2008. Has been conducted several audits for RSPO / ISPO scheme since 2013 for best management practices, conservation, and environmental management. Fluent in bahasa and chinese mandarin. At this time of audit, verified aspects of environmental management Asystasya Aishah Silalahi. Bachelor from Agribusiness Department, Bogor Agricultural University. She has attended trainings, such as RSPO Awareness Training, Indonesian Sustainable Palm Oil (ISPO) Auditor Training, RSPO lead auditor, Training of Management System Certification ISO 9001:2015, Awareness of ISO 17021 and ISO 17065, Occupational Health & Safety Management. She has been involved in social impact assessment (SIA), high conservation value (HCV) & green house gas (GHG) calculation. During the assessment the auditor verified transparency and social worker. Brigitta Prita. Bachelor of Forestry, Department of Forest Resources Conservation and Ecotourism, Bogor Agricultural University. The training which have been followed ISPO Auditor training and certification of quality management system ISO 9001: 2008, 19011 QMS training, IHT Awareness RSPO, 17021 & 17065 IHT Awareness, Environment Mangement System 14000: 2004 and HCV Training. During the assessment the auditor verified environment and HCV. Hasiholan. Indonesian citizen. Bachelor of Agriculture Majoring in Agronomy, Agriculture Faculty. He has working experienced for 7 (seven) years since 2009 as an Operational Staff in an Oil Palm Plantation Company In Indonesia. The training he has followed namely: Auditor ISPO training, RSPO Awareness in House Training, Quality Management Systems training (ISO 9001:2015), Environmental Management Systems training (ISO 14001:2015), OHS General Expert training, OHSAS 18001:2007 training and ISO 17021 & 17065 training. During this audit, he assigned to verify best management practices Estate and Mill.
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	
2.2.1	Figure of person days to implement assessment
ASA 1.1	Number of auditors: 6 auditor Number of days for RC at site : 4 days Number of working days for RC at site: 24 Working days
2.2.2	Assessment Process

ASA 1.1	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Buana Wiralestari Mas to the requirements:</p> <ul style="list-style-type: none"> - National Interpretation P&C RSPO 2013 for Indonesia July 2016, approved by RSPO September 30, 2016. - Supply Chain Requirement November 2014 (Modul E Mass Balance). - RSPO Certification System 2007 (Rev. 2015). <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 AS 1.1. delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-1.2.</p> <p>Improvement of findings from main assesment findings were observed by auditors at this assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA 1.1. report</p> <p>The assessment program please find Appendix 2</p>
----------------	---

2.2.3	Location of Assessment
RC	<p>Number of unit in this certification activity is 1 Mill, 1 Nucleus Estate and 1 scheme smallholder. The auditor team used the $0.8\sqrt{y}$ formula to determine the management units sampling to be focused on and also considered the issues raised by stakeholder.</p> <p>While, the sampling for smallholders scheme KIJANG KENCANA PLASMA is determined by the formula $(0.8\sqrt{y}) \times (z)$, where (z) is the multiplier defined by the risk assessment. Auditor team determined the risk level for KIJANG KENCANA PLASMA is Level 1 – low risk with multiplier set is 1. Total farmer group is 197 FG and 4,073 group members. Sample taken by the auditor team with number are:</p> <ul style="list-style-type: none"> • $0.8\sqrt{5}$ (5 Cooperative) = 3 Cooperative (Lestari Jaya with 25 group farmers; Berkas Ridho with 17 group farmers and Panca Warga with 32 group farmers); • Sampling for group former (4 group farmers from KUD Lestari jaya); 4 group from KUD Panca Warga and 3 group from KUD Berkas Ridho; • Number farmers for each group farmers are 20 farmers so $0.8\sqrt{20} = 4$ farmers • Total farmers for sampling = 44 farmers. <p>Kijang Mill (KJGM)</p> <ol style="list-style-type: none"> 1. Security. Observation and interview with key personnel related to implementation of Supply Chain Requirement 2. Weighbridge. Observation and interview with key personnel related to implementation of Supply Chain Requirement 3. Grading/sortation. Interview with worker related to worker contract, medical examination, PPE, complaint mechanism, work accident, and worker welfare (wage, medical dan worker insurance). 4. All processing station (Sterilizer, Hoisting Crane, Thresher, Pressing, Digester, Clarifier). Observation on FFB processing and interview with worker related to medical examination, PPE, complaint mechanism, and worker welfare. 5. Generator and Kernel Station. Observation and interview on OHS implementations and working mechanism. 6. Workshop. Observation on maintenance activities and interview with foreman related understanding of working procedure. 7. Hazardous Waste Temporary Warehouse. Observation on hazardous waste management. 8. Emergency Response at Mill. Observation on emergency response facilities (hydrant hose reel) and drill. 9. WTP Station. Observation and interview related on WTP activities, worker medical check-up, worker welfare, complaint mechanism.

10. **Boiler Station.** Observation of renewable fuel using fibers and shell, and interview of OHS implementation with key personnel. It is known boiler operator wearing PPE while working.
11. **WWTP Pond.** Observation related to management and monitoring mill effluent. No flowing water (run off) into a rivers or other environments and do not dispose of mill effluent into rivers or waters
12. **Empty Bunch Area.** Observation related to the EFB management and pollution handling.
13. **Mill Housing.** Field observations and interviews with employee wives regarding domestic waste management, facilities & infrastructure, emergency response systems and others.
14. **Water Intake.** Field observation on water management and use for processing and domestic.

Kijang Mas Estate (KJGE)

1. **Land application block K20.** Observation for waste utilization on estates
2. **Landfill block L19.** Observation for domestic waste management
3. **Fire tower block L19.** Observation for fire fighting facilities.
4. **Creche and Daycare.** Observation on facilities and interviewing related labour aspect and grievance mechanism to the person in charge.
5. **Housing complex .** Observation on workers facilities, domestic waste management, temporary storage near division office.
6. **Chemical warehouse.** Observation and interview for environment and waste management, OHS implementation.
7. **Fertilizer warehouse.** Observation and interview for environment and waste management, OHS implementation
8. **Hazardous and toxic waste storage.** Observation related to toxic and hazardous waste management
9. **Washhouse pesticide containers.** Ex pesticide containers can not be found because it has been handed over to the Supplier.
10. **Block J12 Division 3 (3 harvester).** Observation of procedure application related fruit ripeness, safe working practices and interview about worker welfare
11. **Block J12 Division 3 (Loading FFB process).** Interview with foreman of FFB about loading FFB procedure, administration, FFB sortation in platform, safety and health and worker welfare.
12. **Block J12 dan J13 Division 3 (barn owl nest observation).** To check nest condition.
13. **Block K12 Division 1 (4 Pesticide Applicator).** Observation on safe working practices and interview with the spraying workers related type of pesticides use and fertilizer use according to the procedure and also worker welfare.
14. **Block J20 Division 1 (5 Fertilizer Applicator).** Observation on safe working practices and interview with the fertilizer workers related type of pesticides use and fertilizer use according to the procedure and also worker welfare.
15. **Block I17 Division 2 (EFB Application).** Field observations and interview with supervisor and worker about application of EFB by using Empty Bunch Spreader (EBS).
16. Artificial reservoir in Block M22 (non-certified area). Observation on water installation for nursery ground.
17. Nursery ground in Block L20-L22 Div. 1. Observation on land preparation for Nursery.
18. POME application in Block K18 Div.2. Observation on POME utilization were applied to the productive land.
19. Landfill (dumpsite) in Block L19 Div. 2. Observation on domestic waste management.
20. Boundary Pole of Land Right in Kijang Mas Estate:
21. Boundary Pole No. 14 is the boundary between Block J23 with the Kijang Kencana Plasma plantation area. Boundary Pole is in good condition and maintained.
22. Boundary Pole No. IV, is the boundary between Block M15 with the plantation area of Sei Kijang villagers. Boundary Pole is in good condition and maintained.
23. Boundary Pole No. III is the boundary between Block L23 with Kijang Estate Non Certified garden area. Boundary pole is in good condition and maintained.
24. Field Observation to Plasma related RSPO implementation in Kavling 2101; 2073, 2050, 2021; 1994; 1963; 1939; 1908; 1881; 1884 , among others concerning: boundary of land; pest control, harvesting, OSH

implementation, wages to workers, pest control, replanting plans, training and coaching from PT BWL, respect for reproductive rights, OSH Comitee meetings, protected animals.

KUD Panca Warga

KUD Panca Warga

1. **Interview with farmers group members (16 farmers) consist of :** mekarjaya, mekartani, wiralestari, binangun, karyamukti, makmurjaya farmers group related to OHS implementation, environment management, HCV management, waste management, land fire, workers welfare.
2. **Harvesting activities block F42/F43 (Kavling 2101; 2073; 2050; 2021; 1994; 1963; 1939; 1908; 1881; 1848).** Observation and interview related to harvesting standard qualities, OHS implementation, and boundary pole marking.
3. **Barn owl boxes block F42.** Observation and interview related to integrated pest management
4. **Spraying team equipment storage.** Observation and interview related to waste management and OHS implementation

KUD Berkat Ridho

Thursday, 2 November 2017.

1. **Mixing, washing and storage agrochemical.** Observation regarding condition and management of hazardous waste.
2. **Interview with farmers group members (12 farmers) consist of** OHS implementation, environment management, HCV management, waste management, land fire, workers welfare.
3. **Block J28-29 Plot number 151, 152, 153 and 154.** Observation and interview regarding environment, agrochemical, harvesting, policies, training and others.

KUD LESTARI JAYA

1. Harvesting activities in Block J52 Div.7. KT/smallholder group Tunas Jaya. Plot number: 3282, 3306, 3281, 3365, 3478, 3396. KT/smallholder group Karya Mukti, Plot number: 3420, 3340, 3398. Observation on harvesting techniques, yield, FFB quality, PPE usage and workers welfare and condition.
2. Land condition in Block J51 Div.7. KT/smallholder Subur, plot number: 3337, 3380. Observation and interview related land ownership and status of bank loan.
3. **Interview with farmers group members (16 farmers) consist of** OHS implementation, environment management, HCV management, waste management, land fire, workers welfare.
4. Cooperative office. Interview with cooperative management.
5. HCV area in Block G51 Div. 7. KT/smallholder of Tandan Segar, plot number: 2638, 2661. Observation on Riparian zone of Plumpung River which determined as HCV area.

Exsternal and Internal Stakeholders

1. Lands Agency of Kampar
2. Labour Agency of Kampar
3. Plantation Agency Of Kampar
4. Environment Agency of Kampar
5. Contractor of FFB Transport
6. Labour union
7. Committee Gender
8. NGO (Jikalahari, WWF, Walhi and Lingkar Komunitas Sawit)
9. Surrounding communities (Smallholder scheme of Kijang Kencana Plasma)

2.3 Stakeholder Consultation and Stakeholders Contacted	
2.3.1	Summary of stakeholder consultation process.
	Summary of stakeholder consultation process <ul style="list-style-type: none"> • Consultation of stakeholders for PT Buana Wiralestari was held by:

	<ul style="list-style-type: none"> Public Notification on October 16th 2017 at PT Mutuagung Lestari Website (http://mutucertification.com/wp-content/uploads/2017/11/Public-Announcement-Buana-Wiralestari-Mas-Kijang-POM-english-ASA-1.1.pdf) Public consultation meeting with internal stakeholders by interview (labor union, Gender Committee, Local Contractor) and external stakeholders (Government District of Kampar) dated on October 31th, 2017. Public consultation meeting with external stakeholders by email WALHI, JIKALAHARI and WWF dated on October 19th, 2017.
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit ASA-1.2 will be determined one year after this ASA-1.1 (October 2018).

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of KIJANG POM – PT BUANA WIRALESTARI MAS, PT IVO MAS TUNGGAL operation consisting of 1 (one) mill and 2 (two) oil palm estates.

During the assessment, there were no nonconformities were assigned against Major Compliance Indicator, Minor Compliance Indicators, supply chain requirement for CPO mill and there were 10 (ten) 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.

MUTUAGUNG LESTARI found that NAGASAKTI POM – PT BUANA WIRALESTARI MAS, PT IVO MAS TUNGGAL complied with the requirements National Interetation of *RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil – July 2016 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill)*.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is maintained.

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 and 1.1.2	
<p>The company shows the list of BWL stakeholders updated in April 2017 consisting of government agencies, universities, surrounding villages, workers' organizations, smallholders, independent FFB Supplier, and NGOs.</p> <p>The company has the SOP Communication and Consultation no. SOP / SMART / UMUMSADV / I / 004, Rev.0.0 made by the Sustainability Division Head and approved by the Head of Upstream. In the SOP, explained that the submitted suggestions will be presented by the Head Unit to the relevant departments if necessary at least 1 week after the letter was received. The response to incoming mail not later than three (3) weeks after the letter was received. The Personal in Charge of providing information is Social officer.</p> <p>The Company shows the communication logbook of BWL Period 2017 which describes letter date, applicant name, the institution, the request, the necessary, the disposition, the decision maker and the letter status. Example: Letter from Sekijang Village Chief dated July 19, 2017 regarding request for grader assistance for Sekijang Village road. Has been responded by the company on July 19, 2017 in the form of grader loan (evidence in the form of vehicle / heavy work card that inform date, user name, travel, status, kwh / kmt / hm / m3, hours, necessary, work order, operator, Type activities and user parameters).</p> <p>Kijang Kencana Plasma The Smallholders (KUD Berkat Ridho, KUD Lestari Jaya and KUD Panca Warga) shows the list of stakeholders for period on September 01st, 2017 consisting of government agencies, traditional leaders, local community, workers organizations, smallholders, suppliers and NGOs. The Personal In Charge for Kijang Kencana Plasma is Cooperative Secretary with decision number of Letter 03 / Ka0KUD LJ / 11/2015) dated on November 9th, 2015.</p>	
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 already has a list of information for stakeholders with No. documents F/SMART/GENERAL/SADV/ 004/003 made by SPO Kampar region and it is known by the RC Kampar region dated May, 2nd 2015. The information list includes the number of employees and a list of basic wages of employees, personnel tax, payment of local taxes / retribution, environmental documents, deed of establishment and its amendments, the data of area and production, and fertilizer application data, evidence of land tenure, High Conservation Value (HCV) identification report, SIA identification reports, community empowerment program reports, guiding committee of occupational health and safety report, the document of improvement program, RSPO audit reports, policy documents on Human Rights. The list is available at each unit and can be accessed by internal and external stakeholders. If stakeholders ask for documents apart from the list, it needs approval from top management.

Based on interview and documentation, the company have been socialization the information to stakeholders. The stakeholders have been know the list of information who can be access by public.

Kijang Kencana Plasma

The list is available in the List of Publicly Available Documents for the following documents: Environmental Impact Assessment (EIA); Enviromental Management & Monitoring reports (RKL-RPL); Land titles/use rights; Plantation permit; High Conservation Value (HCV) report; Social Impact Assessment (SIA);Corporate Social responsibility programs; Business Plan; EHS plan/program Assurance Goals; Company Policies; Complaint & dispute resolution procedures; Grievance mechanism and industrial relations; Zero burning policy; Continuous improvement plans.

Based on interview with farmers from KUD Lestari Jaya, KUD Panca Warga dan KUD Berkat is known that they understand regarding documents can be accessed publicly. Stakeholder communication to KUD is in the form of information requests, suggestion, claim, complaint and dissatisfaction with smallholder’s activities.

Status: Comply

1.3

Growers and millerscommit to ethicalconduct in allbusiness operationsand transactions.

1.3.1

The Company has a policy on business ethic that has been signed by regional controller Kampar capital and regional controller Kampar plasma on 02nd February 2015, which is applicable on the entire unit management. The policy states:

- Company does not tolerate any act or form of corruption in business practice by personnel. Personnel who committed to corruption will receive strong penalty based on the applicable regulation.
- Company commits to ethical standard of code of conduct on its entire business activities, including attitude toward each personnel, stakeholders, environment and broader communities.

The policy has been socialized to workers on August, 09th 2016 attended by 34 participants and socialized to the local contractors on June, 6th 2016 attended by 7 participants. Policy is available in an understood language.

KJNP has a policy on business ethic that has been signed by regional controller Kampar capital and regional controller Kampar plasma on 02nd February 2015, which is applicable on the entire unit management. The policy states:

- Company does not tolerate any act or form of corruption in business practice by personnel. Personnel who committed to corruption will receive strong penalty based on the applicable regulation.
- Company commits to ethical standard of code of conduct on its entire business activities, including attitude toward each personnel, stakeholders, environment and broader communities.

Interviews with farmers from KUD Berkat Ridho, KUD Lestari Jaya and KUD Panca Warga, it's known the smallholders have a code of ethics policy. There is socialization regarding the code of ethics policy dated on July 8th, 2017 located in KUD Lestari Jaya, participants who attended as many as 6 farmers and 1 assistant.

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 shows the list of regulations and other requirements and Evaluation of regulatory compliance for the period of 2017 consists of land permits (29), environment (44), OHS (60), Employment (61), Social (11), and HCV (25). The above documents are stored in the Estate Office and Kijang Mill.

Kijang Kencana Plasma

The Smallholders shows compliance evaluation to regulations, regulations and other requirements that inform the types of regulations, articles, requirements, Implementation / documentation, status and information conducted on July 1st, 2017. For example: Employment (11), HCV (15), OHS (14), and Cooperative (4). The above documents are stored in the KUD Office.

2.1.2, 2.1.3 & 2.1.4

Officers responsible for updating the list of rules according to the SOP such as Identification of regulations at national level by SADV and at the local level by SPO Officer PSM and SPO Officer unit. As for the smallholders responsible officers are the Secretary of KUD.

Evaluation of the regulation was conducted once every 1 year by SPO Officer and KUD secretary. The regulatory evaluation document describes the type of regulations, the applicable year, the articles, the requirements, the implementation, the status and the information.

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 Certificate Holder has had Land Use Right (HGU) No. 1 year 1994 (2,284.74 Ha); No. 1 Year 1998 (80.00 Ha) and HGB No. 1 Year 2000 (4.65 Ha) to showing legal ownership with size 2,369.39 Ha. Scope of permitted area covers Kijang Mill and Kijang Mas Estate. Documents showing the actual legal use of the land available in Area Statement as follow:

Unit	Planted	Building/POM	Road	Drain/Swam/River	Others (scrub)	Total
KJGE	2,111.41	57.48	140.33	56.81	3.36	2,369.39
KJNP	8,147.79					8,147.79
Total	10,259.20	57.48	140.33	56.81	3.36	10,517.18

While, the land use for smallholder scheme of Kijang Kencana Plasma (partnership scheme under PT. Buana Wiralestari Mas management) as supply base to Kijang Mill following:

KIJANG KENCANA PLASMA					
KUD	Unit Code	Village	Size (Ha)	No of Farmer Group	No of Farmers
Makarti Buana Jaya	MBJ	Kijang Jaya	1,011.00	21	506
Berkat Ridho	BR	Kijang Makmur	700.00	17	350
Kijang Mas	KM	Tebing Lestari	774.00	19	387
Makmur Sejahtera	MS	Tanah Tinggi	1,270.00	32	635
Panca Warga	PW	Gerbang Sari	1,224.79	32	611
Budi Karya	BK	Tandan Sari	999.00	25	500
Lestari Jaya	LJ	Tapung Makmur	1,022.00	25	511
Manunggal Abadi	MA	Tapung Lestari	1,147.00	26	573
TOTAL			8,147.79	197	4,073

Land ownership status of smallholder scheme is individual land ownership rights (SHM) granted by the government program namely “transmigration program” since 1991.

Note: The results of the document review and field visit were found outside the Land Rights Right of 56.07 Ha. Based on the decision of the Director of PT BWL is excluded from the scope of certification and included in the Additional Time Bound Plan for 2020.

2.2.2

The Certificate Holder has boundary poles monitoring report periodically every 6 months. The monitoring of poles is based on the procedures “SOP Pemeliharaan Patok HGU/HGB (SOP/SMART/CERS-EHSD/SADV/II/004), 1 Juli 2014”. Auditor verifies the 3 poles in Kijang Mas Estate boundaries by using GPS tool; it was clearly the sighted poles are in well maintained and appropriate with coordinate points. Reference document to compare the coordinate’s positions is based on boundaries pole map “Peta Posisi Patok Areal PT. Buana Wiralestari Mas” Scale 1:125,000.

For smallholders, auditor verifies in 16 sampling plots area at KUD Lestari Jaya, 12 sampling plots area at KUD Berkat Ridho; 16 sampling plots area at KUD Pancawarga ensuring demarcation of boundaries. Based on field observation, markers of each plot are visibly and clearly demarcated. Plot number of each smallholder area also available on site. Farmers is able to demonstrate the neighbour borders of their land.

2.2.3; 2.2.4; 2.2.5

According to information gathered during stakeholder consultation with representatives of villages Sekijang and Kijang Jaya, it was confirmed that since PT. Buana Wiralestari Mas has obtained Land Use Right (HGU) in 1995, there is no significant of land conflict is raise. If land conflict is presence. The certificate holder has had mechanism of available land dispute resolution as provided in SOP “Ganti rugi Tanah/Lahan” No. SOP/NP/SMART/VII/ D&L002 (dated 1 July 2010) and FPIC procedure “Penerapan Persetujuan Atas Dasar Informasi Awal Tanpa Paksaan/PADIATAPA” SOP/SMART/SENS-CSR/SADV/II/003 (dated 1 July 2014), which contains the PIC, the procedure completion, the documents must be prepared, such as a minutes meeting, attendance list, Payment documents, minutes of payment, map location disputed, receipt of money compensation, etc.

2.2.6

The company has a policy to circumvent instigated violence to maintain peace and order in current and planned operations described in GAR Social and Environmental Policy, issued date 8 September 2015. In section 2.1.2 stated “To refuse the use of confrontation and intimidation in land disputes”.

Status: Comply

2.3

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

2.3.1; 2.3.2; 2.3.3

PT. Buana Wiralestari Mas is one of long-established plantations company since 1990. In related to the maps of an appropriate scale that showing legal, customary or user right through participatory mapping and copies of negotiated agreements detailing process of FPIC is not applicable. This is due to no longer records dating back to the time of the decision making.

The Certificate Holder has developed a mechanism of Implementation of Free Prior Informed Consent / FPIC or PADIATAPA as document No. SOP/ SMART /SENS-CSR/SADV//003 (dated 1 July 2014) which describes a process for FPIC included the identification, dissemination, participatory mapping, implementation of the negotiation, compensation formula and implementation of the outcome agreement.

The Certificate Holder has had Land Use Right (HGU) No. 1 year 1994 (2,284.74 Ha); No. 1 Year 1998 (80.00 Ha) and HGB No. 1 Year 2000 (4.65 Ha) to showing legal ownership with size 2,369.39 Ha. Scope of permitted area covers Kijang Mill and Kijang Mas Estate.

According to information gathered during stakeholder consultation inwith representatives of villages Kijang Makmur; Gerbang Sari and Tapung Makmur, it is confirmed that no customary land or other use right over the certified area.

For smallholder scheme of Kijang Kencana Plasma, the land ownership status of smallholder scheme is individual land title certificate (SHM) granted by the government program namely “transmigration program” since 1991. There is no negotiation nor FPIC process to obtaining their land.

2.3.4

According to information gathered during stakeholder consultation in with representatives of villages Kijang Makmur; Gerbang Sari and Tapung Makmur, it is confirmed that no customary land or other use right over the certified area.

In another side, during interview with KUD Lestari Jaya; KUD Berkat Ridho and Pancawarga farmers, there is no land conflict raised between smallholder members nor other parties. This information already confirmed with sampled land owner during interview at smallholder site.

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 Major

CH has document on the long-term plan contained in the document of PT Buana Wiralestari Mas 5 year Long Term Plan with period 2017 until 2021 which describes: area statement, production of FFB, CPO production, PK production, freight cost, pump cost, estates cost, mill cost, management fee, HO cost unit, profit / loss, net profit, inflation rate USD, inflation rate IDR, extraction, CPO price, PK price and others).

3.1.2 Minor

CH has a replanting plan described in the document Principles and Criteria for Plantation Management for the year 2017 to 2021. Based on the document explained that the replanting plan will be done starting in 2019 at Kijang Estate area of 813,96 ha, 529,75 ha in 2020 and 549,66 ha in 2021. Besides that KJNP has 1.011 ha in 2018; 1.474 ha in 2019; 1.270 ha in 2020 and 1.224 ha in 2021.

Status: Comply

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

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1 Major

There was no change over the procedure for cultivation and processing since Recertification until ASA-1.1. PT SMART as a parent company of PT Buana Wiralestari Mas has documents of SOP Technical of Oil Palm Cultivation starting from land

clearing up to harvesting, approved by SMD Ops and entered into force on 12 June 2012. The SOP documents among others about planning of new area planting, replanting plans, nurseries, land clearing, planting, replanting, pest and disease control, weed control, fertilization, maintenance of immature plant, preparation ahead of harvest, harvesting, loading and transportation of FFB. The Oil Mill has SOPs covering all mill operations such as FFB Grading, Sterilization Station, Press Station, Threshing Station, Oil Room, Kernel Plant, Laboratory, CPO & PK Despatch, Engine Room, Boiler Room, Elec-trical, Workshop as well as Raw and Boiler Water Treatment Plant. That SOP's is available on audit site (Estate office) and written in a language that is easily understandable for workers (written in Bahasa).

Interviews were conducted to harvester (3 workers in block J12 KJGE), pesticides applicator (4 workers in block K12 KJGE), manuring worker (5 worker in block J20 KJGE) and 13 workers in Kijang POM. Based on the results of interviews can be concluded that the workers understand the duties and responsibilities of their work in accordance with the applicable SOP.

4.1.2 Minor and 4.1.3 Minor

Certificate holder has a procedure associated with operational internal audit in the SOP No. SOP-ISCC/IMT/OIA. The SOP approved by VPA and VPM, entered into force on 1 September 2010. Ensuring consistency of procedures implementation, the companies routinely conduct internal audit activities both agronomic and processing. It is held by the Department of Operational Internal Audit (OIA) every semester. The records of internal audit on first semester of 2017 has been documented. Non-compliance records of internal audit has been corrected and verified by management. There is no revision of SOP at the ASA-1.1 assessment. In each SOP, there is page of document control that record the revision if any.

4.1.4

FFB sources entering Kijang Mill are from certified and non-certified suppliers. Record of origin FFB are:

Identification of certified sources:

1. Kijang Estate (KJGE): 2022
2. Kijang Plasma (KJNP): KJNP
3. Naga Mas Estate (NMAE): 2020
4. Naga Sakti Estate (NSAE): 2021

Identification of uncertified sources for last a year:

No	Code	Sources/Supplier
1	ARHX	Akbar Roy Herlambang
2	ALAX	Ali Amran
3	SWIX	Setiadi Wibawana (Loosen fruit collector)
4	IHAX	Ibnu Halid
5	NVIX	Novrizan
6	ZFKX	Zulkifli
7	LINX	Lina Wati
8	MRSX	Mutia Restina
9	KHOX	Khoirul
10	JREX	Jerry Amarta
11	ROBX	Roma Boru Pane
12	RRME NC (2120)	Rama-rama Non Certified
13	KJGE NC (2022)	Kijang Estate Non Certified
14	NMAE NC (2020)	Naga Mas Estate Non Certified
15	NSAE NC (2021)	Naga Sakti Non Certified

16	RRMX	Koperasi Petani Masyarakat Petapahan.
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 Major		
<p>CH has had a procedur to manage and maintain soil fertily (SOP of Manuring: SOP/SMART/MCAR/IX/TA-PPK). The SOP approved by SMD Ops on 12 June 2012. Maintenance in accordance to maintain soil fertily Certificate holder conducted manuring activities accordance with recommendation from research, POME aplications, and maintain cover plant such as Nephrolephis.</p>		
4.2.2 Minor		
<p>Based on document verifications, the company had performed fertilization using anorganic fertilizers, POME and FFB mulching application. The field visit in KJGE is known that's SOP has been well implemented such as conducted FFB mulching with the doze 30 tonnes/ha/year and POME application with doze 750 m³/ha/year. All activities are well monitored and documented. During the assessment it's known that anorganic manuring KJGE and KJNP of first semester 2017 already completed and currently undergoing the 2nd semester program of manuring.</p>		
4.2.3 Minor		
<p>CH has routinely monitored the changes on the nutrient status based on the regular soil sampling unit (SSU) and leaf sampling unit analysis (LSU) to determine fertilizers recommendation. The sampling spot has been determined in each division and block routinely by SMART Research Institute (SMARTRI) and it is supported by well-trained census Officer in each estate. The result of leaf sample analysis has been received. Meanwhile, the soil sample is being analyzed. SSU is conducted every 5 year for trees with age of 3, 8, 18 and 23, meanwhile LSU is conducted annually. The last LSU result in KJNP was issued on 11 April and 6 May 2017 with 35 sample, in KJGE was issued on 12 April and 6 May 2017 with 27 sample. The last SSU result in KJGE was issued on 2 January 2010 with 288 sample.</p>		
4.2.4 Minor		
<p>There was POME land application dose 375 m³/ha/year in KJGE to enrich soil fertily, meanwhile EFB application with dose 30 ton/ha/year. Based on field observation is known that POME land application was conducted in accordance with procedure. Field observation in KJGE, is known that EFB mulching application was conducted in accordance with procedure. EFB application in KJGE using the EBS (Empty Bunch Spreader).</p>		
Status: Comply		
4.3 Practices minimize and control erosion and degradation of soils.		
4.3.1		
<p>Company shown semi detail soil survey map on 1:40000 scale covered 2425,46 ha areas which describes the unit of soil map, land suitability, and hectarage which was composed by Plantation Monitoring and Planning Division 2017. Based on this map, indicates there is no fragile soil (peat soil / slope >40%) presence on kijang estate</p> <p>Plasma Kijang kencana plasma have semi detail soil survey map on 1:50000 scale covered 8147,79 ha areas which describes the unit of soil map, land suitability, and hectarage which was composed by Plantation Monitoring and Planning Division 2017. Based on this map, indicates there is no fragile soil (peat soil / slope >40%) presence on kijang scheme smallholders.</p>		
4.3.2		
<p>Field visit during audit and document review shown that all of kijang estate areas and kijang kencana scheme smallholders areas are dominantly flat (3-9 %), therefore not required any specific soil management such as terrace / contour. However, certificate holder still conduct selective spraying and U shape frond stacking to maintain soil moisture and decreasing run</p>		

off.

4.3.3.

Road maintenance budget and programme are available at budget document and rencana dan realiasi pekerjaan perawatan jalan 2017 for main road and collection road for example : kijang estates road maintenance realization until sept 2017 are 367 ha and for kijang kencana scheme smallholders (KUD Panca Warga) until sept 2017 are 211 ha. Field observations on kijang estate shown that, main roads and collection roads are in adequate conditions. The drainage system is well organized to ensure accessbilty in all weather conditions. Meanwhile on kijang kencana scheme smallholders found that road maintenance were conduct by each cooperatives unit collectively using gravel and sands

4.3.4 and 4.3.5

Not applicable. Based on semi detail soil surveys 2017 by PMNP surveys, and based on soil map with 1:50000 scale shown there is no peat soil presence at kijang estate and smallholders areas, soil type found on company areas are dominated by mineral soils classified as endoaquepts and dystrodepts

4.3.6

Based on field observation is known that company implement several strategies to manage sandy areas with low organic material based on procedure SOP/SMART/MCAR/IX/TA-PPK. The strategy such as EFB mulching application with a dose of 30 ton/ha/year. Moreover, soft weed management such as *Neprolephis* to maintain soil moisture. Meanwhile based on field visit, for nutrient cycle strategy kijang estate also performed land application for enriching soil nutrient for examples on block K20

Based on semi detail soil map, found there is no fragile soil, peat soil / sandy soil presence but scheme smallholders have implemented frond stacking to maintain soil moisture.

Status: Comply

4.4

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

4.4.1.

Water management plans for Mill and estate are recorded in the RKL / RPL implementation report of Semester 1 (January - June 2017) and the HCV Management plan report, such as:

- Testing the quality of surface water and groundwater (monitoring wells) in the plantation area.
- Groundwater quality test (wellbore) in the plantation area.
- Planting of erosion (vertiver grass, Guatemala and bamboo).
- Efficiency of water use for process and domestic.
- And others.

4.4.2.

Company provided procedures for these catchment areas protection/conservations listed on SOP/SMART/BCOS-EHSD/SADV/II/004document. Field visit during audit, for examples on Sialang Kalong riparian block H19 and Plumpung Riparian block G51 acquired information that company shown proper ways for maintain and protect the catchment area for example manual weeding and marking the chemical boundary border.

Company has identified and shown the maps for catchment areas (icluding riparian) with 1:50000 scale. HCV identification document shown there is some river stream on Kijang estate i.e Sialang Kalo river, meanwhile based on HCV identification indicated there is no river stream presence on Kijang Kencana plasma.

4.4.3.

Waste water has been monitored every months and monitoring period July-september 2017 sighted that all of waste water testing parameters is compliant to the standards quality, for example BOD September 2017 1895 mg/l (< 5000 mg/l). Waste water management monitoring and management also was reported and submitted regularly per 3 month to environmental agency of kampar regent.

Waste water produced by Kijang mill processed at waste water treatment plant based on procedure SOP/SMART/LEMS-EHSD/SADV/I/002, untill it complying to standards before it distributed to kijang estate as land application based on decree

of head of environmental agency kampar regent KPTS.660/BLH-WAS/LAS/13 valid until december 2017.

4.4.4

Observations on Kijang mill water treatment plant found monitoring for raw and process water usage was done by officer periodically, and flowmeters at inlet/outlet serves normally. Company shown implementation of water usage efficacy by monitored water utilization regularly. Water usage / tonne FFB process during jan-sept 2017 are still relevant with 2017 budget, for examples on september 2017 FFB process are 23709 mt and water usages are 21490 m³, and water usage / mt FFB process are 0.91 (budget 1.1 m³/ mt FFB process).

Status: Comply

4.5

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

4.5.1 Major

The activity budgeted on the program were consist of detection, census and monitoring of pests and diseases attack, biological control such as barn owl nest installation and planting of beneficial plants. According to IPM activity records for January to August 2017 such as program and realization of rat census in KJGE and KJNP, leaf eating caterpillar census, it could be concluded that all the census results were still under its economic threshold. This may lead to zero use of pesticides for pests and diseases control. Furthermore, according to pesticides used record in 2016-2017, agrochemical uses was only implemented for weeds control purposes.

Certificate holder has a good commitment to improve the use of pest natural predator as part of integrated pest control. One of natural predator development is the reproduction and the construction of barn owl box as a mechanism to control rat. Certificate holder monitoring barn owl box occupation at least once a month. The monitored parameter are the existing of barn owl in the boxes, left food, and sign of reproduction such as egg or owl. Currently, there are total 201 barn owl boxes in Kijang Estate and 114 barn owl boxes in Kijang Kencana Plasma (20 box in KUD Berkat Ridho, 45 box in KUD Lestari Jaya and 49 box in KUD Panca Warga).

4.5.2

CH has conduct integrated pest management training on 29 March in KJGE that is held by SMARTRI. The event was attended by 85 employees consisting of census operators, supervisors, and field assistants. The training materials covered detection and census, biological control, mechanical control, chemical control, as well as beneficial plant.

Status: Comply

4.6

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

4.6.1

CH has SOP and work instruction on weeds management, the guidance covering about chosen, storage, application, contaminated handling, known about signs and symptoms of pesticides poison and first aid for poison case. To ensure pesticide used are in accordance with the target, certificate holder conducted identification the type of weed found in operational area. Based on document verification it's known that the herbicide being used is appropriate for the target or type of weed. Certificate holder used Isopropil amina glyphosate, Metil metsulfuron, and Amonium glufosinate, which have received permission from the government.

4.6.2

CH has documented records of pesticide toxicity in the document of Monthly Pesticide Toxicity Data. The document is recorded product name, active ingredients, LD50, percentage of active ingredients, total application, total active ingredients, FFB production and pesticide unit/kg FFB. This document is constantly recorded and updated by Estate Sustainability Officer each month.

4.6.3

CH has implemented integrated pest management in order to reduce pesticide usage. Based on document review and field observation, several IPM program with biological approach has been implemented such as rat control by *Tyto alba*,

and leaf eater caterpillar control by planting beneficial plant. Moreover, applying selectively spraying and utilize *Neprolepis bisserata* as the predators host of leaf eater caterpillar. Certificate holder has trend chart pesticide use from 2011 to 2015. Based on document review, there is no use of pesticide to control pest and disease in 2017.

4.6.4

On the August 2015, President Director of SMART Tbk issued a memorandum not to use paraquat in 2016. Regarding to Pesticides that are categorized as WHO Class 1A or 1B, there is Social and Environment Policy that stated minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances. Based on document verification and field visit to pesticide storage, there is no paraquat and WHO Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions application in 2016 until October 2017.

4.6.5; 4.6.7 and 4.6.9

The results of field observation in warehouse and interview with 4 sprayer of KJGE division 3 in block K12 and 1 sprayer of Berkat Ridho cooperative, it is known that the employees have been given regular training on pesticide handling and safe work practices. This was evidenced by the employee can demonstrate the correct way to work in accordance with the procedures including how use and handling the risks in accordance with material safety sheets. There have been sheets of safety work (MSDS) and the symbols of hazardous and toxic materials are properly installed on the walls and doors of warehouse. The sprayer also using personal protective equipment in accordance with specified hazard identification and material safety data sheet such as mask, gloves, safety shoes, apron and googles. In addition, employees are also informed about the steps of secure work in each roll call in the morning before work.

4.6.6

CH has a SPO material management and the displacement, explained the material characteristics and hazardous chemicals. The worker who control the chemical a warehouse clerk and chief warehouse. The expired chemicals will be stored in hazardous waste warehouse or be returned to supplier. Based on field visit in Chemical warehouse Kijang Estate and Kijang Kencana Plasma is known there are signboards and hazardous symbols maintenance chemical by category, Material Safety Data Sheet (MSDS), chemical logbook, emergency response, personal protective equipment and OHS management.

CH has record of handover the ex pesticides container which come from KJGE and KJNP (KUD Berkat Ridho, KUD Lestari Jaya and KUD Panca Warga) to supplier. Based on field visit in housing KJGE, KJNP and landfill is known there are not ex pesticide containers disposed in landfills and the use pesticide containers for other uses that are not similar.

4.6.8

Based on a review of documents and interviews with management staff, certificate holder did not perform the application of pesticides from the air.

4.6.10.

Company and smallholders have implemented proper ways for waste disposal based on procedure SOP/SMART/LEMS-EHSD/SADV/1002. Field visit during audit on kijang estate dan scheme smallholders shown that agrochemicals containers are disposed based on MSDS i.e cleanly washed on pesticides optimalization storehouse and regularly submitted to PT Rolimex Kimia Nusamas (last shipment conducted on June 2017 for kijang estate and on oktober 2017 for kijang scheme smallholders). All evidence for ex agrochemical disposal for examples "berita acara pengiriman bekas kemasan pestisida" to related supplier are available and verified by auditor.

4.6.11

Certificate holder has list of pesticide operator as many as 8 male workers for KJGE. Medical examination (cholinesterase and spirometri) has been conducted on 17th June 2017 to all pesticides workers in KJGE. The result of medical examination is informed to the workers and all pesticide operators are in good condition. And also, based on interview with the workers, it is known that they are never get experience of occupational injury which caused by chemical such as irritation.

Smallholder scheme of Kijang Kencana Plasma

KJNP has list of pesticide operator, for example for KUD Lestari Jaya as many as 8 male workers and KUD Berkat Ridho as many as 8 male workers. Based on interview with spraying worker, it is known that medical examination has been conducted on 17th June 2017. The result of examination is worker in good condition.

4.6.12

Certificate holder has a policy about banning the female spraying worker who are pregnant or breastfeeding issued by Vice President Agronomy PSM number 001/SE-VPA-5/SPO/07/2011. Based on interview with midwife of PT BWL, it is known that company is not allowed pregnant and nursing female worker to work on pesticides related. To identify whether the workers are pregnant or not, is from the menstrual leaving monitoring or from the result of medical examination every 6 months. However, there is no female pesticide operator in KJGE.

Smallholder scheme of Kijang Kencana Plasma

Certificate holder has a policy that prohibits pregnant and lactating personnel working with chemical material. Based on document review, it is known that there was no female pesticide operator in KUD.

Status: Comply

4.7

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

4.7.1

The Occupational Health and Safety Policy is updated on 1st November 2013, ratified by President Director of PT SMART. The policy is available in Bahasa Indonesia. Based on interview with worker in estate and mill, it is known that the policy has been socialized and they understand about OHS policy. Besides OHS policy, each unit management has OHS program for year 2017, such as first aid training, risk analysis review, fire simulation and emergency response, monthly meeting of OHS committee, medical examination, and so on. And the evaluation of the program is conducted once a year. The evaluation is about the implementation of the program whether has been implemented or still progress.

Some of the program has been implemented and recorded on OHS committee report, such as the minutes of meeting of monthly meeting. Besides, company also conducted medical examination for worker in estate and mil. The result of the examination is informed to the worker and the worker is in good condition.

Smallholder scheme of Kijang Kencana Plasma

The OHS program and policy for KJNP refers to the OHS program and policy of KJGE. For example OHS monthly meetings, first aid training, routine safety inspection, etc. Evaluation of K3 program is also conducted once a year.

4.7.2

The risk identification is made by secretary of OHS committee and reviewed by head of OHS committee. This document explained about activities in estate and mill and identifying the source of occupational risk that can happen and how to control the risk. According to the document, it is known that the company has identified the risk of operational activity throughout the mill and estate. Based on field observation and interview with worker in KJGE and KJGM, they have known the occupational risk of their work and how to avoid the risk and work accident. They also use PPE in work environment which provided by the company to avoid the work accident. Based on work accident monitoring period January – September 2017, there is no work accident in estate and mill.

Smallholder scheme of Kijang Kencana Plasma

KJNP has had risk identification for the period of January - December 2017. In addition, based on interview with workers in KUD, it is known that workers have understood about risk and work accident and have used PPE provided by KUD.

4.7.3

Certificate holder has recorded OHS training for workers, such as training for operators in estate and mill. CH has list of all operator and the expired date of their SIO. Based on the document review, there are 3 boiler operators who have expired SIO on 15th October and 7th December 2017. The follow up this issue, company has extended the SIO through letter No 001/BWL – KJGM/01/2017 addressed to the General Director of BINWASKER and BINA K3 through PT Arpindo Pratama PJK3 on 2nd August 2017 for 3 boiler operators.

There are license for workers exposed to high noise levels, such as license for operator in engine room valid until 2021. And also based on interview with the worker in Kijang mill, they have received training such as understanding about high risk in work environment. The PPE used by the workers exposed to high noise level is earmuff

CH also has provided PPE for all workers. Based on field observation in KJGE, it is known that the PPE for spraying worker are apron, face shield, respirator mask, gloves, and boots. The apron is not covering the workers' body enough. So, there is indication of pesticides exposure to the worker. Follow up this issue, company has provided spraying uniform for all spraying worker and will fulfil all the PPE for pesticide applicator to protect workers against the exposure of pesticide. It is programmed until December 2017. (**Observation**)

Smallholder scheme of Kijang Kencana Plasma

Based on the results of interviews with workers at KUD Panca Warga, it is known that the PPE used by them is from KUD and company. Based on the results of field visits to KUD offices, it is known that the company provides home storage of PPE and PPE for spraying workers. PPE provided include apron, mask, faceshield, gloves, and boots. CH also programmed for providing new uniform for spraying worker. The distribution will be completed in December 2017.

4.7.4

The responsible person for OHS implementation is OHS committee that has been ratified by Manpower agency. The secretary of the committee is OHS general expert through Decree of Minister of labor and transmigration. Each unit management has its own OHS committee. The committee conduct monthly meeting and documented it in minutes of meeting and list of attendees. The minutes of meeting was a content of the OHS Quarterly Report too. The meeting is usually discuss about PPE for worker, condition of worker housing, mill performance, etc.

Smallholder scheme of Kijang Kencana Plasma

OHS Committee meetings are conducted monthly and documented in the OHS Committee quarterly report. For example, the September meeting discussed the procedures for the use of first aid kits, the separation of organic and inorganic waste, a special training program for smallholders in the KJNP region. The quarterly report of the third quarter of 2017 has been submitted to Manpower Agency of Riau Province on 6 October 2017.

4.7.5

Certificate holder has procedure for emergency response and work accident, such as:

- SOP of Emergency Response (SOP/SMART/UMUM/SADV//005). The emergency response conditions identified include: fire, explosion, pollution, natural disasters, riots, work accidents.
- SOP of Work Accident and Occupational Illness (SOP No. SOP/SMART/HESS - EHSD/SADV//005)

For handling work accident, CH provided first aid kit in estate and mill. Based on field observation and interview with worker in KJGE, it is known that the foreman for each operational activity is the first aid officer. They always bring the first aid bag to the working area. The first aid officer is know how to use the things inside the bag. The training for First Aid is conducted on 18th May 2016 attended by 120 participants in KJGE, KJGM, and KJNP.

Smallholder scheme of Kijang Kencana Plasma

Based on the results of interviews with workers in KUD Panca Warga, it is known that the first aid officer in the field is the foreman. Every time there is a work accident, the worker will contact the foreman, and immediately carried out the first aid. The First Aid officers are trained and training has been conducted on 18th May 2016.

4.7.6

Certificate holder has provide medical care for worker including contract and permanent worker. Medical care is covered by worker and health insurance (BPJS). The payment for BPJS is conducted every month according to the available rule. Besides, CH also provide medical facilities for workers if work accident is occurred. Work accident will be reported to the BPJS Agency and claim for it will be done if the medical process has been completed. Based on interview with worker in estate and mill, it is known that both worker and their family is have been registered in health insurance (BPJS Kesehatan). There are some contractors in certification unit. Based on interview with contractor representative, it is known that the

accident insurance for contractor's workers is covered by the head of contractor itself.

Smallholder scheme of Kijang Kencana Plasma

Based on the interviews with Smallholder workers, it is known that the workers have their own BPJS and paid independently, covering for health and work accident insurance.

4.7.7

The certificate holder has calculated the Lost Time Accident every month for monitoring the recording of occupational accidents. This document informs the number of worker, number of working days, the number of non effective working days, overtime, hours of work in total, the number of accidents, the number of working days lost, hours of work a year, the number of accidents a year, lost days a year. Calculation of SR and FR is reviewed regularly and will be evaluated at monthly meeting of OHS Committee.

Smallholder scheme of Kijang Kencana Plasma

KJNP has calculated the Lost Time Accident every month for monitoring the recording of occupational accidents. Based on the document, there is no work accident during period of January – September 2017.

Status: Comply

4.8

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

4.8.1 & 4.8.2.

There is Personal Competency Identity (F / SMART / GENERAL / SADV / 003/002) Competition Document for the period 2017 approved by Mill Manager. The identification describes the type of competence, position / organization, training date, and type of work. For example: Power Grading for RSPO understanding training, ISPO, ISCC, OHS, Understanding aspects and impacts of Environment, HIRARC, First Aid, Emergency procedures and GSEP.

There are training recording for Kijang Mill and Estate for the period 2017 consists of fire emergency response training, First Aid Training, GESP Training, Agrochemical & hazardous waste Management, RSPO & SCCS Socialization, Fire Management Simulation, Leaf Sampling Unit Training and others.

Kijang Kencana Plasma

There is a document of extension program and training for Kijang Kencana Plasma for 2017 such as: First Aid Training, applicator pesticide Training, Fertilization of Palm Oil Plantation, Pest Management (PHT), Emergency Response Training and Leaf Sampling.

Status: Comply

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

5.1

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

5.1.1.

Certificate Holder has environmental impact assessment documents approved by Ministry of Agriculture on May 19 on 1994. This document scope covered Kijang Estate, Kijang Mill and kijang scheme smallholders (PIR-TRANS) within 15,760 ha reserves area and mill capacity of 60 mt FFB/Hour. According to the interviews with environment agency, permits related to environmental aspects which is owned by Certificate Holder until today is still valid and has been used as guidelines in the management and environmental monitoring.

5.1.2.

Until ASA-1.1 there is no scope changes related to mill capacity, new plantings, or replanting activities on kijang mill, kijang estate, and kijang scheme smallholders areas. All company and smallholders operation activities are covered on those old document. Company also demonstrated environment and social management based on EIA document for examples : waste water produced by kijang mill are manage on WWTP before it distributed to kijang estate as land

application, regularly emission testing for air ambient, generator emission, boiler emission, and based on local stakeholder interview acquired information that companies often provide assistance to the religious activities, sport activities, education activities, road improvements and provide employment and business opportunities.

5.1.3.

Implementation for environment monitoring and management are listed on RKL/RPL report per semester. These report described realization of monitoring and management of the environment in accordance with environmental parameters in the RKL/RPL. Public consultation with Environmental agency of Kampar regent indicate that the company has made environmental management and there is no issue of pollution caused by the company's operational activities. Review for environmental monitoring / management plans have been developed on January 2016, and company has planned to established addendum for current EIA document as a result of replanting activities coming years.

Status: Comply

5.2

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

5.2.1

The Company has identified HCV in 2011 for scope Nagamas estate, Nagasaki estate, and Kijang Mas estate with 12,574.55 ha. The document prepared by company's internal team wih is aproved RSPO HCV Assessor and has conducted peer review by external consultants on October 2010. The assessment using HCV the Toolkit Indonesia in 2008. The document identified HCV 1.1; 1.2 and 4.1 with area of 31.43 ha. Identified the types of fauna are protected namely Cekakak Belukar (*Halcyon smyrnensis*) dan Macan akar (*Felis bengalensis*).

Kijang Kencana Plasma

The Company has identified HCV in 2011 for scope PT WNL including Kijang Kencana Plasma. The document prepared by company's internal team wih is aproved RSPO HCV Assessor and has conducted peer review by external consultants on October 2010. The assessment using HCV the Toolkit Indonesia in 2008. Based on information from the document is not identified HCVA in the Plasma, but identified types of fauna are protected namely Cekakak Belukar (*Halcyon smyrnensis*) dan Macan akar (*Felis bengalensis*).

5.2.2 & 5.2.4

Kijang Estate

The Company shows the management plan of 2017 (January to December 2017) such as:

- Monitoring of HCV attributes (HCV Boundaries) in the Sialangko River ripatian Area on Block H19, I23 & J20 in October 2017.
- Monitoring of HCV / wildlife in the Sialangko riparian area in October, November and December 2017.
- HCV patrols in the Sialang River riparian area in October, November and December 2017.

Kijang Kencana Plasma

Plasma shows HCV management master plan period July 2014 until June 2019 such as:

- Management of Sialangkalo riparian area, Pulut-pulut riparian area, Karas riparian area, Merah riparian area, riparian area Putih and Pelumpung Riparian area. The activities was conducted examples, boundary arrangement, maintenance of boundary marks, installation of spray limit and others.
- Direct socialization to workers, villagers and others.
- Monitoring of HCV attributes Every 3 months at HCV area, HCV warning boards, and boundary marking spray.
- Monitoring the condition of HCVF and rehabilitation of HCVA every 3 months.

5.2.3

There is Internal Office Memo (IOM) from MD Service & project No. 1231/M-Int/MDSP-VIC/XI/11 dated on November 25th, 2011 regarding Policy of Zero Tolerance terhadap Endangered Animal and Circula letter for Smallholders from SMD Operations No. 002/SE-SMD OPS/IX/2010 dated on September 20th, 2010 regarding protected animals.

Based on interviews with workers of BWL (Kijang Estate & Kijang Mill) and surrounding villages, it is known that there has been socialization related the existence of protected plants and animals and the prohibition of hunting the animals. Interviews with farmers in KUD Berkat Ridho, Panca Warga and Lestari Jaya, there has been socialization of protected species. Farmers have known the ban on hunting animals, including wildlife.

Based on field visit in Housing Complex Kijang Mas Estate and Mill Kijang Housing there are not found wildlife that are collected, harmed and captured. Based on interview with wife workers and workers there has been socialization related the existence of protected plants and animals and the prohibition of hunting the animals.

5.2.5.

Based on field observation, document review and interview with locals, there is no HCV set-asides with existing rights of local communities.

Kijang Kencana Plasma

Based on field observation, document review and according to interviews with the management of cooperatives and farmers, there is no HCV set-asides with existing rights of local communities.

Status: Comply

5.3

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

5.3.1

Registry for waste (included toxic and hazardous waste) products produced from mill and estates are identified and listed on 2017 identification and evaluation of pollution source document for example mill waste water are managed at waste water treatment plant before it distributed as land applications, hazardous waste were kept at temporary hazardous waste storage and etc.

Kijang kencana scheme smallholders shown identification for waste registry listed on form identification and evaluation of environmental aspects 2017, for examples : oil palm frond are managed by frond stacking, pesticides containers managed by sent to related supplier, and ex fertilizer sack managed by cleanly wash and kept on optimalization store.

6.3.2 and 5.3.3

Document review and interview with related management representative, shown ex pesticide containers on kijang estate dan kijang kencana scheme smallholders are managed by 3 times washing in accordance with the MSDS, then stored in the pesticides optimalization store and regularly submitted to supplier (PT Rolimex Kimia Nusamas).

All chemicals and their containers including hazardous waste are disposed responsibly based on procedure SOP/SMART/LEMS-EHSD/SADV/I002. Inventory for all chemicals usage and it containers are available on chemicals storehouse / temporary hazardous storage. All ex chemicals containers were kept on temporary hazardous storage at kijang mill and kijang estate and the company has a permit for hazardous and toxic waste storage issued by decree of Head of Kampar regent environmental agency No 660/BLH-WAS/ILB3/2015/12 valid until 2020.

All settlements waste are not disposed using open fire, certificate holder are provides landfill for domestic waste management. Field observation on block L19 kijang estate for example found that companies managed settlements/housing domestic waste by provide landfill on each division and sort the organic/an-organic waste. Observations also found these landfill are located far away (> 1 km) from housing and situated on flood free areas.

According to interviews with scheme smallholders management representative, known Kijang Kencana Scheme smallholder implemented the same procedure of waste management as Rararama estate. Interview with mekar jaya farmers members for examples, shown that farmers can demonstrate and understanding regarding ex pesticides waste management. Ex pesticide containers are washed 3 times in accordance with the MSDS, then stored on pesticides optimalization storehouse, and regularly submitted to supplier (PT Rolimex Kimia Nusamas), for example on October 2017 for 41 ex pesticides containers. Evidence for ex pesticides monitoring and disposal for scheme smallholder are available and verified by auditor teams.

Status: Comply

5.4

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

5.4.1.

Kijang mill already have commitment to reducing fossil fuel by renewable energy usage. Shell and fiber usage have been monitored per month and realization of fossil fuel usage during January-September 2017 are 107317 litre. During Jan 2017 - Sept 2017, fiber and shell usage for boiler resulting average energy efficiency for diesel fuel are 1,09 l/mt CPO, for electricity are 113,17 kWh/mt CPO, for shell usage are 0.28 mt shell/mt CPO, and 0,64 mt fiber/mt CPO for fiber usage.

Kijang kencana Scheme smallholders has established Mitigation plan for reducing fossil fuel usages for examples by road maintenance regularly for fuel efficiency, limiting EFB transport tonnage (maximum 8,5 tonne/ truck) for fuel efficiency, and fossil fuel usages monitoring. Diesel fuel usages estimation for FFB transport, for examples on September 2017 are 344 litre.

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. and 5.5.2.

Field visit during audit and document review indicated there is no replanting / new planting activities on kijang estate dan kijang scheme smallholders. Company already have commitment listed on Golden Agro Resources (GAR) social and environment policies 2015, stated that company do not conduct any land fire for replanting or new development. Company also develop procedure SOP / SMART / MCAR / IV / TA-PLB on 2012 regarding zero burning land preparation.

As the result of replanting activities for next following year, there is new land clearance on kijang estate for oil palm nursery. Company shown working agreement letter No KJGE/PBRO/07/17/010 on April 2017, and on clause 5 paragraph 8 listed that all land clearing for nursery activities should conducted by zero burning activities. Auditor also verified on those nursery site and found there is no indications that land clearance are conducted by burning / open fire.

Status: Comply

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

5.6.1. and 5.6.2

To reduce pollution and emission, the company has identified the pollution sources and emissions and the management steps which are described in SOP of Waste Management. In addition, company also identified GHG sources included management plan for reducing it.

All waste including emissions and pollutions sources from Mill and estate are identified and recorded on waste and pollution identification risk 2017 document. Fossil fuel reducing have been implemented by fiber and shell usage. Realization of renewable energy have been monitored on monthly report for fiber and shell usage. Waste water has been monitored every months and monitoring periods July-September 2017 sighted that all of waste water testing parameters is compliant to the standards quality.

Plasma 5.6.1 and 5.6.2

Organizations have identified all pollution and emissions source (from plantation activities and office activities) listed on emissions source identifications document 2017, this documents includes implementation to reduce emission/pollution for examples :

Emission / pollution	Main activities	Emission reduction implementation
Pesticides/ herbicides (N ₂ O and CO ₂)	Spraying	Manual upkeep and integrated pest management Zero paraquat usages
Fertilizer (CO ₂)	Manuring	Fertilizer application in accordance with recommendation
Fossil fuel	FFB	Road maintenance

(CO, NO, SO2)	transport	Limiting FFB transport tonnage for fuel efficiency Fossil fuel monitoring
Electricity grid (CO2)	Office activities	Using energy saving light bulb for cooperatives unit office to minimize electricity usage

5.6.3.

5.6.3 inti dan plasma

Calculation of GHG and its monitoring has conducted by SADV. GHG emission calculated using RSPO palm GHG calculator v 3.0.1. Summary of GHG emmison for kijang mill are listed as follows :

Summary of Net GHG Emissions

Emissions per Productb	tCO2e/t Product
CPO	0.86
PK	0.86

Production	ton/year
FFB processed	241719.37
CPO produced	57426.94

Status: Comply

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

6.1

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

6.1.1; 6.1.2

There is no change of SIA document. The certificate holder has conducted a survey and Social Impact Assesment (SIA) in 2010 and recorded in Report SIA - "Laporan Studi Identifikasi Dampak Social Perkebunan Kelapa Sawit", by Sustainability Department. In 2012, SIA document has been revised. After the identification in 2012, then provides annual supervision and evaluation of social impact, and then be reviewed by management once in 2 years. During the Social Impact Assessment (2012), it appears that the assessment also includes stakeholders, community leaders figure, and related government agencies etc. through a public consultation which visible on participant attendance at SIA report.

6.1.3

Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties. The SIA document has involved the affected parties surrounding the plantation management. Communities that participate during identification of social impacts assessment in 2010 cover 11 villages, there are Kijang Makmur village (SP 2), Tebing Lestari village, Tanah Tinggi village (SP 4), Pelambaian village, Koto Aman village, Sekijang village, Tandan Sari village, Tapung Makmur village (SP 5), Kijang Jaya village (SP 1), Gerbang Sari village and Tapung Lestari village.

6.1.4

Review of SIA management plan has been conducted in 2017 for period 2015 and 2016. The SIA review was approved by management on May 2017. Result of Social Impact review was explained positive and negative impact, there are consist of road maintenance, river water pollution indication and working opportunities for local community.

6.1.5

Scope of Kijang POM is including smallholders scheme (Kijang Kencana Plasma). Particular attention for smallholder scheme is by agronomy management supervision. The CH has agronomy officer at each cooperative and managed under smallholder manager, who responsible to the smallholders performance.

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

There are no changes related Communication and Consultation procedures. The CH has had SOP Communication and Consultation SOP / SMART / UMUMSADV / I / 004, Rev.0.0, made by the Sustainability Division Head and approved by the Head of Upstream. Its procedure is still valid and implemented. This procedure explains to the user about handling communication and consultation related principles and requirements sustainability Palm Oil (SPO) in each operational area palm oil company PT SMART Tbk. This procedure includes guidance in planning, implementing, regarding communication and consultation among stakeholders (stakeholders). The procedure is also equipped with technical procedures, response communications, and delivery of information to stakeholders, as well as the flow chart that explains in detail the steps the implementation of activities, along with related documents. This procedure is also applicable for Smallholder scheme (Kijang Kencana Plasma).

6.2.2

According to the SOP / SMART / UMUMSADV / I / 004, Rev.0.0, the CH has appointed estate/smallholder manager and mill manager as person in charge of social which duty and responsibility is to update the list of stakeholders of any changes or at most once every 6 months. List of stakeholders is updated by contacting the relevant stakeholders. The PIC of social is also responsible to top management for the implementation of the process of communication and consultation with stakeholders including the dissemination of the list of documents that can be accessed by stakeholders.

6.2.3

There is no significant changes related stakeholders list. The stakeholder list consists of 20 statutory bodies, 6 representation of indigenous people, 2 local communities, 6 workers Organisations, 4 smallholders, 3 independent suppliers of FFB and services and 2 NGO's. Based on the results of interviews with the company, the stakeholders list is updated whenever there is a change or a maximum of 6 months.

Based on interview with cooperative management (KUD Lestari Jaya, KUD Berkat Ridho and KUD Panca Warga), all cooperative officer and the smallholders are always following the company policies. According to their point of view, as long as they cooperate with the company as a partner, many positive things that they get. As well as ease in direct communication to company management.

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

The mechanism, open to all affected parties, to resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers has already covered in the SOP Handling Complaints and dissatisfaction no. SOP / SMART / SIGS-CSR / SADV / I / 003, rev. 0.0 created by sustainability division head and approved by the head of upstream on July 1, 2014. This procedure is also applicable for Smallholder scheme (Kijang Kencana Plasma).

6.3.2

Based on interviews with workers and cooperative management (KUD Lestari Jaya, KUD Berkat Ridho and KUD Panca Warga), the company has communicated the mechanism of complaints and grievances. Each complaint responded by the company quickly. Smallholders also understand how to deliver the complaint and grievances to companies according to SOP. The SOP is made with a language understood by internal and external stakeholders. All the record of complaint is available in "Buku Keluhan". During ASA-1.1, there was no significant complaint raised by smallholders. All cooperative officer and the smallholders are always following the company policies. According to their point of view, as long as they cooperate with the company as a partner, many positive things that they get. As well as ease in direct communication to company management.

	Status: Comply	
<p>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.</p>		
<p>6.4.1; 6.4.2</p> <p>The procedure of “SOP Ganti Rugi Tanah/Lahan (SOP/NP/SMART/VII/D&L002, dated 1 Juli 2010)” described the mechanism for identifying legal, customary or user rights and also for identifying people entitled to compensation and determining calculation method to provide fair compensation. Evidence of Procedure Awareness was documented. It was communicated to related parties such as community leaders, and religious figures and youth leaders.</p> <p>While, within the FPIC Procedure No. SOP/SMART/SENS-CSR/SADV/003, part 2.4 describes that identification of participatory map related to legal ownership of communities are considering gender, community leader, local or transmigrant communities, ethnic groups or communal land ownership, etc.</p> <p>6.4.3</p> <p>All the documents of land compensation is kept by legal department and if there is any inquiry from affected parties or relevant parties, the document can be accessed through officer/management permission.</p> <p>Smallholder scheme of Kijang Kencana Plasma: This criteria is not applicable for scheme smallholders. All the smallholders land is granted from government since 1980’s through the transmigration program.</p>		
	Status: Comply	
<p>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.</p>		
<p>6.5.1</p> <p>Certificate holder has the copy of Riau Governor Decree No 120/I/2017 about Minimum Wage for Agricultural / Rubber Plantation, Coconut, Oil Palm, and Factory Sector issued on 26th January 2017 as much as Rp 2,516,812 per month. Following up the decree, CH issued CEO decree about wages, among others:</p> <ul style="list-style-type: none"> - Decree No 005/CEO 5/HR PSM 5/04/2017 about wages for daily permanent worker PT BWL which set wage for worker with working time less than 1 year is Rp 2,381,821/month and for worker with working time 1 year or more is Rp 2,384,312/month. - Decree No 006/CEO 5/HR PSM5/04/2017 about wages for monthly permanent worker PT BWL. <p>CH also show the sample for payslip, for example payslip loose fruit picker in KJGE. The document show that the wage consist of basic wage, premium and deduction. Amount of loose fruit earned a month is displayed in the payslip. Based on document review, the wages for worker has meet the applicable minimum wage.</p> <p>The working hours especially for the harvesters is not violating the wage regulation and force to work. It can be seen in list of attendees of the workers and attendees record from the foreman. The document showed the return time of the workers and there is no worker that go home more than 14.00.</p> <p>Smallholder scheme of Kijang Kencana Plasma</p> <p>Based on interview with cooperative staf, land owner and smallholder workers (harvester), payment calculation determined based on production volume (FFB tonnage) for harvester. Wages for cooperative staff is determined from the result of RAT.</p> <p>6.5.2</p> <p>CH has work agreement for contract worker which explain about the wages, work hour, duty and responsibility, work termination, and others. Contract is written in Indonesian Langage and workers are understood the substance of the contract. Based on interview with the worker, they know and understand the substance of the work agreement. They also has the copy of it. CH also has collective labour agreement (PKB) between company and labour union for period year 2015 – 2017. The collective labour agreement is regulated about company and worker responsibilities, recruitment process, promotion and demotion, work time management, payment system, social insurance, contract termination, and</p>		

so on.

Smallholder scheme of Kijang Kencana Plasma

KJNP showed work agreement between cooperative staff dan the KUD itself, for example work agreement no 14/KUD LESTARI JAYA/PKHL/01/2017. The document is explain about days and working hour, term of employment agreement, remuneration, and other provisions. The work agreement is signed by both parties, namely the KUD and workers.

6.5.3 & 6.5.4

Based on the results of field visits known that CH has been providing housing facilities, lighting, water, daycare, cooperatives, employee halls, places of worship, school buses, clinics and educational facilities. Company also facilitates all workers to access adequate food supply by held sudden market on payday. Moreover, there are some kiosk in housing complex. Personnel can get the staple food with reasonable price. The Company also provides rice support to all permanent worker.

Status: Comply

6.6

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

Company's policy on providing freedom for its personnel to establish and join union is stated in:

- Collective Labor Agreement period 2015-2017 in Article II states that company guarantees the freedom of its personnel to establish and join union.
- Decree from CEO No.045/CEO5-SE/11/2010 on 16th November 2010 regarding the freedom to establish and joint union.

The company has a trade union to deliver the information from the workers to company and vice versa. The union has been registered to Labor Agency and available at each unit. Based on interview committee of labor union, it is known that the worker is not forced to be a member. The labor union is held a meeting once a month of if there a issue or complaint from worker and must be discussed. There are meeting documentation such as:

- On 1st September 2017 in KJGM attended by 13 participants from the committee of KJGM Labor Union and representative of KJGM
- On 22th June 2017 in KJGE attended by 11 participants. The meeting is documented in form of minute of meeting, and list of attendees.

Smallholder scheme of Kijang Kencana Plasma

Based on interview with representative of KJNP, the cooperative is a gathering place and issuing opinions for members of the cooperative. KUD members may also become members of the KJGE labor union. There is no compulsion or resistance for the plasma members to join the KJGE labor union. KUD also actively conduct monthly meeting with the member.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1

Company's regulation regarding to minimum requirement is stated in Decree from HR Director No. 002/SE-HRDV/03/09 on March, 31 2009 states that the minimum age for personnel is 18 years old.

Based on interview with worker in estate and mill, they understand and know that the minimum age for worker in the company is 18 years old. Based on field observation in estate, there auditors did not found any harvester accompanied by their wife or children.

Smallholder scheme of Kijang Kencana Plasma

There is a policy no 13 / KUD-LJ / 01/2009 dated 12th January 2009 concerning the Minimum Age Limit which states that the minimum age for worker is 18 years.

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

Company has a policy of anti-discrimination through Decree from CEO No. 003/CE05-SE/06/2009 dated June, 24 2009 which regulates implementation of industrial relation in the unit, such as company gives freedom to its personnel to work in any kind of work with no discrimination against race, religion, ethnic and gender. Policy about anti-discrimination also regulated in policy of social and environment GAR approved by Head of Upstream, CEO Downstream and commercial, executive director of CFO, MD of Sustainability and Strategic stakeholder engagement dated September 8 2015, states will give equal opportunities for all worker and embrace diversity, regardless of ethnicity, religion, disability, gender, political affiliation, sexual orientation or union membership. And to ensure workers are protected from discrimination in all stages of the employment relationship.

This policy is also implemented in SOP for Employment Procurement No.SDM.A.004.00 and SOP for training, assessment, and career development no. SDM.D-010-00 dated September 1 2015 which explain that employee selection conducted according to a predetermined phase such as job application letter, result of worker interview and medical tests and promotion of employees conducted by work performance, outcomes assessment, training result, passing selection and the vacant position.

Based on field observation and interview with female worker in KJGE, it is known that there is no issue or complain from worker regarding discrimination. The company gives equal treatment to all workers. The workers that has been interviewed is came from various social origin, race, and religion.

6.8.3

Company kept the personal file of each worker in each unit management. Based on interview with management, the recruitment is conducted through the company requirement. Worker promotion, mutation or demotion is done through the employee performance assessment. Company showed documentation of employee recruitment, consist of application letter, result of interview, medical check up, copy of work agreement, and training documentation.

Smallholder scheme of Kijang Kencana Plasma

Based on interviews with KUD workers and smallholders, it is known that there is no discrimination in the cooperative environment. The opportunity to work is given to everyone regardless of race, religion, race and gender

Status: Comply

6.9

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

6.9.1, 6.9.2, 6.9.3

Certificate holder has a policy of the prevention of sexual harassment and violence as outlined in Internal memo from Agronomy Unit Head No.001 / CEO5-SE / 02/2009 dated February 20, 2009. This policy is about socialization of prevention and handling of sexual harassment to all employees. In addition, for the protection of reproductive rights is written in the internal letter No. 001 / SE-VPA5 / SPO / 07/2011 dated July 8, 2011.

Based on interview with committee gender, the policies has been socialized to the workers.. It is also known that there is no issue or complaint related to sexual harassment on the workplace. CH also form gender committee for handling the harassment issue around female workers. Based on interview with the board of gender committee, the company provides the female worker with pregnant and nursing leave for about 3 months.

CH also has procedure of employee grievance or complaint no. SOP/SMART/SIGS-CSR/SADV/II/003, dated 1st July 2014 which explain that the identity of the complainant is not revealed to everyone. Based on interview with the worker, they understand the complaint mechanism and there is no complaint from them.

Smallholder scheme of Kijang Kencana Plasma

There is policy no 6 / KUDLJ-SE / 01/2009 dated January 2, 2009 regarding Prevention of Sexual Harassment and Violence against Women and to Protect Women's Reproductive Rights. The policy was socialized on 1st April 2017 to 15 participants.

Based on interview with KJNP representative, it is known that gender committee for KJNP is referring to gender committee of KJGE.

Status: Comply

6.10

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

6.10.1 and 6.10.2

Kijang Mill unit receives FFB supply from their own estate and scheme smallholders under the supervision of a partnership with PT BWL. The price of FFB from smallholders are based on the pricing of government. Based on interviews with smallholders in KUD Berkat Ridho, KUD Lestari Jaya and KUD Panca Warga, pricing always updated every weeks and publicly displayed on the notice board KUD. Besides that, smallholders also get the latest information FFB price through short messages from the KUD. Up to the audit carried out no complaints regarding the price of FFB from smallholders, because of the part of smallholders and smallholders are also involved in the pricing of government.

6.10.3 and 6.10.4

Based on interviews with smallholders explained that Certificate Holder has paid FFB every month (as agreed) through cooperative and timely. The management unit show examples of proof FFB payment to the smallholders of KUD Berkat Ridho, KUD Lestari Jaya and KUD Panca Warga on Period 21 September – 5 October 2017. Proof of payment in accordance with the pricing FFB from the government and all payments have been paid in a timely manner.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1

Records of contributions to local development namely CSR programme was developed based on the results of consultation with local communities. In example: 8 May 2017, Consultation on Social Impact Monitoring. Relevant stakeholders involved are Sekijang villagers and smallholders (under mamangement of Kijang Kencana Plasma). The scope of Social Impact is based on PT Buana Wiralestari Mas (including Kijang Estate, Kijang Mill and Kijang Kencana Plasma as separated certification scope). For smallholder scheme, CSR programme is managed and monitored by Smallholder Manager.

6.11.2

For Kijang POM, there is smallholder's scheme namely Kijang Kencana Plasma where consist of 8 Smallholders Cooperative (197 Farmer Group, 4,073 smallholders). Efforts to improve scheme smallholders that applied by CH is Agronomy assistance through the particular management for Smallholders area. The Smallholders structure is consist of 1 Manager, 2 Asistant Manager and 8 Agronomy Staff/Officer. FFB production, Manuring, Upkeep, Harvesting and Transportation, Maintenance are type of activities that available on Smallholders. The evidence of contribution to smallholder development is maintaining the Certified status during certification scope.

Status: Comply

6.12

No forms of forced ortrafficked labour areused.

6.12.1; 6.12.2; 6.12.3

Based on document review, field observation, and interviews with worker and stakeholders, it is known that there is no migrant labor, including forced labor and illegal labor. The recruitment is done according to the company's procedure. All workers have work agreement that explain about the obligation and rights of the worker, and other provision. They work based on the contract and work order. Based on field observation and interviews with the workers in Estate and Mill, it is known that there is no discrimination among them. They came from local and nonlocal worker. Based on field observation in estate, auditors did not sighted any harvester accompanied by their wife or children. Based on interview with worker unior member, there is no issue related to force labour.

The working hours especially for the harvesters is not violating the wage regulation and force to work. It can be seen in list of attendees of the workers and attendees record from the foreman. The document showed the return time of the workers and there is no worker that go home more than 14.00.

Smallholder scheme of Kijang Kencana Plasma

Based on field observation and interview with worker in KUD Panca Warga, it is known that there is no indication of force labor in KUD. Based on interview with land owners, harvest worker is from their family (except wife and children). Basic payment for worker who worked in each farmer plots is determined by farmers groups and cooperative unit.

Status: Comply

6.13

Growers and millers respect human rights

6.13.1

Policy to respect the human rights set out in the Social Policy and Community (Social and Community Engagement Policy) issued on 10th November 2011, namely point 6 Respect to Human Rights (HAM). Policy has been communicated to internal and external stakeholders.

Kijang Kencana Plasma

Circular letter from the chairman of Cooperatives to all farmers in Cooperatives dated January 2nd, 2016 regarding Human Rights Policy. In order to create a harmonious, dynamic and fair working environment, the cooperatives is committed to upholding human rights to all communities and all Cooperatives members:

- No violence or coercion in the workplace either in the office or in the field.
- Free opinion without any intimidation from any party.

Socialization of human rights policy has been submitted to KUD and Local Contractor on September 20th, 2017 located at KUD Lestari Jaya Office. Attendees were 20 people. Results of interviews with applicators pesticide, harvesters, fertilizer and farmers in KUD so far, there has never been a case of human rights violations.

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

Certificate Holder has no expansion and development of plantation area after November 2005. Based on document review and interviews with management representative indicate that land clearing was performed last in 2002. Environment document, management and environmental monitoring able to seen in Criteria 5.1

Status: Comply

7.2

Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

Up to the time of the ASA-1.1 audit, PT Buana Wiralestari Mas – Kijang POM scope did not open new land. No new area development after the last audit (ASA-1.1.).

Status: Comply

7.3

New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

7.3.1, 7.3.2, 7.3.3, 7.3.4 & 7.3.5

Kijang Mas Estate did not expand and develop the plantation area after November 2005. Based on document review and interview with management showed that land clearing was done last year in 2002. Based on document review and field visit indicate the planting year at Kijang Estate consisting of 1991, 1992, 1993, 1996 and 2001.

Whilst, announcement from RSPO website dated 7 April 2015 related Warning: Final Call for Liability Disclosure

<p>(Compensation) Submission, PT. Ivo Mas Tunggal as an RSPO member are not listed as non-submitters. Meaning that PT. Ivo Mas Tunggal has fulfilled to submit liability disclosure to the RSPO. All RSPO members for GAR, PT. Ivomas Tunggal and PT. SMART has been submit Liability Disclosure on 26 October 2014.</p>	
	Status: Comply
<p>7.4 Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.</p>	
<p>Certificate Holderhas no expansion and development of plantation area after November 2005. Based on document review and interviews with management representative indicate that land clearing was performed last in 2002.</p>	
	Status: Comply
<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>Certificate Holderhas no expansion and development of plantation area after November 2005. Based on document review and interviews with management representative indicate that land clearing was performed last in 2002.</p>	
<p>Related to the area outside the scope of HGU it is known that the area has been managed before 2005. The area is known based on internal audit results in May 2017 and team measurement from PNMP division from 7 - 31 August 2017. Result of document review, consultation with Plantation Office; National land agency, community and management representatives are known that there is no objection / dispute to the area</p>	
	Status: Comply
<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>Certificate Holderhas no expansion and development of plantation area after November 2005. Based on document review and interviews with management representative indicate that land clearing was performed last in 2002.</p>	
<p>Related to the area outside the scope of HGU it is known that the area has been managed before 2005. The area is known based on internal audit results in May 2017 and team measurement from PNMP division from 7 - 31 August 2017. Result of document review, consultation with Plantation Office; National land agency, community and management representatives are known that there is no objection / dispute to the area</p>	
	Status: Comply
<p>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.</p>	
<p>Certificate Holderhas no expansion and development of plantation area after November 2005. Based on document review and interviews with management representative indicate that land clearing was performed last in 2002.</p>	
	Status: Comply
<p>7.8 New plantationdevelopments aredesigned to minimisenet greenhouse gasemissions.</p>	
<p>7.8.1 Certificate Holderhas no expansion and development of plantation area after November 2005. Based on document review and interviews with management representative indicate that land clearing was performed last in 2002. Emission test, GHG emission calculations and reporting the results to the secretariat RSPO able to seen at Indicator 5.3.3. Mitigation of GHG emissions able to seen atIndicator 5.6.2</p>	
	Status: Comply
<p>PRINCIPLE #8 Commitment to continuous improvement in key areas of activity</p>	

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.

The action plan for continual improvement has been implemented by CH, based on a consideration of the main social and environmental impacts and opportunities of the estates/mill, include a range of Indicators covered by these Principles and Criteria.

Reduction in use of pesticides(Criterion 4.6);

- Company policy that no longer use of Paraquat started January 2016 has well implemented.

Social impacts (Criterion 6.1; 6.11);

- CH has concern to empowering communities to monitor land fires issue through Community Based for Land Fire Monitoring and Preventive Programme (Masyarakat Peduli Api). This programme constructed aims to involve the participation of communities to monitor, controlling and immediate response if any case of fires occure surrounding plantation and villages territory.
- Innovative Financing through facilitate of independent smallholding for replanting management based on Government Program “*Revitalisasi Perkebunan Untuk Kegiatan Peremajaan Kelapa Sawit dengan Inovasi Pembiayaan*”. Total area developed for PT. Buana Wiralestari Mas is 91.71 Ha, under management of Cooperative Unit (KUD) Berkat Ridho.

Agronomy aspect

- Certification holder has not used paraquat since 2016.
- Certification holder developed the owl population by making nest box that contained in almost every block. This is in order to eliminate the use of chemicals for the control of pests and diseases of oil palm plants.
- The company uses a mechanization system for FFB loading by using a mechanical grabber.

Internal Audit results:

- Internal audit conducted on May 29 - June 2, 2017 with auditor team composition: Riki Ahmad Fauzi; Tri Utami; Dede M Nasir; Yodhi Faisl Amin; Suma Nugraha; Hendra Septiawan.
- Audit finding: 11 nonconformities and has been completed by Management on October 27, 2017. Records of internal audit results are on areas that are beyond the Land Rights (require further clarification with related divisions).Clarification from the PMNP Division:
 - Date 10 - 11 July 2017: Coordination Meeting with Related Division (PMNP; DNL PSM 5 and Agronomy) determining working steps and time frame.
 - 12 - 21 July 2017: Verify the licensing documents and data area statement.
 - 24-28 July 2017: Conducted pre-spatial analysis of permissions data and statement area.
 - 31 July - 4 August: performs spatial analysis (Desk Study).
 - 7 - 31 August: field survey and demarcation of legal boundaries in the field.
 - 4 - 15 September 2017: data analysis and map overlay.
 - 18 - 29 September 2017: submission of data analysis and synchronization results (followed by RC, PMNP, DNL).
 - 2 October 2017: implementation of the field

Environment aspeck:

Company have performed the used of renewable energy and waste reduction such shell and fiber to reduce fossil fuel usage on kijang mill. Company also conducted GHG calculations and maintained the HCV areas as a part of emisson reducing plan.

Status: Comply

3.2 Summary of Assessment Report of Supply Chain Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements																																																			
E.1	Definition																																																			
<p>E.1.1 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>Kijang Mill (KJGM) applied Mass Balance supply chain model because the mill receive and process all FFB's from certified and uncertified sources.</p> <p>Identification of certified sources:</p> <ol style="list-style-type: none"> 1. Kijang Estate (KJGE): 2022 2. Kijang Plasma (KJNP): KJNP 3. Naga Mas Estate (NMAE): 2020 4. Naga Sakti Estate (NSAE): 2021 <p>Identification of uncertified sources for last a year:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No</th> <th style="width: 25%;">Code</th> <th style="width: 70%;">Sources/Supplier</th> </tr> </thead> <tbody> <tr><td>1</td><td>ARHX</td><td>Akbar Roy Herlambang</td></tr> <tr><td>2</td><td>ALAX</td><td>Ali Amran</td></tr> <tr><td>3</td><td>SWIX</td><td>Setiadi Wibawana (Loosen fruit collector)</td></tr> <tr><td>4</td><td>IHAX</td><td>Ibnu Halid</td></tr> <tr><td>5</td><td>NVIX</td><td>Novrizan</td></tr> <tr><td>6</td><td>ZFKX</td><td>Zulkifli</td></tr> <tr><td>7</td><td>LINX</td><td>Lina Wati</td></tr> <tr><td>8</td><td>MRSX</td><td>Mutia Restina</td></tr> <tr><td>9</td><td>KHOX</td><td>Khoirul</td></tr> <tr><td>10</td><td>JREX</td><td>Jerry Amarta</td></tr> <tr><td>11</td><td>ROBX</td><td>Roma Boru Pane</td></tr> <tr><td>12</td><td>RRME NC (2120)</td><td>Rama-rama Non Certified</td></tr> <tr><td>13</td><td>KJGE NC (2022)</td><td>Kijang Estate Non Certified</td></tr> <tr><td>14</td><td>NMAE NC (2020)</td><td>Naga Mas Estate Non Certified</td></tr> <tr><td>15</td><td>NSAE NC (2021)</td><td>Naga Sakti Non Certified</td></tr> <tr><td>16</td><td>RRMX</td><td>Koperasi Petani Masyarakat Petapahan.</td></tr> </tbody> </table>	No	Code	Sources/Supplier	1	ARHX	Akbar Roy Herlambang	2	ALAX	Ali Amran	3	SWIX	Setiadi Wibawana (Loosen fruit collector)	4	IHAX	Ibnu Halid	5	NVIX	Novrizan	6	ZFKX	Zulkifli	7	LINX	Lina Wati	8	MRSX	Mutia Restina	9	KHOX	Khoirul	10	JREX	Jerry Amarta	11	ROBX	Roma Boru Pane	12	RRME NC (2120)	Rama-rama Non Certified	13	KJGE NC (2022)	Kijang Estate Non Certified	14	NMAE NC (2020)	Naga Mas Estate Non Certified	15	NSAE NC (2021)	Naga Sakti Non Certified	16	RRMX	Koperasi Petani Masyarakat Petapahan.
No	Code	Sources/Supplier																																																		
1	ARHX	Akbar Roy Herlambang																																																		
2	ALAX	Ali Amran																																																		
3	SWIX	Setiadi Wibawana (Loosen fruit collector)																																																		
4	IHAX	Ibnu Halid																																																		
5	NVIX	Novrizan																																																		
6	ZFKX	Zulkifli																																																		
7	LINX	Lina Wati																																																		
8	MRSX	Mutia Restina																																																		
9	KHOX	Khoirul																																																		
10	JREX	Jerry Amarta																																																		
11	ROBX	Roma Boru Pane																																																		
12	RRME NC (2120)	Rama-rama Non Certified																																																		
13	KJGE NC (2022)	Kijang Estate Non Certified																																																		
14	NMAE NC (2020)	Naga Mas Estate Non Certified																																																		
15	NSAE NC (2021)	Naga Sakti Non Certified																																																		
16	RRMX	Koperasi Petani Masyarakat Petapahan.																																																		
E.2	Explanation																																																			
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be</p>																																																				

recorded in each subsequent annual surveillance report.

The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in the Summary Report RSPO and Annexes certificate. During the annual surveillance assessment, the auditor team make an updating record for real time volume of CPO and PK produced from the mill.

Product	Annex Certificate (17 Jan 2017 – 16 Jan 2018)	Actual Volume 17 Jan – 23 Sep 2016	e-Trace	Remaining Volume eTrace	Remarks
CSPO	54,538	35,888.95	54,538	11,521	CSPO: 250 (MB) and 11,271 (SG) CSPK: all SG
CSPK	14,998	9,951.16	14,998	11,319	

E.2.2

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

Kijang Mill (KJGM) has been met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).

- **RSPO IT Platform member registration number of KJGM :**
Member id : RSPO_PO1000001060 and License id :CB46910
Member ID and License ID obtained from RSPO eTrace system.

E.3 Documented Procedure

E.3.1

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

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

There is no change of the written procedure.

Complete and up to date written procedures covering the implementation of supply chain model for Kijang Mill: "SOP Supply Chain Produk RSPO Model Mass Balance No SOP/BWL/SCCS/MB; Rev 00; dated 1 September 2015".

Person in charge who responsible for implementation of all supply chain elements are: Security Gate, Weighbridge Clerk, Production Clerk, Administration Head and Mill Manager. During field observation, this person is able to demonstrate awareness of the procedures, including separation of certified and uncertified sources material (FFB's). While, the Administration Head is understand and aware for updating an internal Mass Balance Report.

E.3.2

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

Kijang Mill have documented procedure for receiving and processing certified and non-certified FFBs within "SOP Supply Chain Product RSPO Model Mass Balance No SOP/BWL/SCCS/MB; Rev 00; dated 1 September 2015". There is no change of its procedure.

E.4 Purchasing and goods in

E.4.1

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

Kijang Mill has verified and a document the volumes of certified and non-certified FFB's received by using Mass Balance report. For example data FFB on 1 November 2016 – 31 October 2017:

Estate	Unit Code	TOTAL
Kijang Mas	2022	4,202,970
Kijang Kencana Plasma	KJNP	218,804,050
Naga Mas	2020	4,069,070
Naga Sakti	2021	1,890,210
FFB Non Certified :		
ARHX	ARHX	1,685,610
ALAX	ALAX	1,660,780
SWIX	SWIX	503,260
IHAX	IHAX	1,272,250
NVIX	NVIX	2,736,350
ZFKX	ZFKX	532,440
LINX	LINX	3,755,990
MRSX	MRSX	1,296,990
KHOX	KHOX	1,216,660
JREX	JREX	873,740
ROBX	ROBX	1,958,210
RRME	2120	8,420,900
RRMX	RRMX	17,197,960

E.4.2

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

On the SOP of RSPO Product Supply Chain for MB Model No SOP/BWL/SCCS/MB; Rev 00; dated 1 September 2015, described that the overproduction over the certificate projection should be responded by:

- Informing the Certification Body (CB) RSPO over the IT System/E-trace. The communication is supported by Certification Section, EHS Department once they get the information from Mill Unit Head and Sales Department
- Re-analyzing the production data and the composed quarter-based report.
- Calibrating and re-checking the weightbridge equipments and its supporting tools.
- Determining the latest certified product projection by considering the level of conversion ratio determined by RSPO in line with the determined Supply Chain model.

During the annual surveillance assessment, the auditor team make an updating record for real time volume of CPO and PK produced from the mill.

Product	Annex Certificate (17 Jan 2017 – 16 Jan 2018)	Actual Volume 17 Jan – 31 Oct 2017	e-Trace	Remaining Volume eTrace	Remarks
CSP0	54,538	35,888.95	54,538	1,100	All MB
CSPK	14,998	9,951.16	14,998	11,265.76	

E Trace License Data for actual production on 13 Feb 2016 - 12 January 2017:

Product	Certified Data:	Certified Product:
	17 Feb 2016 – 16 Jan 2017 (E Trace)	17 Jan 2016 – 16 Jan 2017 (based on certificate)
CSP0	14.448 MT	68,780 MT
CSPK	4.250 MT	17,359 MT

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.)

SCCS Record Certified Product Periode Olah 17 Jan s/d 31 Oktober 2017

KIJANG MILL

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Okt - 17	TOTAL
FFB Received (ton)	11,242	20,651	20,156	14,974	13,561	12,806	18,747	17,973	18,700	20,226	169,039
FFB Processed (ton)	10,995	20,419	19,747	14,900	13,218	12,633	18,596	17,502	18,597	20,049	166,660
CSP0 Prod (ton)	2,108	4,246	3,856	3,064	2,484	2,482	3,661	3,436	3,683	3,887	32,910,
OER (%)	19.18	20.80	19.53	20.56	18.79	19.65	19.69	19.64	19.81	19.39	19.75
CSPK Prod (ton)	653,607	1,138	1,112	799	731	726,760	4,278	1,917	3,398	1,183	15,938,
KER (%)	5.94	5.58	5.63	5.36	5.53	5.75	23.00	10.95	18.27	5.90	9.56

Month	TBS Cert	TBS Non			SPO Cert	SPO Non		
		BWL	RJP	total	BWL	BWL	RJP	total
July	18747210	784000	1835940	2619940	3661722	154369	363573	517942
Augustus	17972330	181430	2129570	2311000	3436696	35625	395805	431430
September	18700200	2297530	2342580	4640110	3683947	455107	436868	891975
Stock June					997080		59670	59670

Month	PRODUKSI ISCC CERTIFIED		PRODUKSI NON CERTIFIED		TOTAL Kg
	PT.BWLM	PT.RJP	PT.BWLM	PT.RJP	
	TOTAL Kg	TOTAL Kg	TOTAL Kg	TOTAL Kg	
Stock in June '17	438.747	-	24.865	4.367	467.979
July '17	1.096.845		46.240	112.030	1.255.115
Augustus '17	913.172		9.466	97.273	1.019.911
September '17	1.126.718		139.192	127.405	1.393.315

Month	PENGIRIMAN PK				TOTAL Kg
	ISCC CERTIFIED	RSPO CERTIFIED	NON CERTIFIED		
			PT.BWLM	PT.RJP	

	PT.BWL Kg	PT.RJP Kg	PT.BWLM Kg	PT.RJP Kg	Kg	Kg	
July '17			566.810		576.040		1.194.250
Augustus '17					1.073.230		1.232.570
September '17					1.051.630		1.140.590
STOCK AKHIR PK							
CERTIFIED			NON CERTIFIED			GRAND TOTAL	
PT.BWL Kg	PT.RJP Kg	Total	PT.BWLM Kg	PT.RJP Kg	Total		
968.781	-	968.781	(504.935)	64.997	(439.938)	528.844	
1.881.953	-	1.881.953	(1.568.699)	2.930	(1.565.769)	316.185	
3.008.671	-	3.008.671	(2.481.136)	41.375	(2.439.761)	568.910	
E.5.2							
<p>In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.</p>							
<p>Kijang Mill have no Kernel Crushing Plant installation. Palm Kernel deliver to Ramarama Kernel Crushing Plant. RSPO SCCS Ramarama KCP No. SQUAL40050 license valid on 6 June 2014 – 5 June 2019.</p>							

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 √
RC	PT Buana Wiralestari Mas did not use certificate nor logo.	√
	Status: COMPLY	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or √
RC	PT Buana Wiralestari Mas did not use certificate nor logo.	√
	Status: COMPLY	
3.	Implementation of Certificate and Logo is not used on product	X or √
RC	PT Buana Wiralestari Mas did not use certificate nor logo.	√
	Status: COMPLY	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or √
RC	PT Buana Wiralestari Mas did not use certificate nor logo.	√
	Status: COMPLY	

3.4 Summary of RSPO Partial Certification

Compliance of the uncertified management units of Golden Agri Resources, Ltd against the rules for partial certification was determined through Self Assessment in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below

Golden Agri Resources, Ltd Time Bound Plan (TBP) is explained in table 1.10. Golden Agri Resources run forty two (42) mills and one hundred thirty six (136) estates (own and smallholders) in Indonesia and has achieved RSPO certified for twenty eight (28) mills and supply base in Indonesia. Golden Agri Resources, Ltd has informed the TBP progress, MUTU has considered that Golden Agri Resources, Ltd is comply with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by Golden Agri Resources, Ltd on January 31, 2016 approved by President Director and MO Sustainability Strategic & Stakeholders Engagement.

MUTU has verified partial certification for un-certified unit's subsidiary of Golden Agri Resources, Ltd based on their Time Bound Plan. There are sixteen (16) uncertified management unit of GAR. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

- There is no significant land conflicts which have not been declared above
- The company has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labour disputes that are not being resolved through an agreed process
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Company Group/Holding Statement: Companies are already doing internal audits. There are internal audit reports for each company.</p> <p>Auditor Verification: Internal Audit report available for uncertified management unit:</p> <ul style="list-style-type: none"> - PT Sinar Kencana Inti Perkasa (Sungai Kupang Mill and supply base), 24 – 28 October 2016 - PT Sinar Kencana Inti Perkasa (Kasuari Mill and supply base), 24 – 28 October 2016 - PT Agrolestari Mandiri (Pekawai Mill and supply base), 21 – 25 November 2016 - PT Binasawit Abadi Pratama (Perdana Mill and supply base), 19 – 23 Desember 2016 - PT Agrokarya Prima Lestari (Kuayan Mill and supply base), monitoring via SPO Scorecard online. - PT Mitra Karya Agroindo (Tangar Mill and supply base), monitoring via SPO Scorecard online. - PT Paramitra Internusa Pratama (Belian Mill and supply base), 28 Maret – 01 April 2016 - PT Sawit Mas Sejahtera (Sungai Kikim and supply base), monitoring via SPO Scorecard online.

		<ul style="list-style-type: none"> - PT Sinar Kencana Inti Perkasa (Sungai Magalau Mill and supply base) 28 Maret – 01 April 2016 - PT Agro Lestari Sentosa (Jalemo Mill and supply base), monitoring via SPO Scorecard online - PT Adi Tunggal Mahajaya (Sako Mill) (under construction) - PT Kresna Duta Agroindo (Pelakar Mill and supply base) 24 – 29 October 2016 - PT SMART (Bukit Kapur Mill and supply base) 15 – 19 Februari 2016 - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base) 19 – 23 Desember 2016 - PT Kresna Duta Agroindo (Gunung Kombeng Mill and supply base) 06 – 10 Februari 2017 - PT Sawitakarya Manunggal (Sawita Mill and supply base)
i.	<p>No replacement after dates defined in NIs Criterion 7.3 of:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>Company Group/Holding Statement: GAR and its subsidiaries have been reporting disclosure and zero liability to RSPO by email dated August 29, 2014 and the company has been sent data evidence of LUCA to RSPO by email dated April 11, 2016. Progress result of review LUCA at follow-up via email RSPO dated October 24, 2016 to answer RSPO is still in the review process.</p> <p>Auditor Verification: RaCP Process for:</p> <ul style="list-style-type: none"> - PT Agrolestari Mandiri (Pekawai Mill and supply base) - PT Sinar Kencana Inti Perkasa (Sungai Kupang Mill and supply base) - PT Sinar Kencana Inti Perkasa (Sungai Magalau Mill and supply base) - PT Agro Lestari Sentosa (Jalemo Mill and supply base) - PT Kresna Duta Agroindo (Pelakar Mill and supply base) - PT SMART (Bukit Kapur Mill and supply base) - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base)
ii.	<p>Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>Company Group/Holding Statement: There is no new planting.</p> <p>Auditor Verification: Based on auditor verification there are some new planting conducted by company, but NPP has been applied these.</p> <ul style="list-style-type: none"> - PT Binasawit Abadi Pratama (Perdana Mill and supply base) - PT Agrokarya Prima Lestari (Kuayan Mill and supply base)

		<ul style="list-style-type: none"> - PT Mitra Karya Agroindo (Tangar Mill and supply base) - PT Paramitra Internusa Pratama (Belian Mill and supply base) - PT Agrolestari Mandiri (Pekawai Mill and supply base) - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base) any new planting since January 1st 2010 and NPP has been applied these.
iii.	<p>Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.</p>	<p>Company Group/Holding Statement: There are no land conflicts. The Company has a land conflict resolution mechanism in accordance with the RSPO criteria 6.4; 7.5; and 7.6. This procedure is outlined in the SOP Social Conflict Management (SOP/SMART/SENS-CSR/SADV/II/02). This procedure regulates social conflict settlement agreed. Conflict resolution can be done in a participatory manner and can also be done by a third party (mediator). The company also has procedures to deal with complaints before they become conflicts. The procedure is SOP/SMART/SIGS-CSR/SADV/II/003. The company handling complaints appropriately and quickly. GAR has been initiated to become a member of RSPO DSF as a category "out growers".</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are no land conflicts for</p> <ul style="list-style-type: none"> - PT Sinar Kencana Inti Perkasa (Sungai Kupang Mill and supply base) - PT Mitra Karya Agroindo (Tangar Mill and supply base) - PT Kresna Duta Agroindo (Pelakar Mill and supply base) - PT SMART (Bukit Kapur Mill and supply base) <p>There are any land conflicts but was in the process of completion for</p> <ul style="list-style-type: none"> - PT Agrolestari Mandiri (Pekawai Mill and supply base) - PT Sinar Kencana Inti Perkasa (Sungai Magalau Mill and supply base) - PT Sawit Mas Sejahtera (Sungai Kikim and supply base) - PT Agro Lestari Sentosa (Jalemo Mill and supply base) - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base) - PT Kresna Duta Agroindo (Gunung Kombeng Mill and supply base)

iv.	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>Company Group/Holding Statement: There is no issue of labour disputes in uncertified unit. The company also has procedures to deal with complaints workers before they become conflicts. The procedure is SOP/SMART/SIGS-CSR/SADV//003.</p> <p>Procedures related employee issues is arranged in the form of internal grooves for employees included in the category of internal stakeholders. Media that is used to deliver complaint is a formal letter submitted by unions or incorporated into a suggestion box which is provided in a convenient location.</p> <p>Auditor Verification: There is no information from public source and RSPO website on any labour conflict for uncertified unit of the group subsidiaries.</p>
v.	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Company Group/Holding Statement: Companies comply with the regulations in accordance with the requirements of the RSPO 2.1 and 2.2 where there is no violation of the rules that are relevant to the plantation. The company has a mechanism to evaluate compliance with regulations, namely SOP/SMART/UMUM/SADV//002. In SOP describes procedures for compliance, completeness and groove sections which explain in detail to evaluate compliance with the legislation.</p> <p>Auditor Verification: Land legal process is still going on and there is a detail update progress documented by the company for each year.</p> <ul style="list-style-type: none"> - PT Paramitra Internusa Pratama (Belian Mill and supply base), still in the process of Committee B and the company has got plantation business permit (IUP) - PT Sinar Kencana Inti Perkasa (Kasuari Mill and supply base), there is a legal non-compliance. - PT Agro Lestari Sentosa (Jalemo Mill and supply base) and PT Adi Tunggal Mahajaya (Sako Mill) doesn't have Land Use Title (HGU). - PT Kresna Duta Agroindo (Pelakar Mill and supply base), there is a difference the concession area between Land Use Title (HGU) and Plantation Business Permit (IUP) and Permits Location. - PT SMART (Bukit Kapur Mill and supply base, doesn't have land use title (HGU), the HGU is still on process. - PT Sawitakarya Manunggal there is an area is still in process for HGU (Committee B meeting). - PT Djuanda Sawit Lestari is an area is still in process for HGU Muara Kandis Estate (574.58 Ha)

		<ul style="list-style-type: none">- PT Ivomas Tunggal there is an area is still in process for HGU Samsam Estate (29.09 Ha), Kandista Estate (158.46 Ha), Nenggala Estate (419.9 Ha), Sei Rokan Estate (102.7 Ha), Ujung Tanjung Estate (557.3 Ha)- PT Buana Wiralestari Mas there is an area is still in process for HGU Naga Mas Estate (253.39 Ha), Naga Sakti Estate (59.79 Ha), Kijang Mas Estate (56.07 Ha)- PT Ramajaya Pramukti there is an area is still in process for HGU Rama Rama Estate (318.76 Ha)
--	--	---

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

3.5.1 Identification of Findings, Corrective Actions and Observations at *Re-Certification* Assessment.

NCR No. :		Issued by :	
Date Issued :		Time Limit :	
NC Grade :		Date of Closing :	
Standard Ref. & Requirement :			
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
During Re-Certification Assessment, Non-Conformities against P&C Standard and Requirement of Supply Chain is absence.			
Root Cause Analysis <i>(filled by organization audited):</i>			
Corrective Action <i>(filled by organization audited):</i>			
Preventive Action <i>(filled by organization audited):</i>			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
Verified by :			

3.5.2 Identification of Findings, Corrective Actions and Observations at *ASA 1.1* Assessment

NCR No. :	-	Issued by :	-
Date Issued :	-	Time Limit :	-
NC Grade :	-	Date of Closing :	-
Standard Ref. & Requirement :	-		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
During Annual Surveillance Assessment 1.1, Non-Conformities against P&C Standard and Requirement of Supply Chain is absence.			
Root Cause Analysis <i>(filled by organization audited):</i>			
Correction <i>(filled by organization audited):</i>			

Corrective Action <i>(filled by organization audited):</i>	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Verified by Diverifikasi oleh	:

3.5.3 Opportunity for Improvement

No	Ref. Std.	Description
1.	System certification 2017 clause 4.5.3	Progress Time Bound Plan (TBP) Uncertified Management unit.
2.	System certification 2017 clause 4.5.4	Progress legal requirements Uncertified Management Unit.
3.	5.3	Improved field implementation of waste management of fertilizer.
4.	4.4.1	Improved water resources protection in accordance with IK / SMART / BCOS-EHSD / SADV / 004/001, regarding to the installation and monitoring of spray boundary (OBSERVATION) .
6.	4.7.3	PPE fulfillment pesticide applicators to protect workers against exposure to pesticides.
7.	4.7.3	PPE Fulfillment pesticide applicators to protect workers against exposure to pesticides (OBSERVATION) .
8.	5.1.	Improvement plan on fuel bans policy to reduce negative environmental impact (OBSERVATION) .
9.	5.6	Improved effectiveness of the implementation of burning policies related to emissions mitigation (OBSERVATION) .
10	6.5.2	Ensure effective employee time information.

3.5.4 Noteworthy Positive Components

No	Description Deskripsi
1	The company has commitment in applying the principles of sustainable palm oil management.
2	Good teamwork.
3	Has obtained ISPO certificate.
4	The company has undertaken the development of plasma plantations to improve the people's welfare.
5	Has obtained ISCC certificate.

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

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>Environmental Agency of Kampar District Date 31 October 2017</p> <ul style="list-style-type: none"> - The Company already has Land Application and Temporary Storage for Hazardous and Toxic Waste Permit. - The Company has reported reports of Hazardous and Toxic Waste, Liquid Waste and management and monitoring plan Report regularly. - Fire reports are also routinely conducted by the company. - In general in environmental aspects, the company has complied with applicable regulations. - There is no environmental issue in the area of the company that goes to the environmental agency. 	<p>It has been accordance with indicator 2.1.1; criteria 5.3 and criteria 1.1.</p>
<p>Land Agency of Kampar District Date 24 October 2017</p> <ul style="list-style-type: none"> - The company already has Cultivation Rights Title (HGU) and Building Rights Title (HGB). - There are reports of land disputes coming into the land agency of Kampar District from Sido Makmur Hamlet, Sukamulia Village over HGU no 149. The latest information obtained by the land agency that the issue has entered the domain of the Court. 	<p>It has been accordance with criteria 1.1 and 2.2.</p>
<p>Manpower and Industrial Agency of Kampar District Date 24 October 2017</p> <ul style="list-style-type: none"> - The wages of all workers have been paid in accordance with the provisions of the government (regional minimum wage of Kampar District). - The company has provided housing facilities, facilities of worship, clean water, education and electricity for workers. - No issue of child labor and discrimination - Manpower and Industrial Agency already know what information data can be requested to the company. Information can be accessed by verbal means or by mail or email. - The Company already has collective labor agreement. - The company has labor union - The Company has reported to agency regarding the status of employees of PKWT (certain period employment contract) in the company. The agency also does not questioned about the absence of grace period for renewal in SPK PKWT as stipulated in Kepmenakertrans No 100 of 2004, provided that the company and the labor agree. 	<p>It has been accordance with indicator criteria 6.5.</p>
<p>Gender Committee.</p>	

<p>The Gender Committee already has an activity program for the period of 2017, such as: Posyandu Activity, Checking of Kindergarten & Daycare, Socialization of sexual harassment and visit to Elementary School.</p> <p>During the period 2016-2017 there has been no complaints related to sexual harassment. Reporting mechanisms reported through the board of the gender committee will then be submitted to the Manager estate or Mill.</p> <p>In addition, employees get H1 & H2 leave by reporting to the Clinic and being given a rest for H1 Leave. While for Leave H2 given a letter of leave 1 ½ months before and after childbirth.</p>	<p>The Company already has an organizational structure of the Gender Committee and mechanism in case of sexual violation. In addition, there have been policies regarding the protection of women's reproductive rights. The above is in accordance with Criterion 6.9.</p>
<p>Local Contractor of FFB (CV Kurnia Jaya Mandiri).</p> <p>Local Contractor has Agreement with the company is still valid from January 1st - December 31st, 2017.</p> <p>Salary payments made every month through Giro and in accordance with the pricing. PPE is provided by Contractors such as helmets and shoes. Social insurance is registered by the Local Contractor.</p> <p>The Company has conducted training and socialization to local contractors such as OHS aspect, social & environmental policy and hazardous waste management.</p> <p>Hazardous waste produced by local contractors is collected again and brought to the Office of Pekan Baru Office.</p>	<p>The Company has a good cooperation with the local Contractor and the payment of FFB has been made according to the contract price. This is in accordance with criterion 6.10.</p>
<p>Labor Union Kijang Estate</p> <ul style="list-style-type: none"> - The Company give workers the freedom to become union members. - The company has implemented regulations related to minimum wage in accordance with provincial sector minimum wage Riau in 2017 amounted to IDR 2,516,812,-. - There are no complaints related to employee discrimination, immorality, and the use of child labor. - The company absorbs local labor from the surrounding villages. - Appointment of contract workers done gradually, after expiration of the contract is usually directly appointed to permanent workers. - The minimum age of workers is 19 years. 	<p>The auditor has verified the indicators 5.4.2, 5.2.1, 5.3.1, 5.3.2, 2.1.4.</p> <p>The Company may show a circular related to the hiring program of daily workers and contract workers to permanent workers. The program is targeted to be completed by early 2018.</p>

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:

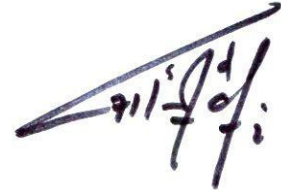
PT Buana Wiralestar – Nagasaki Mill
Head of environmental Departement



ISMU ZULFIKAR

Friday, 10th November 2017

Mutuagung Lestari
Lead Auditor



Marsudi Eko Santoso

Friday, 10th November 2017

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.	Environmental Agency of Kampar District	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
2.	Land Agency of Kampar District	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
3.	Manpower and Industrial Agency of Kampar District	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
4.	Gender Committee Nagasakati Mill and Estate.	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
5.	Local Contractor of FFB (CV Kurnia Jaya Mandiri).	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
6.	Labor Union Nagamas Estate	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
7.	Jikalahari	Pekanbaru	-	Email	19 October 2017	-	√
8.	WWF	Jakarta	-	Email	19 October 2017	-	√
9.	WALHI	Jakarta	-	Email	19 October 2017	-	√
10.	3 Harvester	Kijang Estate	-	Interview	6 November 2017	√	-
11.	4 Aplicators pesticide	Kijang Estate	-	Interview	6 November 2017	√	-
12.	5 fertilizer applicator	Kijang Estate	-	Interview	6 November 2017	√	-
13	6 mill workers	Kijang POM	-	Interview	6 November 2017	√	-

Appendix 2. Assessment Program

DATE		30 October – 10 November 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 30 October 2017			
06.00 – 08.00	06.00 – 08.00	JAKARTA → PEKAN BARU	ALL AUDITOR
08.30 – 12.00	08.30 – 12.00	PEKAN BARU → PT. BUANA WIRALESTARI MAS	
12.00 – 14.00	12.00 – 14.00	BREAK	
14.00 – 15.00	14.00 – 15.00	Opening meeting <ul style="list-style-type: none"> • Auditee Speech (Introduction of PIC, Profile of Certified Management Unit) • Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification) 	ALL AUDITOR
15.00 – 17.00	15.00 – 17.00	<ul style="list-style-type: none"> • Review of previous (Initial assessment) findings • Verification of Basic Information Mill and Estate • Confirmation of Time Bound Plan 	ALL AUDITOR
Thursday, 2 November 2017			
08.00 – 12.00	08.00 – 12.00	Field observation to KJNP (Associated Smallholders): KUD Berkat Ridho <ul style="list-style-type: none"> • Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) • Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area) • Implementation of Occupational Health & Safety Aspect; Implementation of Employment Procedure and Mechanism Aspect • Implementation of Legal Aspect (Land Ownership, Legal Boundaries) 	HSS SMM/BPT AAS MES/YWR
12.00 – 14.00	12.00 – 14.00	Break	ALL AUDITOR
14.00 – 17.00	14.00 – 17.00	Field observation to KJNP (Associated Smallholders): KUD Lestari Jaya <ul style="list-style-type: none"> • Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) • Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control 	HSS SMM/BPT

DATE		30 October – 10 November 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
		Facilities, Waste Management, HCV Area) <ul style="list-style-type: none"> • Implementation of Occupational Health & Safety Aspect; Implementation of Employment Procedure and Mechanism Aspect • Implementation of Legal Aspect (Land Ownership, Legal Boundaries) 	AAS MES/YWR
Friday, 3 November 2017			
08.00 – 12.00	08.00 – 12.00	Field observation to KJNP (Associated Smallholders): KUD Panca Warga <ul style="list-style-type: none"> • Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) • Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area) • Implementation of Occupational Health & Safety Aspect; Implementation of Employment Procedure and Mechanism Aspect • Implementation of Legal Aspect (Land Ownership, Legal Boundaries) 	HSS SMM/BPT AAS MES/YWR
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Continue Field Observation to KJNP and field observation clarification • Verification of field visit and completing checklist 	ALL AUDITOR
Monday, 6 November 2017			
08.00 – 12.00	08.00 – 12.00	Field observation to KJGE : <ul style="list-style-type: none"> • Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) • Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area) • Implementation of Occupational Health & Safety Aspect; Implementation of Employment Procedure and Mechanism Aspect • Implementation of Legal Aspect (Land Ownership, Legal Boundaries) 	HSS SMM/BPT AAS MES/YWR
12.00 – 14.00	12.00 – 14.00	Break	ALL AUDITOR

DATE		30 October – 10 November 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
14.00 – 17.00	14.00 – 17.00	Field observation to KJGM : <ul style="list-style-type: none"> • Supply Chain verification • FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO, Occupational Health & Safety Aspect. • Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond) 	MES/YWR HSS/AAS SMM/BPT
Friday, 10 November 2017			
08.00 – 09.00	08.00 – 09.00	Internal discussion by auditor team preparing for Closing Meeting	ALL AUDITOR
09.00 – 11.00	09.00 – 11.00	Closing meeting	
12.00 – 15.00	12.00 – 15.00	Estate → Pekanbaru	
16.35 -	16.35 -	Return flights Pekanbaru - Jakarta	