

***Roundtable on Sustainable Palm Oil Certification  
RSPO***

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

Name of Management Organisation : Manggala Palm Oil Mill – PT Tunggal Mitra Plantation subsidiary of SIME DARBY Plantation Sdn Bhd

Plantation Name : PT Tunggal Mitra Plantation ; Manggala 1 Estate, Manggala 2 Estate and Manggala 3 Estate

Location : Village of Pujud, Sub District of Pujud, District of Rokan Hilir, Province of Riau, Indonesia

Certificate Code : MUTU-RSPO/002

Date of Certificate Issue : 25 November 2015      Date of License Issue : 25 November 2017

Date of Certificate Expiry : 24 November 2020      Date of License Expiry : 24 November 2018

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed By	Approved by
ASA-1.2	25 – 29 September 2017	Trismadi Nurbayuto (Lead Auditor), Andi Pratama Pasaribu, Brigitta prita, Satria Adi Putra	Octo H.P.N Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1.2	08 Desember 2017

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Figure 1. Location Map of PT Tunggal Mitra Plantation

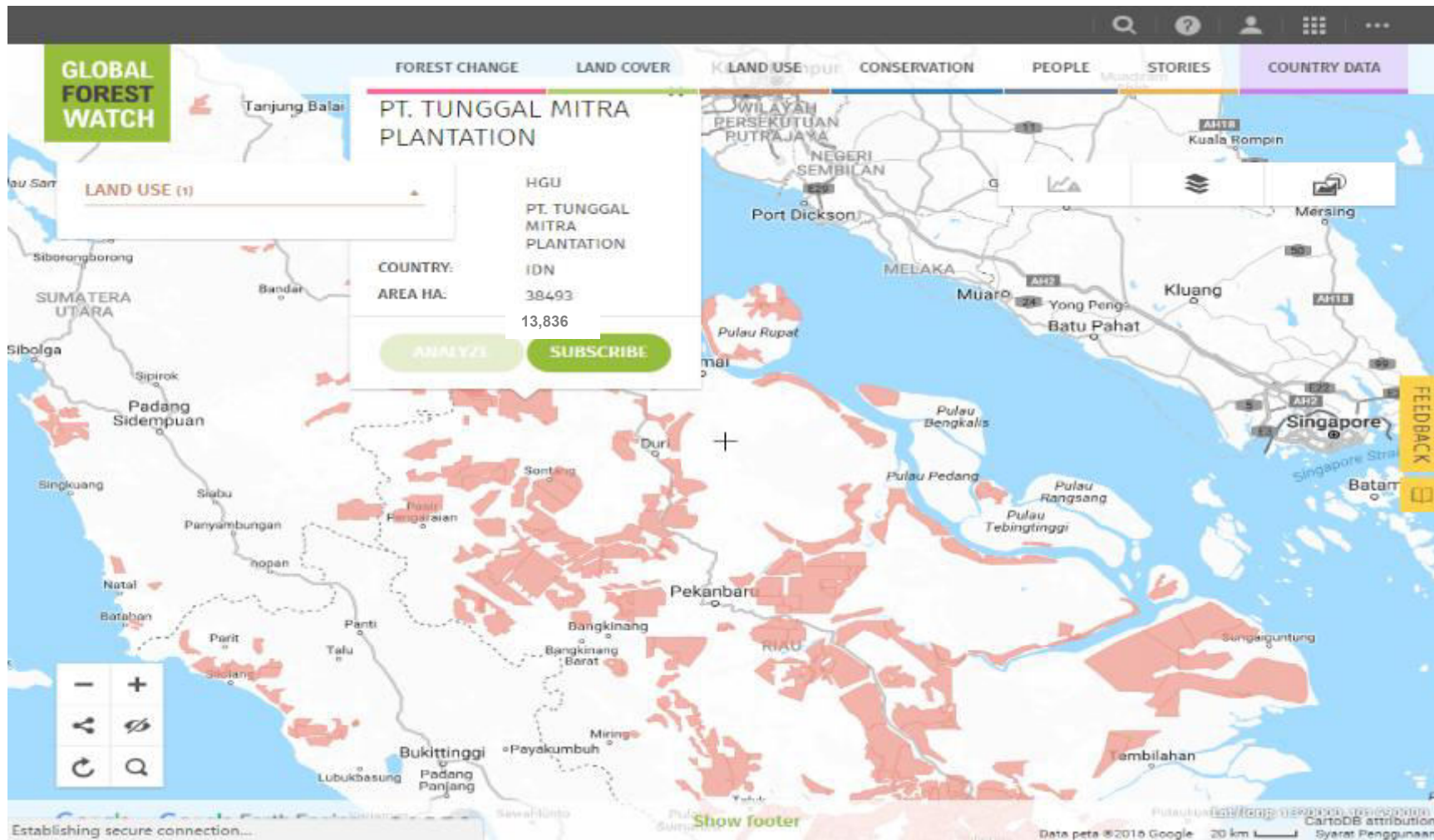
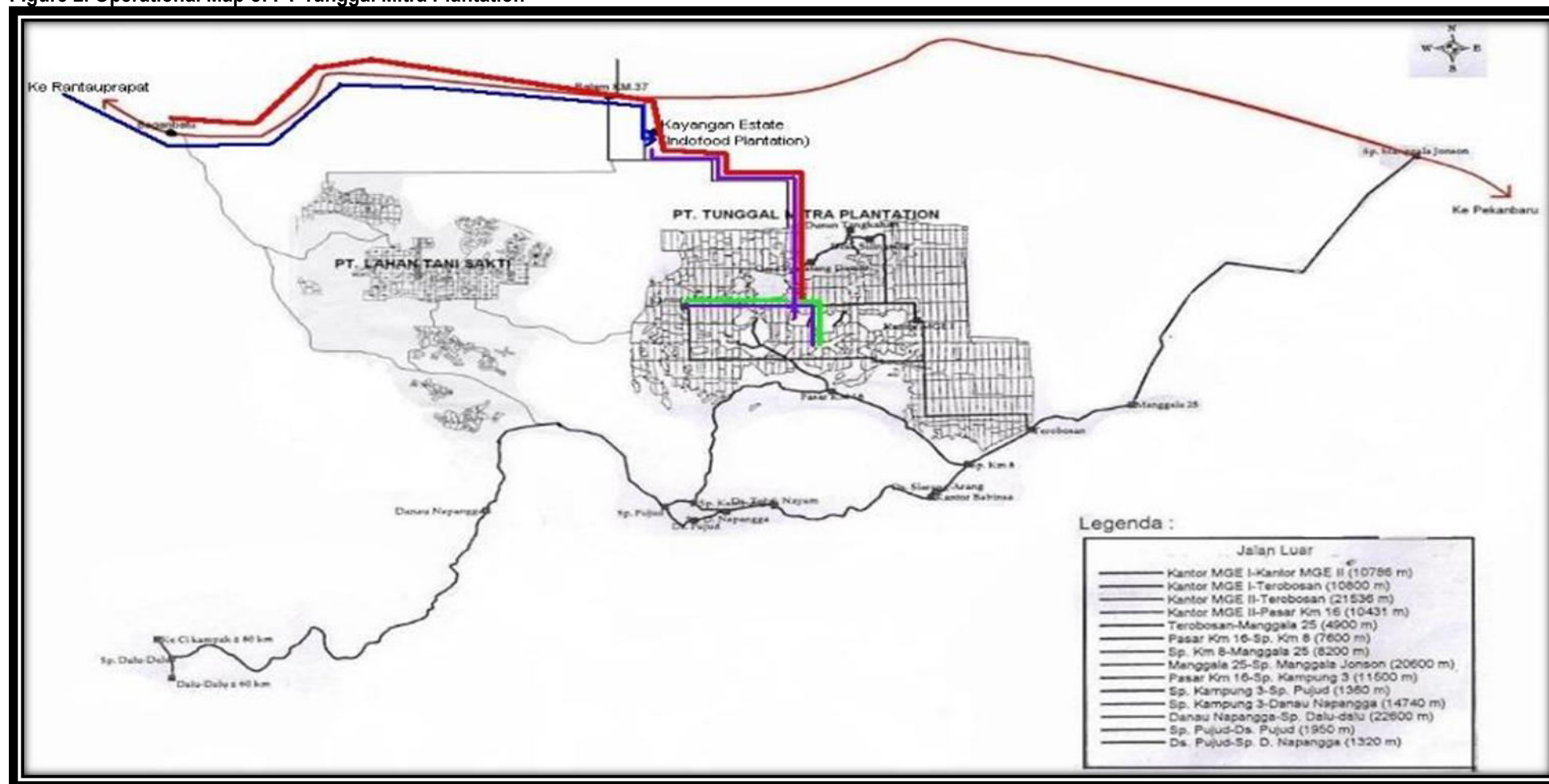


Figure 2. Operational Map of PT Tunggal Mitra Plantation



**Abbreviations Used**

AMDAL	:	Analisis Mengenai Dampak Lingkungan (Environment Impact Assessment)
ASA	:	Annual Surveillance Assessment
B3	:	Bahan Berbahaya dan Beracun (hazardous and toxic materials)
BAPP	:	Berita Acara Penyelesaian Pekerjaan
BHCV WG	:	Biodiversity & High Conservation Value Working Group
BOD	:	Biological Oxygen Demand
BOB	:	Barn on Box
BSS	:	Block Spraying System
BPJS	:	Badan Penyelenggara Jaminan Sosial (Social Security Administrator for Health)
CH	:	Certificate Holder
CPO	:	Crude Palm Oil
CSR	:	Company Social Responsibility
EFB	:	Empty Fruit Bunch
EIA	:	Environment Impact Assessment
ESH	:	Environmental Safety and Health
FFB	:	Fresh Fruit Bunch
GCAD	:	Group Corporate Audit Department
GM	:	General Manager
GHG	:	Green House Gases
HCV	:	High Conservation Value
HGU	:	Hak Guna Usaha (Land Use Permit)
HIRAC	:	Hazard Identification Risk Assessment and Control
HPI	:	Head Plantation Indonesian
HPO	:	Head Plantation Operation
IK	:	Instruksi Kerja (Work Instruction)
IUP	:	Izin usaha perkebunan (Plantation Business License)
KAN	:	Komite Akreditasi Nasional
KER	:	Kernel Extraction Rate (Rendemen Kernel)
LB3	:	Limbah Bahan berbahaya dan beracun (hazardous and toxic materials)
LK3P	:	Lembar Kertas Kerja Kesimpulan Pemeriksaan (Working Conclusion Summary Sheet)
LC	:	Land Clearing (Pembukaan Lahan)
LTA	:	Lost Time Accident
LUCA	:	Land Use Change Analysis
MGE 1	:	Manggala Estate 1
MGE 2	:	Manggala Estate 2
MGE 3	:	Manggala Estate 3
MGF	:	Manggala Factory
MKS-IKS	:	Minyak Kelapa Sawit – Inti Kelapa Sawit
MSDS	:	Material Safety Data Sheet
MRC	:	Minamas Research Center
OER	:	Oil Extraction Rate (Rendemen Minyak Kelapa Sawit)
OHS	:	Occupational Health and Safety
P2K3	:	Panitia Pembina Keselamatan dan Kesehatan Kerja (OHS Committee)
PK	:	Palm Kernel (Inti Sawit)
PKS	:	Pabrik Kelapa Sawit (Palm Oil Mill)
PMPB	:	Pedoman Manajemen Perkebunan Berkelanjutan (sustainable management of plantation guidelines)

PSQM	:	Plantation Sustainability Quality Management
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protective Equipment
PSD	:	Plantation Services Department
PUK	:	Pimpinan Unit Kerja
RKL	:	Rencana kelola lingkungan (Environment Management Plan)
RPL	:	Rencana pemantauan lingkungan (Environment Monitoring Plan)
SAP	:	System Application & Product in data Processing
SCCS	:	Supply Chain Certification System
SGM	:	Senior General Manager
SIUP	:	Surat Ijin Usaha Perkebunan
SPUP	:	Surat Pendaftaran Usaha Perkebunan
SM-HR BP	:	Senior Manager-Human Resource Business Planning
SOP	:	Standard Operating Procedure
SOU	:	Strategic Operating Unit
SPSI	:	Serikat Pekerja Seluruh Indonesia (labour Union)
SPUP	:	Surat Pendaftaran Usaha Perkebunan
TBM	:	Tanaman Belum Menghasilkan (Immature Plants)
TBS	:	Tandan Buah Segar (Fresh Fruit Bunch)
TMP	:	Tunggal Mitra Plantation
TPSA	:	Tempat Pembuangan Sampah Akhir
WTP	:	Water Treatment Plant
WWTP	:	Waste water Treatment Plant



1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"><li>• <i>Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO Board of Governor 30<sup>th</sup> September 2016.</i></li><li>• <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill)</i></li><li>• <i>RSPO certification System (Approve by RSPO Executive Board 26 June 2007)</i></li><li>• <i>RSPO Supply Chain Certification System, November 2014.</i></li></ul>	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT Tunggal Mitra Plantation subsidiary of SIME DARBY Plantation Sdn Bhd	
1.2.2	Contact person	Mohamad Pirabaharan	
1.2.3	Organisation address and site address	<ul style="list-style-type: none"><li>• SIME DARBY Plantation Sdn Bhd No 2, Plantation Tower Jalan PJU 1A/7 Petaling Jaya, Malaysia 47301</li><li>• The Plaza Office Tower, 36<sup>th</sup> Floor. Jl. MH Thamrin Kav. 28-30, Jakarta – 10350</li></ul>	
1.2.4	Telephone	+62-21-29926000	
1.2.5	Fax	+62-21-29922686	
1.2.6	E-mail	<a href="mailto:mohamad.pirabaharan@sime-darby.com">mohamad.pirabaharan@sime-darby.com</a>	
1.2.7	Web page address	<a href="http://www.sime-darby.com">www.sime-darby.com</a>	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan	
1.2.9	Registered as RSPO member	1-0008-04-000-00 – 7 September 2004	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Manggala Mill and 3 Estate, It's consists of Manggala 1 Estate, Manggala 2 Estate and Manggala 3 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
	Manggala Mill	Village of Pujud, Sub District of Pujud, District of Rokan Hilir, Province of Riau, Indonesia.	N 1° 31' 16" E 100° 43' 40"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate

		Latitude	Longitude
Manggala 1 Estate	Village of Pujud, Sub District of Pujud, District of Rokan Hilir, Province of Riau, Indonesia.	N 1° 32' 7"	E 100° 43' 48"
Manggala 2 Estate	Village of Pujud, Sub District of Pujud, District of Rokan Hilir, Province of Riau, Indonesia.	N 1° 31' 54"	E 100° 38' 38"
Manggala 3 Estate	Village of Pujud, Sub District of Pujud, District of Rokan Hilir, Province of Riau, Indonesia.	N 1° 28' 23"	E 100° 45' 32"

**1.5 Description of Area Statement**

1.5.1	Tenure	
	• State	13,836.00 Ha
	• Community	- Ha

**1.5.2 Area Statement**

	• Total area	13,836.00	Ha
	• Mature area	6,853.23	Ha
	• Immature area	3,941.59	Ha
	• Mill	15.26	Ha
	• Infrastructure	491.37	Ha
	• Nursery	29.23	Ha
	• Occupation	2,472.40	Ha
	• HCV	21.20	Ha
	• Others area	11.72	Ha
			Ha

**1.6 Planting Year and Cycles**
**1.6.1 Age profile of planting year**

Planting Year	Hectarage (Ha)			
	Manggala 1	Manggala 2	Manggala 3	Total
1990	265.19	-	32.70	297.89
1991	38.69	-	530.85	569.54
1992	1,548.27	246.27	208.12	2,002.66
1993	52.27	83.40	279.17	414.84
1994	-	387.27	101.00	488.27
1996	-	61.10	-	61.10
1997	-	220.30	119.58	339.88
1998	-	392.79	46.96	439.75
1999	-	440.39	-	440.39
2000	-	372.20	96.93	469.13
2004	-	50.64	-	50.64
2006	-	48.48	-	48.48



	2013	156.54	-	671.93	828.47				
	2014	-	243.00	159.19	402.19				
	Sub total	2,060.96	2,545.84	2,246.43	6,853.23				
	Immature								
	2013	66.90	-	-	66.90				
	2014	395.43	-	172.63	568.06				
	2015	797.75	274.99	415.82	1,488.56				
	2016	28.55	397.31	383.80	809.66				
	2017	199.73	384.40	295.84	879.97				
	Replanting	128.44	-	-	128.44				
	Sub total	1,616.80	1,056.70	1,268.09	3,941.59				
	TOTAL	3,677.76	3,602.54	3,514.52	10,794.82				
1.6.2	New Planting area after January 2010		- Ha						
1.6.3	Planting Cycle		2 <sup>nd</sup> Cycle						
1.7	Description of Mill and Supply Base								
1.7.1	Description of Mill								
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO Out put (tonnes)	Extraction (%)	Palm Kernel Out put (tonnes)	Extraction (%)		
	Manggala POM	60	166,461.77	35,633.12	21.41	7,983.72	4.80		
* Production data source from September 2016 to August 2017									
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)		%	
	Manggala 1	4,919.00	3,677.76	55,554.24	15.10	55,554.24	100		
	Manggala 2	4,922.00	3,602.54	57,583.41	15.98	57,583.41	100		
	Manggala 3	3,995.00	3,514.52	53,324.12	15.17	53,324.12	100		
	TOTAL	13,836.00	10,794.82	166,461.77	15.42	166,461.77	100		
* Production data source from September 2016 to August 2017									
1.7.3	FFB description from other source								
	Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill FFB (tonnes/year)				
	-	-	-	-	-				
	-	-	-	-	-				
	-	-	-	-	-				
	-	-	-	-	-				
	TOTAL					-			
* Production data source from September 2016 to August 2017									

1.7.4	Product categories			FFB, CPO, PK				
1.8	Tonnage of Product							
1.8.1	Past Annual Claim Certified Product		Previous Certificate Claim 25 November 2016 to 24 November 2017 (tonnes/year)		Actual certified product 25 November 2016 to 23 September 2017 (tonnes/year)			
	• FFB Production		189,689		130,352			
	• CPO Production		43,628		28,014			
	• Palm Kernel (PK) Production		8,536		6,281			
1.8.2	Product selling							
	Tonnage of selling product		Selling product during the certification period until 23 September 2017					
	• CSPO		-					
	• CSPK		6,280.92 MT					
	• CPO under other scheme trading (e.g ISCC, RFS)		-					
	• CPO under conventional trading (if any)		28,014 MT					
	• PK under other scheme		-					
	• PK under conventional trading (if any)		-					
1.8.3	Estimate of Certified FFB Claim							
	Name of Estate(s)		Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Manggala 1		4,919.00	3,677.76	48,848	13.28		
	Manggala 2		4,922.00	3,602.54	49,659	13.78		
	Manggala 3		3,995.00	3,514.52	46,196	13.14		
	TOTAL		13,836.00	10,794.82	144,703	13.40		
	<i>*Projected FFB production for 12 months of certificate</i>							
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	
	Manggala POM	60	144,703	33,282	23.00	6,946	4.80	
	<i>*Projected CSPO and CSPK production for 12 months of certificate</i>							
1.9	Other Certifications							
	ISO 9001:2008			-				
	ISO 14001: 2004			-				
	OHSAS 18001:2007			-				
	ISCC			-				
	ISPO			ISPO Certificate Number (SGS-ID-ISPO-0014) valid until 03 April 2022				

Others

-

**1.10 Time Bound Plan**
**1.10.1 Time Bound Plan for Other Management Units**

Management Unit		HGU on Process		Supply Base	Time Bound Plan	Location	Status
Mill	Time Bound Plan	Ha	Time Bound Plan				
INDONESIA							
Sekunzir. PT. Indotruba Tengah	2010			Sekunzir	2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified
				Seruyan	2010		Certified
Manggala. PT. Tunggal Mitra Plantations	2010			Manggala 1	2010	Rokan Hilir District – Riau	Certified
				Manggala 2	2010		Certified
				Manggala 3	2010		Certified
Bukit Ajong PT. Sime Indo Agro	2010	1,652	2019	West	2010	Sanggau District – West Kalimantan	Certified
				East	2010		Certified
				Sei Mawang	2018		-
				East Plasma	2010		Certified
				West Plasma	2010		Certified
Teluk Siak. PT Aneka Inti Persada	2011	421.31	2020	Teluk Siak	2011	Pekanbaru, Siak District – Riau	Certified
				Pinang Sebatang	2011		Certified
				Aneka Persada	2011		Certified
Sungai Pinang. PT. Bina Sains Cemerlang	2012	308.25	2020	Sungai Pinang	2012	Musi Rawas District – South Sumatera	Certified
				Bukit Pinang	2012		Certified
Pematang. PT. Teguh Sempurna	2011			Pematang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
				Kawan Batu	2011		Certified
				Hatan Tiring	2011		Certified
				Batang Garing	2011		Certified
Alur Dumai. PT Lahan Tani Sakti	2011			Alur Dumai	2011	Rokan Hilir District – Riau	Certified
Teluk Bakau. PT. Bhumireksa Nusa Sejati	2011			Teluk Bakau	2011	Indra Giri Hilir District – Riau	Certified
				Nusa Perkasa	2011		Certified
				Nusa Lestari	2011		Certified
Mandah. PT. Bhumireksa Nusa Sejati	2014			Mandah	2011	Indra Giri Hilir District – Riau	Certified
				Rotan Semelur	2011		Certified
Angsana Mini. PT Sajang Heulang	2011			KKPA-1 PT.SHE	2013	Tanah Bumbu District – South Kalimantan	Certified
				Pantai Bonati	2011		Certified
Angsana. PT Ladangrumpun Suburabadi	2011			Angsana	2011	Tanah Bumbu District – South Kalimantan	Certified
				Gunung Sari	2011		Certified
				KKPA-4 PT.SHE	2013		Certified

Mustika. PT Sajang Heulang	2013			Mustika		Tanah Bumbu District – South Kalimantan	Certified
				KKPA-2 PT.SHE	2013		Certified
				KKPA-3 PT.SHE	2013		Certified
				KKPA-5 PT.SHE	2013		Certified
				SAP 1	2020		ST-2
Gunung Aru. PT Bersama Sejahtera Sakti	2011	765	2020	Gunung Aru	2011	Kotabaru District – South Kalimantan	Certified
				Gunung Kemasari	2011		Certified
				Laut Timur	2011		Certified
				Pantai Timur	2011		Certified
				KKPA BSS	2020		-
Bebunga. PT. Langgeng Muaramakmur	2011	1,162	2020	Sungai Cengal	2011	Kotabaru District – South Kalimantan	Certified
				Bebunga	2011		Certified
				KKPA Sungai Cengal	2014		Certified
Sukamandang PT Kridatama Lancar	2011			Sukamandang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
				Sapiri	2011		Certified
				Barasdanum	2011		Certified
				Kuala Kuayan	2011		Certified
Pondok Labu. PT Paripurna Swakarsa	2012	1,120	2020	Binturung	2012	Kotabaru District – South Kalimantan	Certified
				Pondok Labu	2012		Certified
				Rampa	2012		Certified
				Sesulung	2012		Certified
Selabak. PT Swadaya Andhika	2012	63	2020	Selabak	2012	Kotabaru District – South Kalimantan	Certified
				Randi	2012		Certified
				Sangkoh	2012		Certified
				Lanting	2012		Certified
Rantau. PT Laguna Mandiri	2012			Rantau	2012	Kotabaru District – South Kalimantan	Certified
				Matalok	2012		Certified
Betung. PT Laguna Mandiri	2014			Betung	2012	Kotabaru District – South Kalimantan	Certified
				Sekayu	2012		Certified
Ungkaya. PT Tamaco Graha Krida	2012			Ungkaya	2012	Morowali District – Sulawesi Tengah	Certified
				Plasma TGK	2015		Certified
Ladang Panjang. PT Bahari Gembira Ria	2012	1,639	2020	Ladang Panjang	2012	Muaro Jambi District - Jambi	Certified
				Plasma BGR	2020		-
Rantau Panjang. PT Guthrie Pecconina Indonesia	2012	4,133	2020	Rantau Panjang	2012	Musi Banyuasin District – South Sumatera	Certified
				Bumi Ayu	2012		Certified
				Karang Ringin	2012		Certified
				Napal	2012		Certified
				Mangun Jaya	2012		Certified
				Sungai Jernih Estate and GPI KKPA	2017		-

Blang Simpo. PT Perkasa Subur Sakti	2013	1,286	2020	Tamiang (PT PPP)	2013	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	Certified
				Batang Ara (PT PSK)	2013		Certified
				Blang Simpo-01	2013		Certified
				Blang Simpo-02	2013		Certified
MAS. PT Mitra Austral Sejahtera	2020			MAS 1	2018	Sanggau District – West Kalimantan	-
				MAS 1	2018		-
				MAS 1	2018		-
				Plasma MAS	2020		-
Lembiru. PT Sandika Nata Palma	2014			Lembiru	2014	Ketapang District – West Kalimantan	Certified
				Awatan	2014		Certified
				Karya Palma	2018		-
				KKPA SNP	2020		-
				Pelanjau (PT BAL)	2018		-
				Sungai Putih (PT BAL)	2018		-
				Baturus (PT BAL)	2018		-
				KKPA BAL	2020		-
MALAYSIA							
Sg Dingin SOU 1	2010			Bukit Hijau	2010	Kerangan, Kedah	Certified
				Padang Buluh	2010		Certified
				Bukit Selangor	2010		Certified
				Sg Dingin	2010		Certified
				Jentayu	2010		Certified
				Anak Kuli	2010		Certified
				Somme	2010		Certified
Chersonese SOU 2	2011			Chersonese	2011	Kuala Kurau, Perak	Certified
				Holyrood	2011		Certified
				Kalumpang	2011		Certified
				Tali Ayer	2011		Certified
Elphil SOU 3	2011			Kinta Kellas	2011	Sg Siput, Perak	Certified
				Elphil	2011		Certified
				Kamuning	2011		Certified
Flemington SOU 4	2011			Flemington	2011	Teluk Intan, Perak	Certified
				Bagan Datoh	2011		Certified
				Sabak Bernam	2011		Certified
				Sg Samak	2011		Certified
Seri Intan SOU 5	2011			Seri Intan (Main Division)	2011	Teluk Intan, Perak	Certified
				Sabrang	2011		Certified
				Sg Wangi	2011		Certified
				Sogomana (Main Division)	2011		Certified
Selaba SOU 5	2011			Seri Intan (Selaba Division)	2011	Teluk Intan, Perak	Certified
				Sogomana (Cashwood & Sg Beruas Division)	2011		Certified

				Bikam	2011		Certified
				Clumy	2011		Certified
Tennamaram SOU 6	2011			Tennamaram	2011	Bestari Jaya, Selangor	Certified
				Sungei Buloh	2011		Certified
				Bkt Talang	2011		Certified
Bkt Kerayong SOU 7	2011			Bkt Kerayong	2011	Kapar, Selangor	Certified
				Bkt Cherakah	2011		Certified
				Bkt Rajah	2011		Certified
				Bkt Lagong	2011		Certified
				Elmina	2011		Certified
East SOU 8	2010			East	2010	Carey Island, Selangor	Certified
				Dusun Durian	2010		Certified
				Sepang	2010		Certified
West - SOU 9	2010			West	2010	Carey Island, Selangor	Certified
Bukit Putri - SOU 10	2011			Bukit Putri	2011	Raub, Pahang	Certified
Kerdau SOU 11	2011			Kerdau	2011	Temerloh, Pahang	Certified
				Jentar	2011		Certified
				Mentakab	2011		Certified
				Sg Mai	2011		Certified
				Chenor	2011		Certified
Jabor - SOU 12	2011			Jabor	2011	Kuantan, Pahang	Certified
Labu SOU 13	2011			Labu	2011	Nilai, Negeri Sembilan	Certified
				New Labu	2011		Certified
				Bradwall	2011		Certified
Tanah Merah SOU 14	2010			Tanah Merah	2010	Port Dickson, Negeri Sembilan	Certified
				Sua Betong	2010		Certified
				Bukit Pelandok	2010		Certified
Sua Betong SOU 15	2014			Salak	2014	Port Dickson, Negeri Sembilan	Certified
				Sengkang	2014		Certified
				Siliau	2014		Certified
				PD Lukut	2014		Certified
				Sungai Baru	2014		Certified
				Tampin Linggi	2014		Certified
Kok Foh SOU 16	2011			Bukit Pilah	2011	Bahau, Negeri Sembilan	Certified
				Kok Foh	2011		Certified
				Muar River	2011		Certified
				St. Helier	2011		Certified
				Pertang	2011		Certified
				Sg Gemas	2011		Certified
				Sg Sebalang	2011		Certified
				Sg Senarut	2011		Certified
Kempas SOU 17	2010			Kempas	2010	Jasin, Melaka	Certified
				Kemuning	2010		Certified
				Tangkah	2010		Certified
Diamond Jubilee SOU 18	2011			Bukit Asahan	2011	Jasin, Melaka	Certified
				Diamond Jubilee	2011		Certified



				Serkam	2011		Certified
Pagoh SOU 19	2014			Pagoh	2014	Muar, Johor	Certified
				Lanadron	2014		Certified
				Pengkalan Bukit	2014		Certified
				Welch	2014		Certified
Chaah SOU 20	2010			North Labis	2010	Chaah, Johor	Certified
				Cha'ah	2010		Certified
				Sg Simpang Kiri	2010		Certified
Gunung Mas SOU 21	2010			Gunung Mas	2010	Kluang, Johor	Certified
				Kempas Klebang	2010		Certified
				Bukit Paloh	2010		Certified
				Yong Peng	2010		Certified
Bukit Benut SOU 22	2011			Bukit Benut	2011	Kluang, Johor	Certified
				CEP Niyor	2011		Certified
				Lambak / Elaeis	2011		Certified
Ulu Remis SOU 23	2011			Pekan	2011	Layang-layang, Johor	Certified
				Sembrong	2011		Certified
				Tun Dr. Ismail	2011		Certified
				Ulu Remis	2011		Certified
				Bukit Badak	2011		Certified
				Cenas	2011		Certified
Hadapan SOU 24	2011			CEP Rengam	2011	Layang-layang, Johor	Certified
				Kulai	2011		Certified
				Layang	2011		Certified
				Seri Pulai	2011		Certified
Sandakan Bay SOU 26	2008			Tun Tan Siew Sin	2008	Sandakan, Sabah	Certified
				Tunku	2008		Certified
				Tigowis	2008		Certified
				Sentosa	2008		Certified
				Saguliud	2008		Certified
Melalap SOU 27	2011			Melalap	2011	Tenom, Sabah	Certified
				Sapong	2011		Certified
Binuang SOU 28	2009			Tingkeyu	2009	Kunak, Sabah	Certified
				Sungang	2009		Certified
				Jelata Bumi	2009		Certified
				Binuang	2009		Certified
Giram SOU 29	2009			Mostyn	2009	Kunak, Sabah	Certified
				Giram	2009		Certified
Merotai SOU 30	2009			Imam	2009	Tawau, Sabah	Certified
				Merotai	2009		Certified
				Table	2009		Certified
				Tiger	2009		Certified
Lavang SOU 31	2011			Belian	2011	Bintulu, Serawak	Certified
				Kelida	2011		Certified
				Lavang	2011		Certified
				Lavang (SE)	2011		Certified

				Rasan	2011		Certified
Rajawali SOU 32	2011			Rajawali	2011	Bintulu, Serawak	Certified
				Samudera	2011		Certified
				Semarak	2011		Certified
				Bayu	2011		Certified
Derawan SOU 33	2011			Takau	2011	Bintulu, Serawak	Certified
				Damai	2011		Certified
				Derawan	2011		Certified
				Sahua	2011		Certified
Pekaka SOU 34	2011			Chartquest	2011	Bintulu, Serawak	Certified
				Dulang	2011		Certified
				Peroh	2011		Certified
				Pekaka	2011		Certified
				Ruai	2011		Certified

Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total management unit in Sime Darby Plantation Sdn Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia.

A new mill will be set up in Liberia and planned for commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and Sime Darby Plantation Sdn Bhd targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.

There was change of the Time Bound Plan under Sime Darby on 15 April 2016 cause the Sime Darby postpone the others certification process. Change of the Time Bound Plan explanation: PT Mitra Austral Sejahtera. There are social issue still unresolved from the Serikat Petani Kelapa Sawit (SPKS) Sanggau, however the improvement are in progress. Sime Darby has informed the Time Bound Plan progress, MUTU has consider that Sime Darby still comply with the RSPO requirement for partial certification.

**1.10.2 Progress of Associated Smallholders and Outgrowers for Certifiable Standard**

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<b>2.0</b>	<b>ASSESSMENT PROCESS</b>
<b>2.1</b>	<b>Assessment Team</b>
<b>ASA – 1.2</b>	<p>1. <b>Trismadi Nurbayuto (Lead Auditor).</b> Indonesian Citizen. Diploma of Forest Management from Forestry Faculty; Associate Degree of Economic from Economic and Management. He has experienced as field assistant on oil palm plantation year of 2008. Therefore he has experienced as HCV and SEIA Assessor on 2010-2013. He has been followed HCV identification and management training; ISO training (9001;14001; 22000); ISPO Lead Auditor's training; Safety Expert; RSPO Lead Auditor's; OHS Auditors by Government Regulation No 50 year of 2012; and RSPO Next. He has been conducted audit on ISPO and RSPO scheme since year of 2013 as an Auditor on several aspect as environment, OHS, Legality, Best Management Practices, Social, Worker Welfare, Conflict Resolutions, Long term Business Plan and Supply Chain on Palm Oil Mill. During this audit, he verify aspect OHS, Long Term Plan and Worker Welfare.</p> <p>2. <b>Andi Pratama Pasaribu (Auditor).</b> Indonesian citizen. Bachelor degree, majoring social economy. He has several of work experiences (more than 5 years) as the operational staff since 2008. He has been followed the Training of Lead Auditor Indonesian Sustainable Palm Oil (ISPO) which was held by ISPO Commission in 2013 and Training of Lead Auditor Roundtable on Sustainable Palm Oil (RSPO) by Proforest and Daemeter in 2016. He has been attended several kinds of training, such as High Conservation Value (HCV) Training, Lead Auditor ISO 9001:2008, Lead Auditor ISO 14001:2005, auditor OHSAS etc. He has some experiences of ISPO audit in Indonesian palm oil in best management practices, land legality, environmental, social and worker welfare aspect. During this audit, he verify SCCS, land legality and social aspect.</p> <p>3. <b>Brigitta Prita (Auditor).</b> Citizen of Indonesia. Bachelor of Forestry, Department of Forest Resources Conservation and Ecotourism. She had attended Training ISPO by Commission ISPO on June 2013, Training ISO 9001:2008 Quality Management System on January 2014, In House Training 17021 and 17065 management system and Product Quality, Training High Conservation Value by IPB on September 2015, In House Training HCV on August 2016, In House Training Roundtable Sustainable Palm Oil on January 2014; In House Training ISO 14000:2004 Environmental Management System. She has been audit experience ISPO &amp; RSPO since April 2013 in the environmental, conservation, waste management and worker welfare aspects. During this audit, she verify environment, transparency and HCV.</p> <p>4. <b>Satria Adi Putra (Auditor Trainee).</b> Indonesian citizen, Diploma III majoring in Palm Oil Plantation. Have experience of work more than six years since 2009 as the operational staff of private oil palm plantations in Indonesia. Training have been followed including Occupational Health and Safety Expert (General AK3), Orang Utan and Wildlife Management, ISPO Auditor Training, RSPO Awareness, IHT Potential Mapping and Conflict Resolution in Production Forests, OHSAS 18001, Lead Auditor Training for ISO 9001, ISO 14001, ISO 17021, ISO 17065, ISO 19011 and ISO 22000. During this audit, he verify Best Management Practices.</p>
<b>2.2</b>	<b>Assessment Methodology, Assessment Process and Locations of Assessment</b>
<b>2.2.1</b>	<b>Figure of person days to implement assessment</b>
<b>ASA-1.2</b>	<p>Number of auditors : 4 auditor</p> <p>Number of days for <b>ASA-1.2</b> at site : 4 days</p> <p>Number of working days for <b>ASA-1.2</b> at site : 16 Working days</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA-1.2</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Tunggal Mitra Plantation. to the requirements of of RSPO Principles and Criteria for Sustainable Palm Oil Production of Sustainable Palm Oil 2013 for Indonesia July 2016, approve RSPO Governors September 30,2016- and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill).</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-1.2** delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase **ASA-1.3**. Improvement of findings from main assessment findings were observed by auditors at this **ASA-1.3** assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of **ASA-1.2**. The assessment program please find Appendix 2.

<b>2.2.3</b>	<b>Locations of Assessment</b>
<b>ASA-1.2</b>	<p><b><u>Manggala – 1 Estate</u></b></p> <ol style="list-style-type: none"> <li><b>Boundary pole BPN TMP 06, Block A34 MGE-1.</b></li> <li><b>HCV Block A001, Block A019 Division 4 Bangko Riparian area.</b> Observation field related management of riparian area and HCV Area.</li> <li><b>Best Spraying System (BSS) dan Best Manuring System (BMS).</b> Observation and interview related management of hazardous waste (pesticide).</li> <li><b>Housing of Division 4 (Pondok 3).</b> Observation and interview related facilities &amp; infrastructure, domestic waste, and others.</li> <li><b>Daycare Division 4.</b> Observation and interview related facilities daycare and others.</li> <li><b>Generator Room.</b> Observation related condition of generator room.</li> <li><b>Clinic Central (Pondok 2 Division 2 &amp; 3).</b> Observation and interview related medical waste and others.</li> <li><b>Landfill Block E17 Division 4.</b> Observation related management of domestic waste.</li> <li><b>Chemical storage.</b> Observation and interview on environmental aspect, OHS implementation, management of chemical and understanding of working procedure.</li> <li><b>Fertilizer storage.</b> Observation and interview on environmental aspect, OHS implementation, management of fertilizer and understanding of working procedure.</li> <li><b>Temporary storage of hazardous waste.</b> Observation and interview related management of hazardous waste.</li> <li><b>Fire extinguishers.</b> Observation and checking the equipment of fire extinguishers.</li> <li><b>Pest Cencus Block E013 Division 3.</b> Observation related pest management</li> <li><b>Manuring Blok F013, Division 3.</b> Observation and interview with labor of manual fertilization related to fertilization procedure, wage, K3 implementation and facility of infrastructure.</li> <li><b>Spraying Block F017, Division 4.</b> Field Observation of chemicals used by the company, application management, safety worked, implementation of OHS and interview related labor.</li> <li><b>Harvesting Block E010, Division 2.</b> Observations and interviews with harvesters regarding wages, harvesting procedures and OSH implementation.</li> <li><b>Nurseries Division 1.</b> Observations and interviews with labor regarding wages, nurseries procedures and OSH implementation.</li> <li><b>Subsiden Pole Block G007 Division 2.</b> Observation peatland management/monitoring peg subsidence and water level.</li> </ol> <p><b><u>Manggala – 2 Estate</u></b></p> <ol style="list-style-type: none"> <li><b>Boundary pole BPN TMP 64, Block I29 MGE-2.</b></li> <li><b>Boundary pole BPN TMP 65, Block I04 MGE-2.</b></li> <li><b>Landfill Block C46 Division 3.</b> Observation related management of domestic waste.</li> </ol> <p><b><u>Manggala – 3 Estate</u></b></p> <ol style="list-style-type: none"> <li><b>Boundary pole BPN TMP 49, Block I29 MGE-3.</b></li> <li><b>Boundary pole BPN TMP 46, located inside the village.</b></li> <li><b>Landfill</b> Observation related management of domestic waste.</li> <li><b>Housing of MGE 3.</b> Observation and interview related facilities &amp; infrastructure, domestic waste, and others.</li> <li><b>Manuring Blok I04, Division 3.</b> Observation and interview with labor of manual fertilization related to</li> </ol>

	<p>fertilization procedure, wage, K3 implementation and facility of infrastructure.</p> <ol style="list-style-type: none"> <li><b>Pest Spraying Block J02, Division 1.</b> Field Observation of chemicals used by the company, application management, safety worked, implementation of OHS and interview related labor.</li> <li><b>Harvesting Block L03, Division 1.</b> Observations and interviews with harvesters regarding wages, harvesting procedures and OSH implementation.</li> <li><b>Subsiden Pole Block L04.</b> Observation peatland management/monitoring peg subsidence and water level.</li> <li><b>Water Gate Block L08.</b> Observation peatland management/monitoring water management.</li> <li><b>Replanting Area Block L01, Division 2.</b> Observations regarding replanting procedure and OSH implementation.</li> <li><b>Fire Watching Tower, Block J06.</b> Observation of infrastructure for land fire awareness</li> </ol> <p><b>Manggala POM</b></p> <ol style="list-style-type: none"> <li><b>Security Gate and Weightbridge.</b> Observation and interview with the personnel in charge regarding to FFB receiving procedure especially in order of supply chain implementation.</li> <li><b>Water Treatment Plant (WTP).</b> Observation and interview related management of WTP.</li> <li><b>Temporary storage of hazardous waste.</b> Observation and interview related management of hazardous waste.</li> <li><b>POME.</b> Observation and interview related management of liquid waste.</li> <li><b>Housing of Factory.</b> Observation and interview related facilities &amp; infrastructure, domestic waste, and others.</li> <li><b>Engine Room.</b> Observation of OHS implementation and interview regarding to employment aspect and environment aspect.</li> <li><b>Grading Site.</b> Observe how to grading the fruit and determine the quality of the fruit</li> <li><b>Sterilizer Room.</b> Observation of OHS implementation and interview regarding to employment aspect and wages.</li> <li><b>Nut &amp; Kernel Room.</b> Observation of OHS implementation and interview regarding to employment aspect and wages.</li> </ol>
<b>2.3</b>	<b>Stakeholder Consultation and Stakeholders Contacted</b>
<b>2.3.1</b>	<b>Summary of stakeholder consultation process.</b>
<b>ASA-1.2</b>	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT Tunggal Mitra Plantation was held by:</p> <ol style="list-style-type: none"> <li>Public Notification website MUTU (<a href="http://www.mutucertification.com">www.mutucertification.com</a>) before assessment (24 August 2017).</li> <li>Public consultation meeting with external stakeholder (Government of Rokan Hilir District) by interview at September, 26<sup>th</sup> 2016.</li> <li>Public consultation meeting with internal stakeholders by interviews and local stakeholders conducted by visits to villages and interviews with local peoples at September 27, 2017.</li> <li>Public consultation meeting with internal stakeholders (labour union and local contractor) at September 27, 2017.</li> <li>Public consultation with NGO by email dated September 18, 2017.</li> </ol> <p>Numbers of input from stakeholders were clarified by PT Tunggal Mitra Plantation.</p>
<b>2.3.2</b>	<b>Stakeholder contacted</b>
	<b>Please find appendix 1</b>
<b>2.4</b>	<b>Determining Next Assessment</b>
	The next visit ASA-1.3 will be determined one year after this ASA-1.2. (October 2018)

### 3.0. ASSESSMENT FINDINGS

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

MUTUAGUNG LESTARI has conducted an assessment of Manggala POM – PT Tunggal Mitra Plantation subsidiary of SIME DARBY Plantation Sdn Bhd, operation consisting of one(1) mill and three (3) oil palm estates.

During the assessment, there were eight (8) Nonconformities were assigned against Major Compliance Indicator(s); three (3) nonconformity(s) were assigned against Minor Compliance Indicators and one (1) nonconformance(s) against supply chain requirement for CPO mill and two (2) opportunity(s) 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 evidence(s) e.g. (document record/photographic/etc...).

MUTUAGUNG LESTARI found that Manggala POM – PT Tunggal Mitra Plantation subsidiary of SIME DARBY Plantation Sdn Bhd complied with the requirements of **RSPO P & C Indonesian National Interpretation 2013, endorsed September 2016, RSPO Supply Chain Requirement for CPO Mill, 2014 and RSPO Certification System June 2007, revised March 2011**

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification is Continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification
<b>PRINCIPLE #1 COMMITMENT TO TRANSPARENCY</b>	
<b>1.1</b>	<b>Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</b>
<b>1.1.1, 1.1.2</b>	<p>Company has SOP Response of stakeholders contained in SOP Request Information No. revision 03 dated September 18, 2016. This procedure describes the communication of stakeholders. In the document described the procedures for communicating with staff and outsiders. The procedure request information can be detailed, among others, all the incoming information request letter will go into the operational unit and will be studied and made the answer by the Manager of the operational unit and all letters of answers to the information requested to be sent to parties must be signed by the Manager Operational Unit.</p> <p>The Company has listed of stakeholders including contractors / contractors consisting of 37 stakeholders, district and village government consisting of 11 stakeholders, 11 schools of stakeholders, hospitals / clinics / puskesmas consisting of 5 stakeholders, bank, BPJS office and police consisting of 4 stakeholders.</p> <p>The Company has shown logbooks of incoming letters that are well documented in each unit, including:</p> <ul style="list-style-type: none"> <li>– <b>Manggala 1 Estate:</b> For example, there is an entry letter from the leader of the Ranting Pemuda Pancasila Kepenghuluan Sukajadi No. 04 / PP.RS / V / 2017 dated May 18, 2017 on the application of the utilization of palm oil remaining replanting. The letter was responded by the MGE-1 manager dated May 29, 2017.</li> <li>– <b>Manggala 2 Estate:</b> <ul style="list-style-type: none"> <li>a. Letter from PUK F.SPP-SPSI MGE 3 No. 10 / PUK F.SPPP.SPSI / MGE-3 / VI / 2017 dated June 5, 2017 concerning the proposal of leave together with theldul fitri Idul Fitri in 2017(holiday). This letter was</li> </ul> </li> </ul>



responded by management with a note will be taken to the SOU Meeting.

- b. Incoming letter from the leader of the Ranting Pemuda Pancasila Kepenghuluan Sukajadi No. 04 / PP.RS / V / 2017 dated May 18, 2017 on the application of the utilization of palm oil remaining replanting. The letter was responded by the MGE-3 manager through letter No. 040 / MGE3 / PBR / V / 2017 dated May 29, 2017.
- c. Incoming letter from Kepenghuluan Siararang Rokan No. 140 / PEMDES / I / 2017/016 dated 25 July 2017 on requests for greeder assistance. The request is disposed by the manager and approved directly by tool lending. It is planned that road maintenance will be done regularly (3 months) in Sukajadi Village, Siararang Plantation and Siararang Rokan.

Based on the results of document verification, it is known that there are officers (kasie) appointed to renew the list of stakeholders every month according to incoming / outgoing mail

The Company has presented records related to SOP socialization and stakeholder information held in May 2017 with participants as many as 90 people consisting of Village Apparatus Apparatus, Staff and Employees of Manggala Estate as well as communities surrounding the estate. This policy is submitted by the staff of Manggala Estate.

**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.**

The company has listed a list of documents available to the public. List of documents that can be provided in accordance with no. Letter 002 / SOU-16 / XI / 2016 dated September 19, 2016. The available documents that can be opened by the management unit include the wide LC, TBM, TP and infrastructure, payment labor social assurance, payment of medical treatment, employee document, students document, employee public facility data, pest and disease data, light vehicle and heavy equipment data, supporting machine data, CSR data, bridge data, road length data, building work data, building data general, school building data, type of fertilizer used and type of agrochemical used.

The Company has a letter dated 28 April 2014 regarding publicly available documents provided by a legal section signed by the SOU 16 I Putu Endra and can only be issued with the approval of legal parts such as HGU, SIUP / IUP, Licensing, HCVA, SIA, Waste / Applications, AMDAL, RKL / RPL, P2K3, Employee data, TBS production data, Production data of MKS-IKS, B3 waste data, Specification of factory machinery, Vehicle specifications and PMPB (sustainable management of plantation guidelines)

The above documents can be provided with a note of no negative impact on the environment, social, and sustainability of the company's activities.

**Status: Comply**

## 1.3

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

### Indicator 1.3.1

Management of TMP has a policy number 440/HRM-COC/07 approved by GM, SGM, HPO and HPI on May 24, 2007 regarding the Code of Conduct. The management unit develops business ethics with regard to the company's expectations of stakeholders and how to enforce the ethics including monitoring, reporting and sanctions for violations of the code of conduct. The commitment in interacting with stakeholders is a major concern of company and be part of the company's business ethics, as well as the creation of added value. In the document the stakeholders and expectations spelled out in detail. In addition to business ethics, management unit also makes the work ethic that governs individual basic attitudes and behavior of individuals inside and outside the company. The certification unit also has conducted awareness this code of conduct to all workers level.

Based on interviews with contractors, it is known that the company has socialized the code of conduct.

The Company has shown socialization related to Code of Ethics SOP on January 27, 2017. The socialization was attended by community leaders, employees, head of community, community unit and community. Based on the result of document verification, it is known that the socialization is available in Bahasa Indonesia.

**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**
**Land Use Legalities**

PT Tunggal Mitra Plantation have had some evidence of regulatory compliance, consist of:

- Reserve area in accordance with the Decree of the Governor of Riau No. 44 / I / 1992, dated January 29, 1992 on Reserve area of  $\pm$  18,000 Ha in Tanah Putih, Bengkalis for the development of oil palm plantations in the name of PT Tunggal Mitra Plantation.
- Extrication Permit Forest Area in accordance with the Decree of the Minister of Forestry No. 793 / Kpts-II / 1996 dated December 20, 1996 on the release of most of the land area involved is located at Forest Group Bangko River-Titi Kayu Ara River, Bengkalis District, Riau Province I level regions covering 13 370 hectares of Oil Palm Cultivation on PT Tunggal Mitra Plantation.
- Extrication Permit forest area in accordance with the Decree of the Minister of Forestry No. 794 / Kpts-II / 1996 dated December 20, 1996 on the release of most of the forest area is located in the forest group Panggau River, District of Bengkalis, Riau Province, covering an area of 2,790 hectares for the cultivation of oil palm plantations in the name of PT Tunggal Mitra Plantation.
- Location Permit in accordance with the Decree of the Head of the Land Office Bengkalis No. 21-401 / PGT / IL / X / 1997 dated October 17, 1997 on Granting Permit for Purposes Plantation Location. Spacious location permits for 16 660 ha.
- Certificate of Land Use (HGU) No. 2 of 1999 in accordance with the letter of Measure No. 16/1998 dated July 28, 1999. The concession area covers 13 386 Ha, the Land Use Permits valid up to July 28, 2034.
- Plantation business permit in the form of Letter of Plantation Business Registration (SPUP) No. 202 / Menhutbun - VIII / 2000 dated March 10, 2000, 13 836 Ha area and plant with a capacity of 45 ton FFB / hour.

The document filed in each unit management and Plantation Services Department

**HSE & Worker Rights**

Found no evidence that all regulation was comply by certification unit. **It was raised as nonconformance No. 2017.01.**

1. MGF has several outsourcing workers from CV Usaha Mandiri in accordance to Work Agreement Number. 002/SPK-LKL/MGF/IV/2017 dated 29 March 2017. However the several clausal were noncompliance with Regulation (13 Year of 2003 about workers). Such as:  
 Clausal 1. Type of work are main core of production, such as: FFB processing.  
 Clausal 3. (3) over time counting was no comply with regulation.
2. According to document verification, the OHS Committee structure in MGE-1 was revised, however found no evidence that new OHS Committee structure has signed by relevant agency in accordance to Man Power Regulation (4 year of 1987).
3. The company was shown Letter No. 002/DIP-OV/IX/2017 dated 28 September 2017 from PT Delta Indonesia (OHS Vendor Company). this letter was explain about operator license and safety officer license extending. The company has consider to follow up operator license and Safety Officer license extending. **(OFI)**

**Environments**

- EIA documents of PT Tunggal Mitra Plantation approved by the Ministry of Agriculture in accordance with the Minister of Agriculture No. RC. 220/950 / B / V / 1994 dated May 28, 1994 regarding the Approval of EIA PT Tunggal Mitra Plantation. In this document the scope of the study covers an area of 18,000 hectares and a capacity of mill will be built by 60 ton FFB / hour.
- The Company represents B3 waste management licenses for LB3 storage activities of PT TMP by the Rokan Hilir District Environmental Impact Agency with number 54 / BPD / 2015. The storage area measuring 15.03 m x 528 m x 5.25 m lies at the coordinate point N 01o31'07.959 "and E 100o43'55,413". The types of B3 waste that are allowed

include: Used oil lubricating oil, used filters, used batteries, ex chemical sacks. Fluorescent lamps, contaminated fabrics, contaminated gloves, chemical ex-containers and used filters. This decree is valid for 5 years from the date of issuance.

- Land Application Permit based on Decree of Head of Environmental Impact Management Agency of Rokan Hilir Regency. 38 / BPD / 2015 dated September 7, 2015 on Amendment to Decree of Head of Bapedal of Rokan Hilir Regency no. 25 / BPD / 2012 concerning Permit for Utilization of Wastewater of Palm Oil Factory on the land of oil palm plantations of PT TMP in Kepenghuluan Siarang-Arang Punan Sub-district, Rokan Hilir Regency

#### **Indicator 2.1.2**

The management of Tunggal Mitra Plantation has documents related to compliance with laws and regulations. The document was filed on each estate and Plantation Services Department. The company has document of regulation list, consist of Legal / License-operating licenses, Worker Right/health and safety and Environment. The Department of Plantation Support Department, Group Legal and Licensing, and ESH Manager is responsible for identifying, making summaries, updating, and evaluate the fulfillment of all legal requirements, as well as amendments

#### **Indicator 2.1.3**

The Company has a documented system was provided information and legal requirements that must be follow. These document are procedure of Sustainable Plantation Management Guidelines 724 / TQEM-SPMS / 09, in chapter 1.2 explaining the compliance with laws and government regulation. There was also available procedure for Evaluation Requirements Regulation (701 / TQEM-ESH / 10) describes the evaluation carried out periodically at least 6 months. Company consultation with relevant agencies in an effort to update the rules. The Company has conducted an internal audit on May 16-17, 2017 at Manggala Estate against all regulatory compliance list.

#### **Indicator 2.1.4**

It has been shown the results of the internal audit team Plantation Sustainability Quality Management (PSQM) dated September 19 to 23, 2016. There was evidence related to regulation adjustment, such as adjustments to the Riau Governor Regulation No. 573 concerning Minimum Wages 2016 Plantation Sector Sub palm fruit, palm fruit and rubber plantations as well as industry Riau Province Year 2016. The management of PT TMP has made adjustments to the remuneration was based in Memo General Manager Human Resource Management (No. 088 / HRM-13 / III / 2016. Based on a sampling of some workers consist of harvesting, fertilizing and spray was known that the PT TMP has been carrying out remuneration in accordance with existing regulations.

The certification unit has result of legal requirement evaluation dated 16 September 2017, there are 128 relevant regulations. However not all update regulation has evaluated. For example:

1. Agraria and Spatial Plan/National Land Agency Head Number 7 year of 2017 about Land Use Title Appointment.
2. Riau Governor Decree Number 120/I/2017 dated 26 January 2017 about Minimum Wages of Agriculture, Rubber, Oil Palm and Palm Oil Mill Sector Year of 2017.

**Based on these evidence, its become nonconformance No.2017.02.**

**2.1.1 Status: Nonconformance No. 2017.01 with Major categories.**

**2.1.4 Status: Nonconformance No. 2017.02 with Minor categories.**

#### **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.**

#### **Indicator 2.2.1**

The PT Tunggal Mitra Plantation has document of land use legalities, consist of :

- Reserve area in accordance with the Decree of the Governor of Riau No. 44 / I / 1992, dated January 29, 1992 on Reserve area of ± 18,000 Ha in Tanah Putih, Bengkalis for the development of oil palm plantations in the name of PT Tunggal Mitra Plantation.

- Extrication Permit Forest Area in accordance with the Decree of the Minister of Forestry No. 793 / Kpts-II / 1996 dated December 20, 1996 on the release of most of the land area involved is located at Forest Group Bangko River- Titi Kayu Ara River, Bengkalis District, Riau Province I level regions covering 13 370 hectares of Oil Palm Cultivation on PT Tunggal Mitra Plantation.
- Extrication Permit forest area in accordance with the Decree of the Minister of Forestry No. 794 / Kpts-II / 1996 dated December 20, 1996 on the release of most of the forest area is located in the forest group Panggau River, District of Bengkalis, Riau Province, covering an area of 2,790 hectares for the cultivation of oil palm plantations in the name of PT Tunggal Mitra Plantation.
- Location Permit in accordance with the Decree of the Head of the Land Office Bengkalis No. 21-401 / PGT / IL / X / 1997 dated October 17, 1997 on Granting Permit for Purposes Plantation Location. Spacious location permits for 16 660 ha.
- Certificate of Land Use (HGU) No. 2 of 1999 in accordance with the letter of Measure No. 16/1998 dated July 28, 1999. The concession area covers 13 386 Ha, the Land Use Permits valid up to July 28, 2034.
- Plantation business permit in the form of Letter of Plantation Business Registration (SPUP) No. 202 / Menhutbun - VIII / 2000 dated March 10, 2000, 13 836 Ha area and plant with a capacity of 45 ton FFB / hour.

Based on the newest hectare statement identified some area that has been occupied by other party. The company has decided to convert those area as enclave area. National Land Agencies has held re-measurement of occupied area which will be changed to enclave area on November 9<sup>th</sup>, 2015. The company has showed minutes of meeting of it re-measurement activity that signed by village head near the operational area including map with scale 1 : 25,000.

Until the audit surveillance-1.2 is implemented, the company has not been able to show the positive progress of the re-measurement of enclave area that conducted in November 2015. Based on that fact, it raised as **Non Compliance No.2017.03**

### Indicator 2.2.2

The PT Tunggal Mitra Plantation has Standard Operating Procedure Maintenance of Boundary Poles (Document: PDKK number, valid since July 4, 2010). These procedure as guidance for maintenance periodically the boundary stone. Based on field observation, entire boundary poles were located in it coordinate even some of them located inside the village.

### Manggala – 3 Estate

Boundary pole BPN TMP 49, Block I29 MGE-3.

Boundary pole BPN TMP 46, located inside the village.







**Manggala – 2 Estate**

Boundary pole BPN TMP 63, Block I29 MGE-2.



Boundary pole BPN TMP 65, Block I04 MGE-2.



**Manggala – 1 Estate**

Boundary pole BPN TMP 06, Block A34 MGE-1.


**Indicator 2.2.3, 2.2.4 & 2.2.5**

Based on document verification, information from National Land Agency in Rokan Hilir and stakeholder consultation with local stakeholder consist of Head of Village, Informal Leader and the communities from Suka Jadi and Siarang-arang Rokan was knew there is no issues of land conflict among the PT Tunggal Mitra Plantation and another party in surround of plantation area.

**Indicator 2.2.6**

The company had policy Sime Darby Responsible Agriculture Charter, 2016. These Policy related to Prohibition of Contractually Army using, The main point was explained in these policy, consist of point that the company will not using of Contractually Army in conflict resolution and will not tolerance of anarchism in conflict resolution process.

Based on field visit observation during the audit process, stakeholder consultation with village head, informal leader and community in Suka Jadi and Siarang-arang Rokan, there is no indication of Contractually Army using in PT Tunggal Mitra Plantation.

<b>2.2.1</b>	<b>Status: Nonconformance No. 2017.03 with Major categories.</b>
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**2.3**

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

**Indicator 2.3.1**

Based on document verification of High Conservation Value Identification and Social Impact Assessment in Tunggal Mitra Plantation, interviewed with National Land Agency of Rokan Hilir District and stakeholder consultation in the surround of plantation area of the company (head of village, informal leader and community representation) that known there was no land of the company was under of customary right. During ASA 1 (1) process, there is no land compensation process, the compensation process has been done in the early period of plantation development. The land acquisition or compensation documentation process was filled in each estate

**Indicator 2.3.2**

Based on document verification and information from personnel in charge related to legal aspect of land use of the company that known since Recertification on 2015 till ASA 1 (1) in October 2016 there was no more compensation process in PT TMP area. There was shown sample of land compensation documentation process on August 21, 1991 covering an area of 236.40 in the village of Siarang-arang, Sub-District of Tanah Putih, District of Bengkalis and file compensation in 1997 covering an area of 301.609 in Siarang-arang, Sub-District of Tanah Putih, District of Bengkalis. The documentation consist of Letter of Land Right Release by the owner, Official Report for estimation the land compensation, agreement was signed by all of parties, Receive of Compensation IDR 116,000,000 and Land Situation Map that witness by Head of Village (the map contained information of land owner, location and total area)



**Indicator 2.3.3**

Since Recertification on 2015 till ASA 1 (1) in October 2016, there was no more land compensation by PT Tunggal Mitra Plantation to another party. The documentation of land compensation process was filled in related estate and format in Indonesian language. There are document consist of Land Location Map, Statement of Land Right Release by the owner, Receive of payment, Official Letter of land compensation process was signed by related party. The related party was consist of the Company Representation, Land Owner and witnessed by Head of Village.

**Indicator 2.3.4**

The process of land compensation was begun from identification and inventory of land, mapping of land location, negotiation of compensation amount, Letter of Land Right Release, Official Report Land Compensation, Payment of Compensation was involved by land owner and witnessed by Village and Sub District Head. There was showed Official Report of Land Compensation process has been signed by related party both of land owner and the company representation and witnessed by Village and Sub District Head. For example; Official Report for estimation and agreement for land compensation was signed by all parties in the village of Siarang-arang, Sub-District of Tanah Putih, District of Bengkalis on 21 August 1991

<b>Status: Comply</b>	
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**PRINCIPLE #3 Commitment to long-term economic and financial viability**
**3.1**

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

**3.1.1**

The Company has presented budget presentation documents 2016-2017 as well as Projection 2018-2021 which includes the statement area, production plan, labor forecast, housing, total cost of replanting plan, procurement procurement planning, financial indicator and has been evaluated annually through activities Minamas Management Committee Meeting. Personnel responsible for projection / planning activities is Estate Manager for each estate and mill. The Company has presented the financial statements audited by a public accountant, done in accordance with Financial Accounting Standards in Indonesia, the financial statements present fairly.

The management review are done routinely, for example provided of management review meeting. The meeting discussed production achievement, review of the costs/financial, and internal audit result.

**3.1.2**

The Company has shown Replanting Program and Realization for the period 2011-2027. Based on the results of the document review, it is known that the realization of replanting activities in Manggala 1 Estate from 2012-2017 is 1644,90 ha while in Manggala 3 Estate the realization from 2012-2017 is 2099.19 Ha

<b>Status: Comply</b>	
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**PRINCIPLE #4 Use of appropriate best practices by growers and millers**
**4.1**

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

**4.1.1**

The company has SOP of Mill and Estate activities. The Operational Standards for mill are listed in document of Administrative Procedures of Minamas Plantation Plantation Minimum 1,30 / POD-FAC / 07. The SOP data regulates the basics of palm oil processing, oil stockpiling and palm kernel, factory wastewater control, water treatment, and laboratory analysis.

Beside that, the company has also shown related records of SOP Reference Manual of Agronomy of Oil Palm Planting with N0. 110 / EST-ARM / 13 dated September 1, 2013 based on the Head Plantation Upstream Indonesia memorandum. The SOP consists of 138 sections on technical cultivation of oil palm head. The SOPs include plant materials, breeding techniques, replanting, land preparation, plant density, harvesting age, field maintenance, fertilization, canopy management, water management in coastal areas and planting on peatlands, ablation, standard of maturity, harvest rotation, fruit harvesting, plant protection, weed control, crop cover production and rainfall recording.

Based on the results of interviews with spray officers in Block F017 Division 4 Menggala Estate 1 it is known that workers have understood related to standard and spraying work procedures starting from preparation before doing spraying, use of PPE, spraying activity procedure and storage of PPE.

#### **4.1.2, 4.1.3**

The Company lists SOPs for Menggala 1 and Menggala 3 Estate which contain among other things a list of SOP names, SOP positions and information.

The Company has presented records relating to inspection and monitoring of operations for gardens and factories conducted by Group Corporation Audit Department (GCAD). The results of the monitoring and measurement results are listed in the Working Conclusion Summary Sheet (LK3P) such as an internal audit was conducted at the Menggala Estate on 16-17 May 2017. The findings of the internal audit results include the difference between the SAP stock and the actual warehouse card. Based on this, the recommendations of the auditor team, among others, the management of revenue and expenditure administration are carried out in accordance with the guidance of warehouse management No. 02 / PGU / VII / 2014 on goods importation. Auditee responses include the position between stock and physical equal, the difference between physical stock and SAP because there are 28 items not inputted on the same day while GCAD pulls SAP data at night.

#### **4.1.4**

Referring to the supply chain module used in the module D (Identity Preserved), Manggala POM only receives FFB from their own estate that has been certified.

<b>Status: Comply</b>
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### **4.2**

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

#### **4.2.1**

The Company has presented SOP Reference Manual of Agronomy of Oil Palm Planting. Policy; 110 / EST-ARM / 13 consisting of 18 chapters on the technical culture of oil palm cultivation was released based on the Head Plantation Upstream Indonesia memorandum on 01 September 2013, there are guidelines for managing soil fertility, chapter 8 on Fertilization and chapter 17 about soil cover crop.

Based on the result of field visit to F013 Division 3 of Manggala 1 Estate, it is known that the company has conducted CCM44 fertilization application with a dose of 2.25 kg/plant. Activity of fertilizer application is done by manure sowing manually and not doing fertilization around water body. This has been in accordance with SOP standards owned by the company.

#### **4.2.2**

The Company has a recording of fertilization listed in the fertilization recapitulation of 2016-2017. The data contains application fields, application hectares, application blocks, number of crops per block, total fertilizer application and residual fertilizer completion.

Beside that, the Company also has a record of fertilizer usage per ton of FFB listed in the Fertilization Realization report 2016/2017 and the use of Fertilizer per Ton of FFB for Manggala 1 Estate and Manggala 2 Estate such as the use of fertilizer / ton of TBS for Manggala 3 is 0.035 and for Kebun Manggala 1 is 0.035.

#### **4.2.3**

The Company has SOPs of sampling of soil and yeng leaves listed in the SOP of land sampling No. RSPO / 4.4 / TPST dated 04 March 2014. The SOP describes the land sampling procedure conducted every 3-5 Years depending on the need. In addition, the company has also shown SOP of Sample Sampling with Leaves No. RSPO / 4.4 / TPCD dated March 04, 2014. The SOP contains among others sampling standards, leaf sampling procedures, sampling frequency

(once a year), and safety aspect procedures workers when doing leaf sampling.

The Company has presented soil analysis, leaf analysis and visual analysis reports for Manggala 1 Estate and Manggala 3 Estate. For example, on August 18, 2015. In the sampling of soil with code DIV 4SPT 1 / 0-2 / 0-30 cm obtained results among others, total N of 0.13%, Coarse Sand by 46.86%, Fine Sand by 28.56%, silt by 4.41%, clay by 20.17%, Organic C content by 1.76%, cation exchange rate capacity 5.90 cmol / kg, total P content of 100.65 ppm, and the value of P is available for 6.73 ppm. While recording testing of plant tissue analysis for Manggala 1 Estate and Manggala 3 Estate for the year 2017 conducted on March 24-25, 2017. The samples taken leaf sampling done for Menggala 3 Estate in Field J001 Block J1 area of 60.49 Ha. Ash content of 6.79%, Nitrogen 2.87%, P 0.15%, K 1.07%, Mg 0.34%, Ca 0.54%, Fe 95.87%, Cu 10.37%, Zn 11.77 and B 17.2 ppm.

#### 4.2.4.

Certificate Holder (CH) applied nutrition recycling by applying POME, FFB, fiber, shell and others as follows:

- Monitoring of EFB in June 2017 for example: Total EFB applications in MGE 1 is 635,730 kg; EFB applications in MGE 2 is 615,270 kg; and MGE 3 is 739,930 kg.
- Application Document Effluent in July 2016 with application of 12,827 tons.
- Recapitulation of shell and fiber utilization for each month of 2016-2017 (July 2016-June 2017) for example shell utilization is 8,437,860 tons and efficiency of Fiber and shell is 0.79 ton/CPO.

Based on field visits in land application area Block E011 Division 3 MGE 1 application it is known that the liquid waste has been managed and the waste water discharge has been listed in the effluent application documents such as the waste water discharge of 700-800 m3 / day.

Based on field visits in the area of replanting Block F009 & G009 MGE 1 and Block L01 Division 2 MGE 2 it is known that the palm oil rod is chipped to accelerate the decomposition and avoid the attack of horn beetles that usually attack on replanting areas that are not done chipping process.

<b>Status: Comply</b>	
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### 4.3

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

##### 4.3.1

The Company has a marginal land map and critical land listed in the Land Survey Detail Report 2015-2020 for Manggala 1 Estate, Manggala 2 Estate and Manggala 3 Estate.

Based on the result of the study of the document of the land slope grade map contained in the Land Survey Report Detail and Land Suitability for the Oil Palm Plantation at PT Tunggal Mitra Plantation 2015-2020 with scale of 1: 45,000, it is known that PT Tunggal Mitra Plantation area consists of 61.21% flat level, 11.58% wavy level and 27.21% surging. In addition, the company has also demonstrated other geographic references maps such as Geological map and Land type map available on a scale of 1: 45,000 for Manggala 1 and Manggala 2 Estate. In geological map, PT TMP consists of 2 types of parent material formation namely Alluvium Quarter and Neogen Miocene Rock.

##### 4.3.2, 4.3.6

The Company already has procedures on the management of planting in certain sloped areas. The company's strategy for managing a particular slope area is by making silpit, font stacking application, empty bunch fertilizer and planting *Nephrolepis bisserata*.

While the management strategy on the ground in the peat area is through water management (main drain, collection drain, drain field and middle drain). Based on the results of field observations, it is known that the company has been monitoring the decline of peat soil and its evaluation.

Based on the result of field visit to Block H16 / 17 of Division 4 of Manggala 3 Estate it is known that the company has carried out the land management activity by performing the application of Empty Bunch Fertilizer. Besides, based on the visit to Blok G009 Division 2 of Manggala 1 Estate in the replanting area it is known that the company has been doing the middle trench making as an effort to conserve / manage the land in the replanting area.

##### 4.3.3

The Company already has a Road Maintenance Plan and Realization Program. The road maintenance program is

monitored on a monthly and annual basis as stated in the Minamas Management Committee Meeting (MMCM) Report. For budget period 2016-2017.

Based on the results of field visit to Manggala 1 Block G13 / 14 Block 2 Division, it is known that the company has done mechanical road maintenance activities using road grader, generally the road condition is in good condition and can be passed by FFB transport truck.

#### 4.3.4

The Company has demonstrated the SOP on the management of water level in peatlands No. Policy 110 / EST-ARM / 08 section 10 on coastal / peatland water management.

The Company has demonstrated peatland management records for PT TMP as an effort to reduce the rate of peatland decline in the peat soil such as planting legume cover crop to reduce peatland oxidation, monitoring peat subsidence and groundwater levels, replanting without burning, water bodies for peatland water reserves during the dry season, as well as installation of water gates, overflow on ditches and rivers.

However, based on the field visit in Blok L08 Kebun Manggala 3 it is known that there is a re-installation for subsidized patent, based on interview result with the management it is known that the installation of the stakes is done as deep as one meter. This is not in accordance with the SOP of Peatland Decomposition (RSPO / 4.5 / WM) point 5.4.2 which states that the measurement of subsidized benchmarks by means of "insert iron pipe sharpened into the soil up to the mineral soil layer". **This becomes a non-conformity No. 2017.04.**

#### 4.3.5

The Company has presented evidence of improvement in the report on peat subsidences studies for the Manggala 1 and Manggala 3 Estate containing among others determination of peatland's peatland class, recommendations for replanting activities as well and conclusion of study result (verification of ASA-1.1)

The Company has a Peatland Suspension Study Report for Manggala 1 and Manggala 3 PT Tunggal Mitra Plantation. The study aims to determine the level of conformity of peatlands for oil palm growth, particularly related to water governance besides identifying and inventorying replanting sites that have limiting factors, especially related to flood potential.

The results of the assessment indicate that there are areas with a water level of more than 0 cm during high rainfall (average 165 mm) so it is necessary to open an outlet channel, the area includes Field B004, B010 and A019. In addition, there are also areas with a water level of less than 60 cm during low rainfall in August so as to maintain the water level it is necessary to make the partition / bund in the ditch. These areas include Field E007, E006, D006 and B008.

<b>4.3.4</b>	<b>Status: Nonconformance No. 2017.04 with Major categories.</b>
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#### 4.4

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

##### 4.4.1

Plans for managing and maintaining water sources are included in document Environmental Management Plan (RKL) and Environmental Monitoring Plan (RPL) implementation report of Semester 1 of 2017, among others:

- Maintenance of land application in the plantation area and maintain the stability of flat bed and the use of fertilizers or pesticides as per the technical standards of crop cultivation.
- Water surface quality testing every 6 months.
- Testing ground water quality once every 1 year.
- Well water quality testing in residential areas every 6 months.
- Making water bodies in the estate area
- Monitoring of peat soils and groundwater levels.
- Installation of water gates, over flow on streams and river.

There is document of water management realization such as making water bodies of 8.90 ha with volume of 174,354 m3. Besides that, in block L005; K002; K004; J001; J002; there are water quality testing conducted every 6 months is

documented in document Environmental Management Plan (RKL) and Environmental Monitoring Plan (RPL) Semester 1 of 2017 and Calculation of water use efficiency for the processing of the period 2017.

#### 4.4.2.

Based on field visits in Bangko riparian area in Block A001 Division 4 MGE 1, the company has implemented SOPs such as planting of woody & bamboo species; marking the boundary line of the river with yellow paint, not doing chemical applications, installation of warning boards / bans cutting trees and others. In the replanting area, Palms are not cleared, the area is 50 meters away along the river border to be left and no chemical applications around the riparian area.

#### 4.4.3.

The Company conducts liquid waste testing conducted by the Technical Implementation Unit of the material testing of the Department of Public Works and Spatial Planning of Riau Province which has been accredited by KAN. Based on test results Laboratory parameters pH, BOD5 & COD does not exceed the quality standard stipulated by the Ministerial Decree No.29 of 2003.

The Company already has a Land Application Permit to be applied to the land through a Decree of the Head of the Environmental Impact Agency of Rokan Hilir Regency. 38 / BPD / 2015 dated September 7, 2015 on Amendment to Decree of Head of Bapedal of Rokan Hilir Regency no. 25 / BPD / 2012 concerning Permit for Utilization of Wastewater of Palm Oil Factory on the land of oil palm plantations of PT TMP in Kepenghuluan Siarang-Arang Pindu Sub-district. This permit is valid for 5 years from the date of issuance. The permitted location of 199 ha is located in Kepenghuluan Pematang Damar Bangko Pusako District Rohil District

Based on field visit in land application Block E011 Division 3 MGE 1 application that are known the liquid waste has been managed and the waste water discharge has been recorded in the effluent application documents such as wastewater discharge of 700-800 m<sup>3</sup> / day.

#### 4.4.4.

The Company showed the average use of water for the process (Period from January to August 2017) is 1.29 m<sup>3</sup> / ton FFB. This does not exceed the budget set by the company that is equal to 1.35 m<sup>3</sup> / ton FFB.

<b>Status: Comply</b>
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#### 4.5

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

##### 4.5.1

Based on the results of the document review and field observation, it is known that the company controls the biological pests such as the use of useful plants (*Turnera subulata* and *Casia cobanensis*), besides the company also uses natural enemies such as *Tyto alba* as a predator against rat pest. Based on the field visit at Field G010 Manggala 1 Estate it is known that the company has been installing BOB and has conducted regular monitoring every 6 months.

The company has shown the report of Census in Manggala 3 Estate, as there is an nettles attack that exceeds the threshold (5,770.32 Ha) until June 2017. Based on that, it is known that the company has been doing spraying activities using a blower. This is in accordance with the SOP owned by the company.

Based on the recording of the use of pesticides for Manggala 3 Estate it is known that the use of pesticides has increased from the previous year. Based on the results of the justification of the company is known that the increase in the use of pesticides due to replanting activities. This activity influences the comparison of the crown area that determines the weed control. In high crops, the use of chemicals is little because weeds are shaded by oil palm plants so that weed populations are depressed, while in the aftermath of replanting the area becomes open and weeds thrive so the area of spraying becomes widespread.

The company has reviewed the pest control planning at the time of replanting. This is stated in the long-term plan of Manggala 1 Estate and Manggala 3 Estate, it is known that the planning of spray material use has increased due to the



increasing number of weeds after replanting activities.

In addition, the company also has a plan of installing nest box 2017-2018 for Manggala 3 Estate as much as 25 nest box.

#### 4.5.2

The Company has shown recording related to Integrated Pest Training for Manggala 1 Estate, Manggala 2 Estate and Manggala 3 Estate on August 9, 2017 which was attended by assistant Manggala 1 for 4 people, assistant Manggala 2 for 3 people, employee as many as 6 people and supervisor 1 person.

Based on interviews and field visits to Field E013 Division 3 of Manggala 1 Estate it was found that pest census workers had received training on integrated pest management. In addition, workers understand the standard of work in accordance SOP owned by the company.

Status: Comply

#### 4.6

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

##### 4.6.1

The Company has presented the Manual Procedure of Palm Oil Agronomy with No Policy 110 / EST-ARM / 13 dated 16 September 2013 and authorized by Head Plantation Upstream Indonesia. In the SOP, weed control policy is reviewed in Section 16 regarding justification for the use of chemicals in accordance with the identified pests and weeds.

The Company has shown records of pesticide use, active ingredients, target weeds, identification of active ingredients in accordance with WHO list and registration number of pesticide registration according to pesticide commission book. Based on document review and field visit it is known that the company has been using pesticides in accordance with existing regulations.

Based on the document review, it is known that the company controls weeds using different types of herbicides with the purpose of weeds / pests becoming non-resistant. Besides, based on field visit in Field G009 of Division 2 of Manggala 1 Estate, it is known that the company undertakes activities of planting of biological control plants in the form of *Turnera subulata* and *Antigonon leptopus* for the control of caterpillar pests.

Based on interviews with spray workers at Manggala 3 Estate Division 3 Block I5 it is known that workers have understood the limits of spray applications around water bodies, workers have also attended pesticide training, workers understand related to spray bans for pregnant and lactating women.

##### 4.6.2

The Company has listed the use of pesticides, active ingredients, targeted areas and active ingredients used for Manggala 1 and Manggala 3 Estate, among other, the use of herbicide on 2016-2017, in Manggala 1 Estate (2,107.81 Ha) using glyphosate 480 g/l (0.48 % ai/Ha) dan methil metsulfuron (0,02 % a.i/Ha).

Based on this it is known that the company already has a recording of pesticide use including active ingredients used treatment area, amount of active material use per ha and number of application. However, the company has not yet documented the LD50 per type of pesticide used for Manggala 1 Estate and Manggala 3 Estate. **This is a Major Non-Conformity. 2017.05.**

##### 4.6.3

The company has a plan to manage Integrated Pest Management at Manggala 1 Estate and Manggala 3 Estate such as the planting plan of Beneficial Plant period 2017-2018 and BOB installment plan period 2017-2018 on replanting area. Based on field observation in Manggala 1 Estate Blok G007, it is known that the company has done a useful planting activity that is *Turnera subulata*, besides the company has also showed the implementation related to BOB installation conducted at Manggala 3 Estate Division 1 Block L05 known that BOB is in a state active. In handling activities and useful plant utilization, monitoring and evaluation activities are conducted monthly and yearly.

The company has shown data of pesticide usage in June 2017, it is known that there is no baiting for rat pest in Manggala 3 Estate, this is because the level of pest rats is still below the threshold so that the control is only done biologically by utilizing natural enemies of rats the owl (*Tyto alba*).



The company has shown the report of Census in Manggala 3 Estate, as there is an nettles attack that exceeds the threshold (5,770.32 Ha) until June 2017. Based on that, it is known that the company has been doing spraying activities using a blower. This is in accordance with the SOP owned by the company.

The company does not do pesticide application prophylactic this is evidenced by pest and disease control mechanisms based on the results of detection and census.

#### **4.6.4**

The Company has a policy related to the use of paraquat-based herbicide, Memo letter from the Manager of Manggala Estate on February 11, 2009 to Assistant of Divisions 1-6. Senior Assistant and Head of Section who requested the termination of the active ingredient of paraquat in Menggala 3 Estate pursuant to Permentan no. 01 / Permentan / OT.140 / 01/1997 and memorandum No.POD.UM-127 / X / 2008 dated 04 November 2008 regarding the prohibition of the use of paraquat active ingredients.

The company has shown a complete listing of pesticides. The Company does not use pesticides classified as World Health Organization Class 1A or 1B, or those listed in the Stockholm or Rotterdam Conventions.

Based on the results of observation and interview with spray officer, it is known that the use of pest control using pesticides with paraquat active ingredients and there is no evidence that the company uses pesticides made from paraquat active from the recording of warehouse card and warehouse stock.

#### **4.6.5**

The Company has demonstrated Pesticide Pack Storage Prosedure (039 / TMP-PST / 2015 dated 01 November 2015) authorized by Manager explaining how pesticide storage is separated with other items to the management and storage of used packaging.

Based on observations and interviews at Manggala 1 Estate and Manggala 3 Estate with spray worker, it is known that the labor has conducted training related to the use of chemicals. Workers also have understood the hazards contained in the chemicals, PPE used and working mechanism in accordance with the applicable SOP.

Based on interviews with the spraying foreman at Manggala 3 Estate it is known that the PPE-related checks are carried out periodically every day prior to spraying. If found there is PPE that does not meet the standard it will be replaced.

#### **HIRAC was un implemented. It was raised as nonconformance no. 2017.06**

The HIRAC was evaluated year of 2017, however pesticide applicator PPE's specification was un-comply with MSDS. Besides that, according to field observation in chemical spraying (upkeep and insecticide) activity in Block F017, Division 1, MGE-1 and Block J02, MGE-3 known that several workers was no using standard mask in accordance to MSDS.

#### **4.6.6, 4.6.7**

The Company has mechanisms for the management of hazardous waste and non hazardous waste (RSPO / 5.3 / PLB3 & BB3) mentioning that agrochemical waste is included in the category of hazardous waste. Based on the study document, it is known that the agro-chemical waste generated by the company is handed over to the hazardous waste temporary warehouse at the factory.

Based on the visit to chemical store it is known that the company has conducted records related to monitoring the use of pesticide, MSDS, hazardous sign, and air exhaust circulation. Its compliance with best management practices and accordance with the SOP owned by the company.

Based on interviews and observations to chemical mixing area, it is known that spray equipment and herbicide residue are placed in chemical mixing and locking.

Based on interviews with spraying worker in Manggala 1 and Manggala 3 Estate, it is known that workers have understood the limits of spray application around water bodies, workers have also attended limited pesticide training, workers understand related to spray bans for pregnant and lactating women and it is known that PT Tunggal Mitra

Plantation is no longer using the active pesticide from paraquat dichloride.

#### 4.6.8

Based on the results of interviews with management and spray workers at Kebun Manggala 1 and Menggala 3 it is known that the company does not apply pesticides by air.

#### 4.6.9

The company has records related to spray and pesticide handling activities such as spray team training at Manggala 1 on 27 September 2017 with participants consisting of spray teams of Divisions II, III and IV. Based on the results of documentation it is known that there are 11 workers who attended the training. Training is done in easy-to-understand language (Bahasa Indonesia).

Based on interviews with the management it is known that the company does not have cooperation with plasma farmers.

#### 4.6.10.

The Company has SOP Hazardous and nonhazardous waste management revision number 1 2012. Chemical Waste packaging is delivered to temporary storage hazardous waste and the washing waste (agrochemical) is used again for subsequent spraying. Available hazardous waste manifest delivered to PT Amindy Barokah on July 18, 2017 with vehicle number BK 8080 MO for example: Package contaminated with manifest number AVT 0002383 as much as 1035 kg.

Based on results of interviews with hazardous waste officers and managers, they have been aware of the handling of hazardous waste, especially agrochemicals. The former chemical packaging is stored at temporary storage hazardous waste and the washing waste water in the BSS house is reused for spraying

#### Indicator 4.6.11

The Company has showed the List of Spray Worker in September 2017 which explains the name and gender of workers. At MGE-1 there are 40 workers and in MGE-3 there were 32 workers.

Based on interviews with spray workers and paramedics, there is no workers who suffered illnesses due to contamination of pesticide.

Annual medical records of pesticide operator, and follow-up treatment of medical results was no available. **It was raised as Nonconformance No. 2017.07.**

Pesticides applicators cholinesterase test has been conducted on 11 – 27 September 2017, however found no evidence result of cholinesterase test.

#### Indicator 4.6.12

Policy about restrictions for women worker that pregnant or breastfeeding in jobs related to chemicals is still the same as the previous assessment contained in SOP Clinic No. Policy RSPO / 5.3 / PLB3 & BB3.

There are 26 female pesticide applicators in MGE-1 and 26 female pesticide applicators in MGE-3. Based on interviews with spray workers in MGE-1 and MGE-3, it is known that women workers has understood that workers are not allowed to carry out activities related to chemicals if she is pregnant or breast-feeding. There are sample of two female workers who transfer from pesticide applicators to Beneficial Plant maintenance and manual upkeep in Division IV and Division III dated 1 May and 1 July 2017.

4.6.2	Status: Nonconformance No. 2017.05 with Major categories.	
4.6.5	Status: Nonconformance No. 2017.06 with Major categories	
4.6.11	Status: Nonconformance No. 2017.07 with Major categories.	

#### 4.7

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

**Indicator 4.7.1**

The company has the policy related to OHS was approved by the Head Plantation Upstream Indonesia December 2011. This policy has accordance with ILO 184 that contained about commitment to implement the OHS Management, OHS training to the workers, preventing of accidents. The OHS Policy is available in Indonesian language. OHS policy has been socialized to workers during the Safety Townhall for example, socialization has been conducted on June 29, 2015 to all workers at Division 4 MGE-2 by an assistant. Based on interview with the workers at harvesting activity (Block D001, Division 4) and mill at boiler and engine operators, that indicate the workers has known about OHS policy from the Safety Townhall (briefing).

The company shows OHS Work Program for the year 2016/17 approved by the Estate Manager. Implementation evidence of OHS plans, example Guiding Committee of OHS meeting every 3 months, checking emergency response tools, and conduct a training related to OHS. Evaluation work program carried out at the end of the program for discussing the achievement of the activities carried out and has been recorded in the document of Program & Realization of OHS Committee Evaluation.

**Indicator 4.7.2**

The management unit has composed Hazard Identification Risk Assessment and Risk Control (HIRARC) for the estate and POM operationals. It has been evaluated on 2016. The HIRARC compilation refers the SOP of OHS identification guidance. The HIRARC (Policy Number 7301/PSQM-ESH/11) was legalized on July 7th 2011.

HIRARC was un implemented. **It was raised as nonconformance no. 2017.08**

The HIRARC was evaluated year of 2017, however based on field observation to MGF sighted that several workers was smoking in Kernel station, empty bunch station. Besides that sighted that several EFB loaders was no use safety shoes in accordance to SOP standard.

**Indicator 4.7.3**

The company has been conducting training of safe work and recorded in the form of photos, the minutes, attendance and certificate/operator license. For example:

- Training of pesticide handling dated 15 September 2017.
- Socialization of PPE use to all workers during muster morning.
- Records of the realization of coaching training and health safety techniques (OHS) in the form of operator licenses and certificates for example OHS Certificate of heavy equipment.

In generally the Company has provided PPE's in accordance with HIRARC. Based on interviews with the harvester, it is known that workers can explain the safe workings of harvesting activity among other, giving a distance of about 2 m from the tree when performing pieces of fruit.

Based on field visits by the auditor at the time of the morning briefing, found the fact that there was one person who was wearer condition of torn boots. It is not yet known by the management. Based on the above, a PPE replacement has been made to the worker. Actually the management unit has mechanism to monitor PPE's condition every month. Consideration to re – evaluate PPE's condition monitoring period from monthly to weekly. **(OFI)**

**Indicator 4.7.4**

The person in charge for the implementation of OHS is listed in Guiding Committee of OHS structure. The structure is formed every unit management. The entire structure has been approved by the Manpower Agency of Rokan Hilir District.

The company has conducted regular meetings every three months and it is able to show evidence of execution in the form of the minutes of the meeting, attendance list and photographs contained in the document Guiding Committee of OHS report. Based on the minutes of the meeting, it is known that in the meetings held by the board of Guiding Committee of OHS have discussed about OHS. For example, meeting in MGE-1 dated July 3, 2017 concerning the results of field inspections of the OHS.

**Indicator 4.7.5 & 4.7.7**

SOP on handling accidents and emergencies unchanged from the previous assessment, for example: SOP of Occupational Accident Handling (RSPO/4.7/KKS dated 01 July 2016) & (RSPO/4.7/KKM dated 01 July 2016) is contained about handling, reporting and evaluation of accident. The procedure is available in Indonesian language.

The Company showed socialization of emergency response procedures in the company, for example: training of First Aid in MGF was conducted on November 11, 2015 to 42 workers by EHS Manager and training of emergency response on March 19, 2016 to 109 workers in all unit management of PT.TMP

A procedure for emergency and work accident was un-implemented. **It was raised as nonconformance No. 2017.09.** According to field observation to MGE-1 Harvesting Activity (Block E10, Division 2), Chemical spraying activity (Block F017, Division 4), and Manuring Activity (Block F013, Division 3) found that first aid contains in accordance to Regulation Number 22 year 2009 nor Man Power Regulation Number 15 year of 2008. Besides that, based on field observation to Manuring Activity in MGE-3 Block I04, Division 3 found that just 9 type first aid contain and it un-monitored.

The Company shows Work Accident Monitoring that explain accidents that occurred in the past 12 months for the period July 2016 - June 2017. In the document explains identity of victims, accident type, accident categories, lost days of work, type of accidents. The company has investigated the accident and the action plans to prevent accidents happening again. Investigations are listed in the Report of Occupational Accident and Incident Investigation. Loss Time Accident (LTA) graphics was conducted by the certification unit, for example: MGF: Case:0, LTI: 0; Working Hours: 256,999; FR: 0; SR: 0; while MGE-2: there are Case 5, LTI: 24; Working Hours: 837,612; FR: 6; SR: 29.

The company also showed evidence of reporting the occupational accidents report to the Labor Agency of Rokan Hilir District in the P2K3 Report every 3 months, it is in accordance with the Labor Minister Regulation No. 03 of 1998, for examples reporting period January – March 2017 for MGE-F has conducted on July 15, 2017, for MGE-3 has conducted on June 14, 2017 and for MGE-1 has conducted on July 3, 2017. The Company has sent the P2K3 report to the Labor Agency at the district level and subsequently submitted to the Labor Agency of Riau Province.

**Indicator 4.7.6**

The company is able to show the evidence of payment of contributions for accident insurance period Agustus 2017 that were included in the *BPJS Ketenagakerjaan* for workers. Based on interviews with workers in Mill and Estates, explained that the workers have a *BPJS Ketenagakerjaan* membership card. For medical care of employees, the company has a clinic equipped with the company doctor and paramedic.

But, not all workers has covered by accident insurance. **It was raised as nonconformity No. 2017.10.**

Based on document verification and interview with MGF staff, there are 21 outsourcing workers. The certification unit also has shown evidence pay slip of all outsourcing workers on 27 July 2017. However there are found no evidence all of outsourcing workers has registered and paid to Social Workers Insurances (BPJS).

According to interview with the company doctor, there is no accident during the last years can be handled at polyclinic. The're are no health referrals to the hospital so no claim is claimed to BPJS.

<b>4.7.2</b>	<b>Status: Nonconformance No. 2017.08 with Major categories.</b>
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<b>4.7.3</b>	<b>Status: OFI</b>
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<b>4.7.5</b>	<b>Status: Nonconformance No. 2017.09 with minor categories.</b>
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<b>4.7.6</b>	<b>Status: Nonconformance No. 2017.10 with minor categories.</b>
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**4.8**

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

**Indicator 4.8.1**

The company shows Matrix Training period 2017/2018 for SOU 16 (PT.TMP) which describes the types of training, the implementation time and the identification of participants by type of training, for example:

- OHS Policy socialization

- Refreshment training of Harvesting technic
- Training of Spray & Chemicals SOP
- Boiler man license
- Safety officer
- HCV
- SCCS

The company has a RSPO training program. Which has covered all aspects of RSPO criteria including social aspects and waste management. Training programs in Manggala 1 such as harvesting, maintenance, fertilizing, spraying, sorting TBS, fire fighting, pollution prevention, General OHS, Chemical OHS, First Aid, Electric OHS and RSPO principles and criteria aspects.

Based on interviews with Local Contractors for the FFB transport, obtained information that the company has socialized the use of PPE and how to work safely to the contractor's workers. But the company does not have smallholders scheme.

#### **Indicator 4.8.2**

The Company showed evidence of training, for examples:

- Training of harvesting techniques in MGE-1 dated 16 October 2016, MGE-3 dated 24 August 2017.
- Training of HCV dated 27 March 2017 to 25 workers and 22 March to 50 workers.
- Training of IPM dated 17 July 2017 in MGE-3.
- Accelerated Development Program dated 21-25 August 2017 on MGF.
- FFB processing training on 7 September 2017 at MGF.

Based on interviews with foremen and workers, the company has provided training on working procedures, ways to first aid until the training related to OHS.

**Status: Comply**

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

#### **5.1**

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

##### **5.1.1.**

Certificate Holder (CH) has had Environmental Permit and Environmental Document in the Form;

- EIA documents of PT Tunggal Mitra Plantation approved by the Ministry of Agriculture in accordance with the Minister of Agriculture No. RC. 220/950 / B / V / 1994 dated May 28, 1994 regarding the Approval of EIA PT Tunggal Mitra Plantation. In this document the scope of the study covers an area of 18,000 hectares and a capacity of mill will be built by 60 ton FFB / hour.
- Document RKL / RPL PT Tunggal Mitra Plantation approved by the Administration Department of Agriculture No. 001 / RKL-RPL / BA / VI / 94 dated June 24, 1994.
- Document RKL / RPL revisions approved by the Chief of the Regional Environmental Impact Management Agency (BAPEDALDA) District of Rokan Hilir in accordance with the Letter No. 666.1 / EIA-BAPEDALDA / 2006/12 dated August 23, 2006 regarding the approval of Adjustment of the Environmental Management Plan (RKL) and Environmental Monitoring Plan (RPL) Activities of Plantation and Palm Oil Processing Factory PT Tunggal Mitra Plantation District of Rokan Hilir in Riau province. In this document the scope of the Environmental Management and Monitoring covers an area of 13 836 hectares and a capacity of mill by 60 Tons FFB / Hour.

##### **5.1.2 & 5.1.3**



The environmental management and monitoring plan contained in the Environmental Management Plan (RKL) and Environmental Monitoring Plan (RPL) report of Semester 1 of 2017 includes among others:

- Erosion and sedimentation.
- Air quality and noise.
- The quality of river water.
- Quality of solid and liquid waste.
- Potential fires.
- Disrupted flora and fauna.
- Access road damage.
- Reduced environmental health and public health.
- Public unrest.
- Management of environmental and social impacts of replanting.

The Company has conducted environmental management and monitoring in accordance with the parameters listed in RKL and RPL. Based on document verification there are no parameters that above environment standards. The PSQM Assistant is responsible for reporting all environmental management and monitoring results accordingly (with parameters in accordance with RKL / RPL).

<b>Status: Comply</b>	
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## 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.

Certificate Holder (CH) has conducted a study and identification of High Conservation Value (HCV) which is the result contained in the report Identification of HCV conducted by consultants Pollito that upon execution Identification of HCV has become RSPO member. Implementation of field surveys conducted from July 9 Nov - November 16, 2009 and has gone through a public consultation process involving relevant parties that exist around PT TMP. The involvement of the parties was also conducted through interviews and FGD implementation in villages around when identifying HCV. Identification Guidance of HCV which is referenced is "Identification Guidance of High Conservation Values in Indonesia", published by the Consortium Revised HCV Toolkit Indonesia, July 12, 2008. At the time of execution of identification there is no ALS yet or RSPO Assessor Approved and completed by implementation prove of peer review. HCV area is 21,20 ha such as Bangko Riparian area.

### 5.2.2.

The Company showed the HCV management program of 2017/2018 in the HCV area, among others:

- Setting boundaries of HCV areas with other areas on plantations.
- Clearing the boundaries of HCV areas with other areas on plantations.
- Conducting HCV plant marking using colored paint.
- Socializing HCV locations to employees, school children, community around by providing leaflets, posters, brochures. Leaflets and others.
- Conducting enrichment plantations in HCV areas with riparian species.
- Make or submit to management to do the change of wildlife sign board, and sign board of HCV presence in case of damage or deem necessary.
- Observing wildlife.
- Conducting nurseries with various types of plants and others.
- Conduct patrol once every 1 month.

Based on field visits in MGE-1, on Division 4 (Block A001) at Bangko Riparian area, the company has implemented SOPs such as planting of woody & bamboo species; marking the boundary line of the river with yellow paint, not doing chemical applications, installation of warning boards / bans cutting trees and others.

### 5.2.3.

The Company already has a policy to protect the RTE species. If there are workers hunting, maintaining and harming



the species of RTE then it will be brought to the legal path in accordance with UU No.5 of 1990.

The policy has been socialized to employees for example; Socialization on January 12, 2016 at MGE 2 and attended by 47 workers; Socialization on September 21, 2016 on management and monitoring of HCV, Enrichment of flora & fauna plants related to RTE species status followed by 10 employees (Assistant MGE 1 & MGE 2, PIC estate manager and others) and Available education and training programs labor force in 2017/2018 regarding the status of RTE species.

There is wildlife observation report in August 2017. Types of wildlife found are: Flying fox (Pteropus), Long-tailed monkeys, Weasels, leopard cat, Wild Boars, Squirrels, Pangolins, Lizards, and Pythons.

#### 5.2.4

Based on document review, the HCV monitoring of HCV area condition is well maintained, besides monitoring of wild animals every 2 times for a week.

Based on field visits in MGE-1, on Division 4 (Block A001) at Bangko Riparian area, the company has implemented SOPs such as planting of woody & bamboo species; marking the boundary line of the river with yellow paint, not doing chemical applications, installation of warning boards / bans cutting trees and others.

In addition, the company has a tower to monitor HCV area, its located in block A001 Division 4 MGE 2.



Location: Tower Monitor of MGE 2.

#### 5.2.5

Based on interview with village representative of Sukajadi and Siarang there's no area of community which is overlap with the area of HCV.

<b>Status: Comply</b>
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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

The Company showed identification sources of waste and pollution in 2017 for example: hazardous waste, domestic waste, non-hazardous waste, factory waste, land clearing, fertilizing, diesel use, transportation, and others.

#### 5.3.2.

The management of used pesticide packaging is done in accordance with the regulation, which is stored in licensed Schedule Waste in accordance with Rokan Hilir District Environmental Impact Agency Decree Number 54 / BPD / 2015. The Company has cooperated with Licensed Transport (PT Amindi Barokah Medan). The latest delivery on July 18, 2017 with vehicle number BK 8080 such as:

- Used Filter (manifest number AVT 0002386 amounted to 186 kg).

- Used lubricant (manifest number AVT 0002382 amounted to 1120 liters).
- Contaminated fabrics (manifest number AVT number 0002381 amounted to 45 kg).
- Package contaminated (manifest number AVT 0002383 amounted to 1035 kg).
- Used TL lamp (manifest number AVT 00023834 amounted to 26 kg).

The Company showed a cooperation agreement between PT Tunggal Mitra Plantation and PT Amindy Barokah with SPK No. 128 / TMP-ABS / SPK-LB3 / IV / 2017 for handling hazardous waste. The period of validity of the agreement is one (1) year from April 1, 2017 to April 1, 2018.

#### **Medical waste**

The Company showed a letter of cooperation agreement between Manggala 1 Central Clinic with Cahaya Hospital. This agreement is valid from October 20, 2016. This Agreement is signed by the Company Doctor with the Director of Cahaya Hospital. There is letter of cooperation agreement on transportation, processing and utilization of hazardous between Hospital Cahaya and PT Tenang Jaya Sejahtera (Number 027 / TJS-CSH / B3 / I / 2016 & No.27 / KL-CSH / PKS / 2016).

There is transported Medical waste on August 31, 2017 to Cahaya Hospital such as. Dexametason / ampoule amounted to 2 pieces; needle & squid 3 cc amounted to 24 units; vial 4 pieces; ampoule 2 unit.

#### **5.3.3.**

Based on field visits in housing of Manggala POM, found domestic waste are discarded in a residential neighborhood. It does not in accordance with SOP waste management (RSPO / 5.3 / PLB3 & BB3) which explained that the domestic waste dumped in the landfill. **Nonconformity No. 2016.06 with Minor categories.**

#### **Verification, September 26, 2017.**

Based on the field visit, the company has conducted a cleaning action in the area of MGE 1, MGE 2, MGE 3 and Manggala Factory housing with evidence of photo documentation as follows:

#### **Location: Manggala Estate 1**

Before cleaning

after cleaning



#### **Location: Manggala Factory**



Before cleaning



after cleaning

**Location: Manggala Estate 2**



Location: Blok C46 Division 3 MGE 2.

In addition, the company made the manufacture of a new place garbage hole with size 4x4x3 meter located in E017 Block Division 4MGE 1. Based on SOP of Waste Management (RSPO / 3.62 / Garbage).

**Location: Manggala Estate 3.**



Location of old Landfill.



Location of New landfill in Division 4 MGE 3.

**Manggala Factory**

Manggala Factory showed the domestic waste disposal schedule which is done every 2 times a week (Wednesday and Saturday). In addition, there is a socialization of domestic waste management that explains the garbage from each house is included in the sack and placed in front of the house; inorganic and organic waste; and each garbage is

transported by truck and every 2 times a week (Wednesday & Saturday) is transported to landfill.

**MGE 1.**

Socialization of domestic waste handling on 3 August 2017 located at Manggala Estate 1. There are 85 participants who attend (Evidence are photo documentation and attendance list). Available form of management / transportation of residential domestic waste for MGE. For example:

- Housing in Division 4 on September 2017 garbage transport was done on Wednesday and Friday amounted to 133 bags of domestic waste.

**MGE 2.**

Socialization of domestic waste handling on February 15, 2017 is located in Division 2 Manggala Estate 2. There are 32 participants who attend (Evidence are photo documentation and attendance list). A domestic waste management program is available every 2 times a week.

**MGE 3.**

Socialization of domestic waste handling on July 12, 2017 located in MGE 3. Participants who attend are 18 employees. Socialization describes of final waste disposal and transportation every 2 times a week and others. Based on the above explanation, NCR No.2016.06 (Minor Indicator 5.3.3) is stated compliance.

<b>Status: Comply</b>
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**5.4**

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

**5.4.1**

The Company was conducted efficient use of fossil fuels and renewable energy with the result of fiber efficiency is 0.552 ton fiber/ ton CPO; shell efficiency is 0.2299 ton shell/ ton CPO; efficiency of diesel consumption is 0.0136 liters / ton CPO; average of turbine power consumption efficiency is 0.176 kWh / ton CPO and Efficiency of generators is 0.0402 kwh/ton CPO. According to above information that known Fiber and Shell usage is more efficient than diesel usage.

<b>Status: Comply</b>
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**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 presented documents related to land preparation in replanting in SOP Manual of Agronomic References Section 4 on Land Preparation. In the SOP, the company is not allowed to burn in land preparation efforts either replanting or for land clearing.

Based on the results of field visits to the replanting area at Manggala 1 Division 2 Block F009 and G009 it is known that the company performs replanting activities by chipping and there is no indication of replanting activity using the land burning technique.

<b>Status: Comply</b>
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**5.6**

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

**5.6.1; 5.6.2 and 5.6.3.**

The company showed the identification of pollution sources in estate and factory for 2017 for example in land clearing, fertilization, use of fossil fuel transportation, processing of FFB, POME and others. The Company has minimized the greenhouse gas emissions such as:

- Planting woody and bamboo plants.
- Testing of noise, vibration and odor

Noise testing was conducted on April 20, 2017, located in Working Room Factory (sample number 335-1 / RK / BINA / V /



2017 by Bina Laboratory with result:

Parameter	Unit	Result	Threshold
Noise	dBa	84.70	85
Vibration	Mm/seconds	0.5	40

Noise testing in the area of Housing staff (UP & Down wind) on April 20, 2017, among others:

Parameter	Unit	Result		Threshold
		Up wind	Down wind	
Noise	dBa	43.72	51.41	85

The Company has conducted GHG calculations using Palm GHG Version 3.0.1 for the period 2016 with details as follows:

#### Summary of Net GHG Emissions

Emissions per Product	tCO <sub>2</sub> e/tProduct
CPO	9.23
PK	9.23

Production	t/yr
FFB processed	157,850.79
CPO Produced	34,521.97

Extraction	%
OER	22.27
KER	4.6

Land use	ha
OP Planted area	10754.79
OP planted on peat	3728.139
Conservation area	68.08
Total	14551.009

#### Summary of field emissions and sinks

Emissions	Own Crop			Group		3 <sup>rd</sup> Party	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha	tCO <sub>2</sub> e/t FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha
Land conversion	146602.7	13.63	0.9	0	0	0	0
*CO <sub>2</sub> Emissions fertiliser	69425.86	6.46	0.43	0	0	0	0
**N <sub>2</sub> O Emissions	36313.11	3.38	0.22	0	0	0	0
Fuel Consumption	4435.85	0.411	0.03	0	0	0	0
Peat Oxidation	203556.99	18.93	1.25	0	0	0	0
Sinks							

Crop sequestration	-89779.21	-8.35	-0.55	0	0	0	0
Conservation Sequestration	-624.29	-0.06	0	0	0	0	0
<b>Total</b>	<b>369931.01</b>	<b>34.4</b>	<b>2.27</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Summary of Mill Emissions and Credits**

	<b>tCO<sub>2</sub>e</b>	<b>tCO<sub>2</sub>e/tFFB</b>
Emissions		
POME	31882.69	0.2
Fuel consumption	1385.51	0.01
Grid electricity	0	0
Utilization	0	0
Credits	0	0
Export of grid electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	<b>33268.2</b>	<b>0.2</b>

**Palm oil Mill Effluent (POME) Treatment**

Divert to anaerobic digestion	100 %
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**POME Diverted to Anaerobic Digestion**

Divert to anaerobic pond	100 %
Divert to methane capture (flaring)	0 %
Divert to methane capture (electricity generation)	0 %

The Company has reported the GHG calculation on September 26, 2017 to RSPO [devaladevi@rspo.org](mailto:devaladevi@rspo.org).

**Status: Comply**

**PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills**
**6.1**

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

**Major 6.1.1**

The management unit of PT Tunggal Mitra Plantation has document of Social Impact Assessment. The assessment process was done on January 2010 and the scope of study are impact of plantation and mill operation to workers and community adjacent of plantation area. The assessment and reported was carry out by Pollito Consultant. These document was explained of negative and positive impact of plantation and mill operation to social aspect and the recommendation for negative impact reduction and increasing of positive impact. There was showed also the minutes meeting of consultation process with community surround. The evidence was consist of Attendant List of village member



on Focus Group Discussion as phase of data gathering for Social Impact Assessment Report. The Social Impact Assessment has done again in 2016 by the internal team of PT Tunggal Mitra Plantation. The company also has document of Social and Environment Impact of Replanting. The study was done by AKSENTA Consultant on 2012, it is aim to knowing environment and social impact of replanting.

#### **Major 6.1.2**

The Social Impact Assessment has been done with involve of related party, consist of community surround, head of village and informal leader (customary leader). There was showed documentation of assessment process, for instance the Attendant List of data gathering in several village surround on January 2010. The data gathered was conducted by focus group discussion and interview with related parties.

#### **Major 6.1.3**

The company has document of Social Impact Management Program, Period 2016 till 2017, the document was signed by the head of the several village surround of PT TMP. These document contained information of activity plan for several aspect comprise of Education, Health, Religion, Environment and Social Culture. These document was contained explanation of responsible staff for implementation and time schedule to action.

#### **Minor 6.1.4**

The company was carry out of CSR Program and preparing of management Plan of Social Impact Assessment period of 2016/2017. There was also available Report on environment management plan (RKL) and Environmental Monitoring Plan (RPL) first semester of 2016 (January to June 2016) are included the social aspect consist of social unrest and impact of replanting. Inside the document has been elaborated Management and Monitoring Plan, including the social aspect which is conducted every semester of every year.

The company has conducted SEIA review in 2016 with process includes participation of all affected parties such as surrounding villages, contractor, worker union and gender committee.

#### **Indicator 6.1.5**

Until ASA-1.2, the PT Tunggal Mitra Plantation not yet has Smallholder Scheme.

<b>Status: Comply</b>
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### **6.2**

**There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.**

#### **Major 6.2.1**

The company has the SOP communication/consultation with communities, document number ; RSPO/6.2/KKM revised on August 1, 2016. In the SOP explains : if there is something that want to be communicated/consulted, the community give a letter to the management unit through section head. If the letter is still within the limits of authority unit manager, then unit manager directly to give a decision on the letter and if it is beyond the limits of authority manager unit, the unit manager delivered the letter to GM. After receiving response from GM, unit manager will give the response to community no longer than 30 days.

The company has documented of stakeholder list that consisted by external stakeholder such as local government, NGO's, local contractor, hospital, village head, bank, insurance and internal stakeholder such as labor union, gender committee and cooperation.

They also documented each incoming information request letter. For example, incoming letter from youth organization of Pemuda Pancasila Sukajadi village regarding to replanting activity on May 18<sup>th</sup> 2017. It letter has been replied by Manggala – 3 Manager on May 29<sup>th</sup> 2017.

**Minor 6.2.2**

Management of TMP has Personnel in Charge which is appointed to communicate with stakeholders. PIC which is appointed to respond the stakeholders is section head of each estate and mill. Management unit have shown decree stipulation letter appointing officer of communication and consultation number 273B/MGE-SK/IX/2016 on September 1, 2016 such as :

1. Benny Arisda Tarigan ( MGE-1)
2. Julianto (MGE-2)
3. Ade Zulfachry (MGE-3)
4. Hasan basri (MGF)

Based on interview with local community of Suka Jadi and Siarang-arang village, management of TMP has socialized SOP communication/consultation with communities. Communities of Suka Jadi and Siarang-arang village also know the personnel which is appointed to communicate with them.

**Minor 6.2.3**

The company has documented of stakeholder list that consisted by external stakeholder such as local government, NGO's, local contractor, hospital, village head, bank, insurance and internal stakeholder such as labor union, gender committee and cooperation.

<b>Status: Comply</b>	
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**6.3**

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

**Major 6.3.1**

The company has system for dealing the dispute dan complaint receive. These system was refer to Procedure of Public Complaints Handling (PKM, Rev. 01, 1<sup>st</sup> August, 2016) which are equipped with Flow Chart Redress Society. There was also available of procedure of Complaints Handling of Employee (RSPO / 6.5 / PKK, dated July 28, 2009) and also was completed with Employee Complaints Handling Flow Chart. These procedure was explained that the company will protect the whistleblower and there are no sanction for them. When the cases did not handled enough in estate unit, the cases will continue to next level of management, including to jurisdiction level or another way, based on the agreement each parties. These procedure was added with flow chart in form of Complaint Handling Data. If the community not satisfied with the response from the company, they can continue the complaint through the complaints system RSPO (Point 5.9)

**Major 6.3.2**

Based on verification on complaint document and information by management unit representative, known that in period of one year until ASA-1 (1), there was no dispute among the company and the other parties. Based on stakeholder consultation with external stakeholders consisting related agency in Rokan Hilir District, community adjacent the plantation area (Sukajadi and Siarang-arang Village) and Local Contractor, and also *focus group discussion* (FGD) with internal stakeholder (Gender Committee and Workers Union), there was no significant complaint from related parties.

<b>Status: Comply</b>	
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**6.4**

**Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.**

**Major 6.4.1 & Minor 6.4.2**

The company has Procedure of Land Occupation Compensation (Policy No. 343/PSD-OKUP/11) was revised based on from related parties. These procedure explained that the process of land occupation compensation will began by identification process of land. The measuring result with GPS identification and Technical Feasibility Survey by the Department of Minamas Riset Centre (MRC) will follow up with negotiation for land release by the owner. The Manager of Plantation Services-Region and Estate Manager will handle these process and witnessed by the head of village and related parties.

The Procedure of Land Occupation Compensation as guidance for land compensation process. The documents requirement in land compensation shall signed by land owner, management unit representative, Head of sub District, Notary and Head of Village. These documents shall include of photograph, Map, Letter of land release by the owner, Official Report was signed by related parties consist of land owner and management unit representative, witnessed by Head of Village and Sub District. The process of payment for land or land compensation shall completed with receive and photograph as documentation evidence. Based on stakeholder consultation in Sukajadi and Siarang-arang Village that known the last land compensation process was conducted on 1997 and the parties had accepted the compensation process.

**Indicator 6.4.3**

The company was documented all of land compensation process. The documentation comprise of Map, Negotiation result (minutes of meeting), Land Release Letter, Payment Receive was filled in estate office based on land location. Based on Information Request Procedure (RSPO/1.1/PI), the documentation of land compensation process are limited access and should approved by Plantation Support Department and Manager of Estate if any related parties will access this document. Theses document can access with letter of Information Request from another parties to the company.

<b>Status: Comply</b>
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**6.5**

**Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.**

**Indicaor 6.5.1**

The company shows Payroll List that explains workers' basic wage, overtime and premiums. The Company may show the list in August 2017. Wages for overtime payment details contained in the document of Overtime structure Letter and List of Overtime Hours. Based on these documents, it is known that the payment of wages in accordance with the regulations. Workers and Worker Unions also explained that the company had been paid wages in accordance with the regulation and worker can explain how the calculation of overtime in accordance with the regulations.

All of own workers wage that applied on the company refers to the Governor Decree No. 120/II/2017 dated 26 January 2017 about Minimum Wages in the Agricultural Sub Sector of Plantation and Industry in Riau Province on 2017. However Based on pay slip of eleven servants (outsourcing workers) in MGF period of August – September 2017, known that daily wages are IDR 95,272/ manday's. It was bellowed of Riau Governor Decree Number 120/II/2017 dated 26 January 2017 about Minimum Wages of Agriculture, Rubber, Oil Palm and Palm Oil Mill Sector Year of 2017. **It was raised as Nonconformance No. 2017.11.**

**Indicator 6.5.2**

Labor laws that explain payments and working conditions contained in the Collective Labour Agreement (CLA) from 2015 to 2017 made between the company and Worker Unions, and was approved by Decree Letter of the Director General of Industrial Relations and Social Security Labor, with No. Kep.88/PHIJSK-PKKAD/PKB/2015 on June 18, 2015 with 2 years validity period. According to interview with board of workers union, they were explain about CLA extension are on progress in Province Riau Level, next meeting will be conducted end of October 2017.

The company has informed the contain of CLA while copy of CLA gived to all worker who explain the working hour,

overtime, sickness, holiday, maternity leave, dismissal and period of notice.

**Indicator 6.5.3**

Based on visits to the employee housing, it is known that housing conditions are still habitable, therefore based on interviews with several workers in Mill and Estates and workers union board, explained that the house is given by each family worker. In such housing have been provided electricity, reservoir for water needs, and the company clinic. Additionally, in housing complex available educational facilities in the form of elementary school and middle school.

**Indicator 6.5.4**

Based on the field visit in the employee housing and interviews with workers, there are cooperative employees and stalls selling daily necessities.

<b>6.5.1</b>	<b>Status: Nonconformance No. 2017.11 with Major Category</b>
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**6.6**

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

**Indicator 6.6.1**

Management Unit has a policy that respects the rights of all employees to form and join a community of Labour Unions which is contained in the Sustainable Plantation Management Manual SOP number : Policy 724/TQEM-SPMS/09 dated on August 27, 2010. The result of the policy is formation of Labour Unions in PT TMP which is recorded in manpower agency, for example: worker union MGF unit No. 02/SP-rohil/DTK/VI/2002 period 2014-2019 was submitted to Man Power Agency.

Based on the results of interviews with harvester, pesticide applicator, fertilizer and operators in Palm Oil Mill it is known that workers have understood the freedom of association and there is no compulsion to become members.

**Indicator 6.6.2**

There are meeting record between Labour Union and Management unit and also meeting record between Labour union and its member, such as:

- Minutes of meeting of companies with PUK SPSI MGE-1 dated 22 September 2017 which was attended by 11 participants about funding for workers entertainment.
- Minutes of meeting of companies with PUK SPSI MGF dated 23 September 2017 which was attended by 20 participants about Social Insurance (BPJS) card.

	<b>Status: Comply</b>
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**6.7**

**Children are not employed or exploited.**

**Indicator 6.7.1**

Management Unit has a SOP Sustainable Plantation management Guideline no. Policy 724/TQEM-SPMS/09 which was approved by CEO in chapter Policies and Objectives, Sub Chapter Policies Plantation Upstream Indonesia regarding Sosial Policy on point 6 that says Indonesia Plantation Upstream does not exploit labour underage (Child).

Management unit also has a policy related to the requirements of worker's age which is contained in Collective Labour Agreement 2015-2017 that says ; one of general requirements that must be fulfilled in the acceptance of candidates is at least 18 years old at the time of admission or married.

Based on verification of document workers, there is no workers which is employed underage. This is in accordance with the results of the interview with labour union and workers that there is no underage worker and workers come from different regions and ethnics. Based on filed observations in MGE-1, MGE-3 and MGF was not found the use of labour under 18 years old.

	<b>Status: Comply</b>
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**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.**

**Indicator 6.8.1**

Management Unit has a SOP Sustainable Plantation management Guideline no. Policy 724/TQEM-SPMS/09 which was approved by CEO in chapter Policies and Objectives, Sub Chapter Policies Plantation Upstream Indonesia regarding Sosial Policy on point 1 that says that all staff / employees should be treated properly and fairly in matters relating to recruitment, advancement, conditions and job description, regardless of race, degree, ethnicity, gender, color, imperfections (defects), sexual orientation, membership organizations, political views, religion and age.

Based on the document workers and interview, the workers come from different regions and ethnics for example batakese, javanese, malay, nias, minang etc. Company provides opportunities and equal treatment in employment. This can be seen in document workers (Master document of workers) PT. TMP listed sexuality (male and female), job title, place / date of birth, nationality (Javanese, Batak, Minang, Malay, Nias), status (married / not) and religion.

**Indicator 6.8.2**

According to interviews with workers, committee gender, labour union and local community there is no discrimination by the company. Company provide equal treatment and opportunities of workers in employment. For example implementation of the policy; based on field observation to MGE-1 and MGE-3, there is a spray forewoman which is majority done by man.

In addition, there are no complaints submitted related to allegations of discrimination. Logbook of complaint contains fixes for worker housing and has been respond and also fixed by company.

**Indicator 6.8.3**

Recruitment and promotion of workers in PT TMP based on skills, capabilities, and qualities. Based on interview with management, workers and labour union, a candidate will be tested just like written examination, interview, or practical examination. The candidates who can pass the test will be hired or promoted by company. All the recruitment and promotion document are kept by the company.

**Status: Comply**

**6.9**

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

**Indicator 6.9.1 and 6.9.2**

There are company policies on sexual harassment and violence in the Sustainable Plantation Management Manual SOP No. Policy 724 / TQEM-SPMS / 09 dated 27/08/2010 Chapter Policies and Objectives, Sub Chapter Plantation Upstream Indonesia Policy on Social Policy point 4 is to develop and implement policies to protect women workers from sexual harassment and crime and protecting rights related to reproduction.

The Company has demonstrated the socialization policy to prevent all forms of abuse and sexual violence on October 2016, which was attended by 26 participants, and on 27 September 2016 which was attended by 23 participants, dated 21 September 2016 was attended by 9 participants, 27 January 2016 attended by 10 participants.

According to the interview with gender committee, worker union and several worker in Mill and Estate there are no sexual harassment case during the period 2016-2017.

According to the interview with gender committee and woman workers in Estate Manggala 1 there are protection of reproductive right such as menstruation

**Indicator 6.9.3**

PT TMP has a sexual harassment complaint mechanisms contained in the Gender Committee SOP No. Policy 028 / TMP-KG / 11 of 1 September 2011 which describes the mechanism of sexual harassment complaints. Socialization of gender committee conducted orally through regular meetings such as neighborhood health center, family welfare

coaching meeting, sports, religious activities, etc

<b>Status: Comply</b>
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#### 6.10

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

##### Minor 6.10.1 & Major 6.10.2

Until ASA – 2 (1) conducted, PT Tunggal Mitra Plantation did not buy FFB from outsider, all of FFB was supplied from own estates consist of Manggala 1, 2 & 3 Estate that has been certified.

##### Minor 6.10.3

Until now, PT Tunggal Mitra Plantation not buying/receives FFB from other parties, all of TBS supplied from from own estates.

However, the company has another working contract with local contractor. For example: Work Agreement Letter No. MGE3 / LKL-INT / VII / 2017/0008 - Empty Bunches Application dated July 1, 2017 between Estate Manager Manggala 3 and Jarwono for 3,600 ton for 3 months working period.

Based on the results of interviews with local contractor representatives and the review of contract documents, it is known that the work agreement is composed by mutual agreement in which all contracts are signed together on stamp duty and the copies are kept by each party.

##### Minor 6.10.4

Payments to local contractors are made via bank transfer, as stated in the contract (Point 7.3). It has been shown an example of payment receipt for each contract as follows: Work Agreement Letter No. MGE3 / LKL-INT / VII / 2017/0008 - Empty Bunches Application dated July 1, 2017 between Estate Manager Manggala 3 and Jarwono for 3,600 ton for 3 months working period. There has been shown payment receipt consisting of Minutes of Work Inspection (BAPP) including photographs of work realization, Payment Application and proof of payment in the form of Bank Mandiri bilyet giro Branch Bagan Batu on September 18, 2017.

<b>Status: Comply</b>
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#### 6.11

#### Growers and millers contribute to local sustainable development wherever appropriate.

##### Minor 6.11.1

The Company has contributed to local development based on consultation with local communities. The results of consultation with the local community in the form of a request for a request for assistance or CSR. The results of the study of the governance plan document and the social monitoring plan indicate that one of the points identified by the community is the maintenance of the village access road. This has been fulfilled by the company by way of routine maintenance of road access, especially in the village of Suka Mulia, Suka Jadi or Desa Siarang - Arang Rokan.

##### Minor 6.11.2

PT. TMP does not have scheme smallholders. Moreover, PT. TMP does not have an obligation to establish smallholders



scheme because the company was established long before the smallholders scheme policy being issued.

**Status: Comply**

## 6.12

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

### Indicator 6.12.1; 6.12.2; 6.12.3

Based on interviews with unit management and workers in the field, up to the audit conducted no foreign workers who worked as an operational unit. There was no also mobilization of workers from another region.

Based on the results of interviews with harvest labor, spray, fertilizer and operators in Palm Oil Mill it is known that there is no worker who assist by the family (*family genk*)

**Status: Comply**

## 6.13

**Growers and millers respect human rights**

### 6.13.1

PT TMP has a human rights related policy that is a company's commitment to safeguarding every Human Rights contained in the Memorandum with Number 067 / SOU-16 / VIII / 2015, known and approved by SOU-16 Manggala Chairman on August 24, 2015.

The company has a recording related to the socialization of human rights policy held in May 2017 with participants as many as 90 people consisting of Village Apparatus, Mill and Estate Staff Manggala, Mill Employees and Manggala Estate as well as communities surrounding the Estate. This policy is submitted by the staff of Manggala Estate.

Based on interviews with management, it is known that human rights-related socialization is done at least once a year and there are no cases of human rights violations that occurred at PT Tunggal Mitra Plantation.

**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 and 7.1.3.

Until now CH does not conducted the opening or expansion of new areas, there is only replanting activities that have been conducted since 2012.

**Status: Comply**

### 7.2

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

#### 7.2.1, 7.2.2

The Company has presented the semi-detailed soil survey and feasibility study of PT TMP 2015-2020 conducted by PT Anugerah Sumber Makmur which contains information related to soil type, topography, drainage, geological formation and parent material, climate, rainfall, plan replanting. The map has different operating scales by type, such as:

- Maps Tilt grade Land for Manggala Estate 1,2, and 3 has scale 1: 50.000
- Geological Maps of Manggala Estate 1,2 and 3 have scale of 1: 45.000
- Year Map Planting Manggala Estate 1,2 and 3 have scale of 1: 45.000
- Map of Replanting Plan for Manggala Estate 1,2, and 3 has a scale of 1: 50,000
- Land Type Map of Manggala Estate 1,2 and 3 has scale of 1: 45.000
- Soil Management Map of Manggala Estate 1,2 and 3 has scale of 1: 45.000
- Manggala land suitability maps 1,2 and 3 have scale of 1: 50.000

The Company has shown a semi-detailed map of which there are land management practices. PT Tunggal Mitra Plantation has not opened or expanded new areas, only replanting activities have been conducted since 2012.

	<b>Status: Comply</b>	
<b>7.3</b>	<b>New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</b>	
<b>7.3.1; 7.3.2; 7.3.3; 7.3.4 and 7.3.5.</b>	Until now CH does not conducted the opening or expansion of new areas, there is only replanting activities that have been conducted since 2012.	
	Sime Darby Plantation has sent Land Use Change Analysis (LUCA) is sent to the RSPO Secretariat on August 28, 2016 with the attachment of the letter included the calculation LUCA PT Tunggal Mitra Plantation (CH) and has received responses from RSPO Secretariat on May 27, 2016.	
	Based on document review PSQM Departement attending BHCV WG Meeting dan the WG has agreed this NCR will be closed by RSPO Secretariat, that means growers are given grace period for a year to close the issue RSPO Secretariat will inform all CBs soon on this matter (the email on 09 August 2017).	
	<b>Status: Comply</b>	
<b>7.4</b>	<b>Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.</b>	
	Based on the EIA document (RKL / RPL) approved on August 23, 2006 by BAPEDALDA Rokan Hilir No. 666.1 / EIA-BAPEDALDA / 2006/12 which includes the mill and plantation. The area of study includes a concession area of PT TMP covering 13,836 ha including new planting area year 2006 of 60 ha.	
	In the work area of PT TMP there are planting area year 2006 of 60 ha which is in the area of peatland - Block A-36 to A44 (8 blocks, excluding A-41). The plant area is not a new operational development, but the area that has been planted with palm oil in 1999 but failed because of the unavailability of adequate water management facilities, so it is always flooded. In 2006, flooding problems have been solved by a system of canals 4-1 (four-bolt main plant of the canal).	
	Until now PT Tunggal Mitra Plantation does not perform the opening or expansion of new areas, there are only a replanting activities that have been performed since 2012	
	<b>Status: Comply</b>	
<b>7.5</b>	<b>No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</b>	
	Until ASA-2 (1), the PT Tunggal Mitra Plantation did not extend their area for new plantation. The company just was carry out replanting since 2012.	
	<b>Status: Comply</b>	
<b>7.6</b>	<b>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</b>	
	Until ASA-2 (1), the PT Tunggal Mitra Plantation did not extend their area for new plantation. The company just was carry out replanting since 2012.	
	<b>Status: Comply</b>	
<b>7.7</b>	<b>Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.</b>	

**7.7.1, 7.7.2**

The Company has documents related to land preparation in replanting in SOP Manual of Agronomic References Section 4 concerning Land Preparation. In the SOP, the company is not allowed to burn in land preparation efforts either replanting or for land clearing.

Based on the results of field visits to the replanting area at Manggala 1 Division 2 Block F009 and G009 it is known that the company performs replanting activities by chipping and there is no indication of replanting activity using the land burning technique.

To date PT Tunggal Mitra Plantation has not opened or expanded new areas, only replanting activities have been conducted since 2012.

	<b>Status: Comply</b>	
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**7.8**

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

**7.8.1; 7.8.2 and 7.8.3**

Until now CH does not conducted the opening or expansion of new areas, there is only replanting activities that have been conducted since 2012.

	<b>Status: Comply</b>	
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**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.**

Internal Audit:

Internal audit of RSPO conducted on 5-6 September 2017 by Mr. Ichsan Putra, based on internal audit results identified 10 nonconformities. For example: Indicator 4.4.1 has not been shown the water management plan in MGF, Indicator 4.7.4 is related to the latest P2K3 structure approval decree.

The company has conducted routinely evaluation based on the result of monitoring in chemical use, environmental impact, waste reduction, social impact, ect

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

Clause	(Module D) CPO Mills – Identity Preserved Requirements													
D1	Definition													
D.1.1														
A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.														
There is no change of the IP procedure.														
Based on observation on FFB receiving in security and weighbridge station known that Manggala Factory (MGF) only receive FFB from certified plantation namely Manggala 1 Estate, Manggala 2 Estate and Manggala 3 Estate which is scope of this ASA process. It also supported with result of interview with key personal on implementation of SCCS requirement such as MGF's head administration, weighbridge operator and SOU officer.														
Based on explanation above, MGF apply the requirements of SCCS Module D (IP).														
	Status: Comply													
D.2	Explanation													
D.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.														
According to the previous assessment (ASA-1.1) certificate (MUTU-RSPO/002 period 25 November 2016 – 24 November 2017), Manggala Factory has been approved to certified as follow:														
	<table><thead><tr><th>Item</th><th>Recertification (25 November 2016 – 24 November 2017)</th><th>Actual (25 November 2016 – 23 September 2017)</th></tr></thead><tbody><tr><td>FFB</td><td>189,689</td><td>130,352</td></tr><tr><td>CPO</td><td>43,628</td><td>28,014</td></tr><tr><td>PK</td><td>8,536</td><td>6,281</td></tr></tbody></table>	Item	Recertification (25 November 2016 – 24 November 2017)	Actual (25 November 2016 – 23 September 2017)	FFB	189,689	130,352	CPO	43,628	28,014	PK	8,536	6,281	
Item	Recertification (25 November 2016 – 24 November 2017)	Actual (25 November 2016 – 23 September 2017)												
FFB	189,689	130,352												
CPO	43,628	28,014												
PK	8,536	6,281												
Estimated tonnage of CPO and PK that potentially produced by the mill is:														
FFB: 144,703.34 MT CPO: 33,281.76 MT PK: 6,945.76 MT														
	Status: Comply													
D.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).														
Manggala Factory has been registered in RSPO IT Platform member registration number as the data below:														

- Member name : Sime Darby Plantation – Manggala POM, PT TMP
- Member ID : RSPO\_PO 1000000330
- Sub License ID : CB46758

**Status: Comply**
**D.3 Documented procedures**
**D.3.1**

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

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

The Manggala Factory has procedures for the implementation of Supply Chain System, consisting of:

- The Manggala Factory procedure was refer to the Technical Manual of mills 1, 2 and the administration based on Head Plantation Memorandum Operation No.POD-UM-154 / VII / 2010 on July 26, 2010. These document consist of:
  - FFB Receive (No. 110 / POD-FAC / 07), Sterilization (No. 110 / POD-FAC / 07), Striping (No. 110 / POD-FAC / 07), Digesting (No. 110 / POD-FAC / 07), Pressing (No. 110 / POD-FAC / 07), Clarification (No. 110 / POD-FAC / 07), Separation Seeds and Fiber (No. 110 / POD-FAC / 07), Kernel Station (No. 110 / POD-FAC / 07), Palm Oil Stockpiling (No. 110 / POD-FAC / 07).
  - Procedure of Supply Chain Products System (No. 027 / TMP-SCCS / 12) adopted on 1 September 2012 by POM Manager and Estate Manager. These product was describe the shape of the product traceability has applied
- Person in charge to ensure the implementation of this requirements, consist of:
  - Factory Manager**
    - Stores and maintains the entire documents and records of raw materials and supporting material utilization on production process and the quality of end product.
    - Performs verification of product, which being sent to buyers, in order to ensure the sent-product is in line with invoice, delivery order, and sales contract and signs minutes of product deliverance.
    - Provides sufficient training on supply chain certification to the entire staff who involve in supply chain stage from raw material acceptance to storage to product deliverance to final buyers.
  - Plantation Sustainable Quality Management (PSQM) Assistant**
    - ✓ Ensures the quality of FFB in mill and makes daily recapitulation.
    - ✓ Conducts monitoring over delivery and loading the palm product
    - ✓ Conducts the analysis over raw material and product's quality on the entire production stages.
    - ✓ Stores, maintains and distributes the analysis result and examines the quality of raw material and product to related agencies.
  - Assistant/Senior Assistant/ Bulking Manager** was in charge on transportation of CPO and PKO product from mill to bulking station.
  - Production Administration was recorded of FFB received and product dispatch

Based on interview with related staff, comprise of mill manager, administration staff, grading foreman and the weight bridge staff that indicated they was understand that Manggala Palm Oil Mill only received and processed of certified FFB. All the FFB sources and entry to weight bridge area shall showed the FFB Delivery Note was stamp with RSPO code.

**Status: Comply**



**D.3.2**
**The site shall have documented procedures for receiving and processing certified and non-certified FFBs.**

The entire processed FFB in Manggala Factory comes from three own estates (Manggala 1, 2 & 3). The entire processed FFB is 100% certified FFB. The Company has FFB acceptance mechanism by make it mandatory for the driver to show FFB delivery note from each estate.

The management unit also has SOP Palm Oil Mill, approved by Mill Controller on December 2011. These procedure also included procedure for the weighbridge station, loading ramp, the Sterilizer Station, Tripler and Thresher, Digester Station, Pressing Station, oil room station, Depericarper Station, Nut Cracker Station, Kernel Silo, CPO Dispatch, Palm Kernel dispatch, Boiler House, Power Plant. There was also available Work Instructions of Laboratory Tests, approved by the Mill Senior Manager on April 1, 2011.

**Status: Comply**

**D.4 Purchasing and goods in**
**D.4.1**
**The site shall verify and document the volumes of certified and non-certified FFBs received.**

Manggala Factory applied the Identity Preserved supply chain model. The mill only receives and processed the FFB from own certified units/estates within the RSPO certificate scope. However, the Mill have a record of monthly summary of sustainable FFB, CPO and Kernel in three monthly bases, based on certificate anniversary period.

**Certified FFB received period of 25 November 2016 to 23 September 2017**

Period	FFB Received (Ton)			CPO (Ton)	PK (Ton)
	FFB certified	FFB Non Certified	Total	Certified	Certified
26 – 30 November 2016	2,964	-	2,964	614	180
December 2016	14,633	-	14,633	3,212	710
January 2017	14,872	-	14,872	3,275	736
February 2017	13,508	-	13,508	2,913	667
March 2017	14,001	-	14,001	3,058	758
April 2017	11,827	-	11,827	2,615	595
May 2017	12,030	-	12,030	2,594	548
June 2017	9,012	-	9,012	1,924	384
July 2017	11,289	-	11,289	2,367	523
August 2017	14,746	-	14,746	3,036	674
1 – 23 September 2017	11,472	-	11,472	2,405	506
<b>Total</b>	<b>130,352</b>	<b>-</b>	<b>130,352</b>	<b>28,014</b>	<b>1,180</b>

**Status: Comply**

**D.4.2**
**The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.**

According to the previous assessment (ASA-1.1) certificate (MUTU-RSPO/002 period 25 November 2016 – 24 November 2017), Manggala Factory has been approved to certified as follow:

Item	Recertification (25 November 2016 – 24 November 2017)	Actual (25 November 2016 – 23 September 2017)
FFB	189,689	130,352
CPO	43,628	28,014
PK	8,536	6,281

Based on the data above, it can be summed that Manggala Factory has no overproduction that shall inform to the CB.	
	<b>Status: Comply</b>
<b>D.5</b>	<b>Record keeping</b>
<b>D.5.1</b> <b>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>	
Manggala Factory cannot shown data of FFB received, CPO and PK certified in three-monthly basis including sales data. It raised as <b>Non Conformity No. 2017.12</b>	
	<b>Status: Non Conformity No. 2017.12 with Major Category</b>
<b>D.6</b>	<b>Processing</b>
<b>D.6.1</b> <b>The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage</b>	
<p>Until now, Manggala POM does not accept and process FFB from not certified sources. The entire accepted and processed product in Manggala POM comes from RSPO certified own estate. Based on the available document within the system, it reveals that the document consists of fruit delivery note, weighing ticket, Sales Contract and SIME Weigh program application, which explain the source of FFB (Division, harvesting block, cultivation year, number of bunches) to product such as CPO and PK that 100 % is a certified product (RSPO Certified). The entire document that related to product acceptance and processing have been marked with stamp 'RSPO Certified' with <b>RSPO CERTIFIED Identity Preserved</b>)</p> <p>Based on field visit and interview with FFB received officer and weighbridge operator known that Manggala POM only received certified material (FFB) from its certification scope.</p>	
	<b>Status: Comply</b>
<b>D.6.2</b> <b>The objective is for 100 % segregated material to be reached</b>	
<p>The entire accepted and processed product in Manggala POM comes from RSPO certified own estate. Based on the available document within the system, it reveals that the document consists of fruit delivery note, weighing ticket, Sales Contract and SIME Weigh program application, which explain the source of FFB (Division, harvesting block, cultivation year, number of bunches) to product such as CPO and PK that 100 % is a certified product.</p> <p>Based on documents verification and field visit in Manggala POM and interview with weigh bridge and grading staff, it is known that Manggala POM processes FFB into CPO and PK, which is 100 % comes from own estate. Verification over Sales Contract and Invoice document showed that the entire sold CPO and PK product is 100 % RSPO Certified product.</p>	
	<b>Status: Comply</b>

**3.3. Conformity Checklist of Certificate and Logo Use** *(Only apply for Surveillance Assessment Report)*

<b>1.</b>	<b>Evidence of permission or approval certificate and logo from Certification Body which submitted by Client</b>	<b>X or√</b>
<b>ASA-1.2</b>	PT Tunggal Mitra Plantation – Manggala POM does not use RSPO logo	√
	<b>Status: Comply</b>	
<b>2.</b>	<b>Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use</b>	<b>X or√</b>
<b>ASA-1.2</b>	PT Tunggal Mitra Plantation – Manggala POM does not use RSPO logo	√
	<b>Status: Comply</b>	
<b>3.</b>	<b>Implementation of Certificate and Logo is not used on product</b>	<b>X or√</b>
<b>ASA-1.2</b>	PT Tunggal Mitra Plantation – Manggala POM does not use RSPO logo	√
	<b>Status: Comply</b>	
<b>4.</b>	<b>Controlling of Certificate and Logo, including withdrawing inappropriate logo.</b>	<b>X or√</b>
<b>ASA-1.2</b>	PT Tunggal Mitra Plantation – Manggala POM does not use RSPO logo	√
	<b>Status: Comply</b>	

### 3.4. Summary of RSPO Partial Certification.

Compliance of the uncertified management units of Sime Darby Plantation Sdn Bhd 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

Sime Darby Plantation Sdn Bhd Time Bound Plan is explained in table section 1.10. Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total management unit in Sime Darby Plantation Sdn Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia. Sime Darby Plantation Sdn Bhd has informed the Time Bound Plan progress through representative's office in Indonesia. MUTU has considered that Sime Darby Plantation Sdn Bhd is comply with the RSPO requirement for Time Bound Plan. The Time Bound Plan was revised and declared by the Sime Darby Plantation Sdn Bhd Indonesian representative on June 16th, 2016 by the Head of PSQM.

MUTU has verified partial certification for un-certified unit's subsidiary of Sime Darby Plantation Sdn Bhd based on their Time Bound Plan. 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 significant land conflicts in PT Mitra Austral Sejahtera, there is still an issue that remain unresolved social i.e. from Serikat Petani Kelapa Sawit (SPKS), but improvements are ongoing.
- PT Budidaya Agro Lestari waiting for land title process.
- The company has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labour disputes that are not being resolved through an agreed process
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above

<b>2.1 Un-Certified Units or Holdings</b>		
<b>Section</b>	<b>Requirement</b>	<b>Concerns to Discuss, if any</b>
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p><b>Company Group/Holding Statement:</b> Companies are already doing internal audits. There are internal audit reports for each company.</p> <p><b>Auditor Verification:</b> Internal Audit report available for uncertified management unit for example PT Sandika Natapalma – Karya Palma Estate on 10 February 2017.</p>
2.2.2	No replacement after dates defined in NIs Criterion 7.3 of: <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	<p><b>Company Group/Holding Statement:</b> HCV assessment has been conducted for uncertified units i.e. PT Mitra Austral Sejahtera (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p> <p><b>Auditor Verification:</b> Sime Darby Plantation Sdn Bhd sent disclosure of liability including LUCA analysis to RSPO Secretariat on 2 December 2014 and 2<sup>nd</sup></p>

		revision on 24 June 2016. The companies ensuring reporting of disclosure of liability progress to RSPO and according to the CB's correspondence with RSPO Remediation and Compensation.
2.2.3	Any new plantings since January 1 <sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.	<p><b>Company Group/Holding Statement:</b> A new mill will be set up in Liberia and planned for commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be found at <a href="http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14">http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14</a></p> <p><b>Auditor Verification:</b></p> <ul style="list-style-type: none"> <li>• Karya Palma Estate (PT Sandika Natapalma) and Baturus Estate (PT Budidaya Agro Lestari) any new planting after January 1<sup>st</sup> 2010 and due to not conduct NPP.</li> <li>• RSPO NPP process has been completed in 2011 for a new mill in Liberia.</li> </ul>
2.2.4	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p><b>Company Group/Holding Statement:</b> Sime Darby (Liberia) Plantation Inc. Status: Box G - Close for Monitoring Further details please refer to: <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/46">http://www.rspo.org/members/complaints/status-of-complaints/view/46</a> PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/29">http://www.rspo.org/members/complaints/status-of-complaints/view/29</a></p> <p><b>Auditor Verification:</b> Auditor has verified the supporting evidence of above the company statement. There are land conflict in :</p> <ul style="list-style-type: none"> <li>• PT Mitra Austral Sejahtera, this issue are remain being resolved with RSPO dispute settlement facilities</li> </ul> <p>PT Bina Sains Cemerlang, this issue was raise on 22 April 2017 and still being process to resolve.</p>
2.2.5	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p><b>Company Group/Holding Statement:</b> No stakeholder comments or complaints received.</p>



		<p><b>Auditor Verification:</b> Auditor has verified the supporting evidence of above the company statement. There are no labour dispute in company unit.</p>
2.2.6	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p><b>Company Group/Holding Statement:</b> None noted. No stakeholder comments or complaints received.</p> <p><b>Auditor Verification:</b> Auditor has verified the supporting evidence of above the company statement. There is any legal non-compliance for company under SDP waiting for land title process, ie:</p> <ul style="list-style-type: none"> <li>• PT Sime Indo Agro 1,652 Ha</li> <li>• PT Aneka Inti Persada 421.31 Ha</li> <li>• PT Bina Sains Cemerlang 308.25 Ha</li> <li>• PT Bersama Sejahtera Sakti 765 Ha</li> <li>• PT Langgeng Muaramakmur 1,162 Ha</li> <li>• PT Paripurna Swakarsa 1,120 Ha</li> <li>• PT Swadaya Andika 63 Ha</li> <li>• PT Bahari Gembira Ria 1,639 Ha</li> <li>• PT Guthrie Pecconina Indonesia 4,133 Ha</li> <li>• PT Perkasa Subur Sakti 1,286 Ha</li> </ul>

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

#### 3.5.1 Identification of Findings, Corrective Actions and Observations at ASA-1.1 Assessment

NCR No.	:	2016.1	Issued by	:	Rizliani Aprianita Hasibuan
Date Issued	:	06 October 2016	Time Limit	:	06 October 2017
NC Grade	:	Minor	Date of Closing	:	26 September 2017
Standard Ref. & Requirement	:	1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.			
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i> The company has had a Code of Integrity and Ethical Conduct that has been disseminated to the Estate Manager, Assistant Manager, Head and other staff. But has not provided sufficient evidence that the policy has been disseminated to all levels of employees.					
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> There is no dissemination program of Code of Integrity and Ethical Conduct policy to all employees so it was not implemented dissemination of Integrity and Ethical Conduct Code policy to the employee level.					
<b>Correction</b> <i>(filled by organization audited):</i> Make a socialization program and disseminate policy of Code of Integrity and Ethical Conduct for all levels of workers of PT Tunggal Mitra Plantation.					
<b>Corrective Action</b> <i>(filled by organization audited):</i> Ensuring the implementation schedule of socialization to employees, to accommodate all the company policy and appoint Sr. Assistant / Assistant / KTU / Section head as a responsible of socialization					
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i> <b>Verification on 26 September 2017</b> The Certification unit was shown several evidences, such as: <div><div>1.</div><div>Code of Conduct SOP socialization program period of 2016/2017: MGE-1 on January 2017, MGE-2 on March 2017, MGE-3 on April 2017 and MGF on May 2017. This program will be conducted every years.</div></div> <div><div>2.</div><div>Minute of meeting code of conduct socialization in MGE-1 to 51 workers on 12 January 2017.</div></div> <div><div>3.</div><div>Minute of meeting code of conduct socialization in MGE-2 to 49 workers on 3 March 2017.</div></div> <div><div>4.</div><div>Minute of meeting code of conduct socialization in MGE-3 to 32 workers on 2 June 2017.</div></div> <div><div>5.</div><div>Minute of meeting code of conduct socialization in MGF to 46 workers on 12 December 2016.</div></div>					
Auditor Conclusions: According root cause analysis, correction and corrective action have been met.					
Verified by	:	Trismadi N			

NCR No.	: 2016.02	Issued by	: Nanang Mualib
Date Issued	: 06 October 2016	Time Limit	: 06 October 2017
NC Grade	: Minor	Date of Closing	: 26 September 2017
Standard Ref. & Requirement	4.3.5 An assessment of the degree of accuracy should be available before replanting is done on peat soil to determine the long-term viability of the required level of extraction for oil palm cultivation.		
Non-Conformance Description & Evidence observed (filled by auditor): The Company has conducted a Detailed Soil Survey in 2015 and has consistently measured subsidence rates in peatlands, however the Company has not been able to show a drainability study of peatland replanting activities to determine the viability of long-term oil palm cultivation.			
Root Cause Analysis (filled by organization audited): There has not been an assessment of the extent of vulnerability on peatlands to be replanted in 2016-2017			
Correction (filled by organization audited): Coordinate with minamas research center to assess the extinction level for each replanting activity in peat area of 2016-2017 to determine the viability of long-term oil palm plantation on peatlands			
Corrective Action (filled by organization audited): Has conducted a study related to the level of peatland inhabitation on the area to be replanted			
Assessor Evaluation and Conclusion (filled by auditor): The Company has presented evidence of improvement in the report on peatland depletion studies for the Manggala 1 and Manggala 3 Estate containing among others: - Determination of peatland's peatland class - Recommendations for replanting activities as well - Conclusion of study result			
Auditor's Conclusion: Based on the root problem analysis, remedial actions and preventive measures have been met.			
Verified by	: Satria Adi Putra		

NCR No.	: 2016.06	Issued by	: Nanang Mualib
Date Issued	: 06 October 2016	Time Limit	: 06 October 2017
NC Grade	: Minor	Date of Closing	: 26 September 2017
Standard Ref. & Requirement	5.3.3 Disposal plans and waste management to avoid or reduce pollution should be documented and implemented.		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i> The results of field visits in Manggala POM housing and MGE-2 Final Disposal Site (TPA-S) are known that domestic waste management practices are not in accordance with SOP of B3 and Non B3 Waste Management (RSPO / 5.3 / PLB3 & BB3).			
<b>Root Cause Analysis:</b> The ineffective domestic waste management program established by management and the lack of understanding of			

the cottage's residents on the importance of environmental hygiene.

**Corrective Action:**

- Clean up garbage in the area around employee housing.
- Creating a final waste disposal site (TPSA) in Block E17 Block 4th Division MGE 1; Division 4 MGE 3; and C46 Block 3rd Division MGE 2.
- Socialization to employees of the importance of environmental hygiene and prohibition of disposing of garbage is out of place.

**Preventive Action:**

- The company creates a transport schedule every 2 times a week (Factory and Estate).
- Socialization to Factory and Estate employees.
- Installation of a prohibition board to dispose of garbage

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

**Verification, 26 September 2017.**

Based on the field visit, the company has conducted a cleaning action in the area of MGE 1 and Manggala POM housing with proof of photo documentation as follows:

**Location : Manggala 1 Estate**



The area next to the housing before it is cleaned      After cleaning domestic waste

**Location: Manggala Factory**



The area next to the housing before it is cleaned



After Cleaned



**Location: The Final Dump Manggala 2 Estate**



**Location: Block C46 Division 3 Manggala 2 Estate.**

In addition, the company undertook the make of a new 4x4x3 meter hole located in E017 Block 4th Division of MGE 1. Based on SOP of Waste Management (RSPO / 3.62 / Garbage) at least 2 times a week.

**Location: Manggala 3 Estate.**





The Final Dump



New Final Dump at Division 4 MGE 3

### **Manggala Factory**

PKS Manggala shows the domestic waste disposal schedule which is done every 2 times a week (Wednesday and Saturday). In addition, there is a socialization of domestic waste management that explains the garbage from each house is included in the sack and placed in front of the house; inorganic and organic waste; and each tram is transported by truck and every 2 times a week (Wednesday & Saturday) is dumped in the TPSA (Final Waste Disposal).

#### **MGE 1.**

The socialization of the handling of Domestic Waste in August 2017 was conducted on 3 August 2017 located at Manggala unit 1. Participants attended as many as 85 employees (Proof of photo documentation and attendance list). Available form of management / transportation of residential garbage for MGE. For example:

- Housing of 4th Division of Pondok III in September 2017 garbage transport was done on Wednesday and Friday as many as 133 bags of domestic waste.

#### **MGE 2.**

The socialization of domestic waste handling on February 15, 2017 is located in Division 2 Manggala 2 Estate. There were 32 attendees (Proof of photo documentation and attendance list). A domestic waste management program is available every 2 times a week in each MGE 2 hut.

#### **MGE 3.**

Socialization of domestic waste handling on July 12, 2017 located MGE 3 participants attended as many as 18 employees. Socialization describes employees mainly in cottage confines; providing final waste disposal and transportation transportation every 2 times a week and others.

Based on the above explanation, NCR No.2016.06 (Minor Indicator 5.3.3) is stated fulfilled.

<b>Verified by</b>	<b>:</b>	<b>Brigitta Prita</b>
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**3.5.2 Identification of Findings, Corrective Actions and Observations at ASA-1.2 Assessment**

<b>NCR No.</b>	<b>: 2017.01</b>	<b>Issued by</b>	<b>: Trismadi N</b>
<b>Date Issued</b>	<b>: 28 September 2017</b>	<b>Time Limit</b>	<b>: 27 November 2017</b>
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 27 November 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 2.1.1. There is compliance with all applicable local, national and ratified international laws and regulations.</b>		
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> Found no evidence that all regulation was comply by certification unit. 1. MGF has several outsourcing workers from CV Usaha Mandiri in accordance to Work Agreement Number. 002/SPK-LKL/MGF/IV/2017 dated 29 March 2017. However the several clausal were noncompliance with Regulation (13 Year of 2003 about workers). Such as: Clausal 1. Type of work are main core of production, such as: FFB processing. Clausal 3. (3) over time counting was no comply with regulation. 2. According to document verification, the OHS Committee structure in MGE-1 was revised, however found no evidence that new OHS Committee structure has signed by relevant agency in accordance to Man Power Regulation (4 year of 1987).			
<b>Root Cause Analysis (filled by organization audited):</b> 1. Not in accordance with the contents of Outsourcing Work Agreement with the provisions of government regulations on labor outsourcing. 2. The unit regularly reports every 3 months regarding the structure of P2K3 MGE-1 PT. TMP is either a change or not, but when there is a change of Occupational Safety Expert has been reported to the Labor Agency and is awaiting the decree so that the delay in reporting the Change of Structure of P2K3.			
<b>Correction (filled by organization audited):</b> 1. Unit management will show changes of structure of P2K3 which have been reported and legalized by Labor Agency of Riau Province. 2. The unit management will revise SPK no. 002 / SPK-LKL / MGF / IV / 2017 dated March 29, 2017 with CV Usaha Mandiri. 3. The unit management will conduct mutation of outsourced employee work from process station to compound.			
<b>Corrective Action (filled by organization audited):</b> 1. The unit management will review and ensure that each issuance of a Working Agreement with a third party refers to government regulations. 2. Unit management will continue to monitor and update the reporting of P2K3 structure to Labor Agency Riau Province (Monitoring attached).			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verify 4 October 2017</b> <b>The management unit shows some of the following improvements:</b> 1. Addendum SPK No. 002 / SPK-LKL / MGF / IV / 2017 between PT TMP and CV Usaha Mandiri dated 29 September 2017 in article 3 (3) regarding overtime wages has been referred to UU No. 13/ 2003. 2. SPK No. 62 / SPK-LKL / MG / IX / 2017 dated 29 September 2017 between PT TMP and CV Usaha Mandiri for Building Cleaning work, Warehouse, Night Duty, Gardener (house MGF) and Servant staff. In article 3 (3)			

has set the overtime pay refers to UU No. 13/ 2003.

**Verify November 27, 2017**

**The Company shows some improvement evidence including:**

1. Inter Office Mail from Mill Manager No. 107 B / MGF / IX / 2017 dated September 29, 2017 Referring to Working Rotation: a.n. Damat Soleh Ritonga (NIK 00020) from Maintenance (Main Processing) to Compound.
2. Inter Office Mail from Mill Manager No. 102 / MGF / IX / 2017 dated September 29, 2017 regarding Working Rotation: a.n. Irfan Rifai Ritonga (NIK 00034) and a.n. Rahmat Hidayat (00033) from Main Processing to Compound.
3. Evidence and receipt of the submission of overtime compensation workforce compound period April - September 2017 consists of 10 employees compound by CV Usaha Mandiri.
4. Evidence and receipt of the delivery of rice servicing (shortage) servant period April - September 2017 consists of 11 employees compound by CV Usaha Mandiri.
5. Decree of the Labor Agency of Riau Province with Number Kep.201 / Disnakertrans-PK / SK-P2K3 / X / 2017 dated October 13, 2017. Approval of the Committee for the Development of Occupational Safety and Health (P2K3) at PT TMP-1 Estate, the composition of Chairman: Wilmar Marpaung, Secretary: Ikhsan Adi Sukma oversees 13 members.

**Auditor's Conclusion:**

Based on the root analysis of the problem, corrections and corrective action have been sent. Then this un conformity has been met.

**Verified by** : **Trismadi Nurbayuto**

<b>NCR No.</b>	<b>:</b>	<b>2017.02</b>	<b>Issued</b>	<b>:</b>	<b>Trismadi N</b>
<b>Date Issued</b>	<b>:</b>	<b>28 September 2017</b>	<b>Time Limit</b>	<b>:</b>	<b>ASA-1.3</b>
<b>NC Grade</b>	<b>:</b>	<b>Minor</b>	<b>Date of Closing</b>	<b>:</b>	
<b>Standard Ref. &amp; Requirement</b>	<b>:</b>	<b>2.1.4.</b> <b>A system for tracking any changes in the law shall be available and implemented.</b>			
<b>Non-Conformance Description :</b> A system for tracking any changes in the law were un-implemented. The certification unit has result of legal requirement evaluation dated 16 September 2017, there are 128 relevant regulations. However not all update regulation has evaluated. For example: 3. Agraria and Spatial Plan/National Land Agency Head Number 7 year of 2017 about Land Use Title Appointment. 4. Riau Governor Decree Number 120/I/2017 dated 26 January 2017 about Minimum Wages of Agriculture, Rubber, Oil Palm and Palm Oil Mill Sector Year of 2017.					
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>					

<b>Correction</b> <i>(filled by organization audited):</i>	
<b>Corrective Action</b> <i>(filled by organization audited):</i>	
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i> <b>Evaluation 04 October 2017</b> <p>The Company has presented evidence of compliance evaluation of the regulation and its amendment as many as 128 regulations but has not yet mentioned the related regulations of Riau Governor Decree no. 120 / I / 2017 dated January 26, 2017 on the Minimum Wage of Agricultural Sector / Rubber Plantation, Oil Palm and Riau Province Plant Year 2017.</p> <p>In addition, the company has not been able to show identification of root problem analysis, correction and corrective action. Based on that, the audit team concluded that indicator 2.1.4 has not been fulfilled.</p>	
<b>Verified by</b>	:

<b>NCR No.</b>	: 2017.03	<b>Issued by</b>	: Andi Pratama Pasaribu
<b>Date Issued</b>	: 28 September 2017	<b>Time Limit</b>	: 27 November 2017
<b>NC Grade</b>	: Major	<b>Date of Closing</b>	: 27 November 2017
<b>Standard Ref. &amp; Requirement</b>	: 2.2.1 Legal documents showing legal ownership or leasing, history of ownership, duration and actual land use should be available.		
<b>Non-Conformance Description :</b> Progress of resolving occupational cases within the HGU area.  <b>Description of Non-conformance &amp; Evidence observed (completed by auditor):</b> Until the audit surveillance - 2.1 is implemented, the company has not been able to show the positive progress of the re-enclave area measurement conducted in November 2015.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> The absence of answers from the National Land Agency related to the issuance of HGU PT TMP permit result from re-measurement in November 2015.			
<b>Correction</b> <i>(filled by organization audited):</i> The unit management will send reminder letter I to the Department of PSD to follow up back to the National Land Agency related to the issuance of the results of PT TMP HGU re-measurement done in November 2015.			
<b>Corrective Action</b> <i>(filled by organization audited):</i> Appoint person in charge in Legal Division of TMP focusing on re-measurement results of PT TMP HGU			
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>			

**Verify November 27, 2017**

The management unit shows Letter no. / SOU-16 / XI / 2017 dated November 23, 2017, regarding: progress of repeated measurement of PT TMP enclave area to GM PSD and PSD Manager. However, it can not be shown the answer from the PSD related to the letter.

**Verified by** : Trismadi Nurbayuto

<b>NCR No.</b>	<b>: 2017.04</b>	<b>Issued by</b>	<b>: Satria Adi Putra</b>
<b>Date Issued</b>	<b>: 28 September 2017</b>	<b>Time Limit</b>	<b>: 27 November 2017</b>
<b>Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 27 November 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 4.3.4</b> <b>Peatland subsidies should be minimized and monitored. A documented water management and cover program should be available.</b>		
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> Based on the field visit at Blok L08 Manggala 3 Estate it is known that there is re-installation for subsidized pole, based on interview result with the management, it is known that the installation of the pole is done as deep as one meter. This is not in accordance with the SOP of Peatland Decomposition (RSPO / 4.5 / WM) point 5.4.2 which states that the measurement of subsidized benchmarks by means of "insert iron pipe sharpened into the soil up to the mineral soil layer".			
<b>Root Cause Analysis (filled by organization audited):</b> <ul style="list-style-type: none"><li>- Non-standard subsidized pads use wooden materials painted with a depth of 1 meter, this is because the old subsidized pole condition is obsolete (Block L04)</li><li>- Not all personnel in TMP understand the standard installation of subsidence land patent.</li></ul>			
<b>Correction (filled by organization audited):</b> <ul style="list-style-type: none"><li>- Replacing old subsidy pole with steel pipe material sharpened into the soil up to mineral soil layers</li></ul>			
<b>Corrective Action (filled by organization audited):</b> <ul style="list-style-type: none"><li>- Disseminating to staff about SOP of Land Subsidy Monitoring in Peat Area</li><li>- Monitoring and maintenance of subsidized land patrol by officers in accordance with SOP of Soil Degradation (RSPO / 4.5 / WM) for 6 months.</li><li>- Add a monitoring column of the benchmark conditions on the subsidized land subsidence monitoring form to determine whether the condition of the pole is in good condition or need improvement.\</li></ul>			
<b>Auditor's Response October 05, 2017</b> <ul style="list-style-type: none"><li>- Is there a complete monitoring and replacement mechanism for other standards that are not in accordance with the standards?</li></ul>			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Evaluation 05 October 2017</b> The Company has presented evidence of improvements in the form of: <ul style="list-style-type: none"><li>- Installation of subsidized block in Block L04</li><li>- Installation of new subsidized block in Block K003 as deep as 3 meter and until ground to mineral.</li></ul> Based on evidence of improvements submitted, the auditor team concludes that the company still has the potential to			



analyze more deeply related to the root of the problem and the corrective action given so that 4.3.4 indicator has not been conformise.

**Verification November 21 November 2017**

The Company has presented evidence of improvements in the form of:

- Installation of subsidized pole in Block G007 with a depth of more than 3 meters
- Installation of subsidized pole substitutes in Block B007
- Installation of new subsidized pole in Block K003 as deep as 3 meter and until mineral ground.
- Preparation of monitoring form (6 months) for peat soil measurements containing block number, starting position of measurement, monitoring measurement date, rate of decrease (in cm) and checking condition of the stakes
- Socialization of SOP Peat Subsiden on 06 November 2017 which was attended by 16 participants consisting of manager and assistant.

Based on the results of identification of root problem analysis, correction and corrective action, the audit team concluded that indicator 4.3.4 has been met.

**Verified by** : **Satria Adi Putra**

<b>NCR No.</b>	<b>: 2017.05</b>	<b>Issued by</b>	<b>: Satria Adi Putra</b>
<b>Date Issued</b>	<b>: 28 September 2017</b>	<b>Time Limit</b>	<b>: 27 November 2017</b>
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 27 November 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 4.6.2</b> <b>Records of pesticide use (including active ingredients used and LD50 from the active ingredient, treatment area, amount of active ingredient use per ha and number of applications) should be available.</b>		
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> The. Company has listed records of pesticide use, registration number, pesticide class and active ingredient ingredients for Manggala 1 and Manggala 3 Estate, but the data has not yet shown the LD50 of each active ingredient.			
<b>Root Cause Analysis (filled by organization audited):</b> The unavailability of special meetings to discuss the list of pesticides used by unit management as well as information on LD 50 on the pesticide.			
<b>Correction (filled by organization audited):</b> Revise the list of pesticides that management uses by listing LD50 for each active ingredient used.			
<b>Corrective Action (filled by organization audited):</b> Include program plan of active pesticide material review (as well as LD 50 information) once every 6 months.			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verify 04 October 2017</b> The Company has documented the list of active ingredient ingredients, LD50, and target species of pesticides used in PT TMP. However, the company has not been able to identify the root problem analysis, correction and corrective action. Based on that, the audit team concluded that indicator 4.6.2 has not been conformise.			
<b>Verify November 27, 2017</b> The Company has presented the plan for the implementation of the PT TMP pesticide list evaluation meeting as well as the list of active ingredients, LD50, pesticide properties and target species of pesticides used. Based on the results of identification of root problem analysis, correction and corrective action, the audit team concluded that indicator 4.6.2 has been met.			
<b>Verified by</b>	<b>: Satria Adi Putra</b>		

<b>NCR No.</b>	<b>: 2017.06</b>	<b>Issued by</b>	<b>: Satria Adi Putra</b>			
<b>Date Issued</b>	<b>: 28 September 2017</b>	<b>Time Limit</b>	<b>: 27 November 2017</b>			
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 27 November 2017</b>			
<b>Standard Ref. &amp; Requirement</b>	<b>4.6.5</b> Handling, use or application of pesticides should be undertaken by persons who have completed compulsory training and should always be applied in accordance with product usability labels. Appropriate security and application equipment shall be provided and used. All precautions attached to the product must be observed, applied and understood by the worker (see Criterion 4.7).					
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i> HIRAC was un implemented. The HIRAC was evaluated year of 2017, however pesticide applicator PPE's specification was un-comply with MSDS. Besides that, according to field observation in chemical spraying (upkeep and insecticide) activity in Block F017, Division 1, MGE-1 and Block J02, MGE-3 known that several workers was no using standard mask in accordance to MSDS.						
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> - Lack of worker understanding to use standard of PPE's according to available SOP.						
<b>Correction</b> <i>(filled by organization audited):</i> - Conducting briefings and socialization related to the importance of proper use of PPE on pesticide application every morning briefing.						
<b>Corrective Action</b> <i>(filled by organization audited):</i> <b>Verification on 5 October 2017</b> - Create a checklist of PPE every morning to ensure employees use PPE that has been compliant with the company's SOP. - Internal memo from unit management related to additional stock of PPE in the warehouse at the time of procurement of PPE						
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i> <b>Verify 28 September 2017</b> The MGF unit shows recording of the socialization and delivery of PPE to 5 EFB employees from MGE-3.  <b>Verify November 27, 2017</b> The Company shows some evidence of improvements as follows: 1. Report on the submission of a respirator mask to 10 BSS team members at MGE-1 on 29 September 2017; as well as daily monitoring records of BSS PPE team conditions in the form of boots, gloves, respirator masks, and face shields. 2. Report on the submission of respirator mask to 8 BSS team members at MGE-2 on 29 September 2017; as well as daily monitoring records of BSS PPE team conditions in the form of boots, gloves, respirator masks, and face shields. 3. Report of the submission of a respirator mask to 5 BSS / insecticide team members at MGE-3 on 29 September 2017; as well as daily monitoring records of BSS PPE team conditions in the form of boots, gloves, respirator masks, and face shields.						

4. Internal Memo from Mill Manager No. 120 / MGF / XI / 2017 dated November 1, 2017 to KTU / Section MGF, Subject PPE purchase procedure is required to submit an excess of 10% of the requirement.
5. Internal Memo from MGE-1; MGE-2; and MGE-3 Manager No. Special date of November 1, 2017 to each KTU / Section MGE-2, Subject PPE purchase procedure is required to submit an excess of 10% of the needs
6. The MGF Unit shows recording of the socialization and delivery of PPE to 5 EFB employees from MGE

**Conclusion:**

Based on root cause analysis, corrective and corrective action have been demonstrated. Then this nonconformity has been met.

**Verified by** : **Satria Adi Putra**

<b>NCR No.</b>	<b>2017.07</b>	<b>Issued by</b>	<b>Trismadi N</b>
<b>Date Issued</b>	<b>28 September 2017</b>	<b>Time Limit</b>	<b>27 November 2017</b>
<b>NC Grade</b>	<b>Major</b>	<b>Date of Closing</b>	<b>27 November 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>4.6.11.</b> <b>Annual medical records of pesticide operator, and follow-up treatment of medical results, shall be available.</b>		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i> Annual medical records of pesticide operator, and follow-up treatment of medical results was no available. Pesticides applicators cholinesterase test has been conducted on 11 – 27 September 2017, however found no evidence result of cholinesterase test.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> Late arrival of equipment for cholinesterase inspection from Pekanbaru purchasing so that the cholinesterase examination schedule is not on schedule			
<b>Correction</b> <i>(filled by organization audited):</i> 1. Conducting cholinesterase examination on employees exposed with chemicals 2. Take immediate action against the results of the examination			
<b>Corrective Action</b> <i>(filled by organization audited):</i> It is certain that the cholinesterase examination will be on schedule as the equipment is available.			
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i> <b>Verify 04 October 2017</b> The Company has shown evidence of improvements including: <ul style="list-style-type: none"><li>- Recap Result of Cholinestrace Test of PT TMP and PT LTS Period 2017-2018 which was attended by 47 workers from Kebun Manggala 3, 26 workers from Kebun Manggala 2 and 40 workers from Manggala Estate. The results indicated that there were 2 laborers from Kebun Manggala 1 who identified mild exposure and 1 person from Manggala 3 Estate exposed in a very serious over exposure status.</li><li>- The Company has demonstrated Follow Up Cholinestrace Employee Test 2017-2018 which contains the recommendation of a 2-person Company Doctor (on behalf of Nur Ainia and Hertina Hutasoid) exposed in the status of Exposure Light and 1 person (on behalf of Saniem) exposed in status Serious Over Exposure. Suggestions related to the exposure of Serious Over Exposure such as:</li></ul>			

- a. Re-tested within 2 weeks
  - b. Medical Check Up (Blood Complete, Liver Function, Kidney)
  - c. Working to the free part with organophosphate toxins until the medical check up results show improvement
  - d. Look for the possibility of doing spray activity in another garden and then ordered to stop doing it
- While for the worker who exposure in the status of Exposure Light it is advisable to:
- a. Do re-test in the next 6 months
  - b. Seeking the possibility concerned sprayed work in another garden for later suggested to stop it from doing so.
- Certificate of transfer of work on behalf of Sanjem and a statement that will not spray or use Herbicides and Insecticides made in their own fields.

Based on the root problem analysis, corrective and preventive actions have been sent. Then this discrepancy has been met.

**Verified by** : **Trismadi N**

<b>NCR No.</b>	<b>: 2017.08</b>	<b>Issued by</b>	<b>: Trismadi N</b>
<b>Date Issued</b>	<b>: 28 September 2017</b>	<b>Time Limit</b>	<b>: 27 November 2017</b>
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 27 November 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 4.7.2. A documented risk assessment shall be available and its implementation shall be recorded.</b>		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i> HIRAC was un implemented. The HIRAC was evaluated year of 2017, Based on field observation to MGF sighted that several workers was smoking in Kernel station, empty bunch station. Besides that sighted that several EFB loaders was no use safety shoes in accordance to HIRAC.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> <ul style="list-style-type: none"><li>- Lack of worker understanding to use standard of PPE's according to available SOP.</li><li>- Lack of employee discipline related to smoking ban rules in POM area.</li></ul>			
<b>Correction</b> <i>(filled by organization audited):</i> <ul style="list-style-type: none"><li>- Conducting briefings and socialization related to the importance of proper use of PPE on pesticide application every morning briefing.</li><li>- Conducting briefings and socialization related to the importance of proper use of PPE to JJK employees in Manggala Mill.</li><li>- The addition of warning signs Dont Smoke on the station area.</li></ul>			
<b>Corrective Action</b> <i>(filled by organization audited):</i> <b>Verification on 5 October 2017</b> <ul style="list-style-type: none"><li>- Create a checklist of PPE every morning to ensure employees use PPE that has been compliant with the company's SOP.</li><li>- Internal memo from unit management related to additional stock of PPE in the warehouse at the time of procurement of PPE</li></ul>			

- Include smoking ban points at the station on safety safety briefings every morning on all POM employees.

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

**Verify 28 September 2017**

The MGF unit shows recording of the socialization and delivery of PPE to 5 EFB employees from MGE-3. And photos of the installation of smoking bans on the workplace dated 27 September 2017.

**Verify November 27, 2017**

The Company shows some evidence of improvements as follows:

- Report on the submission of a respirator mask to 10 BSS team members at MGE-1 on 29 September 2017; as well as daily monitoring records of BSS PPE team conditions in the form of boots, gloves, respirator masks, and face shields.
- Report on the submission of respirator mask to 8 BSS team members at MGE-2 on 29 September 2017; as well as daily monitoring records of BSS PPE team conditions in the form of boots, gloves, respirator masks, and face shields.
- Report of the submission of a respirator mask to 5 BSS / insecticide team members at MGE-3 on 29 September 2017; as well as daily monitoring records of BSS PPE team conditions in the form of boots, gloves, respirator masks, and face shields.
- Internal Memo from Mill Manager No. 120 / MGF / XI / 2017 dated November 1, 2017 to KTU / Section MGF, Subject PPE purchase procedure is required to submit an excess of 10% of the requirement.
- Internal Memo from MGE-1; MGE-2; and MGE-3 Manager No. Special date of November 1, 2017 to each KTU / Section MGE-2, Subject PPE purchase procedure is required to submit an excess of 10% of the needs
- The MGF Unit shows recording of the socialization and delivery of PPE to 5 EFB employees from MGE-3. And photos of the installation of smoking bans on the workplace dated 27 September 2017.
- The safety briefing record of October 2, 2017 to 60 employees at MGF discusses the use of PPE, the evaluation of treatment processes and the smoking ban K3.

**Conclusion:**

Based on root cause analysis, corrective and corrective action have been demonstrated. Then this nonconformity has been met.

**Verified by** : **Trismadi N**

<b>NCR No.</b>	<b>: 2017.09</b>	<b>Issued by</b>	<b>: Trismadi N</b>
<b>Date Issued</b>	<b>: 28 September 2017</b>	<b>Time Limit</b>	<b>: ASA-1.3</b>
<b>NC Grade</b>	<b>: Minor</b>	<b>Date of Closing</b>	<b>:</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 4.7.5.</b> <b>A procedure for emergency and work accident shall be available in Indonesian Language, and the workers, who have attended First Aids training, are available in the working areas.</b>		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i> A procedure for emergency and work accident was un-implemented. According to field observation to MGE-1 Harvesting Activity (Block E10, Division 2), Chemical spraying activity (Block F017, Division 4), and Manuring Activity (Block F013, Division 3) found that first aid contains in accordance to Regulation Number 22 year 2009 nor Man Power Regulation Number 15 year of 2008. Besides that, based on field observation to Manuring Activity in MGE-3 Block I04, Division 3 found that just 9 type first aid contain and it un-			



monitored.	
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>	
<b>Correction</b> <i>(filled by organization audited):</i>	
<b>Corrective Action</b> <i>(filled by organization audited):</i>	
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>	
<b>Verified by</b>	:

<b>NCR No.</b>	:	2017.10	<b>Issued by</b>	:	Trismadi N
<b>Date Issued</b>	:	28 September 2017	<b>Time Limit</b>	:	ASA-1.3
<b>NC Grade</b>	:	Minor	<b>Date of Closing</b>	:	
<b>Standard Ref. &amp; Requirement</b>	:	4.7.6. All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3)			
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i> Not all workers has covered by accident insurance. Based on document verification and interview with MGF staff, there are 21 outsourcing workers. The certification unit also has shown evidence pay slip of all outsourcing workers on 27 July 2017. However there are found no evidence all of outsourcing workers has registered and paid to Social Workers Insurances (BPJS).					
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>					
<b>Correction</b> <i>(filled by organization audited):</i>					
<b>Corrective Action</b> <i>(filled by organization audited):</i>					
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i> <b>Verify 04 October 2017</b> The Company has presented evidence of improvements in the form of: <ul style="list-style-type: none"> <li>- Proof of payment of BPJS against 21 outsourced workers to BPJS with no. Receipt 16118398 amounting to Rp 4,946,785</li> <li>- Card participant jamsostek 15 outsourced workers.</li> </ul> However, the company has not been able to identify the root problem analysis, correction and corrective action. Based					

on that, the audit team concluded that the 4.7.6 indicator has not been met.

**Verified by**

:

<b>NCR No.</b>	: 2017.11	<b>Issued by</b>	: Trismadi N
<b>Date Issued</b>	: 28 September 2017	<b>Time Limit</b>	: 27 November 2017
<b>NC Grade</b>	: Major	<b>Date of Closing</b>	: 27 November 2017
<b>Standard Ref. &amp; Requirement</b>	: 6.5.1. Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.		
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> Documentation of pay and conditions for employees was noncomply with the existing manpower regulations Based on pay slip of eleven servants (outsourcing workers) in MGF period of August – September 2017, known that daily wages are IDR 95,272/ manday's. It was bellowed of Riau Governor Decree Number 120/II/2017 dated 26 January 2017 about Minimum Wages of Agriculture, Rubber, Oil Palm and Palm Oil Mill Sector Year of 2017.			
<b>Root Cause Analysis (filled by organization audited):</b> Basically the Company has provided wages for workers, it's just that there is a misinterpretation of outsourced employee wage payments.			
<b>Correction (filled by organization audited):</b> 1. Calculate changes in the structure of outsourced employee wage payments including rice and overtime to comply with UMSP. 2. Conduct payment of wages shortage of outsourced employee wage in accordance with UMSP			
<b>Corrective Action (filled by organization audited):</b> Ensure basic calculation of wage payment of outsourcing employee according to UMSP as stated in SPK.			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verification October 5, 2017</b> The Company shows some evidence of improvements as follows: 1. Addendum SPK No. 002 / SPK-LKL / MGF / IV / 2017 between PT TMP and CV Usaha Mandiri dated 29 September 2017 in article 3 (3) regarding overtime wages has been referred to UU No. 13/ 2003. 2. Letter no. 35 / UM / IX / 2017 ladder September 30, 2017 from CV Usaha Mandiri addressed to MGF leadership, regarding: request for rice and overtime adjustment of April - September 2017. 3. Minutes of receipt of delivery of over time compound 10 times compound as much as 10 people for the period of April - September 2017 of Rp. 22,202,466. 4. Evidence of giving a shortage of power rice compound as many as 11 people from April to September 2017 of Rp. 3,825,000.			
<b>Conclusion:</b> Based on root cause analysis, corrective and corrective action measures have been demonstrated. Then this unconformity has been met.			
<b>Verified by</b>	:	<b>Trismadi N</b>	

<b>NCR No.</b>	: 2017.12	<b>Issued by</b>	: Andi Pratama Pasaribu
<b>Date Issued</b>	: 28 September 2017	<b>Time Limit</b>	: 27 November 2017
<b>NC Grade</b>	: Major	<b>Date of Closing</b>	: 28 October 2017
<b>Standard Ref. &amp; Requirement</b>	<b>D.5.1</b> 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>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b>  Manggala Factory cannot shown data of FFB received, CPO and PK certified in three-monthly basis including sales data.			
<b>Root Cause Analysis (filled by organization audited):</b> Manggala Factory already has a certified FFB acceptance data but does not have access to CPO and PK certified sales data to the buyer.			
<b>Correction (filled by organization audited):</b> Manggala Factory provides recapitulation of RSPO FFB certified receipts and sales data of CPO and PK certified by RSPO received from Dept Marketing.			
<b>Corrective Action (filled by organization audited):</b> Coordinate every 3 months to the Marketing Dept. for delivery of CPO and PK certified and non certificated sales data from PT TMP.			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verify October 28, 2017</b> The Company shows some evidence of improvements as follows: <ol style="list-style-type: none"> <li>1. Data for the period of January - August 2017, FFB processing data: 130,351.84 ton, CPO Production: 28,014,03 ton; Production PK: 6,280.92 tons.</li> <li>2. CPO &amp; PK product sales data for January - August 2017 period, based on the data there are only CSPK sales totaling 5,819.34 tons.</li> <li>3. Schedule of CPO &amp; PK RSPO sales data demand in December 2017, March, June and September 2018.</li> </ol>			
<b>Auditor's Conclusion:</b> Based on root cause analysis, correction and corrective action, non conformity No. 2017.12 has been closed.			
<b>Verified by</b>	: Trismadi N		

### 3.5.3 Opportunity for Improvement

No	Ref. Std.	Description Deskripsi
1	2.1.1	Consideration to follow up operator license and Safety Officer license extending.

2	4.7.3	Consider re-evaluating the time-monitoring of PPE conditions.
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#### 3.5.4 Noteworthy Positive Components

No	Ref Std	Descriptions
1	-	The commitment of the company to implement the principles of sustainable management of oil palm
2	-	Antusias of Person in charge to demonstrate the RSPO standard.
3	-	Has achieved PROPER Certificate with BLUE rank for Period 2016-2017

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

<b>Stakeholders Issues</b>	<b>Auditor response</b>
<b>Secretary and treasurer Labor union</b>	
<ul style="list-style-type: none"> <li>• Management of labor union Manggala Factory since April 17, 2016 until 17 April 2021 with decision number Kpts.013A / SK / PC / KS.PPS-SPSI / RH / 2016.</li> <li>• Meeting activities are conducted once every 1 month.</li> <li>• Union and assembly policies have been communicated to members and where any contractor / third party is allowed to participate in a union membership.</li> <li>• Until now, extension of CLA is still in the Work plan region Riau Province was held on 15-16 September 2017, Representatives attending this meeting are Head &amp; representative of labor union, Manpower Office, company representative, and others. In addition the national congress will be held in October 2017.</li> <li>• Membership fee of IDR 10,000, - per month.</li> <li>• Setting wages to follow the Provincial Minimum Wage amounted to IDR 2,381,812, -. Payments are effective from April 2017. The Company has paid additional wages for January - March 2017 in April 2017.</li> </ul>	This is in accordance with criterion 6.6.
<b>Local Contractor (Replanting and Transport CPO &amp; Kernel). (PT Mitra Kerja Jaya Perdana &amp; PT Mitra Angkutan Sejati)</b>	
<ul style="list-style-type: none"> <li>• The company already has contracts with local contractors.</li> <li>• Contract work based on agreement between the company and the contractor.</li> <li>• Contractor payments are paid on time.</li> <li>• Hazardous waste generated by the contractor is taken back by the contractor.</li> <li>• Socialization of OHS &amp; Handling of hazardous waste has been delivered by the company once every 1 year.</li> <li>• The relationship of cooperation between the company and the contractor are good.</li> </ul>	This is in accordance with criterion 6.10.
<b>Interview result with village representative of Sukajadi and Siarang – Arang Rokan Village (near the border of Manggala 1 Estate).</b>	
<ol style="list-style-type: none"> <li>1. The company has a good relationship with the village community. The existence of the company is considered positive because it opens job opportunities and business opportunities for citizens. Currently, approximately 10 - 20% of community members work as company employees.</li> <li>2. There was no land dispute case between the company and the villagers.</li> <li>3. There is no issue of environmental pollution that occurs due to the operational activities of the company.</li> </ol>	In accordance with criteria 1.1; 2.2;2.3 and 6.1.

<p>4. The company provides assistance to the community on a routine or incidental basis. For example, transportation assistance for school children, scholarships, social and religious social assistance, sacrificial animal support for the village (routine). In addition there is also incidental assistance such as road maintenance / bridge, washing ditch / river and so forth.</p>	
<p><b>Environmental Agencies of Rokan Hilir District</b></p> <ol style="list-style-type: none"> <li>1. The company has a good relationship with the government agencies community.</li> <li>2. The Company has carried out environmental regulatory reporting obligations.</li> <li>3. All of the company's environmental licenses still apply.</li> <li>4. BLHD Staff of Rokan Hilir District has made regular official visits every semester. Based on the results of the visit, there is no issue of environmental pollution by the company.</li> <li>5. So far, there have been no written reports / complaints related to the existence of environmental pollution due to the company's operational activities.</li> </ol>	<p>In accordance with criteria 1.1; 2.2</p>



4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY		
4.1	<b>Formal Sign-off of Assessment Findings</b>		
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <table><tr><td><p>PT Tunggal Mitra Plantation Management Representative</p><p><b><u>Mohammad Pirabaharan</u></b> Monday, 27 November 2017</p></td><td><p>Mutuagung Lestari Lead Auditor</p><p><b><u>Trismadi Nurbayuto</u></b> Monday, 27 November 2017</p></td></tr></table>	<p>PT Tunggal Mitra Plantation Management Representative</p>  <p><b><u>Mohammad Pirabaharan</u></b> Monday, 27 November 2017</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><b><u>Trismadi Nurbayuto</u></b> Monday, 27 November 2017</p>
<p>PT Tunggal Mitra Plantation Management Representative</p>  <p><b><u>Mohammad Pirabaharan</u></b> Monday, 27 November 2017</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><b><u>Trismadi Nurbayuto</u></b> Monday, 27 November 2017</p>		

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

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Environment Management Agency of Rokan Hilir Regency	Sub-District of Rokan Hilir, Riau Province.	-	Interview	September 26 <sup>th</sup> 2017	✓	
2.	Village of Sukajadi	Village of Sukajadi, District of Pujud Sub-district of Rokan Hilir, Riau Province.	-	Interview	September 27 <sup>th</sup> 2017	✓	
3.	Village of Siarang-Arang	Village of Siarang - arang, Sub District of Pujud, Sub- district of Rokan Hilir, Riau Province	-	Interview	September 27 <sup>th</sup> 2017	✓	
4.	Local Contractor	Sub District of Pujud	-	Interview	September 27 <sup>th</sup> 2017	✓	
5.	Labour Union	Sub-District of Rokan Hilir, Riau Province.	-	Interview	September 27 <sup>th</sup> 2017	✓	
6.	Jaringan Masyarakat Gambut	-	-	Questioner via Email	September 18 <sup>th</sup> 2017		✓
7	Jikalahari (Jaringan Kerja Penyelamat Hutan Riau)	-	0812-6111-6340	Questioner via Email	September 18 <sup>th</sup> 2017		✓
8	WALHI	-	<a href="mailto:informasi@walhi.or.id">informasi@walhi.or.id</a> or <a href="mailto:info@walhi.or.id">info@walhi.or.id</a>	Questioner via Email	September 18 <sup>th</sup> 2017		✓
9.	SAWIT WATCH	-	<a href="mailto:info@sawitwatch.or.id">info@sawitwatch.or.id</a>	Questioner via Email	September 18 <sup>th</sup> 2017		✓
10	<b>Internal Stakeholder</b> <b>Manggala POM</b> Security → 2 Person Engine Room → 2 Persons Boiler Operator → 2 Persons Sterilizer Operator → 2 Persons Water Treatment Operator → 1 Person  <b>Manggala 1 Estate</b> Spraying Team → 4 Persons Harvesting Team → 2 Persons Pest Cencus Team → 2 Persons EFB Aplicator → 2 Persons Manuring Team → 4 Persons Nursery Labor → 1 Person	Sub-District of Rokan Hilir, Riau Province	-	Interview	September 26-28 <sup>th</sup> , 2017	✓	

	<u>Manggala 3 Estate</u> Spraying Team → 10 Persons Pest Spraying Team → 5 Persons Harvesting Team → 2 Persons FFB Loader → 1 Person						

**Appendix 2. Assessment Program**

DATE TANGGAL		September 25, 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, September 25, 2017			
06.00 - 08.00	06.00 - 08.00	JAKARTA → PEKANBARU	Auditor Team
09.00 - 16.00	09.00 - 16.00	Traveling from Pekanbaru to Plantation Site	
16.30 - 17.00	16.30 - 17.00	Opening Meeting Review of previous (Initial assessment Re Certification) findings Verification of Basic Information Mill and Estate	
MR PT TMP & Auditor Team			
Tuesday, September 26, 2017			
08.00 – 12.00	08.00 – 12.00	<u>Field Visit to Manggala 1 Estate</u> <ul style="list-style-type: none"><li>• Stakeholder Consultation (Village Surround) &amp; Boundary Stones</li><li>• Best Management Practices and Health &amp; Safety (Manuring, Spraying, Harvesting)</li><li>• Agrochemical Store, BSS &amp; Emergency Equipment Check + Emergency Team Interview</li><li>• Conservation Area (HCV area), Water Management &amp; Management of Environment (Environment monitoring station &amp; GHG, etc)</li><li>• Worker Facilities (Housing, health clinic, clean water, etc)</li><li>• Worker Rights (Status, Payment Condition, Gender Aspect, etc)</li></ul>	APP TNB/SAP  BRP  BRP BRP BRP
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"><li>• Stakeholder Consultation to Related Agencies with Rokan Hilir District by Phone</li><li>• Clarification of Field Visit Result for all Audit Sample, Clarification of External Stakeholder Consultation &amp; Completing of Check List</li></ul>	APP  TNB/BRP/SAP
Wednesday, September 27, 2017			
08.00 – 12.00	08.00 – 12.00	<u>Field Visit to Manggala POM</u> <ul style="list-style-type: none"><li>• SCCS Verification</li><li>• Emergency Equipment Check &amp; Emergency Team Interview</li><li>• Production/Processing and Health &amp; Safety</li><li>• Hazardous Waste Storage, POME + Land Application</li><li>• Management of Environment (Environment monitoring station &amp; GHG, etc)</li><li>• Worker Facilities (Housing, health clinic, clean water, etc)</li><li>• Worker Rights (Status, Payment Condition, Gender Aspect, etc)</li></ul>	APP TNB/SAP TNB/SAP BRP BRP BRP TNB/SAP
12.00 – 14.00	12.00 – 14.00	Break	

DATE TANGGAL		September 25, 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
14.00 – 17.00	14.00 – 17.00	Clarification of Field Visit Result for all Audit Sample, Clarification of External Stakeholder Consultation & Completing of Check List	Auditor Team
<b>Thursday , September 28, 2017</b>			
08.00 – 12.00	08.00 – 12.00	<b>Field Visit to Manggala 3 Estate</b> <ul style="list-style-type: none"> <li>• Boundary Stones&amp;Conservation Area (HCV area), Water Management &amp; Management of Environment (Environment monitoring station &amp; GHG, etc)</li> <li>• Best Management Practices and Health &amp; Safety (Manuring, Spraying, Harvesting)</li> <li>• Agrochemical Store, BSS &amp; Emergency Equipment Check + Emergency Team Interview</li> <li>• Worker Facilities (Housing, health clinic, clean water, etc)</li> <li>• Worker Rights (Status, Payment Condition, Gender Aspect, etc)</li> <li>• Internal Stakeholder Consultation (Labour Union &amp; Gender Committee)</li> <li>• Local Contractor Interview</li> </ul>	APP/BRP  TNB/SAP APP  APP TNB/SAP BRP BRP
12.00 – 14.00	12.00 – 14.00	<b>Break</b>	
14.00 – 16.00	14.00 – 16.00	• Meeting of Auditor Team (Preparation for audit conclusion)	All Auditor
16.00 – 17.00	16.00 – 17.00	• Closing Meeting	All Auditor & MR PT TMP
<b>Friday , September 29, 2017</b>			
08.00 -15.00	08.00 -15.00	Travel from Plantation Area to Pekanbaru	All Auditor
18.30 - 20.30	18.30 - 20.30	PEKANBARU → JAKARTA	All Auditor