

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

Stage-1 Stage-2 Surveillance Re-Certification

Name of Management Organisation : **Mentaya Sawit Mas POM – PT Mentaya Sawit Mas Subsidiary of Wilmar International, Ltd**

Plantation Name : Mentaya Sawit Mas I Estate and Mentaya Sawit Mas II Estate

Location : Tangar Village, Subdistrict of Mentaya Hulu, District of Kotawaringin Timur, Province of Kalimantan Tengah

Certificate Code : **MUTU-RSPO/058**

Date of Certificate Issue : 24 April 2015

Date of License Issue : 24 April 2017

Date of Certificate Expiry : 23 April 2020

Date of License Expiry : 23 April 2018

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-2	13 – 17 February 2017	Yudwi Wisnu Rahmanto (LA RSPO); Moh Arif Yusni; Arif Faisal Simatupang, Asystasya Aishah Silalahi	Octo HPN Nainggolan	Tony Arifiarchman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-2	05 April 2017

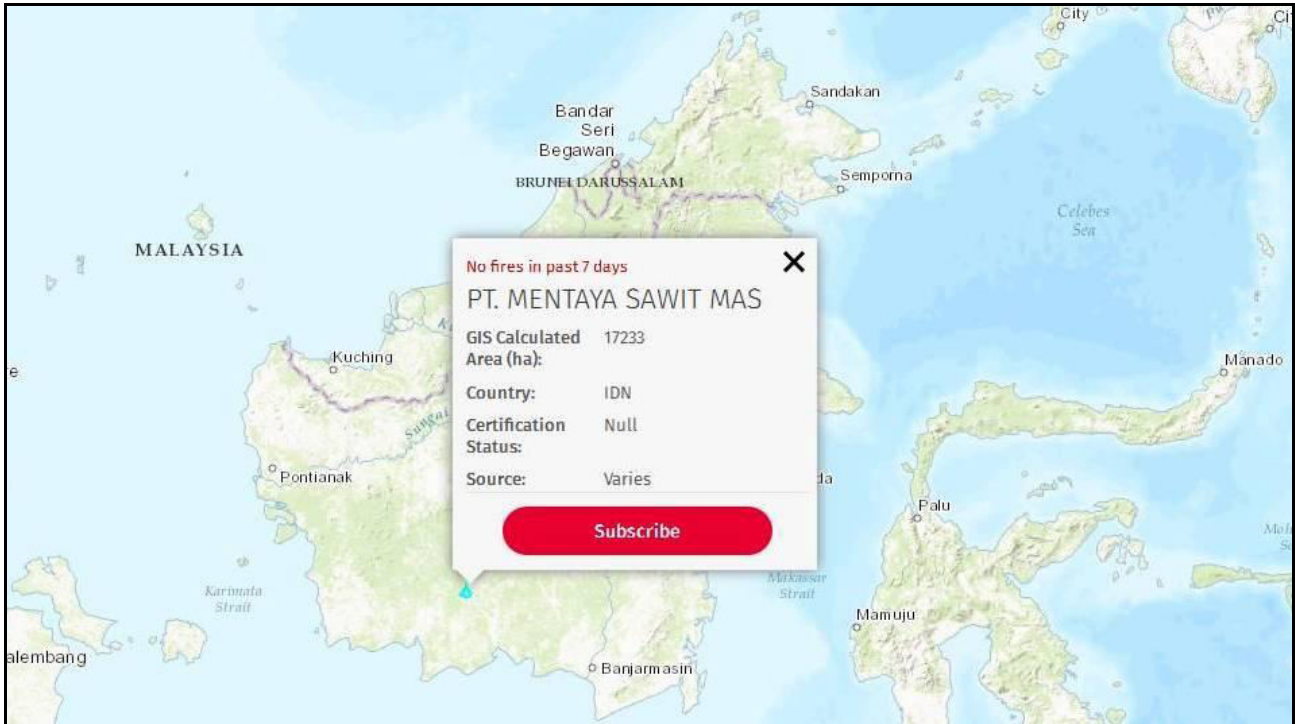
PT Mutuagung Lestari • Raya Bogor Km 33,5 Number 19 • Cimanggis • Depok 16953 • Indonesia
 Telephone (+62) (21) 8740202 • Fax (+62) (21) 87740745/6 • Email: agri@mutucertification.com • www.mutucertification.com
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 on March 12th, 2014 with registration number **RSPO-ACC-007**

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FIGURE

Figure 1. Location Map of PT MENTAYA SAWIT MAS



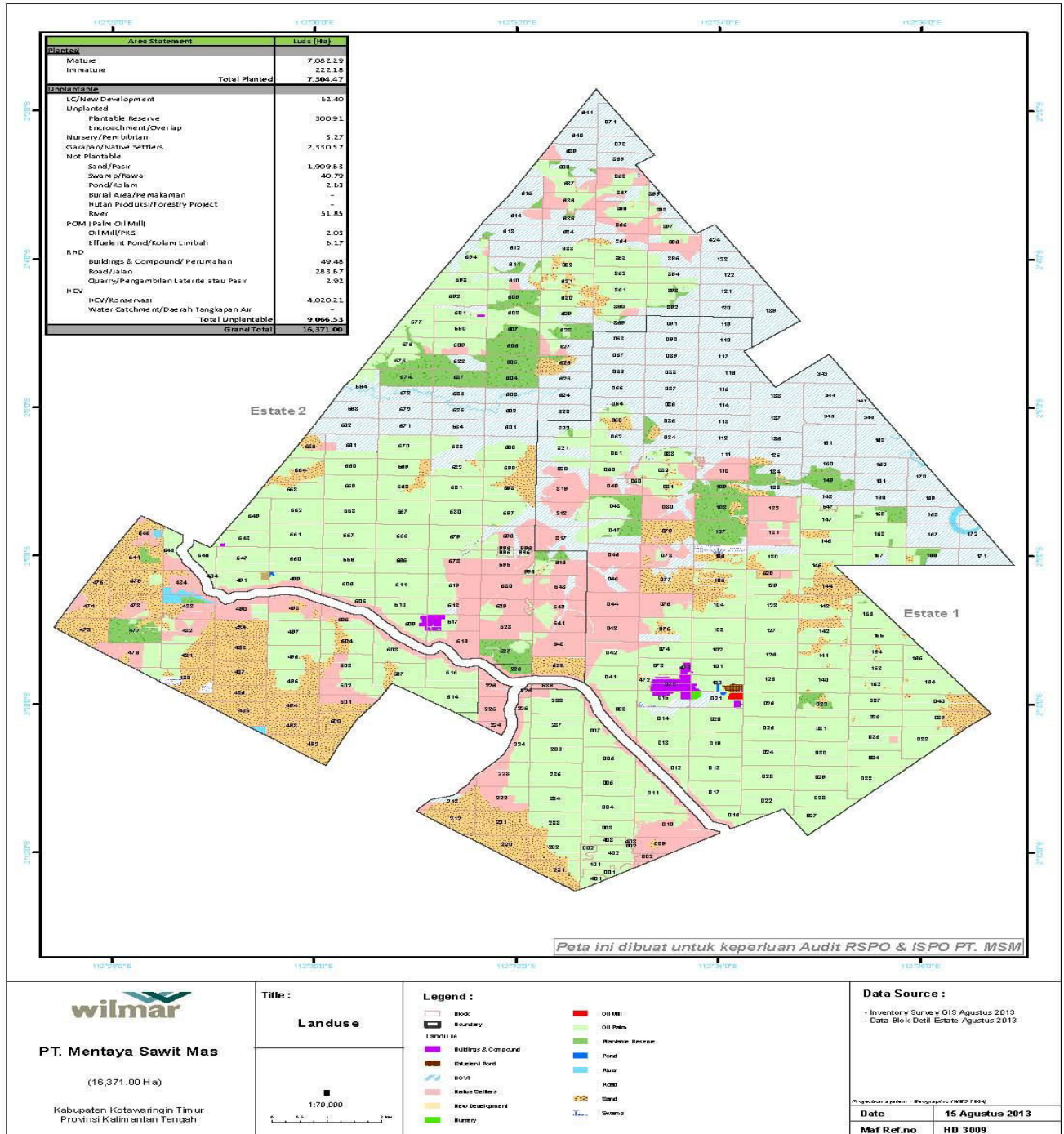


Figure 2. Operational Map of PT MENTAYA SAWIT MAS

Glossary

ASA	: Annual Surveillance Assessment	IUP	: Plantation Permit/Licenses
		JARI	: Jaringan Relawan Independen (Independent Volunteer Network Organisation)
BMP	: Best Management Practices	JAS	: Japan Agriculture Standard
BOB	: Barn Owl Boxes	KKPS	: Karunia Kencana Permai Sejati
BOSF	: Borneo Orangutan Survival Foundation	LEI	: Lembaga Ekolabel Indonesia (Indonesian Ecolabeling Council)
BSK	: Bumi Sawit Kencana	LKUP	: Laporan Kegiatan Usaha Perkebunan (Plantation Activity Report)
C.A.F.E	: Coffee and Farmer Equity	MAS	: Maju Aneka Sawit
CB	: Certification Body	MEC	: Malaysia Environment Consulting
CDP	: Community Development Program	MoU	: Memorandum of Understanding
CKP	: Central Kalimantan Project	MSDS	: Material Safety Data Sheet
CPO	: Crude Palm Oil	MSM	: Mentaya Sawit Mas
CSPK	: Certified Sustainable Palm Kernel	MUTU	: Mutuagung Lestari
CSPO	: Certified Sustainable Palm Oil	NGO	: Non Government Organisation
CSR	: Corporate Social Responsibility	NOP	: National Organic Programme
EFB	: Empty Fruit Bunches	OHSAS	: Occupational Health and Safety Assessment Series
EHS	: Environmental, Health and Safety	P&C	: Principle and Criteria
EIA	: Environmental Impact Assessment	PIC	: Personel In Charge
EU	: European Union	PK	: Palm Kernel
FFB	: Fresh Fruit Bunches	POM	: Palm Oil Mill
FGD	: Focus Group Discussion	PPE	: Personel Protective Equipment
FM/COC	: Forest Management/Chain of Custody	PR	: Public Relationship
FPIC	: Free, Prior and Informed Consent	RSPO	: Roundtable on Sustainable Palm Oil
FSC	: Forest Stewardship Council	SCCS	: Supply Chain Certification System
GHG	: Green House Gases	SFM	: Sustainable Forest Management
GRTT	: Ganti Rugi dan Tanam Tumbuh (Land Compensation)	SIA	: Social Impact Assessment
HCV	: High Conservation Value	SOP	: Standard Operating Procedure
HGU	: Hak Guna Usaha (Land Use Title/Right)	ST-2	: Stage-2 Assessment/Audit
HRD	: Human Resources Development/Department	TPKD	: Tim Penanggulangan Keadaan Darurat (Emergency Response Team)
ISCC	: International Sustainability and Carbon Certification	UMSK	: Upah Minimum Sektoral Kabupaten (Sectoral Minimum Wage)
ISO	: International Standard Organisation	WWTP	: Waste Water Treatment Plant
ISPO	: Indonesia Sustainable Palm Oil		

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT			
1.1 Assessment Standard Used			
		<ul style="list-style-type: none"> <i>National Interpretation of Principles and Criteria RSPO 2013 for Indonesia Juli 2016, approved RSPO Governors 30 September 2016</i> <i>Supply Chain Requirement for CPO Mill, November 2014.</i> 	
1.2 Organisation Information			
1.2.1	Organisation name listed in the certificate	PT Mentaya Sawit Mas – Wilmar International, Ltd	
1.2.2	Contact person	Simon Siburat	
1.2.3	Organisation address and site address	<p><u>Head Office:</u> 56 Neil Road Singapore Singapore 088 030</p> <p>Multivison Tower Lt. 15 Jl. Kuningan Mulya Blok B9, Kuningan, Jakarta 12980 - Indonesia</p> <p><u>Site :</u> Tangar Village, Subdistrict of Mentaya Hulu, District of Kotawaringin Timur, Province of Kalimantan Tengah.</p>	
1.2.4	Telephone	(62-21) 2938 0777	
1.2.5	Fax	(62-21) 2938 0115	
1.2.6	E-mail	simonsiburat@wilmar.com	
1.2.7	Web page address	www.wilmar.co.id	
1.2.8	Management Representative who completed the application for certification	Simon Siburat (Sustainability Controller Wilmar Group)	
1.2.9	Registered as RSPO member	2-0017-05-000-00 16 August 2005	
1.3 Type of Assessment			
1.3.1	Scope of Assessment and Number of Management Unit	Mentaya Sawit Mas POM; Mentaya Sawit Mas 1 Estate and Mentaya Sawit Mas II 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
	Mentaya Sawit Mas	Tangar Village, Subdistrict of Mentaya Hulu, District of Kotawaringin Timur, Province of Kalimantan Tengah.	S 02° 9' 52.869" E 112° 34' 9.925"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate

		Latitude	Longitude
Mentaya Sawit Mas I (MSM I)	Subdistrict of Mentaya Hulu, District of Kotawaringin Timur, Province of Kalimantan Tengah.	S 02° 9' 32.323"	E 112° 33' 41.523"
Mentaya Sawit Mas II (MSM II)		S 02° 8' 58.729"	E 112° 31' 14.067"
1.5 Description of Area Statement			
1.5.1	Tenure		
	• State	16,371 Ha	
	• Community	- Ha	
1.5.2	Area Statement		
	Total Area	16,371.00 Ha	
	Planted Area	7,519.83 Ha	
	Mature Area	7,259.94 Ha	
	Immature Area	259.89 Ha	
	Land Clearing	2.90 Ha	
	Area Unplanted	31.96 Ha	
	Garapan / Conflict Area	2,434.91 Ha	
	Not Plantable Area	2,158.26 Ha	
	POM	12.50 Ha	
	Road Housing Drainage	310.65 Ha	
	HCV	3,899.99 Ha	
1.6 Planting Year and Cycles			
1.6.1	Age profile of planting year		
		Hectarage (Ha)	
	Planting Year	MSM 1 Estate	MSM 2 Estate
		Total	
	2007	2,925.79	2,148.46
	2008	785.22	488.07
	2009	204.61	480.49
	2010	16.78	107.83
	2013	102.69	-
	2014	116.24	-
	2015	52.77	40.42
	2016	50.46	-
	TOTAL	4,254.56	3,265.27
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)	FFBProcessed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	Mentaya Sawit Mas	45	140,364.413	31,265.34	22.27	5,960.614	4.25
<i>Source: Production Periode February 2016 – January 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/ year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Mentaya Sawit Mas 1	8,289.50	4,254.56	73,478.57	17.27	72,014.09	98.01
	Mentaya Sawit Mas 2	8,081.50	3,265.27	56,175.91	17.20	54,928.31	97.78
	TOTAL	16,371.00	7,519.83	129,654.48	17.24	126,942.40	97.91
<i>Source: Production Periode February 2016 – January 2017</i>							
1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill			
				FFB (tonnes/year)			
	BSK 1 Estate (RSPO Certified)	PT Bumi Sawit Kencana	District of Kotawaringin Timur, Province of Kalimantan Tengah.	7,157.16			
	KKPS 1 Estate (Not Certified) – 4,825.89 Ha	PT Karuniakencana Permai Sejati	District of Kotawaringin Timur, Province of Kalimantan Tengah.	585.93			
	KKPS 2 Estate (Not Certified) – 4,022.41 Ha	PT Karuniakencana Permai Sejati	District of Kotawaringin Timur, Province of Kalimantan Tengah.	4,748.43			
	KKPS 3 Estate (Not Certified) – 3,588.09 Ha	PT Karuniakencana Permai Sejati	District of Kotawaringin Timur, Province of Kalimantan Tengah.	981.63			
	TOTAL						13,473.15
1.7.4	Product Types			FFB, CPO, PK			
1.8	Estimate Tonnage of Certified Product						
1.8.1	Past Annual Claim Certified Product			Previous Certificate Claim (tonnes/year)	Actual certified product 13 January 2016 to 20 September 2016 (tonnes/year)		
	• CPO Production			39,648	25,795.792		
	• Palm Kernel (PK) Production			7,782	4,953.944		
1.8.2	Estimate of Certified FFB Claim						
	Name of Estates	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Mentaya Sawit Mas 1	8,289.50	4,254.56	78,622	18.48		
	Mentaya Sawit Mas 2	8,081.50	3,265.27	60,108	18.41		

	TOTAL	16,371.00	7,519.83	138,730	18.45		
	<i>*Projected FFB production for 24 April 2017 – 23 April 2018</i>						
1.8.3	Estimate of Certified Palm Product Claim						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extracti on (%)
	Mentaya Sawit Mas	45	138,730	31,908	23.0	7,630	5.5
	<i>*Projected FFB production for 24 April 2017 – 23 April 2018</i>						
1.9	Other Certifications						
	ISO 9001:2008			-			
	ISO 14001: 2004			-			
	OHSAS 18001:2007			-			
	ISCC			-			
	ISPO			-			
1.10	Time Bound Plan						
1.10.1	Time Bound Plan for Other Management Units						
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status	
	MILL	Time Bound Plan					
	Sapi (1 + 2)	2008	Sapi 1 & 2, Kiabau	2008	Sandakan, Sabah, Malaysia	Certified	
	Sabahmas	2008	Sabahmas	2008	Lahad Datu, Sabah, Malaysia	Certified	
	Reka Halus	2008	Reka Halus	2008	Sandakan, Sabah, Malaysia	Certified	
	Saremas 1	2008	Saremas 1, Saremas 2 (Div D), Suai	2008	Miri Serawak, Malaysia	Certified	
	Saremas 2	2008	Saremas 2 (exclude Div D), Kaminsky, Segarmas	2008	Miri Serawak, Malaysia	Certified	
	Terusan (1 + 2)	2009	Terusan 1 & 2, Rumidi	2009	Sandakan, Sabah, Malaysia	Certified	
	Ribubonus	2009	Ribubonus	2009	Sandakan, Sabah, Malaysia	Certified	
	PT Perkebunan Milano	2009	Sei Daun, Batang Saponggol, Marbau	2009	North Sumatra	Certified	
	PT Mustika Sembuluh 1	2009	Mustika Sembuluh 1, Mustika Sembuluh 2, Kerry Sawit Indonesia 2, Sarana Titian Permata 1, Sarana Titian Permata 2, Sarana Titian Permata 3	2009	Central Kalimantan	Certified	
	PT Mustika	2015	Mustika Sembuluh 3,	2015	Central Kalimantan	Certified	

Sembuluh 2		Bumi Sawit Kencana 1			
PT Kencana Sawit Indonesia	2010	Kencana Sawit Indonesia, Koperasi Swamata	2010	West Sumatra.	Certified
PT. Kerry Sawit Indonesia 1	2010	Kerry Sawit Indonesia 2, Kerry Sawit Indonesia 3	2010	Central Kalimantan	Certified
PT. Kerry Sawit Indonesia 2	2015	Kerry Sawit Indonesia 1, Kerry Sawit Indonesia 2, Mustika Sembuluh 2,	2015	Central Kalimantan	Certified
PT. Tania Selatan	2010	Burnai Barat, Burnai Timur	2010	South Sumatra	Certified
Sri Kamusan	2010	Hibumas 1, Hibumas 2, Sri Kamusan, Jebawang, Sekar Imej, Sapi Sugut	2010	Sandakan, Sabah	Certified
PT. AMP Plantation	2011	AMP I, AMP II, AMP III, AMP, Primatama Mulia Jaya, Karya Agung Megah Utama, Perkebunan Anak Negeri, Koperasi Tompek Tapian Kandis	2011	West Sumatra	Certified
PT. ANI (Sambas)	2012	ANI Estate	2012	West Kalimantan	Certified
PT. Buluh Cawang Plantation	2012	Bumi Arjo, Dabuk Rejo, Sukamulya, Bambu Kuning	2012	South Sumatra	Certified
PT. Bumi Sawit Kencana	2012	Bumi Sawit Kencana 1, Bumi Sawit Kencana 2, Karunia Kencana Permaisejati 1	2012	Central Kalimantan	Certified
PT. Sarana Titian Permata	2012	Sarana Titian Permata 1, Sarana Titian Permata 2, Sarana Titian Permata 3	2012	Central Kalimantan	Certified
PT. Sarana Titian Permata 2	2018	Sarana Titian Permata 1, Sarana Titian Permata 2	2018	Central Kalimantan	-
PT. Gersindo Minang Plantation	2013	Gersindo Minang Plantation, Permata Hijau Plantation-1, Permata Hijau Plantation-2	2013	West Sumatra	Certified
PT. Daya Labuhan Indah	2013	Wonosari, Sei Deras, Cabang Dua	2013	North Sumatra	Certified
PT. Milano (Cabang Dua Estate)	2013	(Supply base DLI-2)	2013	North Sumatra	Certified

PT. Agro Palindo Sakti	2014	PT Agro Palindo Sakti Estate	2014	South Sumatra	Certified
PT. Mentaya Sawit Mas	2014	Mentaya Sawit Mas 1, Mentaya Sawit Mas 2, Bumi Sawit Kencana 2	2014	Central Kalimantan	Certified
PT. Sinarsiak Dianpermai	2018	PT Sinarsiak Dianpermai Estate	2018	Riau	Stage 1
BBPOP (Benso Plantation)	2015	Benso, Benso Smallholder	2015	Ghana	Certified
PT. Murini Sam Sam	2015	Murini Sam Sam Estate	2015	Riau	Certified
PT Bumi Pratama Khatulistiwa	2016	Bumi Pratama Khatulistiwa Estate Buluh Cawang Estate	2016	West Kalimantan	Final Audit
PT Karunia Kencana Permaisejati	2015	PT. Karunia Kencana Permaisejati 1, PT. Karunia Kencana Permaisejati 2, PT. Karunia Kencana Permaisejati 3	2015	Central Kalimantan	Final Audit
PT Rimba Harapan Sakti	2015	PT. Rimba Harapan Sakti 1, PT. Rimba Harapan Sakti 2, , Sarana Titian Permata 1, Sarana Titian Permata 2, Sarana Titian Permata 3	2015	Central Kalimantan	Certified
PT Agronusa Investama Pahauman	2018	PT ANI Pahauman estate PT Pratama Procentindo	2018	West Kalimantan	-
PT. Agro Palindo Sakti 2	2018	PT. Agro Palindo Sakti estate, PT. Indo resin Putra Mandiri, PT. Daya Landak Plantation, PT. Putra Indotropical	2018	West Kalimantan	-
PT. Agroindo Indah Perkasa 2	2017	PT Agroindo Indah Perkasa Estate	2017	Bangko – Jambi	-
PT. Musi Banyuasin Indah	2018	PT MBI Sei Jarum estate PT MBI Sei Selabu estate	2018	South Sumatera	-
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard				
	The Certificate holder of does not cooperate with any other associate smallholders, however only recived from outgrowers under the same subsidiary of Wilmar International, which are PT PT Karunia Kencana Permaisejati and PT Bumi Sawit Kencana.				

2.0 ASSESSMENT PROCESS	
2.1 Assessment Team	
ASA-2	<p>1. Yudwi Wisnu Rahmanto (Lead Auditor) 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 Conservation, verify legal, land dispute and social aspect.</p> <p>2. Moh Arif Yusni (Auditor). Bachelor of Agriculture, majoring of Plant Pest and Diseases (Plant Protection). He has a working experience for 2 (two) years in oil palm Plantation Company in Indonesia. Trainings attended namely: Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course and Auditor / Lead auditor Management System Certification (ISO 9001-2008). Now he worked at Professional Certification Body. He has been several times following audit related to sustainable palm oil certification system as an auditor. During the assessment the Auditor verified occupational health & safety, social workers, Environmental aspects and SCCS</p> <p>3. Arif Faisal Simatupang (Auditor). Bachelor of Agriculture, from Department of Agriculture Agronomy, Faculty of Agriculture, University of Gadjah Mada. He has attended the RSPO Awareness Training, Indonesian Sustainable Palm Oil (ISPO) Auditor Training, Training of Management System Certification ISO 9001-2008, Training of Environmental Management System, Awareness of ISO 17021 and ISO 17065, and training of Management High Conservation Value (HCV). He has been 4 years of working experience as a Field Assistant on oil palm plantation companies in Indonesia. During the assessment he assigned to verify Integrated Pest Management, Best Management Practices, Good Manufacture Practices, management and Economic aspect.</p> <p>4. Asystasya Aishah Silalahi (Trainee Auditor) Bachelor from Agribusiness Department, Bogor Agricultural University. She has attended trainings, such as RSPO Awareness Training, Indonesian Sustainable Palm Oil (ISPO) Auditor Training, 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, occupational health & safety, and social worker.</p>
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	
2.2.1	Figure of person days to implement assessment
ASA-2	<p>Number of auditors: 4 auditor Number of days for ASA-2 at site : 3 days Number of working days for ASA-2 at site: 12 Working days</p>
2.2.2	Assessment Process
ASA-2	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Mentaya Sawit Mas to the requirements to the requirements of <i>National Interpretation of Principles and Criteria RSPO 2013 for Indonesia Juli 2016, approved RSPO Governors 30 September 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 E for CPO Mill).</i></p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the</p>

information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.

Some opportunities for improvement of the results ASA-2 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-3. Improvement of findings from main assesment findings were observed by auditors at this ASA-2 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-2.

The assessment program please find Appendix 2

2.2.3	Location of Assessment
ASA-2	<p>Number of units in this certification activity are two estates, which supply the raw material (FFB) to one palm oil mill. In conducting the assessment, the team of auditors 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. Based on this formula, the team of auditors determined that the sampling locations are one palm oil mill (MSM POM) and two estates (MSM 1 estate and MSM 2 estate).</p> <p>Mentaya Sawit Mas Mill</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 Station. Observation and interview with key personnel related to implementation of FFB grading system. 4. All processing station (Sterilizer, Hoisting Crane, Thresher, Pressing, Digester, Clarifier). Observation on FFB processing. 5. WTP Station. Observation on water management plan for Mill processing. 6. Boiler Station. Observation of renewable fuel using Fibers and shell, and interview of OHS implementation with key personnel. 7. Workshop. Observation on maintenance activities and interview with foreman related understanding of working procedure. 8. Warehouse complex (Chemical, material warehouse, and workshop). Observation and interview on environmental aspect, OHS implementation and understanding of working procedure. 9. Hazardous Waste Temporary Warehouse. Observation on hazardous waste management. 10. Emergency Response at Mill. Observation on emergency response facilities (hydrant hose reel) and drill. <p>MSM 1</p> <ol style="list-style-type: none"> 11. Boundaries Pole MSM-1 (BPN 28 Block 145; MSM 30 Block 156) all the legal boundaries are well demarcated, visibly maintained and appropriate with coordinates. 12. New Planting Area Block 130. Observation on new planting area 13. HCV Area Block 130. Observation about conservation Area 14. Warehouse complex (Agrochemical storage, Fuel and Lubricant Storage, Fertilizer Storage, Workshop). Observation and interview on environmental aspect, OHS implementation and understanding of working procedure. 15. Scheduled Waste. Observation on hazardous waste management. 16. Health Clinic. Observation on first aid mechanism, medical waste management and work accident record monitoring. 17. Creche and Daycare. Observation on facilities and interviewing related labour aspect and grievance mechanism to the person in charge. 18. Housing complex at. Observation on workers facilities, domestic waste management, temporary storage near division office.

19. **Emergency Response in Estate Unit.** Observation on emergency response facilities (fire extinguisher, water tank for fire fighting, etc.) and its mechanism.
20. **Circle and path spraying. Block 012 Division 1,** observation about spraying activity, OHS, and welfare aspect
21. **Harvesting. Block 032 Division 2A,** Observation on harvesting, FFB transport, OHS, and welfare aspect.
22. **Barn owl boxes, beneficial plant, Block 032, Division 2A.** Observation on nest condition and its monitoring, also beneficial plants
23. **Fertilizer application, Block 141, Division 2.** Observation on fertilizer application, dosage, OHS, and welfare aspect.
24. **EFB mulching application, Block 141, Division 2.** Observation on sandy soil management strategy by EFB mulching application.
25. **Immature oil palm, planting year 2016, Block 507, Division 2.** Observation on immature oil palm and legume cover crop.
26. **Immature oil palm, planting year 2017, Block 131, Division 2.** Observation on immature oil palm and legume cover crop.
27. **Peat Area. Block 101 Division 2.** Observation on peat management such as weirs, water level stake, and peat subsidence pole.
28. **POME Land Application, Block 030 Division 1.** Observation on POME land Application area, flat beds, dosage, OHS and welfare aspect.

MSM 2

1. **Fire Monitoring Tower Block 795:** observation about fire control and monitoring
 2. **Ocupation / garapan Area blok 616,** observation about agreement in occupation area.
 3. **Warehouse complex (Agrochemical storage, Fuel and Lubricant Storage, Fertilizer Storage, Workshop).** Observation and interview on environmental aspect, OHS implementation and understanding of working procedure.
 4. **Scheduled Waste.** Observation on hazardous waste management.
 5. **Health Clinic.** Observation on first aid mechanism, medical waste management and work accident record monitoring.
 6. **Creche and Daycare.** Observation on facilities and interviewing related labour aspect and grievance mechanism to the person in charge.
 7. **Housing complex at.** Observation on workers facilities, domestic waste management, temporary storage near division office.
 8. **Emergency Response in Estate Unit.** Observation on emergency response facilities (fire extinguisher, water tank for fire fighting, etc.) and its mechanism.
 9. **Boundaries pole MSM-2 (MSM 07 Block 424 P82; MSM A22 Block 397 O82; MSM A4 Block 369 N90),** all the legal boundaries are well demarcated, visibly maintained and appropriate with coordinates
 10. **HCV Area,** Riparian of Sungai Bakung. Block 364 (N80) Division 2C, observation on HCV area management
 11. **Harvesting. Block 592 Division 2B,** Observation on harvesting, FFB transport, OHS, and welfare aspect.
 12. **Manual weeding. Block 580 Division 2B,** observation of manual weeding, OHS, and welfare aspect
 13. **Fertilizer application, Block 577, Division 2B.** Observation on fertilizer application, dosage, OHS, and welfare aspect.
 14. **Peat Area. Block 565 Division 1B.** Observation on peat management such as weirs, water level stake, and peat subsidence pole.
- Eroton Stick Meter. Block 507 Division 1B.** Observation on erosion stick meter and sandy soil management

Stakeholders

15. Local Environmental Body of East Kotawaringin Regency.
16. Plantation Agency of East Kotawaringin Regency.
17. Labor and Transmigration Agency of East Kotawaringin Regency.
18. Penda Durian Village
19. Tanjung Bantur Village
20. Gender Committee
21. Employee Cooperative
22. Local Contractor

2.3 Stakeholder Consultation and Stakeholders Contacted	
2.3.1	Summary of stakeholder consultation process.
ASA-2	<p>Summary of stakeholder consultation process Consultation of stakeholders for PT. Mentaya Sawit Mas was held by:</p> <ul style="list-style-type: none"> • Public Notification where held 14 days before assessment on Mutu Certification International website: www.mutucertification.com (February 5th 2016). • Public consultation meeting with external stakeholders (February 14 th 2016), internal stakeholders by interviews and local stakeholders conducted by visits to villages and interviews with local peoples (February 16th 2016). Numbers of input from stakeholders were clarified by PT. Mentaya Sawit Mas.
2.3.2	Stakeholder contacted
	<i>Please find appendix1</i>
2.4 Determining Next Assessment	
	The next visit ASA-3 will be determined one year after this ASA-1 (February 2018)

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of MSM POM – PT Mentaya Sawit Mas, Wilmar International Ltd, operation consisting of One (1) mill and Two (2) oil palm estates.

During the assessment, there were three (3) Nonconformity were assigned against Major Compliance Indicators; one (1) nonconformities were assigned against Supply Chain Certification System; and eight (8) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor(s) in form of documentation evidences.

MUTUAGUNG LESTARI found that Wilmar International Ltd complied with the requirements of *National Interpretation of Principles and Criteria RSPO 2013 for Indonesia Juli 2016, approved RSPO Governors 30 September 2016 d Supply Chain Requirement for CPO Mill, November 2014.*

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

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
<p>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.</p>		
<p>1.1.1 Certificate holder has had a list of stakeholders comprising local government, village heads around the company, community leaders, NGO, universities, suppliers, contractors, banks. The lists are updated periodically and are available at each estate and mill. The list will be updated at least twice a year.</p> <p>Certificate holder has had procedures to provide information to outside parties (transparency) No. Doc. SOP 47/PR/(1)0211 valid since February 2011, which was developed by PR Manager and approved by general manager. This procedure give information about commitment on transparency with the entire stakeholders. The objective of this procedure is to ensure estate and mill provide information in correct and sufficient language for stakeholders, related to environment, social, and legal issues that related to RSPOs criteria. Encuring the management document is available for public, except for confidential documents or information, which will have a bad implication if published.</p> <p>This procedure has been communicated to stakeholders through letters and meetings in the period from January to February 2017. During the meeting, explained the mechanism of communication between the company and the communities as well as those responsible for communications. Consultation with the village of Penda Durian and village of Tanjung Bantur known that these two villages have been socialized and understand the information that is accessible to the public, and understand the mechanisms to obtain it through PIC of Bina Mitra (CSR). However, companies need to increase transparency regarding the output of workers to avoid a miss interpretation related to salaries (if necessary). (OFI).</p> <p>1.1.2</p>		

Documentation of stakeholder requests for information stored in the logbook that includes proposal and donation requests. Nevertheless, until the date of the audit, there is no request from stakeholders for company's documents (legal, environmental and social). Public consultation with Labour Agency and Environment Agency in Kotawaringin Timur Regency revealed that company have developed good communication and granted information for those agencies. Based on the results of the public consultation with agencies, local communities its known if companies respond to any requests for information quickly.

Based on the description above, it can be concluded that the certificate holder has provided enough adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO criteria in appropriate languages and forms.

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

Certificate holder has had a list of documents that can be accessed by the public. It is set in SOP for information grant to external party (transparency) No. Doc. SOP 47/PR/(3)0414 valid since April 2014, which explains the accessible document for public, such as: certificate, OHS programme, social and environmental impact assessment programme, documentation of HCV, plan for the reduction and prevention of pollution, complaints and complaints in detail, procedures negotiations, plan for continuous improvement, summary overview of certification assessment for companies that have been certified and human rights policy. There are letters from Section Head of External Relations of the information publicly accessible documents that are and have been disseminated to all stakeholders in the period of January to February 2017.

Status: Comply

1.3

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

1.3.1

Certificate holder has committed about ethical policies contained in code of conduct policy (No. 044/DIR-KP/XII/2015) effective since 15 December 2015. Code of conduct set the standards of behavior based on moral principles that exist and are used as a guideline in conducting business activities that includes a mechanism for the relationship between stakeholders. The policy has been communicated to the workers and contractors as a third party in January 2017. Based on interviews in MSM 1 Estate, MSM 2 Estate, and MSM POM, it is known that the workers understand this policy.

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

Certificate holder has the evidence of compliance with relevant legal requirements, divided into the aspect compliance of Environmental Licensing/Permit (AMDAL), OHS and employment, Plantation Permit and User Right Certificate. However based on documents verifications The Company has policies relating to workers' social security listed in Article 20 of the Companies Regulations Workers' Social Security. In the aforementioned article explains that the worker is composed of 4 guarantees, namely accident insurance (JKK), life insurance (JKM), pension (JHT), and pension (JP). The Company has an obligation to pay the fourth-labor warranty, while workers have a duty to pay JHT with dependents amounted to 2% and JP with dependents amounted to 1%.

Based on the study results in the maintenance employee paychecks MSM MSM 1 2 Real Estate and the period of December 2016 and January 2017 are known systems of remuneration based on the unit results (wholesale). Within the

parameters of payroll deductions, contributions JHT and JP borne by the employees respectively 2% and 1% of UMSK applicable.

Based on Government Regulation No. 46 of 2015 on the Implementation of the Old Age Security program (JHT) In Article 16, paragraph 1 states "JHT contribution of 2% is borne by the workers". While in chapter 17 verse 4 says "when wages are paid by the piece or unit of the result, the monthly wage as the basis for payment of dues JHT is calculated from the average wage last 3 months". Also in Government Regulation No. 45 of 2015 on Retirement Security (JP) in article 28, paragraph 3 states "JP fee of 1% is borne by the participants." Article 29, paragraph 1 says "the wages every month in the calculation of contributions consist of a basic salary and fixed allowance of the month". **Based on the explanation, raised the Non-Conformance No 2017.01 with Major category**

2.1.2

The company has a mechanism to identify, implement and evaluate the compliance with the law described in SOP "Identifikasi Peraturan Hukum dan Perundang-Undangan dan Mekanisme Evaluasi Pelaksanaan Pemenuhan Persyaratan Hukum Yang Berlaku dan Terkait No. SOP 08/CKP/(2)/0111, January 2011". This procedure has been explained about the PIC which is responsible for identifying the regulation and the PIC which is responsible for evaluating the rules. Based on this mechanism, the company identifies the type of legislation that must be met and classify in a group of Plantations Aspect (Legality), environment, OHS and the employment aspect

2.1.3; 2.1.4

All regulations are noted in the list of rules which are always evaluated regularly at least once every six months or if there are regulatory / latest requirements referenced. The latest evaluation was conducted in Decemer 2016. The evaluation is done because there is the latest regulation of Indonesian Minister of Manpower Regulation No. 06/2016 dated March 8th, 2016 about Religious Holiday Allowance (Tunjangan Hari Raya). The entire copy of the rules stored in the office of each unit, for example PT MSM can show a copy of Agrarian Ministry Regulation and Spatial Planning / National Land Agency Head No. 5 year of 2015, about Location Permit. The results showed that the management unit has met the OHS regulations related to the activities of oil palm plantations. Based on document verification obtained information the last internal audit for legal aspect performed on 8 -14 October 2016. Internal audit result its known that all of legal requirement has been accomplished.

The results showed that the management unit is in compliance with the regulations relating to the activities of oil palm plantations. Besides, the auditor observed few sample for legal compliance ie :**Land Use Title, Environment Legality** and manpower aspect. Based on interviews with relevant institutions (Plantation Agency, Labor Agency, Environment Body and National Land Agency) noted that the management unit has met the regulations related to the estate, employment and the environment

Certificate holder has adjusted the regulation changes such as minimum wage standard changes referring the decree of Kalimantan Tengah Governor about sectoral minimum wage standard t and provided accident insurance for personnel based on the applicable regulation

2.1.1	Status: NCR.2017.01 With Major non conformance
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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 (PT. Mentaya Sawit Mas) has documents showing legal ownership as Land Use Right (HGU) certificate No. 33 with area covers 16,370.815 Ha. The history of land tenure ownership and the actual legal use of the land are available. Validity period of the Land Use Right is upto 24 October 2040.

2.2.2

Based on field observation by auditor team, checking the sampled boundary poles using GPS tool GARMIN 62s: MSM-

1 (BPN 28 Block 145; MSM 30 Block 156) and MSM-2 (MSM 07 Block 424 P82; MSM A22 Block 397 O82; MSM A4 Block 369 N90), all the legal boundaries are well demarcated, visibly maintained and appropriate with coordinates.

Although PT. MSM has gained land rights legally, but in the area of company Land Use Title there is still many people using and cultivating illegally. To avoid the escalation of social conflict, the company continues to make an approach to the community in order to the participatory mapping and identifying the land tenure certainly. In its application, the auditor team saw there is no use of paramilitary force in the overall activities of plantation.

2.2.3; 2.2.4; 2.2.5

According to the information gathered from relevant agencies at Kotawaringin Timur Regency and sampled visit with local communities (village of Penda Durian and village of Tanjung Bantur), it was clearly informed that there is an absence of land dispute for the last 3 years. Local communities recognized that the company always held a periodical discussion and implementing FPIC process prior to make decisions in any ways. This mechanism was implemented and accepted by the parties involved, at least Chief (head of villages), Customary/Community Leader and Sub-District Head.

2.2.6

Also, based on direct interview with sampled workers and communities, it was known that the certificate holder has no evidence to instigate violence in maintaining peace and order in their current operations.

Generally, the certificate holder has complied with the right to use the land.

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

The certificate holder has map with appropriate scale showing the customary and user right within their legal permits. This map developed through participatory ways involving affected parties. The map namely “Peta Land Use, Skala 1:95,000 (dated 9 Feb 2017)” shown that an area of 2,479.32 ha was encroached by local communities within the company legal land. Anyhow, the certificate holder has a progress to identify the land owner through participatory map. During ASA-2, total area that have been identified and has a clearly land owner is 62.27 Ha, while the remaining area of 2,434.91 Ha is still working on progress. Onsite sample of the owner identification is presented below:



Figure 1. marking on enclave area

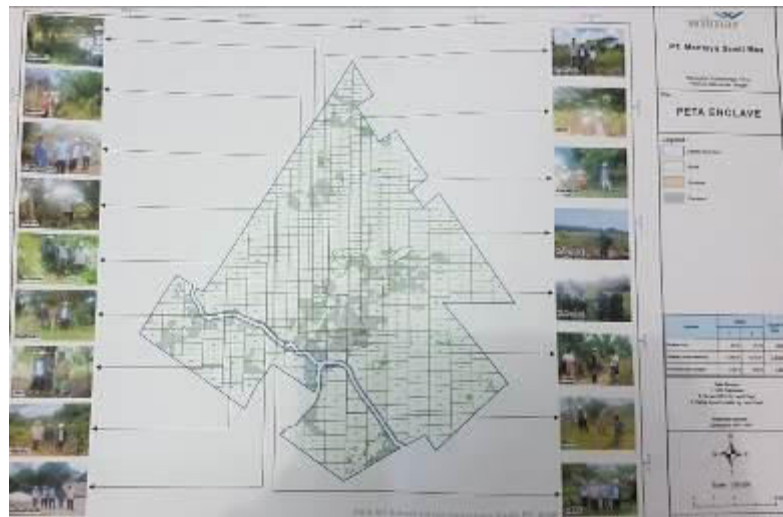


Figure 2. identification of enclave area with participatory map

2.3.2; 2.3.3; 2.3.4

Regarding the progress of compensation against the communities land that cultivated illegally within the company user right, in 2016 there are 44.89 Ha has been released to the company and agreed to be compensated. Most of that area is owned by community of Kawan Batu village and Pahirangan village. Copies of negotiated agreements including the

process of FPIC are proven and available in place. All the information explained in the agreements is in appropriate language (Bahasa Indonesia) and accepted by the affected parties. Process of land compensation has been appropriate with its procedure “SOP Panduan Teknis Perolehan Tanah/Pembebasan Lahan (SOP 29/BM/(0) 0409)”.

According to this, the certificate holder has applied the FPIC process to use the land for oil palm and does not diminish the legal, customary or user rights of other users.

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

Certificate Holder has had documents of corporate business plan for the long-term period of 2016 to 2020 which includes estimates of production, cost of production for plantation and mill, mills production projections of OER and KER, and other financial parameters including production cost and price forecasts. The plan is evaluated every year in the company's annual meeting, and will be updated if necessary.

3.1.2

Certificate Holder has no replanting programme for next five years due to the oldest oil palm is 10 years old with optimum productivity.

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

Certificate holder has had document of Agronomic Guideline valid since 2015 that was approved by Group Head of Plantation. This guideline is started from land clearing, plantation maintenance, harvesting, fertilization up to monitoring over harvesting quality through audit mechanism of quantitative agro-management system (QAMS). Furthermore, there is Processing Procedures effective since 1st May 2011, covering sortation, loading ramp, sterilizer, thresher, digester, press, vibrating screen, vacuum dryer, oil transfer pump, depericarper, nut silo, ripple mill, clay bath, kernel silo, boiler, generator, turbin, water treatment plant, preventive maintenance, emergency, laboratorium, POME pond, land application to material store in warehouse. The entire documents related to operation procedure has been well documented and available in each management unit in bahasa language.

Based on a field visit of harvesting in MSM 1 Estate and MSM 2 Estate, and FFB processing in MSM POM, the activities has complied with the related procedures. The harvester can explain well on correct harvesting procedures that particularly relevant to the criteria for fruit ripeness. Harvesters and workers in mill also explained about payment mechanism and obligation to use personal protective equipment (PPE) according to the HIRAC.

4.1.2

Certificate holder has the mechanism of procedures implementation's monitoring described in procedure of internal audit (No. STP Manual-001). Other forms of monitoring mechanism, among other Quantitative Agro-Management System (QAMS), Audit System Development Control (SDC), and agronomy internal audit (EMU Audit Report), and RSPO Internal Audit.

4.1.3

The records of QAMS, SDC, EMU, and RSPO internal audit reports has been documented. The entire aforementioned audit activities have been implemented to check the compliance between implementation and the applicable procedure. Internal audit is part of assessment criteria for personnel' performance. Certificate Holder presented the notes of audit improvement in a form of action plan. Action plan has been well documented in action plan record or folow-up of audit findings. Regarding to the audit finding, certificate holder needs to be monitoring the progress of decrease in harvesting interval to the specified standards. **Observation.**

Based on the description above, it can be concluded that the certificate holder's operating procedures are appropriately documented and consistently implemented and monitored.

4.1.4

PT Mentaya Sawit Mas received FFB from other wilmar group estate and not receiving from other outgrower (smallholders or independent outgrower), however the CH can identified each of the FFB sources.

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

Certificate holder has had procedure to maintain soil fertility that ensures optimal and sustained yield, that available in Agronomic Guideline. The procedures describes cultivation and maintenance of land cover crop, fertilization, POME land application, and empty fruit bunch mulching application. Field observation at MSM 1 Estate, Block 141 and MSM 2 Estate Block 577, showed that certificate holder has undertaken NPK fertilizer dose 1 kg/tree that is appropriate with fertilization recommendation. The workers use a cup that has been calibrated by supervisor. The workers could demonstrate the proper fertilization procedure, moreover they wore adequate PPE. There is no symptom of nutrient deficiency at the blocks that have been visited.

4.2.2

Records over the fertilization have been detailed recorded in Monthly Manager Report, including the ratio of any type of fertilizer per ton EFB. Inorganic fertilizer used are NPK, kieserite, dolomite, urea, ZA, MOP, RP, and borate. Based on document verifications, it's known that fertilization activities on first and second semester of 2016 were monitored accordance with the recommendation.

4.2.3

Certificate holder has routinely monitored the changes on the nutrient status based on the periodically soil and leaf analysis. Leaf sampling picking is conducted annually, meanwhile, soil sampling analysis is conducted every 15 years. Soil analysis is conducted in 2007 by Param Agricultural Soil Surveys (M) Sdn.Bhd with an objective to find out the availability of soil nutrient, which is used as cultivation media for plam oil crop. The report attaches laboratory analysis result over soil sampling in each sampling locations with the measured parametes such as: texture, acidity (pH), the C, N, P, K, Mg, Ca, Na, BS, CEC, Al and H composition. Leaf analysis is conducted annually by EMU Laboratory Lab. The observed parameters, such as for major element N, P, K, Mg and Ca as well as minor element such as: B, Cu, Zn and Fe. Soil analysis in 2016 has been conducted and the result has been issued on fertilizer recommendation of 2017.

4.2.4

Certificate holder has implemented nutrient recycling strategies such as EFB mulching and POME land application. Field observation at MSM 1 Block 141, the EFB application with dose of 40 ton/ha arranged in a square shape between trees. Meanwhile there is no sewage leak of POME land application at MSM 1Block 030. Both EFB mulching and POME land application have been implemented based on the procedure.

Overall, certificate holder has strategies maintain soil fertility that ensures optimal and sustained yield.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

Certificate holder has a map of peat soil types based on the survey by EMU Department in 2016. For the estate of MSM 1 with a scale of 1: 50,000 are identified 204 hectares of shallow peat soil, while in the estate of MSM 2 with a scale of 1: 55,000 are identified 347 hectares of shallow peat. The company also has a marginal soil map in the form of Sandy area map (sandy area) semi-detailed soil survey by Param Agricultural Soil Surveys (M) SDN.BHD in 2007 known MSM 1 estate with a scale of 1: 50,000 there is Buso soil class (60.78 ha), Miri (364.08 ha), and Lemongrass (3148.93 ha),

while in MSM 2, map with a scale of 1: 55,000 there is Buso soil class (186.26 ha), Miri (678.48 ha), and Lemongrass (1,072.24 ha).

4.3.2

Based on the identification result in the slope map of SRTM3 in 2006 known that the company area is located in the area with a slope of 0-6° with a flat classification, so not required specific strategy in areas with a certain slope. However, the company continues to monitor erosion in areas with sandy soil category by installing erosion pole in each division, it refers to the SOP of Manual measurement of soil erosion document No. SA 08 / EMU / (0) / 0911 valid since August 2011. Based on the monitoring results of the erosion pole as for example in MSM 1 estate block 141 and MSM 2 block 507 known there is no erosion. From the results of field visits in the estate of MSM 2 Block 507, the erosion pole does not show any erosion.

4.3.3

Road maintenance program contained in document of Work Program of 2016. Currently road maintenance is by road grader and road hardening. From document known that the road maintenance has been well conducted. In general based on field observations, main roads and collection roads in MSM 1 and MSM 2 Estate are in good conditions. The drainage system is well organized to ensure passable in all weather conditions. The results of field visits in MSM 1 Estate and MSM2 Estate the roads is in good condition and well maintained

4.3.4

The company has had procedure of management and utilization of peat soil (No. SA03/EMU/(4)/1215) valid since December 2015, describes the technical monitoring of ground water levels and peat subsidence. Peat management has been implemented such as water availability in canal by building and monitoring weirs 4 units in MSM 1 Estate and 1 unit in MSM 2 Estate, other than that 3 units of subsidence stake in MSM 1 Estate and 3 units in MSM 2 Estate. Field observation in MSM 1 Estate Block 101 and MSM 2 Estate Block 565, the water level indicate 55 cm and subsidence stake are well maintained. Records shows that the declining average of peat soil in 2016 is almost zero.

4.3.5

Based on document's review, the oldest planting year is in 2007 (cultivated age is 10 years old). Certificate holder does not have replanting programme in a short time.

4.3.6

Based on field observation is known that certificate holder has several strategies to manage sandy areas with low organic material. Field observation in MSM 1 Estate Block 141, certificate holder implemented several strategy such as EFB mulching application with a dose of 40 ton/ha/year, furthermore selective weeding and soft weed management such as *Neprolephis bisserata* to maintain soil mousturiser an minimising the evaporation.

Status: Comply

4.4

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

4.4.1

The results of verification of documents the company has had a water management plan documents. Inside the document describes about the identification of water needs, water availability, water needs calculation, water resources, water quality testing and efforts / water saving measures.

4.4.2

Based on the river map of PT MSM There are some streams that are located and across the company's operation area including Ngabe river flow, Kajang River, Bakung River, Geronggang River, Danau Haur River, Cancang River, Kapar River. Based on the results of field visits in Bakung riparian known that there was no indication of chemist application along the riparian. The company has marked the riparian border and there is a sign board of HCV areas identity, protected species and restrictions of undermine the HCV area. The management unit has also been planting woody

plants and maintaining ground cover vegetation such as *Nephrolepis sp.*

4.4.3

Effluent produced by the mill is managed on Waste Water Treatment Plant (WWTP) before it is applied to the estate. Examination of documents showed that the effluent quality monitoring is conducted regularly every month by UNILAB PERDANA - Jakarta. Results of testing for the last three months before the assessment (October to December 2016) showed that all the test parameters are met the quality standards.

4.4.4

Based on field observations in the mill, the management unit has been measuring the use of water used by the mill in operational activities and domestic needs. There is flow meter installed in the reservoir and in the water treatment plant (WTP). The volume of water used routinely documented every day. The results of the examination of documents known that the needs of water for every tons of FFB is 1.10 M3 / Ton FFB and the use of water is under the budget has been set.

Status: Comply

4.5

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

4.5.1

Integrated pest management program is based on Agronomy Guideline of 2015 chapter 8 regarding to integrated pest and disease management. Certificate holder undertakes the management actions based on the pest detection and census. Moreover, there is palm oil pest and disease detection and census procedure (SA 02/EMU/(01)/0710 on 01st July 2010 with an objective to ensure pest and disease program can be periodically and sustainably implemented.

Based on the recapitulation of rat dan leaf eater caterpillars census on second semester 2017, it is known that there is no rat and leaf eater caterpillars infestation over the economic threshold. Field observations on harvesting activities in MSM 1 and MSM 2 Estate indicate that there is no symptom of leaf eater caterpillars infestation in the canopy, nor rat infestation on FFB's harvested.

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 to control rat infestation. The barn owl box monitored at least once a month. The monitoring parameter are the existing of barn owl in the boxes, left food, sign of reproduction such as egg or owl. Field observation at MSM 1 Estate Block 032 is known that barn owl box was in good condition and occupied. Beneficial plant such as *Turnera subulata* dan *Antigonon leptosus* in main road and collection road were well maintained.

4.5.2

Pest and disease management training conducted by research department in 17 November 2016, followed by 32 personnel. The training material related to detection and census, biological control, mechanical control, chemical control, as well as beneficial plant. Based on interview with workers, confirmed that workers has understood on IPM aspect i.e.: methodology census, type of pests and diseases and management controlling.

Status: Comply

4.6

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

4.6.1

Certificate holder using the licensed pesticide in pesticide commission in Ministry of Agriculture. Based on document's review and observation in agrochemical warehouse, the pesticides are Glisat 480SL (*Isopropilamina glyphosate*) to control broad leaf weed and narrow leaf weed, Tiara 20 WG (*Metyl metsulfuron*) and Garlon 480 EC (*Triclopyr butoksi etil ester*) to control broad leaf weed.

4.6.2

Certificate holder has documented pesticide utilization that recorded product name, active ingredients, LD50, percentage of active ingredients, total application, total active ingredients, hectare application and active ingredients per hectare application. This document is constantly recorded and updated by Estate Sustainability Officer each month. For instance in MSM 1 Estate, pesticide utilization of *Glyphosate* throughout 2016 amount 105 gr/ha, whereas in MSM 2 Estate 104 gr/ha.

4.6.3

Certificate holder has implemented integrated pest management in order to reduce pesticide usage. Several IPM program with biological approach that has been implemented such as rat control by *Tyto alba* and leaf eater caterpillar control by planting beneficial plants. Certificate holder implemented selective spraying and utilize *Neprolepis bisserata* as the host of predator of leaf eater caterpillar. Based on document review, field observation, and interview with the workers, it's known that there is no use of pesticide for pest and disease control.

4.6.4

Field observation in agrochemical warehouse and document's review revealed that company has a commitment not to use paraquat since 2011.

4.6.5

Handling, use or application of pesticides have been done by people who have received training in handling toxic chemicals and dangerous. For example best practices spray training which was held on 13 Oktober 2016. Training discusses how spraying in accordance with procedures, the importance of using PPE when working, also conveyed an understanding of the RSPO. Pesticides have been applied according to the label on the MSDS. The results of the field visit, it is known that there are workers who apply pesticides active ingredient glyphosate. The worker use PPE's in accordance with MSDS.

4.6.6

Certificate holder has procedure of pesticides storage and ex pesticides container which explains that pesticides must be kept in a special storage and its ex container must be put in hazardous waste temporary house. Based on field observation to agrochemical storage, it is known that pesticides is kept in special storage and the mixing place is provide with water trap. Ex pesticides container is kept in hazardous waste temporary house. Based on field observation to housing complex, ex pesticides container can not be found in employee's houses which used for other purposes.

4.6.7

The results of field observation in warehouse and spraying activities in MSM 1 and MSM 2 Estate, it is known that the employees have been given regular training in 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 worker also using personal protective equipment in accordance with specified hazard identification and material safety data sheet such as mask, gloves, safety shoes, apron and goggles.

4.6.8

Based on a review of documents and interviews with management staff, it is known that certificate holder did not applied any pesticide aerially.

4.6.9

Certificate holder has conducted spraying technic training for sprayer. Management has documented the training into minutes of meeting, list of attendees, and activity photos. Based on interview with the spraying worker, they understand the technic in conducting spraying.

4.6.11

Certificate holder has a regularly medical check up programme for maintenance worker in MSM 1 & 2 estate. Based on interview with the spraying worker, it is known that they've been examined for medical examination regularly for cholinesterase. Based on result of medical examination, all the workers are in normal condition. The result was notified to the workers whether they are healthy or need other treatment.

4.6.12

Certificate holder has policy not allowing pregnant and nursing worker to work which is related to the chemical No. 016/GM/VIII/2009 dated 26 August 2009. Pregnant worker identification is conducted through family planning data of workers. Based on interview with spraying worker, if they were pregnant, they will be transferred to a job that is not related to chemical.

Status: Comply

4.7

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

4.7.1

Certificate holder has policy on occupational health and safety signed by Country Head dated 22 May 2015 and written in Indonesian language. The policy explains that management is responsible in minimize all occupational risks in workplace. EHS officer has socialized the policy and gave briefing related to health and safety in workplace. Based on interview with worker in agrochemical storage MSM 2 estate, it is known that he understands about this policy and knows the occupational risks for his job and how to minimize the risk by wear PPE during work.

Based on interviews with employees fertilization partly also worked as an operator spraying in block 577 Division 2B obtained the information contained three gang spraying in MSM 2 Estate. The results of document review and field visit in mind that the company has provided a washing and storage of operator work tools and PPE spraying in Central Housing for two gang spraying.

Explanation of the management mentioned that there is a spraying gang who lived in the Housing Division 2B / 2C MSM 2 Estate. However, based on the results of field observations in mind that the housing is not available washhouse and storage facilities work tools and PPE spraying operator.

In this regard, the company has not shown the implementation of policies to ensure the location K3 laundering and storage of working tools and PPE spraying operator placed in a safe and not harmful to the workers / residents of the housing. **Based on the explanation, raised the Non-Conformance No 2017.02 with Major category**

4.7.2

Certificate holder has risk conducted risk identification which recorded in Risk Assessment 2016. This document is reviewed annually. In these identifications including hazard and risk of any part or operation unit at the mill and then presented the control that has been done and the risk analysis that may still appear after the controls so it is necessary to control the rate conditions continued until the risk can be accepted by the management. Based on interview with WTP worker in MSM POM, it is known that he knows the potential occupational risk and how to minimizw the risk. There are also MSDS for agrochemical and PPE signboard in each estate and POM.

4.7.3

Based on interview with worker in MSM POM, it is known that certificate holder has given internal training for safety work, such as first aid training by company doctor. Certificate holder also provided PPE for every worker in accordance with the risk identification and documented the handover. They also provided with PPE exchange if it broken with the requirements that the employee can showed the broken PPE before exchanged for a new one. This is in accordance with the results of interviews with the employee such as officer of POM grading, processing operator in the POM, harvest workers, sprayers and fertilizer who recognized that the broken PPE will be exchanged with the new one.

4.7.4

Certificate holder has guiding committee for occupational health and safety organization and personnel in charge on implementing the occupational health and safety program for estate and POM. The secretary of this committee is the OHS general expert. In order to ensure that the OHS program has been implemented effectively, the board of Guiding

Committee of Occupational Safety & Health performs a monthly meeting with workers. The meeting is documented in minutes of meeting and list of attendees.

4.7.5

Certificate holder has an emergency response system, contained in document SOP of emergency response procedures - emergency response team (TPKD) Documents No. SOP 02 / EHS / (0) / 0409. Emergency state such as fires and natural disasters also explained in this document. For every work accident is documented in notification form for work accident and investigation incident form. This document is attached in Guiding Committee of Occupational Safety & Health organization also conducts quarterly periodic reporting of Guiding Committee of Occupational Safety & Health to the Labor Agency shown in the example of report acceptance in the period from October to December, 2016 MSM estate. Based on field observation in estate and POM, First Aid box which monitored regularly. As for the operational activities in the field, supervisors was carrying first aid kits during his work in the field, and mill was also equipped with first aid kit.

4.7.6

Certificate holder has showed the worker and health insurance (BPJS) for every worker. Sampling document of payment insurance was proven during the audit. Payments are made every month by percentage according to the rules. Based on interviews with spraying personnel in MSM Estate, that workers have registered by Certificate Holder became a member BPJS Employment.

4.7.7

Certificate holder monitors the work accident by using the lost time accidents matrix. They recorded the LTA in one year period. This document informs the time period, the 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, total employee, frequency rate, lost time incident rate, and severity rate.

4.7. 1	Status: NCR.2017.02 With Major non conformance
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4.8

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

4.8.1

Certificate holder has had training program for worker in the period of 2017. The training is targeted for all workers. The training that held in 2016 has documented in minutes of meeting, list of attendees, and activity photos. The employee training programs include fire extinguisher training, basic training of environment and OHS, Best Agriculture Practices Training, First Aid training and Fertilization Training.

4.8.2

Worker training record is kept in everyone personal files. Based on interviews with workers, it is known that workers have been trained in accordance with the work being performed.

	Status: Comply
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PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity

5.1

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

5.1.1; 5.1.2

The company has an environmental document in the form of EIA of Plantation and Processing Mill of Oil Palm Development covering an area of 15,500 ha with the mill capacity is 90 Tons of FFB / hour. The company has a document of viability based on the Decree from East Kotawaringin Regent No. 660/01/BLH/IV/2009 on April 27, 2009. these documents discusses the impact that might have caused by the company's operations such as land acquisition, construction of roads, creation of infrastructure, creation of processing mills, land preparation, crop management, oil palm planting, development of conservation areas, etc. that documents also discuss the management plan and monitoring plan that should be done by the company

5.1.3

The Company has a record evidence of environmental management report periodically and has implemented the entire management and monitoring, as required under the EIA document (Environmental Management Plan / Environmental Monitoring Plan). report described realization of monitoring and management of the environment in accordance with environmental parameters in the Environmental Management Plan - Environmental Monitoring Plan and ordered by regulations. The results of a public consultation with the Environment Agency in Kotawaringin Timur regency its known if the mpany has made environmental management and there is no issue of pollution caused by the company's operational activities.

Until the surveillance activities I is conducted there is no change in the scope and operation of companies that could lead to a revision of environmental documents (EIA and parent Document of Environmental Management Plan / Environmental Monitoring Plan). But the company has had a review of environmental management and monitoring plan for period 2016 -2017

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; 5.2.2

PT MSM has had the outcome document of HCV identification that is HCV Assessment Report of The Wilmar Central Kalimantan Project, February 2009. Identification of HCV conducted by the Malaysian Environmental Consultants, Sdn Bhd. Based on the document known that the identified HCV areas are covering an area of **3,899.99** hectares. The assessment team is RSPO Approved HCV Assessor.

Attention in the conservation aspects, PT. MSM has done some assessment in cooperation with several conservation organizations including:

1. Survey Biodiversity by WWF in 2007.
2. HCV assessment by MEC, June 2008.
3. Survey of Orangutan population by Conservasionist Expert Wilmar Group in 2010.
4. Survey of Biodiversity by Zoologi Society of London (ZSL) in 2009 to 2012.
5. Central Kalimantan provincial government cooperation with PT. MSM and the Borneo Orangutan Survival Foundation (BOSF) in the Program of Best Management Practices (BMP) for Orangutan Protection and its Habitat in Wilmar Palm plantations. Agreement No. 02 / PKS-KSD / KTG / 2013; 02 / DIR-MSM / XII / 2013; 02 / YBOS / I / 2013, dated January 9, 2013. Signed by the Governor of Central Kalimantan, PT. MSM and BOS Foundation. SK of Cooperation Extension: No: 09 / PKS-KSD / KTG / 2015; 001 / MSM / ADM / BM / XI / 2015; 419 / YBOS / XI / 2015, dated November 25, 2015. The period of cooperation: 2 years since it was signed.

The identification results of Population Survey, Distribution and Orangutan Borneo Habitat in WILMAR Group Region of Central Kalimantan Project in 2007. Compiler Team, among others: APAPI, University of Tanjungpura, JARI Central Kalimantan-Social NGO, WWF-Indonesia. The type of Orangutan which is identified from the species of *Pongo pygmaeus wurmbii*. The results of the identification known the number of the nest as many as 24 nests with an estimated population of about 2.05 live / km².

While the results of the population assessment and habitat of orangutans conducted internally by the Wilmar Group Research Manager in the period of April to September 2010, concluded that the estimated population of orangutans as many as 1.07 individuals / km². Or equal with 42 individuals in the area of 3,937.43 ha of HCV area in PT. MSM. The method used in this assessment include: field study in 14 transects, observations through the presence of nests with different level of classes and population density calculation. Each of transect line with the size of 1 km (length), except 1 transect with a length of 950 meters. From 14 transect observation, the highest nest densities are in the transect 3

amounted to 37 nests found and were dominant in the peat swamp habitat. But the company is likely to present the data from routine monitoring of animal species Threatened and Endangered Species (especially Orangutan) in the HCV area which are interpreted in the form of a map. It serves to determine the distribution and populations of these species nest, so that it can contribute to the determination of policies to implement the management plans of HCV to be better. **OFI 05**

5.2.3

Management plan of the steps in the protection of these animals have been described in the Report Management Plant Realization in 2016 and Realization of Management Plan in Riparian Management. The actual implementation of the measures to protect the important species of orangutan through the socialization of HCV at 5 related Village on 18 – 26 January 2017. Pahirangan Village, Penda Durian Village, Baampah Village, Tanjung Bantur Village and Kawan Batu Village. Program conducted is Training of Participatory Mapping, Best Management Practices Program to the survival of HCV area, especially in the presence of Orangutan on January 29 to 30, 2015. While the socialization for plantation workers was conducted on 16 January 2017 in MSM 1 Estate.

5.2.4;

In addition, the seriousness evidence of PT. MSM in the protection of orangutans are done in the form of meetings about the discussion regarding to the signing of a Memorandum of Understanding related to the Management of HCV in PT. MSM between BOSF, Provincial Environmental Agency, District Forestry Agency, Company Representative and Village Chief of Tanjung Bantur Village, Batu Kawan Village, Baampah Village, Penda Durian Village and Pahirangan Village (September 9, 2015).

The majority of the identified HCV area to ensure the availability of food and habitat for Orangutan is still in good condition and well maintained. Threat to important species including: land use by communities in the Land Use Title and is in the region of HCV, especially in riparian. In addition, the number of illegal mining's activity in the area as a corridor of Orangutan by irresponsible people.

5.2.5

Based on the results of the verification documents, field observations and public consultation is known that there are areas of HCV still controlled by the community. Related to that the company can show Memorandum of Understanding (MoU) with the Village of Kawan Batu, Village of Baampah, village of Tanjung Bantur, village of Pahirangan and Village of Penda Durian on May 21, 2014 who stated that all the parties understand about conservation area in this case are High Conservation Values that are within HGU PT MSM and also including into administration of each village. The certificate holder have a opportunity to conduct participatory mapping to all HCV area who controlled by the community.

(OBSERVATION)

	Status: Comply	
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5.3

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

5.3.1; 5.3.2

The results of the examination of documents the company has identified the sources of waste and pollution which explains the source / activity and types of waste / pollution generated (Hazardous Waste / Non Hazardous or GHG emissions). Based on the results of field visits and document verification of waste management conducted by the company, among others:

- POM solid waste in the form of shells and fibers are used again as fuel for the boiler while the EFB is used as fertilizer
- Effluent is used for land application
- Domestic waste is collected and disposed to the landfill regularly once a week

- Hazardous Waste is stored in the Licensed Hazardous Waste Temporary Warehouse to be sent to the licensed third party.

5.3.3

But based on the results of document verification of "Estate Waste Identification and its management", the management of Hazardous waste is stored in Hazardous Waste Temporary Warehouse, then sent to the Collector, while for Medical Waste (Infectious) is sent to the regional hospital.

Status: Comply

5.4

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

5.4.1

The efforts made by the company to make the efficiency use of fossil fuels, among others with shells and fiber utilization as fuel for the boiler. The results of document verification showed that the use of fiber and shell as fuel for the boiler can saved the use of diesel fuel up to 68.92% in 2016

Status: Comply

5.5

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

5.5.1 & 5.5.2

The Company has established policies and procedures for land clearing without burning outlined in the procedure of land clearing / preparation of new land clearing which is described the process of land clearing without burning. The results of the document study, public consultation and field visits at MSM 1 Estate Blocks 130 shows that New Planting activities have been conducting mechanically.

Status: Comply

5.6

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

5.6.1

The certificate holder has had document assessing pollution and emission sources, including gaseus, particles, soot emissions and effluent, as presented in table below:

Activities	Waste Type		GHG Emissions
	Non Hazardous	Hazardous	
Pesticide application		Spill of agrochemical	CO ₂ , CH ₄
Fertilizing		Fertilizer sacks Inner plastic of fertilizer sacks	CO ₂ , N ₂ O
Harvesting and frond prunning	Loose fruit sack used Palm frond		CO ₂ , CH ₄
EFB application and decanter cake			CH ₄
Trunk injection (eradicating of oil palm trees) for replanting		Lubricant spillage Agrochemical spillage Agrochemical containers	CO ₂
Receiving and Storage		Used sacks	CO ₂ , N ₂ O

of Agrochemical		Agrochemical spillage Fertilizer spillage	
Operational and Maintenance of Power Generator		Oil Filter used Fuel Filter used Dirty fuel Lubricant used	CO ₂
Transportation of agrochemical and fertilizer	Fertilizer spillage	Agrochemical spillage	CO ₂ , CH ₄ , N ₂ O
Fuel transportation		Used Fuel Used Fuel containers	CO ₂
Vehicle maintenance	Tyres used Sparepart used	Lubricant used Battery used Rags used Oil Filter used Lubricant container	CO ₂
Collecting and transportation of domestic waste	Degradable waste, plastic waste and metal waste		HCFC, CO ₂
Hazardous waste management			CO ₂
Construction of Infrastructure	Wood, metal, glasses, plastic wastes.		CO ₂
Office Administration	Plastic, paper and glasses waste.	Printer and lamp tube used	HCFC
Herbicide mixing		Herbicide containers Herbicide spillage	CO ₂ , CH ₄
Boiler chimney	Smoke emission		SO ₂ , CO, NO ₂ , H ₂ C
CPO and PK Transportation	Air pollution		SO _x , CO ₂
POME management	GHG emission		CH ₄

5.6.2

Plan to reduce or minimize the significant pollutants and GHG emissions were implemented by the certificate holder through periodically test for air pollution, POME management, agrochemical use in properly dosages, maintain the HCV area as crop sequestration. Also, during the field observation in MSM POM complex, the certificate holder has started to build the Methane Capture installation as part of plan to reduce and minimize a significant pollutants and GHG emissions.

5.6.3

GHG Calculation of MSM POM for year 2016 has been calculated using RSPO PalmGHG Calculator version 3.1 and reported to the RSPO through an email dated 7 February 2017. The summary of GHG calculation is presented below:

Summary of Net GHG Emissions MSM POM

Emissions per Product	tCO ₂ e/tProduct
CPO	2.59
PK	2.59

Extraction	%
OER	22.2
KER	4.23

Production	t/yr
FFB processed	143,708.453
CPO produced	31,907.125

Land Use	Ha
OP planted area	27,597.94
OP planted on peat	1,748.91
Conservation (forested)	0
Conservation (non-forested)	1,868.77
Total	

Summary of Field Emissions and Sinks

	Own Crop		Group		3 rd Party		TOTAL	
	tCO ₂ e	tCO ₂ e /ha	tCO ₂ e	tCO ₂ e /ha	tCO ₂ e	tCO ₂ e /ha	tCO ₂ e	tCO ₂ e /ha
<i>Emissions</i>								
Land Conversion	52237.68	7.12	5598.96	6.74	0	0	57836.64	13.86
*CO ₂ Emissions from Fertiliser	5174.92	0.71	699.2	0.81	0	0	5874.12	1.52
**N ₂ O Emissions	12466.51	1.7	1043.12	1.16	0	0	13509.63	2.86
Fuel Consumption	1944.61	0.27	295.85	0.29	0	0	2240.46	0.56
Peat Oxidation	42448.23	5.78	2267.23	2.59	0	0	44715.46	8.37
<i>Sinks</i>								
Crop Sequestration	-	-9.36	-	-9.36	0	0	-76871.4	-18.72
	68706.61		8164.79				0	0
<i>Conservation</i>								
Sequestration	0	0	0	0	0	0	0	0
Total	45565.34	6.2	1739.57	2.24	0	0	47304.91	8.44

Summary of Mill Emissions and Credits

	tCO ₂ e	tCO ₂ e/tFFB
<i>Emissions</i>		
POME	50250.94	0.35
Fuel Consumption	931.72	0.01
Grid Electricity Utilisation	0	0
<i>Credits</i>		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	51182.66	0.36

Palm Oil Mill Effluent (POME) Treatment

Divert to compost	0 %
Divert to anaerobic digestion	100 %

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond	100 %
Divert to methane capture (flaring)	0 %
Divert to methane capture (electricity generation)	0 %
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	
<p>Social impact assessment (SIA) of PT. Mentaya Sawit Mas has been conducted by LKS Pride Center consultant in March 2012. This assessment conducted in 6-16 February 2012 with participation of affected parties, such as: workers, business partner and local communities. Methodology used during this assessment is through Primary and Secondary Data collecting. For Primary Data collecting, the assessment using Focus Group Discussion, workshop and participatory mapping by interview with participants. The affected parties that involved during the SIA assessment are: Village of Ba'ampah (9 Feb 2012 – 55 attendants); Village of Kawan Batu (10 Feb 2012 – 54 attendants); Village of Pahirangan (13 Feb 2012 – 20 attendants); Village of Penda Durian (11 Feb 2012 – 14 attendants) and MSM workers (9 Feb 2012 – 100 attendants).</p>	
6.1.3	
<p>Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, the certificate holder made the plan based on social impact assessment, through consultation with the affected parties. It's documented in "<i>Rencana Program Community Development dalam rangka CSR tahun 2016</i>". Monitoring and evaluation of the implementation program also made by participating local communities. The local villagers is able to make their comments or input in the questionnaire template and will be collected by Bina Mitra officer.</p> <p>The certificate holder has complied with the social impact program and following the participatory ways for its implementation.</p>	
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	
<p>The company has procedure of Implementation Mechanism Communication and Consultation With Community (SOP 35/PR/1/0614, Revision 2, dated on 5 May 2015). These procedure was explained of communication mechanism between the company and stakeholders. In this procedure also was explained that the company will communicate or consultation with the communities, the manager unit will send the letter to Head of Village and the company will waiting for respond by the community till three weeks as deadline. There was showed record of consultation or meeting between the company and the community in related to socialization of those procedure in the Village of Penda Durian and Tanjung Bantur in January 2017.</p>	
6.2.2	
<p>Certificate holder has Publik Relation Officer for communication process with stakeholders. The officer will be responsible as public speaker and communication process with the related parties.</p>	
6.2.3	
<p>Certificate holder has of Stakeholder List and their detail address periode of January to July 2017. These document was categorize each of stakeholder, comprise of the government agencies in province and regency, sub district and village</p>	

<p>government level, communities representative, customary representative, non government organization, bank, hospital, university and local contractors. Certificate holder also showed the documentation of socialization related to transparent method and communication and consultation to the Village of Penda Durian on 27 January 2017, and Village of Tanjung Bantur on 24 January 2017.</p>	
<p>Status: Comply</p>	
<p>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.</p>	
<p>6.3.1 The mechanism, open to all affected parties and resolve disputes management in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers (where requested) are presented in their procedures “SOP/34/PR/(1)/0614 tentang Tata Cara Penerimaan Keluhan dan Penyelesaian Perselisihan Khususnya Sengketa di Luar Pengadilan” and “SOP Keluh Kesah dan Pengaduan Karyawan (SOP 42/HRD/0/ 0609)”.</p>	
<p>6.3.2 Records of process and outcome of dispute resolution is documented in “Logbook Keluhan”. Based on information during interview with sampled workers and several communities (Penda Durian villagers and Tanjung Bantur villagers), there is no dispute presence in year 2016. Both the workers and communities will contact the persons who in charge to resolve the disputes (if any). Bina Mitra officer, Estate Manager or Field Officer is a person in charge to receive any complaints or disputes from internal/external stakeholder. The certificate holder is consistently to implement their procedures for dealing with complaints and grievances.</p>	
<p>Status: Comply</p>	
<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 The certificate holder has had a procedure for identifying legal, customary or user rights, and for identifying people entitled to compensation in “SOP Panduan Teknis Perolehan Tanah/Pembebasan Lahan (SOP 29/BM/(0) 0409)”, which referring to decision of the Constitution Court (if any). This procedure also describing for calculating and distributing fair compensation.</p>	
<p>6.4.3 Regarding the progress of compensation against the communities land that cultivated illegally within the company user right, in 2016 there are 44.89 Ha has been released to the company and agreed to be compensated. Most of that area is owned by community of Kawan Batu village and Pahirangan village. Copies of negotiated agreements including the process of FPIC are proven and available in place. All the information explained in the agreements is in appropriate language (Bahasa Indonesia) and accepted by the affected parties.</p>	
<p>Status: Comply</p>	
<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 Certificate holder has work agreement for all type of worker. There is provision regarding wages in the work agreement. The minimum wage is referred to the regulations of Central Kalimantan Governor No. 24 Year 2016 about District Minimum Wage and District Sectoral Minimum Wage in 2017 for Kotawaringin Timur Regency. Based on payslip review it is known that the wage received is in accordance with the applicable provisions.</p>	
<p>6.5.2 Certificate holder has company regulation period of 2016 – 2017. This regulation has conformed to the applicable</p>	

manpower regulation in Indonesia and has been written in Indonesian Language. It explain about company and workers duty and rights. In the article 25 stated that the responsibility of worker is obey supervisor's order and guidance. This document has been socialized and the material of this socialization is now allowing other people to work if it is not legally registered in the company. In article 25 on Responsibility and Liability, point 9.1 states that "workers are required to comply with the orders, instructions and guidance of superiors related to the job duties earnestly and as well as possible". The company regulations have been socialized to workers on January 27, 2017 through Rowcall. The material of the socialization of one of them is not allowed to work in the company if it is not legally registered in the company.

During field visits in harvesting activities in MSM 2 Estate Division 2B Division 1B Block 592 and Block 519, found the existence of workers who take family members (wife / children) for helping work for harvesting. Interviews and document verification employee list, it is known that a family member is not registered as an employee of the Company.

On that basis, the company has not been able to show evidence of monitoring and evaluation related to the implementation of the results of socialization. Based on the explanation, raised the Non-Conformance No 2017.03 with Major category

6.5.3 & 6.5.4

Based on the results of field visits known that the company has been providing housing facilities, lighting, water, daycare, cooperatives, employee halls, places of worship, school buses, clinics and educational facilities. The results of interviews with workers at the cottage, it is known that the workers have felt fulfilled with the infrastructure and facilities that have been provided by the company. The results of field visits showed that the company has been providing employee cooperatives that sell daily necessities to meet the workers need.

6.5.2 | Status: NCR.2017.03 With Major non conformance

6.6

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

6.6.1

Certificate holder has policy about the right to freedom fo form and join trade union which is stated in Internal Memorandum No. 026 / WIP-HRD / INT-VIII / 2009. However, it formed Bipartite cooperation and has been reported to the relevant agencies, as a forum for the settlement of the existing industrial relations and related to the compliance with the applicable regulations. Based on interview with the worker in estate and POM, it is known that they already know and understand the function of bipartite cooperation for worker.

6.6.2

The bipartite cooperation meeting is documented in minutes of meeting, list of attendees, and photo activity. One of the meeting is conducted in 18 January 2016 was attended by 10 participants. This documents can be accessed by every worker in neede.

Status: Comply

6.7

Children are not employed or exploited.

Certificate holder has Internal Memorandum No. 026 / WIP-HRD / INT-VIII / 2009 about the conditions of employment which is explained that company is not employing children under 18 years old. Based on field observation in estate and POM there is no workers under 18 years old. Based on public consultation with Manpower agency in Kotawaringin Timur Regency, there is no issue regarding child labour.

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, 6.8.3

Policy related to against discrimination is stated in Internal Memorandum No. 026 / WIP-HRD / INT-VIII / 2009 about the

provision of employment. It explains that certificate holder is upholds the value of professionalism and ensure there is no discrimination in race, skin color, sex, religion, political beliefs, national and social origin. This policy can be accessed publicly.

Based on interview with women worker in day care MSM 2 Estate, it is known that there is no issue regarding discrimination. The workers that has been interviewed is came from various social origin, race, and religion.

Certificate holder kept the workers's personal file in each unit estate and POM. The recruitment process is conducted by competency, skil, and medical examination of the worker. There is also employee performance assessment as the promotion requirement.

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 policy related to the prevention of sexual harassment violence which is stated in Memorandum Intern No 026/WIP-HRD/INT-VIII/2009 about the condition of employment. It explains about the prevention of sexual violence and the oppression of women that every female workers the protection of health and safety, morals and decency, treatment in accordance with human dignity. Maternity leave is given to the pregnant worker for about 3 months. CH also form gender committee for handling the harassment issue around women workers. Based on interview with the women worker, there is no issue regarding sexual harassment violence. The policy has been socialized to the workers on 8 June 2016, was attended by 79 participants, located in MSM 1 estate.

The complaint procedure is outlined in SOP of Grievance and Complaint no SOP 42/HRD/0/0609 and the identity of the complainant is not revealed to everyone. Based on interview with the worker, they understand the complaint mechanism.

Status: Comply

6.10

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

6.10.1; 6.10.2

MSM POM has only received FFB's from its own estates (MSM-1 & MSM-2) and other estates from its own group (WILMAR). Type of FFB's sources is from certified and non-certified estates. The pricing mechanisms for FFB's input are created and made by WILMAR itself. There are no FFB's sources from smallholders or independent suppliers.

6.10.3; 6.10.4

Nevertheless, the certificate holder always involved local contractors to make agreement for constructing an infrastructure such as workers housing complex and other general facilities. In example: CV Danau Raya that have agreement to constructing new worker housing complex in MSM-2 Estate. According to interview with the sampled contractor, the contractual agreement and its payment has been informed and understood. He said that contracts are fair, legal and transparent.

According to this, the certificate holder has fairly and transparent with their business partner.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1; 6.11.2

A record of contributions to local development by the certificate holder is presented in the report of Community Development and Corporate Social Responsibility for year 2016. Based on the information gathered during stakeholder consultation with local communities (Penda Durian village and Tanjung Bantur village), the certificate holder has build road access to connecting village of Pahirangan, Penda Durian and Tanjung Bantur. Even there are no scheme smallholders, the certificate holder also have a programme to build a paddy field "sawah" for local communities and still on progress to discussd with affected local communities. This information is gathered during stakeholder consultation

with Penda Durian and Tanjung Bantur villagers.

	Status:	
6.12		
No forms of forced or trafficked labour are used.		
6.12.1 & 6.12.2 & 6.12.3		
Based on document review, field observation, interviews with workers and stakeholders revealed that no migrant labor, including no forced labor and illegal workers. The mechanism of human resources management shows that every worker has a work agreement. According to interviews with workers showed that they are working on parts in accordance with labor agreements.		
	Status: Comply	
6.13		
Growers and millers respect human rights		
6.13.1		
Certificate holder has had a policy on human rights that was ratified in June 2014. In the policy explained that Wilmar International Plantation is complying with the principles of tribute and protection on human rights internationally known, applicable local laws regulations. Field observation and interviews with workers obtained information that the policy has been socialized by pamflets in Estate Office and emplasment, and the workers had been aware about the policy.		
	Status: Comply	
PRINCIPLE #7 Responsible development of new plantings		
7.1		
A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.		
7.1.1; 7.1.2; 7.1.3		
The certificate holder has no expansion area for planting. Progression of planting still ongoing for the area that has been compensated within the HGU of the company. An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders are still applicable and documented. Please refer to Criteria 5.1 and 6.1.		
	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.		
7.2.1		
Available document of <i>Soils of Ladang Mentaya Sawit Mas</i> , Kota Besi District, East Kotawaringin Regency, Central Kalimantan province, Indonesia by Param Agricultural Soil Surveys (M) SDN. BHD-Selangor, Malaysia conducted on June 2007. The information contained in the documents are related to geology and geomorphology, topography and drainage, climate, soil types and soil managements.		
7.2.2		
Based on identification in the slope map from SRTM3 in 2006 known that the area of the company is located in the area with a slope of 0 – 6° with a flat classification so that the company does not perform specific management strategy in the areas with a certain slope. However, the company continues to monitor the erosion in areas with sandy soil category to install the erosion pole in each division, it refers to the SOP of Manual measurement of soil erosion document No. SA 08/EMU/(0)/0911 in August 2011 ratified by the General Manager. Based on the field observation and monitoring results of the erosion pole in MSM 1 and MSM 2 Estate known there is no erosion.		
	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; 7.3.4;

PT MSM has had the document results of HCV identification that is HCV Assessment Report of The Wilmar Central Kalimantan Project, February 2009. Identification of HCV conducted by the Malaysian Environmental Consultants, Sdn Bhd. Based on the document known that identified HCV areas covering an area of 3,899.99 hectares. The assessment team was RSPO Approved HCV Assessor.

Every new land clearing conducted by the company had been inspected jointly between departments of agronomy, HCV and Land (Permitting and land) to ensure there are no HCV areas or areas outside the HGU / was compensable cleared

Before audit ASA-2 conducted PT Mutuagung Lestari has been communication to RSPO related indicator 7.3.1 and RSPO described if PT Mentaya Swit Mas has an unresolved compensation case. Currently, their LUCA is undergoing its 3rd review process. Since this is ASA, and WILMAR is actively communicating with us to resolve the RaCP, we will allow the certificate to be issued for the upcoming ASA. We are expecting the major NC 7.3.1. will be closed by the next surveillance audit.

7.3.2; 7.3.3

While the planting year of PT. MSM based on the statement area version of January 2016 among others: 2007, 2008, 2009, 2010, 2013, 2014 and 2015. Under the direction from the RSPO, PT. MSM has made Disclosure of Liability and has been sent to RSPO through email on April 8, 2015. Until the ASA-2 assessment, there has been no response from the RSPO to the disclosure reports of PT. MSM.

7.3.5

Based on the results of the verification documents, field observations and public consultation is known that there are areas of HCV still controlled by the community. Related to that the company can show Memorandum of Understanding (MoU) with the Village of Kawan Batu, Village of Baampah, village of Tanjung Bantur, village of Pahirangan and Village of Penda Durian on May 21, 2014 who stated that all the parties understand about conservation area in this case are High Conservation Values that are within HGU PT MSM and also including into administration of each village.

Status: Comply

7.4

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

7.4.1

Certificate holder has soil type maps of *peat soil* based on the survey by the EMU Department in 2016. For MSM 1 Estate with a scale of 1: 50,000 are identified 204 hectares of shallow peat soil, while in MSM 2 Estate with a scale of 1: 55,000 are identified 347 hectares of shallow peat. The company also has a marginal soil map in the form of Sandy area map (sandy area) semi-detailed soil survey by Param Agricultural Soil Surveys (M) SDN.BHD in 2007 known that MSM 1 Estate with a scale of 1: 50,000 there is *Buso* land class (60.78 ha), *Miri* (364.08 ha), and *Serai* (3,148.93 ha), while in MSM 2 Estate map with a scale of 1: 55,000 there is *Buso* land class (186.26 ha), *Miri* (678.48 ha), and *Serai* (1,072.24 ha).

7.4.2

The company has had procedure of management and utilization of peat soil (No. SA03/EMU/(4)/1215) valid since December 2015, describes the technical monitoring of ground water levels and peat subsidence. Peat management has been implemented such as water availability in canal by building and monitoring weirs 4 units in MSM 1 Estate and 1 unit in MSM 2 Estate, other than that 3 units of subsidence stake in MSM 1 Estate and 3 units in MSM 2 Estate. Field observation in MSM 1 Estate Block 101 and MSM 2 Estate Block 565, the water level indicate 55 cm and subsidence

stake are well maintained. Records shows that the declining average of peat soil in 2016 is almost zero.

Status: Comply

7.5

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

7.5.1

The certificate holder has no expansion area for planting. Progression of planting still ongoing for the area that has been compensated within the HGU of the company. Evidence of the FPIC process and progress of land compensated records are referred to Criteria 2.2; 2.3; 6.4.

Status: Comply

7.6

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

7.6.1; 7.6.2; 7.6.3; 7.6.4; 7.6.5; 7.6.6

The certificate holder has no expansion area for planting. Progression of planting still ongoing for the area that has been compensated within the HGU of the company. Evidence of the FPIC process and progress of land compensated records are referred to Criteria 2.2; 2.3; 6.4.

Status: Comply

7.7

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

7.7.1 & 7.7.2

The Company has established policies and procedures for land clearing without burning outlined in the procedure of land clearing / preparation of new land clearing which is described the process of land clearing without burning. The results of the document study, public consultation and field visits at MSM 1 Estate Blocks 130 shows that New Planting activities have been conducting mechanically.

Status: Comply

7.8

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

7.8.1; 7.8.2

The certificate holder has no expansion area for planting. GHG calculation for existing plantation and mill, please referred to Criteria 5.6.

Status: Comply

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

8.1

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

- Plan for installation of methane capture as part of waste management and GHG mitigation
- Having management plan to build a paddy field "sawah" for surrounding local communities as a CSR programme
- Realization of access road construction to connecting villages of Pahirangan, Penda Durian and Tanjung Bantur

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>MSM POM until audit ASA-2 is still implemented a model of supply chain Mass Balance. FFB supply source for MSM POM is still received from uncertified sources. The volume of products sold by using Mass Balance claim.</p> <p>MSM POM has determined supplier FFB RSPO certified and non-certified RSPO, are:</p>				
RSPO Certified			Non Certified RSPO	
Source	Certified Number	Validity period		
MSM 1 Estate	Mutu-RSPO/058	23 April 2020	KKP 1 Estate	
MSM 2 Estate	Mutu-RSPO/058	23 April 2020	KKP 2 Estate	
BSK 1 Estate	824 502 1603	22 October 2018	KKP 3 Estate	
BSK 2 Estate	824 502 1603	22 October 2018		
Status: Comply				
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 recorded in each subsequent annual surveillance report.</p>				
<p>Estimated volume of certified products for MSM POM is listed in the certificate appendix. The auditor teams conduct verification on the actual volume of certified products produced at the time of Surveillance activities. Information of certified products volume and were sold with a certificate claim, will be attached to the report as well as the renewal (update) data on the system eTrace.</p> <p>- Estimate Periode 24 April 2016 – 23 April 2017</p>				
		Information	Estimate	Actual (until 13 Februari 2017)
		CPO	39,648 Tonnes	25,795.792 Tonnes
		PK	7,782 Tonnes	4,953.944 Tonnes
<p>Estimasi Periode 24 April 2017 – 23 April 2017</p>				
Status: Comply				
<p>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).</p>				

License Information for PT. MSM on the eTrace as follows: Member ID: RSPO_PO1000003150 License Status: Expires 04/23/2017 Account UID: RSPO_AC1000003120	
	Status: Comply
E.3	Documented procedures
E.3.1	
<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	
<p>a. SOP Mass Balance (Document No: SOP-MILL-14, Revision No. 02, July 2014). Procedures include: Data Input of FFB (Certified & Non Certified); Data Input of FFB process become CPO (Certified & Non-Certified); Data Input of CPO Dispatch (Technical dispatch, Seals mounting, Delivery of certified products need to be approved by Head of Administrator and Mill Head); Logistics of quantity data input of sustainable and non-sustainable product delivery; Every three months the condition of the stock balance should not be negative; Transactions of certified products, logistic parts inputting data in the eTrace system after all commodities are shipped by POM and accepted by consumers. Data input is done after all the transaction details are correct.</p> <p>b. Responsible person in the whole process of supply chain MSM POM: Security (registrar of all FFB expeditions and dispatch of CSPO / CPO), Weigh operators (weighing in all received FFB and shipping products), Logistics (calculation results of CSPO / CPO production, dispatch, reports of the products delivery and traceability report), Head of Administrator (acceptance control of FFB and CSPO / CPO, FFB acceptance report, dispatch, product delivery reports and traceability reports), Mill Head.</p>	
	Status: Comply
E.3.2	
The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	
<p>SOP Mass Balance (Document No: SOP-MILL-14, Revision 2, in July 2014).</p> <p>6.1.1 FFB Data Input (Materials Acceptance)</p> <ul style="list-style-type: none"> - Security guard records all FFB trucks that enter / leave the POM. - Weigh Operators ensure the Delivery Order Letter of certified and non-certified FFB is still valid and complete. - Weigh Operators should know the incoming FFB is came from certified or non-certified FFB based on the number of supplier/estate DO listed in the Delivery Order listed in the suppliers list. -Weigh Operators are reported the recapitulation of FFB acceptance to the logistic for input to the Mass Balance Calculation Format. - Logistic data input of acceptance FFB to the Mass Balance. <p>8. Data Input of FFB process became CPO</p> <p>8.1.1 Depart. FFB process became CPO and report of processed FFB submitted to the logistic parts in the form of Daily Production Report.</p> <p>8.1.2 Logistic officers calculate CPO production and reported to the Mill Head.</p> <p>8.1.3 Logistic data input of FFB process and CPO production to the Mass Balance form in accordance with the report of Daily Production Report.</p>	
	Status: Comply

E.4	Purchasing and goods in					
E.4.1						
The site shall verify and document the volumes of certified and non-certified FFBs received.						
MSM POM has documented record FFB reception of certified RSPO and uncertified RSPO are:						
MONTH	FFB RECEIVED			FFB RECEIVED		
	RSPO			Non RSPO		
	MSM 1	MSM 2	BSK 2	KKP 1	KKP 2	KKP 3
	(MT)	(MT)	(KGS)	(KGS)	(KGS)	(KGS)
APRIL 2016	836,210	593,940	77,160	150,490	894,620	432,840
MAY 2016	3,646,890	2,570,820	1,016,410	124,960	370,090	190,860
JUNE 2016	3,745,130	2,751,920	830,300	5,920	-	-
END OF Q2	8,228,230	5,916,680	1,923,870	281,370	1,264,710	623,700
JULY 2016	3,402,730	2,381,380	628,860	-	-	-
AUGUST 2016	5,472,340	3,089,400	744,560	-	-	-
SEPTEMBER	8,944,060	6,323,700	1,471,830	6,270	241,790	6,980
END OF Q3	17,819,130	11,794,480	2,845,250	6,270	241,790	6,980
OCTOBER 2016	10,849,000	7,720,680	706,610	-	336,380	113,950
NOVEMBER 2016	9,924,260	7,548,200	153,270	170,880	945,190	152,190
DECEMBER 2016	8,507,100	6,456,930	352,170	-	728,280	32,490
END OF Q4 2016	29,280,360	21,725,810	1,212,050	170,880	2,009,850	298,630
JANUARY 2017	5,610,740	6,116,620				
FEBRUARY 2017	1,370,190	1,905,048				
END OF Q1 2017	6,980,930	8,021,668				
*April 2016 started dated 24						
*February 2017 Until dated 11						
	Status: Comply					
E.4.2						
The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.						
MSM POM has had SOP of RSPO Products Supply Chain Mass Balance Model which are describes about If licensed production projections are bigger than the certified product that has been claimed, the things to do are: to inform the related RSPO certification body and the party of RSPO IT system / e-trace.						
- Estimate Periode 24 April 2016 – 23 April 2017						

Information	Estimate	Actual (until 13 Februari 2017)
CPO	39,648 Tonnes	25,795.792 Tonnes
PK	7,782 Tonnes	4,953.944 Tonnes

Until the implementation of audit ASA-2, production of certified product still below the previous year's projection.

Status: Comply

E.5 Record keeping

E.5.1

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

MSM POM Has record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.

Based on data from Palm Trace MSM POM dated February 13, 2017, it is known there are sales of CPO and PK RSPO Certified from MSM POM in the period 24 June 2016 - February 13, 2017 as:

- CPO: 19,733.16 Tons

- PK: 3,902.48 Tons

Related to that certificate holder has not been able to show the details of the sales volume of CPO and PK products certified to Buyer (buyer). **Based on the explanation, raised the Non-Conformance No 2017.04 with Major category**

E.5.1 Status: NCR.2017.04 With Major non conformance

E.5.2

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

N/A. The Whole kernels are shipped to Kernel Crushing Plant of PT. Wilmar Nabati Indonesia in Bagendang.

Status: Not Applicable

3.3 Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
ASA-2	PT Mentaya Sawit Mas 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√
ASA-2	PT Mentaya Sawit Mas not use certificate nor logo.	√
	Status: Comply	
3.	Implementation of Certificate and Logo is not used on product	X or√
ASA-2	PT Mentaya Sawit Mas not use certificate nor logo.	√
	Status: Comply	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
ASA-2	PT Mentaya Sawit Mas not use certificate nor logo.	√
	Status: Comply	

3.4 Summary of RSPO Partial Certification

Compliance of the uncertified management units of Wilmar International 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.

Wilmar International Ltd Time Bound Plan (TBP) is explained in point 1.10. Wilmar International Ltd has informed the TBP progress, MUTU has considered that Wilmar International Ltd is complied with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by Wilmar International Ltd on September 2016.

MUTU has verified partial certification for un-certified unit's subsidiary of Wilmar International Ltd based on their Time Bound Plan. There are seven (7) uncertified mills and sixteen (16) uncertified estates of Wilmar International Ltd. 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 are 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 are 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
2.1.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Yes and positive assurance is produced for these units.</p> <p>Auditor verification</p> <p>There is internal audit produced for</p> <ul style="list-style-type: none"> - PT Agronusa Investama Pahauman - PT Karunia Kencana Permaisejati - PT Bumipratama Khatulistiwa - PT Agro Palindo Sakti 2 - PT Musi Banyuasin Indah - PT Sinarsiak Dianpermai - PT Agroindo Indah Perkasa 2 <p>And positive assurance is produced for these units.</p>
2.1.2	<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 	<p>WILMAR International Ltd has submitted liability disclosure to RSPO on 31 July 2014 and LUCA template on 3-8 March 2015</p> <ul style="list-style-type: none"> - PT Agronusa Investama Pahauman, LUCA document was verified by RSPO on 1 Sept 2015. The 2nd LUCA verification document was on 2nd Nov 2015 with result of PASS

	<p>HCVs in accordance with RSPO criterion 7.3.</p>	<p>WITH CLARIFICATION.</p> <ul style="list-style-type: none"> - PT Karunia Kencana Permaisejati, The final RSPO endorsement from RSPO compensation on 11 November 2015 with result of pass with clarification. And at current still on process on fulfil the clarification. - PT Bhumi Pratama Khatulistiwa, Submitted liability disclosure to RSPO on 8 Dec 2015 and LUCA template on August 2015. The final RSPO endorsement from RSPO compensation on 29 September 2016 is 0 ha therefore there is no compensation plan required - PT Agro Palindo Sakti 2, LUCA doc was verified by RSPO on 1 Sept 2015. The 2nd LUCA review was on Dec 2016 with result of PASS - PT Musi Banyuasin Indah, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005 - PT Sinarsiak Dianpermai, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005 - PT Agroindo Indah Perkasa 2, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005 <p>Auditor verification Auditor has verified the supporting evidence of above the company statement. The above statement in accordance with the supporting evidence provided.</p>
<p>2.1.3</p>	<p>Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>No new planting/land clearing after 1st January 2010.</p> <p>Auditor verification</p> <ul style="list-style-type: none"> - PT Agronusa Investama Pahauman, The first planting year was in 1999. The lastest land clearing was in 2009 based on: LUCA analysis 2009 where the area was already bare land area. LUCA has been submitted to RSPO as part of company disclosure requirement. - There is no new planting after 1st January 2010 for PT Karunia Kencana Permaisejati, PT Bumipratama Khatulistiwa, PT Agro Palindo Sakti 2, PT Musi Banyuasin Indah, PT Sinarsiak Dianpermai, PT Agroindo Indah Perkasa 2
<p>2.1.4</p>	<p>Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in</p>	<p>There is no land conflicts.</p> <p>Auditor verification</p>

	accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p>There is no information from public source and RSPO website on any land conflict for uncertified unit of the group subsidiaries.</p> <p>Based on the company record there is documentation on land compensation recapitulation updated on 1 October 2007, participatory mapping, agreement letter on compensation between company and land owner, land owner identity and procedure on compensation technical guidance SOP 001/WIP-KB/(0)/0610 dated June 2010.</p>
2.1.5	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>There is no labor disputes.</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> <p>The company has mechanism to handle employee complaint and grievance that is stated in SOP 005/WIP-KB/(0)/0610 for communication and consultation with community and SOP 004/WIP-KB/(0)/ 0610 on complaint and grivance mechanism and solving any dispute out off court.</p> <p>There is no list of employee and stakeholder complaint and grievance.</p>
2.1.6	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Yes, there is process for land legality.</p> <p>Auditor verification PT Agronusa Investama Pahauman</p> <ul style="list-style-type: none"> - The continues changing on PIPIP map. In accordance to PIPIP 10 there is no area of the company (based on location permit) that is in the moratorium area. When PIP 11 released, some area of the company is in the updated peat moratorium map. <p>PT Karunia Kencana Permaisejati</p> <ul style="list-style-type: none"> - Overlapping HGU with Another plantation. The verification information is referred to 2.1.3 (legal document on operational and land ownership owned by the company) <p>PT Agro Palindo Sakti 2</p> <ul style="list-style-type: none"> - There is an obstacle on processing HGU is before continuing the HGU process, the company has to complete the requirement for 20% area allocation for smallholder. Based on BupatiSanggau Decree No. 137 year 2011 dated 25 March 2011 for 623 ha

		<p>of smallholder scheme for 2 koperasi of Batu Ceramin and and Maju Bersama. Later, koperasi Maju Bersama split into Koperasi Maju Bersama and Koperasi Harapan Baru. And Koperasi Harapan Baru wants to take about 136 ha within company proposed HGU area. The company needs to resolve this issue first before be able to continue HGU process.</p> <p>PT Musi Banyuasin Indah</p> <ul style="list-style-type: none"> - Overlay the map of land use with attachments Ministerial Decree No. SK.822/Menhut-II/2013 PT MBI entered in production forest area. - Planting outside HGU Kebun Sei Selabu (block 010, 024 and 027). <p>Explanation management unit following the legal department still perform continuous coordination with the government while waiting for a change of government decisions regarding the status of the area.</p> <p>PT Sinarsiak Dianpermai</p> <ul style="list-style-type: none"> - HGU 1,002 Ha on process - Status Areal Penggunaan Lain berdasarkan Lampiran SK 878/Menhut-II/2014 tanggal 29 September 2014 dan Surat No. S.160/BPKH.XIX-3/2016 tanggal 31 Maret 2016 <p>Explanation management unit as follows:</p> <ul style="list-style-type: none"> - Disagreement between the ministry of forestry by the Riau provincial government on the status of land PT SSDP (between the status of forest and APL), which led to the process of making the concession inhibited. - There are some estate areas around the Mill that does not have permission locations. The process of acquiring a location permit was hampered due to the reasons in point 1 as well. - The legal department is still doing continuous coordination with the government while waiting for a change of government decisions. <p>PT Agroindo Indah Perkasa 2</p> <ul style="list-style-type: none"> - There is HGU on propose.
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3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components

3.5.1 Identification of Findings, Corrective Actions and Observations at *ASA-1* Assessment

NCR No.	: 2016.01	Issued by	: Y. Wisnu Rahmanto
Date Issued	: 25 February 2016	Time Limit	: 24 April 2016
NC Grade	: MAJOR	Date of Closing	: 12 April 2016
Standard Ref. & Requirement	: 2.3.1 Map of Other Land Uses (Occupation Land)		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
<p>PT MSM has owned Land Use Map with a scale of 1:75,000 (February 19, 2016) which showed various land uses within the Land Use Title area, including the communities arable land covering an area of 2,479.32 ha. In 2013, based on the Enclave Map with a Scale of 1:100,000 (September 17, 2013) there are nine tenants or users of land identified in the Land Use Title area.</p> <p>However, during the audit ASA-1 PT MSM has not been able to show:</p> <ol style="list-style-type: none"> 1. The process of identification mapping of the entire users or arable land with sufficient scale. 2. Evidence of participatory mapping process by involving the affected parties. 			
Root Cause Analysis <i>(filled by organization audited):</i>			
Occupation Land inside the concession has widely definition. The area not the land that cultivated by villagers only. Participatory of land mapping program has not continued.			
Corrective Action <i>(filled by organization audited):</i>			
<ol style="list-style-type: none"> 1. Making identification program of cultivated land status of 2,479.32 Ha 2. Conducting participatory mapping with the land cultivators. 			
Preventive Action <i>(filled by organization audited):</i>			
<ol style="list-style-type: none"> 1. Clear status of land tenants that only inserted within occupation land. 2. Updating data of land occupation if there are any changes through participatory mapping. 			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
Corrective Action evidence :			
<ol style="list-style-type: none"> 1. Identification Program of Occupation Land 2016. 2. Map of Several Occupation Land that accepted and approved by cultivators. 			
<ul style="list-style-type: none"> • Auditor conclusion: 			
Verification on 12 April 2016			
PT MSM has provide			
<ol style="list-style-type: none"> 1. Program of identification all the occupied land (2,7493.32 Ha). Based on ground thruting identification by the company, it was informed that the occupied land is comprises of cultivated land by villagers and bareland. 2. Evidence of participatory mapping process has conducted and involved the land ownership. 			
According to the corrective action evidence, the status of this NC stated CLOSED WITH OBSERVATION			
Verified by	: Y. Wisnu Rahmanto		

NCR No.	: 2016.02	Issued by	: Moh. Arif Yusni
Date Issued	: 25 February 2016	Time Limit	: ASA-2
NC Grade	: Minor	Date of Closing	: 16 February 2017
Standard Ref. & Requirement	: 5.3.3 Implementation of Hazardous Waste Management Plan		
Non-Conformance Description & Evidence observed <i>(filled by auditor)::</i>			
<p>The results of document verification "Identification of estate waste and its management", the management of hazardous waste is stored in Hazardous Waste Temporary Warehouse, then sent to the Collectors, while for Medical Waste (Infectious) is sent to the hospital.</p> <p>At the time of the audit ASA-1 PT MSM has not shown the implementation of the hazardous waste management plan. This is because has been expired the cooperation with the collector (PT Maju Asri Jaya Utama and Kuala Pembuang Hospital)</p>			
Root Cause Analysis <i>(filled by organization audited):</i>			
Contractual agreement with hazardous waste party have not available.			
Corrective Action <i>(filled by organization audited):</i>			
Making contractual agreement with the party who handle of hazardous waste. Deadline: 31 March 2016.			
Preventive Action <i>(filled by organization audited):</i>			
Ensuring the validity period of contractual agreement is applicable.			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
Verification on 16 February 2017			
<p>PT MSM has showing the evidence of contractual agreement for hazardous waste management and transportation with PT Maju Asri Jaya No: 001/MSM/VIII/2015, where PT. MSM assigned to PT MAJU for collecting, transporting and handling of hazardous waste (battery and lubricant used) from all working site of PT MSM.</p> <p>Related to infectious/medical wastes handling, until the ASA-2 conducted in February 2017 there is no local hospital (RSUD) in Central Kalimantan that has permission/licenses for medical waste disposal. According to this, the certificate holder has made communication to CV Indo Rudi Green, once of infectious/medical wastes collector that approved by Central Kalimantan Governor decree No.188.44/704/2015 dated 02 December 2015.</p> <p>Based on these corrective action made by PT. MSM and verified by auditor team, this NC's stated CLOSED.</p>			
Verified by	: Moh. Arif Yusni		

NCR No.	: 2016.03	Issued by	: Y. Wisnu Rahmanto
Date Issued	: 25 February 2016	Time Limit	: ASA-2
NC Grade	: Minor	Date of Closing	: 16 February 2017
Standard Ref. & Requirement	: 6.1.4 Periodic Review on the Social Plan in Participatory Manner		
Non-Conformance Description & Evidence observed <i>(filled by auditor)::</i>			
<p>PT MSM has had a social impact reduction plan which involves the parties. However, the plan has not been reviewed periodically (at least 2 years) with the participation of all affected parties.</p>			

Root Cause Analysis <i>(filled by organization audited):</i> Management and monitoring plan of SIA have not been reviewed.	
Corrective Action <i>(filled by organization audited):</i> Reviewing of SIA management and monitoring plan will develop using participatory ways with affected parties (Internal and external).	
Preventive Action <i>(filled by organization audited):</i> Sustainability Coordinator should ensure that SIA management and monitoring plan must be reviewed once at 2 years.	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification on 16 February 2017 PT. MSM has provide the evidence of Social Impact Assessment management and monitoring plan period 2016-2018, where the indicator of social aspect referred to Identification of SIA report Year 2012. In this document are completed with supporting data such as photos of FGD session with local communities, photos of direct interview and workers filling the questionnaire, Attendant list and response notes from villager (represented by Chief/Head of villages). In another ways, questionnaire that been filled in by sample of participants. Based on these corrective action made by PT. MSM and verified by auditor team, this NC's stated CLOSED .	
Verified by	: Y. Wisnu Rahmanto

3.5.2 Identification of Findings, Corrective Actions and Observations at *ASA-2* Assessment

NCR No.	: 2017.01	Issued by	: Asystasya Aishah Silalahi
Date Issued	: 17 February 2017	Time Limit	: 18 April 2017
NC Grade	: MAJOR	Date of Closing	: 26 March 2017
Standard Ref. & Requirement	: 2.1.1 Evidence of compliance with relevant legal requirements shall be available.		
Non-Conformance Description & Evidence observed <i>(filled by auditor)::</i> The Company has policies relating to workers 'social security listed in Article 20 of the Companies Regulations Workers' Social Security. In the aforementioned article explains that the worker is composed of 4 guarantees, namely accident insurance (JKK), life insurance (JKM), pension (JHT), and pension (JP). The Company has an obligation to pay the fourth-labor warranty, while workers have a duty to pay JHT with dependents amounted to 2% and JP with dependents amounted to 1%. Based on the study results in the maintenance employee paychecks MSM MSM 1 2 Real Estate and the period of December 2016 and January 2017 are known systems of remuneration based on the unit results (wholesale). Within the parameters of payroll deductions, contributions JHT and JP borne by the employees respectively 2% and 1% of UMSK applicable. Based on Government Regulation No. 46 of 2015 on the Implementation of the Old Age Security program (JHT) In Article 16, paragraph 1 states "JHT contribution of 2% is borne by the workers". While in chapter 17 verse 4 says "when wages are paid by the piece or unit of the result, the monthly wage as the basis for payment of dues JHT is calculated from the average wage last 3 months". Also in Government Regulation No. 45 of 2015 on Retirement Security (JP) in article 28, paragraph 3 states "JP fee of 1% is borne by the participants." Article 29, paragraph 1 says "the wages every month in the calculation of contributions consist of a basic salary and fixed allowance of the month".			
Root Cause Analysis <i>(filled by organization audited):</i> Dues of social workers insurance (BPJS) formerly is based on Announcement Letter from BPJS, however this method is insufficient to ensure that all payment calculation was clear and appropriate. Then, the CH made an agreement letter			

3.5.2 Identification of Findings, Corrective Actions and Observations at ASA-2 Assessment

between The Company, Social Insurance Body (BPJS) and Manpower Agency that payment of social worker insurance (pension program) is based on applicable Minimum Wage.

Corrective Action *(filled by organization audited):*

Make a payment calculations BPJS letter of agreement between the company and BPJS.

Documentation:

1. Notification letter of payment reporting BPJS with Local Minimum Wage adjustment annually.
2. Letter BPJS payment agreements with Local Minimum Wage (UMSK) adjustment.

Preventive Action *(filled by organization audited):*

HR manager made sure to make a letter of agreement with a payment calculation BPJS basis of the notice from the BPJS annually.

Assessor Evaluation and Conclusion *(filled by auditor):*

Verification on February 23, 2017

PT Mentaya Sawit Mas can show evidence of improvements in the form of:

- There BPJS Employment letter from Sampit, dated 21 November 2016 No. B / 1370/122016 About Reporting Wage Employment Program Participant BPJS that one poinya mention that the Company reported a wage adjustment in 2017 to BPJS Employment.
- There are a response letter from Wilmar International Plantation dated February 21, 2017 which states that the wages of labor meet BPJS Employment penyesesuaian premium payments based on UMSK in accordance with the provisions in force in the district Kotawaringin and Kab. Seruyan.

Related to this, there are several things that need to be clarified again:

Results communication / explanation with BPJS Employment associated with payment mechanisms for paying work based on the unit results (wholesale) where, according to Government Regulation No. 46 of 2015 on Implementation of Pension Insurance (JHT) in chapter 17 verse 4 says "when wages are paid wholesale or unit results, the monthly wage as the basis for payment of dues JHT is calculated from the average wage last 3 months "and Government Regulation No. 45 of 2015 on pensions (JP) in article 28, paragraph 3 states' contribution JP 1% borne by the participants ". Article 29, paragraph 1 says "the wages every month in the calculation of contributions consist of a basic salary and fixed allowance of the month".

Related to the above, the auditor team stated this NC is still **OPEN**.

Verification on 13th March 2017 and 26th March 2017

PT MSM has provide the corrective action evidence of reference letter and approved by Head of Manpower Agency, Kotawaringin Timur Regency and Head of Worker Insurance of Sampit. The letter was explained that calculation of Pension Insurance Program already based on applicable Minimum Wage with considering:

1. Available of workers
2. A changeable on payment deduction will affecting of untrusted motion to the company.
3. The company is always pay daily rate based on applicable minimum wage

According to the corrective evidence, auditor concludes the NCR status is **CLOSED WITH OBSERVATION**.

Verified by : **Moh. Arif Yusni**

NCR No. : **2017.02** **Issued by** : **Asystasya Aishah Silalahi**

Date Issued :	17 February 2017	Time Limit :	18 April 2017
NC Grade :	MAJOR	Date of Closing :	26 March 2017
Standard Ref. & Requirement :	<p>4.7.1 A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.</p> <p>Guidance: Growers and millers should ensure that the workplace, machinery, equipment, transport and processes under their control are safe and without undue risk to health. Growers and millers should ensure that the chemical, physical and biological substances and agents under their control are without undue risk to health, and appropriate measures are taken if needed. All indicators apply to all workers regardless of status.</p>		
Non-Conformance Description & Evidence observed <i>(filled by auditor)::</i>			
<p>The Company has established policies on Occupational Safety and Health which states that the company is committed to "Creating and communicating to employees, contractors, client, and guests about how safe workplace and safety regulations".</p> <p>Based on interviews with employees fertilization partly also worked as an operator spraying in block 577 Division 2B obtained the information contained three gang spraying in MSM 2 Estate. The results of document review and field visit in mind that the company has provided a washing and storage of operator work tools and PPE spraying in Central Housing for two gang spraying.</p> <p>Explanation of the management mentioned that there is a spraying gang who lived in the Housing Division 2B / 2C MSM 2 Estate. However, based on the results of field observations in mind that the housing is not available washhouse and storage facilities work tools and PPE spraying operator.</p> <p>In this regard, the company has not shown the implementation of policies to ensure the location K3 laundering and storage of working tools and PPE spraying operator placed in a safe and not harmful to the workers / residents of the housing.</p>			
Root Cause Analysis <i>(filled by organization audited):</i>			
<p>Currently, PPE, spraying and manuring equipment is located at Central Complex. Former planning for centralized of PPE and working equipment at Central Complex are insufficient due to long distance location from Central Complex to Division 2 (avr. 10 km), then workers bought the equipments to their house.</p>			
Corrective Action <i>(filled by organization audited):</i>			
<p>Creating facilities storage of PPE & knapsack, washing, and bathing employees spraying and manuring in the Housing Division 2.</p> <p>Evidence Document:</p> <ol style="list-style-type: none"> 1. Documentation storage shed construction working tools and Personal Protective Equipment (spraying and manuring) 2. Documentation of the construction of the wash PPE and work tools (spraying and manuring) 3. Documentation of construction an employee's washroom 			
Preventive Action <i>(filled by organization audited):</i>			
<ol style="list-style-type: none"> 1. Before the facility provided a change of 3 teams into 2 teams. Tim Division 2 while conducting spraying and manuring. 2. FC and Mandor ensure power shower spraying and manuring place that has been provided before returning home. 3. FC and Mandor ensure spraying work tools and manuring stored in warehouse storage by creating a checklist receipt of working tools and PPE. <p>Document improvements:</p> <ol style="list-style-type: none"> 1. Work Plan and manuring Spraying February and March 2017 2. The names of the Division 2 maintenance workers who used to work spraying and manuring 			

3. A list of maintenance workers' wages (piece rate) fertilizer and spraying February and March 2017
4. The daily checklist returns working tools and PPE storage warehouses with names of employees and the type of work and its APD signed by foreman and FC (if any spraying activity and manuring)

Assessor Evaluation and Conclusion *(filled by auditor):*

Verification on 13th March 2017 and 26th March 2017

The certificate holder already provide the evidence, among others:

- Minutes of PPE and Spraying equipment handover from Division 2B and 2C to Central Warehouse.
- Progress of PPE cleaning area construction at Division 2B and 2C.
- Progress of sprayer team washing area construction at Division 2B and 2C.

According to these evidences, the auditor team concludes that NCR is CLOSED WITH OBSERVATION

Verified by : Moh. Arif Yusni

NCR No.	: 2017.03	Issued by	: Asystasya Aishah Silalahi
Date Issued	: 17 February 2017	Time Limit	: 18 April 2017
NC Grade	: MAJOR	Date of Closing	: 26 March 2017
Standard Ref. & Requirement	: 6.5.2 Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers		

Non-Conformance Description & Evidence observed *(filled by auditor)::*

The Company has a document "Peraturan Perusahaan" period 2016 - 2017 are still valid. In article 25 on Responsibility and Liability, point 9.1 states that "workers are required to comply with the orders, instructions and guidance of superiors related to the job duties earnestly and as well as possible". The company regulations have been socialized to workers on January 27, 2017 through Rowcall. The material of the socialization of one of them is not allowed to work in the company if it is not legally registered in the company.

During field visits in harvesting activities in MSM 2 Estate Division 2B Division 1B Block 592 and Block 519, found the existence of workers who take family members (wife / children) for helping work the harvest. Interviews and document verification employee list, it is known that a family member is not registered as an employee of the Company.

On that basis, the company has not been able to show evidence of monitoring and evaluation related to the implementation of the results of socialization.

Root Cause Analysis *(filled by organization audited):*

Currently, the company has committed for disallowing of child labour that was explained within:

1. Internal memo re: Employees Terms and Condition No. 002/WGP-HRD/I/2007, dated 2 January 2007.
2. Policy of Child Labour, September 2010.
3. Human Right Policy, June 2014.

However, the company have yet made policy regarding dissallowance of family cap. From now on, the company has announced and being monitor that family cap is dissallowed to helping work if they do not have any legal working agreement. Because the monitoring against this issues is insufficiently conducted.

Corrective Action *(filled by organization audited):*

Field conductor monitoring to ensure that no workers are not registered as an employee was helping harvest activity in the field.

Evidence Document: Daily checklist signed by the employee monitoring harvest Field Officer and Division Manager	
Preventive Action <i>(filled by organization audited):</i> Sanction given to Field Conductor if there are employees who take family members.	
Evidence Document: Warning Letter	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification on 13 March 2017: PT MSM has provide the evidence among others: <ul style="list-style-type: none"> - Minutes of socialization regarding disallowance of family cap that unregistered (without working agreement) on 11 March 2017 to all workers Division 2A, 2B and 2C MSM-2 Estate. - Harvester disciplinary checklist Verification on 26 March 2017: Additional evidence: <ul style="list-style-type: none"> - Minutes of socialization regarding disallowance of family cap that unregistered (without working agreement) on 11 March 2017 to all workers at MSM-1 Estate. - Internal Office Memo from General Manager dated 28 February 2017 regarding disallowance of family cap that unregistered (without working agreement). According to all evidences provided by the CH, status of this NCR is CLOSED WITH OBSERVATION.	
Verified by	: Moh. Arif Yusni

NCR No.	: 2017.04	Issued by	: Moh. Arif Yusni
Date Issued	: 17 February 2017	Time Limit	: 18 April 2017
NC Grade	: MAJOR	Date of Closing	: 13 March 2017
Standard Ref. & Requirement	SCCS Module- E for CPO Mill: Mass Balance Clause 5.1 Record keeping a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)		
Non-Conformance Description & Evidence observed <i>(filled by auditor)::</i> Based on data from Palm Trace MSM POM, dated February 13, 2017, it is known there are sales of CPO and PK of MSM POM RSPO certified in the period 24 April 2016 - February 13, 2017 as: - CPO: 19,733.16 Tons - PK: 3,902.48 Tons Related to that certificate holder has not been able to show the details of the sales volume of CPO and PK products certified to Buyer.			

<p>Root Cause Analysis <i>(filled by organization audited):</i> Data cannot be presented because the buyer has not been approved in the system E-Trace. PIC who responsible on e-Trace system is Sustainability staff at Jakarta Office.</p>
<p>Corrective Action <i>(filled by organization audited):</i> Providing of sales data RSPO-certified CPO and PK of MSM POM in the period 24 April 2016 - February 13, 2017 as: CPO: 19,733.16 Tons PK: 3,902.48 Tons</p>
<p>Preventive Action <i>(filled by organization audited):</i></p> <ol style="list-style-type: none"> 1. Always communicate with the buyer to immediately approve the reception in the system E-Trace 2. PIC supply chain monitoring of the sales transactions of CPO and PK in the E-Trace <p>Evidence Document:</p> <ol style="list-style-type: none"> 1. Evidence of E-Trace transaction on PK and CPO 2. Monthly Summary of E-Trace transaction
<p>Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification of date of February 23, 2017 PT MSM has demonstrated evidence of improvements in the form of details of sales volume of CPO and PK products certified to Buyer (buyer) in the period June 24, 2016 - February 13, 2017 in which to PK certified sold 4,384.760 Tons and CPO certified as 22,721.280 Tons. Associated with evidence of improvements that have been shipped team auditor cannot decide the status of compliance with the mismatch on this indicator before clarifying questions at the root of the problem.</p> <p>Verification on 13 March 2017 Based on these evidence provided, auditor team conclude that this NCR is CLOSED</p>
<p>Verified by : Moh. Arif Yusni</p>

3.5.3 Opportunity for Improvement

No	Ref Std	Descriptions
1	Criteria 1.1	Transparency of information related to productivity data (output) to workers (if requested / required) the supporting aspects of remuneration.
2	Minor 2.2.3	Reference of "SOP Pemberian Informasi di Awal dan Persetujuan Tanpa Paksaan (FPIC) No. Doc: SOP 46 / PR / (0) / 0709, effective July 2009" against the Standards RSPO P & C and the "Free, Prior and Informed Consent Guide for RSPO Members", endorsed by the RSPO BOG 20 November 2015.
3	Minor 2.2.5	Reference of "SOP Penyelesaian Sengketa Pertanahan (SOP 30/BM/(0)/0409, tanggal 13 April 2009)" against the applicable RSPO P&C and participatory mapping process clause with the affected party in the "Tata Cara Penyelesaian Masalah".
4	Minor 4.1.3	Monitoring harvest interval specified according to the standard (Observation)
5	Minor	Participatory mapping of the entire HCV area that occupied by community (Observation)

	5.2.5	
6	Minor 5.3.3	Waste management in the empty bunch area at MSM POM against the environmental impact. (Observation)
7	Minor 6.1.4	<ul style="list-style-type: none"> - Relevance of the Benchmarking Impact (wages) to the Management Objectives and Social Impact Management Plan, within the document of Social Management Plan (RKS) and the Social Monitor Plan (RPS) Period 2016-2018. - Updates to the affected communities in the indicator Location Management in RKS-RPS period 2016-2018, corresponding actual management has done.
8	SCCS Clause E.3.1	Reference standard / reference used in the Supply Chain Procedure.

3.5.4 Noteworthy Positive Components

No	Descriptions
1	The certificate holder commitment for implementing of sustainable oil palm principles
2	Competency of each Personnel (Staff) in relevance aspects.
3	A communicative PIC during audit
4	Plan for installation of methane capture as part of waste management and GHG mitigation
5	Having management plan to build a paddy field “sawah” for surrounding local communities as a CSR programme
6	Realization of access road construction to connecting villages of Pahirangan, Penda Durian and Tanjung Bantur

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

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p><u>Forestry and Plantation Agency of East Kotawaringin Regency</u></p> <ul style="list-style-type: none"> • The relationship between the company and the Forestry and Plantation Agency of East Kotawaringin is good enough and often coordinated. • There is no issue about land conflicts or tenurial conflicts • The implementation of regular reporting is running smoothly and on time. For example; Plantation Business Activity Report (LKUP). • The assessment results of the plantation business showed the estate received a title / third class estate. • CSR to the public has been carried out and conducted by coordination with agency and community around the company • There were no fires and environmental pollution issues. 	<p>Auditors have been verified the aspects related to plantation business and assessment, CSR, environmental. They have been comply in accordance with criterion 1.1, 2.2, 2.3, 4.1, 5.2, 5.5, 6.2, 6.3, 6.8, 6.10 and 6.11.</p>
<p><u>Labor and Transmigration Agency of East Kotawaringin Regency</u></p> <ul style="list-style-type: none"> • The relationship between the company with Labor and Transmigration Agency has been established very well. • The Company has implemented Management System of Occupational Health and Safety in mills and estates. • The company has had a good working procedure, involving the employees in the employment guarantee program (employment Social Insurance Agency). • There has never been a report related to a dispute between the company and its employees. • The Company has a system of reporting to the Labor and Transmigration Agency properly and timely. For example, reports of Guiding Committee of Occupational Safety & Health and Compulsory Labor Report. • The Company has implemented the Estate Sectoral Minimum Wage in accordance with applicable regulations. • The Department also routinely conducted an examination on the work machines in PT MSM POM. • PT MSM does not have worker unions, but the company has a Bipartite Cooperation Institution which are quite active • There is no issue of Minors labor or discriminatory treatment of workers (ethnic, racial, gender). • Provisions of working hours have already implemented 	<p>Auditors have been verified the aspects related to worker welfare and OHS. They have been comply in accordance with criterion 1.1; 2.1; 4.6; 4.7; 4.8; 6.5; 6.6; 6.7; 6.8; 6.9; and 6.12.</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>overtime salary</p> <ul style="list-style-type: none"> • There is no migrant workers in PT MSM 	
<p>Environmental Agencies</p> <ul style="list-style-type: none"> • The company has a good relationship with Regional Environmental Agency of East Kotawaringin District. • The management unit provides effluent compulsory report regularly (quarterly) • The Company has obtained permission of Hazardous Waste Temporary Warehouse and land applications • The management unit provides Environmental Management Plan - Environmental Monitoring Plan reports regularly • There is no pollution issues related to the company's operations from the community. • The company has owned a good routine reporting system and timely, such as routine report of Environmental Management Plan / Environmental Monitoring Plan in each semester. • Throughout the year 2013 to 2017 (when the public consultation carried out) there has been no report related to environmental pollution caused by the company's operational activities. 	<p>Auditors have been verified the aspects related to agronomic and processing, environmental permits and monitoring. All of them have been comply in accordance with criterion 1.1, 2.1,5.1, 5.3, 5.4, and 5.5.</p>
<p>Local Communities</p> <ol style="list-style-type: none"> 1. Penda Durian Village 2. Tanjung Bantur Village <p>The contents of the meeting: In general, the relationship between the company and the communities around the plantations and smallholdings cooperative are quite good and harmonious, communication between the communities and the company are pretty well. Based on the results of communities recognition obtained information, among others:</p> <ul style="list-style-type: none"> • There are no issues related to environmental pollution from local communities • The Collective Labor Agreement between the cooperative and the company for the development of the estates are quite transparent and fair. • There is a direct aid to village communities in the form of religious facilities, teacher incentives, road maintenance, etc. • Canals became a fish source. • There are no conflicts related to land issues in the nucleus estate • The estates are facilitated the formation of communities cooperative and the maintenance of the smallholdings legality. • There is no land of communal forest or customary in the 	<p>Auditors have been verified the aspects related to land legality, cooperation legality, land dispute, CSR and community empowerment. They have been comply in accordance with criterion 1.1; 2.1; 2.2 ; 2.3; 6.5; 6.10; and 6.11. Its relevants with criteria 6.1; 6.2 and 6.11</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>estate area.</p> <ul style="list-style-type: none"> Socialization for protection of flora and fauna have been conducted by the company 	
<p><u>Gender Committee (Head of Female Committee in POM, MSM I and MSM II Estates)</u></p> <ul style="list-style-type: none"> The management unit is supporting gender committee operational activities by providing a room and consumption when gender committee held a meeting, but there is no specifically funding for the operational activities The socialization of gender, sexual harassment and violence are carried out in conjunction with routine activities conducted by the gender committee for example in the morning absence, <i>yasinan</i> activities and other regular meetings. Other support from the company that is providing time for the board to conduct socialization, and management always remind the female committee meeting schedule Protection of reproductive rights have been met by the company, for example with the implementation of menstruation leaves (H1) and leaves for maternity / childbirth (H2) for a female employees with still to be paid their wages in full. There are no negative issues about Women The company has been socializing policies related to the prohibition of pregnant or breastfeeding workers work with chemicals. There is no potential or discrimination between the man and woman to get opportunities and employment. The company has provided a vehicle for the shuttle for students The Company does not limit the movements / activities of the Female Committee There is no indication of discrimination based on the ethnicity, religion, race, and inter-group relations Health Service Facility is sufficient 	<p>Auditors have been verified the aspects related to worker welfare and OHS. They have been comply in accordance with criterion 2.1; 4.6; 4.7; 4.8; 6.5; 6.7; 6.8; and 6.9.</p>
<p><u>Bipartite Cooperation Institution (Bipartite Cooperation Institution Chairman and members of MSM I and MSM II Estates and Vice Chairman of POM Bipartite Cooperation Institution):</u></p> <ul style="list-style-type: none"> Bipartite Cooperation Institution regularly conduct a meeting once a month The work program of Bipartite Cooperation Institution is to conduct mutual cooperation in the housing plot every Friday afternoon Industrial relationship between employees and company can be done in HRD level, not up to Bipartite Cooperation Institution The relationship between the company and the workers 	<p>Auditors have been verified the aspects related to worker welfare and OHS. They have been comply in accordance with criterion 1.1; 2.1; 4.6; 4.7; 4.8; 6.5; 6.6; 6.7; 6.8; 6.9; and 6.12.</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>are good enough</p> <ul style="list-style-type: none"> • The company has a commitment which was quite good to pay attention the welfare of employees, • The company is more open to accommodate the idea from employees • Every complaint of employees accommodated and responded by the company • The Company does not limit the movement from Bipartite Cooperation Institution • There is no indication of discrimination based on the ethnicity, religion, race, and inter-group relations • 	
<p><u>Contractors of MSM I and MSM II Estates</u></p> <ul style="list-style-type: none"> • It has been 2 years in cooperation with MSM I and MSM II • Safety briefing is conducted by the management unit of PT MSM • OHS equipments are provided by the contractor (boots, helmets, gloves). • Payment made by the management unit is in accordance with the contracts made and timely • During a cooperation with PT MSM, never experienced disappointment (there is no complaint) • The youngest employees is 25 years old • Contractors are used labor from Java and do not want to use local labor because related to the work qualities. • If the contractor employees are sick then brought to the company clinic, if the illness is severe then will be brought to the larger hospital 	<p>Auditors have been verified the aspects related to CSR and community empowerment. They have been comply in accordance with criterion 6.5; 6.10; and 6.11.</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 MENTAYA SAWIT MAS
Management Representative of WILMAR

Mutuagung Lestari
Lead Auditor



SIMON SIBURAT
Friday, 28 February 2017



YUDWI WISNU RAHMANTO
Friday, 28 February 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	Local Environmental Body	Kotawaringin Timur Regency	-	Interview	14 February 2017	√	-
2	Plantation Agency	Kotawaringin Timur Regency	-	Interview	14 February 2017	√	-
3	Labor and Transmigration Agency	Kotawaringin Timur Regency	-	Interview	14 February 2017	√	-
4	Penda Durian Village	Kotawaringin Timur Regency	-	Interview	14 February 2017	√	-
5	Tanjung Bantur Village	Kotawaringin Timur Regency	-	Interview	14 February 2017	√	-
7	Gender Committee	Kotawaringin Timur Regency	-	Interview	16 February 2017	√	-
8	Employee Cooperative	Kotawaringin Timur Regency	-	Interview	16 February 2017	√	-
9	Local Contractor	Kotawaringin Timur Regency	-	Interview	14 February 2017	-	√
10	Pusaka Indonesia	-	pusaka@indosat.net.id	Quiesioner via Email	08 February 2017	-	√
11	Konsorsium pembaruan agraria	-	kpa@kpa.or.id	Quiesioner via Email	08 February 2017	-	√
12	Responsi Bank Indonesia	-	informasi@responsibank.id	Quiesioner via Email	08 February 2017	-	√
13	Jaringan Kerja Pemetaan Partisipatif	-	seknas@jkpp.org	Quiesioner via Email	08 February 2017	-	√
14	TUK Indonesia	-	office@tuk.or.id	Quiesioner via Email	08 February 2017	-	√
16	HUMA	-	huma@huma.or.id	Quiesioner via Email	08 February 2017	-	√
17	Sawit Watch	-	info@sawitwatch.or.id	Quiesioner via Email	08 February 2017	-	√
18	Aliansi Masyarakat Adat Nusantara	-	rumahaman@cbn.net.id	Quiesioner via Email	08 February 2017	-	√
19	Forest People Program	-	info@forestpeoples.org	Quiesioner via Email	08 February 2017	-	√
20	Rainforest Alliance Network	-	ran@ran.org	Quiesioner via Email	08 February 2017	-	√

Appendix 2. Assessment Program

DATE / TANGGAL		13 – 17 February 2017	
PLANNED TIME RENCANA WAKTU	ACTUAL DURATION DURASI AKTUAL	PROCESSES / CLAUSES TO BE AUDITED PROSES / HAL YANG DIAUDIT	AUDITOR
Monday, 13 February 2017			
09.15 – 11.00	09.15 – 11.00	JAKARTA → Pangkalan Bun	YWR / MAY / AFS / AAS
11.00 – 16.00	11.00 – 16.00	Pangkalan Bun → PT. Mentaya Sawit Mas	
16.00– 17.00	16.00– 17.00	Opening meeting <ul style="list-style-type: none"> • Presentasi Auditee (Perkenalan PIC, Profil Perusahaan) // <i>Auditee Speech (Introduction of PIC, Profile of Certified Management Unit)</i> • Presentasi Tim Auditor (Perkenalan, Penjelasan Tujuan Audit, Ruang Lingkup Audit, Pembahasan Rencana Audit, Penentuan Sampel Audit, Penyampaian Transparansi dan Kerahasiaan) // <i>Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)</i> • Review hasil temuan penilaian sebelumnya // <i>Review of previous (Initial assessment) findings</i> • Verifikasi Informasi Dasar (PKS dan Kebun) // <i>Verification of Basic Information Mill and Estate</i> • Klarifikasi Time Bound Plan // <i>Confirmation of Time Bound Plan</i> 	YWR / MAY / AFS / AAS
Tuesday, 14 February 2017			
08.00 – 12.00	08.00 – 12.00	Stakeholders consultation to related agencies in Kotawaringin Timur Regency Stakeholders consultation to surrounded village and local NGO	<ul style="list-style-type: none"> • AAS • AFS
08.00 – 12.00	08.00 – 12.00	Observasi lapangan Mentaya Sawit Mas I Estate // <i>Field observation to Mentaya Sawit Mas I Estate:</i> <ul style="list-style-type: none"> • Implementasi Aspek Agronomi (Panen & Transportasi, Pemupukan, Aplikasi Pesticida, Perawatan Jalan, Monitoring Pengendali Hayati, Aplikasi Janjang Kosong) // <i>Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</i> • Implementasi Aspek Lingkungan, Konservasi dan Pengelolaan Limbah (Inspeksi Gudang Bahan Kimia, Pupuk, Gudang Limbah B3, Workshop, Fasilitas Pengendali Kebakaran, Pengelolaan Sampah dan Limbah, Area HCV) // <i>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area)</i> 	<ul style="list-style-type: none"> • MAY • YWR

DATE / TANGGAL		13 – 17 February 2017	
PLANNED TIME RENCANA WAKTU	ACTUAL DURATION DURASI AKTUAL	PROCESSES / CLAUSES TO BE AUDITED PROSES / HAL YANG DIAUDIT	AUDITOR
		<ul style="list-style-type: none"> Implementasi Keselamatan dan Kesehatan Kerja // <i>Implementation of Occupational Health & Safety Aspect</i> Implementasi Aspek Legal (Legalitas Kepemilikan Lahan, Tata Batas) // <i>Implementation of Legal Aspect (Land Ownership, Legal Boundaries)</i> Observasi Fasilitas Pekerja (Perumahan, Sekolah, Sarana Ibadah) // <i>Observation of Workers Facilities (Housing, School, Worship Place).</i> 	<ul style="list-style-type: none"> MAY YWR MAY
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	Field observation to Mentaya Sawit Mas POM : <ul style="list-style-type: none"> Alur Rantai Pasok / Supply Chain (Penerimaan TBS, Penimbangan TBS, Sortasi TBS, Observasi Proses Pengolahan, Despatch CPO) // <i>Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO)</i> Aspek Keselamatan dan Kesehatan (Inspeksi Gudang Bahan Kimia, Gudang Limbah B3, Workshop, Simulasi Fasilitas Pengendali Kebakaran, Pengelolaan Limbah Pabrik / IPAL) // <i>Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond)</i> 	<ul style="list-style-type: none"> MAY AFS / YWR
Wednesday, 15 February 2017			
08.00 – 12.00	08.00 – 12.00	Observasi lapangan Mentaya Sawit Mas II Estate // <i>Field observation to Mentaya Sawit Mas II Estate:</i> <ul style="list-style-type: none"> Implementasi Aspek Agronomi (Panen & Transportasi, Pemupukan, Aplikasi Pestisida, Perawatan Jalan, Monitoring Pengendali Hayati, Aplikasi Janjang Kosong) // <i>Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</i> Implementasi Aspek Lingkungan, Konservasi dan Pengelolaan Limbah (Inspeksi Gudang Bahan Kimia, Pupuk, Gudang Limbah B3, Workshop, Fasilitas Pengendali Kebakaran, Pengelolaan Sampah dan Limbah, Area HCV) // <i>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area)</i> Implementasi Keselamatan dan Kesehatan Kerja // 	<ul style="list-style-type: none"> AFS MAY

DATE / TANGGAL		13 – 17 February 2017	
PLANNED TIME RENCANA WAKTU	ACTUAL DURATION DURASI AKTUAL	PROCESSES / CLAUSES TO BE AUDITED PROSES / HAL YANG DIAUDIT	AUDITOR
		<p><i>Implementation of Occupational Health & Safety Aspect</i></p> <ul style="list-style-type: none"> • Implementasi Prosedur dan mekanisme Aspek Ketenagakerjaan // <i>Implementation of Employment Procedure and Mechanism Aspect</i> • Implementasi Aspek Legal (Legalitas Kepemilikan Lahan, Tata Batas) // <i>Implementation of Legal Aspect (Land Ownership, Legal Boundaries)</i> • Observasi Fasilitas Pekerja (Perumahan, Sekolah, Sarana Ibadah) // <i>Observation of Workers Facilities (Housing, School, Worship Place).</i> 	<ul style="list-style-type: none"> • AAS / AFS • AAS / AFS • YWR • MAY
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Melanjutkan Kunjungan lapangan dan Klarifikasi Hasil Kunjungan Lapangan // <i>Continue Field Observation and field observation clarification</i> • Konsultasi Publik dengan internal stakeholder (Serikat pekerja, Komite Gender) dan Kontraktor Lokal // <i>Consultation with internal stakeholders (labor union and gender committee) and local contractor</i> • Melengkapi checklist // <i>Verification of field visit and completing checklist</i> 	YWR / MAY / AFS / AAS
Thursday, 16 February 2017			
08.00 – 12.00	08.00 – 12.00	<p>Verifikasi hasil konsultasi para pihak dan kunjungan lapangan // <i>Verification of stakeholder consultation result and field visit.</i></p> <p>Tinjauan dokumen dan melengkapi daftar periksa // <i>Document review and completing audit checklist.</i></p>	YWR / MAY / AFS / AAS
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Diskusi internal tim auditor untuk persiapan Closing Meeting // <i>Internal discussion by auditor team preparing for Closing Meeting</i> 	YWR / MAY / AFS / AAS
17.00 – 18.00	17.00 – 18.00	<p>Closing Meeting:</p> <ul style="list-style-type: none"> • Penyampaian hasil audit (Catatan Komponen Positif, Ketidaksiesuaian, OFI, Batas Waktu Perbaikan dan Kesimpulan) // <i>Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timelie of CAR's, Conclusion)/</i> • Komentar, Tanggapan dan Diskusi // <i>Comments, Responses and Questions</i> 	

DATE / TANGGAL		13 – 17 February 2017	
PLANNED TIME RENCANA WAKTU	ACTUAL DURATION DURASI AKTUAL	PROCESSES / CLAUSES TO BE AUDITED PROSES / HAL YANG DIAUDIT	AUDITOR
Friday, 13 February 2017			
08.00 – 12.00	08.00 – 12.00	<ul style="list-style-type: none"> PT Menntaya Sawit Mas - Sampit 	YWR / MAY / AFS / AAS
12.30 –	12.30 –	<ul style="list-style-type: none"> Sampit – Jakarta 	