

*Roundtable on Sustainable Palm Oil Certification  
RSPO*

Stage-1     Stage-2     Surveillance     Re-Certification

Name of Management Organisation : Rama Rama POM, PT Ramajaya Pramukti subsidiary of Golden Agri Resources Holdings Ltd.  
 Plantation Name : PT RAMAJAYA PRAMUKTI: RAMA-RAMA Estate; AMARTHA JAYA PLASMA  
 Location : Village of Petapahan, Sub District of Tapung, Kampar Regency, Province of Riau, INDONESIA  
 Certificate Code : **MUTU-RSPO/010**  
 Date of Certificate Issue : 12 January 2017                      Date of License Issue : 12 January 2018  
 Date of Certificate Expiry : 11 January 2022                      Date of License Expiry : 11 January 2019

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1.1	30 October, 7, 8,9,10 November 2017	Marsudi Eko Santoso (Lead Auditor), Yudwi Wisnu Rahmanto, Steve Mualim, Hasiholan Sihombing, Brigitta Prita & Asystasya Aishah Silalahi	Octo H.P.N. Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1.1	8 December 2017

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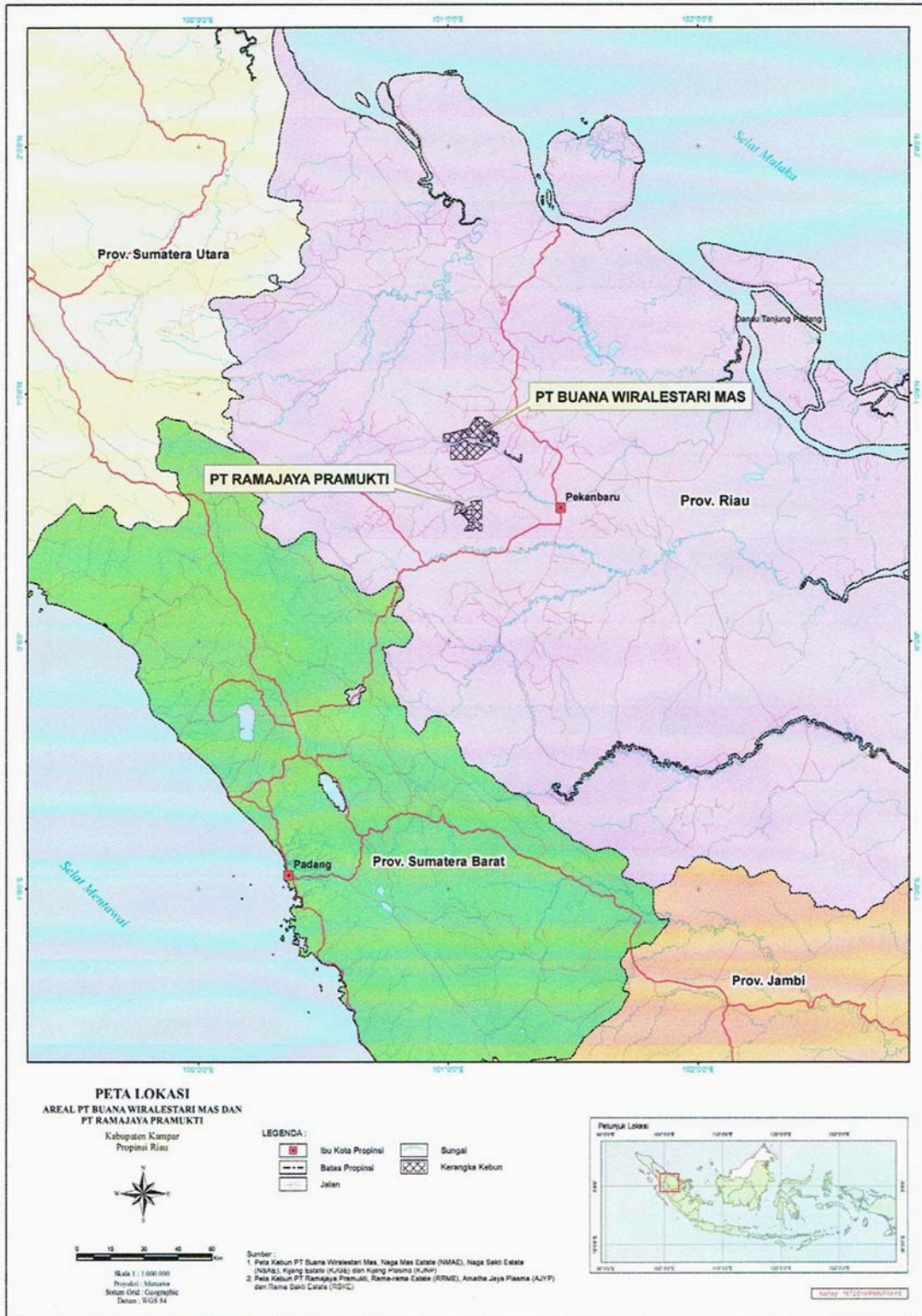
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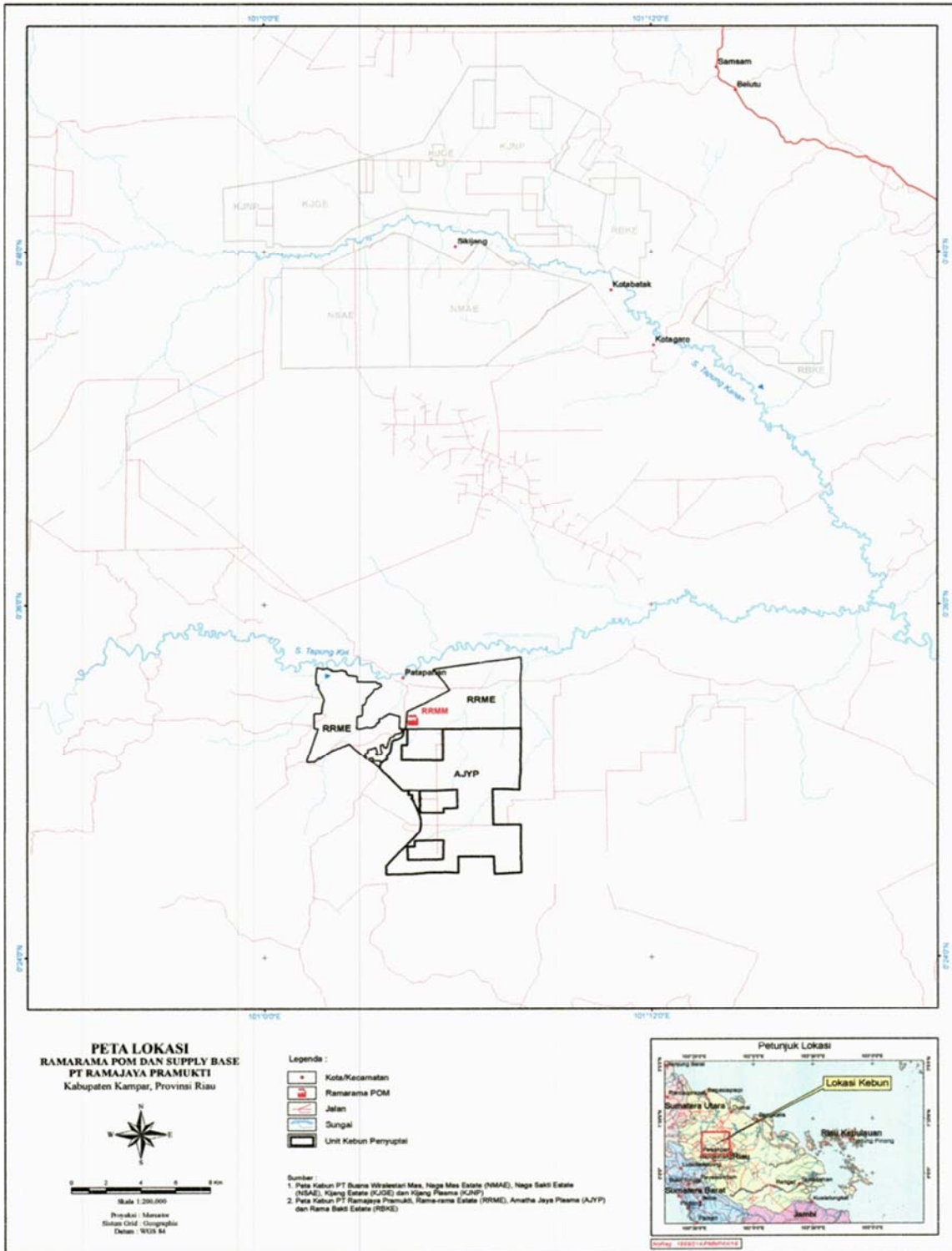
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Figure 1. Location Map of PT RAMAJAYA PRAMUKTI



**Figure 2. Operational Map of RAMA-RAMA ESTATE, AMARTA JAYA PLASMA**





**Abbreviations Used**

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

<b>1.0</b>	<b>SCOPE of the CERTIFICATION ASSESSMENT</b>		
<b>1.1</b>	<b>Assessment Standard Used</b>	<ul style="list-style-type: none"> <li>• <i>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 Governors 30th 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 (approved by RSPO Executive Board 26 June 2007)</i></li> </ul>	
<b>1.2</b>	<b>Organisation Information</b>		
1.2.1	Organisation name listed in the certificate	PT Ramajaya Pramukti subsidiary of Golden Agri Resources Holdings Ltd	
1.2.2	Contact person	Ismu Zulfikar	
1.2.3	Organisation address and site address	<b>Head Office:</b> 108 Pasir Panjang Road, #06-00 Golden Agri Plaza, Singapore, Singapore 118535  <b>Indonesia Office:</b> Sinas Mas Land Plaza, 30th Floor JL. MH Thamrin No 51 Kav 22 Jakarta 10350 Indonesia	
1.2.4	Telephone	+62-21 50338899 ext 1184	
1.2.5	Fax	+62-21 50389999	
1.2.6	E-mail	<a href="mailto:Ismu_zulfikar@yahoo.co.id">Ismu_zulfikar@yahoo.co.id</a>	
1.2.7	Web page address	<a href="http://www.smart-tbk.com">www.smart-tbk.com</a>	
1.2.8	Management Representative who completed the application for certification	Ismu Zulfikar (Head of Environmental Department)	
1.2.9	Registered as RSPO member	1-0096-11-000-00 (31 March 2004)	
<b>1.3</b>	<b>Type of Assessment</b>		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base RAMA-RAMA Mill, RAMA-RAMA Estate, AMARTA JAYA PLASMA Estate	
1.3.2	Type of certificate	Single	
<b>1.4</b>	<b>Locations of Mill and Plantation</b>		
1.4.1	Location of Mill		
	<b>Name of Mill</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b> <b>Longitude</b>
	RAMA-RAMA	Village of Petapahan, Sub-District of Tapung, Kampar Regency, Province of	N 0° 32' 00.58"      E 101° 04' 34.97"

	Riau		
1.4.2	Location of Certification Scope of Supply Base		
	<b>Name of Supply Base</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude      Longitude</b>
	RAMA-RAMA Estate	Village of Petapahan, Sub-District of Tapung, Kampar Regency, Province of Riau	N 0° 33' 06.12"      E 101° 06' 49.57"
	AMARTA JAYA PLASMA Estate	Village of Petapahan, Sub-District of Tapung, Kampar Regency, Province of Riau	N 0° 32' 02.64"      E 101° 04' 47.42"
<b>1.5</b>	<b>Description of Area Statement</b>		
1.5.1	Tenure		
	• State		4,087.16*      Ha
	• Community		4,426.00**      Ha
	* based on Land Title (HGU) No. 3/1994 (2,191.49 Ha); 5/1998(51.60 Ha); 149/2001 and HGB No. 4/2004 (4.78 Ha). ** based on Ownership Right Certificates (SHM) of smallholders		
1.5.2	<b>Area Statement</b>	<b>RRME (Ha)</b>	<b>Amartha Jaya Plasma (Ha)</b> <b>Total</b>
	• Total area	4,082.11	4,426.00      8,508.11
	• Mature area	3,876.40	4,426.00      8,302.40
	• Immature area	-	-      -
	• Mill / Workers Quarter	49.30	-      49.30
	• Roads	145.37	-      145.37
	• Weirs / lowland / river	5.09	-      5.09
	• Airstrip	5.95	-      5.95
	• HCV (calculated as planted area)	171.1	-      171.1
	Noted: Measurement results dated September 29, 2017 and ratified on October 2, 2017 - The scope of certification only 8,508.11 Ha - Area that not has HGU yet 313.18 Ha not include from the scope of certification and the progress of land tenure was include in partial certification.		
<b>1.6</b>	<b>Planting Year and Cycles</b>		
1.6.1	Age profile of planting year		
	<b>Planting Year</b>	<b>Hectarage (Ha)</b>	
		<b>RAMA-RAMA ESTATE</b>	<b>AMARTA JAYA PLASMA</b> <b>TOTAL</b>
	1991	643.06	400.00      1,043.06
	1992	1,551.81	1,666.00      3,217.81
	1993	47.02	2,350.00      2,397.02
	1996	1,206.31	-      1,206.31
	1997	383.07	-      383.07
	2001	-	10.00      10.00
	2002	45.13	-      45.13

	<b>TOTAL</b>	<b>3,876.40</b>	<b>4,426.00</b>	<b>8,302.40</b>			
1.6.2	New Planting area after January 2010		Ha				
1.6.3	Planting Cycle		1 <sup>st</sup> Cycle				
<b>1.7</b>	<b>Description of Mill and Supply Base</b>						
1.7.1	Description of Mill						
	<b>Name of Mill</b>	<b>Capacity (tonnes/ hour)</b>	<b>FFB Processed (tonnes/year)</b>	<b>CPO</b>	<b>Palm Kernel</b>		
				<b>Out put (tonnes)</b>	<b>Extraction (%)</b>	<b>Out put (tonnes)</b>	<b>Extraction (%)</b>
	<b>RAMA-RAMA</b>	60	225,904.11	41,058.90	18.18	11,970.07	5.30
	<i>*Production data source from November 2016 – October 2017</i>						
1.7.2	Description of Certification Scope of Supply Base						
	<b>Name of Estate</b>	<b>Total Area (Ha)</b>	<b>Planted Area (Ha)</b>	<b>FFB (tonnes/year)</b>	<b>Yield (tonnes/ha/ year)</b>	<b>Supplied to Mill</b>	
						<b>FFB (tonnes/year)</b>	<b>%</b>
	RAMA-RAMA	4,082.11	3,876.40	93,277	22.85	93,277	100
	AMARTA JAYA PLASMA <i>(115 Farmer Groups; 2,213 smallholders)</i>	4,426.00	4,426.00	118,442	26.76	118,442	100
	KUD MakmurLestari <i>(26 FG; 500 Smallholders)</i>	1,000.00	1,000.00				
	KUD SibuaK Jaya <i>(27 FG; 533 Smallholders)</i>	1,066.00	1,066.00				
	KUD Muara Mahat Sejahtera <i>(25 FG; 457 Smallholders)</i>	914.00	914.00				
	KUD Mekar Jaya <i>(24 FG; 482 Smallholders)</i>	964.00	964.00				
	KUD Mukti Lestari <i>(13 FG; 241 Smallholders)</i>	482.00	482.00				
	<b>TOTAL</b>	<b>8,508.11</b>	<b>8,302.40</b>	<b>211,719</b>	<b>24.80</b>	<b>211,719</b>	<b>100</b>
	<i>*Production data source from November 2016 – October 2017</i>						
1.7.3	FFB description from other source						
	<b>Name of sources/Organisation (RSPO certified / non-certified)</b>	<b>Type of Organisation</b>		<b>number of smallholders</b>	<b>Production Area (Ha)</b>	<b>Supplied to Mill FFB (tonnes/year)</b>	
	Sungai Tapung Plasma (certified)	Village of Suka Maju, Subdistrict of Tapung Hilir, District of Kampar, Province of Riau		2,768	5,585	14,356	
	<b>TOTAL</b>						<b>14,356</b>
	<i>*Production data source from November 2016 – October 2017</i>						
1.7.4	Product categories			<b>FFB, CPO, PK</b>			
<b>1.8</b>	<b>Estimate Tonnage of Certified Product</b>						
1.8.1	Past Annual Claim Certified Product			Previous Certificate Claim 13 January 2017– 12 January 2018		Actual certified product 13 January 2017– 31 October 2017	



		(tonnes/year)	(tonnes/year)					
	• FFB Production	209,637	168,376					
	• CPO Production	41,927	30,397					
	• Palm Kernel (PK) Production	11,530	8,826					
1.8.2	Product selling							
	Tonnage of selling product	Actual selling product period 13 January 2017– 31 October 2017						
	• CSPO		7,959					
	• CSPK		8,822					
	• CPO under other scheme trading (e.g ISCC, RFS)		22,251					
	• CPO under conventional trading (if any)		-					
	• PK under other scheme		-					
	• PK under conventional trading (if any)		-					
1.8.3	Estimate of Certified FFB Claim							
	<b>Name of Estates</b>	<b>Total Area (Ha)</b>	<b>Planted Area (Ha)</b>	<b>FFB (tonnes/year)</b>	<b>Yield (tonnes/ha/year)</b>			
	RAMA-RAMA	4,082.11	3,876.40	97,940	25.26			
	AMARTA JAYA PLASMA (115 Farmer Groups; 2,213 smallholders)	4,426.00	4,426.00	115,300	26.05			
	• KUD MakmurLestari (26 FG; 500 Smallholders)	1,000.00	1,000.00	24,705	24.71			
	• KUD Sibukak Jaya(27 FG; 533 Smallholders)	1,066.00	1,066.00	28,058	26.32			
	• KUD Muara Mahat Sejahtera(25 FG; 457Smallholders)	914.00	914.00	24,058	26.32			
	• KUD Mekar Jaya(24 FG; 482 Smallholders)	964.00	964.00	25,226	26.17			
	• KUD Mukti Lestari( 13 FG; 241 Smallholders)	482.00	482.00	13,253	27.49			
	<b>TOTAL</b>	<b>8,508.11</b>	<b>8,302.40</b>	<b>213,240</b>	<b>25.68</b>			
	<i>*Projected FFB production for 12 months of certificate</i>							
1.8.3	Estimate of Certified Palm Product Claim							
	<b>Name of Mill</b>	<b>Capacity (tonnes/ hour)</b>	<b>FFB Processed (tonnes/year)</b>	<b>CPO</b>		<b>Palm Kernel</b>		<b>Supply Chain Module</b>
				<b>Out put (tonnes)</b>	<b>Extraction (%)</b>	<b>Out put (tonnes)</b>	<b>Extraction (%)</b>	
	Rama-Rama Mill	60	213,240	41,581	19.50	11,515	5.40	IP
	<i>*Projected CSPO and CSPK production for 12 months of certificate</i>							
1.9	<b>Other Certifications</b>							
	ISO 9001:2008			-				
	ISO 14001: 2004			-				
	OHSAS 18001:2007			-				
	ISCC			EUISCC-Cert-DE104-07781611 (Rama Rama Mill)				

		EUISCC-Cert-DE104-07781608 (Amartha Jaya Plasma)				
	Others	MUTU/ISPO-029- issued 9 September 2014				
<b>1.10</b>	<b>Time Bound Plan of Golden Agri Resources Ltd, updated 31 January 2016</b>					
<b>1.10.1</b>	<b>Time Bound Plan for Other Management Units</b>					
	<b>Management Unit</b>		<b>Estate (Supply Base)</b>	<b>Time Bound Plan</b>	<b>Location</b>	<b>Status</b>
	<b>Mill</b>	<b>Time Bound Plan</b>				
	Pangkalan Panji (PT Sawit Mas Sejahtera)	2013	Sawit Mas Estate	2013	South Sumatera	Certified
	Bumi Sawit Mill (PT Bumi Sawit Permai)	2013	Bumi Sawit Estate	2013	South Sumatera	Certified
	Muara Kandis Mill (PT Djuanda Sawit Lestari)	2013	Muara Tawas Estate	2013	South Sumatera	Certified
			Muara Kandis Estate	2013	South Sumatera	Certified
			Muara Kandis Estate (HGU on progress – 574.58 Ha)	2020	South Sumatera	-
			Smallholder (KKPA Pandawa)	2019	South Sumatera	-
			Smallholder (Pandawa Plasma)	2019	South Sumatera	-
	Sungai Rungau Mill (PT Sumber Indah Perkasa)	2013	Sungai Rungau Estate	2013	Central Kalimantan	Certified
			Sungai Seruyan Estate	2013	Central Kalimantan	Certified
			Terawan Estate	2013	Central Kalimantan	Certified
			Tangar Estate	2013	Central Kalimantan	Certified
			Bukit Tiga Estate	2013	Central Kalimantan	Certified
	Bukit Perak EMIII (PT Bumi Permai Lestari)	2013	Bukit Perak Estate	2013	Bangka Belitung	Certified
			Bukit Permata Estate	2013	Bangka Belitung	Certified
	Tanjung Kembiri Mill (PT Forestalestari Dwikarya)	2013	Tanjung Kembiri Estate	2013	Belitung	Certified
			Tanjung Rusa Estate	2013	Belitung	Certified
			Tanjung Rusa KKPA	2019	Belitung	-
	Sungai Buaya Mill (PT Sumber Indah Perkasa)	2014	Sungai Buaya Estate	2014	Lampung	Certified
			Smallholder (KKPA Gedung AJi Lama)	2014	Lampung	Certified
			Smallholder (KKPA Mesuji)	2014	Lampung	Certified
	Sungai Merah Mill (PT Sumber Indah Perkasa)	2014	Sungai Merah Estate	2014	Lampung	Certified
			Smallholder (KKPA Gedung AJi Baru)	2014	Lampung	Certified
	Kasuari Mill (PT Sinar Kencana Inti Perkasa)	2018	Cendrawasih Estate	2018	Papua	ST-1
			Nuri Estate	2018	Papua	ST-1
			Rajawali Estate	2018	Papua	ST-1

		Mambruk Estate (PT Sumber Indah Perkasa)	2018	Papua	ST-1
Pekawai Mill (PT Agrolestari Mandiri)	2018	Kayung Estate	2018	West Kalimantan	ST-1
		Pekawai Estate	2018	West Kalimantan	ST-1
		Sungai Kelik Estate	2018	West Kalimantan	ST-1
		Nanga Tayap Estate	2018	West Kalimantan	ST-1
		Smallholder (Kayung Plasma)	2019	West Kalimantan	ST-1
Kenanga Mill (PT Kencana Graha Permai)	2014	Kencana Estate	2015	West Kalimantan	Certified
		Cendana Estate	2015	West Kalimantan	Certified
		Kenanga Estate (PT Cahaya Nusa Gemilang)	2018	West Kalimantan	-
		Delima Estate (PT Kencana Graha Permai)	2018	West Kalimantan	-
		Gaharu Estate (PT Bangun Nusa Mandiri)	2019	West Kalimantan	-
		Smallholder (Gaharu Plasma)	2019	West Kalimantan	-
		Smallholder (Kencana Plasma)	2019	West Kalimantan	-
		Smallholder (Kenanga Plasma)	2019	West Kalimantan	-
Perdana Mill (PT Binawit Abadi Pratama)	2020	Perdana Estate	2020	Central Kalimantan	ST-1
		Lenggana Estate	2020	Central Kalimantan	ST-1
		Semandau Estate	2020	Central Kalimantan	ST-1
		Muara Dua Estate	2020	Central Kalimantan	ST-1
Kuayan Mill (PT Agrokarya Prima Lestari)	2020	Mentaya Estate	2020	Central Kalimantan	ST-1
		Kuayan Estate	2020	Central Kalimantan	ST-1
		Bukit Santuhai Estate	2020	Central Kalimantan	ST-1
		Tajur Beras Estate	2020	Central Kalimantan	ST-1
		Seranau Estate	2020	Central Kalimantan	ST-1
		Sungai Sambon Estate	2020	Central Kalimantan	ST-1
		Smallholder (Sungai Sambon Plasma)	2020	Central Kalimantan	-
		Sapiri Estate (PT Buana Adhitama)	2020	Central Kalimantan	ST-1
		Bukit Dua Estate (PT Buana Adhitama)	2020	Central Kalimantan	
		Bukit Tunggal Estate (PT Buana Adhitama)	2020	Central Kalimantan	
Belian Mill (PT Paramitra Internusa Pratama)	2018	Belian Estate	2018	West Kalimantan	ST-1
		Tengkawang Estate	2018	West Kalimantan	ST-1
		Kenari Estate (PT Bangun Nusa Mandiri)	2019	West Kalimantan	ST-1

		KerANJI Estate (PT Bangun Nusa Mandiri)	2019	West Kalimantan	ST-1
		Muara Tawang Estate (PT Kartika Prima Cipta)	2019	West Kalimantan	ST-1
		Kapuas Hulu Estate (PT Persada Graha Mandiri)	2018	West Kalimantan	ST-1
		Sungai Beran Estate (PT Persada Graha Mandiri)	2018	West Kalimantan	ST-1
		Smallholder (Belian KKPA)	2020	West Kalimantan	-
		Smallholder (Tengkawang KKPA)	2020	West Kalimantan	-
		Smallholder (Kenari Plasma)	2019	West Kalimantan	-
		Smallholders (Kapuas Hulu KKPA)	2020	West Kalimantan	-
		Kenanga Estate (PT Cahaya Nusa Gemilang)	2018	West Kalimantan	-
Sungai Kupang Mill (PT Sinar Kencana Inti Perkasa)	2016	Sungai Kupang Estate	2016	South Kalimantan	ST-2
		Sungai Kupang KKPA	2016	South Kalimantan	
		Senakin Estate	2019	South Kalimantan	-
Sungai Kikim Mill (PT Sawit Mas Sejahtera)	2019	Sungai Kikim Estate	2019	South Sumatera	-
		Sungai Pangi Estate	2019	South Sumatera	-
		Sungai Musi Estate	2019	South Sumatera	-
		Sungai Saling Estate	2019	South Sumatera	-
		Sungai Enim Estate (PT Bumi Sawit Permai)	2019	South Sumatera	-
		Sungai Lematang Estate (PT Bumi Sawit Permai)	2019	South Sumatera	-
Tangar Mill (PT Mitra Karya Agroindo)	2020	Sulin Estate	2020	Central Kalimantan	-
		Nahiyang Estate	2020	Central Kalimantan	-
		Katayang Estate	2020	Central Kalimantan	-
		Sungai Nusa Estate	2020	Central Kalimantan	-
		Kajui Estate (PT Agro Lestari Sentosa)	2020	Central Kalimantan	-
		Manuhing Estate (PT Agro Lestari Sentosa)	2020	Central Kalimantan	-
		Sungai Ayawan Estate (PT Aditunggal Mahajaya)	2020	Central Kalimantan	-
Sungai Magalau Mill (PT Sinar Kencana Inti Perkasa)	2019	Sungai Magalau Estate	2019	South Kalimantan	-
Jalemo Mill*	2020	Balasang Estate	2020	Central Kalimantan	-

PT Agro Lestari Sentosa		Jalemo Estate	2020	Central Kalimantan	-
Sako Mill* (PT Adi Tunggal Mahajaya)	2020	Sulin Plasma	2020	Central Kalimantan	-
		Sapiri Plasma	2020	Central Kalimantan	-
		Sako Plasma	2020	Central Kalimantan	-
Padang Halaban Mill (PT SMART Tbk)	2011	Padang Halaban Estate	2011	North Sumatera	Certified
		Penantian Estate	2011	North Sumatera	Certified
		Adipati Estate	2011	North Sumatera	Certified
		Kanopan Ulu Estate	2011	North Sumatera	Certified
Batu Ampar Mill (PT SMART Tbk)	2012	Batu Ampar Estate	2012	South Kalimantan	Certified
		Batu Mulia Estate	2012	South Kalimantan	Certified
		Sungai Panci Estate	2012	South Kalimantan	Certified
		Sungai Panci KKPA	2012	South Kalimantan	Certified
Tanah Laut Mill (PT SMART Tbk)	2012	Tanah Laut Estate	2012	South Kalimantan	Certified
		Kinta Pura Estate	2012	South Kalimantan	Certified
Langga Payung Mill (PT Tapian Nadenggan)	2012	Langga Payung Estate	2012	North Sumatera	Certified
		Paya Baung Estate	2012	North Sumatera	Certified
		Normark Estate	2012	North Sumatera	Certified
Hanau Mill (PT Tapian Nadenggan)	2012	Hanau Estate	2012	Central Kalimantan	Certified
		Tasik Mas Estate	2012	Central Kalimantan	Certified
		Tanjung Paring Estate	2012	Central Kalimantan	Certified
		Langadang Estate	2012	Central Kalimantan	Certified
		Medang Sari (PT Satya Kisma Usaha)	2018	Central Kalimantan	-
Semilar (PT Tapian Nadenggan)	2013	Semilar	2013	Central Kalimantan	Certified
		Sei Rindu	2013	Central Kalimantan	Certified
		Mandang	2013	Central Kalimantan	Certified
		Puri	2013	Central Kalimantan	Certified
Jak Luay Mill (PT Tapian Nadenggan)	2015	Pantun Mas Estate	2015	East Kalimantan	Certified
		Pantun Mas KKPA	2018	East Kalimantan	-
		Jak Luay Estate	2015	East Kalimantan	Certified
		Jak Luay KKPA	2018	East Kalimantan	-
		Long Buluh Estate	2015	East Kalimantan	Certified
		Bukit Subur Estate	2015	East Kalimantan	Certified
		Bukit Subur KKPA	2018	East Kalimantan	-
Leidong West Mill	2014	Leidong West Utara Estate	2014	Bangka Belitung	Certified



(PT MP Leidong West Indonesia)		Leidong West Selatan Estate	2014	Bangka Belitung	Certified
Muara Wahau Mill (PT Kresna Duta Agroindo)	2014	Muara Wahau Estate	2014	East Kalimantan	Certified
		Gunung Kombeng	2014	East Kalimantan	Certified
Gunung Kombeng Mill (PT Kresna Duta Agroindo)	2019	Gunung Kombeng KKPA	2019	East Kalimantan	-
Rantau Panjang (PT Kresna Duta Agroindo)	2017	Rantau Panjang Estate	2017	East Kalimantan	-
		Rantau Panjang KKPA	2017	East Kalimantan	-
Jelatang Mill (PT Kresna Duta Agroindo)	2014	Bangko Estate	2014	Jambi	Certified
		Tiga Serumpun KKPA	2019	Jambi	-
		Bukit Bungkul KKPA	2019	Jambi	-
		Kubang Ujo Plasma	2019	Jambi	-
		Pamenang Plasma	2019	Jambi	-
Pelakar Mill (PT Kresna Duta Agroindo)	2017	Pelakar Estate	2017	Jambi	ST-1
		Tiga Serumpun KKPA	2019	Jambi	-
		Batang Merangin Estate	2017	Jambi	ST-1
		Batang Tembesi Estate	2017	Jambi	ST-1
		Kubang Ujo Plasma	2019	Jambi	-
Langling Mill (PT Kresna Duta Agroindo)	2014	Bangko Estate	2014	Jambi	Certified
		Bangko Plasma	2019	Jambi	-
		Bukit Bungkul KKPA	2019	Jambi	-
		Batang Gading Estate	2019	Jambi	-
		Batang Gading KKPA (PT Satya Kisma Usaha)	2019	Jambi	-
		Pamenang Plasma	2017	Jambi	-
Sungai Bengkal Mill (PT Satya Kisma Usaha)	2015	Sungai Bengkal Estate	2015	Jambi	Certified
		Sungai Bengkal KKPA	2015	Jambi	Certified
		Muara Kilis Estate	2015	Jambi	Certified
		Muara Kilis KKPA	2019	Jambi	-
Bukit Kapur Mill (PT SMART Tbk)	2020	Bukit Kapur Estate	2020	South Kalimantan	ST-1
		Sungai Cantung Estate	2020	South Kalimantan	ST-1
Samsam Mill (PT Ivomas Tunggal)	2009	Samsam Estate	2009	Siak-Riau	Certified
		Samsam Estate (HGU on progress – 29.09 Ha)	2020	Siak-Riau	-
		Kandista Estate	2009	Siak-Riau	Certified
		Kandista Estate (HGU on progress – 158.46 Ha)	2020	Siak-Riau	-
		Palapa Estate	2009	Siak-Riau	Certified
Libo Mill	2009	Libo Estate	2009	Siak-Riau	Certified

(PT Ivomas Tunggal)					
		Nenggala Estate	2009	Siak-Riau	Certified
		Nenggala Estate (HGU on progress 419.9 Ha)	2020	Siak-Riau	-
		Sei Rokan Estate	2009	Siak-Riau	Certified
Ujung Tanjung (PT Ivomas Tunggal)	2009	Sei Rokan Estate (HGU on progress – 102.7 Ha)	2020	Siak-Riau	-
		Ujung Tanjung Estate	2009	Siak-Riau	Certified
Naga Sakti Mill (PT Buana Wiralestari Mas)	2010	Ujung Tanjung Estate (HGU on progress – 557.3 Ha)	2020	Siak-Riau	-
		Naga Mas Estate	2010	Kampar-Riau	Certified
		Naga Mas Estate (HGU on process – 253.39 Ha)	2020	Kampar-Riau	-
		Naga Sakti Estate	2010	Kampar-Riau	Certified
		Naga Sakti Estate (HGU on process – 59.79 Ha)	2020	Kampar-Riau	-
Kijang Mill (PT Buana Wiralestari Mas)	2010	Rama Bakti Estate	2010	Kampar-Riau	Certified
		Kijang Mas Estate	2010	Kampar-Riau	Certified
		Kijang Mas Estate (HGU on process – 56.07 Ha)	2020	Kampar-Riau	-
		Kijang Kencana Plasma	2010	Kampar-Riau	Certified
Ramarama Mill (PT Ramajaya Pramukti)	2010	Ramarama Estate	2010	Kampar-Riau	Certified
		Ramarama Estate (HGU on process – 318.76 Ha)	2020	Kampar-Riau	-
		Amartajaya Plasma	2010	Kampar-Riau	Certified
Indra Sakti Mill (PT Meganusa Inti Sawit)	2011	Indra Lestari Estate	2011	Indragiri-Riau	Certified
		Indra Sakti Estate	2011	Indragiri-Riau	Certified
		Indragiri Plasma	2011	Indragiri-Riau	Certified
		Indrasakti Plasma	2011	Indragiri-Riau	Certified
Bumipalma Mill (PT Bumipalma Lestari Persada)	2012	Bumi Lestari Estate	2012	Indragiri-Riau	Certified
		Bumi Palma Estate	2012	Indragiri-Riau	Certified
		Bumi Sentosa Estate	2012	Indragiri-Riau	Certified
Sawita Mill (PT Sawitakarya Manunggal)	2018	Sawita Estate	2018	South Kalimantan	ST-1
		Pamukan Estate	2018	South Kalimantan	ST-1
		Sawita KKPA	2018	South Kalimantan	ST-1
*)under construction					
There are revision of time bound plan, the justification from top management is:					
1. Pelakar Mill and Rantau Panjang Mill is still process on disclosure & liability by RSPO, while Bukit Kapur Mill doesn't have land use title (HGU), the HGU is still on process.					

	<p>2. Several associate smallholders (plasma) which refuses to follow the RSPO certification, but the management unit is still communicating with the plasma for the implementation of RSPO certification.</p> <p>3. Sawita Mill had conducted pre assessment RSPO on 2015 and Another entire Management Unit under PT Ivo Mas Tunggal has been RSPO certified.</p> <p>There is revision of time bound plan on 1 October 2017 for HGU on process in PT Ivomas Tunggal (Samsam Estate 29.09 Ha, Kandista Estate 158.46 Ha, Nenggala Estate 419.9 Ha, Sei Rokan Estate 102.7 Ha, Ujung Tanjung Estate 557.3 Ha); PT Rama Jaya Pramukti (Ramarama Estate: 318.76 Ha); PT Buana Wira Lestari (Naga Sakti Estate 59.79 Ha; Naga Mas Estate 253.39 ha and Kijang Estate 56.07 ha). For this area is planned for audit on 2020 because waiting for HGU</p>
1.10.2	<p><b>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</b></p>
	<p>Associated smallholders under scope of Rama-Rama POM has been certified, while the FFB suppliers entering to Rama-Rama POM are using periodical agreement.</p>

<b>2.0</b>	<b>ASSESSMENT PROCESS</b>
<b>2.1</b>	<b>Assessment Team</b>
<b>ASA-1.1</b>	<p>1. <b>Marsudi Eko Santoso (Lead Auditor witnessed).</b> Bachelor of Agriculture, majoring in Agro technology. Followed the Management System Certification (ISO 9001-2008), Awareness HACCP certification, training of RSPO auditor and training of RSPO Lead Auditor training, ISPO Lead auditor training and distribution quality management process – APMEA, Safety Managenet Auditor and ISCC Auditor. He had involved several time in RSPO certification assessment activities as an auditor. Currently he works for Independent Certification Body. During this audit, has verify of legal, social, Time bound plan and SCCS.</p> <p>2. <b>Yudwi Wisnu Rahmanto (Lead Auditor Witnessing).</b> Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 5 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks) and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment he assigned to verify legal, land dispute and social aspect.</p> <p>3. <b>Steve Mualim (Auditor).</b> Steve Mualim. Indonesia citizen. Master of Environmental and Natural Resources Management. Has experience as Environmental management consultant (2012) and Sustainable palm oil assurance auditor since 2013. Has been attended several trainings e.g : ISCC in house training, palm oil GHG emission, HCV management, ISPO lead auditor, RSPO lead auditor, labor and human rights issues, ISO 19011, and ISO 9001:2008. Has been conducted several audits for RSPO / ISPO scheme since 2013 for best management practices, conservation, and environmental management. Fluent in bahasa and chinese mandarin. At this time of audit, verified aspects of environmental management.</p> <p>4. <b>Hasiholan Sihombing (Auditor).</b> Indonesian citizen. Bachelor of Agriculture Majoring in Agronomy, Agriculture Faculty. He has working experienced for 7 (seven) years since 2009 as an Operational Staff in an Oil Palm Plantation Company in Indonesia. The training he has followed namely: Auditor ISPO training, RSPO Awareness in House Training, Quality Management Systems training (ISO 9001:2015), Environmental Management Systems training (ISO 14001:2015), OHS General Expert training, OHSAS 18001:2007 training and ISO 17021 &amp; 17065 training. During this audit, he assigned to verify best management practices Estate and Mill.</p> <p>5. <b>Brigitta Prita (Auditor).</b> Bachelor of Forestry, Department of Forest Resources Conservation and Ecotourism, Bogor Agricultural University. The training which have been followed ISPO Auditor training and certification of quality management system ISO 9001: 2008, 19011 QMS training, IHT Awareness RSPO, 17021 &amp; 17065 IHT Awareness, Environment Mangement System 14000: 2004, Lead Auditor RSPO by Daemeter &amp; Proforest on July 2017 and HCV Training. During the assessment the auditor verified environment and HCV.</p> <p>6. <b>Asystasya Aishah Silalahi (Auditor).</b> Bachelor from Agribusiness Department, Bogor Agricultural University. She has attended trainings, such as RSPO Awareness Training, Indonesian Sustainable Palm Oil (ISPO) Auditor Training, Training of Management System Certification ISO 9001:2015, Awareness of ISO 17021 and ISO 17065, Occupational Health &amp; Safety Management. She has been involved in social impact assessment (SIA), high conservation value (HCV) &amp; green house gas (GHG) calculation. During the assessment the auditor verified transparency and social worker.</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 1.1</b>	<p>Number of auditors: 6 auditor.</p> <p>Number of days for <b>ASA-1.1</b> at site: 4 days.</p> <p>Number of working days for <b>ASA-1.1</b> at site: 24 Working days.</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA 1.1</b>	The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Buana

Wiralestari Mas and PT Ramajaya Pramukti to the requirements of *RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil - April 25th, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill)*.

The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) *interview*, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.

Some opportunities for improvement of the results *ASA 1.1* delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-1.2.

Improvement of findings from main assesment findings were observed by auditors at this assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of *ASA 1.1 report*.

The assessment program please find Appendix 2.

**2.2.3 Locations of Assessment**

**ASA-1.1** Number of unit in this certification activity is 1 Mill, 1 Nucleus Estate and 1 Scheme Smallholder. The auditor team used the  $0.8\sqrt{y}$  formula to determine the management units sampling to be focused on and also considered the issues raised by stakeholder.

While, the sampling for smallholders scheme AMARTA JAYA PLASMA is determined by the formula  $(0.8\sqrt{y}) \times (z)$ , where z is the multiplier defined by the risk assessment. Auditor team determined the risk level for AMARTA JAYA PLASMA is Level 1 – low risk with multiplier set is 1. Sample taken by the auditor team with number of group member should be:

Sample taken by the auditor team with number are:

- $0.8\sqrt{5}$  Cooperative = 2 Cooperative (Sibuak Jaya with 25 group farmers; Mekar Jaya with 24 group farmers);
- Sampling for group former (4 goup farmers from KUD Mekar Jaya); 4 group from KUD Sibuak Jaya);
- Number farmers for each group farmers are 20 farmers so  $0.8\sqrt{20} = 4$  farmers
- Total farmers for sampling = 32 farmers.

Based on this formula, the auditor team determined that the sampling locations are one (1) palm oil mill (Rama-Rama Mill), one (1) nucleus estate (Rama-Rama Estate) and 10 Farmer Group of Amarta Jaya Plasma with total members sample are 40 plots (members).

**RAMA-RAMA ESTATE**

- **Boundary poles No. 16 and RP 120 (Block A14, Div.3);** No. 17 (Block A13 Div.3); No. 20 (Block A02 Div.1); No. RP 168 (Block A01 Div.1). Observation on land demarcation and border between Certified and Non-Certified area.
- **Nursery ground in Block A01 Div. 1.** Observation on land preparation for Nursery.
- **HCV Riparian zone of Lembu River in Block A01 and B/C 03 Div.1.** Observation on HCV management.
- **Pesticides and fertilizer optimalization store.** Observation and interview for environment and waste management, OHS implementation.
- **Diesel fuel storage.** Observatio for hazardous material storage
- **Chemical storage.** Observation and interview for environment and waste management, OHS implementation.
- **Land aplikasi blok D14.** Observasi pengelolaan dan pemanfaatan limbah cair ke lahan perkebunan
- **Landfill block D11.** Observation for domestic waste management
- **Fertilizer warehouse.** Observation and interview for environment and waste management, OHS implementation.
- **Chemcial warehouse.** Observation and interview for environment and waste management, OHS implementation.
- **Hazardous and toxic waste storage.** Observation related to toxic and hazardous waste management
- **Block B05 Division 1 (3 harvester).** Observation of procedure application related fruit ripeness, safe working practices and interview about worker welfare.
- **Block B05 Division 1 (Loading FFB process).** Interview with foreman of FFB about loading FFB prosedure,



administration, FFB sortation in platform, safety and health and worker welfare.

- **Block C07 dan C08 Division 2 (barn owl nest observation).** To check nest condition.
- **Block C08 Division 2 (2 Pesticide and 2 Fertilizer Applicator).** Observation on safe working practices and interview with the spraying and manuring workers related type of pesticides use and fertilizer use according to the procedure and also worker welfare.
- **Block D16 Division 3 (EFB Application).** Field observations and interview with supervisor and worker about application of EFB by using Empty Bunch Spreader (EBS).

#### **Rama-Rama POM**

- **Biogas plant.** Observation related methane capture plant and waste management
- **WTP.** Observation and interview related to water usage monitoring for mill
- **Water reservoir.** Observation for surface water management
- **Workshop.** Observation for OHS implementation
- **Chemical storage.** Observation and interview for environment and waste management, OHS implementation
- **Hazardous and toxic waste storage.** Observation related to toxic and hazardous waste management
- **Weigh Bridge of Ramarama POM.** Observation and interview with weighbridge officers regarding FFB acceptance system, FFB identification certified and uncertified, FFB acceptance record, CPO and PK shipping record, SOP Supply Chain implementation
- **Loading Ramp.** Observation and interview with sortation personel related to personel understanding over sortation procedure, the implementation of sortation, fruit criteria, fruit separation with ripeness and rawness criteria.
- **Sterilizer Station.** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Hoisting Crane Station.** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Press Station.** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Boiler Station.** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Engine Room Station.** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Nut and Kernel Station.** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
- **Hydrant No 6.** Simulate the facility of emergency.

#### **AMARTA JAYA PLASMA**

##### **KUD SIBUAK JAYA:**

1. **Mixing, washing and storage agrochemical.** Observation regarding condition and management of hazardous waste.
2. **Interview with farmers group members (16 farmers) consist of** OHS implementation, environment management, HCV management, waste management, land fire, workers welfare.
3. **Plot 342; 345; 354; 355 (Karya Bakti Group Farmers) and Plot 541; 556; 555 (Jadi makmur Group Farmers).** Observation and interview regarding environment, agrochemical, harvesting, policies, training and others.

##### **KUD Mekar Jaya**

1. **Washing and spray equipment.** Observations related storage of PPE and handling hazardous materials and toxic waste.
2. **Farmers Group of Makmur Jaya.** Kavling 1959, 1960, 1961, 1962, 1963, 1964.
3. **Farmers Group of Sukamaju.** Kavling 1996, 1995, 1994, 1997, 1998

	<p><b>4. Farmers Group of Janur Kuning.</b> Kavling 2130, 2142, 2131, 2133</p> <p><b>KOPTAMASTA (Koperasi Petani Masyarakat Petapahan):</b> Interview with cooperative head related to status of managed area. Also ensuring the reason why this cooperative was decide an objection to be involved within certification scope of Rama Rama POM on 2014.</p>
<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 1.1</b>	<p>Summary of stakeholder consultation process</p> <ul style="list-style-type: none"> <li>• Consultation of stakeholders for PT Ramajaya Pramukti was held by:</li> <li>• Public Notification October 16<sup>th</sup> 2017 in Mutuagung Lestari Website (<a href="http://mutucertification.com/wp-content/uploads/2017/11/Public-Announcement-Ramajaya-Pramukti-Rama-rama-POM-english-ASA-1.1.pdf">http://mutucertification.com/wp-content/uploads/2017/11/Public-Announcement-Ramajaya-Pramukti-Rama-rama-POM-english-ASA-1.1.pdf</a>)</li> <li>• Public consultation meeting with internal stakeholders by interview (labor union, Gender Committee, Local Contractor) and external stakeholders (Government District of Kampar) dated on October 31<sup>th</sup>, 2017.</li> <li>• Public consultation meeting with external stakeholders by email WALHI, JIKALAHARI and WWF dated on October 19<sup>th</sup>, 2017.</li> </ul>
<b>2.3.2</b>	<b>Stakeholder contacted</b>
	<i>Please find appendix 1</i>
<b>2.4</b>	<b>Determining Next Assessment</b>
	The next visit <b>ASA-1.2</b> will be determined one year after this <b>ASA-1.1</b> (October 2017).

**3.0. ASSESSMENT FINDINGS**

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

MUTUAGUNG LESTARI has conducted an assessment of Rama Rama POM, PT Ramajaya Pramukti subsidiary of Golden Agri Resources Holdings Ltd operation consisting of 1 (one) mill and 2 (two) oil palm estates.

During the assessment, there were no nonconformities were assigned against Major Compliance Indicator, Minor Compliance Indicators, supply chain requirement for CPO mill and there were 10 (ten) opportunities for improvement were identified. Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5.

MUTUAGUNG LESTARI found that Rama Rama POM, PT Ramajaya Pramukti subsidiary of Golden Agri Resources Holdings Ltd complied with the requirements of *RSPO Principles and Criteria (P&C) for for the Production of Sustainable Palm Oil - April 25th, 2013 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill)*.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is continued

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
<b>PRINCIPLE #1 COMMITMENT TO TRANSPARENCY</b>		
<b>1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</b>		
<b>1.1.1 &amp; 1.1.2.</b> The company shows the list of RJP stakeholders updated in April 2017 consisting of government agencies, universities, surrounding villages, workers' organizations, smallholders, independent FFB Supplier, and NGOs.  The company has the SOP Communication and Consultation no. SOP / SMART / UMUMSADV / I / 004, Rev.0.0 made by the Sustainability Division Head and approved by the Head of Upstream. In the SOP, explained that the submitted suggestions will be presented by the Head Unit to the relevant departments if necessary at least 1 week after the letter was received. The response to incoming mail not later than three (3) weeks after the letter was received. The Personal in Charge of providing information is Social officer.  The Company shows the communication logbook of RJP Period 2017 which describes letter date, applicant name, the institution, the request, the necessary, the disposition, the decision maker and the letter status. Example: <ul style="list-style-type: none"> <li>Letter from Elementary School 033 Sub district Tapung (letter number 422 / SDN.033 / RRME / 2017/463) dated August 14<sup>th</sup>, 2017 regarding lending of School Bus. It has been responded by Road Order (Letter Number 193 / SPJ / RRME / VIII / 2017) dated August 16<sup>th</sup>, 2017.</li> </ul> <b>Amartha Jaya Plasma</b> The Smallholders (KUD Mekar Jaya and KUD SibuaK Jaya) showed the list of stakeholders for period on September 01 <sup>st</sup> , 2017 consisting of government agencies, traditional leaders, local community, workers organizations, smallholders, suppliers and NGOs. The Personal in Charge for communication and consultation is Cooperative secretary dated on January 2 <sup>nd</sup> , 2015.		
<b>Status: Comply</b>		
<b>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.</b>		

**1.2.1**

The Company already has a list of information for stakeholders with No. documents F/SMART/GENERAL/SADV/ 004/003 made by SPO Kampar region and it is known by the RC Kampar region dated May, 2<sup>nd</sup> 2015. The information list includes the number of employees and a list of basic wages of employees, personnel tax, payment of local taxes / retribution, environmental documents, deed of establishment and its amendments, the data of area and production, and fertilizer application data, evidence of land tenure, High Conservation Value (HCV) identification report, SIA identification reports, community empowerment program reports, guiding committee of occupational health and safety report, the document of improvement program, RSPO audit reports, policy documents on Human Rights. The list is available at each unit and can be accessed by internal and external stakeholders. If stakeholders ask for documents apart from the list, it needs approval from top management.

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

**Amartha Jaya Plasma**

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

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

**Status: Comply**

**1.3**

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

**1.3.1**

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

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

The company showed the socialization of business ethics code policy on April 20<sup>th</sup>, 2017. Employees of Rama-Rama Estate are attended as many as 32 employees. Besides that, there is socialized to the local contractors on June, 6<sup>th</sup> 2016 attended by 7 participants. Policy is available in an understood language.

**Amartha Jaya Plasma**

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

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

Interview with Farmers and Management at KUD Sibuk Jaya and Mekar Jaya, it is known that there is a policy of ethical code. Socialization of business ethics principle policy on May 6<sup>th</sup>, 2017 is located in Plasma Office, The participants are 20 people.

**Status: Comply**

**PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS**

**2.1**

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

**2.1.1**

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

**Amartha Jaya Plasma**

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

**2.1.2, 2.1.3 & 2.1.4**

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

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

**Status: Comply**

**2.2**

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

**2.2.1**

Rama Rama POM of PT. Ramajaya Pramukti and its supply bases has had Land Use Right (HGU and HGB) as right to use the land. Legal ownership for Certificate Holder comprises of HGU certificate No. 3 Year 1994 (2,191.49 Ha); No. 5 Year 1998 (51.60 Ha); No. 149 Year 2001 (1,844.07 Ha) and HGB certificate No. 4 Year 2004 (4.78 Ha) for Mill. Estate units for PT. Ramajaya Pramukti consist of Rama Rama Estate (supply base of Rama Rama Mill) and Ramabakti Estate (supply base of Nagasaki Mill).

Scope certificate of Rama Rama Mill are Rama Rama Estate and Amarta Jaya Plasma (smallholder scheme) with total certified area covers 8,508.11 Ha. Documents showing the actual legal use of the land available in Area Statement as follow:

	planted	Building/POM	Road	Drain/Swamp/River	Air Strip	Other	Total
Rama-Rama	3,707.91	60.08	222.20	59.45	14.36	27.94	4,091.94
Amarta Jaya Plasma	4,426.00						4,426.00
	<b>8,133.91</b>	<b>60.08</b>	<b>222.20</b>	<b>59.45</b>	<b>14.36</b>	<b>27.94</b>	<b>8,517.94</b>

While, the land use for smallholder scheme of Amarta Jaya Plasma (partnership scheme under PT. Ramajaya Pramukti management) following:



AMARTHA JAYA PLASMA

KUD	Unit Code	Village	Size (Ha)	No of Farmer Group	No of Farmers
Makmur Lestari	ML	Kenantan	1,000.00	26	500
Sibuak Jaya	SJ	Sibuak	1,066.00	27	533
Muara Mahat Sejahtera	MMS	Muara Mahat Baru	914.00	25	457
Mekar Jaya	MJ	Sei Lambu Makmur	964.00	24	482
Mukti Lestari	MLT	<b>Kayu Aro</b>	482.00	13	241
<b>TOTAL</b>			<b>4,426.00</b>	<b>115</b>	<b>2,213</b>

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

**Note:** The results of the document review and field visit were found outside the Land Rights Right of 313.18 Ha. Based on the decision of the Director of PT RJP is excluded from the scope of certification and included in the Additional Time Bound Plan for 2020.

**2.2.2**

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

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

**2.2.3;**

Results of interviews with BPN and field visits in Block G28 known land claims from the community of Suka Mulia Village, Sub District Bangkinang Seberang.

Records of land conflict resolution:

1. On 1st and 5th of August 2012 Suka Mulia Village Head sends letter no. 140 / PEM-SM / 2012/217 and no. 140 / PEM-SM / 2012/252 to Head of BPN Kampar Office requested to be able to be implemented Mediation with PT RJP in connection with the demands of HGU. 149.
2. BPN Kampar invites the parties through letter no. 1216 / 600.13-14.01 / IX / 2017 dated September 4, 2017 to carry out the presentation of the results of Inventory of PT Ramajaya Pramukti Field Activity dated September 11, 2017. Meeting results are presented on:
  - The results of field inventory / data derived from transmigration community appointments obtained data that indicated entering HGU PT RJP area of 113.10 Ha.
  - Results of HGU Map overlay PT Ramajaya Pramukti with map Transmigration Overview 13.6 ha of data obtained indicated overlap. The minutes of the event were signed by community representatives (M. Syaiful.BR; M. Sri T: Maju M) and representatives (Asrinasin, Bambang Suhartono and Wishnu).
3. Meeting and report on the handling of Land Rights issues of PT Ramajaya Pramukti with Transmigration No. Land. 1505 / 600-14.01 / X / 2017 dated October 30, 2017 (available photo documentation of the meeting) in the letter informed:
  - Land Office of Kampar Regency has made mediation efforts to the parties.
  - To support such mediation activities, the Land Affairs Office conducts field identification data based on border

appointments by the parties.

- Mediation is declared to fail because no agreement is reached between the parties.
- Due to the unanimous agreement, PT Ramajaya Pramukti by letter dated 02 October 2017. 535 / DL-PKU / 10/2017 regarding explanation of Sukamulya Village community claim to settle by way of justice.

**2.2.4;**

There are land conflicts but not significant (not disturb company activities).

**2.2.5**

The certificate holder has had mechanism of available land dispute resolution as provided in SOP “Ganti rugi Tanah/Lahan” No. SOP/NP/SMART/VII/ D&L002 (dated 1 July 2010) and FPIC procedure “Penerapan Persetujuan Atas Dasar Informasi Awal Tanpa Paksaan/PADIATAPA” SOP/SMART/SENS-CSR/SADV/II/003 (dated 1 July 2014), which contains the PIC, the procedure completion, the documents must be prepared, such as a minutes meeting, attendance list, Payment documents, minutes of payment, map location disputed, receipt of money compensation, etc.

The Company has an Overlay Map between the PT Ramajaya Pramukti Map and the Sidomakmur Village Claim on a scale of 1: 60,000. Map source: Land map no. 5 year 1998 and minutes of Mediation no. 1217 / 600.13-14.01 / XI / 2017.

**2.2.6**

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

	<b>Status: Comply</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.**

**2.3.1; 2.3.2; 2.3.3**

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

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

The Certificate Holder has had Land Use Right (HGU) No. 3 Year 1994 (2,191.49 Ha); No. 5 Year 1998 (51.60 Ha); No. 149 Year 2001 (1,844.07 Ha) and HGB certificate No. 4 Year 2004 (4.78 Ha) to showing legal ownership with size 4,091.94 Ha.

According to information gathered during stakeholder consultation in 26<sup>th</sup> – 28<sup>th</sup> September 2016 with representatives of Kenantan and Muara Mahat Baru villages, it was confirmed that no customary land or other use right over the certified area.

For smallholder scheme of Amarta Jaya Plasma, the land ownership status of smallholder scheme is individual land title certificate (SHM) granted by the government program namely “transmigration program” since 1991. There is no negotiation nor FPIC process to obtaining their land. Total area for Amarta Jaya Plasma based on SHM is 4,426 Ha.

**2.3.4**

According to information gathered during stakeholder consultation with representatives of sei Lambu Makmur and Sibuaik villages, it is confirmed that no customary land or other use right over the certified area, including within the smallholders area.

According to interview with Mekar Jaya and Sibuaik Jaya Cooperative officer, there is no land conflict raised between smallholder members nor other parties. This information already confirmed with sampled land owner during interview at smallholder site.

**Status: Comply**

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

**3.1**

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

**3.1.1 Major**

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

**3.1.2 Minor**

CH has a replanting plan described in the document Principles and Criteria for Plantation Management for the year 2017 to 2021. Based on the document explained that the replanting plan will be done starting in 2019 at Rama Rama Estate area of 1.694,04 ha and 1.694,04 ha in 2020. Besides that AJYP has 1.000 ha in 2018; 1.066 ha in 2019; 914 ha in 2020 and 1.466 ha in 2021.

**Status: Comply**

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

**4.1**

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

**4.1.1 Major**

There was no change over the procedure for cultivation and processing since Recertification until ASA-1.1. PT SMART as a parent company of PT Ramajaya Pramukti has documents of SOP Technical of Oil Palm Cultivation starting from land clearing up to harvesting, approved by SMD Ops and entered into force on 12 June 2012. The SOP documents among others about planning of new area planting, replanting plans, nurseries, land clearing, planting, replanting, pest and disease control, weed control, fertilization, maintenance of immature plant, preparation ahead of harvest, harvesting, loading and transportation of FFB. The Oil Mill has SOPs covering all mill operations such as FFB Grading, Sterilization Station, Press Station, Threshing Station, Oil Room, Kernel Plant, Laboratory, CPO & PK Despatch, Engine Room, Boiler Room, Elec-trical, Workshop as well as Raw and Boiler Water Treatment Plant. That SOP's is available on audit site (Estate office) and written in a language that is easily understandable for workers (written in Bahasa).

Interviews were conducted to harvester (3 workers in block B05 RRME), pesticides applicator (2 workers in block C08 RRME), manuring worker (2 worker in block C08 RRME) and 12 workers in Rama Rama POM. Based on the results of interviews can be concluded that the workers understand the duties and responsibilities of their work in accordance with the applicable SOP.

**4.1.2 Minor and 4.1.3 Minor**

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

**4.1.4**

RRMM able to describe and demonstrate the FFB reception from the own estate RRME and smallholder scheme AJYP under scope of certificate. During the field observation and interview with WB operator, described on encoding of FFB supplier :

1. Rama Rama Estate / RRME; Traceability code system: 2120
2. Amarta Jaya Plasma / AJYP; Traceability code system: AJYP.
3. Sungai Tapung Plasma / STPA; Traceability code system: STPA.

	<b>Status: Comply</b>	
<b>4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</b>		
<b>4.2.1 Major</b>		
<p>CH has had a procedur to manage and maintain soil fertily (SOP of Manuring: SOP/SMART/MCAR/IX/TA-PPK). The SOP approved by SMD Ops on 12 June 2012. Maintenance in accordance to maintain soil fertily Certificate holder conducted manuring activities accordance with recommendation from research, POME aplications, and maintain cover plant such as Nephrolephis.</p>		
<b>4.2.2 Minor</b>		
<p>Based on document verifications, the company had performed fertilization using anorganic fertilizers, POME and FFB mulching application. The field visit in RRME is known that's SOP has been well implemented such as conducted FFB mulching with the doze 30 tonnes/ha/year and POME application with doze 750 m<sup>3</sup>/ha/year. All activities are well monitored and documented. During the assessment it's known that anorganic manuring RRME and AJYP of first semester 2017 already completed and currently undergoing the 2nd semester program of manuring.</p>		
<b>4.2.3 Minor</b>		
<p>CH has routinely monitored the changes on the nutrient status based on the regular soil sampling unit (SSU) and leaf sampling unit analysis (LSU) to determine fertilizers recommendation. The sampling spot has been determined in each division and block routinely by SMART Research Institute (SMARTRI) and it is supported by well-trained census Officer in each estate. The result of leaf sample analysis has been received. Meanwhile, the soil sample is being analyzed. SSU is conducted every 5 year for trees with age of 3, 8, 18 and 23, meanwhile LSU is conducted annually. The last LSU result in RRME was issued on 31 March, 25 April and 17 May 2017 with 108 sample, in AJYP was issued on 7 April and 6 May 2017 with 15 sample. The last SSU result in RRME was issued on 16 August 2014 with 372 sample, in AJYP was issued on 11 November 2011 with 180 sample.</p>		
<b>4.2.4 Minor</b>		
<p>There was POME land application dose 375 m<sup>3</sup>/ha/year in RRME to enrich soil fertily, meanwhile EFB application with dose 30 ton/ha/year. Based on field observation is known that POME land application was conducted in accordance with procedure. Field observation in RRME, is known that EFB mulching application was conducted in accordance with procedure. EFB application in RRME using the EBS (Empty Bunch Spreader).</p>		
	<b>Status: Comply</b>	
<b>4.3 Practices minimize and control erosion and degradation of soils.</b>		
<b>4.3.1</b>		
<p>Based on semi detail soil surveys from PMNP 2017, and based on soil map with 1:40000 scale shown there is no peat soil presence at Rama Rama estate. Soil classification found on company areas are dominated by dystrodepts, and endoaquepts types and dominated by 3-9% slope covered 2192,12 ha areas. Topography and elevation condition, soil depth, drainage properties, limitation factors on each soil type and its hectarages was provided on map legend</p>		
<b>Smallholder Scheme of Amartha Jaya Plasma</b>		
<p>Based on semi detail soil surveys from PMNP 2017, and based on soil map with 1:40000 scale shown there is no peat soil presence at AJYP. Soil classification found on company areas are dominated by dystrodepts, and endoaquepts types and dominated by 3-9% slope covered 2699,66 ha areas. Topography and elevation condition, soil depth, drainage properties, limitation factors on each soil type and its hectarages was provided on map legend.</p>		
<b>4.3.2</b>		
<p>As informed on topography map, few part of Ramarama estate area is hilly with slope more than 25% and which is plantable. To overcome limitation on hilly area, several method had implemented which refers to procedure such as SMA/ MCAR/ 05/05-07. Those procedures describes soil conservation technique such as by making terraced planting pattern on hilly areas for soil conservation, by making siltpit for water conservation, planting of trees on riparian of conservation area, monitoring of soil erosion on palm circle, inter-row and harvesting path and frond stacking technique.</p>		

Additionally, management strategy to overcome low soil fertility are by giving fertilizer recommendation based on leaf/soil analysis, and carried out nutrient cycle with palm oil processing by-products, i.e.: EFB and POME.

Based on field observation in Block D26 Division 5, it was found that land management which had implemented in 21-40 % elevation area were terraced planting pattern, manual upkeep, selective weeding, and fronds was stacked parallel to the contour line. Furthermore, company also monitored erosion on this areas regularly. According to erosion monitoring record in Block D26, it was informed that erosion rate is 0.00-0.15 mm/year. This indicates soil conservation method has satisfactory implemented.

**Smallholder Scheme of Amarta Jaya Plasma**

Based semi detail soil survey 2017, shown that AJYP scheme smallholders are dominated with flat slope (3-9%). Based on field observation for examples on Sibuk Jaya Cooperative, shown the topography is relatively flat, and not required contour terrace or individual terrace.

**4.3.3**

Field observations on Rama Rama estate shown that, main roads and collection roads are in adequate conditions. The drainage system is well organized to ensure accessibility in all weather conditions. Meanwhile on amarta jaya scheme smallholders found that road maintenance were conducted by each cooperatives unit collectively using gravel.

Road maintenance budget and programme are available at budget document 2017 for main road and collection road for example : Rama Rama estates road maintenance realization (until sept 2017) are 297,60 ha and for AJYP (Sibuk jaya & Mekar Jaya Cooperative) until sept 2017 are 198 ha .

**4.3.4**

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

**4.3.5**

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

**4.3.6**

Field observation shown that company has several strategies to manage sandy areas with low organic material. The strategy such as EFB mulching application with a dose of 30 ton/ha/year. Moreover, soft weed management such as *Neprolephis bisserata* to maintain soil moisture and minimizing the evaporation. Meanwhile based on field visit, for nutrient cycle strategy ramarama estate also performed land application for enriching soil nutrient for examples on block D14.

**Smallholder Scheme of Amarta Jaya Plasma**

Based semi detail soil survey 2017, shown that AJYP scheme smallholders are dominated with flat slope (3-9%). Based on field observation for examples on Sibuk Jaya Cooperative, shown the topography is relatively flat, and not required any specific management.

**Status: Comply**

**4.4**

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

**4.4.1.**

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

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



**4.4.2**

Company provided procedures for these catchment areas protection/conservations listed on SOP/SMART/BCOS-EHSD/SADV/II/004 document. Field visit during audit, for examples on Bangso riparian block Q20 Division 4 acquired information that company shown proper ways for maintain and protect the catchment area for example manual weeding and marking the chemical boundary border.

Company has identified and shown the maps for catchment areas (including riparian) with 1:50000 scale. HCV identification document shown there is some river stream on Rama Rama estate e.g Kuok river, Lembu river, and Jernih river meanwhile based on HCV identification indicated there is river stream presence on Amarta Jaya plasma i.e Kuok riparian and Lembu riparian.

**4.4.3**

Field observation on Block of D17, found there are no indications of environmental pollution caused by land application activities. According to interviews with environmental agency, until now there were no reports coming from the public related to environmental pollution caused by mill and estate.

Rama Rama mill has conducted POME test regularly in accordance with the Government Degree / Kepmen LH No.28/2003 (< 5000 mg/l). The company also managing of mill effluent by utilizing it on the land as land application, based on decree No: KPTS.660/BLH-WAS/LAS/11 valid until 2017 . To ensure that no contamination of the soil, the company conducted the test of land water quality at an accredited laboratory, with the result is still appropriate with relevant regulations(Permenkes, No 416/1990).

**4.4.4**

Observations on Ramar Rma mill water treatment plant found monitoring for raw and process water usage was done by officer periodically, and flowmeters at inlet/outlet serves normally. Company shown implementation of water usage eficiency by monitored water utilization regularly. Water usage / tonne FFB process during jan-sept 2017 ares still relevant with 2017 budget, for examples on september 2017 FFB process are 18533 mt and water usages are 23380 m<sup>3</sup>, and water usage / mt FFB process are 0.91 m<sup>3</sup>/mt FFB process (budget 1.25 m<sup>3</sup>/ mt FFB process).

**Status: Comply**

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

**4.5.1 Major**

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

Certificate holder has a good commitment to improve the use of pest natural predator as part of integrated pest control. One of natural predator development is the reproduction and the construction of barn owl box as a mechanism to control rat. Certificate holder monitoring barn owl box occupation at least once a month. The monitored parameter are the existing of barn owl in the boxes, left food, and sign of reproduction such as egg or owl. Currently, there are total 258 barn owl boxes in Rama Rama Estate and 55 barn owl boxes in Amarthta Jaya Plasma (28 box in Mekar Jaya Cooperative and 27 box in Sibuk Jaya Cooperative)

**4.5.2 Minor**

CH has conduct integrated pest management training on 30 March in RRME that is held by SMARTRI. The event was attended by 43 employees consisting of census operators, supervisors, and field assistants. The training materials covered detection and cencus, biological control, mechanical control, chemical control, as well as beneficial plant.

**Status: Comply**



**4.6****Pesticides are used in ways that do not endanger health or the environment****4.6.1 Major**

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

**4.6.2 Major**

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

**4.6.3 Major**

CH has implemented integrated pest management in order to reduce pesticide usage. Based on document review and field observation, several IPM program with biological approach has been implemented such as rat control by *Tyto alba*, and leaf eater caterpillar control by planting beneficial plant. Moreover, applying selectively spraying and utilize *Neprolepis bisserata* as the predators host of leaf eater caterpillar. Certificate holder has trend chart pesticide use from 2011 to 2015. Based on document review, there is no use of pesticide to control pest and disease in 2017.

**4.6.4 Minor**

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

**4.6.5 Major; 4.6.7 Minor and 4.6.9 Minor**

The results of field observation in warehouse and interview with 2 sprayer of RRME division 2 in block C08 and 1 sprayer of Mekar Jaya Cooperative, it is known that the employees have been given regular training in safe work practices. This was evidenced by the employee can demonstrate the correct way to work in accordance with the procedures including how use and handling the risks in accordance with material safety sheets. There have been sheets of safety work (MSDS) and the symbols of hazardous and toxic materials are properly installed on the walls and doors of warehouse. The sprayer also using personal protective equipment in accordance with specified hazard identification and material safety data sheet such as mask, gloves, safety shoes, apron and googles. In addition, employees are also informed about the steps of secure work in each roll call in the morning before work.

**4.6.6 Major**

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

CH has record of handover the ex pesticides container which come from RRME and AJYP (Mekar Jaya and Sibuk Jaya Cooperative) to supplier. Based on field visit in housing RRME, AJYP and landfill is known there are not ex pesticide containers disposed in landfills and the use pesticide containers for other uses that are not similar.

**4.6.8 Major**

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

**4.6.10**

Field visit during audit on ramarama estate dan scheme smallholders shown that agrochemicals containers are disposed based on MSDS i.e cleanly washed on pesticides optimalization storehouse and regularly submitted to PT Rolimex Kimia Nusamas (last shipment conducted on June 2017 for RRME and on oktober 2017 for AJYP scheme smallholders). All evidence for ex agrochemical disposal for examples "berita acara pengiriman bekas kemasan pestisida" to related supplier are available and verified by auditor. Both estates, RRME and AJYP scheme smallholders are implemented proper ways for waste disposal based on procedure SOP/SMART/LEMS-EHSD/SADV/I002.

**4.6.11**

Certificate holder has list of pesticide operator as many as 15 male workers for RRME. Medical examination (cholinesterase and spirometri) has been conducted on May 2017 to all pesticides workers in RRME. The result of medical examination is informed to the workers and all pesticide operators are in good condition. And also, based on interview with the workers, it is known that they are never get experience of occupational injury which caused by chemical such as irritation.

**Smallholder scheme of Amarta Jaya Plasma**

AJYP has list of pesticide operator, for example for KUD Sibuaq Jaya as many as 4 male workers and Mekar Jaya Cooperative as many as 4 male workers. Based on interview with spraying worker, it is known that medical examination has been conducted on May 2017. The result of examination is worker in good condition.

**4.6.12**

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

**Smallholder scheme of Amatha Jaya Plasma**

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

<b>Status: Comply</b>
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**4.7**

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

**4.7.1**

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

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

**Smallholder scheme of Amatha Jaya Plasma**

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

**4.7.2**

The risk identification is made by secretary of OHS committee and reviewed by head of OHS committee. This document explained about activities in estate and mill and identifying the source of occupational risk that can happen and how to control the risk. According to the document, it is known that the company has identified the risk of operational activity throughout the mill and

estate. Based on field observation and interview with worker in RRME and RRMM, they have understand the occupational risk of their work and how to avoid the risk and work accident. They also use PPE in work environment which provided by the company to avoid the work accident. Medical check up for worker in RRMM has been conducted on May 2017. The result of the medical check up shows that all workers are in normal condition.

Based on work accident monitoring period January – September 2017, there is one work accident in estate and mill. CH has made the work accident investigation report and also documented it to OHS Committee Quarterly Report. The investigation report describes about chronology of accidents, causes of accidents, suggestions and recommendations of the investigation team to prevent recurrence of accident and follow-up investigations.

#### **Smallholder scheme of Amarthya Jaya Plasma**

AJYP has had risk identification for the period of January - December 2017, for example identification risk for Sibuk Jaya Cooperative updated on 2<sup>nd</sup> January 2017. In addition, based on interview with workers in Cooperative, it is known that workers have understood about risk and work accident and have used PPE provided by Cooperative.

#### **4.7.3**

Certificate holder has recorded OHS training for workers, such as training for operators in estate and mill. CH has list of all operator and the expired date of their SIO. Based on the document review, there are 2 boiler operators who have expired SIO on 15<sup>th</sup> October 2017. The follow up this issue, company has extended the SIO through letter No 094/FM/RRMM/K/08/2017 addressed to the General Director of BINWASKER and BINA K3 through PT Arpindo Pratama PJK3 on 1<sup>st</sup> August 2017 for 2 boiler operators.

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

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

#### **Smallholder scheme of Amarthya Jaya Plasma**

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

#### **4.7.4**

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

#### **Smallholder scheme of Amarthya Jaya Plasma**

OHS Committee meetings are conducted monthly and documented in the OHS Committee quarterly report. For example, the September meeting discussed the procedures for the use of first aid kits, the separation of organic and inorganic waste, socialization the use of PPE, etc. The quarterly report of the third quarter of 2017 has been submitted to Manpower Agency of Riau Province on 6<sup>th</sup> October 2017.

#### **4.7.5**

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

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

For handling work accident, CH provided first aid kit in estate and mill. Based on field observation and interview with worker in RRME, it is known that the foreman for each operational activity is the first aid officer. They always bring the first aid bag to the working area. The first aid officer is know how to use the things inside the bag. The training for First Aid is conducted on 24<sup>th</sup> March 2017 attended by 56 participants in RRME and RRMM.

**Smallholder scheme of Amartha Jaya Plasma**

Based on the results of interviews with workers in Mekar Jaya Cooperative, it is known that the first aid officer in the field is the foreman. Every time there is a work accident, the worker will contact the foreman, and immediately carried out the first aid. The First Aid officers are trained and training has been conducted on 24<sup>th</sup> March 2017.

**4.7.6**

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

There are some local contractor in PT Ramajaya Pramukti. Based on interview with contractor representative, it is known that the accident insurance for contractor’s workers is covered by the head of contractor itself

**Smallholder scheme of Amartha Jaya Plasma**

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

**4.7.7**

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

**Smallholder scheme of Amartha Jaya Plasma**

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

**Status: Comply**

**4.8**

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

**4.8.1 & 4.8.2.**

There is Personal Competency Identity (F / SMART / GENERAL / SADV / 003/002) Competition Document for the period 2017 approved by Mill Manager and Document number F/SMART/UMUM/SADV/003/001 approved by Regional Controller Kampar. The identification describes the type of competence, position / organization, training date, and type of work. For example: Power Grading for RSPO understanding training, ISPO, ISCC, OHS, Understanding aspects and impacts of Environment, HIRARC, First Aid, Emergency procedures and GSEP.

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

**Amartha Jaya Plasma**

There is a document of extension program and training for AJYP for 2017 such as: First Aid Training, applicator pesticide Training, Fertilization of Palm Oil Plantation, Pest Management (PHT), Emergency Response Training and Leaf Sampling	
<b>Status: Comply</b>	
<b>PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity</b>	
<b>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.</b>	
<p><b>5.1.1</b> Until Re-cert audit there is no scope changes related to mill capacity, new plantings, and replanting on PT RJP areas. All company operation activities are covered on these old document. The company has a document of Environmental Impact Assessment (EIA) for the scope of Rama-Rama estate and scheme smallholders covered study areas 10,000 ha, and Rama Rama mill for 60 tonnes FFB process/ hour mill capacity. According to the interviews with environment agency, permits related to environmental aspects which is owned by the company until today is still valid and has been used as guidelines in the management and environmental monitoring.</p> <p><b>5.1.2</b> Rama Rama mill also operated biogas plant since 2016, for this new activities Ministry of Environment has issued a letter No. B-8072 / Dep.I / LH / PDALs / 07/2013 on July 15/2013, which states that biogas plant activities are part of Continual Improvement for environmental management, especially for waste water treatment plants, therefore company not required any new environmental permit. Regular implementation of environmental management conducted by company are listed on RKL/RPL implementation report every semester, and field visits &amp; interview during this audit indicates that :</p> <ul style="list-style-type: none"> <li>- Field observation on Rama Rama mill shown that all waste water are processed on waste water treatment plant until it complied to standards before distributed as land application</li> <li>- Based on interview with local stakeholders, companies also provides assistance to the religious, sport, education, road improvements and provide employment and business opportunities.</li> </ul> <p>Timetable for the implementation of the management and monitoring plan has been provided and referred to 1994 RKL/RPL documents.</p> <p><b>5.1.3</b> PT Ramajaya Pramukti shown commitment and consistency regarding environmental management and monitoring as outlined in the Report of the Environmental Management and Monitoring. This report are established every six months and reported to the Environment agency of Kampar regent. The report described realization of monitoring and management of the environment in accordance with environmental parameters in the Environmental Management Plan - Environmental Monitoring Plan and prearranged by regulations. Review for the monitoring/management plans has been developed on January 2016 and company has included land fire parameters as the results of RKL/RPL management plan review since 2016.</p>	
<b>Status: Comply</b>	
<b>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</b>	
<p><b>5.2.1</b> The company has identified HCV in 2011 for scope <b>Rama Rama Estate (RRME) and Rama Bakti (RBKE)</b>. The document prepared by company's internal team wich is aproved RSPO HCV Assessor and has conducted peer review by external consultants on October 2010. The assessment using HCV the Toolkit Indonesia in 2008. Identified HCVA 1.1; 1.2 and 4.1 with area of <b>171.10 ha</b>. Identified the types of fauna are protected namely Cekakak <i>Belukar (Halcyon smyrmensis)</i> dan Macan akar (<i>Felis bengalensis</i>).</p> <p><b>Amartha Jaya Plasma</b> The HCV Assessment has been finalized in 2011 for scope PT RJP including Amartha Jaya Plasma (AJYP). The document prepared by company's internal team wich is aproved RSPO HCV Assessor and has conducted peer review by external</p>	



consultans. The assessment using HCV the Toolkit Indonesia in 2008. Based on information from the document is not identified HCVA in the Plasma, but identified types of fauna are protected namely Cekakak Belukar (*Halcyon smyrnensis*) dan Macan akar (*Felis bengalensis*).

**5.2.2 & 5.2.4.**

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

- HCV socialization, maintenance of warning board, monitoring of protected species, construction & installation of river boundary borders, planting and monitoring of erosion grass (vertiver grass, Guatemala & bamboo) plants in November and December 2017.
- Creation of protected species posters conducted in October and November 2017.
- Replanting of damaged erosion plants in October and November 2017.
- Plant rehabilitation maintenance in October 2017.
- HCV safeguards in October, November and December 2017.
- Monitoring of species endangered, threatened or protected in November and December 2017.
- Monitoring the rehabilitation of HCVA in November 2017.

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

- Internal socialization of employees and external communities in June 2017.
- Maintenance of HCV attributes in January, April, July and October 2017.
- HCV monitoring is located in the Kuok riparian, Lembu Riparian Block K / J 10-12 (protected species) in January, April, July and October 2017.
- HCV patrols are located in AJYP Office, KUD Makmur Lestari, KUD Mekar Jaya, Lembu Riparian area, Kuok Riparian area in January, October 2017.

**5.2.3**

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

The company showed the socialization of HCV (protection of protected species) located in RRME held on March 24<sup>th</sup>, 2017 attended by 29 employees. Socialization of protected animals on March 11<sup>th</sup>, 2017 for Employees Division 4. Participants who attended as many as 9 employees of Division 4.

The socialization of HCV on March 18<sup>th</sup>, 2017 is located in Sei Lambu Makmur Village Hall, the participants are 21 employees (Photo documentation).

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

**5.2.5.**

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

**Amartha Jaya Plasma**

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

**Status: Comply**

**5.3**

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



**5.3.1**

All waste products and sources of pollution have been identified and documented in identification and evaluation of pollution source document issued on 2017

Type of waste been identified for examples are :

- Estates, waste source : chemist activities, waste type : ex pesticides containers (toxic and hazardous waste)
- Mill, waste source : FFB process, waste type : shell and fiber (non toxic/hazardous waste)
- Estates, waste source : pruning activities, waste type : oil palm frond (organic waste)

**Smallholder Scheme of Amarta Jaya Plasma**

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

**5.3.2 & 5.3.3**

Inventory for all chemicals usage and it containers are available on chemicals storehouse / temporary hazardous storage. All ex chemicals containers were kept on temporary hazardous storage at Rama Rama mill and ramaram estate and the company has a permit for hazardous and toxic waste storage issued by decree of Head of Kampar regent environmental agency No 660/BLH-WAS/ILB3/2015/11, valid until 2020. Based on document review and interview with management representative, shown all ex pesticide containers on estates and AJYP smallholders are managed by 3 times washing in accordance with the MSDS, then stored in the pesticides optimalization store and regularly submitted to supplier (PT Rolimex Kimia Nusamas)

Document review shown that company has sent all toxic and hazardous waste to PT Primanru Jaya (licensed collector by decree of national environmental minister) on June 2017 (manifest are available and checked by auditors). Observation during audits at temporary hazardous&toxic waste storage shown that all of hazardous waste are compliant with the periods in permit (< 180 days).

All settlements waste are not disposed using open fire, certificate holder are provides landfill for domestic waste management. Field observation on block D11 RRME for example found that companies managed settlements/housing domestic waste by provide landfill on each division and sort the organic/an-organic waste. Observations also found these landfill are located far away (> 1 km) from housing and situated on flood free areas.

**Smallholder Scheme of Amarta Jaya Plasma**

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

**Status: Comply**

**5.4**

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

Rama Rama mill shown commitment to reducing fossil fuel by renewable energy usage. Shell and fiber usage have been monitored per month and realization of fossil fuel usage during January-September 2017 are 78.819 litre. During Jan 2017 - Sept 2017, fiber and shell usage for boiler resulting average energy efficiency for diesel fuel are 2,80 l/mt CPO, for electricity are 236,89 kWh/mt CPO.

**Status: Comply**

**5.5**

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

**5.5.1 & 5.5.2**

Field visit during audit on RRME and karyabakti farmers group, and document review indicated there is no replanting / new planting activities on ramarama estate dan amarta jaya scheme smallholders. Company already have commitment listed on

Golden Agro Resources (GAR) social and environment policies 2015, stated that company do not conduct any land fire for replanting or new development. Company also develop procedure SOP / SMART / MCAR / IV / TA-PLB on 2012 regarding zero burning land preparation.

**Status: Comply**

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

**5.6.1 & 5.6.2**

All waste including emmissions and pollutions sources from Mill and estate are identified and recorded on waste and pollution identification risk 2017 document. Fossil fuel reducing have been implemented by fiber and shell usage. Realization of renewable energy have been monitored on monthly report for fiber and shell usage. Waste water has been monitored every months and monitoring periods July-September 2017 sighted that all of waste water testing parameters is compliant to the standards quality. To reduce pollution and emission, the company has identified the pollution sources and emissions and the management steps which are described in SOP of Waste Management. In addition, company also identified GHG sources included management plan for reducing it.

**Smallholder Scheme of Amartha Jaya Plasma**

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

Emission / pollution	Main activities	Emission reduction implementation
Pesticides/ herbicides (N <sub>2</sub> O and CO <sub>2</sub> )	Spraying	Manual upkeep and integrgated pest management  Zero paraquat usages
Fertilizer (CO <sub>2</sub> )	Manuring	Fertilizer application in accordance with reccomendation
Fossil fuel (CO, NO, SO <sub>2</sub> )	FFB transport	Road maintenance Limiting FFB transport tonnage for fuel efficiency Fossil fuel monitoring
Electricity grid (CO <sub>2</sub> )	Office activities	Using energy saving light bulb for cooperatives unit office to minimize electricity usage

**5.6.3**

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

Summary of Net GHG Emissions

Emissions per Product	tCO <sub>2</sub> e/t Product
CPO	0.32
PK	0.32

Production ton/year  
FFB 213985.41  
processed  
CPO 42833  
produced

Land Use	Ha
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OP planted area	9088.73
OP planted on peat	0
Conservation	65.08

Extraction	%
OER	20.02
KER	5.82

Summary of Field Emissions and Sinks

Description	Own Crop			Group		3 <sup>rd</sup> party		Total	
	tCO2e	tCO2e/ha	tCO2e/t FFB	tCO2e	tCO2e/ha	tCO2e	tCO2e	tCO2e	tCO2e
<b>Emissions</b>									
Land Conversion	20886.51	2.3	0.1						
*CO2 Emissions from Fertilizer	4987.36	0.55	0.02						
**N2O Emissions	4918.75	0.54	0.02						
Fuel Consumption	724.52	0.06	0						
Peat Oxidation	0	0	0						
<b>Sinks</b>									
Crop Sequestration	19797.64	-2.18	-0.09						
Conservation Sequestration									
<b>Total</b>	<b>11719.5</b>	<b>1.29</b>	<b>0.05</b>						

Summary Oil Mill Emissions and Credits

Remarks	tCO2e	tCO2e/t FFB
<b>Emissions sources</b>		
POME	6030.86	0.03
Fuel consumption	198.13	0
Grid electricity	0	0
<b>Credits</b>		
Export of grid electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	<b>6228.99</b>	<b>0.03</b>

Palm Oil Mill Effluent (POME) Treatment

Divert to compost (%)	0
Divert to anaerobic digestion (%)	100

POME Divert to Anaerobic Digestion

Divert to anaerobic pond (%)	0
Divert to methane capture (flaring) (%)	47

Divert to methane capture (electricity generation) (%)	53	
<b>Status: Comply</b>		
<b>PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills</b>		
<b>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.</b>		
<p><b>6.1.1; 6.1.2</b>          There is no change of SIA document. The certificate holder has conducted a survey and Social Impact Assessment (SIA) in 2010 and recorded in Report SIA - "Laporan Studi Identifikasi Dampak Social Perkebunan Kelapa Sawit PT Ramajaya Pramukti", by Sustainability Department. In 2012, SIA document has been revised. After the identification in 2012, then provides annual supervision and evaluation of social impact, and then be reviewed by management once in 2 years. During the Social Impact Assessment (2012), it appears that the assessment also includes stakeholders, community leaders figure, and related government agencies etc. through a public consultation which visible on participant attendance at SIA report.</p> <p><b>6.1.3</b>          Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties. The SIA document has involved the affected parties surrounding the plantation management. Communities that participate during identification of social impacts assessment in 2010 cover 10 villages, however for scope of Rama Rama POM there are only 5 villages under Amarta Jaya Plasma was involved, there are Kenantan village (Cooperative Makmur Lestari), Sibuaq village (Cooperative Sibuaq Jaya), Muara Mahat Baru village (Cooperative Muara Mahat Sejahtera), Sei Lambu Makmur village (Cooperative Mekar Jaya) and Kayu Aro village (Cooperative Mukti Lestari).</p> <p><b>6.1.4</b>          Review of SIA management plan has been conducted in 2017 for period 2015 and 2016. The SIA review was approved by management on May 2017. Result of Social Impact review was explained positive and negative impact, there are consist of road maintenance and working opportunities for local community.</p> <p><b>6.1.5</b>          Scope of Rama Rama POM is including smallholder's scheme (Amarta Jaya Plasma and Sungai Tapung Plasma – under Libo POM certification scope). Particular attention for smallholder scheme is by agronomy management supervision. The CH has agronomy officer at each cooperative and managed under smallholder manager, who responsible to the smallholders performance.</p>		
<b>Status: Comply</b>		
<b>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.</b>		
<p><b>6.2.1</b>          There are no changes related Communication and Consultation procedures. The CH has had SOP Communication and Consultation SOP / SMART / UMUMSADV / 1 / 004, Rev.0.0, made by the Sustainability Division Head and approved by the Head of Upstream. Its procedure is still valid and implemented. This procedure explains to the user about handling communication and consultation related principles and requirements sustainability Palm Oil (SPO) in each operational area palm oil company PT SMART Tbk (parent company). This procedure includes guidance in planning, implementing, regarding communication and consultation among stakeholders (stakeholders). The procedure is also equipped with technical procedures, response communications, and delivery of information to stakeholders, as well as the flow chart that explains in detail the steps the implementation of activities, along with related documents. This procedure is also applicable for Smallholder scheme (Amarta Jaya Plasma).</p>		

6.2.2

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

6.2.3

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

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

**Status: Comply**

**6.3**

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

6.3.1

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

6.3.2

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

**Status: Comply**

**6.4**

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

**6.4.1; 6.4.2**

The procedure of "SOP Ganti Rugi Tanah/Lahan (SOP/NP/SMART/VII/D&L002, dated 1 Juli 2010)" described the mechanism for identifying legal, customary or user rights and also for identifying people entitled to compensation and determining calculation method to provide fair compensation. Evidence of Procedure Awareness was documented. It was communicated to related parties such as community leaders, and religious figures and youth leaders.

While, within the FPIC Procedure No. SOP/SMART/SENS-CSR/SADV/II/003, part 2.4 describes that identification of participatory map related to legal ownership of communities are considering gender, community leader, local or transmigrant communities, ethnic groups or communal land ownership, etc.

**6.4.3**

Results of interviews with BPN and field visits in Block G28 known land claims from the community of Suka Mulia Village, Sub District Bangkinang Seberang.

Records of land conflict resolution:

1. On 1st and 5th of August 2012 Suka Mulia Village Head sends letter no. 140 / PEM-SM / 2012/217 and no. 140 / PEM-SM / 2012/252 to Head of BPN Kampar Office requested to be able to be implemented Mediation with PT RJP in connection with the demands of HGU. 149.
2. BPN Kampar invites the parties through letter no. 1216 / 600.13-14.01 / IX / 2017 dated September 4, 2017 to carry out the presentation of the results of Inventory of PT Ramajaya Pramukti Field Activity dated September 11, 2017. Meeting results are presented on:
  - The results of field inventory / data derived from transmigration community appointments obtained data that indicated entering HGU PT RJP area of 113.10 Ha.
  - Results of HGU Map overlay PT Ramajaya Pramukti with map Transmigration Overview 13.6 ha of data obtained indicated overlap. The minutes of the event were signed by community representatives (M. Syaiful.BR; M. Sri T: Maju M) and representatives (Asrinasin, Bambang Suhartono and Wishnu).
3. Meeting and report on the handling of Land Rights issues of PT Ramajaya Pramukti with Transmigration No. Land. 1505 / 600-14.01 / X / 2017 dated October 30, 2017 (available photo documentation of the meeting) in the letter informed:
  - Land Office of Kampar Regency has made mediation efforts to the parties.
  - To support such mediation activities, the Land Affairs Office conducts field identification data based on border appointments by the parties.
  - Mediation is declared to fail because no agreement is reached between the parties.
  - Due to the unanimous agreement, PT Ramajaya Pramukti by letter dated 02 October 2017. 535 / DL-PKU / 10/2017 regarding explanation of Sukamulya Village community claim to settle by way of justice.

**Smallholder scheme of Amarta Jaya Plasma:**

This criteria is not applicable for scheme smallholders. All the smallholders land is granted from government since 1980's through the transmigration program.

**Status: Comply**

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

**6.5.1**

Certificate holder has the copy of Riau Governor Decree No 120/I/2017 about Minimum Wage for Agricultural / Rubber Plantation, Coconut, Oil Palm, and Factory Sector issued on 26<sup>th</sup> January 2017 as much as Rp 2,516,812 per month. Following up the decree, CH issued CEO decree about wages, among others:

- Decree No 005/CEO 5/HR PSM 5/04/2017 about wages for daily permanent worker PT RJP which set wage for worker with working time less than 1 year is Rp 2,381,821/month and for worker with working time 1 year or more is Rp 2,384,312/month.
- Decree No 006/CEO 5/HR PSM5/04/2017 about wages for monthly permanent worker PT RJP.

CH also show the sample for payslip, for example payslip loose fruit picker in RRME. The document show that the wage consist of basic wage, premium and deduction. Amount of loose fruit earned a month is displayed in the payslip. And also, based on interview with worker in Rama-Rama Mill, the overtime payment is in accordance with the applicable regulation. Based on document review, the wages for worker has meet the applicable minimum wage.

The working hours especially for the harvesters is not violating the wage regulation and force to work. It can be seen in list of attendees of the workers and attendees record from the foreman. The document showed the return time of the workers and if there were some workers that worked more than 14.00, they will be paid with overtime payment (it also can be premium payment for harvester)

**Smallholder scheme of Amarta Jaya Plasma**

Based on interview with cooperative staf, land owner and smallholder workers (harvester), payment calculation determined based



on production volume (FFB tonnage) for harvester. Wages for cooperative staff is determined from the result of RAT.

**6.5.2**

CH has work agreement for contract worker (PKWT) which explain about the wages, work hour, duty and responsibility, work termination, and others. Contract is written in Indonesian Language and workers are understood the substance of the contract. Based on interview with the worker, they know and understand the substance of the work agreement. They also has the copy of it. CH also has collective labor agreement (PKB) between company and labor union for period year 2015 – 2017. The collective labor agreement is regulated about company and worker responsibilities, recruitment process, promotion and demotion, work time management, payment system, social insurance, contract termination, and so on.

**Smallholder scheme of Amarta Jaya Plasma**

AJYP showed work agreement between cooperative staff and the KUD itself. The document is explain about days and working hour, term of employment agreement, remuneration, and other provisions. The work agreement is signed by both parties, namely the KUD and workers.

**6.5.3 & 6.5.4**

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

**Status: Comply**

**6.6**

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

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

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

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

- On 20<sup>th</sup> April 2017 in RRMM attended by participants from the committee of RRMM Labor Union and representative of RRMM.
- On 25<sup>th</sup> August 2017 in RRME attended by 8 participants. The meeting is documented in form of minute of meeting, and list of attendees.

**Smallholder scheme of Amarta Jaya Plasma**

Based on interview with representative of AJYP, the cooperative is a gathering place and issuing opinions for members of the cooperative. Cooperative also actively conduct monthly meeting with the member. For example the meeting on January 2017 is discussed about regulation of work hour, management of domestic waste, Cooperative meeting, etc.

**Status: Comply**

**6.7**

**Children are not employed or exploited.**

**6.7.1**

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

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

**Smallholder scheme of Amarta Jaya Plasma**

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

**Status: Comply**

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

**6.8.1 & 6.8.2**

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

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

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

**6.8.3**

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

**Smallholder scheme of Amarta Jaya Plasma**

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

**Status: Comply**

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

**6.9.1, 6.9.2, 6.9.3**

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

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

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

**Smallholder scheme of Amarta Jaya Plasma**

There is policy no 6 / KUDLJ-SE / 01/2009 dated 2<sup>nd</sup> January, 2009 regarding Prevention of Sexual Harassment and Violence against Women and to Protect Women's Reproductive Rights. The policy was socialized on 15<sup>th</sup> July 2017 attended by 20 participants. Based on interview with AJYP representative, it is known that gender committee for AJYP is referring to gender committee of RRME.

**Status: Comply**

**6.10**

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

**6.10.1 and 6.10.2**

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

**6.10.3 and 6.10.4**

Based on interviews with smallholders explained that Certificate Holder has paid FFB every month (as agreed) through cooperative and timely. The management unit show examples of proof FFB payment to the smallholders of KUD Berkat Ridho, KUD Lestari Jaya and KUD Panca Warga on Period 6 - 20 October 2017. Proof of payment in accordance with the pricing FFB from the government and all payments have been paid in a timely manner.

**Status: Comply**

**6.11**

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

**6.11.1**

Records of contributions to local development namely CSR programme was developed based on the results of consultation with local communities. In example: 8 May 2017, Consultation on Social Impact Monitoring. Relevant stakeholders involved are Petapahan villagers and smallholders (under mamangement of Amarta Jaya Plasma). The scope of Social Impact is based on PT Ramajaya Pramukti (including Rama-Rama Estate, Ramabakti Estate, Rama-Rama Mill, Amarta Jaya Plasma and Sungai Tapung Plasma as separated certification scope). For smallholder scheme, CSR programme is managed and monitored by Smallholder Manager.

**6.11.2**

For Rama-Rama POM, there is smallholder's scheme namely Amarta Jaya Plasma where consist of 5 Smallholders Cooperative (115 Farmer Group and 2,213 smallholders). Efforts to improve scheme smallholders that applied by CH is Agronomy assistance through the particular management for Smallholders area. The Smallholders structure is consist of 1 Manager, 2 Asistant Manager and 8 Agronomy Staff/Officer. FFB production, Manuring, Upkeep, Harvesting and Transportation, Maintenance are type of activities that available on Smallholders. The evidence of contribution to smallholder development is maintaining the Certified status during certification scope.

**Status: Comply**

**6.12**

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

**6.12.1; 6.12.2; 6.12.3**

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

The working hours especially for the harvesters is not violating the wage regulation and force to work. It can be seen in list of attendees of the workers and attendees record from the foreman. The document showed the return time of the workers and if there were some workers that worked more than 14.00, they will be paid with overtime payment (it also can be premium payment for harvester).

**Smallholder scheme of Amarthya Jaya Plasma**

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

**Status: Comply**

**6.13**

**Growers and millers respect human rights**

**6.13.1**

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

The company showed the socialization of human rights policy on April 20<sup>th</sup>, 2017. Employees of Rama Rama Estate are attended are 32 employees. Interviews with farmers and administrators at Sibuk Jaya and Mekar Jaya Cooperative, it was known that there was a human rights policy and also available socialization of human rights policy on May 6<sup>th</sup>, 2017 located in Plasma Office.

**AMARTHA JAYA PLASMA**

Circular letter from the chairman of Cooperatives to all farmers in Cooperatives dated January 4<sup>th</sup>, 2016 regarding Human Rights Policy (Number 21/KOPSA MJ-SE/01/2016). In order to create a harmonious, dynamic and fair working environment, the cooperatives is committed to upholding human rights to all communities and all Cooperatives members:

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

Secretary of Cooperatives is the person in charge to socialize the prevention of violence and coercion in the work environment both Office and Field and socialize the right of every individual to freely express opinion without any intimidation from any party.

Smallholders Showed socialization to farmers and administrators on March 11<sup>th</sup>, 2017 attended by 40 people.

**Status: Comply**

**PRINCIPLE #7 Responsible development of new plantings**

**7.1**

**A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.**

**7.1.1; 7.1.2; 7.1.3**

The oil palm planting have been conducted since 1991, therefore, there was no new planting nor expansion after November 2005. Environment document, management and environmental monitoring able to seen in Criteria 5.1

**Status: Comply**

**7.2**

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

Up to the time of the ASA-1.1 audit, PT Ramajaya Pramukti – Rama Rama POM scope did not open new land. No new area development after the last audit (ASA-1.1.).

**Status: Comply**

**7.3**

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

<b>7.3.1, 7.3.2, 7.3.3, 7.3.4 &amp; 7.3.5.</b>	
Based on statement areal and HCV report 2011, is known that there was no new planting or expansion after 1 November 2005. The planting have been conducted since 1993-2002. HCV document, management and monitoring able to seen at Criteria 5.2.	
According to Planting Year database, range of planting years for this scope is 1991, 1992, 1993, 1996, 1997, 2001 and 2002. There is no new planting nor land clearance was made after November 2005 and HCV Assessment conducted in 2011. Whilst, announcement from RSPO website dated 7 April 2015 related Warning: Final Call for Liability Disclosure (Compensation) Submission, PT. Ivo Mas Tunggal as an RSPO member are not listed as non-submitters. Meaning that PT. Ivo Mas Tunggal has fulfilled to submit liability disclosure to the RSPO. All RSPO members for GAR, PT. Ivomas Tunggal and PT. SMART has been submit Liability Disclosure on 26 October 2014.	
	<b>Status: Comply</b>
<b>7.4</b>	
<b>Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.</b>	
The oil palm planting have been conducted since 1991, therefore, there was no new planting nor expansion after November 2005.	
	<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>	
7.5.1	
This plantation has been established since 1991 (including the Smallholders). There is no expansion area were developed, therefore no more land compensation was made. Smallholder's landownership area is granted by the government program namely "transmigration program". Land ownership status of smallholder scheme is individual land ownership rights (SHM).	
	<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>	
The oil palm planting have been conducted since 1991, therefore, there was no new planting nor expansion after November 2005.	
	<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>	
The oil palm planting have been conducted since 1991, therefore, there was no new planting nor expansion after November 2005.	
	<b>Status: Comply</b>
<b>7.8</b>	
<b>New plantation developments are designed to minimise net greenhouse gas emissions.</b>	
7.8.1; 7.8.2	
The oil palm planting have been conducted since 1991, therefore there was no new planting or expansion after 1 January 2015.	
Emission test, calculations of GHG emission and reporting the results to the secretariat RSPO able to seen at Indicator 5.3.3. Mitigation of GHG emissions able to seen at Indicator 5.6.2	
	<b>Status: Comply</b>
<b>PRINCIPLE #8 Commitment to continuous improvement in key areas of activity</b>	

**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.**

**Agronomy aspect**

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

**Environment Aspect**

Company performed the used of renewable energy and waste reduction such shell and fiber to reduce fossil fuel usage on ramarama mill. Company also conducted GHG calculations and maintained the HCV areas as a part of emission reducing plan, and since 2016 as a part of emission reducing plan implementation, Ramarama mill has operated biogas plant, generated electricity grid for 1,6 MW

**Internal Audit results:**

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

**Status: Comply**



**3.2. Summary of Assessment Report of Supply Chain Requirement**

Clause	(Module D) CPO Mills – Identity Preserved Requirements												
D1	<b>Definition</b>												
<p><b>D.1.1</b>  <b>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&amp;C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</b></p> <p>RRMM has determined that only certified sources that can supply FFB to be processed, consist of own estate RRME and smallholder scheme AJYP. According to the SCCS requirement, module D-IP will be applied.</p> <p>RRMM able to describe and demonstrate the FFB reception from the own estate RRME and smallholder scheme AJYP under scope of certificate. During the field observation and interview with WB operator, described on encoding of FFB supplier :</p> <ol style="list-style-type: none"> <li>1. Rama Rama Estate / RRME; Traceability code system: 2120</li> <li>2. Amarta Jaya Plasma / AJYP; Traceability code system: AJYP.</li> <li>3. Sungai Tapung Plasma / STPA; Traceability code system: STPA.</li> </ol> <p>Example of FFB acceptance record of 6 November 2017:</p> <ol style="list-style-type: none"> <li>1. FFB from STPA; using 14 trucks; total weight received 151.560 Kg.</li> <li>2. FFB from AJYP FFB 73 trucks; total weight received 561.610 Kg.</li> <li>3. FFB from Rama Rama Estate (Code: 2120) using 29 trucks; total weight received 258.100 Kg.</li> </ol>													
<b>Status: Comply</b>													
D.2	<b>Explanation</b>												
<p><b>D.2.1</b>  <b>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</b></p> <p>The estimated tonnage of CPO and PK products that could potentially be produced by RRMM are presented in the annual summary report and annex of previous certificate. The palm oil product volume between estimation and actual produced of RRMM, as follows:</p> <table border="1"> <thead> <tr> <th>Product</th> <th>Estimated volume: 12 Jan 2017 – 11 Jan 2018</th> <th>Actual volume produced: 12 Jan 2017 – 31 Oct 2017</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>CSPO</td> <td>41,927 MT</td> <td>30,396 MT</td> <td></td> </tr> <tr> <td>CSPK</td> <td>11,530 MT</td> <td>8,826MT</td> <td></td> </tr> </tbody> </table>		Product	Estimated volume: 12 Jan 2017 – 11 Jan 2018	Actual volume produced: 12 Jan 2017 – 31 Oct 2017	Remark	CSPO	41,927 MT	30,396 MT		CSPK	11,530 MT	8,826MT	
Product	Estimated volume: 12 Jan 2017 – 11 Jan 2018	Actual volume produced: 12 Jan 2017 – 31 Oct 2017	Remark										
CSPO	41,927 MT	30,396 MT											
CSPK	11,530 MT	8,826MT											
<b>Status: Comply</b>													
<p><b>D.2.2</b>  <b>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</b></p> <p>RSPO IT Platform member registration number of RRMM :            Member id : RSPO_PO1000001062 and License id :CB46908</p>													
<b>Status: Comply</b>													
D.3	<b>Documented procedures</b>												
<b>D.3.1</b>													

**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:**

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

There is no change on the procedures owned byRRMM. The SOP Supply Chain Product RSPO Model Identity Preserved (SOP/RJP/SCCS/IP, dated 1 April 2015)and describing the responsibilities of the personel over the supply chain requirements.

a. Tasks and responsibilities of personel over the supply chain implementation requirements are:

- Weight Bridge Officer
  - Ensuring the weighbridge tools and program’s functions runs well on the Weighbridge program before weighing goods.
  - Checking the completeness of all vehicle’s documents that shall be weighted including the license plate number.
  - Ensuring the position of the vehicle that shall be weighted properly, vehicle should be turned off and all passengers including drivers have came out of vehicle.
  - Separating and recording claim certified product FFB/CPO documentof the certified product FFB/CPO.
- Assistant
  - Monitoring the received FFB based on the applied criteria standard.
  - Monitoring the FFB processing stage.
  - Monitoring the processed product quality analysis process.
- Head of Administration
  - Recording and reporting the produced product quality and quantity routinely.
  - Monitoring the FFB receipt administration process including the administration of the processed product dispatch.
  - Monitoring the crucial tools/devices on the Supply Chain perfectly, accurately, valid license and maintained.
  - Calculating Mass Balance based on the amount of the certified product-claimed products.
- Manager
  - Responsible to ensure all process on supply chain are well executed.
  - Ensuring that the Mass Balance calculation has been done and to know the amount of the Certified Product.
  - Giving information to the interest party the amount of the Certified Product.
- Production Controller
  - Ensuring and assuring that the produced products are traceable (the sources) and the received products quality and quantity in line with what has been written on the document.

According to the result of interview withweighbridge operator, known that the key personnel has been trained well in term of RSPO SCCS.

**Status: Comply**

**D.3.2**

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

Refer to Supply Chain Product RSPO Model Identity Preserved SOP/RJP/SCCS/IP, dated 1 April 2015.

The raw material receipt is described on point 6.1 and the processing stage is described on point 6.4 as follow:

6.1. Raw Material Receipt

6.1.1. FFB Receipt

Origin or supplier for FFB received by mill could be classified into two categories (nucleus estate and scheme smallholder). All FFB suppliers are recorded and the latest status is maintained. The certified FFB supplier as sustainable raw material

could be identified or noted with information that differentiate the certified supplier with the non-certified supplier. Therefore, it could be ensured that all the received FFB have been certified (RSPO). It was written on the formulir of FFB supplier data follow:

a. Nucleus Estate

The received FFB from the supplier shall be checked for the origin based on the FFB covering letter signed by associated estate state. The FFB contains the origin of estate/division/block, destination, distance from division to POM, vehicle license plate, type of vehicle, amount of FFB, weight, data/time of FFB receipt and FFB covering letter No. there are 4 estate code No of the estate listed on the mill computerized system as FFB supplier.

b. Scheme Smallholder

The received FFB from the supplier shall be checked for the origin based on the FFB covering letter signed by scheme smallholder estate staff. The FFB covering letter contains name of smallholder group/cooperative unit, destination, distance from division to POM, vehicle license plate, type of vehicle, amount of FFB, weight, data/time of FFB receipt and FFB covering letter No. there are 4 estate code No of the estate listed on the mill computerized system as FFB supplier.

The FFB covering letter checking is conducted by the security Officer including the checking of license plate paper and driving license of driver. If the procedure of raw material receipt is not in line with the applied standard on RSPO SCCS, the Head of Administration shall contact the associated supplier. The raw material shall not be unloaded until all documents for dispatch are in line with the applied RSPO SCCS standard.

6.2.1. Weighing at Weighbridge (WB)

Post the FFB covering letter checking conducted by security Officer, the raw material shall be then weighted based on the SOP of FFB receipt.

6.2.2. Weightbridge Ticket Printing

All the data of raw material weighing from several suppliers are maintained on the WB computer system and are printed on the weightbridge ticket. The FFB weighbridge ticket contains data like origin of estate (estate/division/block)/smallholder groups or cooperative unit, vehicle license plate, type of vehicle, amount of FFB, weight, date/time of FFB receipt, FFB covering letter including the Total Certified Product.

6.2.3. Raw Material Quality Checking

FFB quality checking is conducted by using grading method. The received FFB shall enter the grading area to be sorted based on the FFB quality criteria based on the SOP of grading, the unfit criteria shall be rejected.

6.4. Processing

The received raw material shall enter the processing stage station. The FFB shall be processed based on the SOP of processing stage. In order to comply the IP Model RSPO supply chain requirements, the mill must ensure that 100% of the product are excluded to prevent contamination. The increase of supply chain model quality from MB to IP is can be done in condition that there is no physical stock at that time.

**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.**

RRMM only receives FFB from certified sources: nucleus estate (RRME) and smallholder scheme (AJYP and STPA).

Estate	Unit Code	Penerimaan (1 Nov 2016 s.d 31 Okt 2017)
Ramarama Estate	2120	93,276

Amarta Jaya Plasma	AJYP	118,442
Sungai Tapung Plasma	STPA	14,356

**Status: Comply**

**D.4.2**

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

On the SOP of RSPO Product Supply Chain for IP: SOP/RJP/SCCS/IP Rev 00; dated 1 April 2015, described that the overproduction over the certificate projection should be responded by:

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

Product	Estimated volume: 12 Jan 2017 – 11 Jan 2018	Actual volume produced: 12 Jan 2017 – 31 Oct 2017	Remaining E- Trace	Remark
CSPO	41,927 MT	30,396 MT	11,521	CSPO: 250 (MB) and 11,271 (SG)
CSPK	11,530 MT	8,826MT	11,319	CSPK: all SG

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

Product	Certified Data from RSPO Certificate: 13 Jan 2016 – 12 Jan 2017	Certified Product: 12 Feb 2016 – 11 Jan 2017 (based on certificate)
CSPO	47,419 MT	37,732 MT
CSPK	13,374 MT	10,930 MT

**Status: Comply**

**D.5**

**Record keeping**

**D.5.1**

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

Based on the available document within the system, it reveals that the document consists of Sales Contract and Delivery Order, 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 and transportation process have been marked with ID Sertificate: MUTU-RSPO/012-16091349/RSPO SG.

The company shows report for SCCS three-monthly (July-September 2017):

- Total FFB though: (FFB Accept: 53,891 and FFB over time in June: 963 Kg)
- CPO balance June 2017 (PT BWL 1,020,065 Kg) and (PT RJP 12,346 Kg).
- CPO Production July 2017 (PT BWL: 2,923,914 Kg)
- CPO production in August 2017 (PT BWL: 3,268,564 Kg)
- CPO Production September 2017 (PT BWL: 3,284,733 Kg)
- Delivery CPO:

PT RJP (Certified ISCC: 9,043,170 Kg) and certified RSPO (624,670 Kg).	
	<b>Status: Comply</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>According to the SOP Supply Chain Produk RSPO Model Identity Preserved No SOP/RJP/SCCS/SG; Rev 04; 1<sup>st</sup> April 2015. The procedure of exclusive storing and transport from the non-certified materials are described. For example:</p> <p>6.1.1. FFB Receipt</p> <p>Origin or supplier for FFB received by mill could be classified into two categories (nucleus estate and scheme smallholder). All FFB suppliers are recorded and the latest status is maintained. The certified FFB supplier as sustainable raw material could be identified or noted with information that differentiate the certified supplier with the non-certified supplier. Therefore, it could be ensured that all the received FFB have been certified (RSPO). It was written on the formulir of FFB supplier data follow:</p> <p>a. Own Estate The received FFB from the supplier shall be checked for the origin based on the FFB covering letter signed by associated estate state. The FFB contains the origin of estate/division/block, destination, distance from division to POM, vehicle license plate, type of vehicle, amount of FFB, weight, data/time of FFB receipt and FFB covering letter No. there are 4 estate code No of the estate listed on the mill computerized system as FFB supplier.</p> <p>b. Scheme Smallholder The received FFB from the supplier shall be checked for the origin based on the FFB covering letter signed by scheme smallholder estate staff. The FFB covering letter contains name of smallholder group/cooperative unit, destination, distance from division to POM, vehicle license plate, type of vehicle, amount of FFB, weight, data/time of FFB receipt and FFB covering letter No. there are 4 estate code No of the estate listed on the mill computerized system as FFB supplier.</p> <p>The FFB transportation letter checking conducted by the security Officer including the checking of license plate paper and driving license of driver. If the procedure of raw material receipt is not in line with the applied standard on RSPO SCCS, the Head of Administration shall contact the associated supplier. The raw material shall not be unloaded until all documents for dispatch are in line with the applied RSPO SCCS standard.</p> <p>Furthermore, according to section 6.4.5, the storage tank and transport truck tank are labeled with IP to differentiate it with other product facility. The allocated truck shall be then registered to WB program.</p>	
	<b>Status: Comply</b>
<b>D.6.2</b>	
<b>The objective is for 100 % segregated material to be reached</b>	
<p>RRMM does not receive FFB from non-certified sources, according to the SOP Supply Chain product RSPO Model Identity Preserved No SOP/RJP/SCCS/IP; Rev 00; date 1 April 2015 section 6.4, described that the 100% target of segregated materials to be reached.</p> <p>Raw materials that has been received, shall enter the processing station. The FFB shall be processed based on the SOP of processing. In order to comply the IP Model RSPO supply chain requirements, the mill must ensure that 100% of the product are excluded to prevent contamination. The increase of supply chain model quality from MB to IP is can be done in condition that there is no physical stock at that time.</p>	



Delivery of CPO Certified ID No. MUTU-RSPO/010-17091094/RSPO SG volume: 25.120 Kg; Delivery order no. 2150/CPO/2150/17/T004 seal Number:

- 12444578 - 1244583 (yellow color)
- 1244586 - 1244589 (yellow color)
- 3312379 - 3312381 (pink color)

Delivery of PK Certified ID No. MUTU-RSPO/010-1711375 volume: 41.745 Kg; Delivery order no. 2150/KER/2150/17/L004 using Conveyor to Ramarama Kernel Crushing Plant.

**Status: Comply**

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

<b>1.</b>	<b>Evidence of permission or approval certificate and logo from Certification Body which submitted by Client</b>	<b>X or√</b>
ASA-1	PT Ramajaya Pramukti did not use certificate nor 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>
ASA-1	PT Ramajaya Pramukti did not use certificate nor logo.	√
	<b>Status: COMPLY</b>	
<b>3.</b>	<b>Implementation of Certificate and Logo is not used on product</b>	<b>X or√</b>
ASA-1	PT Ramajaya Pramukti did not use certificate nor logo.	√
	<b>Status: COMPLY</b>	
<b>4.</b>	<b>Controlling of Certificate and Logo, including withdrawing inappropriate logo.</b>	<b>X or√</b>
ASA-1	PT Ramajaya Pramukti did not use certificate nor logo.	
	<b>Status: COMPLY</b>	

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

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

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

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

MUTU Auditor has verified company partial certification and concludes that:

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

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

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

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



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

		<ul style="list-style-type: none"> <li>- PT Djuanda Sawit Lestari is an area is still in process for HGU Muara Kandis Estate (574.58 Ha)</li> <li>- PT Ivomas Tunggal there is an area is still in process for HGU Samsam Estate (29.09 Ha), Kandista Estate (158.46 Ha), Nenggala Estate (419.9 Ha), Sei Rokan Estate (102.7 Ha), Ujung Tanjung Estate (557.3 Ha)</li> <li>- PT Buana Wiralestari Mas there is an area is still in process for HGU Naga Mas Estate (253.39 Ha), Naga Sakti Estate (59.79 Ha), Kijang Mas Estate (56.07 Ha)</li> <li>- PT Ramajaya Pramukti there is an area is still in process for HGU Rama Rama Estate (318.76 Ha)</li> </ul>
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**3.5 Identification of Findings, Corrective Actions, Observations, Opportunity for Improvement and Noteworthy Positive Components.**

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

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

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

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

**3.5.3 Opportunity for Improvement**

No	Ref. Std.	Description
1.	System certification 2017 clause 4.5.3	Progress Time Bound Plan (TBP) Uncertified Management unit.
2.	System certification 2017 clause 4.5.4	Progress legal requirements Uncertified Management Unit.
3.	5.3	Improved field implementation of waste management of fertilizer.
4.	4.4.1	Improved water resources protection in accordance with IK / SMART / BCOS-EHSD / SADV / 004/001, regarding to the installation and monitoring of spray boundary <b>(OBSERVATION)</b> .
5.	4.6.7	Improved methods to minimize risks and negative impacts to pesticide applicators <b>(OBSERVATION)</b> .
6.	4.7.3	PPE Fulfillment pesticide applicators to protect workers against exposure to pesticides <b>(OBSERVATION)</b> .
7.	5.1.	Improvement plan on fuel bans policy to reduce negative environmental impact <b>(OBSERVATION)</b> .
8.	5.6	Improved effectiveness of the implementation of burning policies related to emissions mitigation <b>(OBSERVATION)</b> .
9.	6.5.2	Ensure effective employee time information.

**3.5.4 Noteworthy Positive Components**


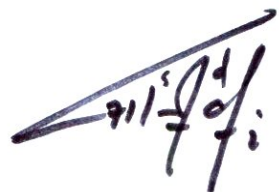
No	Description Deskripsi
1	The company's commitment in applying the principles of sustainable palm oil management.
2	Good teamwork.
3	Has obtained ISPO certificate.
4	The company has undertaken the development of plasma plantations to improve the people's welfare.
5	Has obtained ISCC certificate.

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

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p><b>Environmental Agency of Kampar District</b> <b>Date 31 October 2017</b></p> <ul style="list-style-type: none"> <li>- The Company already has Land Application and Temporary Storage for Hazardous and Toxic Waste Permit.</li> <li>- The Company has reported reports of Hazardous and Toxic Waste, Liquid Waste and management and monitoring plan Report regularly.</li> <li>- Fire reports are also routinely conducted by the company.</li> <li>- In general in environmental aspects, the company has complied with applicable regulations.</li> <li>- There is no environmental issue in the area of the company that goes to the environmental agency.</li> </ul>	<p>It has been accordance with indicator 2.1.1; criteria 5.3 and criteria 1.1.</p>
<p><b>Land Agency of Kampar District</b> <b>Date 24 October 2017</b></p> <ul style="list-style-type: none"> <li>- The company already has Cultivation Rights Title (HGU) and Building Rights Title (HGB).</li> <li>- There are reports of land disputes coming into the land agency of Kampar District from Sido Makmur Hamlet, Sukamulia Village over HGU no 149. The latest information obtained by the land agency that the issue has entered the domain of the Court.</li> </ul>	<p>It has been accordance with criteria 1.1 and 2.2.</p>
<p><b>Manpower and Industrial Agency of Kampar District</b> <b>Date 24 October 2017</b></p> <ul style="list-style-type: none"> <li>- The wages of all workers have been paid in accordance with the provisions of the government (regional minimum wage of Kampar District).</li> <li>- The company has provided housing facilities, facilities of worship, clean water, education and electricity for workers.</li> <li>- No issue of child labor and discrimination</li> <li>- Manpower and Industrial Agency already know what information data can be requested to the company. Information can be accessed by verbal means or by mail or email.</li> <li>- The Company already has collective labor agreement.</li> <li>- The company has labor union</li> <li>- The Company has reported to agency regarding the status of employees of PKWT (certain period employment contract) in the company. The agency also does not questioned about the absence of grace period for renewal in SPK PKWT as stipulated in Kepmenakertrans No 100 of 2004, provided that the company and the labor agree.</li> </ul>	<p>It has been accordance with indicator criteria 6.5.</p>
<p><b>Gender Committee Nagasakati Mill and Estate.</b></p> <p>The Gender Committee already has an activity program for the period of 2017, such as: Posyandu Activity, Checking of Kindergarten &amp; Daycare, Socialization of sexual harassment and visit to Elementary School.</p> <p>During the period 2016-2017 there has been no complaints related to sexual harassment. Reporting mechanisms reported through the board of the gender committee will then be submitted to the Manager estate or Mill.</p>	<p>The Company already has an organizational structure of the Gender Committee and mechanism in case of sexual violation. In addition, there have been policies regarding the protection of women's reproductive rights. The above is in accordance with Criterion 6.9.</p>



<p>In addition, employees get H1 &amp; H2 leave by reporting to the Clinic and being given a rest for H1 Leave. While for Leave H2 given a letter of leave 1 ½ months before and after childbirth.</p>	
<p><b>Local Contractor of FFB (CV Kurnia Jaya Mandiri).</b></p> <p>Local Contractor has Agreement with the company is still valid from January 1<sup>st</sup> - December 31<sup>st</sup>, 2017.</p> <p>Salary payments made every month through Giro and in accordance with the pricing. PPE is provided by Contractors such as helmets and shoes. Social insurance is registered by the Local Contractor.</p> <p>The Company has conducted training and socialization to local contractors such as OHS aspect, social &amp; environmental policy and hazardous waste management.</p> <p>Hazardous waste produced by local contractors is collected again and brought to the Office of Pekan Baru Office.</p>	<p>The Company has a good cooperation with the local Contractor and the payment of FFB has been made according to the contract price. This is in accordance with criterion 6.10.</p>
<p><b>Labor Union Nagamas Estate</b></p> <ul style="list-style-type: none"> <li>- The Company give workers the freedom to become union members.</li> <li>- The company has implemented regulations related to minimum wage in accordance with provincial sector minimum wage Riau in 2017 amounted to IDR 2,516,812,-.</li> <li>- There are no complaints related to employee discrimination, immorality, and the use of child labor.</li> <li>- The company absorbs local labor from the surrounding villages.</li> <li>- Appointment of contract workers done gradually, after expiration of the contract is usually directly appointed to permanent workers.</li> <li>- The minimum age of workers is 19 years.</li> </ul>	<p>The auditor has verified the indicators 5.4.2, 5.2.1, 5.3.1, 5.3.2, 2.1.4.</p> <p>The Company may show a circular related to the hiring program of daily workers and contract workers to permanent workers. The program is targeted to be completed by early 2018.</p>

4.0	<b>CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY</b>
4.1	<b>Formal Sign-off of Assessment Findings</b>
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p style="text-align: center;">Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>PT Ramajaya Pramukti Head of environmental Departement</p>  <p><b><u>ISMU ZULFIKAR</u></b> Friday, 10<sup>th</sup>November 2017</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><b><u>Marsudi Eko Santoso</u></b> Friday, 10<sup>th</sup>November 2017</p> </div> </div>

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

No.	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1.	Environmental Agency of Kampar District	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
2.	Land Agency of Kampar District	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
3.	Manpower and Industrial Agency of Kampar District	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
4.	Gender Committee Nagasakati Mill and Estate.	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
5.	Local Contractor of FFB (CV Kurnia Jaya Mandiri).	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
6.	Labor Union Nagamas Estate	Kampar District, Riau Province	-	Interview	31 October 2017	√	-
7.	Jikalahari	Pekanbaru	-	Email	19 October 2017	-	√
8.	WWF	Jakarta	-	Email	19 October 2017	-	√
9.	WALHI	Jakarta	-	Email	19 October 2017	-	√
10	3 harvesters	Rama Rama Estate	-	Interview	7 November 2017	√	-
11	2 spraying workers	Rama Rama Estate	-	Interview	7 November 2017	√	-
12	2 manuring workers	Rama Rama Estate	-	Interview	7 November 2017	√	-
13	4 mill workers	Rama Rama Mill	-	Interview	7 November 2017	√	-

**Appendix 2. Assessment Program**

DATE		30 October – 10 November 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
<b>Monday, 30 October 2017</b>			
06.00 – 08.00	06.00 – 08.00	<b>JAKARTA → PEKAN BARU</b>	
08.30 – 12.00	08.30 – 12.00	<b>PEKAN BARU → PT. BUANA WIRALESTARI MAS</b>	<b>ALL AUDITOR</b>
12.00 – 14.00	12.00 – 14.00	<b>BREAK</b>	
14.00 – 15.00	14.00 – 15.00	Opening meeting <ul style="list-style-type: none"> <li>Auditee Speech (Introduction of PIC, Profile of Certified Management Unit)</li> <li>Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)</li> </ul>	<b>ALL AUDITOR</b>  <b>ALL AUDITOR</b>
15.00 – 17.00	15.00 – 17.00	<ul style="list-style-type: none"> <li>Review of previous (Initial assessment) findings</li> <li>Verification of Basic Information Mill and Estate</li> <li>Confirmation of Time Bound Plan</li> </ul>	<b>ALL AUDITOR</b>
<b>Tuesday, 7 November 2017</b>			
08.00 – 12.00	08.00 – 12.00	Field observation to <b>AJYP</b> (Associated Smallholders): <b>Sibuak Jaya Cooperative</b> <ul style="list-style-type: none"> <li>Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</li> <li>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area)</li> <li>Implementation of Occupational Health &amp; Safety Aspect</li> <li>Implementation of Employment Procedure and Mechanism Aspect</li> <li>Implementation of Legal Aspect (Land Ownership, Legal Boundaries)</li> </ul>	<b>HSS</b>  <b>SMM/BPT</b>  <b>AAS</b>  <b>MES/YWR</b>
12.00 – 14.00	12.00 – 14.00	<b>Break</b>	<b>ALL AUDITOR</b>
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> <li>Continue Field Observation to AJYP and field observation clarification KUD Sibuak Jaya</li> <li>Verification of field visit and completing checklist</li> </ul>	<b>ALL AUDITOR</b>
<b>Wednesday, 8 November 2017</b>			
08.00 – 12.00	08.00 – 12.00	Field observation to <b>AJYP</b> (Associated Smallholders): <b>Mekar Jaya Cooperative</b> <ul style="list-style-type: none"> <li>Implementation of Agronomy Aspect (Harvesting &amp;</li> </ul>	

DATE		30 October – 10 November 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
		<p>Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</p> <ul style="list-style-type: none"> <li>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area)</li> <li>Implementation of Occupational Health &amp; Safety Aspect; Implementation of Employment Procedure and Mechanism Aspect</li> <li>Implementation of Legal Aspect (Land Ownership, Legal Boundaries)</li> </ul>	<p><b>HSS</b></p> <p><b>SMM/BPT</b></p> <p><b>AAS</b></p> <p><b>MES/YWR</b></p>
12.00 – 14.00	12.00 – 14.00	<b>Break</b>	<b>ALL AUDITOR</b>
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> <li>Continue Field Observation to AJYP and field observation clarification KUD Mekar Jaya</li> <li>Verification of field visit and completing checklist</li> </ul>	<b>ALL AUDITOR</b>
<b>Thursday, 9 November 2017</b>			
08.00 – 12.00	08.00 – 12.00	<p>Interview with Gender Committee, Worker's Union, Worker's Cooperative (if any), Local Contractor (for Mill and Estate), Third Party Supplier <b>PT. Ramajaya Pramukti.</b></p> <p>Field observation to <b>RRME</b>:</p> <ul style="list-style-type: none"> <li>Implementation of Agronomy Aspect (Harvesting &amp; Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</li> <li>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area)</li> <li>Implementation of Occupational Health &amp; Safety Aspect; Implementation of Employment Procedure and Mechanism Aspect; Observation of Workers Facilities (Housing, School, Worship Place)</li> <li>Implementation of Legal Aspect (Land Ownership, Legal Boundaries).</li> </ul>	<p><b>HSS</b></p> <p><b>SMM/BPT</b></p> <p><b>AAS</b></p> <p><b>MES/YWR</b></p>
12.00 – 14.00	12.00 – 14.00	<b>Break</b>	<b>ALL AUDITOR</b>
14.00 – 17.00	14.00 – 17.00	<p><b>Field observation to RRMM :</b></p> <ul style="list-style-type: none"> <li>Supply Chain verification</li> <li>FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO; Occupational Health &amp; Safety</li> </ul>	<p><b>MES/YWR</b></p> <p><b>HSS/AAS</b></p>



DATE		30 October – 10 November 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
		Aspect. <ul style="list-style-type: none"> <li>Occupational Health &amp; Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond)</li> </ul>	<b>SMM/BPP</b>
<b>Friday, 10 November 2017</b>			
08.00 – 09.00	08.00 – 09.00	Internal discussion by auditor team preparing for Closing Meeting	<b>ALL AUDITOR</b>
09.00 – 11.00	09.00 – 11.00	Closing meeting	
12.00 – 15.00	12.00 – 15.00	Estate → Pekanbaru	
16.35 - ....	16.35 - ....	Return flights Pekanbaru - Jakarta	