

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

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

Name of Management Organisation : **Leidong West Mill, PT Maskapai Perkebunan Leidong West Indonesia subsidiary of Golden Agri Resources Ltd**

Plantation Name : **PT Maskapai Perkebunan Leidong West Indonesia (Leidong West Selatan Estate and Leidong West Utara Estate)
PT Bumi Permai Lestari (Bukit Intan Estate and Bukit Mas Estate)**

Location : **Village of Terentang, Sub District of Kelapa, District of Bangka Barat, Province of Bangka Belitung, Indonesia**

Certificate Code : **MUTU-RSPO/041**

Date of Certificate Issue : **May, 16th 2014**

Date of License Issue : **May, 16th 2018**

Date of Certificate Expiry : **May, 15th 2019**

Date of License Expiry : **May, 15th 2019**

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-4	26 February to 02 March 2018	Yudwi Wisnu Rahmanto (Lead Auditor), Moh. Arif Yusni, Dwi Haryati, Hasiholan Sihombing	Octo H.P.N. Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-4	09 April 2018

TABLE OF CONTENT

FIGURE

Figure 1. Location Map of PT MP Leidong West Indonesia – PT Bumi Permai Lestari	1
Figure 2. Operational Map of PT MP Leidong West Indonesia – Leidong West Selatan Estate	2
Figure 3. Operational Map of PT MP Leidong West Indonesia – Leidong West Utara Estate	3
Figure 4. Operational Map of PT Bumi Permai Lestari – Bukit Intan Estate	4
Figure 5. Operational Map of PT Bumi Permai Lestari – Bukit Mas Estate	5
Glossary	6

1.0 SCOPE of the CERTIFICATION ASSESSMENT

1.1	Assessment Standard Used	8
1.2	Organisation Information	8
1.3	Type of Assessment	8
1.4	Location of Mill and Plantations	8
1.5	Description of Area Statement	9
1.6	Planting Year and Cycles	9
1.7	Description of Mill and Supply Base	10
1.8	Estimate Tonnage of Certified Product	10
1.9	Other Certifications	11
1.10	Time-Bound Plan	11

2.0 ASSESSMENT PROCESS

2.1	Assessment Team	18
2.2	Assessment Methodology, Assessment Process and Locations of Assessment	18
2.3	Stakeholder Consultation and Stakeholders Contacted	21
2.4	Determining Next Assessment	22

3.0 ASSESSMENT FINDINGS

3.1	Summary of Assessment Report of the RSPO Certification	23
3.2	Summary of Assessment Report of Supply Chain Requirement	47
3.3	Conformity Checklist of Certificate and Logo Use	61
3.4	Summary of RSPO Partial Certification	62
3.5	Identification of Findings, Corrective Actions, Observations, Opportunity for Improvement and Noteworthy Positive Components	63
3.6	Summary of Arising Issues from Public, Management and Auditor Responses	67

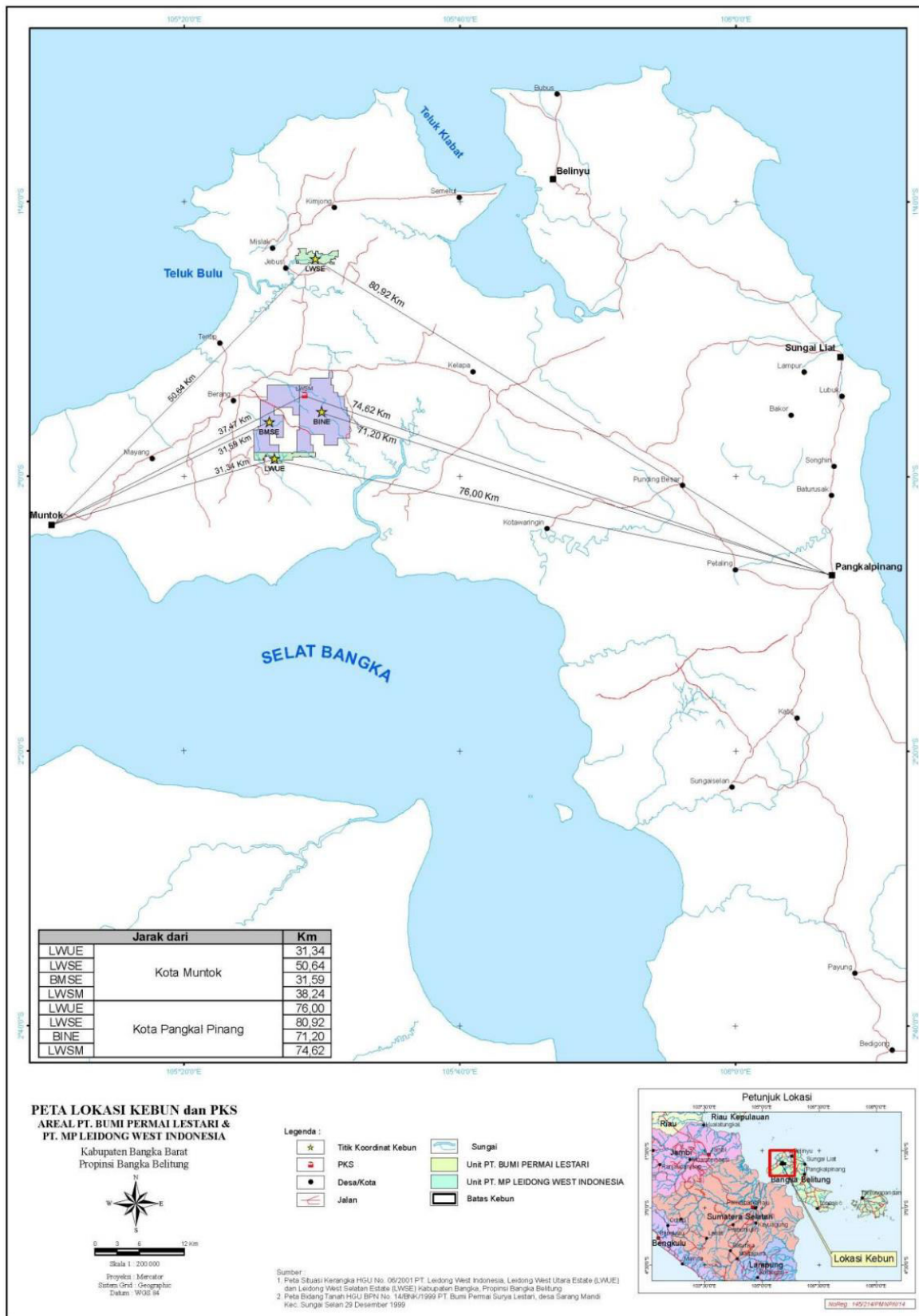
4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1	Formal Signing of Assessment Findings	72
-----	---------------------------------------	----

APPENDICES

1.	List of Stakeholders Contacted in the RSPO Certification Process	73
2.	Assessment Program	74

Figure 1 Location Map of PT Maskapai Perkebunan Leidong West Indonesia and PT Bumi Permai Lestari



PETA KEBUN KELAPA SAWIT
AREAL PT. LEIDONG WEST INDONESIA
LEIDONG WEST SELATAN ESTATE (LWSE)
 Kabupaten Bangka
 Propinsi Bangka Belitung

LEGENDA :

	Batas HGU		Batas Estate
	Batas Komplek		Emplacement
	Jalan		Enclave
	Sungai		Rawa
	Kuburan		Tanam 1996

Sumber :

1. Updating Final Mapping Leidong West Selatan Estate (LWSE) PT. Leidong West Indonesia, bulan Januari Tahun 2011, Kabupaten Bangka, Propinsi Bangka Belitung
2. Peta Dasar HGU No. 02/2004 PT. Leidong West Indonesia, Leidong West Utara Estate (LWUE) dan Leidong West Selatan Estate (LWSE) Kabupaten Bangka, Propinsi Bangka Belitung

Petunjuk Lokasi

Riau Kepulauan
 Jambi
 Sumatera Selatan
 Bengkulu
 Lampung
 Bangka Belitung
 Lokasi Kebun

Figure 3. Operational Map of PT Maskapai Perkebunan Leidong West Indonesia – Leidong West Utara Estate

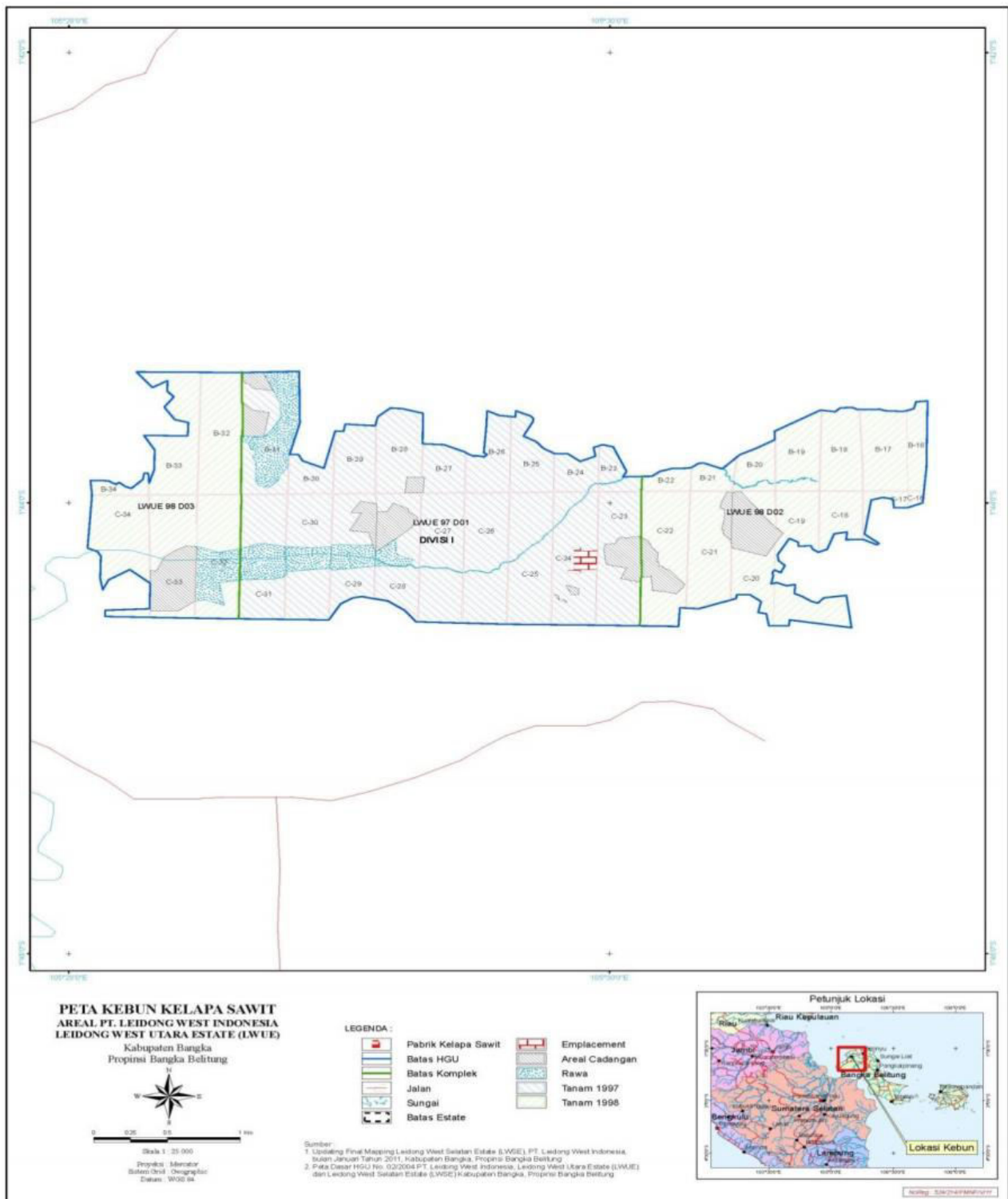


Figure 4. Operational Map of PT Bumi Permai Lestari – Bukit Intan Estate

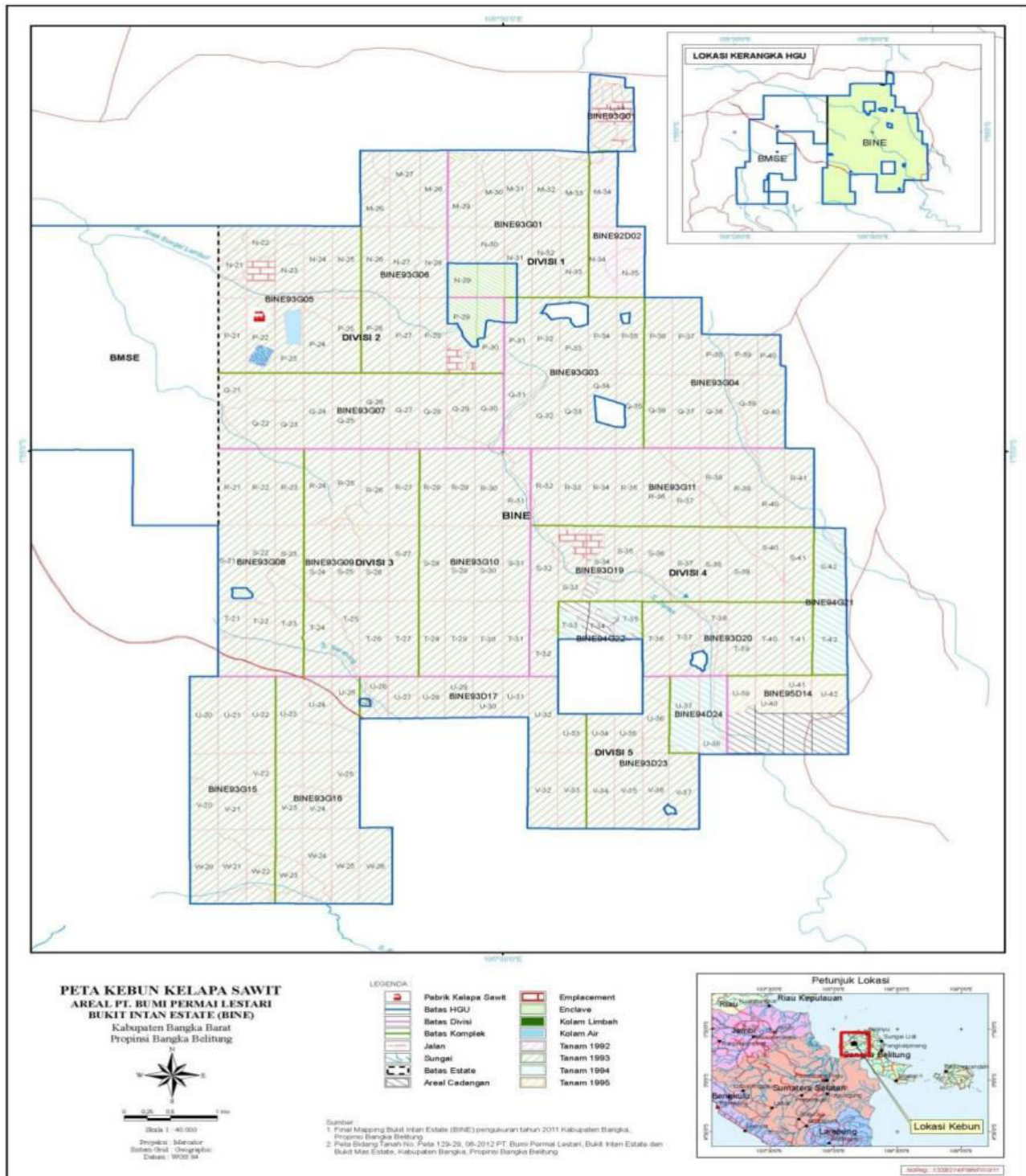
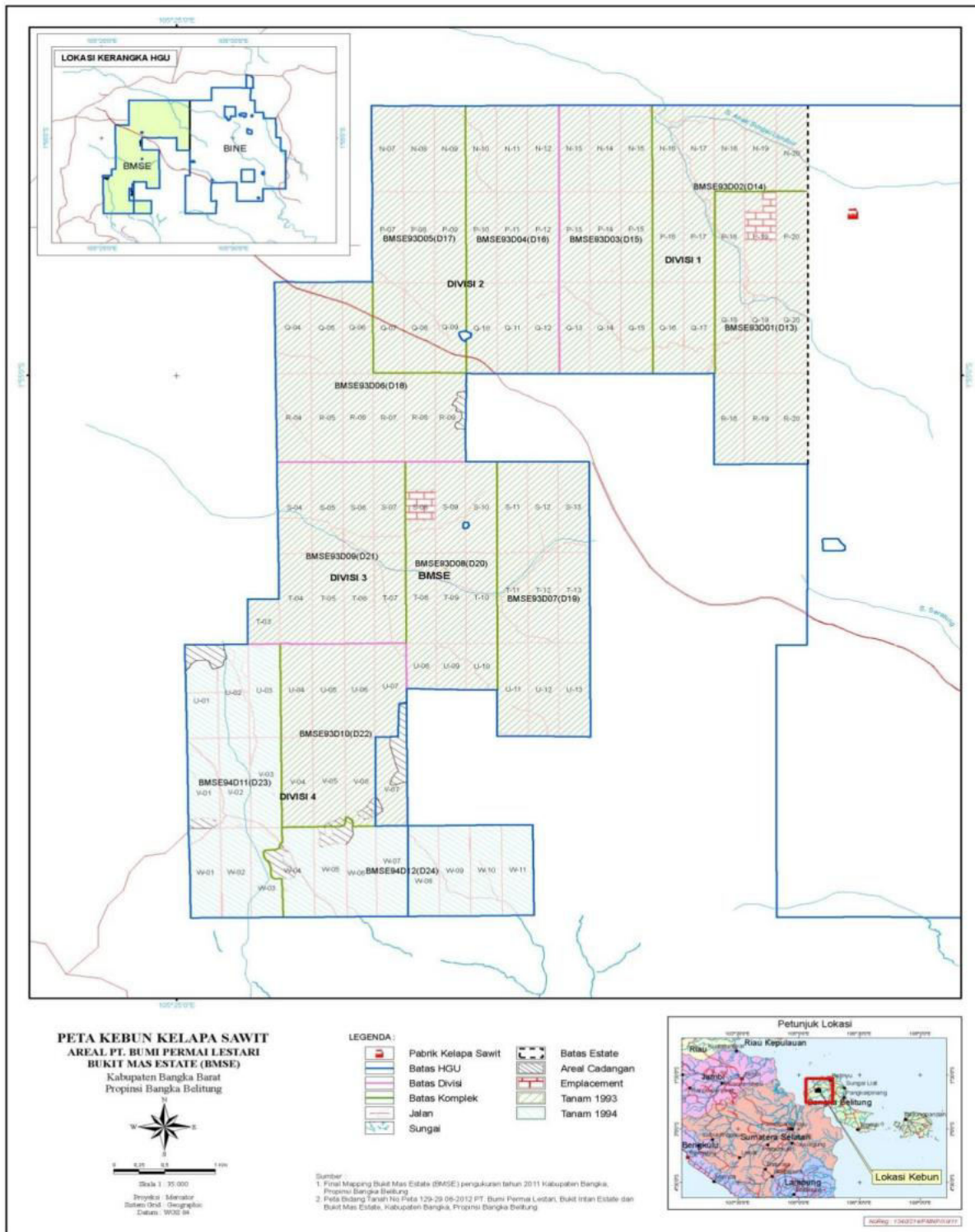


Figure 5. Operational Map of PT Bumi Permai Lestari – Bukit Mas Estate



Glossary

ASA	:	Annual Surveillance Assessment
BPJS	:	Badan Penyelenggara Jaminan Sosial
BMSE	:	Bukit Mas Estate
BINE	:	Bukit Intan Estate
BOD	:	Biochemical Oxygen Demand
BPL	:	Bumi Permai Lestari
CEO	:	Chief Executive Officer
CH	:	Certificate Holder
CLA		Collective Labour Agreements
CPO	:	Crude Palm Oil
CSPK		Certified Sustainable Palm Kernel
CSPO	:	Certified Sustainable Palm Oil
CSR	:	Corporate Sosial Responsibility
DPLH	:	Dokumen Pengelolaan Lingkungan Hidup / Environmental Management Document
EBS	:	Empty Bunch Spreader
EFB	:	Empty Fruit Bunch
EHS	:	Enviromental Health and Safety
EIA	:	Environmental Impact Assessment
FFB	:	Fresh Fruit Bunch
FPIC	:	Free Prior Inform and Consent
GAR		Golden Agri Resource
GHG	:	Green House Gas
GSEP	:	GAR Social and Environment Policy
HCV	:	High Conservation Value
HGU	:	Hak Guna Usaha (Land Use Title/Right)
HIRAC	:	Hazard Identification Risk Assestment and Control
IPM	:	Integrated Pest Management
ILO		International Labour Organization
ISCC	:	International Susainability and Carbon Certification
ISO	:	International Standard Organisation
ISPO	:	Indonesia Sustainable Palm Oil
IUCN	:	International Union for Conservation of Nature
IUP	:	Plantation Permit/Licenses
KAN	:	Indonesian Accreditation Body
KER	:	Kernel Extraction Rate
LA	:	Land Aplicatopn
LD	:	Lethal Dosage
LKUP	:	Laporan Kegiatan Usaha Perkebunan (Plantation Activity Report)
LWM	:	Leidong West Mill
LWUE	:	Leidong West Utara Estate
LWSE		Leidong West Selatan Estate
MCMD	:	Management Commite for Mill Development
MoU	:	Memorandum of Understanding

MSDS	:	Material Safety Data Sheet
MUTU	:	Mutuagung Lestari
NGO	:	Non Government Organisation
OER	:	Oil Extraction Rate
OFI		Oportunity for Improvement
OHS	:	Occupational Health and Safety
OSH		Occupational Safety and Health
OIA	:	Operational Internal Audit
PK	:	Palm Kernel
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PSM		Perkebunan Sinar Mas
PT BPL	:	PT Bumi Permai Lestari
PT MP LWI		PT Maskapai Perkebunan Leidong West Indonesia
PPE		Personal Protective Equipment
RC/PC	:	Regional Controller / ProductionController
RKL- RPL	:	Enviromental Management and Monitoring Report
RSPO	:	Roundtable Sustainable Palm Oil
SCCS	:	Supply Chain Certification System
SIA	:	Social Impact Assessment
SMARTRI		SMART Research Institute
SMD Ops	:	Senior Managing Directors Operation
SOP	:	Standart Operating Procedure
SPO	:	Sustainable Palm Oil
SSU	:	Soil Sampling Unit
UKL-UPL		Upaya Pengelolaan & Pemantauan Lingkungan Hidup / Environmental Management & Monitoring Effort
VPA		Vice President Agronomi
VPA /VPM	:	Vice President Agronomy / Vice President Manufacture
WHO	:	World Health Organization
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT				
1.1 Assessment Standard Used				
	<ul style="list-style-type: none"> <i>Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016)</i> <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014, Rev. June 2017 (Module D for CPO Mill)</i> 			
1.2 Organisation Information				
1.2.1	Organisation name listed in the certificate	PT Maskapai Perkebunan Leidong West Indonesia subsidiary of Golden Agri Resources Ltd		
1.2.2	Contact person	Ismu Zulfikar		
1.2.3	Organisation address and site address	RSPO registered company: 108 Pasir Panjang Road, #06-00 Golden Agri Plaza, Singapore 118535 Liaison Office: Sinar Mas Land Plaza, Tower II, 30th Floor Jl. MH Thamrin No. 51, Jakarta 10350, Indonesia		
1.2.4	Telephone	(+62-21) 5033 8899		
1.2.5	Fax	(+62-21) 5038 9999		
1.2.6	E-mail	ismu-zulfikar@smart-tbk.com		
1.2.7	Web page address	www.smart-tbk.com		
1.2.8	Management Representative who completed the application for certification	Ismu Zulfikar (Head of Environmental Departement)		
1.2.9	Registered as RSPO member	1-0096-11-000-00 – 31 March 2004		
1.3 Type of Assessment				
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base <ul style="list-style-type: none"> Leidong West Mill, Leidong West Selatan Estate, Leidong West Utara Estate, Bukit Intan Estate and Bukit Mas Estate 		
1.3.2	Type of certificate	Single		
1.4 Locations of Mill and Plantation				
1.4.1	Location of Mill			
	Name of Mill	Location	Coordinate	
			Latitude	Longitude
	Leidong West Mill	Village of Terentang, Sub District of Kelapa, Bangka Barat Regency, Province of Bangka Belitung	S 01° 54' 05"	E 105° 28' 35"
1.4.2	Location of Certification Scope of Supply Base			
	Name of Supply Base	Location	Coordinate	
			Latitude	Longitude
	Leidong West Selatan Estate (LWUE)	Village of Berang, Sub District of Simpang Teritip; District of Bangka	S 01° 58' 24"	E 105° 26' 59"

	Barat, Province of Bangka Belitung		
Leidong West Utara Estate (LWSE)	Village of Mislak, Tumbak Petar, Jebus and Ranggi Asam; Sub District of Jebus; District of Bangka Barat, Province of Bangka Belitung	S 01° 44' 17"	E 105° 29' 53"
Bukit Intan Estate (BINE) – PT Bumipermai Lestari	Village of Terentang and Kacung, Sub District of Kelapa; District of Bangka Barat, Province of Bangka Belitung	S 01° 52' 33"	E 105° 30' 35"
Bukit Mas Estate (BMSE) - PT Bumipermai Lestari	Villages of Ibul; Sub District of Kelapa; District of Bangka Barat, Province of Bangka Belitung	S 01° 54' 03"	E 105° 28' 05"

1.5 Description of Area Statement

1.5.1	Tenure					
	• State	9,623.37 Ha				
	• Community	- Ha				
1.5.2	Area Statement					
		LWUE (Ha)	LWSE (Ha)	BINE (Ha)	BMSE (Ha)	Total (Ha)
	• Total area	746.52	642.73	5,050.61	3,183.51	9,623.37
	• Mature area	661.63	627.12	4,656.87	3,016.77	8,962.39
	• Immature area	-	-	-	-	-
	• Mill / Office / Worker Housing / Premise	2.92	4.52	49.71*	21.72	78.87
	• Road	24.58	11.09	239.25	124.14	399.06
	• Trenches / Lowland	37.82	-	15.78	-	53.60
	• Land Occupied	19.57	-	-	-	19.57
	• Reserve Area	-	-	89.00	20.88	109.88
	• HCV	71.15	30.84	166.79	42.53	311.31**
	* Leidong West Mill is located at BINE land use title					
	** HCV area are included within planted area.					

1.6 Planting Year and Cycles

1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		LWUE	LWSE	BINE	BMSE	Total
	1992	-	-	85.28	-	85.28
	1993	-	-	4,354.02	2,534.01	6,888.03
	1994	-	-	156.68	482.76	639.44
	1995	-	-	60.89	-	60.89
	1996	-	627.12	-	-	627.12
	1997	341.45	-	-	-	341.45
1998	320.18	-	-	-	320.18	

	TOTAL	661.63	627.12	4,656.87	3,016.77	8,962.39
1.6.2	New Planting area after January 2010			- Ha		
1.6.3	Planting Cycle			1 st Cycle		
1.7	Description of Mill and Supply Base					
1.7.1	Description of Mill					
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel
				Out put (ton)	Extraction (%)	Out put (ton)
						Extraction (%)
	Leidong West	60	235,085.88	48,830.43	20.77	14,463.55
						6.15
	*Production data source from February 2017 to January 2018					
1.7.2	Description of Certification Scope of Supply Base					
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill
						FFB (tonnes/year)
						%
	Leidong West Utara Estate (LWUE)	746.52	661.63	15,116.19	22.85	15,116.19
						100
	Leidong West Selatan Estate (LWSE)	642.73	627.12	15,466.82	24.66	15,466.82
						100
	Bukit Intan Estate (BINE) – PT Bumipermai Lestari	5,050.61	4,656.87	93,801.98	20.14	93,801.98
						100
	Bukit Mas Estate (BMSE) - PT Bumipermai Lestari	3,183.51	3,016.77	72,066.79	23.89	72,066.79
						100
	TOTAL	9,623.37	8,962.39	196,451.78	21.92	196,451.78
						100
	*Production data source from February 2017 to January 2018					
1.7.3	FFB description from other source					
	Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	Number of smallholders	Production Area (Ha)	Supplied to Mill	
					FFB (tonnes/year)	
	Bukit Permata Estate (Certified)	PT Bumipermai Lestari	-	1,973.45	35,744.90	
	Bukit Perak Estate (Certified)	PT Bumipermai Lestari	-	4,111.50	2,889.20	
	TOTAL				38,634.10	
	*Production data source from February 2017 to January 2018					
1.7.4	Product categories			FFB, CPO, PK		
1.8	Tonnage of Product					
1.8.1	Past Annual Claim Certified Product		Previous Certificate Claim 16 May 2017 to 15 May 2018 (tonnes/year)		Actual certified product 16 May 2017 to 24 February 2018 (tonnes/year)	
	• FFB Production		208,564		149,848.47	
	• CPO Production		44,841		37,540.30	
	• Palm Kernel (PK) Production		12,514		11,557.90	

1.8.2	Product Selling							
	Tonnage of selling product			Actual selling product period 16 May 2017 to 24 February 2018				
	• CSPO sold as RSPO certified product			36,854.32 MT				
	• CSPK sold as RSPO certified product			10,921.18 MT				
	• CSPO sold under other scheme			- MT				
	• CSPK sold under other scheme			- MT				
	• CSPO sold as conventional			- MT				
	• CSPK sold as conventional			- MT				
1.8.3	Estimate of Certified FFB Claim							
	Name of Estate(s)		Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Leidong West Selatan Estate (LWUE)		746.52	661.63	17,384	26.27		
	Leidong West Utara Estate (LWSE)		642.73	627.12	17,787	28.36		
	Bukit Intan Estate (BINE) – PT Bumipermi Lestari		5,050.61	4,656.87	107,872	23.16		
	Bukit Mas Estate (BMSE) - PT Bumipermi Lestari		3,183.51	3,016.77	82,877	27.47		
	TOTAL		9,623.37	8,962.39	225,920	25.21		
<i>*Projected FFB production for 16 May 2018 to 15 May 2019</i>								
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)	
	Leidong West	60	225,920	49,702	22.00	13,555	6.00	IP
<i>*Projected CSPO and CSPK production for 16 May 2018 to 15 May 2019</i>								
1.9	Other Certifications							
	ISO 9001:2008		-					
	ISO 14001: 2004		-					
	OHSAS 18001:2007		-					
	ISCC		ISCC EU assessment by GutCert No. EU-ISCC-Cert-DE104-07781527 valid from 14 August 2017 until 13 August 2018					
	ISPO		ISPO certificate by Mutuagung Lestari No. MUTU-ISPO/049 valid from 5 February 2016 until 4 February 2021					
1.10	Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status		
	Mill	Time Bound Plan						
	Pangkalan Panji (PT Sawit Mas)		2013	Sawit Mas Estate	2013	South Sumatera	Certified	

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

		Delima Estate (PT Kencana Graha Permai)	2018	West Kalimantan	-
		Gaharu Estate (PT Bangun Nusa Mandiri)	2019	West Kalimantan	-
		Smallholder (Gaharu Plasma)	2019	West Kalimantan	-
		Smallholder (Kencana Plasma)	2019	West Kalimantan	-
		Smallholder (Kenanga Plasma)	2019	West Kalimantan	-
Perdana Mill (PT Binasawit Abadi Pratama)	2020	Perdana Estate	2020	Central Kalimantan	ST-1
		Lenggana Estate	2020	Central Kalimantan	ST-1
		Semandau Estate	2020	Central Kalimantan	ST-1
		Muara Dua Estate	2020	Central Kalimantan	ST-1
Kuayan Mill (PT Agrokarya Prima Lestari)	2020	Mentaya Estate	2020	Central Kalimantan	ST-1
		Kuayan Estate	2020	Central Kalimantan	ST-1
		Bukit Santuhai Estate	2020	Central Kalimantan	ST-1
		Tajur Beras Estate	2020	Central Kalimantan	ST-1
		Serantau 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
		Kerangi Estate (PT Bangun Nusa Mandiri)	2019	West Kalimantan	ST-1
		Muara Tawang Estate (PT Kartika Prima Cipta)	2019	West Kalimantan	ST-1
		Kapuas Hulu Estate (PT Persada Graha Mandiri)	2018	West Kalimantan	ST-1
		Sungai Beran Estate (PT Persada Graha Mandiri)	2018	West Kalimantan	ST-1
		Smallholder (Belian KKPA)	2020	West Kalimantan	-
		Smallholder (Tengkawang KKPA)	2020	West Kalimantan	-
		Smallholder (Kenari Plasma)	2019	West Kalimantan	-
		Smallholders (Kapuas Hulu KKPA)	2020	West Kalimantan	-
		Kenanga Estate (PT Cahaya Nusa Gemilang)	2018	West Kalimantan	-
Sungai Kupang Mill	2016	Sungai Kupang Estate	2019	South Kalimantan	ST-2

(PT Sinar Kencana Inti Perkasa)					May 2015
		Sungai Kupang KKPA	2019	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* PT Agro Lestari Sentosa	2020	Balasang Estate	2020	Central Kalimantan	-
		Jalemo Estate	2020	Central Kalimantan	-
Sako Mill* (PT Adi Tunggal Mahajaya)	2020	Sulin Plasma	2020	Central Kalimantan	-
		Sapiri Plasma	2020	Central Kalimantan	-
		Sako Plasma	2020	Central Kalimantan	-
Padang Halaban Mill (PT SMART Tbk)	2011	Padang Halaban Estate	2011	North Sumatera	Certified
		Penantian Estate	2011	North Sumatera	Certified
		Adipati Estate	2011	North Sumatera	Certified
		Kanopan Ulu Estate	2011	North Sumatera	Certified
Batu Ampar Mill (PT SMART Tbk)	2012	Batu Ampar Estate	2012	South Kalimantan	Certified
		Batu Mulia Estate	2012	South Kalimantan	Certified
		Sungai Panci Estate	2012	South Kalimantan	Certified
		Sungai Panci KKPA	2012	South Kalimantan	Certified
Tanah Laut Mill (PT SMART Tbk)	2012	Tanah Laut Estate	2012	South Kalimantan	Certified
		Kinta Pura Estate	2012	South Kalimantan	Certified
Langga Payung Mill (PT Tapan Nadenggan)	2012	Langga Payung Estate	2012	North Sumatera	Certified
		Paya Baung Estate	2012	North Sumatera	Certified
		Normark Estate	2012	North Sumatera	Certified
Hanau Mill (PT Tapan 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 Tampilan 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 Tampilan Nadenggan)	2015	Pantun Mas Estate	2015	East Kalimantan	Certified
		Pantun Mas KKPA	2018	East Kalimantan	-
		Jak Luay Estate	2015	East Kalimantan	Certified
		Jak Luay KKPA	2018	East Kalimantan	-
		Long Buluh Estate	2015	East Kalimantan	Certified
		Bukit Subur Estate	2015	East Kalimantan	Certified
		Bukit Subur KKPA	2018	East Kalimantan	-
Leidong West Mill (PT MP Leidong West Indonesia)	2014	Leidong West Utara Estate	2014	Bangka Belitung	Certified
		Leidong West Selatan Estate	2014	Bangka Belitung	Certified
Muara Wahau Mill (PT Kresna Duta Agroindo)	2014	Muara Wahau Estate	2014	East Kalimantan	Certified
		Gunung Kombeng	2014	East Kalimantan	Certified
Gunung Kombeng Mill (PT Kresna Duta Agroindo)	2019	Gunung Kombeng KKPA	2019	East Kalimantan	-
Rantau Panjang (PT Kresna Duta Agroindo)	2020	Rantau Panjang Estate	2020	East Kalimantan	-
		Rantau Panjang KKPA	2020	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	-
Pelakar Mill (PT Kresna Duta Agroindo)	2017	Pelakar Estate	2019	Jambi	ST-1
		Tiga Serumpun KKPA	2019	Jambi	-
		Batang Merangin Estate	2019	Jambi	ST-1
		Batang Tembesi Estate	2019	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 (PT Ivomas Tunggal)	2009	Libo Estate	2009	Siak-Riau	Certified
		Nenggala Estate	2009	Siak-Riau	Certified
		Nenggala Estate (HGU on progress 419.9 Ha)	2020	Siak-Riau	-
		Sei Rokan Estate	2009	Siak-Riau	Certified
		Sei Rokan Estate (HGU on progress – 102.7 Ha)	2020	Siak-Riau	-
Ujung Tanjung (PT Ivomas Tunggal)	2009	Ujung Tanjung Estate	2009	Siak-Riau	Certified
		Ujung Tanjung Estate (HGU on progress – 557.3 Ha)	2020	Siak-Riau	-
Naga Sakti Mill (PT Buana Wiralestari Mas)	2010	Naga Mas Estate	2010	Kampar-Riau	Certified
		Naga Mas Estate (HGU on process – 253.39 Ha)	2020	Kampar-Riau	-
		Naga Sakti Estate	2010	Kampar-Riau	Certified
		Naga Sakti Estate (HGU on process – 59.79 Ha)	2020	Kampar-Riau	-
		Rama Bakti Estate	2010	Kampar-Riau	Certified
Kijang Mill (PT Buana Wiralestari Mas)	2010	Kijang Mas Estate	2010	Kampar-Riau	Certified
		Kijang Mas Estate (HGU on process – 56.07 Ha)	2020	Kampar-Riau	-
		Kijang Kencana Plasma	2010	Kampar-Riau	Certified
Ramarama Mill (PT Ramajaya Pramukti)	2010	Ramarama Estate	2010	Kampar-Riau	Certified
		Ramarama Estate (HGU on process – 318.76 Ha)	2020	Kampar-Riau	-
		Amartajaya Plasma	2010	Kampar-Riau	Certified
Indra Sakti Mill (PT Meganusa Inti Sawit)	2011	Indra Lestari Estate	2011	Indragiri-Riau	Certified
		Indra Sakti Estate	2011	Indragiri-Riau	Certified
		Indragiri Plasma	2011	Indragiri-Riau	Certified
		Indrasakti Plasma	2011	Indragiri-Riau	Certified
Bumipalma Mill (PT Bumipalma Lestari Persada)	2012	Bumi Lestari Estate	2012	Indragiri-Riau	Certified
		Bumi Palma Estate	2012	Indragiri-Riau	Certified
		Bumi Sentosa Estate	2012	Indragiri-Riau	Certified
Sawita Mill (PT Sawitakarya Manunggal)	2018	Sawita Estate	2018	South Kalimantan	ST-1

*)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.

2. Several associate smallholders (plasma) which refuses to follow the RSPO certification, but the management unit is still communicating with the plasma for the implementation of RSPO certification.
3. Sawita Mill had conducted pre assessment RSPO on 2015 and Another entire Management Unit under PT Ivo Mas Tunggal has been RSPO certified.
4. Rantau Panjang Mill and Estate Unit (Rantau Panjang Estate & Rantau Panjang KKPA) are still in the process of HCV Remediation and Compensation Plan (RaCP) related to land clearing above November 2005 without HCV Identifications. In accordance to RSPO requirements, if RaCP proposal not yet approved by RSPO Secretariat. Thus certification target will be postponed year of 2020.
5. Kilis KKPA as FFB Supplier to Sungai Bengkal Mill are still in the process of HCV Remediation and Compensation Plan (RaCP) related to land clearing above November 2005 without HCV Identifications. In accordance to RSPO requirements, if RaCP proposal not yet approved by RSPO Secretariat. Thus certification target will be postponed year of 2019
6. PT Kresna Duta Agro (Pelakar Estate, Batang Merangin Estate and Batang Tembesi Estate) was stage -1 audit in 2017. There are problem related to zero liability report to RSPO, was no response by RSPO secretariat. The main assessment postpone to 2019.
7. When the stage -1 conducted on May 2015, there are boundary stones issues in PT Sinar Kencana Inti Perkasa (South Kalimantan). Reconstruction of boundary stones will be finished end of this year, the certification target postpone to 2019.

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.

1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard
	The company did not have cooperative with scheme smallholder/outgrowers

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-4	<p>1. Yudwi Wisnu Rahmanto (Lead Auditor). Indonesian citizen graduated as Bachelor of Forestry with major study on Silviculture background in 2006. Previous working experiences i.a: Agronomy Assisstant in one of plantation company for 8 months and pharmacy business for 6 months afterwards. In 2010 began work as auditor in one of international certification body and became as RSPO Lead Auditor in 2013. Several training and audit activities for other certification schemes that have been involved including Organic Standard scheme (JAS, USDA-NOP, EU); Sustainability Coffee (C.A.F.E Practices - Starbucks); Sustainability of Forest Management (FSC-FM/CoC, CW); Sustainability of Oil Palm Plantations (RSPO, ISPO). A preferred aspects during auditing in sustainable certification schemes i.e: Land Tenure, HCV/Conservation, Social Community and Supply Chain. Having communication ability in local language (Javanese, Sundanese), Bahasa Indonesia, Malay and English (moderate fluent). During this audit, he verify Legality, Land Dispute, and SCCS.</p> <p>2. Moh. Arif Yusni (Auditor). Indonesian citizen, bachelor of Agriculture, majoring of Plant Pest and Diseases (Plant Protection) Faculty of Agriculture. He has a working experience for 2 (two) years since 2010 as Operational staff in oil palm Plantation Company in Indonesia. Trainings attended namely: Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course. Now he worked at Professional Certification Body. He has been several times following audit related to sustainable palm oil certification system as an observer and auditor. Training attended: ISO 19011, ISO 9001; ISPO 14001, RSPO Lead Auditor, ISPO Lead Auditor, OHS Expert, OHS Auditor based on National Government No 50 year of 2012. Since 2012 has been following many audit as auditor for ISPO and RSPO Scheme for several aspect, such as Best Management Practices, Best Manufactures Practices, land Legality, Worker Welfare, OHS, Social, Environment, conservation, Integrated pest management, transparency, long term economic aspect and Supply chain for palm oil mill. During this audit, he verify Best Management Practices for mill and estate, transparency, long term economic plan and social aspect.</p> <p>3. Dwi Haryati (Auditor). Indonesian citizens. Bachelor of Agriculture Department of Agriculture – Program study : Agronomy. Has experience on Palm Oil Plantation as Sustainability staff. Training have been followed : RSPO Lead Auditor Training, Training Auditor ISPO, Quality Management ISO 9001-2008, ISO 14001 Environmental Management, ISO 17021 & 17065, HCV, General Health Safety Expert, Health Safety Management System, Workshop GHG by the ISPO Commission, IHT Palm Oil Mill Processing, Awareness RSPO, IHT Best Practice in Peat Management, Mapping Potential and Conflict Resolution in Production Forest. RSPO audit experience since March 2015 and ISPO since May 2014. Aspects to be audited: best management practices, Occupational Health and Safety (K3), Social Worker. During this audit, she verify occupational health & safety and social workers.</p> <p>4. Hasiholan Sihombing (Auditor Trainee). Indonesian citizen. Bachelor of Agriculture Majoring in Agronomy, Agriculture Faculty. He has working experienced for 7 (seven) years since 2009 as an Operational Staff in an Oil Palm Plantation Company in Indonesia. The training he has followed namely: Auditor ISPO training, RSPO Awareness in House Training, Quality Management Systems training (ISO 9001:2015), Environmental Management Systems training (ISO 14001:2015), OHS General Expert training, OHSAS 18001:2007 training and ISO 17021 & 17065 training. During this audit, he assigned to verify Environmental Management and Conservation Aspect.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-4	<p>Number of auditors : 4 auditor</p> <p>Number of days for S-4 at site : 5 days</p> <p>Number of working days for S-4 at site : 20 Working days</p>
2.2.2	Assessment Process

ASA-4	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by PT Maskapai Perkebunan Leidong West Indonesia and PT Bumi Perma Lestari to the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016) and <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module D / E for CPO Mill)</i>.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) 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-4 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (Recertification).</p> <p>Improvement of findings from main assesment findings were observed by auditors at this ASA-4 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-4</p> <p>The assessment programs please find Appendix 2.</p>
2.2.3	Locations of Assessment
ASA-4	<p>Number of unit in this certification activity is 1 Mill and 4 Estates. 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. Based on this formula, the auditor team determined that the sampling locations are one palm oil mill (Leidong West Mill) and three estates (Leidong West Selatan Estate, Leidong West Utara Estate & Bukit Intan Estate).</p> <p>Leidong West Mill (LWSM)</p> <ol style="list-style-type: none"> 1. Waste Water Treatment Plant. Observing the condition of the facility, how it is managed, the understanding of the PIC regarding his/her duty, the operational of the WWTP equipment, the monitoring system and the recording and communication to other related division in this case is the laboratory division and land application. 2. Empty Bunch Area (EBA). Observation Empty Bunch Area condition. 3. Water Treatment Plant. Observation water management for processing CPO. 4. Hazardous waste storage: Observing the condition of the storage, the recording mechanism, the understanding of the personnel in charge on his duty and how the hazardous waste is kept, categorized and grouped. 5. Workshop. Observation and interviews with employees related to management of hazardous waste and hazardous material, provision of ppe, training, emergency response facilities. 6. Chemical Warehouse. Field observations related to condition in the chemical warehouses and management of hazardous and toxic materials. 7. Mill Security. Observation and interview with key personnel related to implementation of Supply Chain Requirement 8. Grading Station. Observation and interview with key personnel related to implementation of FFB grading system. 9. All processing station (Sterilizer, Hoisting Crane, Thresher, Pressing, Digester, Clarifier). Observation on FFB processing. 10. Boiler Station. Observation of renewable fuel using Fibers and shell, and interview of OHS implementation with key personnel. 11. Workshop. Observation on maintenance activities and interview with foreman related understanding of working procedure. 12. Weighbridge station, SAP system, Production Clerk. Observation on SCCS implementation, knowledge of supply chain procedure, inputing Mass Balance report. <p>Leidong West Utara Estate (LWIUE)</p> <ol style="list-style-type: none"> 1. Enclave and Swamp Forest, Block B31 Division 1. Observation Enclave and HCV area. 2. Cemetery Area, Block C26 Division 1. Observation cemetery area as HCV 6.

3. **Riparian Betung River, Block C17/18 Division 1.** Riparian observation regarding spray boundary markers and signs Border River.
4. **Enclave Area, Block C20 Division 1.** Observation Enclave Area.
5. **Boundary Pole BPN No. 60, 61, and 70, Block C20.** Observation of availability and maintainability of legal boundaries.
6. **Fire Extinguishers Warehouse.** Observation on the availability and condition of fire extinguishers and preparedness of fire-fighting team
7. **Chemical Warehouse.** Field observations related to condition in the chemical warehouses and management of hazardous and toxic materials.
8. **Warehouse Satellite Hazardous Waste.** Observation storage and waste management activities hazardous waste like oil, cotton waste scrap, filter scrap, used lamp.
9. **Fertilizer Warehouse.** Observations relating to the implementation of storage fertilizer material, MSDS, Health safety and labor management.
10. **PPE Warehouse of Spraying team and mixing area.** Observation the conditions PPE of warehouse and PPE handling.
11. **Genset room.** Observation and interview with the worker related to implementation of OHS, understanding of safe working, administration of fossil fuels use.
12. **Employees Housing LWUE.** Observation of employee housing facilities, water facilities, places of worship, and sports facilities provided by the company.
13. **Daycare.** Observation and interview on first aid kit, worker wages, mechanism of complaint, workers welfare, and medical insurance.
14. **FFB Harvesting, C18.** Observation on harvesting, FFB transport, OHS, and welfare aspect.
15. **Manual Wedding, C24.** Observation on Manual Wedding, OHS, and welfare aspect.
16. **Integrated Pest Management C18** , Observation on pest and disease control
17. **Beneficial Plant, Block C24.** Observasi on integrated pest management by planting *Turnera subulata* dan *Antigonon leptopus*.
18. **Block B31 Div. 1 and Block C20 Div.1.** Observation on land occupation status and conditions.
19. **BPN 60, 61, 62 Block C19 Div.1.** Observation on land demarcation, particularly on plantation borders

Leidong West Selatan Estate (LWSE)

1. **Forest, Block X21.** Observation of HCV management in the form of sacred area which called as Bukit Asam.
2. **Cemetery Area, Block X19.** Observation cemetery area as HCV 6.
3. **Riparian Pelur River, Block Y17.** Riparian observation regarding spray boundary markers and signs Border River.
4. **Boundary Pole BPN No. 27, 28, and 31, Block X10.** Observation of availability and maintainability of legal boundaries.
5. **Hazardous Waste Temporary Warehouse.** Observation related to hazardous waste management, record of hazardous waste, the condition of buildings and supporting facilities.
6. **Warehouse complex (Agrochemical storage, Fuel and Lubricant Storage, Fertilizer Storage, Workshop).** Observation and interview related to wages, training, PPE, work accident, and complaint mechanism.
7. **PPE Warehouse of Spraying team and mixing area.** Observation the conditions PPE of warehouse and PPE handling.
8. **Daycare.** Observation and interview on first aid kit, worker wages, mechanism of complaint, workers welfare, and medical insurance.
9. **Worker Housing.** Observation of employee facilities, management of domestic waste, emergency response facilities, provision of clean water.
10. **Landfill Area. Blok X-24/25.** Observation landfill and management domestic waste.
11. **FFB Harvesting, X06.** Observation on harvesting, FFB transport, OHS, and welfare aspect.
12. **Circle and path spraying. Block X18.** Observation on spraying activity, OHS, and welfare aspect.
13. **Integrated Pest Management X06** , Observation on pest and disease control
14. **BPN 28 and 31 Block X-10 Div. 1.** Observation on land demarcation, particularly on plantation borders

Bukit Intan Estate (BINE)

1. **Cemetery Area Block U26.** Observation cemetery area as HCV 6.
2. **Riparian Duren River, Block U38.** Riparian observation regarding spray boundary markers and signs Border River.
3. **Riparian Seralung River, Block U25.** Riparian observation regarding spray boundary markers and signs Border River.
4. **Boundary Pole BPN No. 217 and 218, Block U38.** Observation of availability and maintainability of legal boundaries.
5. **Boundary Pole BPN No. 227, Block U26.** Observation of availability and maintainability of legal boundaries.
6. **Land Application (LA), Block Q25.** Observation on the effluent application area, technical of waste drainage and monitoring the environmental impact.
7. **Forest, Block N29.** Observation of HCV management in the form of sacred area which called as Bukit Selam.
8. **Warehouse complex (Agrochemical storage, Fuel and Lubricant Storage, Fertilizer Storage, Workshop).** Observation and interview related to wages, training, PPE, work accident, and complaint mechanism.
9. **Warehouse Satellite Hazardous Waste.** Observation storage and waste management activities hazardous waste TKME like oil, cotton waste scrap, filter scrap, used lamp.
10. **PPE Warehouse of Spraying team and mixing area.** Observation the conditions PPE of warehouse and PPE handling.
11. **Genset room.** Observation and interview with the worker related to implementation of OHS, understanding of safe working, administration of fossil fuels use.
12. **Daycare.** Observation and interview on first aid kit, worker wages, mechanism of complaint, workers welfare, and medical insurance.
13. **Worker Housing division II BINE.** Observation of employee facilities, management of domestic waste, emergency response facilities, provision of clean water.
14. **Clinic.** Observation on first aid mechanism, medical waste management and work accident record monitoring
15. **FFB Harvesting, N26.** Observation on harvesting, FFB transport, OHS, and welfare aspect.
16. **Circle and path spraying. Block N24.** Observation on spraying activity, OHS, and welfare aspect.
17. **BPN 217, 218 Block U37-38 Div. 5; BPN 227 Block U25-26 Div. 5.** Observation on land demarcation, particularly on plantation borders

Stakeholders

1. The Village and Community Leaders in Village of Pangkal Beras, Mislak and Jebus
2. Labour Union of PT MP LWI & PT BPL
3. Gender Committee of Bukit Intan Estate
4. Livestock, Fisheries and Agriculture Agency of Bangka Barat Regency
5. Labour and Transmigration Agency of Bangka Barat Regency
6. Environmental Agency of Bangka Barat Regency

2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-4	<p>The public consultation with stakeholders to PT Maskapai Perkebunan Leidong West Indonesia and PT Bumi Permai Lestari done through:</p> <ul style="list-style-type: none"> • Public announcement at web website MUTU (www.mutucertification.com) on January, 2018. • Public consultation meeting with local stakeholder conducted by visits to (Pangkal Beras Village, Jebus Village and Mislake Village) on 01 March, 2018. • Public consultation meeting with gender committee, labour union, local contractors and workers cooperatives dated February, 27 and March, 1 2018. • Public consultation with government agency of Bangka Barat regency (Environmental Agency, Livestock, Fisheries and Agriculture Agency, and Manpower Agency) by interview by Phone on March, 2 2018. • Public consultation by email with NGO (Sawit Watch, Walhi, WWF) by email on February, 21 2018. <p>Numbers of input from stakeholders were clarified by PT Maskapai Perkebunan Leidong West Indonesia and PT</p>

	Bumi Permai Lestari.
	Some verbal feedback from stakeholders both positively and negatively received by the audit team to be clarified as a material consideration in the assessment of ASA – 4.
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (RC) will be determined 8-12 months after this ASA-4

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of of Leidong West Mill – PT Maskapai Perkebunan Leidong West Indonesia, Subsidiaries of Golden Agri Resources operation consisting of one (1) mill and four (4) oil palm estates.

During the assessment, there were four (4) 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 Leidong West Mill – PT MP LWI (Golden Agri Resources Ltd) complied with the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016) and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module D for CPO Mill).

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
1.1.1	<p>In order to provide adequate information to relevant stakeholder, the Certificate Holder has established procedure as per reflected in the “SOP Komunikasi dan Konsultasi No. SOP/SMART/UMUM/SADVI/004”, dated 1 July 2014. The document specifies the objectives of the document that is to manage, mechanism, communicate, (internal and external), participation, health and safety, and environment so that it can be understood by stakeholders effectively.</p> <p>The company has list of stakeholders. Stakeholders listed include surrounding government offices (at district, sub-district and village level), community leaders, NGO's, contractors, workers organizations The lists are updated periodically and are available at each estate and mill. The list will be updated at least once a year. SPO officer is a person who is responsible for regularly update the stakeholder list. During interview with Head Of Village Mislak, Jebus and Pangkal Beras, confirmed that the company is open and transparent for any kind of communication from other parties. The responses given is in timely manner. Documents verifications its known if this procedure has been socialized to stakeholder on 19 and 20 December 2018.</p>	
1.1.2	<p>Records of requests from stakeholders are available and recorded individually at estates and mill levels in “Buku Komunikasi dan Konsultasi” that includes proposal and donation requests. Requests from the stakeholders are mainly for donation for the villages, road construction and maintenance, etc. Nevertheless, until the date of the audit, there is no request from stakeholders for company's documents (legal, environmental and social).</p>	
	Status:Comply	
1.2	Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	
1.2.1	<p>The type of documents that can be accessed by stakeholders mentioned in the “SOP Komunikasi dan Konsultasi No. SOP/SMART/UMUM/SADVI/004”, dated 1 July 2014. Chapter 2.8 Mechanism of Internal Communication and Chapter 2.10 Mechanism of External Communication. The list is available in the List of Publicly Available Documents for the following documents: Land titles/use rights; Plantation permit; <i>Analisis Dampak Lingkungan</i> (AMDAL) – Environmental Impact</p>	

Assessment (EIA); Social Impact Assessment (SIA); Environmental Management & Monitoring reports (RKL-RPL); 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.

During interview with Head Of Head Of Village Mislak, Jebus and Pangkal Beras and representatives of workers during public consultations on 28 February 2017, Stakeholders already know about the kind of information that can be obtained from company. In other that the documents has been socialized to stakeholder on 19 and 20 December 2018.

Status: Comply

1.3

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

1.3.1.

The company has had a policy of ethical business principles that have been endorsed by the Regional Controller on August 1, 2014. The policy states that the company is committed in the management of all activities of the business practices, no tolerance for any act or form of corruption in the business practices and all forms of business practices conducted by transparent and open manner. While the company also have GAR Social and Environment Policy/GSEP signed by Head of Upstream on November 2015. This policy was explained about code of integrity and ethical business.

The policy has been socialized to employees every day before work. Besides that socialization is also done through posters, signboards and banners in strategic locations, for example in the office or emplantment. During interview with Head Of Head Of Village Mislak, Village of Jebus and Village of Pangkal Beras and representatives of workers during public consultations on 28 February 2017, Stakeholders already know about the the policy of ethical business. In other that the documents has been socialized to stakeholder on 19 and 20 December 2018. Based on interview with workers, for example Interview with workers, confirmed that workers has understood about the policy committing to a code of ethical conduct and integrity. Meanwhile based on interviews with the Local contractors (FFB transporter) it is known that during the cooperation no complaints were perceived by the contractor, they read the contract before it signed and save the copies of the contract so that the contractors is understood the contents of the agreements made, in addition to the payments made by the company are always on time according to the contract made

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

2.1.1

Certificate holder has the evidence of compliance with relevant legal requirements, divided into the aspect compliance of Environmental Licensing/Permit (AMDAL), OHS and employment, Plantation Permit and User Right Certificate. The CH already has a list of legal requirements in the Evaluation compliance document to regulations, laws and other requirements. A copy of the document is located in each operation unit.

2.1.2; 2.1.3 and 2.1.4

To ensure compliance to regulations, company has SOP Regulatory Compliance and Other Requirements (SOP/SMART/UMUM/SADV//002, dated 1 July 2014) describes the person in charge is SADV (for national level regulations), SPO PSM Officer and SPO Unit Officer (for local level regulations). Information of regulation from national, provincial and district regulatory bodies, and renewal of any changes to prevailing laws and regulations and monitoring of expired regulations/licenses. A list of regulatory identifications ranging from Laws, Government Regulations, Presidential Decrees, Ministerial Regulations, Ministerial Decrees, Regional Regulations, and the ratification of the ILO. Internal audits have been conducted continuously and are documented and reviewed in the management review activities conducted February, 2 2018.

Status: Comply

2.2

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

2.2.1

The Certificate Holder has had Land Use Right (HGU) for its supply bases, among others:

PT MP Leidong West Indonesia: Leidong West Utara (LWUE) Certificate No. 15/2004 (746.52 Ha); Leidong West Selatan (LWSE) Certificate No. 16/2004 (642.73 Ha).

PT Bumi Permai Lestari: Bukit Intan Estate (BINE) & Bukit Mas Estate (BMSE) Certificate No. 01/1996 (8,234.13 Ha). Total of certified area based on legal ownership is **9,623.38 Ha**. Scope of permitted area covers Leidong West Mill, Leidong West Utara Estate, Leidong West Selatan Estate, Bukit Intan Estate and Bukit Mas Estate. Documents showing the actual legal use of the land available in Area Statement.

2.2.2

The Certificate Holder has boundary poles monitoring report periodically every 6 months. The monitoring of poles is based on the procedures "SOP Pemeliharaan Patok HGU/HGB (SOP/SMART/CERS-EHSD/SADV/II/004), 1 Juli 2014".

Auditor verifies the 3 poles in Leidong West Utara Estate, 2 poles in Leidong West Selatan Estate and 3 poles in Bukit Intan Estate. Field observation of certified boundaries by using GPS tool (GPS Data version 3.6.0); 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. MP Leidong West Indonesia and PT. Bumi Permai Lestari" Scale 1:125,000.

2.2.3; 2.2.4; 2.2.5

According to information gathered during stakeholder consultation with representatives of villages Mislak, Jebus and Pangkal Beras, it was confirmed that since PT. MP Leidong West Indonesia and PT. Bumi Permai Lestari has obtained Land Use Right (HGU), there is no significant of land conflict is raise. If land conflict is presence. The certificate holder has had mechanism of available land dispute resolution as provided in SOP "Ganti rugi Tanah/Lahan" No. SOP/NP/SMART/VII/ D&L002 (dated 1 July 2010); FPIC procedure "Penerapan Persetujuan Atas Dasar Informasi Awal Tanpa Paksaan/PADIATAPA" SOP/SMART/SENS-CSR/SADV/II/003 (dated 1 July 2014) and "SOP Penanganan Keluhan dan Ketidakpuasan/Grievance" (SOP/SMART/SIGS-CSR/SADV/II/003, issued 1 July 2014), which contains the PIC, the procedure completion, the documents must be prepared, such as a minutes meeting, attendance list, Payment documents, minutes of payment, map location disputed, receipt of money compensation, etc.

2.2.6

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

Status: Comply

2.3

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

2.3.1; 2.3.2; 2.3.3

PT. MP Leidong West Indonesia and PT. Bumi Permai Lestari are long-established plantations company since 1992. 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) among others:

PT MP Leidong West Indonesia: Leidong West Utara (LWUE) Certificate No. 15/2004 (746.52 Ha); Leidong West Selatan (LWSE) Certificate No. 16/2004 (642.73 Ha).

PT Bumi Permai Lestari: Bukit Intan Estate (BINE) & Bukit Mas Estate (BMSE) Certificate No. 01/1996 (8,234.13 Ha). Total of certified area based on legal ownership is **9,623.38 Ha**.

2.3.4

According to information gathered during stakeholder consultation with representatives of villages Mislak, Jebus and Pangkal Beras, it was confirmed that since PT. MP Leidong West Indonesia and PT. Bumi Permai Lestari has obtained Land Use Right (HGU) in 1996 and 2004, there is no significant land conflict was raise.

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 and 3.1.2

The Company has management plan that contained in the document of Economic Feasibility Analysis in the period 2017-2021 which describes the production of FFB, CPO Production, Production Kernel, OER, KER, operating costs, the financial indicators (income vs. costs), etc.

The company has set a plan of replanting (2018-2024), is described in the following table:

Estate	Replanting Program (Ha)						
	2018	2019	2020	2021	2022	2023	2024
BINE		762,87	747,11	789,25	793,39	755,96	808,30
BMSE		780,21		790,06	736,11	710,39	
LWSE			627,12				
LWUE							

Replanting program has been considering performance indicators such as yield/ha (<14 tons FFB/hectare), plant age (> 25 years), plant height (> 13 meters) and the density of plants per hectare (<100 trees/hectare). type of seed that will be used is Dami Mas variety (produced by SMARTRI), this seed has been certified and registered by Government.

Minor Status: Opportunity For Improvement

3.1.2

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

There was no change over the procedure for cultivation and processing until ASA-4 assessment. Certificate Holder 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 and measurement of rainfall by ombrometer. That's SOP is available on audit site and written in a language that is easily understandable for workers (written in Bahasa).

Certificate holder has a complete SOP associated with palm oil processing into CPO and PK in the palm oil mill contained in the SOP No. 04-09/MCMD-SOP/438 revisions number 4. SOP approved by Chairman MCMD and entered into force on 1 September 2010. The SOP includes standard operating procedures in POM include: FFB reception station, sterilization activities, slamming station (threshing), press station, clarification station (purification), clarification station (oil recovery tank sub station, nut and kernel station), boiler and engine room, water treatment, final effluent, storage tank washing. Certificate holder also has SOP of identification and traceability certified products, approved by Head of Upstream and entered into force on 1 July 2014.

Based on a field visit of harvesting in BINE Block N24 Division 2, LWUE Block C18, LWSM Block X06, and FFB processing in Leidong West Mill, the activities has complied with the procedures issued by certificate holder. For example, the harvester can explain well on correct harvesting procedures that particularly relevant to the criteria for fruit ripeness. Harvesters and workers in mill also explained about payment mechanism and obligation to use personal protective equipment (PPE) according to the HIRARC.

4.1.2; 4.1.3

To ensure consistency of procedures implementation, the companies routinely conduct internal audit activities both agronomic and processing. It held by the Department of Operational Internal Audit (OIA) every semester. Each unit management can show the result of internal audit period of second semester 2017. All non-compliance records of internal audit has corrected and verified by the company.

Each unit has documented the operations of the estate and mill production such as daily reports, supervisor workbooks, etc. The field visit at the mill shows that the unit has been documenting the daily activities in a daily production report that documented by using computerized systems (SAP).

4.1.4

The Certificate Holder has had procedure for FFB's third party/supplier. It has been describes within "SOP Identifikasi dan Kemamputelusuran Produk Bersertifikat (SOP/SMART/CERS-EHSD/SADV/I/001, tertanggal 2 Juli 2014". However, Leidong West Mill did not receives FFB's from third party, only suppliers from one group company.

Based on data record period 16 May 2017 upto 24 February 2018, list of FFB suppliers entering the Leidong West Mill as follow:

No	Sources	Volume (MT)	Remarks
1	Leidong West Utara Estate	11,611.02	Own Estate of PT. MP LWI
2	Leidong West Selatan Estate	11,889.68	Own Estate of PT. MP LWI
3	Bukit Intan Estate	70,887.78	Own Estate of PT. BPL
4	Bukit Mas Estate	55,459.99	Own Estate of PT. BPL
5	Bukit Permata Estate	27,232.85	Own Estate of PT. BPL
6	Bukit Perak Estate	1,379.04	Own Estate of PT. BPL
Total		178,460.36	

The Certificate Holder did not receive FFB's from non-certified sources.

Status: Comply

4.2

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

4.2.1

The company has had a procedure to manage and maintain soil fertility. Document verifications the company had performed fertilization using chemical fertilizers, application of effluents and FFB mulching. The field visit that's SOP has been well implemented. The company has documented a fertilizing process both organic and an-organic fertilizers. The documents that shows the fertilization records such as recommendation and realization of fertilizer application, realization of EFB application and realization of POME application. In 2017 there is several fertilizer not applied 100 % due to weather condition but the company has been finished the carry out program of fertilizer on 2017 in February 2018. Based on field visit, EFB and POME application has applied.

4.2.2, 4.3.3

The company routinely been conducting of soil and leaf analysis periodically conducted by SMART Research Institute (SMARTRI). Soil analysis carried out in accordance with the level of plant age (3 years, 8 years, 13 years, 23 years, one year before replanting), while the activities of leaf analysis carried out every year. The Parameter being analyzed in SSU were KA, N, P, K, Mg, Ca, Mn, B, Zn, Cu, Cl, Fe and Na. Meanwhile, parameter that being analyzed in LSU were pH, C, N, P, K, Mg Total, P Bray 1 and KTK The testing result might be used by SMARTRI to determine fertilizers recommendation.

4.2.4

The Company has a strategy of recycling nutrients, such as the use of the frond (pruning), application of effluent and FFB Mulching.

Status: Comply
4.3
Practices minimize and control erosion and degradation of soils.
4.3.1

The company has had a soil suitability map report issued by Plantation Monitoring and Planning Division (PMNP) year 2006 which included a description of the soil types, topography, soil texture, drainage condition, land suitability level, and the limiting factor. The results of mapping showed that:

1. Bukit Intan Estate consists of areas with land suitability classes of N (not suitable) and S2 class (marginally suitable / medium suitable). The mapped area covering of 5,050.61 Ha and has been mapped in the soil map units with a scale of 1: 50,000.
2. Bukit Mas Estate consists of areas with land suitability classes of N (not suitable), S2 class (marginally suitable / medium suitable), S3 class (marginally suitable). The mapped area covering of 3,183.51 Ha and has been mapped in the soil map units with a scale of 1: 50,000.
3. Leidong West Selatan Estate consists of areas with land suitability classes of N (not suitable), and S3 class (marginal) and S2 class (marginally suitable / medium suitable). The mapped area covering of 642.73 Ha and has been mapped in the soil map units with a scale of 1: 50,000.
4. Leidong West Utara Estate consists of areas with land suitability classes of N (not suitable), S2 class (marginally suitable / medium suitable) and S3 class (marginal suitable). The mapped area covering of 746.52 Ha and has been mapped in the soil map units with a scale of 1: 50,000.

4.3.2

Based on survey report, the slope levels range between 0 – 15%. However, the slope area was not a limiting factor. Planting strategy for areal with slope levels 8 – 15% was:

- U-shape frond stacking methods.
- Maintenance fern (*Nephrolepis bisserata*) to keeping the soil moisture.
- EFB application to enrichment organic contents in soil and reducing run off risk in rainy season.

The company had a guidance related to planted in slope area as follows SOP New Planting Planning (No. Doc. LAMP/I/TA-PPA/02-Klasifikasi Kemiringan dan Keperluan Teras) and Work Instruction for Individual terrace (SOP/SMART/MCAR/I/TA-PPA) and Work Instruction (IK/SMART/MCAR/I/TA-PPA/03-Teras) for terrace contour. Based on field observation in slope area, Bukit Intan Estate frond stacking was implemented pararell to contour, letting *Nephrolepis bisserata* to prevent run off and monitoring erosion rate using erosion pole

4.3.3

With the availability of soil maps that inform about the classification of land, texture, depth, drainage and limitation factor, the company arrange a road maintenance program to ensure FFB produced from the Estate can be delivered to the Mill. The results of field visits in BINE, LWSE and LWUE roads owned by company is in good condition and well maintained.

4.3.4; 4.3.5

According to semi detil soil survey report, there is no peat indicated in all company operational area. Hence, no peat management that planned.

4.3.6

Based on field visit in BMSE, LWSE and LWUE, physically the top soil mixed with sand. It indicated a less of soil fertility. Hence, the company enriched with EFB application to enrichment organic contents in soil and reducing run off risk in rainy season with dosage 40 Tonnes/ha A year, for example in Block N24 Bukit Intan Estate.

Status: Comply
4.4
Practices maintain the quality and availability of surface and ground water.
4.4.1

The company has procedures of Management and Monitoring of Water Resources which regulates in detail the efforts of management and monitoring of water resources including the activities of establishment of riparian and riparian protection. Based on the identification document of High Conservation Value (HCV) known that there are several rivers flowing through

the area of the company namely Lambur River, Duren River, Pelur river, Batu river, Seralung river, River in Block X8 and swamp area.

The company has show SOP of management and monitoring water resource no SOP/SMART/BCOS-EHSD/SADV/II/ 2014 has explain maintained the existence and function of water resources in order to continue to be available in sufficient quantity and quality to meet the operational needs of the estate.

The company also has monitoring program to test the quality of water at Betung river, Air Puluh river, Lagok river, Lambur river, and Suban river. Water quality testing conducted in collaboration with the laboratory environment PT KehatiLab Indonesia. Based on the results of surface water quality monitoring conducted in the semester 2, 2017 is known that there are no parameters that exceed the quality standards set.

4.4.2

The results of field visits in riparian Betung river (block C17/18 LWUE), riparian Pelur river (block Y17 LWSE), riparian Seralung river (block U25 BINE), and riparian Duren river (block U38 BINE) known that there are no indications of chemical applications along the riparian. The company has marked the border boundary with a distance of 50 meters and there is a sign board of HCV areas, protected species, and other restrictions to undermine the HCV area. The management unit has also planted vetiver grass and maintained the vegetation of ground cover. The results of interviews with sprayers in Bukit Intan Estate, Leidong West Utara Estate, and Leidong West Selatan Estate showed that the workers have known about the ban on the use of chemicals on the riparian.

4.4.3

Effluent produced by the mill is managed on Waste Water Treatment Plant (WWTP) before it is applied to the estate. WWTP pools filling system is the multi feeding system that is distributing the waste water from the sludge pit to the entire pool of existing waste (an anaerobic 7) with parallel way and BOD lowered relying retention time (60-70 day). WWTP have a flowmeter to monitoring volume of waste water has been application as fertilizer.

Examination of documents showed that the effluent quality monitoring conducted regularly every month by the Environmental Laboratory of Environmental Body in South Sumatra Province. The test results for October - December 2017 showed that all the test parameters are met the quality standards according to the regulations.

Parameter	Unit	Standart	Result		
			October	November	December
BOD	mg/l	<5,000	1,938	1,650	4,750

**Quality Standard used is according Decree of the Minister of Environment No. 28 year 2003.*

The company has licensed the utilization of Mill Effluent based on West Bangka Regent Decree number 188.45/274.A/2.12.1.1/2017 regarding extension of utilization permit of palm oil industry waste water for application on land in oil palm plantation of PT MP LWI. Set on 8 June 2017 and is valid for 2 years from the date set. Area of liquid waste application is 321.60 ha (block P24-26, Q23-27, R23-26) in Terentang village, sub-district of Kelapa, West Bangka Regency. Based on the results of the visit in Land Application (LA) Block Q25, it is known that the location of the utilization of liquid waste in accordance with the permit owned.

4.4.4

Procedure of water use monitoring in mill available under document Procedure of Water Treatment Plant (SOP/SMART/MCMD/I/TM/PKS). Water consumption monitored by using flowmeters installed in piping system of WTP. According to water use data in last one year, average of water use for processing still below the determined budget (1.2 m3/ton FFB while budget is 1.5). Overall use of water under the budget of company.

Status: Comply

4.5

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

4.5.1

The management unit has a program and the realization of integrated pest control that have been monitored, for example for

- Census rat done once every months. Census results show that the percentage of rat infestation are still below the economic threshold of 5%,
- Census palm oil leaf eating caterpillar done once every two months. Census results show that the percentage of attacks are still below the economic threshold of 5%,
- Maintenance of host plants that are natural enemies for the palm oil leaf-eating caterpillars every month. The activities carried out in the form of weeding, replanting the dead plants and repairing the pole which is a place to grow *Antigonon leptosus*.

Identification of potential pest and economic threshold according to SOP No. SOP/SMART/MCAR/VII/TA-TNM regarding to integrated pest management which is approved since 12 June 2012.

Based on field visit at BINE Block N26, N24 Division 2, LWUE Block C24, C18 and LWSM X09 X06 its known that there is no indication of pest infestation and diseases symptom. Integrated pest management program was implemented by the company are monitored and evaluated every month. The evaluation is in the form of a Matrix of pest attack that describes the type of pest; attack average; analysis of the attack level to the threshold; conclusion to determine control techniques if needed. As anticipation to prevent Oil Palm Leaf Eating Caterpillar attack, the company cultivates and maintain beneficial plants (*Turnera Subulata* and *Antigonon leptosus*) Moreover, in order to prevent rat attack, company has monitored owl barn every month.

4.5.2

Through the document and interview with SMARTRI staff, known that IPM training has conducted regularly by SMARTRI staff. The latest training has been held on 20 February 2017 in meeting room/long house BINE who attended by 54 IPM officer from BINE, BMSE, LWSE and LWUE. Based on interview with IPM supervisor of BMSE during the audit known that he can demonstrated census procedure (determining trees sample, calculating the level of attack, reporting and suggested pest control step). Based on interview with workers, for example workers, confirmed that workers has understood on IPM aspect i.e.: methodology census, type of pests and diseases and management controlling.

Status: Comply

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

Based on the observation of the document, the company uses five types of herbicides that used in operational activity in BINE, LWSE and LWUE. Based on documents verifications and observation to chemical storage has shown evidence that the used pesticides have received permission from the government. The company has guidance in pesticides application which documented in SOP weeds management named general instruction in safety working with pesticides/PUKBP (Doc. No. LAMP/VIII/TA-PGM/03-PUKBP). In those documents, there are several guidance about chosen, storage, application, contaminated handling, known about signs and symptoms of pesticides poison and first aid for poison case. Besides that, also described guidance of using paraquat dichloride.

From the pesticides usage data above, all pesticides that using by company is for weeding (herbicides). Justification of pesticides usage depends on weeding identification in field and PUKBP review. The type of weed is broad leaf, narrow leaf and wooden. Hence, herbicides that using was that herbicides as listed. To ensure pesticide used are in accordance with the target the company conducted identification the type of weed found in operational area. Based on document verification and field observation it's known that that the herbicide being used is appropriate for the target or type of weed.

4.6.2; 4.6.3; 4.6.4

The use of pesticides has been documented by each estate that explains the name of the active ingredient, LD50, % active ingredients, the number of applications, the total active ingredients used, the total FFB production, pesticides units / Hectare, application hectare and the amounts of pesticide / hectare. During 2017 in , BINE, LWSE and LWUE did not used pesticides to control pests and diseases. This is reinforced by the results of the census which show that pest's infestation during 2017 was still below the economic threshold. The results document review and field visit in the Pesticide storage showed that all units of the estate does not use pesticide in categories WHO 1A, 1B and paraquat. During the audit identified several pesticide

that using by the company for the last 2 years are Agristick (surfactant), methyl metsulfuron, triclopir, isopropyl amina glifosat, amonium glufosinat and fluoroxypir. Based on WHO classification, there are no pesticides listed in WHO 1A, 1B and paraquat.

4.6.5; 4.6.6; 4.6.7; 4.6.8; 4.6.9

The company has set several procedures related to handle, usage and application of pesticides. The procedures as follows:

- Pesticides handling procedures (SOP/SMART/LEMS-EHSD/SADV/I/002) that contain procedures of collecting, documenting, storage, returned to vendor and rinse water usage.
- Work instruction (IK/SPO/SMART/LH-08/01) contain procedure for manage former herbicides jerry.

List of sprayers can be shown in the document of foreman workbook, the document informing such as day/date activities, sprayers name, location of activities (block and division), and types of pesticide. The results of field visits and interviews with workers in BINE Block N26 Division 2 and LWSE Block X09 it is known that the employees have been given 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. Whole pesticides applicator has been attended pesticides applicator training that held on 20 February 2017 in meeting room/long house BINE. It training facilitate by SMARTRI and attended by 60 pesticides applicator from BINE, BMSE, LWSE and LWUE.

Based on field observation 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). The company also installed signboard of pesticide handling in each division office. Results of interviews and field visits it is known the company did not apply the pesticide spraying by air

4.6.10

Ex-pesticide containers is washed for 3 times (refer to MSDS) and the water used to wash it shall be used for spraying. According to SOP of Waste Management (SOP/SMART/LEMS-EHSD/SADV/I/002) on July 2nd 2014 on point 6.3.b, the washed pesticide containers could be used for the same operations or could be returned to the supplier.

Field visit during audit on LWUE, LWSE, and BINE found that all ex chemicals containers were kept on temporary hazardous storage at mill/estates. Training for workers and staff regarding pesticides handling, and hazardous & toxic material handling have been conducted on January and February 2018 for related workers. Interview with spraying team on LWUE, LWSE, and BINE shown that workers recognized how to properly dispose waste materials and workers have been trained by company about waste and hazardous materials handling. Field visit during audit on toxic & hazardous waste storage on LWUE, LWSE, and BINE found company showed proper ways for ex agrochemical disposal. Monitoring evidence for agrochemical usage, ex agrochemicals container stored in storage, and manifest to third parties are available and verified by auditors.

4.6.11

The certificate holder have a medical Check upfor pesticide operator in accordance with a list of the latest pesticide operator. All pesticide operator has examined health through inspection types of *cholinesterase* and *spirometri*, to ascertain the condition of workers in good health. Last semester examination was conducted in September 2017 for all units. Examination results stating that all workers spray are in a healthy condition (normal result). Based on interview with pesticide operator and chemical warehouse clerk in Bukit Intan Estate, LWUE, LWSE, and BMSE that the results of medical examinations are known to workers. From field observation and interview with workers are also not identified any complaints of skin disease or itching.

4.6.12

The certificate holder shows a policy that prevents pregnant and nursing women to do work related to pesticides. This is described in Memorandum VPA PSM 2 No. 001/MEMO-VPA PSM2/04/2011 dated April, 8 2011. Based on field visits and interviews with spraying team of BINE and LWSE stated that the pregnant and breastfeeding women were prohibited to work with agrochemicals (include fertilizers). This is also supported by the examination of monthly menstruation for monitoring pregnancy women workers.

Status: Comply

4.7
An occupational health and safety plan is documented, effectively communicated and implemented.
4.7.1

The Policy on Occupational Safety and Health still same with the previous assessment. The company has a policy of occupational safety and health available in Indonesian language. The policy has been legalized and updated on 1 November 2013 by President Director of PT SMART. This policy is designed to control hazards in every activity that is in the working environment to prevent accidents and occupational diseases. It has been disseminated on the activities of the safety briefing before doing the work. Management have work program of occupational health safety every year. Realization of the program of work will be monitored through regular meetings Guiding Committee of Occupational Safety & Health every month. This work program applies generally to all workers in the workplace. If the plans have been made yet on target then will be evaluated in the management review to assess effectiveness.

Interviews were conducted to warehouse clerk and pesticide operator in BINE and LWSE. Based on the results of interviews can be concluded that workers understand the OHS policy and it's recognized that every morning meeting is always affirmed about the importance of safety and the use of PPE in work.

4.7.2

The company has document of risk analysis for all activities of estate operations and palm oil mill operations (revised January 2018). Work accidents became one of the considerations in developing risk analysis. The document is composed to conduct identification and analysis of dangers potential that is probably happened at workplace and the recommendation to reduce the potential of work accident. According to the result of document review and field visit to mill and estate, the management unit has socialized the risk analysis document to all workers. Based on interview with the employees in Leidong West Estate and Mill, obtained information that the employee has known the potential of dangers that could occur at workplace.

Based on site observation at workshop, agrochemical warehouse in Leidong West Estate and Bukit Intan estate, it was clearly confirmed that workers had been aware related potential risk and hazards in the work place. Following up on this, the company has been reduce the potential risk by providing PPE and OHS signboard are available in workplace.

4.7.3

Based on interview with workers in mill and estate, it is known that the company has given safe work practices training and risk identification. They also know about the occupational risk for each activity and how to prevent it. Company also provided PPE for all worker, such as sprayer were using apron, eye shield, mask, glove, and safety shoes (AP Boot) as PPE. Based on interview with worker in Leidong West Mill (LWSM), LWSE, LWSE, BINE and BMSE it is known that the company would substitute or replace the damage or broken PPE. Worker bring along the broken PPE and replace it with the new one. There is evidence of PPE handover or list of PPE distribution and monitoring that explain the condition of PPE which is conducted monthly.

4.7.4

Company has the structure of OHS organisation (guiding committee of occupational safety & health board) which responsible on implementing the occupational health and safety program. They have OHS work program and the implementation of the program will be evaluated monthly. The committee also hold a monthly meeting with the worker and the member of committee to discuss about training and socialization of OHS, the importance of PPE, health and environment and so on.

The Secretary of Guiding Committee of Occupational Safety & Health board is a OHS General Expert, currently the certificate of LWSE/BMSE is in the process of extending the license. Observation (OFI) for the license renewal extension is mandatory. Based on interview with Labour Agency in Bangka Belitung Regency, it is known that company has submitted the guiding committee for occupational health and safety report that covers the entire occupational health and safety activity within company's operation activity every 3 months.

4.7.5

The certificate holder have procedure for emergency response that aims to minimize the risk of workplace accident. The procedure is available di Indonesia language. This procedures for accidents and emergencies in the SOP handling accidents and occupational diseases (SOP/SMART/HESS-EHSD-10) and SOP Preparedness and Emergency Response (SOP/SMART/GENERAL/SADV/II/005) Established procedures has included the identification of fires, chemical spills. Simulation

was performed to know the preparedness of emergency response equipment in the Mill. The simulation was performed on hydrants located in Leidong West Mill and the result of the simulation was concluded that the hydrant tool is ready for use. If there is a work accident, management of each unit make the investigation of work accident. It which describes the detail of victims, time, type, chronology as well as the corection actions plan. Then, company records the work accident on the work accident recapitulation report. Based on field visit in mill, estate, and worker housing, company has pointed the evacuation path and meeting point as evacuation process in emergency situation. As for the operational activities in the field, supervisors was carrying first aid kits during his work in the field, and mill was also equipped with first aid kits. Based on interview with workers in LWSM, they know the procedure for emergency response and meeting point for emergency situation.

4.7.6

The company has provided the employees with insurance to cover occupational accident in accordance with the provision set by the government (BPJS). Such insurance is named national social insurance for manpower/ BPJS, which is routinely paid every month. Meanwhile, for medical insurance, PT LWI-BPL has registered its entire personnel in manpower medical insurance/ BPJS. Based on interview with some personnel, it is known that the entire personnel have been registered in manpower medical insurance/ BPJS. Moreover, interview with contractor revealed that contractor's personnel have also been registered in manpower insurance/ BPJS. Based on interview with worker, they have been registered to the manpower social insurance and their family as well. In addition, the company can show evidence of BPJS claims during an accident, such as the incidents of accidents in August and September 2017 has been paid by the BPJS.

4.7.7

Work accident is documented on the work accident recapitulation report and provided the lost time accident matrix. The matrix describe the number of work accident, working days lost, working time lost, and the number of lost cost. The matrix is attached on the guiding committee of occupational health and safety report. Certificate holder has been consistently conducting the Occupational Accident monitoring that could provide a comprehensive information on the month the accident occurred, the number of cases, the accident location, the types of accident, the effects, the work hours lost, the causes, the follow-up, and the results. Such monitoring is performed every month. An evaluation of the accident is also conducted every month and the outcome is discussed during the monthly meeting of Guiding committee OSH.

Status: Comply

4.8

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

4.8.1, 4.8.2

The CH has had training programme 2018 for staff and workers related all aspects of RSPO principles and criteria. The training programme for all employees based on identification of needs that prepared by SPO Officer. The annual training programme covered all existing estate and mill activities, among others simulation handling chemical spills, first aid, fires simulation, socialization of policies for the protection of reproductive rights, prevention of sexual harassment in the workplace. The training record that shows historical training of each employee are well maintained in place.

Based on observation of operational activities in Leidong West Mill, Leidong Wes Estate, Bukit Intan and Bukit Mas Estate the workers are known to have received training, and are able to demonstrate safe working practices in accordance with procedures. Interviews with local contractors are also known that contractors have been trained from CH related safe working practices.

Status: Comply

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

5.1

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

5.1.1

PT BPL or PT MP LWI is unchanged in the acreage, scope of activities and the mill capacity, so that still use the old environmental documents, namely:

- Documents of Environmental Management and Environmental Monitoring Efforts (UKL & UPL) for Oil Palm Plantation and Mill of PT MP LWI in Jebus District, Bangka Regency, South Sumatera Province ratified by Agribusiness Body of Agriculture Ministry.
- Document of Environmental Management (DPLH) in Palm Oil Mill is 60 Tons FFB / Hour in Terentang Village, Kelapa District, West Bangka Regency, Bangka Belitung Province ratified by the Regional Environmental Impact Management Agency of West Bangka regency on September 21, 2011.
- EIA document of oil palm plantation and processing mill of PT BPL in Kelapa District, Bangka regency, South Sumatera Province ratified by the Minister of Agriculture on February 16, 1996.

5.1.2

Base on matrix management and monitoring environment (UKL-UPL) of PT MP LWI has explain environment impact, source impact, success indicators of environmental management, forms of environmental management, environmental management locations. For estate, the implementation aspect of impact environmental has been manage and monitored i.e:

- Public unrest
- Dust and noise
- Water quality
- Pesticides impact on river water

Base on matrix management and monitoring environment on Document of Environmental Management (DPLH) of Leidong West Indonesia POM has explain environment impact, source impact, success indicators of environmental management, forms of environmental management, environmental management locations. For Mill, the implementation aspect of impact environmental has been manage and monitored i.e:

- Decrease in the quality of water and wastewater
- Management and monitoring of decrease of air quality
- The management and monitoring of social and employment issues
- The management and monitoring of public health
- Attitudes and perceptions of community
- Monitoring of aquatic biota (benthic and planktonic)
- Monitoring of public health
- Management and monitoring of solid waste management hazardous and toxic waste.

Base on matrix management and monitoring environment (RKL-RPL) of PT BPL has explain environment impact, source impact, success indicators of environmental management, forms of environmental management, environmental management locations. For estate, the implementation aspect of impact environmental has been manage and monitored i.e:

- Degradation water quality at River Legok
- Erosion
- Noise
- Wildlife / Pest Management
- Opportunities & public revenue
- Complaints and social unrest

5.1.3

The implementation of the EIA was evaluated every semester and the company has conducted environmental management and monitoring in accordance with environmental documents owned and report to the relevant agencies regularly. The responsible persons for the environmental management is SPO officer and the environmental body (*Legal Environment Monitoring System/LEMS*). The company can show the proof of report delivery of the implementation of environmental management and monitoring, for example the company has sent the report management and monitoring environment PT LWI and PT BPL period July – Desember to government agency, such as Enviroment Agency and Plantation Agency West Bangka Regency has sent at February 8, 2017. The results of a public consultation with Local Environmental Body of West Bangka Regency showed that there was never any issue of environmental pollution caused by the company's operational activities.

Status: Comply

5.2

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

5.2.1

The management unit has made the identification of HCV in 2010 conducted by *RSPO Approve* assessor. The HCV identification process carried out by using the Identification Guide of High Conservation Values in Indonesia on 2008. Documents of the high conservation value identification have been conducted *peer review* by an external consultant who is also *RSPO Approve Assessor* in October 2010. Public consultation was held on May 11, 2012 attended by 41 people consisting of villagers from terentang village, bangi asam village, kelapa village, ranggi asam village, pangkalan beras village, and plantation agency staff.

From the documents, identified the High Conservation Value (HCV) 1.1; 1.2; 1.3; 4.1; 5 and 6 with a total area of 311.31 hectares. Based on the identification found no rare or endangered species, but identified the types of fauna which are protected, among others White-throated kingfisher (*Halcyon smyrnensis*) and Root Tiger (*Felis bengalensis*).

5.2.2

HCV management activities to increase biodiversity conducted by the management unit i.e:

- Maintenance the attributes of HCV (HCV limits, warning board, poster of protected species),
- HCV socialization (public and workers),
- HCV maintenance area,
- Patrol around HCV areas,
- Monitoring of fauna species,
- Monitoring of flora species,
- Planting plants for erosion barriers and maintenance of plant for erosion barriers

The results of interviews with sprayers in Bukit Intan Estate, Leidong West Selatan Estate and Leidong West Utara Estate showed that they have already known about the HCV area and prohibition to conduct spraying on the riparian by referring to the HCV pole or red paint marks (X sign or circle) on the palm tree.

5.2.3

The company has program to educated the employee about HCV and the company has record the socialization about HCV to the employee and the community around the company. The example of implementation socialization about HCV such as:

- Record socialization by give poster protected wildlife to Tumbak village, Mislak village, and Jebus Village at Leidong West Utara Estate, set as 20 February 2017.
- Record socialization to the employee about protected riparian area and protected wildlife at Leidong West Utara Estate, set as 4 February 2017.
- Record socialization by give poster protected wildlife to Rejek Village at Leidong West Selatan Estate, set as 18 March 2017.
- Record socialization to the employee about protected riparian area and protected wildlife at Leidong West Selatan Estate, set as 29 March 2017.

5.2.4

The company has owned semester report which described the results of management and monitoring of HCV and the evaluation on the activities that have been done during 6 months. Based on the reports in the second semester of 2017 known that there are several wildlife at the time of early identification (2010) listed but in the routine monitoring was not found, among others, porcupine and small antelope. Some assumptions which make the wildlife were not found at the time of monitoring is when the identification of the wildlife is listed as a result of information from the communities, allegedly the encounter with the animals occurred a few years ago. Base on monitoring result second semester of 2017 know the species found are Lizard (*varanus salvator*), King Fisher (*Halcyon smyrnensis*), Cattle Egret (*Bubulcus ibis*), Nepenthes (*Nepenthes mirabilis*), Black-winged Kite (*Elanus caeruleus*) dan Black Eagle (*Ictinaetus malayensis*).

According to record of the implementation of HCV management and monitoring provided and field visit, auditor concludes that

management has good management plan, implement it with continuous improvement in relevant with the need in the field and well documented. The evaluation of the implementation is feed back to the improvement of HCV management and company operational plan.

5.2.5

HCV identification results showed that there are community areas that contain HCV as a sacred area of Bukit Asam and Bukit Selam. Each unit has made an agreement with the village to protect the area, for example, a letter of agreement on February 23, 2016 between the managers of Leidong West Selatan Estate with Village Chief of Berang to protect the sacred areas of Bukit Asam. The results of the field visit showed that the Leidong West Selatan Estate has protected the sacred areas of Bukit Asam that crosses the area of the estate operational.

Status: Comply

5.3

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

5.3.1

The company has had the identification records of waste sources on the environmental aspects document. Solid waste generated among others; shells, fiber, empty fruit bunch, hazardous waste and boiler ash. While the effluent generated among others, in the form of CPO spills, herbicide spills and effluent from spray equipment washing. For domestic waste, management companies have provided landfills at Blok C18-19 Leidong West Utara Estate and Blok X25 Leidong West Selatan Estate. Observation result on landfill and management domestic waste to collect domestic waste and also based on visits to the employee housing is not found burning waste

5.3.2

The company has SOP waste management no document SOP/SMART/LEMS-EHSD/SADV/II/002 revisi 0.0 approval by Head of Upstream. In the SOP has explain all hazardous waste cannot be use without permit from goverment. The hazardous waste is collected and kept in satellite hazardous waste storage in estate before sent to licensed hazardous waste in Mill. There is record of hazardous waste in each station and there is also a note of hand over from the satellite storage to licensed hazardous storage. After that the hazardous waste is handed to the hazardous waste transporter (PT Primanru Jaya).

The company has temporary hazardous waste warehouse and have permit from Regent of Belitung, base on Decree no No. 188.45/288.B/2.12.1.1/2017 a set 20 June 2017 be valid for 5 year. For medical waste the company have agreement with Bakti Timah Hospital in Pangkal Pinang for annihilation and the agreement valid 3 year from 1 August 2015 until 3 July 2018. The company has reported hazardous waste periodically to Enviroment Agency (DLH) West Bangka Regency. Last report period October – December 2017 has been sent at 13 February 2018.

5.3.3

The company has identified the source of waste and pollution source and treat the identified source to reduce emission and pollution. The effort taken by the company are:

- Domestic waste: based on field observation, the company has collected dosmetic waste periodically and dump it to the landfill.
- Empty fruit bunch is applied to estate plantation area to substitute chemical fertilizer. Based on field visit EFB application is well managed.
- Shell and fiber are reused for engine fuel of boiler. It reduce the carbon emission from the combustion of fossil fuel. Total utilization of shell and fiber for period January - Desember 2017 as many as 10,543 ton of shell and 22,920 ton of fiber.
- Waste water use for fertilizer and base on field visit to BINE Block Q25 the condition of flat bed has been maintenance well. For period October - Desember 2017, the implementation waste water as fertilizer was 47,702 m³
- Medical waste is sent to Bakti Timah Hospital in Pangkal Pinang for anihilation. There is a valid agreement with the hospital on medical waste treatment.

The field visit to hazardous waste storage in Leidong West Mill shows that there is a good record of the waste and good storing system as required within the license of the storage and the regulation on hazardous waste management. The hazardous waste has sent to PT Primanru Jaya at 13 February 2018.

Status: Comply

5.4
Efficiency of fossil fuel use and the use of renewable energy is optimised.
5.4.1

The company uses a shell and fiber as boiler fuels as a source of energy for processing and electric power source. Based on the results of interviews with the management know that to increase the use of diesel fuel efficiency, the company uses a boiler to generate electricity for 24 hours. The company recorded its fossil fuel consumption and the use of renewable energy of shell and fibre. The use of fibre and shell as renewable energy reduces the amount of fossil fuel consumption. Total utilization of shell and fiber for period January - Desember 2017 as many as 10,543 ton or 0.25 ton/ton CPO of shell and 22,920 ton or 0.55 ton/ton CPO of fiber, average electric used amount 115,34 KWH/ton CPO. Average percentage used fossil fuel is 3,12 liter/ton 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 and 5.5.2

The company has a policy of zero burning which is regulated in company circular letter no. 071/SMD OPS/IX/2007 dated 4 September 2007. The company regulation prohibits land clearing using fire or burning. Moreover, there is no new planting neither replanting during surveillance 3 to surveillance 4 assessment.

The company has a land preparation procedure in document No. SOP/SMART/MCAR/II/TA-PPA and replanting procedure SOP/SMART/MCAR/VI/TA-HPT that stated zero burning activity in land preparation and replanting. They also socialized it company's policy through morning raw call and signboard in some areas.

Status: Comply
5.6
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.
5.6.1

All waste including emissions and pollutions sources from Mill and Estate are identified and recorded on 2018 GHG mitigation document. This document informed e.g: greenhouse gases produced and mitigations plans such as new planting and replanting activities, and renewable fuels used.

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 Sept-Dec 2018 sighted that all of waste water testing parameters is compliant to the standards quality.

Monitoring for noise levels from mill was done periodically every 6 month, covered on DPLH implementation report and reported to environmental agency periodically.

Noise level in work area (tested on 28 September 2017):

Location	Test Result	Quality Standard	Unit
Sterilization	86	85	dB(A)
Press Station	88	85	dB(A)
Kernel Station	92	85	dB(A)
Clarification Station	90	85	dB(A)
Boiler Station	90	85	dB(A)
Engine Room	91	85	dB(A)
Workshop	73	85	dB(A)

Based on the noise analysis results in the mill area there is an area that has noise above the quality standard and to anticipate the impact of noise on workers the company has provided personal protective equipment such as Ear plug and Ear muff for employees.

5.6.2

Plan to reduce or minimize source of pollution has been done by the company. The company use shell and fiber to substitution with diesel fuel for produce CPO, monitoring diesel fuel for operational estate and mill, energy saving lamps, maintenance waste pond, and management domestic waste.

Field observation on WWTP facility in Leidong West Mill indicate that the WWTP is well managed. There is no indication of leakage nor overflow in each ponds. The treated effluent discharge to land application is monitored, recorded and communicated to the PIC in land application area in order to avoid overflow in land application's flat beds. The effluent is test daily and monthly. According to interview with the officer of WWTP, known that the officer understand his duty in accordance with the company SOP on WWTP operational.

Filed visit to Leidong West Mill process equipment for instance boiler and engine room shows that the personnel in charge has used PPE and the equipment are in good conditioned, well functioned and well managed. Based on the interview with the PIC of environment, the company has conducted periodic test for air emission, ambient, noise and smell every semester and reports it to the related agencies. Referring to document review, the periodic test shows all test parameter is in compliance with the threshold determined for each test type.

5.6.3

Base on calculation use GHG calculator version 3.0.1 know the summary emission is:

Summary Emissions

Product	tCO ₂ e/t product
CPO	1.81
PK	1.81

Description	Unit	Value
Total Planted Area	Ha	15,726.38
Total Planted Area on peat	Ha	0
Conservation Area	Ha	182.69
OER	%	20.78
KER	%	6.11

Mill Emission and Credit

Description	tCO ₂	tCO ₂ e/t FFB
POME	35,134.87	0.15
Fuel Consumption	374.73	0
Grid Electricity Utilisation	0	0
Credit	0	0
Export of excess electricity to housing & grid	0	0
Sale of PKS	0	0
Sale Of EFB	0	0
Total	35,509.71	0.15

Plantation/Field Emissions and Sinks

Description	Own			Group		
	tCO ₂	tCO ₂ e/ ha	tCO ₂ e/t FFB	tCO ₂	tCO ₂ e/ ha	tCO ₂ e/t FFB
Land Conversion	88,518.2	9.88	0.05	18,817.19	7.93	0.48
CO ₂ Emission from fertilizer	38,573.71	4.3	0.02	1,220.69	0.42	0.03
N ₂ O Emissions	33,341.28	3.72	0.02	963	0.34	0.02
Fuel Consumption	2,003.74	0.22	0	310.66	0.08	0
Peat Oksidation	0	0	0	0	0	0
Sinks						
Crop Sequestration	-83,903.51	-9.36	-0.05	-17,836.2	-7.52	-0.45

Sequestration in coservation area	0	0	0	0	0	0
Total	78,533.42	8.76	0.05	3,475.34	1.25	0.08

The calculation on GHG has been conducted using PalmGHG calculation version 3.0.1 and reported to RSPO by email from Division Head of Compliance and Certification PT SMART to devaladevi@rspo.org at February 25, 2018 and has been received by the RSPO Secretariat on February 27, 2018

Status: Comply

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

6.1

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

6.1.1; 6.1.2

The social impact management and monitoring activities that conducted by the Certificate Holders has reached the fifth year that presented in four reports namely social impact assessment report in 2013; review report in 2014, social impact assessment report in 2013 and review report 2016. When audit conducted the company can show a social impact monitoring report for 2017 that conducted in December 2017. The scope of study are impact of plantation and mill operation to workers and community neigboring of operation area. The assessment and reported was carry out by internal assessment team. These document was explained of negative and positive impact of plantation and mill operation related social aspect, where the SIA Assessment also includes livelihoods, culture, religion, health, education, and others.

The preparation of Document SIA is done by involving the all affected parties. The evidence that the SIA is participatory assessment, such as Attendance list of responden from villages around the company; Photo documentation of the survey and public consultation; minutes of meeting and others.

6.1.3; 6.1.4

Result of document verification, the company can show document report of implementation activity and social impact management that conducted annually a year, for example for period of January - December 2017 which aim to:

- Evaluate the extent to which the implementation of the social impacts management and monitoring plan has been implemented
- Identify social impacts management and monitoring plans that are still relevant and or need change
- Proposed improvement of management plan

Management has plans to reduce the negative impact as a result of the company's operations. The plan also includes time management and monitoring implementation. In addition, the plans to increase the positive impact include the realization of CSR and carry out regular visits and communication with the community

6.1.5

Until Surveillance assessment (ASA 4), management not yet has shceme /associated smallholder.

Status: Comply

6.2

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

6.2.1. 6.2.2

The Company has procedures of communication and consultation with external parties was established namely "SOP Komunikasi dan Konsultasi No. SOP/SMART/UMUM/SADVI/004, dated 1 July 2014". Communication and consultation has considered differential access to information for male/ female, workers, villagers representative both old and new villagers including ethnics.

Based on document verifications its known if that procedure has for example socialization dated 19 and 20 December 2017

to Stakeholders of PT BPL and PT MPLWI. During interview with representative of Jebus Village, Pangkal Beras Village and Mislak Village during public consultations on 28 February 2018, Stakeholders it is known that the company has performed the socialization about the mechanism of communication and consultations. Stakeholders have understood how to communicate and consult to the companies. Also, those parties are well known the person in charge to contact for communication. The Company has appointed the officers who are responsible for consulting and communicating with the public that is the manager of each unit.

The management unit also has the document of the form of the list of law and requirements update. It contained the list of 38 stakeholders (information of agency, name of PIC, address, telephone number,).

6.2.3

The communication and consultation with the stakeholder is recorded on the book of communication and consultation. There was a book of communication and consultation for each unit. Most of the incoming letters were the assistance request letter and all of the have been responded.

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 company has the SOP Handling Complaints and Grievances no. SOP/SMART/SIGS-CSR/SADV/II/003 that explain the process of delivering and handling complaints and grievances internally and externally. In the SOP also mentioned that the company guarantees the anonymity of the reporting and the revealer of the case (whistleblower). Head of Administration is responsible for hearing and record all complaints and grievances that exist both orally and in writing from the external. Responses to the complaint and dissatisfaction is given as soon as possible and no later than one month after the issue received. SOP Handling Complaints and Dissatisfaction only up to the enterprise level. On that procedure mentioned if there is no solution in the complaint mechanism, can be brought to the RSPO Complaint System.

6.3.2

The whole recording and handling of related complaints recorded in the Monitoring Form Handling Complaints and dissatisfaction document number: F/SMART/SIGSCSRD/SADV/003/001. In other that the company also provided call center / hotline for grievance and appeals. At the time of the audit, the auditor team tries to contact the call center / hotline and the number is in active condition and well responded. Based on the form is known that during the period of 2017 there were no complaints presented. According to interviews with workers and communities there are no complaints or dissatisfaction.

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. According to information gathered during stakeholder consultation with representatives of villages Mislak, Jebus and Pangkal Beras, it was confirmed that no land compensation was made for the last 3 years.

6.4.3

All the documents of land compensation is kept by legal department and if there is any inquiry from affected parties or relevant parties, the document can be accessed through officer/management permission. There are no customary people lives

surrounding/within the certificate holder plantation.	
	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, 6.5.2 <p>The policy related to employment in Leidong West Mill, Leidong West Estate, Bukit Intan and Bukit Mas Estate set forth in the Collective Labor Agreement (CLA) of 2016 – 2018. There has been explanations related the recruitment of labor, working time, wages, employment, etc. As for non permanent workers (trial period), there is a separate employment agreement with reference to the applicable regulation. In the Collective Labor Agreement, the minimum wage is determined by the governor's decree on minimum wage. Minimum wage year 2018 for Bangka Belitung province has been determined by Decree of Bangka Belitung Governor No. 188.44/1252/DISNAKER/2017 for province minimum wage amounted to IDR 2,755,443.83,-. This wage includes the value of the rice supply for its own workers by 15 kg per month.</p> <p>Based on payment list, interviews with the workers, and Labor Unions, known that the CH had paid the minimum wage, overtime, and provide minimum condition for worker in accordance with the CLA and applicable regulations. There is no significant obstacles related to employment or violations of wage.</p>	
6.5.2 <p>Work agreement (contract) between worker and company describes about type of work and salary, duty and responsibility, work hour, health and medical, work termination, and others. Contract is written in Indonesian Language and workers are understood the substance of the contract. Company also has collective labour agreement (CLA) between company and labour union for period year 2016 – 2018 which is endorsed by Labour Agency in Bangka Belitung Province. The collective labour agreement is regulated about company and worker responsibilities, recruitment process, promotion and demotion, work time management, payment system, social insurance, contract termination, and so on.</p>	
6.5.3 <p>Company provides the facilities for worker welfare such as housing, policlinic, worship venue, religious facilities, sport yard, and access to electricity. Based on field observation in LWUE, LWSE and BINE housing, it is known that the facilities and infrastructure are in good condition. Company provide electricity subsidies for all workers every month. Beside education facilities, company also provide school bus to children transportation.</p>	
6.5.4 <p>Based on field observation and interview, it is known that worker buy the staple food to the market in near from the estate, it can be accessed within ± 30 minutes by using vehicle. Company also provide stall that sell staple food and drinking water. It can be concluded that the access to the nearest market is available.</p>	
	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.	
6.6.1 & 6.6.2 <p>The Company recognizes the rights of employees to freedom of association in the Indonesian language through Memorandum/ Circular Letter No.094 / CEO2-SE / 12/2010 dated December 14, 2010 stating that the company respects the provisions and rules applicable in Law 21 of 2000 including freedom of association for workers / employees who are the basic rights of workers.</p> <p>Leidong West Mill, Leidong West Estate and Bumi Permai Lestari has it's own Labor Union. They already have decree related organization structure and letter of registration to Labour Agency in 2009. During stakeholder consultation with Labour Agency of Bangka Belitung Province, both organization has been registered and approved officially. Based on interviews with the Head of Labor Unions of PT LWI-PT BPL noted that the CH has facilitated the establishment, regular meeting, and the member to understand the functioning of the union. The CH shows example records of regular meetings and responses between the</p>	

union and the CH.		
	Status: Comply	
6.7		
Children are not employed or exploited.		
6.7.1		
Certificate Holder have the policy regarding minimum age for worker regulated on GAR's Social and Environmental Policy. It is stated that company won't employ children who are included in the definition of the provisions of ILO conventions, even though there are laws or regulations that would enable state and local and against all forms of child exploitation. Based on field observation in Leidong West Mill and estate, there are no worker under 18 years old. Based on public consultation with Labour Agency of Bangka Belitung Province, there is no issue regarding child labor in company.		
	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		
Policy regarding equal opportunity and treatment for work contained in the document of Environmental and Social Policy issued on September 8, 2015. The policy assured equal opportunities for all workers, and embrace diversity, regardless of ethnicity, religion, disability, gender, political affiliation, sexual orientation, or union membership workers, and ensure that all workers are protected from discrimination in all stages of the employment relationship. The process of selection, recruitment and promotion of workers can be shown that the process has been based on the expertise, capacity, quality and medical health of prospective labor / labor.		
The results of interviews with workshop and warehouse clerk Bukit Intan Estate known that the workers understand the company policy regarding equal opportunity to get a job without distinction of race, religion and gender.		
6.8.2 & 6.8.3		
Based on review of employee list of Mill and Estate, field observation, and interview with the workers, Gender Committee, Labor Unions, it is known that there is no indication of discrimination based on ethnicity, religion, gender, sexual orientation, race and class, or origin. Interview with the Village Head known that the job advertisements are open to the public. The employee selection and promotion are conducted in accordance with the assessment and without any discrimination.		
	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		
Company has the Policy to prevent sexual harassment and abuse on Internal CEO 2 No. 003/CEO2-SE/01/2011 dated January, 10 2011. This policy has been socialized to the worker, as example on January 10, 2016. Company has establish gender committee in each unit and its program is conducted socialization to the worker especially female worker, such as policy about reproductive rights, spraying technic, harassment or abuse in the work place complaints mechanism. Complaint mechanism explains that the company could keep the confidentiality of reporter's identity based on the sensitivity of issues, if the case goes public and the risk of revenge and so on.		
In the Collective Labor Agreement, there are regulations concerning female menstruation leave as much as 2 days/month (first and second day) with a doctor's examination, as well as maternity leave 1.5 months before giving birth and 1.5 months after birth with the calculation of a doctor's examination. The CH's procedure of Handling of Complaints and Grievances assured the anonymity of the reporting and the revealer of the case.		
Based on interview with female worker in LWUE, LWSE and BINE they understand about the policy and know how to make a complaint if they found out about harassment issue. They also has their reproductive leave such as menstrual leave or 2 days and maternity leave for 3 months. Based on interview with gender committee, there is no cases of sexual abuse reported in last year.		
	Status: Comply	

6.10	
Growers and mills deal fairly and transparently with smallholders and other local businesses.	
6.10.1; 6.10.2; 6.10.3 and 6.10.4	
The Certificate holder did not receive and process the FFB from other sources (external FFB). The entire FFB processed in the mill comes from company own estates. Also, there is no smallholder developed by the certificate holder	
	Status: Comply
6.11	
Growers and millers contribute to local sustainable development wherever appropriate.	
6.11.1	
Records of certificate holder contribution to regional development were evident, among either: agreement contract, and social assistance list. CSR program was provided by the organization and deployed in to CSR program. Activity of CSR was identified by the estate/mills (Rekapitulasi Laporan Kegiatan CSR), including education aspect, social aspect, health aspect, infrastructure, economic aspect, and environmental aspect. Implemented document was recorded within photo and minutes of aid delivery.	
Another local business was supported for growers and mills, main supports were pertinent to goods supply for guesthouse. The local business is assigned and controlled by central purchasing in Head Office.	
6.11.2	
Until Surveillance assessment (ASA 4), there is no smallholder developed by the certificate holder	
	Status: Comply
6.12	
No forms of forced or trafficked labour are used.	
6.12.1, 6.12.1, 6.12.3	
Based in document review and interview with workers, it is known that there is no migrant labor. There is no force labor and illegal workers, all workers have work agreement between company and personnel. The contract describes about type of work, salary mechanism, and others. Work agreement is available in Indonesian language. They can access their personal file in administration each unit. Based on field observation in Leidong West Estate, BINE and BMSE, auditor didn't sighted harvester accompanied by the wife or children.	
	Status: Comply
6.13	
Growers and millers respect human rights	
6.13.1	
The CH has had a human rights policy in the social and environmental document, dated 8 September 2015, points 2.2.3 on Human Rights, which reads: 'We are committed to upholding and promoting the general statements about the human rights of the UN for all workers, contractors, indigenous peoples and community in all of the company's operations'.	
Based on interviews with workers in Leidong West Mill and Leidong West Estate, Labor Union, Gender Committee, and Local Contractor are known that human rights policy has been disseminated. Document review of Complaints Book and Interview with Labor Agency also obtained information that there were no cases of human rights violations during the period of ASA-4.	
	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 management unit is not performed expanding and developing the plantations area after November 2005. The results of the document study and interviews with management showed that the planting has done last in 1998. The results of the document study and field visits showed the planting year in Bukit Intan Estate, Bukit Mas Estate, Leidong West Utara Estate, and Leidong West Selatan Estate consists from 1992 to 1998.	

	Status: Comply	
7.2 Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.		
7.2.1; 7.2.2 The management unit is not performed expanding and developing the plantations area after November 2005. The results of the document study and interviews with management showed that the planting has done last in 1998. The results of the document study and field visits showed the planting year in Bukit Intan Estate, Bukit Mas Estate, Leidong West Utara Estate, and Leidong West Selatan Estate consists from 1992 to 1998.		
7.2.1 and 7.2.2 The management unit is not performed expanding and developing the plantations area after November 2005. The results of the document study and interviews with management showed that the planting has done last in 1998. The results of the document study and field visits showed the planting year in Bukit Intan Estate, Bukit Mas Estate, Leidong West Utara Estate, and Leidong West Selatan Estate consists from 1992 to 1998.		
	Status: Comply	
7.3 New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.		
7.3.1; 7.3.2; 7.3.3; 7.3.4; 7.3.5 The entire supply bases of Leidong West Mill have no planting since November 2005. PT MP Leidong West Indonesia and PT Bumi Permai Lestari are subsidiaries of Golden Agri Resources that have been submit Disclosure of Liability to RSPO on 29 August 2014 with Zero Liability. Land Use Change Analysis (LUCA) also has been submitted on 11 April 2016 and review progress was done on 24 October 2016.		
On 6 December 2017, GAR as RSPO member proposes the revising on their LUCA and has been approved by RSPO on 7 December 2017.		
	Status: Comply	
7.4 Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.		
7.4.1; 7.4.1 The management unit is not performed expanding and developing the plantations area after November 2005. The results of the document study and interviews with management showed that the planting has done last in 1998. The results of the document study and field visits showed the planting year in Bukit Intan Estate, Bukit Mas Estate, Leidong West Utara Estate, and Leidong West Selatan Estate consists from 1992 to 1998.		
	Status: Comply	
7.5 No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
7.5.1 The management unit is not performed expanding and developing the plantations area after November 2005. The results of the document study and interviews with management showed that the planting has done last in 1998. The results of the document study and field visits showed the planting year in Bukit Intan Estate, Bukit Mas Estate, Leidong West Utara Estate, and Leidong West Selatan Estate consists from 1992 to 1998.		
	Status: Comply	
7.6 Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
7.6.1; 7.6.2; 7.6.3; 7.6.4; 7.6.5; 7.6.6 The management unit is not performed expanding and developing the plantations area after November 2005. The results of		

the document study and interviews with management showed that the planting has done last in 1998. The results of the document study and field visits showed the planting year in Bukit Intan Estate, Bukit Mas Estate, Leidong West Utara Estate, and Leidong West Selatan Estate consists from 1992 to 1998.

Status: Comply

7.7

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

7.7.1; 7.7.2

The management unit is not performed expanding and developing the plantations area after November 2005. The results of the document study and interviews with management showed that the planting has done last in 1998. The results of the document study and field visits showed the planting year in Bukit Intan Estate, Bukit Mas Estate, Leidong West Utara Estate, and Leidong West Selatan Estate consists from 1992 to 1998.

Status: Comply

7.8

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

7.8.1; 7.8.2

The management unit is not performed expanding and developing the plantations area after November 2005. The results of the document study and interviews with management showed that the planting has done last in 1998. The results of the document study and field visits showed the planting year in Bukit Intan Estate, Bukit Mas Estate, Leidong West Utara Estate, and Leidong West Selatan Estate consists from 1992 to 1998.

Status: Comply

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

8.1

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

1. Social Aspect

SIA review conducted annually a year by involving the all affected parties

2. Environmental Aspects

The company has a Record of monitoring the utilization of solid waste (EFB for mulch, fiber and shell for boiler fuel) and monitoring the utilization of effluent used in land applications

3. Aspects of best management practices

One of the efforts to improve the management practices, the company has made improvements by:

- re-mapping related to governance area by remote sensing method through aerial photography with drone so it is expected to obtain actual or near accurate management area such as planting area, numbers of tree, etc. The process is still running
- Implementation of technology in FFB transport using application SMART Fit (Flow of * Sawit * Information System)

4. Worker Welfare

- Change of payment method of employee salary through bank account and provision of ATM machine
- all daily employees working in the company have been promoted to permanent employees

Status: Comply

3.2. Summary of Assessment Report of Supply Chain Requirement
3.2.1 General chain of custody requirements for the supply chain

Clause	Requirement
5.1	Applicability of the general chain of custody requirements for the supply chain
5.1.1	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.</p> <p>Leidong West Mill (LWSM) is one of Palm Oil Mill where legally it is under management of PT MP Leidong West Indonesia. The main product from this mill is CPO and Palm Kernel where the CPO placed in storage tank at the same location. The certified CPO and PK from this mill are delivered to Bangka Bulking station and transported by trucks. PT Satrindo Jaya Agropalma as a CPO transportation services company is a subsidiary of Golden Agri Resources (RSPO membership) and also as a parent company of PT MP Leidong West Indonesia.</p> <p>However, PK transport delivery is physically handled by PT EMKL TIGA BERDIKARI as outsourced transportation services. This company has had legal ownership and official agreement with PT MP Leidong West Indonesia. Therefore, Leidong West Mill used an outsourced contractor for CSPK product delivery.</p>
	Status: Comply
5.1.2	<p>Traders and distributors require a license obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.</p> <p>Leidong West Mill is an FFB processing mill to produce CPO and PK. The sources of material input are FFB's only from the certified area. This Mill did not purchased CPO and/or PK from others, therefore Leidong West Mill not include as trader/distributor.</p> <p>Leidong West Mill is an RSPO certified mill with certificate no. MUTU-RSPO/041 and also has been registered on PalmTrace with registered member ID: RSPO_PO1000001372.</p>
	Status: Comply
5.1.3	<p>Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.</p> <p>Leidong West Mill is an RSPO certified mill with certificate no. MUTU-RSPO/041 and also has been registered on PalmTrace with registered member ID: RSPO_PO1000001372.</p>
	Status: Comply
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>Leidong West Mill did not have any processing aids at site.</p>
	Status: Not Applicable
5.2	Supply chain model
5.2.1	<p>The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.</p>

Leidong West Mill is certified palm oil mill which implement Identity Preserved using Module D-CPO Mill for its supply chain, because this Mill is received FFB's from certified sources only.	
	Status: Comply
5.2.2	
The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	
Leidong West Mill only use Identity Preserved supply chain model and has been certified with certificate no. MUTU-RSPO/041.	
	Status: Comply
5.3	Documented procedures
5.3.1	
The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified.	
Leidong West Mill has had supply chain procedure "SOP Supply Chain Produk RSPO Model Identity Preserved (No. Dok: PT MP LWI-LWSM/SOP/25 dated 1 st April 2015)" for the implementation on Mill. All elements of the applicable supply chain model specified within the procedure.	
	Status: Comply
5.3.2	
The site shall have a written procedure to conduct annual internal audit	
Leidong West Mill has had procedure "SOP Internal Audit (SOP/SMART/UMUM/SADV/I/2009, tanggal 1 Juli 2014)" to conduct internal audit for all aspect (P&C and SCCS). The specific statement within the procedure as follow:	
1.2. Objective: Ensuring the process of SPO internal audit in order to acknowledge effectiveness and compliances with applicable certification system requirements.	
2.2.1 Internal Audit Program: an internal audit conducting annually (once a year) and possible to perform additional audit in within.	
	Status: Comply
5.4	Purchasing and goods in
5.4.1	
The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier	
Leidong West Mill is an FFB processing mill to produce CPO and PK. The sources of material input are FFB's only from the certified area. This Mill did not purchased CPO and/or PK from others.	
	Status: Not Applicable
5.4.2	
The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents	
Mechanism for handling non-conforming oil palm products are specific describes within "SOP Penanganan Keluhan dan Ketidakpuasan (SOP/SMART/SIGS-CSR/SADV/I/003, tertanggal 1 Juli 2014)". This procedure is general applied to all complaints aspects, including non-conforming products from customer/buyer.	
	Status: Comply
5.5	Outsourcing activities
5.5.1	
In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.	
Leidong West Mill has specific mechanism related to outsource or contractors handling. This procedure namely "SOP Pengendalian Kontraktor (SOP/SMART/UMUM/SADV/I/006, issued 1 July 2014)". This procedure is applicable to all	

outsource/contractors activities to look carefully at Sustainability aspects in their operation.

Outsourcing activities at Leidong West Mill only for CSPK transport delivery that were using independent third party. PT EMKL Tiga Berdikari is third party transportation services where its contractor has had a contract or official agreement with PT MP Leidong West Indonesia. The applicable contract during this audit is based on "Surat Perjanjian Kerja No. 001/LWI/LWSM/01/2017-PK (2 Januari 2017)".

Status: Comply

5.5.2

Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:

- a. The site has legal ownership of all input material to be included in outsourced processes;
- b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.
- c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.
- d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance

Oil palm product (CPO and PK) from Leidong West Mill delivered to Bangka Bulking Station at Pangkalan Balam. Transportation is using truck owned by PT Satrindo Jaya Agripalma (for CSPO), a subsidiary of parent company Golden Agri Resources. While, for CSPK transport using independent third party namely PT. EMKL Tiga Berdikari.

The Certified Mill ensuring the following are:

- a) Legal ownership of all input material (FFB's) among others: PT MP Leidong West Mill (LWUE and LWSE) and PT Bumipermai Lestari (BINE & BMSE). Both of these companies have been registered in Indonesia Investment Board.
- b) Contractual agreement for delivering oil palm product i.e: CSPO by PT Satrindo Jaya Agripalma (Contract #001/LWI/LWSM/01/2017-CPO) and CSPK by PT EMKL Tiga Berdikari (Contract #001/LWI/LWSM/01/2017-PK).
- c) Document control system to ensure outsources activities through their own procedure. SOP/SMART/UMUM/SADV/I/006, terbit 1 Juli 2014 is they're own procedure related to Contractor Handling Mechanism.
- d) Both of applicable contracts for physical handling of oil palm product is already stated to comply with all sustainability aspects.

Status: Comply

5.5.3

The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.

Transportation services are using second and third party outsources. Delivery of certified oil palm product is using PT Satrindo Jaya Agripalma (for CSPO) and PT. EMKL Tiga Berdikari (for CSPK). Record of all name and contact details of outsources and contractors are well maintained.

Status: Comply

5.5.4

The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products

Transportation services are using second and third party outsources. Delivery of certified oil palm product is using PT Satrindo Jaya Agripalma (for CSPO) and PT. EMKL Tiga Berdikari (for CSPK). Record of all name and contact details of outsources and contractors are well maintained.

Status: Comply

5.6

Sales and goods out

5.6.1

The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form: The name and address of the buyer

Within period ASA-3 upto ASA-4, Leidong West Mill selling RSPO certified product physically. The sales transaction is using

RSPO PalmTrace. Based on sample Delivery Note as follow:

- The name and address of the seller; PT Leidong West Indonesia, Leidong West Mill, Bangka.
- The loading or shipment / delivery date; 18 January 2018
- The date on which the documents were issued; 18 January 2018
- A description of the product, including the applicable supply chain model; Crude Palm Oil, Certificate ID: MUTU-RSPO/041-18010178/RSPO-IP.
- The quantity of the products delivered; Total Certified Product: 15,100 kg.
- Any related transport documentation; Contract No./DO No.: CPO BPL **RSPO-IP** T001. WB Ticket Number: A000397. No. Delivery Note: 1250/CPO/TT/18/01/0178. N174LWSM E 00018.
- Supply chain certificate number of the seller; Certificate ID: MUTU-RSPO/041-18010178/RSPO-IP.
- A unique identification number. Contract No/DO No.: CPO BPL **RSPO-IP** T001.

Sample of Working Order for CSPK delivery:

- ♦ Name and address of seller: PT MP Leidong West Indonesia, Bangka.
- ♦ Name and address of buyer: PT Sumber Indah Perkasa, Lampung
- ♦ Delivery date: 18 January 2018
- ♦ Document reference: 003/BPL/SPK/2018
- ♦ Name of transporter: PT EMKL Tiga Berdikari
- ♦ Address of transporter: Jl. R.E. Martadinata No. 11 RT/RW. 001/001 Kelurahan Ketapang, KEC. Pangkalbalam, Pangkal Pinang – Babel.
- ♦ Description of product: Palm Kernel
- ♦ Amount of product: 660.00 MT
- ♦ Supply chain certificate number of the seller; Certificate ID: MUTU-RSPO/041-18010178/RSPO-IP.

Status: Comply

5.7

Registration of transactions

5.7.1

Supply chain actors who:

- are mills, traders, crushers and refineries; and
- take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable

Leidong West Mill is an RSPO certified mill with certificate no. MUTU-RSPO/041 and also has been registered on PalmTrace with registered member ID: **RSPO_PO1000001372**.

Status: Comply

5.7.2

The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:

- **Shipping Announcement / Announcement:** When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.
- **Trace:** When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.
- **Remove:** RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.
- **Confirm:** Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.

Leidong West Mill is an RSPO certified mill with certificate no. MUTU-RSPO/041 and also has been registered on PalmTrace with registered member ID: **RSPO_PO1000001372**.

For transaction of selling certified product, this mill is using RSPO Palm Trace including Shipping Announcement, Trace,

Remove and Confirm. The person in charge to RSPO Palm Trace access is from Head Office PT SMART, Tbk, Jakarta.	
	Status: Comply
5.8	Training
5.8.1 The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff	
<p>Leidong West Mill has had written form "Program Pelaksanaan Training / Sosialisasi Sustainability Tahun 2018 MP LWI LWSM". For SCCS training will plan twice a year, on February and June.</p> <p>SCCS training at LWSM was held on 28 February 2018 and attended by 7 persons who responsible for supply chain implementation.</p>	
	Status: Comply
5.8.2 Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed	
<p>The new RSPO Supply Chain Standard has been socialized and informed through the in house training for all responsible persons at the mill. Training record for supply chain was held on 28 February 2018 and attended by 7 persons who responsible for supply chain implementation.</p>	
	Status: Comply
5.9	Record keeping
5.9.1 The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements	
<p>Leidong West Mill has had maintain accurate, complete and up-to-date for the FFB receives, process and CPO & PK production from its supply bases (certified sources only).</p> <p>The record keeping saves in "Mass Balance Report of LWSM 2017". Within this record, the certificate holders maintain the FFB's sources based on monthly bases.</p>	
	Status: Comply
5.9.2 Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock	
<p>The Certificate Holder has had procedure of Record and Document Handling (SOP/SMART/UMUM/SADV/II/001, issued 1 July 2014).</p> <p>2.4.12.e All records shall be kept within 10 (ten) years.</p>	
	Status: Comply
5.9.3 The organization shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	
<p>Leidong West Mill as Certificate Holder did not purchased CPO and/or PK from any sources. This Mill only receives FFB's from Certified area only. The estimate volume of sustainable CPO and PK are recorded in the Annex of certificate.</p>	
	Status: Comply
5.10	Conversion factors

5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries
	Leidong West Mill only received and processed of FFB's as material input. This mill did not purchase CPO and/or PK from others. Therefore, this mill did not using conversion factors.
	Status: Not Applicable
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.
	Leidong West Mill only received and processed of FFB's as material input. This mill did not purchase CPO and/or PK from others. Therefore, this mill did not using conversion factors.
	Status: Not Applicable
5.11	Claims
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.
	All certified product claims, the CH never using RSPO symbol or logos. A unique identification number, certificate number and supply chain model are available on relevant documents. Also, the CH using RSPO Palm Trace for communication, transaction, confirmation status and shipping announcement.
	The claim has been referred to RSPO Rules on Market Communications and Claims.
	Status: Comply
5.12	Complaints
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.
	Mechanism for handling non-conforming oil palm products and complaints are specific describes within "SOP Penanganan Keluhan dan Ketidakpuasan (SOP/SMART/SIGS-CSR/SADV/I/003, tertanggal 1 Juli 2014)". This procedure is general applied to all complaints aspects, including complaints and non-conforming products from customer/buyer.
	Status: Comply
5.13	Management review
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken
	The Certificate Holder has made Management Review on 20 th December 2017, where the requirement for Management Review is conducted at least annually. The content of Management Review including RSPO audit result, Production and progress of implementation of Supply Chain system.
	Status: Comply
5.13.2	The input to management review shall include information on:
	<ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions.

- **Follow-up actions from management reviews.**
- **Changes that could affect the management system.**
- **Recommendations for improvement.**

Result of Management Review report on 20th December 2017, the following information was discussed:

- ♦ Customer Feedback and Stakeholder Complaints: for 2017, there are no complaints from stakeholder/Customer.
- ♦ Performance of Processing Activity and Conformity of Products: Production of Certified Product, Sales and Goods Out has been appropriate with estimation and supply chain requirements.
- ♦ Any changes of Management System influence: Updating for all sustainability procedures still on progress to be review by management.
- ♦ Internal Audit of Supply Chain and Follow-Up Actions: Has been conducted on 4-8 December 2017. All the non-conformances already followed up.
- ♦ Recommendations for Improvement

Status: Comply

5.13.3

The output from the management review shall include any decisions and actions related to:

- **Improvement of the effectiveness of the management system and its processes.**
- **Resource needs.**

Improvement of the effectiveness of the management system and its processes and resource needs is already included within the Management Review.

Status: Comply

3.2.2 (Module D) CPO Mills – Identity Preserved Requirements

Clause	(Module D) CPO Mills – Identity Preserved Requirements																							
D1	Definition																							
D.1.1																								
A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.																								
Leidong West POM has determined that only certified sources that can supply FFB to be processed, consist of certified own estates. According to the SCCS requirement, module D-IP will be applied.																								
Leidong West POM able to describe and demonstrate the FFB reception from the certified own estates under scope of certificate. FFB's supplier entering the Leidong West POM are:																								
<div><div>1.</div><div>Leidong West Utara Estate / LWUE; PT MP Leidong West Indonesia.</div></div> <div><div>2.</div><div>Leidong West Utara Estate / LWUE; PT MP Leidong West Indonesia.</div></div> <div><div>3.</div><div>Bukit Intan Estate / BINE; PT Bumipermai Lestari</div></div> <div><div>4.</div><div>Bukit Mas Estate / BMSE; PT Bumipermai Lestari</div></div>																								
	Status: Comply																							
D.2	Explanation																							
D.2.1																								
The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.																								
Leidong West POM has determined the estimation for CPO and PK production produced by the certified mill. The tonnage estimation is attached on the document of budget projection for one year. The estimation and actual Certified FFB production on below table:																								
<table><tr><th>No</th><th>Product</th><th>Annex 3 ASA-3 (16 May 2017 – 15 May 2018)</th><th>Actual Production (16 May 2017 – 24 February 2018)</th><th>Estimation Production (16 May 2018 – 15 May 2019)</th></tr><tr><td>1</td><td>FFB (tonnes)</td><td>208,564</td><td>149,848.47*</td><td>225,920</td></tr><tr><td>2</td><td>CPO (tonnes)</td><td>44,841</td><td>37,540.30</td><td>49,702</td></tr><tr><td>3</td><td>PK (tonnes)</td><td>12,514</td><td>10,858.78</td><td>13,555</td></tr></table>					No	Product	Annex 3 ASA-3 (16 May 2017 – 15 May 2018)	Actual Production (16 May 2017 – 24 February 2018)	Estimation Production (16 May 2018 – 15 May 2019)	1	FFB (tonnes)	208,564	149,848.47*	225,920	2	CPO (tonnes)	44,841	37,540.30	49,702	3	PK (tonnes)	12,514	10,858.78	13,555
No	Product	Annex 3 ASA-3 (16 May 2017 – 15 May 2018)	Actual Production (16 May 2017 – 24 February 2018)	Estimation Production (16 May 2018 – 15 May 2019)																				
1	FFB (tonnes)	208,564	149,848.47*	225,920																				
2	CPO (tonnes)	44,841	37,540.30	49,702																				
3	PK (tonnes)	12,514	10,858.78	13,555																				
*FFB actual production is sourced from Estates within certification scope only (exclude from BPTE and BPPE), where CPO and PK production are includes from BPTE and BPPE.																								
	Status: Comply																							
D.2.2																								
The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).																								
<div><div>•</div><div>RSPO IT Platform member registration number: RSPO_PO1000001372</div></div>																								
Leidong West Mill was sold CSPO & CSPK during the period of May 16, 2017 to February 24, 2018. Based on RSPO Palm																								

Trace record database, transaction in details as follow:

CSPO:

Transaction ID	Seller Ref.	Buyer	Buyer Ref.	Product	Program	Volume*	Transaction Type	Status	B/L Number	Shipping/BL Date
TR-1d227286-f23b	4800040022	PT SUMBER INDAH PERKASA	DIC/2650/120218/0001	CSPO	Segregation	2,602.61	Shipping	Confirmed	01/ASPIPKP/II/2018	14/02/2018
TR-5816cfd9-f4bd	4800039329	PT SUMBER INDAH PERKASA	DIC/2650/061217/0003	CSPO	Segregation	2,303.76	Shipping	Confirmed	01/ASPIPKP/XII/2017	8/12/2017
TR-0c7186d2-5bf6	4800039201	PT SUMBER INDAH PERKASA	DIC/2650/231117/0001	CSPO	Segregation	3,100.99	Shipping	Confirmed	01/PKPI/2017	25/11/2017
TR-6bcd3dea-9cad	4800038886	PT SUMBER INDAH PERKASA	DIC/2650/311017/0001	CSPO	Segregation	2,502.66	Shipping	Confirmed	-	2/11/2017
TR-2c7900a5-c1e8	4800038572	PT SMART Tbk. Marunda Refinery		CSPO	Segregation	2,001.93	Shipping	Confirmed	01/071017/HSA	7/10/2017
TR-131f2ff4-d2dc	4800038423	PT SMART Tbk. Marunda Refinery		CSPO	Segregation	2,001.32	Shipping	Confirmed	01/280917/HSA	28/09/2017
TR-865799ab-4551	4800038384	PT SUMBER INDAH PERKASA	DIC/2650/200917/0002	CSPO	Segregation	1,900.47	Shipping	Confirmed	01/PKPI/2017	26/09/2017
TR-e0b94716-0d98	4800038035	PT SUMBER INDAH PERKASA	DIC/2650/240817/0001	CSPO	Segregation	1,204.48	Shipping	Confirmed	01/PKPI/II/2017	26/08/2017
TR-21b4597e-78a8	4800037881	PT SUMBER INDAH PERKASA	DIC/2650/140817/0001	CSPO	Segregation	3,002.96	Shipping	Confirmed	01/PKPI/II/2017	15/08/2017
TR-23d79b9c-1910	4800037723	PT SUMBER INDAH PERKASA	DIC/2650/010817/0001	CSPO	Segregation	2,001.23	Shipping	Confirmed	01/050817/HSA	5/8/2017
TR-b8e59c57-9fda	4800037589	PT SUMBER INDAH PERKASA	DIC/2650/190717/0004	CSPO	Segregation	2,501.37	Shipping	Confirmed	01/PKPI/II/2017	22/07/2017
TR-fc42a0b7-3cc6	4800037238	PT SUMBER INDAH PERKASA	DIC/2650/190617/0001	CSPO	Segregation	2,506.96	Shipping	Confirmed	01/200617/KCBL	20/06/2017
TR-7ba8503c-0c9f	4800037050	PT SUMBER INDAH PERKASA	DIC/2650/020617/0001	CSPO	Segregation	3,002.81	Shipping	Confirmed	01/030617/KCBL	3/6/2017
TR-d51821e9-ed0	4800036656	PT SUMBER INDAH PERKASA	DIC/2650/030517/0001	CSPO	Segregation	3,000.77	Shipping	Confirmed	01/050517/KCBL	16/05/2017
TR-39e4db11-3164	BPS/170221/0004	GOLDEN AGRI INTERNATIONAL PTE LTD	GAIP/LP/0317/CPO82298	CSPO	Segregation	3,220	Shipping	Confirmed	DUM/ROT-13	16/05/2017

CSPK:

Transaction ID	Seller Ref.	Buyer	Buyer Ref.	Product	Program	Volume*	Transaction Type	Status	B/L Number	Shipping/BL Date
TR-3df17f26-0376	4800039675	PT SUMBER INDAH PERKASA	DIC/1250/100118/0001	CSPK	Mass Balance	100	Shipping	Confirmed	03/060218/LMP	6/2/2018
TR-abf40e55-9847	4800039748	PT SUMBER INDAH PERKASA	DIC/2650/170118/0001	CSPK	Mass Balance	150	Shipping	Confirmed	01/060218/LMP	6/2/2018
TR-750cd8cc-5bb6	4800039823	PT SUMBER INDAH PERKASA	DIC/1250/240118/0001	CSPK	Mass Balance	100	Shipping	Confirmed	03/060218/LMP	6/2/2018
TR-cc4e4c66-051a	4800039820	PT SUMBER INDAH PERKASA	DIC/2650/240118/0001	CSPK	Mass Balance	180	Shipping	Confirmed	01/060218/LMP	6/2/2018
TR-af974894-cb47	4800039674	PT SUMBER INDAH PERKASA	DIC/2650/100118/0001	CSPK	Mass Balance	400	Shipping	Confirmed	01/060218/LMP	6/2/2018
TR-5b6fa545-76b5	4800039197	PT SUMBER INDAH PERKASA	DIC/1250/221117/0001	CSPK	Mass Balance	100	Shipping	Confirmed	03/060218/LMP	23/01/2018
TR-b439f24c-f76c	4800039089	PT SUMBER INDAH PERKASA	DIC/1250/151117/0001	CSPK	Mass Balance	40	Shipping	Confirmed	03/060218/LMP	23/01/2018
TR-6a152591-4603	4800039589	PT SUMBER INDAH PERKASA	DIC/2650/030118/0001	CSPK	Mass Balance	600	Shipping	Confirmed	02/110118/TBS	23/01/2018
TR-76ecc959-fa5e	4800039404	PT SUMBER INDAH PERKASA	DIC/2650/131217/0002	CSPK	Mass Balance	295	Shipping	Confirmed	02/110118/TBS	23/01/2018
TR-343b56ab-d95d	4800039404	PT SUMBER INDAH PERKASA	DIC/2650/131217/0002	CSPK	Mass Balance	5	Shipping	Confirmed	01/060218/LMP	23/01/2018
TR-6f460c15-ac40	4800039242	PT SUMBER INDAH PERKASA	DIC/2650/291117/0002	CSPK	Mass Balance	200	Shipping	Confirmed	01/060218/LMP	23/01/2018
TR-011c84ed-2302	4800039315	PT SUMBER INDAH PERKASA	DIC/2650/061217/0002	CSPK	Mass Balance	500	Shipping	Confirmed	02/121217/ABN	12/12/2017
TR-60c83827-c6bd	4800039242	PT SUMBER INDAH PERKASA	DIC/2650/291117/0002	CSPK	Mass Balance	50	Shipping	Confirmed	03/041217/TBS	4/12/2017
TR-979be458-785c	4800039196	PT SUMBER INDAH PERKASA	DIC/2650/221117/0002	CSPK	Mass Balance	200	Shipping	Confirmed	01/041217/TBS	4/12/2017
TR-5962eca0-70b2	4800039009	PT SUMBER INDAH PERKASA	DIC/2650/081117/0001	CSPK	Mass Balance	200	Shipping	Confirmed	01/041217/TBS	4/12/2017
TR-b34899ca-5bb0	4800039089	PT SUMBER INDAH PERKASA	DIC/1250/151117/0001	CSPK	Mass Balance	160	Shipping	Confirmed	04/041217/TBS	4/12/2017
TR-2a07f94e-635b	4800038553	PT SUMBER INDAH PERKASA	DIC/1250/041017/0001	CSPK	Mass Balance	40	Shipping	Confirmed	04/041217/TBS	4/12/2017
TR-2f52036f-d724	4800039009	PT SUMBER INDAH PERKASA	DIC/2650/081117/0001	CSPK	Mass Balance	200	Shipping	Confirmed	11/060218/LMP	26/11/2017
TR-f04a9542-63f8	4800038929	PT SUMBER INDAH PERKASA	DIC/2650/011117/0001	CSPK	Mass Balance	200	Shipping	Confirmed	11/060218/LMP	26/11/2017
TR-0fe83882-e191	4800038829	PT SUMBER INDAH PERKASA	DIC/2650/251017/0002	CSPK	Mass Balance	200	Shipping	Confirmed	01/011117/KCBL	1/11/2017
TR-35ebf4b5-2cd2	4800038751	PT SUMBER INDAH PERKASA	DIC/2650/181017/0002	CSPK	Mass Balance	190	Shipping	Confirmed	01/011117/KCBL	1/11/2017
TR-4c8ecc77-d107	4800038751	PT SUMBER INDAH PERKASA	DIC/2650/181017/0002	CSPK	Mass Balance	60	Shipping	Confirmed	08/060218/LMP	28/10/2017
TR-85ef2766-ec49	4800038622	PT SUMBER INDAH PERKASA	DIC/2650/111017/0002	CSPK	Mass Balance	250	Shipping	Confirmed	05/060218/LMP	28/10/2017
TR-3cfe2b23c-dc8c	4800038554	PT SUMBER INDAH PERKASA	DIC/2650/041017/0002	CSPK	Mass Balance	50	Shipping	Confirmed	08/060218/LMP	28/10/2017
TR-b5b0ba82-a94d	4800038286	PT SUMBER INDAH PERKASA	DIC/2650/130917/0002	CSPK	Mass Balance	40	Shipping	Confirmed	08/060218/LMP	28/10/2017
TR-ba73caa2-d2ef	4800038553	PT SUMBER INDAH PERKASA	DIC/1250/041017/0001	CSPK	Mass Balance	110	Shipping	Confirmed	03/011117/KCBL	1/11/2017
TR-6983ca66-90a3	4800038365	PT SUMBER INDAH PERKASA	DIC/1250/200917/0001	CSPK	Mass Balance	200	Shipping	Confirmed	03/290917/TBS	29/09/2017
TR-df0faf26-fac2	4800038554	PT SUMBER INDAH PERKASA	DIC/2650/041017/0002	CSPK	Mass Balance	150	Shipping	Confirmed	01/121017/TBS	13/10/2017
TR-177fc2d6-8083	4800038450	PT SUMBER INDAH PERKASA	DIC/2650/270917/0002	CSPK	Mass Balance	300	Shipping	Confirmed	01/121017/TBS	13/10/2017
TR-9fb4efdb-a667	4800038286	PT SUMBER INDAH PERKASA	DIC/2650/130917/0002	CSPK	Mass Balance	460	Shipping	Confirmed	01/290917/TBS	29/09/2017
TR-61d57719-7298	4800038186	PT SUMBER INDAH PERKASA	DIC/2650/060917/0002	CSPK	Mass Balance	40	Shipping	Confirmed	01/290917/TBS	29/09/2017
TR-a59c4581-7aca	4800038186	PT SUMBER INDAH PERKASA	DIC/2650/060917/0002	CSPK	Mass Balance	160	Shipping	Confirmed	07/060218/LMP	13/09/2017
TR-7bde4662-49a3	4800038118	PT SUMBER INDAH PERKASA	DIC/2650/300817/0002	CSPK	Mass Balance	200	Shipping	Confirmed	07/060218/LMP	13/09/2017
TR-40dee913-1e80	4800037824	PT SUMBER INDAH PERKASA	DIC/1250/090817/0001	CSPK	Mass Balance	150	Shipping	Confirmed	03/040917/TBS	4/9/2017
TR-393d08e6-8e0b	4800038009	PT SUMBER INDAH PERKASA	DIC/2650/230817/0002	CSPK	Mass Balance	200	Shipping	Confirmed	01/040917/TBS	4/9/2017
TR-f9ba92c4-530e	4800037923	PT SUMBER INDAH PERKASA	DIC/2650/160817/0001	CSPK	Mass Balance	100	Shipping	Confirmed	01/040917/TBS	4/9/2017
TR-f85d47f8-3500	4800037923	PT SUMBER INDAH PERKASA	DIC/2650/160817/0001	CSPK	Mass Balance	300	Shipping	Confirmed	01/BJL/PKPV/II/2017	22/08/2017
TR-3ead97bb-e1e2	4800037826	PT SUMBER INDAH PERKASA	DIC/2650/090817/0002	CSPK	Mass Balance	100	Shipping	Confirmed	01/BJL/PKPV/II/2017	22/08/2017
TR-f33f08e6-c1c8	4800037679	PT SUMBER INDAH PERKASA	DIC/2650/260717/0002	CSPK	Mass Balance	350	Shipping	Confirmed	01/BJL/PKPV/II/2017	22/08/2017
TR-6fb15239-3ad3	4800037498	PT I/O MAS TUNGGAL - LUBUK GAUNG	4800037498	CSPK	Mass Balance	100	Shipping	Confirmed	03/010817/TBS	1/8/2017
TR-3545eeda-1158	4800037301	PT I/O MAS TUNGGAL - LUBUK GAUNG	4800037301	CSPK	Mass Balance	100	Shipping	Confirmed	03/010817/TBS	31/07/2017
TR-fb914c47-71f7	4800037572	PT I/O MAS TUNGGAL - LUBUK GAUNG	4800037572	CSPK	Mass Balance	300	Shipping	Confirmed	01/010817/TBS	1/8/2017
TR-3dd475fb-31f0	4800037487	PT I/O MAS TUNGGAL - LUBUK GAUNG	4800037487	CSPK	Mass Balance	350	Shipping	Confirmed	01/010817/TBS	31/07/2017
TR-2dc14de4-e177	4800037378	PT SUMBER INDAH PERKASA	DIC/2650/050717/0002	CSPK	Mass Balance	400	Shipping	Confirmed	01/LK/07/2017	7/7/2017
TR-3bea2c69-2325	4800037203	PT SUMBER INDAH PERKASA	DIC/2650/140617/0001	CSPK	Mass Balance	30	Shipping	Confirmed	01/LK/07/2017	7/7/2017
TR-c3a873b1-e6e1	4800037203	PT SUMBER INDAH PERKASA	DIC/2650/140617/0001	CSPK	Mass Balance	270	Shipping	Confirmed	03/060218/LMP	22/06/2017
TR-d971bb3c-5f62	4800037103	PT SUMBER INDAH PERKASA	DIC/2650/070617/0001	CSPK	Mass Balance	50	Shipping	Confirmed	03/060218/LMP	22/06/2017
TR-19f46f34-aae1	4800036953	PT SUMBER INDAH PERKASA	DIC/1250/240517/0001	CSPK	Mass Balance	20	Shipping	Confirmed	03/LK/07/2017	7/7/2017
TR-251ca154-748b	4800037103	PT SUMBER INDAH PERKASA	DIC/2650/070617/0001	CSPK	Mass Balance	150	Shipping	Confirmed	01/120617/TBS	12/6/2017
TR-fb36b012-d9e5	4800037013	PT SUMBER INDAH PERKASA	DIC/2650/310517/0002	CSPK	Mass Balance	200	Shipping	Confirmed	01/120617/TBS	12/6/2017
TR-f4900697-c9f2	4800036950	PT SUMBER INDAH PERKASA	DIC/2650/240517/0002	CSPK	Mass Balance	150	Shipping	Confirmed	01/120617/TBS	12/6/2017
TR-b45411b-0882	4800036867	PT SUMBER INDAH PERKASA	DIC/2650/170517/0002	CSPK	Mass Balance	200	Shipping	Confirmed	01/120617/TBS	12/6/2017
TR-e228a563-a930	4800036867	PT SUMBER INDAH PERKASA	DIC/2650/170517/0002	CSPK	Mass Balance	350	Shipping	Confirmed	01/220517/TBS	22/05/2017
TR-46ebdbd8-236a	4800036754	PT SUMBER INDAH PERKASA	DIC/2650/100517/0002	CSPK	Mass Balance	300	Shipping	Confirmed	01/220517/TBS	22/05/2017
TR-201a727e-bb47	4800037012	PT SUMBER INDAH PERKASA	DIC/2650/310517/0001	CSPK	Mass Balance	100	Shipping	Confirmed	03/120617/TBS	12/6/2017
TR-2b6d406a-7	4800036953	PT SUMBER INDAH PERKASA	DIC/1250/240517/0001	CSPK	Mass Balance	80	Shipping	Confirmed	03/060218/LMP	12/6/2017
TR-12687a-580	4800035295	PT SUMBER INDAH PERKASA	DIC/1250/040117/0001	CSPK	Mass Balance	250	Shipping	Confirmed	03/IBM/17	16/05/2017
TR-6b05f9b0-aad1	4800034227	PT SUMBER INDAH PERKASA	DIC/1250/121016/0001	CSPK	Mass Balance	150	Shipping	Confirmed	03/BJL/PKPV/II/2017	16/05/2017
TR-15744364-14a8	4800036754	PT SUMBER INDAH PERKASA	DIC/2650/100517/0002	CSPK	Mass Balance	50	Shipping	Confirmed	02/160517/TBS	16/05/2017

Leidong West Mill was sold CSPK during the period of May 16, 2016 to March 6, 2017 to outsiders or other units. As for CSPK there are delivery to PT Sumber Indah Perkasa (Lampung), PT SMART (Belawan), and PT Ivomas Tunggal (Dumai) with details:

Month	Buyer	Volume (Kg)	RSPO/Non RSPO
16-31 May 2016	PT Sumber Indah Perkasa (Lampung)	330	RSPO
June 2016	PT Sumber Indah Perkasa (Lampung)	1,290	RSPO
July 2016	PT Sumber Indah Perkasa (Lampung)	1,050	RSPO
August 2016	PT Sumber Indah Perkasa (Lampung)	1,065	RSPO
September 2016	PT Sumber Indah Perkasa (Lampung)	1,604	RSPO
October 2016	PT Sumber Indah Perkasa (Lampung)	2,121	RSPO
November 2016	PT Sumber Indah Perkasa (Lampung), PT Ivomas Tunggal (Dumai), PT SMART Tbk (Belawan)	900	RSPO
December 2016	PT Sumber Indah Perkasa (Lampung), PT Ivomas Tunggal (Dumai)	1,700	RSPO
January 2017	PT Sumber Indah Perkasa (Lampung)	1,800	RSPO
February 2017	PT Sumber Indah Perkasa (Lampung)	1,460	RSPO
1-6 March 2017	PT Sumber Indah Perkasa (Lampung)	-	RSPO
Total		13,320	

Status: Comply

D.3 Documented procedures

D.3.1

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

- Complete and up to date procedures covering the implementation of all the elements in these requirements;**
- The role 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's procedures for the implementation of this standard.**

LWSM has composed and applied procedure of Supply Chain for RSPO Model Identity Preserved Product in document No. PT MP LWI-LWSM/SOP/25 dated April 1st 2015. It has been legalized by the Production Controller. According to chapter 3 clause 3.1, the key personnels in charge of the implementation of SCCS-IP are:

- Security Officer: ensuring the FFB covering paper, checking the inside of truck and CPO tank and ensuring the seal to be well instaled on the CPO tank.
- Weightbridge Clerk: ensuring the weightbridge device, checking all documents of vehicle, ensuring the position of vehicle during the weighing activity and ensuring that the raw material comes from the certified estate and ensuring the document attributes on raw material.
- Grading Foreman: ensuring grading program.
- Dispatch Operator: monitoring the process of loading to tank, recording the production data and product stock stored on

the storage.

- Laboratory Analyst: analyzing quality losses, conducting sounding, ensuring the product quality based on budget and LWSM target.
- Production Clerk: ensuring all data have proper and giving it to Head of Administration.
- Processing Stage Assistant : ensuring the processing stage based on SOP.
- Head of Administration: responsible on the administration process of SCCS IP model implementation.
- Mill Unit Head: responsible over the implementation of system and standard
- PC: ensuring that all the products could be traced back.
- Support Depart: Assisting the control over the sales of certified product and communicating with the party with interest.

The company was conduct SCCS training 2017 version on 28 February 2018 and attended by 7 persons.

Status: Comply

D.3.2

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

Procedure of Supply Chain with Identity Preserved Model (No. PT MP LWI-LWSM/SOP/25 dated April 1st 2015).

Record of Mass Balance report within license period 16 May 2017 – 24 February 2018 in Kilograms as follow:

BULAN	TBS TERIMA						TOTAL
	LWSE	LWUE	BINE	BMSE	BPTE	BPRE	
16 Mei sd 30 Mei 2017	701,750	511,920	3,990,310	3,173,300	1,411,650	0	9,788,930
June 2017	1,113,800	808,280	6,561,830	5,607,280	2,262,400	-	16,353,590
July 2017	1,424,530	1,029,160	8,542,830	7,406,740	3,238,340	-	21,641,600
August 2017	1,302,840	1,292,400	6,988,320	6,197,710	2,745,700	-	18,526,970
September 2017	1,271,670	1,476,600	7,286,910	5,323,270	2,862,330	1,267,400	19,488,180
October 2017	1,303,800	1,383,630	6,818,980	5,876,730	2,711,070	-	18,094,210
November 2017	1,264,210	1,568,150	8,110,700	6,346,670	2,859,030	-	20,148,760
December 2017	1,122,020	1,395,210	8,258,460	5,728,490	3,143,180	111,640	19,759,000
January 2018	1,175,450	1,409,620	8,517,490	5,753,910	3,545,900	-	20,402,370
01 Feb sd 24 Feb 2018	930,950	1,014,710	5,811,950	4,045,890	2,453,250	-	14,256,750
Total	11,611,020	11,889,680	70,887,780	55,459,990	27,232,850	1,379,040	178,460,360

BULAN	PRODUKSI				PENGIRIMAN		STOCK	
	CPO	OER	PK	KER	CPO	PK	CPO	PK
16 Mei sd 30 Mei 2017	1,996,750	20.40	594,690	6.08	1,891,370	721,180	1,110,130	699,120
June 2017	3,418,820	20.91	912,590	5.58	3,619,510	1,200,000	1,215,510	572,630
July 2017	4,386,480	20.27	1,236,290	5.71	4,013,520	962,090	1,387,780	559,420
August 2017	3,924,480	21.18	1,130,300	6.10	4,500,640	1,310,340	811,620	379,380
September 2017	4,169,400	21.39	1,250,370	6.42	3,978,870	1,287,570	1,002,150	342,180
October 2017	3,745,200	20.70	1,097,730	6.07	3,397,260	1,176,860	1,350,090	263,050
November 2017	4,323,430	21.46	1,281,930	6.36	4,722,420	860,380	951,100	684,600
December 2017	4,174,410	21.13	1,199,310	6.07	4,446,390	862,760	679,120	1,021,150
January 2018	4,274,370	20.95	1,260,090	6.18	4,370,870	1,240,000	582,620	1,041,240
01 Feb sd 24 Feb 2018	3,126,960	21.93	895,480	6.28	3,266,070	1,300,000	443,510	636,720
Total	37,540,300		10,858,780		38,206,920	10,921,180		

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.

Volume of certified FFB's receives, process and CPO & PK production within license period 16 May 2017 to 24 February 2018 in Kilograms as follow:

BULAN	TBS TERIMA						TOTAL
	LWSE	LWUE	BINE	BMSE	BPTE	BPPE	
16 Mei sd 30 Mei 2017	701,750	511,920	3,990,310	3,173,300	1,411,650	0	9,788,930
June 2017	1,113,800	808,280	6,561,830	5,607,280	2,262,400	-	16,353,590
July 2017	1,424,530	1,029,160	8,542,830	7,406,740	3,238,340	-	21,641,600
August 2017	1,302,840	1,292,400	6,988,320	6,197,710	2,745,700	-	18,526,970
September 2017	1,271,670	1,476,600	7,286,910	5,323,270	2,862,330	1,267,400	19,488,180
October 2017	1,303,800	1,383,630	6,818,980	5,876,730	2,711,070	-	18,094,210
November 2017	1,264,210	1,568,150	8,110,700	6,346,670	2,859,030	-	20,148,760
December 2017	1,122,020	1,395,210	8,258,460	5,728,490	3,143,180	111,640	19,759,000
January 2018	1,175,450	1,409,620	8,517,490	5,753,910	3,545,900	-	20,402,370
01 Feb sd 24 Feb 2018	930,950	1,014,710	5,811,950	4,045,890	2,453,250	-	14,256,750
Total	11,611,020	11,889,680	70,887,780	55,459,990	27,232,850	1,379,040	178,460,360

BULAN	PRODUKSI				PENGIRIMAN		STOCK	
	CPO	OER	PK	KER	CPO	PK	CPO	PK
16 Mei sd 30 Mei 2017	1,996,750	20.40	594,690	6.08	1,891,370	721,180	1,110,130	699,120
June 2017	3,418,820	20.91	912,590	5.58	3,619,510	1,200,000	1,014,820	285,220
July 2017	4,386,480	20.27	1,236,290	5.71	4,013,520	962,090	1,387,780	559,420
August 2017	3,924,480	21.18	1,130,300	6.10	4,500,640	1,310,340	811,620	379,380
September 2017	4,169,400	21.39	1,250,370	6.42	3,978,870	1,287,570	1,002,150	342,180
October 2017	3,745,200	20.70	1,097,730	6.07	3,397,260	1,176,860	1,350,090	263,050
November 2017	4,323,430	21.46	1,281,930	6.36	4,722,420	860,380	951,100	684,600
December 2017	4,174,410	21.13	1,199,310	6.07	4,446,390	862,760	679,120	1,021,150
January 2018	4,274,370	20.95	1,260,090	6.18	4,370,870	1,240,000	582,620	1,041,240
01 Feb sd 24 Feb 2018	3,126,960	21.93	895,480	6.28	3,266,070	1,300,000	443,510	636,720
Total	37,540,300		10,858,780		38,206,920	10,921,180		

Status: Comply

D.4.2

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

Leidong West POM will inform the CB immediately if there is a projected overproduction of certified tonnage. This statement is available within the procedure applied. According to below data record, there is no overproduction from LWSM.

No	Product	Annex 3 ASA-3 (16 May 2017 – 15 May 2018)	Actual Production (16 May 2017 – 24 February 2018)
1	FFB (tonnes)	208,564	149,848.47*
2	CPO (tonnes)	44,841	37,540.30
3	PK (tonnes)	12,514	10,858.78

*FFB actual production is sourced from Estates within certification scope only (exclude from BPTE and BPPE), where CPO and PK production are includes from BPTE and BPPE.

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 real-time basis.

Volume of certified FFB's receives, process and CPO & PK production within license period 16 May 2017 – 14 February 2018 in Kilograms as follow:

BULAN	TBS TERIMA						TOTAL
	LWSE	LWUE	BINE	BMSE	BPTE	BPRE	
16 Mei sd 30 Mei 2017	701,750	511,920	3,990,310	3,173,300	1,411,650	0	9,788,930
June 2017	1,113,800	808,280	6,561,830	5,607,280	2,262,400	-	16,353,590
July 2017	1,424,530	1,029,160	8,542,830	7,406,740	3,238,340	-	21,641,600
August 2017	1,302,840	1,292,400	6,988,320	6,197,710	2,745,700	-	18,526,970
September 2017	1,271,670	1,476,600	7,286,910	5,323,270	2,862,330	1,267,400	19,488,180
October 2017	1,303,800	1,383,630	6,818,980	5,876,730	2,711,070	-	18,094,210
November 2017	1,264,210	1,568,150	8,110,700	6,346,670	2,859,030	-	20,148,760
December 2017	1,122,020	1,395,210	8,258,460	5,728,490	3,143,180	111,640	19,759,000
January 2018	1,175,450	1,409,620	8,517,490	5,753,910	3,545,900	-	20,402,370
01 Feb sd 24 Feb 2018	930,950	1,014,710	5,811,950	4,045,890	2,453,250	-	14,256,750
Total	11,611,020	11,889,680	70,887,780	55,459,990	27,232,850	1,379,040	178,460,360

BULAN	PRODUKSI				PENGIRIMAN		STOCK	
	CPO	OER	PK	KER	CPO	PK	CPO	PK
16 Mei sd 30 Mei 2017	1,996,750	20.40	594,690	6.08	1,891,370	721,180	1,110,130	699,120
June 2017	3,418,820	20.91	912,590	5.58	3,619,510	1,200,000	1,014,820	285,220
July 2017	4,386,480	20.27	1,236,290	5.71	4,013,520	962,090	1,387,780	559,420
August 2017	3,924,480	21.18	1,130,300	6.10	4,500,640	1,310,340	811,620	379,380
September 2017	4,169,400	21.39	1,250,370	6.42	3,978,870	1,287,570	1,002,150	342,180
October 2017	3,745,200	20.70	1,097,730	6.07	3,397,260	1,176,860	1,350,090	263,050
November 2017	4,323,430	21.46	1,281,930	6.36	4,722,420	860,380	951,100	684,600
December 2017	4,174,410	21.13	1,199,310	6.07	4,446,390	862,760	679,120	1,021,150
January 2018	4,274,370	20.95	1,260,090	6.18	4,370,870	1,240,000	582,620	1,041,240
01 Feb sd 24 Feb 2018	3,126,960	21.93	895,480	6.28	3,266,070	1,300,000	443,510	636,720
Total	37,540,300		10,858,780		38,206,920	10,921,180		

Status: Comply

D.6 Processing

D.6.1

The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from noncertified oil palm product including during transport and storage to strive for 100% separation.

LWSM has applied IP model, where all the FFB's entering the mill are from certified area only. Also, CPO and PK has own storage at the mill. During transportation and delivery, the certificate holder has made separation vehicles to Bangka Bulking Station. Therefore, LWSM has been implementing 100% physical handling of the certified product.

Status: Comply

3.3. Conformity Checklist of Certificate and Logo Use

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

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 eighteen (18) mills and fifty four (54) estates in Indonesia and has been RSPO certified for nine (9) 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 eleven (11) uncertified management unit of GAR. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

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

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

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

		<ul style="list-style-type: none"> - PT Mitra Karya Agroindo (Tangar Mill and supply base) - PT Paramitra Internusa Pratama (Belian Mill and supply base) - PT Agrolestari Mandiri (Pekawai Mill and supply base) - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base) any new planting since January 1st 2010 and NPP has been applied these.
iii.	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>Company Group/Holding Statement: There are no land conflicts. The Company has a land conflict resolution mechanism in accordance with the RSPO criteria 6.4; 7.5; and 7.6. This procedure is outlined in the SOP Social Conflict Management (SOP/SMART/SENS-CSR/SADV/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>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are no land conflicts for</p> <ul style="list-style-type: none"> - PT Sinar Kencana Inti Perkasa (Sungai Kupang Mill and supply base) - PT Mitra Karya Agroindo (Tangar Mill and supply base) - PT Kresna Duta Agroindo (Pelakar Mill and supply base) - PT SMART (Bukit Kapur Mill and supply base) <p>There are any land conflicts but was in the process of completion for</p> <ul style="list-style-type: none"> - PT Agrolestari Mandiri (Pekawai Mill and supply base) - PT Sinar Kencana Inti Perkasa (Sungai Magalau Mill and supply base) - PT Sawit Mas Sejahtera (Sungai Kikim and supply base) - PT Agro Lestari Sentosa (Jalemo Mill and supply base) - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base) - PT Kresna Duta Agroindo (Gunung Kombeng Mill and supply base)

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

		<ul style="list-style-type: none"> - PT Djuanda Sawit Lestari is an area is still in process for HGU Muara Kandis Estate (574.58 Ha) - PT Ivomas Tunggal there is an area is still in process for HGU Samsam Estate (29.09 Ha), Kandista Estate (158.46 Ha), Nenggala Estate (419.9 Ha), Sei Rokan Estate (102.7 Ha), Ujung Tanjung Estate (557.3 Ha) - PT Buana Wiralestari Mas there is an area is still in process for HGU Naga Mas Estate (253.39 Ha), Naga Sakti Estate (59.79 Ha), Kijang Mas Estate (56.07 Ha) - PT Ramajaya Pramukti there is an area is still in process for HGU Rama Rama Estate (318.76 Ha)
--	--	--

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

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

NCR No.	:		Issued by	:	
Date Issued	:		Time Limit	:	
NC Grade	:		Date of Closing	:	-
Standard Ref. & Requirement	:				
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>					
During Audit ASA-3 RSPO, the auditor team didn't see any Non Conformity that identified					
Root Cause Analysis <i>(filled by organization audited):</i>					
Correction <i>(filled by organization audited):</i>					
Corrective Action <i>(filled by organization audited):</i>					
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>					
Verified by	:				

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

NCR No.	:		Issued by	:	
Date Issued	:		Time Limit	:	
NC Grade	:		Date of Closing	:	-
Standard Ref. & Requirement	:				
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>					
During Audit ASA-4 RSPO, the auditor team didn't see any Non Conformity that identified					
Root Cause Analysis <i>(filled by organization audited):</i>					
Correction <i>(filled by organization audited):</i>					
Corrective Action <i>(filled by organization audited):</i>					
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>					
Verified by	:				

3.5.3 Opportunity for Improvement

No	Std. Ref.	Penjelasan
1	Criteria 2.1; 2.2 & 5.1	Extensive Adjustment of Plantation Business Licenses and Environmental Documents to the revised Land Rights of PT Bumipermai Lestari.
2	4.7.1	Completion of Visitor line fullfilment at Leidong West Mill
3	4.7.4	Monitoring the approval of the OHS structure at Leidong West South Estate and Bumi Mas Estate
4	8.1	Progress revision of the all procedure and SPO policy against all standards, system certification and supply chain requirements of the applicable requirements of suistanability



3.5.4 Noteworthy Positive Components

No	Ref Std	Descriptions
1	-	RSPO certification and sustainability commitment by the Certificate Holder.
2	-	Personal competence in their respective fields.
3	-	Good Communication and Presentation of documents at the time of audit
4	-	Change of payment method of employee salary through bank account and provision of ATM machine
5		Implementation of technology in FFB transport using application SMART Fit (Flow of * Sawit * Information System)

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

Public Issues (Institution/ NGO/Community)	Auditor Responses
Labor union PT LWI – PT BPL February 27, 2018 <ul style="list-style-type: none"> There are no issues related to discrimination, the use of underage labor or sexual violence. The Company has paid wages and overtime in accordance with applicable regulations. Until the audit progresses, there are no complaints from workers. There was a fatality work accident in September 2017. All employees have been included in the BPJS program of employment and health. The company has provided PPE to the worker and provided a replacement if it is damaged by work. Have conducted periodic health checks for high-risk workers. As well as carrying out periodic health checks to all workers. 	<ul style="list-style-type: none"> Based on field observations, document review and interviews with workers, there is no violation of the applicable regulations. For example, discrimination, wages and overtime. This has been described in indicator 5.2.1 Work accidents have been described in indicator 5.1.3. Related to this the company has shown improvements at the scene of the location, documentation of claims of jamsostel, Based on document review and interviews with workers, all workers have been included in the BPJS program of employment and health
Gender Committee LWUE and BINE February, 27 and March 1, 2018 <ul style="list-style-type: none"> There are no issues related to discrimination, sexual harassment and the use of child labor. Gender committer have programs regarding the socialization of policies on women's rights and counseling on women's reproductive health as well as the prevention of sexual harassment. 	Based on verification of complaint documents and interviews with workers, there are no issues related to violations of women's rights.
Employee Cooperative "Kosari " PT LWI dated 01 March 2018 <ul style="list-style-type: none"> Type of business: savings and loan reality (certificate: savings and loan goods supply). RAT 2016 executed in March 2017. Number of members per month March 2017: 122 (LWSM, LWSE, BMSE). AD ART has not changed The company has supported cooperatives in the form of providing facilities such as rooms and transportation for cooperative activities. RAT 2016 in March 2017 is the Board's accountability report, business activity report such as expenditure, cooperative finance and final balance sheet and board accountability report. 	Based on document review and employee interviews, the company has granted freedom for workers to form cooperatives as described in criterion 5.5
Livestock, Fisheries and Agriculture Agency of Bangka Barat Regency <ul style="list-style-type: none"> There are no negative issues such as landfires, conflicts / disputes with local communities and other business interruptions The company has a CSR program with the local government as well as the surrounding village. The Company regularly reports regular reporting Plantation such as Business Progress Report. 	It has been verified in accordance Criterion 1.1, 2.2, 2.3, 4.1, 5.2, 5.5, 6.2, 6.3, 6.8, 6.10 and 6.11.

<p>Environmental Body, of Bangka Barat Regency</p> <ul style="list-style-type: none"> • The company has permit for toxic & hazardous waste storage, EIA, and land applications permit which are still valid. • The Company regularly reports mandatory reporting such as hazardous waste report and report of Environmental Management Plan – Environmental Monitoring Plan. • There is no negative issues related to environmental management. • There are no issues regarding a fire or environmental pollution related to the operational management of the company. 	<p>Auditor has been verified the management and monitoring of environmental that has been conducted by the certificate holder, the explanation regarding to environmental aspect showed in criterion 1.1, 2.1,5.1, 5.3, 5.4</p>
<p>Manpower and Transmigration Agency, Bangka Barat Regency</p> <ul style="list-style-type: none"> • The company regularly communicates with the manpower agency and are involved in labor activities, such as socializing BPJS. • The Company has regularly reported mandatory reporting such as OHS report. In addition, companies regularly report non-regular workers such as daily workers and contract workers. • The company has set wages and overtime in accordance with applicable regulations • PT MPLWI & PT BPL Labour union are registered and verified by agency 	<p>It has been verified in accordance Criterion 1.1; 2.1; 4.6; 4.7; 4.8 6.5; 6.9; 6.12</p>
<p>Pangkal Beras Village, Mislak village, Jebus village, and Local Contractors</p> <ul style="list-style-type: none"> • The Company has realized some assistance such as assistance for mosques, education, religious events, and road repairs. • The company also has realized the assistance of local wisdom such as custom ceremony and religious events. • There is no conflict or dispute with the surrounding communities. • There are no negative issues related operations such as fire and environmental pollution. • The company has always informed if there is job vacancy information. • Villagers and Pepper farmer had a problem related pest and diseases that was invested on their crops, because pepper crops is one of main income for the community. They expect from the company to contribute and cooperate to solve this situation. • Villagers of Pangkal Beras still asking the progress of the smallholder scheme development program. 	<p>It has been verified in accordance Criterion 1.1; 1.2; 2.2; 2.3; 6.1; 6.2; 6.3; 6.4; 6.11</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	<p>Formal Sign-off of Assessment Findings</p> <p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>PT MP Leidong West Indonesia Management Representative</p>  <p><u>Ismu Zulfikar</u> Tuesday, 20 March 2018</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Yudwi Wisnu Rahmanto</u> Tuesday, 20 March 2018</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	Environment Agency	District of Bangka Barat	-	Interview by phone	02 March 2018	√	-
2	National Land Agency	District of Bangka Barat	-	Interview by phone	02 March 2018	-	√
3	Livestock, Fisheries and Agriculture Agency	District of Bangka Barat	-	Interview by phone	02 March 2018	√	-
4	Manpower Agency	District of Bangka Barat	-	Interview by phone	02 March 2018	√	-
5	Labor Union	District of Bangka Barat	-	Interview	27 February 2018	√	-
5	Gender Committee	District of Bangka Barat	-	Interview	27 February 2018	√	-
6	Mislak Village	District of Bangka Barat	-	Interview	01 March 2018	√	-
7	Pangkal Beras	District of Bangka Barat	-	Interview	01 March 2018	√	-
8	Jebus Village	District of Bangka Barat	-	Interview	01 March 2018	√	-
9	Workers Cooperatives	District of Bangka Barat	-	Interview	01 March 2018	√	-
10	Walhi	-	informasi@walhi.or.id	Email	21 February 2018	-	√
11	WWF	-	wwf-indonesia@wwf.or.id	Email	21 February 2018	-	√
12	Sawit Watch	-	info@sawitwatch.or.id	Email	21 February 2018	-	√
13	Leidong West Selatan Estate - 3 Harvester - 2 loose Fruit pickers - 5 Pesticide applicator	Leidong West Selatan Estate	-	Interview	28 February 2018	√	
14	Leidong West Utara Estate - 3 Harvester - 2 loose Fruit pickers - 3 Manual Weeding Workers	Leidong West Utara Estate	-	Interview	27 February 2018	√	
15	Bukit Intan Estate - 3 Harvester - 2 loose Fruit pickers - 5 Pesticide applicator	Bukit Intan Estate	-	Interview	21 February 2018	√	
16	± 16 worker (security, loading ramp, sterilizer, crane, press, boiler, engine room and kernel station)	Leidong West Mil	-	Interview	05 February 2018	√	

Appendix 2. Assessment Program

DATE		26 February – 02 March 2018	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 26 February 2017			
06.00 – 07.00	10.00 – 11.00	JAKARTA → Pangkal Pinang	• All Auditor
08.00 – 09.30	12.00 – 15.00	Pangkal Pinang → PT. Maskapai Perkebunan Leidong West Indonesia	• MAY / YWR / MAY
10.00 – 11.00	15.00 – 16.00	Opening meeting <ul style="list-style-type: none"> Auditee Speech (Introduction of PIC, Profile of Certified Management Unit) Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification) 	• MAY / YWR / MAY
11.00 – 12.00	16.00 – 17.00	Documents Review <ul style="list-style-type: none"> Review of previous (Initial assessment) findings Verification of Basic Information Mill and Estate Confirmation of Time Bound Plan Review of Partial Certification 	• MAY / YWR / MAY
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	Field observation to Leidong West Mill: <ul style="list-style-type: none"> Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO) Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond) Implementation of Employment Procedure and Mechanism Aspect 	• MAY • MAY • YWR / MAY
Tuesday, 27 February 2018			
08.00 – 12.00	08.00 – 12.00	Interview with Gender Committee, Worker's Union, Worker's Cooperative (if any), Local Contractor (for Mill and Estate), Third Party Supplier Stakeholder consultation to affected communities surrounding the plantations.	• DHT • YWR
08.00 – 15.00	09.30 – 11.00	Stakeholder Consultation to relevant agencies of Bangka Barat Regency (by phone)	• MAY
08.00 – 12.00	08.00 – 12.00	Field Observation to Leidong West Utara Estate Aspect to be verified : <ul style="list-style-type: none"> Implementation of Legal Aspect (Land Ownership, Legal Boundaries); Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, 	• MAY • MAY • MAY

DATE		26 February – 02 March 2018	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
		Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) - Implementation of Occupational Health & Safety Aspect - Implementation of Employment Procedure and Mechanism Aspect - Observation of Workers Facilities (Housing, School, Worship Place).	<ul style="list-style-type: none"> • HSH • HSH • MAY
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Verification of stakeholder consultation result and field visit. • Document review and completing audit checklist. 	All Auditor
Wednesday, 28 February 2018			
08.00 – 12.00	08.00 – 12.00	Field Observation to Leidong West Selatan Estate Aspect to be verified : <ul style="list-style-type: none"> - Implementation of Legal Aspect (Land Ownership, Legal Boundaries); - Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) - Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) - Implementation of Occupational Health & Safety Aspect - Implementation of Employment Procedure and Mechanism Aspect - Observation of Workers Facilities (Housing, School, Worship Place). 	<ul style="list-style-type: none"> • MAY • MAY • MAY • HSH • HSH • MAY
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Verification of stakeholder consultation result and field visit. • Document review and completing audit checklist. 	All Auditor
Thursday, 01 March 2018			
08.00 – 12.00	08.00 – 12.00	Field Observation to Bukit Intan Estate Aspect to be verified : <ul style="list-style-type: none"> - Implementation of Legal Aspect (Land Ownership, Legal Boundaries); - Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) - Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) - Implementation of Occupational Health & Safety Aspect - Implementation of Employment Procedure and Mechanism Aspect - Observation of Workers Facilities (Housing, School, Worship Place). 	<ul style="list-style-type: none"> • MAY • MAY • MAY • HSH • HSH • MAY

DATE		26 February – 02 March 2018	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Verification of stakeholder consultation result and field visit. • Document review and completing audit checklist. 	All Auditor
Friday, 02 March 2018			
07.00 – 08.00	07.00 – 08.00	Internal discussion by auditor team preparing for Closing Meeting	All Auditor
08.30 – 10.30	08.30 – 10.30	Closing Meeting: <ul style="list-style-type: none"> • Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timeliness of CAR's, Conclusion)/ • Comments, Responses and Questions 	
10.30 – 13.00	10.30 – 13.00	PT. Maskapai Perkebunan Leidong West Indonesia → Pangkal Pinang	
14.00 –	14.00 –	Pangkal Pinang - Jakarta	