

Roundtable on Sustainable Palm Oil Certification
R S P O

Stage-1 Stage-2 Surveillance Re-Certification

Name of Management Organisation : AMP POM - PT AMP PLANTATION, subsidiary of Wilmar International Ltd

Plantation Name : PT AMP Plantation (AMP-1 Estate; AMP 2 Estate; AMP 3 Estate; AMP 4 Estate)
Scheme Smallholders of PT AMP Plantation (KUD Tompek Tapian Kandis; KUD Bukit Sandiang Tigo; KUD Agro Wira Masang; KUD Mutiara Sawit Jaya)
PT Primatama Mulia Jaya (PMJ Estate)
PT Perkebunan Anak Negeri Pasaman (PANP Estate)
PT Karya Agung Megah Utama (KAMU Estate).

Location : Tapian Kandis Village, Palembang Sub-District, Agam Regency, West Sumatera Province, Indonesia

Certificate Code : **MUTU-RSPO/096**

Date of Certificate Issue : 21 August 2017

Date of License Issue : 21 August 2017

Date of Certificate Expiry : 20 August 2022

Date of License Expiry : 20 August 2018

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
RC	29 March 2017 s.d 6 April 2017	Yudwi Wisnu Rahmanto (Lead Auditor); Oktovianus Rusmin; Moh Arif Yusni; Arif Faisal Simatupang; Sofyan Hadi Lubis	Ganapathy Ramasamy	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
RC	21 August 2017

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FIGURE

Figure 1. Location Map of PT AMP Plantation



Figure 2. Location Map of PT PMJ



Figure 3. Location Map of PT PANP



Figure 4. Operational Map of AMP

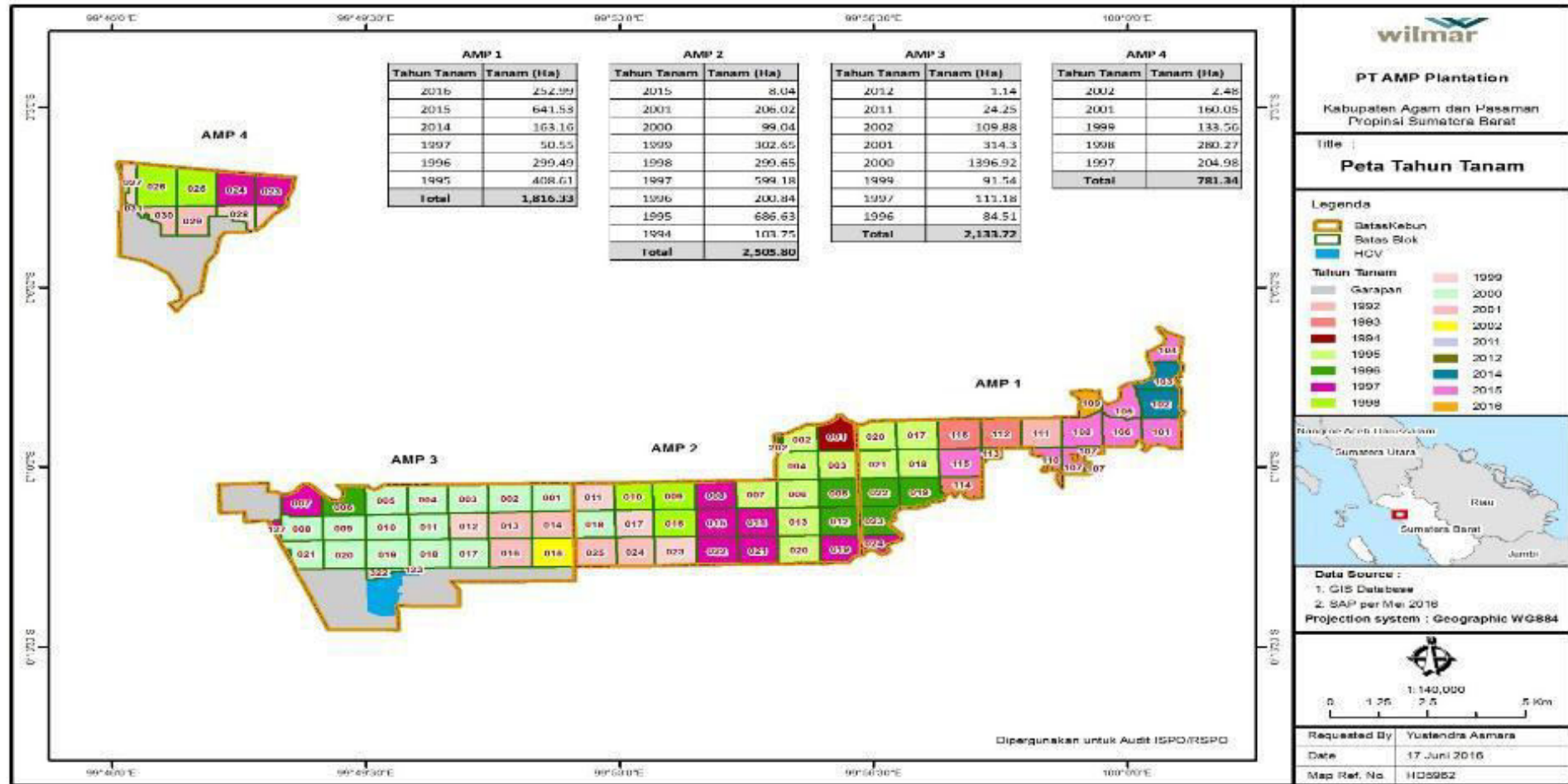


Figure 5. Operational Map of PMJ

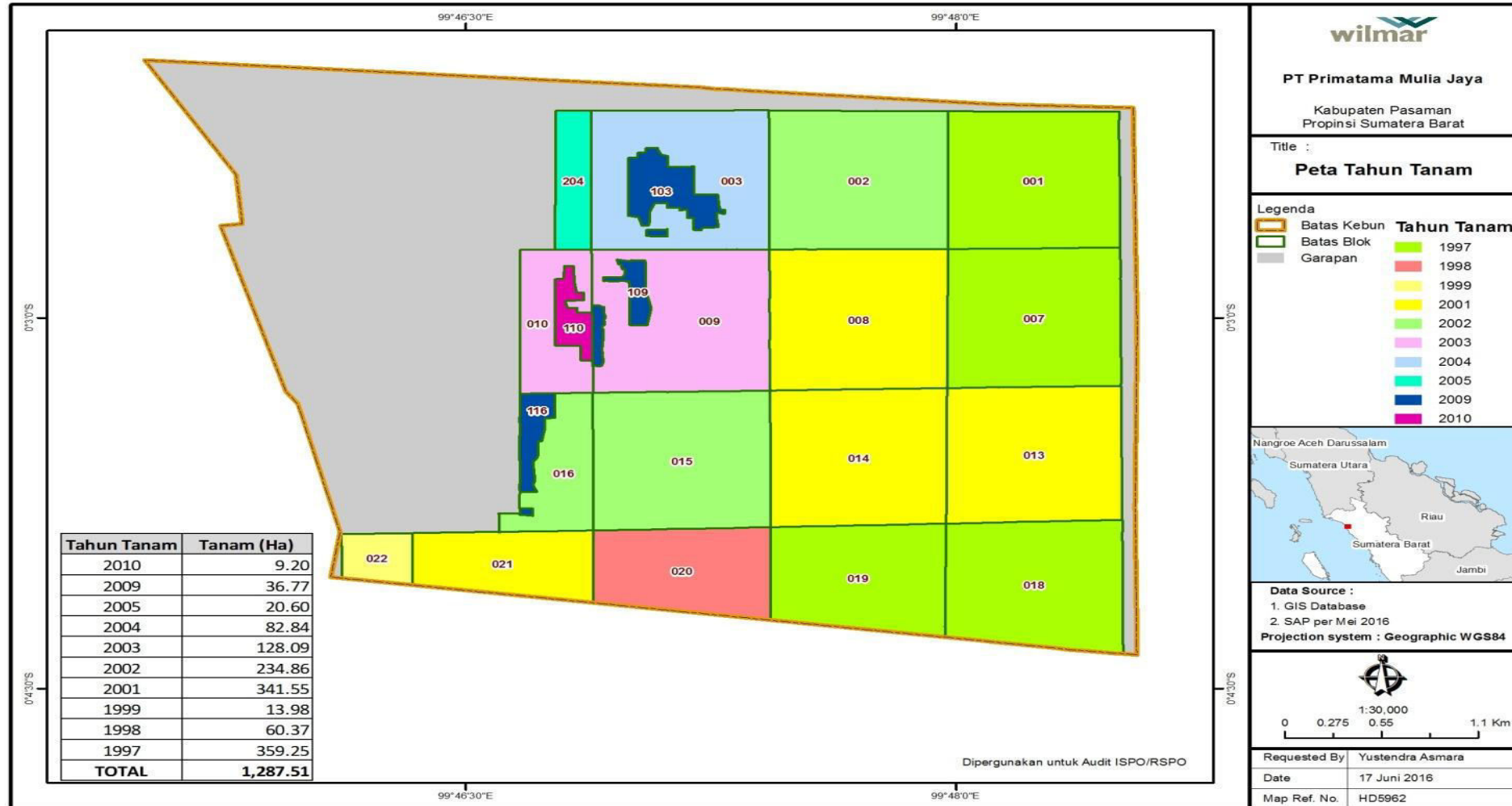
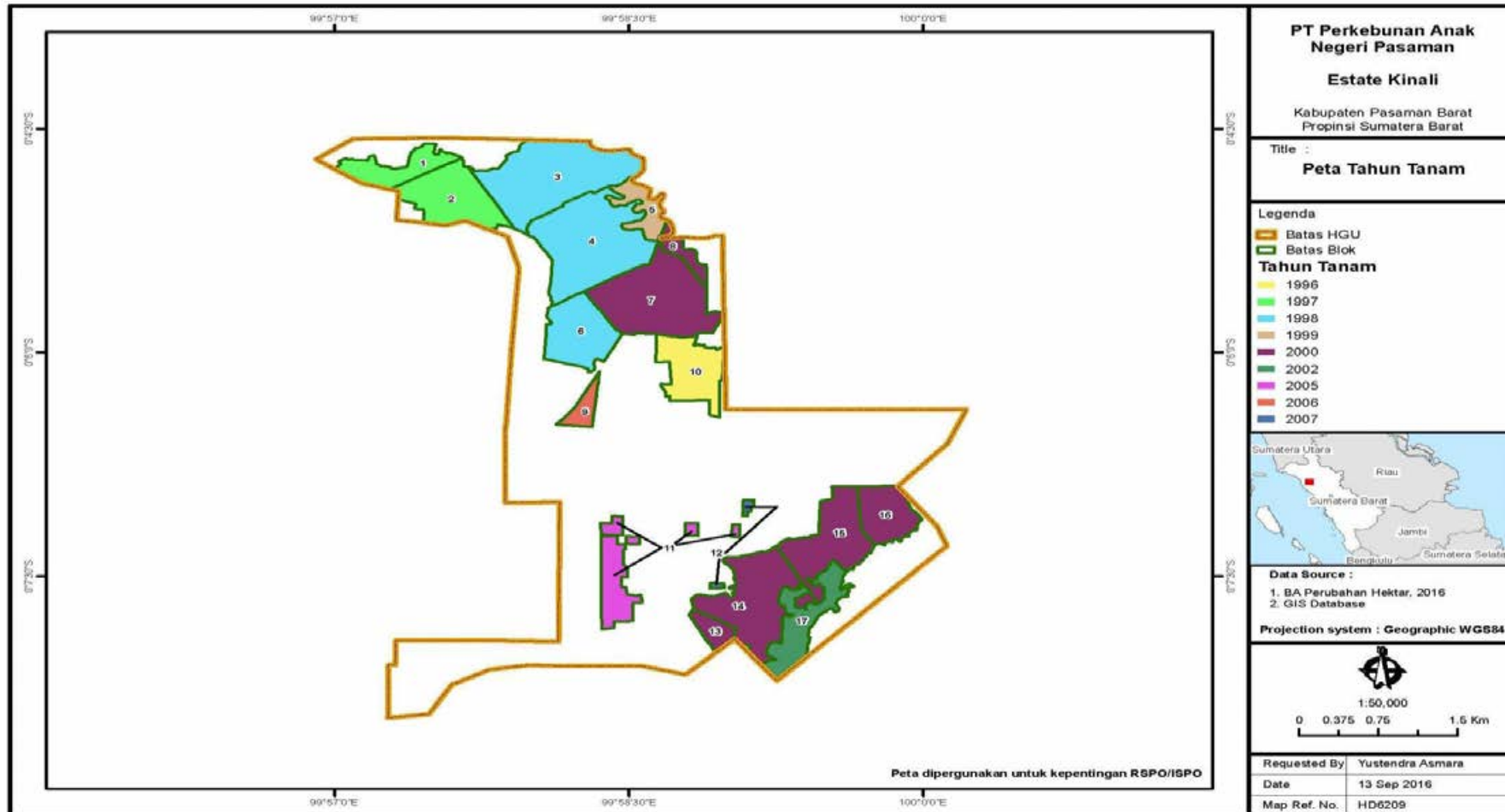


Figure 6. Operational Map of PANP



Glossary

ASA	: Annual Surveillance Assessment	JAS	: Japan Agriculture Standard
AWM	: Agro Wira Masang (Associated Smallholders of AMP Plantations)	KAMU	: Karya Agung Megah Utama
BMP	: Best Management Practices	KPS TTK	: Associated Smallholder Cooperative of Tompek Tapani Kandis
BOB	: Barn Owl Boxes	KPS BST	: Associated Smallholder Cooperative of Bukit Sanding Tigo
BST	: Bukit Sanding Tigo (Associated Smallholder of AMP)	KUD	: Cooperative Unit
BPN	: National Land Agency	LB3	: Hazardous Waste
C.A.F.E	: Coffee and Farmer Equity	LEI	: Lembaga Ekolabel Indonesia (Indonesian Ecolabeling Council)
CB	: Certification Body	LKUP	: Laporan Kegiatan Usaha Perkebunan (Plantation Activity Report)
CD	: Community Development	MoU	: Memorandum of Understanding
CH	: Certificate Holder	MSDS	: Material Safety Data Sheet
CKP	: Central Kalimantan Project	MSJ	: Mutiara Sawit Jaya
CPO	: Crude Palm Oil	MUTU	: Mutuagung Lestari
CSPK	: Certified Sustainable Palm Kernel	NGO	: Non Government Organisation
CSPO	: Certified Sustainable Palm Oil	NOP	: National Organic Programme
CSR	: Corporate Social Responsibility	OHSAS	: Occupational Health and Safety Assessment Series
DPL	: Dokumen Pemantauan Lingkungan / Document of Environmental Monitoring.	QAMS	: Quantitative Agro Management System
DPPL	: Dokumen Pengelolaan dan Pemantauan Lingkungan / Environmental Management and Monitoring Document	PANP	: Perkebunan Anak Negeri Pasaman
EFB	: Empty Fruit Bunches	PASBAR	: Pasaman Barat Regency
EHS	: Environmental, Health and Safety	P&C	: Principle and Criteria
EIA	: Environmental Impact Assessment	PIC	: Personel In Charge
EMU	: Estate Management Unit	PK	: Palm Kernel
EU	: European Union	PMJ	: Primatama Mulia Jaya
EWS	: Early Warning System	POM	: Palm Oil Mill
FFB	: Fresh Fruit Bunches	PPE	: Personel Protective Equipment
FGD	: Focus Group Discussion	PR	: Public Relationship
FM/COC	: Forest Management/Chain of Custody	RSPO	: Roundtable on Sustainable Palm Oil
FPIC	: Free, Prior and Informed Consent	RTE	: Rare, Threatened, Endangered
FSC	: Forest Stewardship Council	SCCS	: Supply Chain Certification System
GHG	: Green House Gases	SDC	: System Development Control
GRTT	: Ganti Rugi dan Tanam Tumbuh (Land Compensation)	SFM	: Sustainable Forest Management
HCV	: High Conservation Value	SIA	: Social Impact Assessment
HGU	: Hak Guna Usaha (Land Use Title/Right)	SOP	: Standard Operating Procedure
HRD	: Human Resources Development/Department	ST-2	: Stage-2 Assessment/Audit
ISCC	: International Sustainability and Carbon Certification	TPKD	: Tim Penanggulangan Keadaan Darurat (Emergency Response Team)
ISO	: International Standard Organisation	TTK	: Tompek Tapani Kandis
ISPO	: Indonesia Sustainable Palm Oil	UMSK	: Upah Minimum Sektoral Kabupaten (Sectoral Minimum Wage)
IUP	: Plantation Permit/Licenses	WWTP	: Waste Water Treatment Plant

1.0 SCOPE OF THE CERTIFICATION ASSESSMENT									
1.1 Assessment Standard Used									
	<ul style="list-style-type: none"> • Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO Board of Governors 30th September 2016. • RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill) • RSPO Certification System (approved by RSPO Executive Board 26 June 2007) • RSPO P&C 2013: Audit Checklist for Assessing Compliance, January 2015. 								
1.2 Organisation Information									
1.2.1	Organisation name listed in the certificate	PT AMP PLANTATION, subsidiary of Wilmar International Ltd							
1.2.2	Contact person	Simon Siburat							
1.2.3	Organisation address and site address	Indonesia Office: Multivision Tower 15th floor, Jl.Kuningan Mulia Kav.9B, Jakarta Selatan, Indonesia Site: Tapian Kandis Village, Palembayan Sub-District, Agam Regency, West Sumatera Province, Indonesia							
1.2.4	Telephone	(62-21) 293 80777							
1.2.5	Fax	(62-21) 293 80115							
1.2.6	E-mail	simonsiburat@wilmar.com							
1.2.7	Web page address	www.wilmar.co.id							
1.2.8	Management Representative who completed the application for certification	Simon Siburat (Sustainability Controller Wilmar Group)							
1.2.9	Registered as RSPO member	2-0017-05-000-00 on behalf Wilmar International Limited since on 15 August 2005.							
1.3 Type of Assessment									
1.3.1	Scope of Assessment and Number of Management Unit	Estates: AMP-1, AMP-2, AMP-3 , AMP-4, PT Primatama Mulia Jaya (PMJ) , PT Perkebunan Anak Negeri Pasaman (PANP), PT Karya Agung Megah Utama (KAMU) . Smallholders Cooperatives (full manage by PT AMP) □Tompek Tapiah Kandis, Mutiara Sawit Jaya, Bukit Sandiang Tigo , Agro Wira Masang.							
1.3.2	Type of certificate	Single Date of first certificate validity was 7 June 2012 – 6 June 2017 issued by TUV Rheinland Indonesia Transferred to PT Mutuagung Lestari the 2 nd cycle certificate on 21 August 2017.							
1.4 Locations of Mill and Plantation									
1.4.1	Location of Mill								
	Name of Mill	Location	<table border="1"> <thead> <tr> <th colspan="2">Coordinate</th> </tr> <tr> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Coordinate		Latitude	Longitude		
Coordinate									
Latitude	Longitude								

	AMP POM	Tapian Kandis Village, Palembayan Sub-District, Agam Regency, West Sumatera Province, Indonesia	S 00° 09' 22"	E 100° 01' 40"
1.4.2 Location of Certification Scope of Supply Base				
	Name of Supply Base	Location	Coordinate	
			Latitude	Longitude
	AMP 1	Tapian Kandis Village, Palembayan Sub-District, Agam Regency, West Sumatera Province, Indonesia	S 00° 08' 23"	E 100° 00' 28"
	AMP 2	Tapian Kandis Village, Palembayan Sub-District, Agam Regency, West Sumatera Province, Indonesia	S 00° 09' 30"	E 99° 55' 13"
	AMP 3	Tapian Kandis Village, Palembayan Sub-District, Agam Regency, West Sumatera Province, Indonesia	S 00° 10' 48"	E 99° 49' 06"
	AMP 4	Village of Ampat Koto, Sub-District of Kinali, Pasaman Barat Regency, West Sumatera Province, Indonesia	S 00° 04' 23"	E 99° 48' 10"
	PT. PMJ	Jorong IV Koto Kenagarian Kinali, Sub-district of Kinali, Pasaman Barat Regency, West Sumatera Province, Indonesia	S 00° 03' 17"	E 99° 47' 51"
	PT PANP (Associate Outgrower)	Jorong VI Koto Selatan, Sub-district of Kinali, Pasaman Barat Regency, West Sumatera Province, Indonesia	S 00° 04' 54"	E 99° 58' 06"
	PT KAMU (Associate Outgrower)	Village of Simpang Kajai Pisik, Sub-District of Lubuk Basung, Agam Regency, West Sumatera Province, Indonesia	S 00° 15' 53"	E 99° 59' 06"
	Cooperative of Tompek Tapian Kandis	Tepian Kandır village, Palembayan Sub District, Agam District, West Sumatera Province	S 00° 08' 20"	E 100° 01' 00"
	Cooperative of Mutiara Sawit Jaya	Taratak Nan Tigo Tiku village, Tanjung Mutiara Sub District, Agam District, West Sumatera Province	S 00° 08' 42"	E 99° 58' 32"
	Cooperative of Bukit Sandiang Tigo	Bawan village, Ampek Nagari Sub District, Agam District, West Sumatera Province	S 00° 10' 25"	E 99° 59' 29"
	Cooperative of Agro Wira Masang	Kinali village, Kinali Sub District, Pasaman Barat District, West Sumatera Province	S 00° 10' 02"	E 99° 52' 58"
1.5 Description of Area Statement				
1.5.1	Tenure			
	• State ¹			14,452.63 Ha
	• Community ²			1,858.00 Ha
	² Size of community land is based on land cession of Ninik Mamak (traditional land rights).			
1.5.2	Area Statement			
	• Total area			16,148.05 Ha
	• Mature area			10,672.10 Ha
	• Immature area			1,582.22 Ha
	• Roads, Housing and Drainage			359.40 Ha
	• Land Clearing (Replanting)			7.37 Ha
	• Nursery			11.91 Ha
	• Occupied Land			3,013.39 Ha

	• HCV	311.18	Ha											
	• Others	190.48	Ha											
1.6 Planting Year and Cycles														
1.6.1	Age profile of planting year													
	Planting Year	Hectarage (Ha)												
		AMP-1	AMP-2	AMP-3	AMP-4	PMJ	PANP	KAMU	MSJ	BST	TTK	AWM	Total	
	1990	-	-	-	-	-	-	145.28					145.28	
	1991	-	-	-	-	-	-	138.26					138.26	
	1992	-	-	-	-	-	-	-		41.7			41.7	
	1993	-	-	-	-	-	-	-	98.40	73.63	85.18		257.21	
	1994	-	103.75	-	-	-	-	-	119.85	96.07	53.27		372.94	
	1995	401.55	686.63	-	-	-	-	-	-	25.96	49.33		1163.47	
	1996	299.49	200.84	84.51	-	-	47.92	-	-	22.87	149.10	646.38	1451.11	
	1997	50.35	599.18	110.98	204.98	359.25	188.26	-	-	-	80.29	110.70	1703.99	
	1998	-	299.65	-	280.27	60.37	314.09	-	-	-	42.67		997.05	
	1999	-	302.65	91.54	133.56	13.98	21.20	-	-	-			562.93	
	2000	-	99.04	1,397.94	-	-	336.17	-	-	-			1833.15	
	2001	-	206.02	314.30	160.05	341.55		-	-	-			1021.92	
	2002	-	-	109.88	2.48	234.86	58.05	-	-	-			405.27	
	2003	-	-	-	-	128.09		-	-	-			128.09	
	2004	-	-	-	-	82.84		-	-	-			82.84	
	2005	-	-	-	-	20.60		-	-	-			20.6	
	2006	-	-	-	-	-	9.61	29.92		-			39.53	
	2007	-	-	-	-	-	2.35		-	-			2.35	
	2009	-	-	-	-	36.77		-	-	-			36.77	
	2010	-	-	-	-	9.20		-	-	-			9.2	
	2011	-	-	24.25	-	-		-	-	-			24.25	
	2012	-	-	1.14	-	-		-	-	-			1.14	
	2013	-	-	-	-	-		125.39		-			125.39	
	2014	163.89	-	-	-	-		152.42		-			316.31	
	2015	637.94	8.04	-	-	-		115.43		-			761.41	
	2016	447.31	-	-	-	-		164.85		-			612.16	
	TOTAL	2,000.53	2,505.80	2,134.54	781.34	1,287.51	977.65	871.55	218.25	218.53	501.54	757.08	12,254.32	
1.6.2	New Planting area after January 2010					-								Ha
1.6.3	Planting Cycle					2 nd Cycle								
1.7 Description of Mill and Supply Base														

1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFBProcessed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	AMP	80	333,298.97	61,389.13	18.42	17,412.39	5.22
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/yr)	Supplied to Mill	
						FFB (tonnes/year)	%
	AMP 1	2,106.23	2,000.53	18,331.51	9.16	18,331.51	100
	AMP 2	2,595.08	2,505.80	57,746.89	23.05	57,746.89	100
	AMP 3	3,225.11	2,134.54	27,136.01	12.71	27,136.01	100
	AMP 4	1,300.00	781.34	21,315.72	27.28	21,315.72	100
	PMJ	1,940.00	1,287.51	33,420.97	25.96	33,420.97	100
	PANP	2,036.23	977.65	25,814.72	26.40	25,814.72	100
	KAMU	1,250.00	871.55	9,043.81	10.38	9,043.81	100
	MSJ (110 SH)	218.25	218.25	4,513.47	20.68	4,513.47	100
	BST (113 SH)	218.53	218.53	2,996.80	13.71	2,996.80	100
	TTK (256 SH)	501.54	501.54	6,129.88	12.22	6,129.88	100
	AWM (450 SH)	757.08	757.08	15,519.17	20.50	15,519.17	100
	TOTAL	16,148.05	12,254.32	221,968.95	18.11	221,968.95	100
1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill			
				FFB (tonnes/year)			
	PHP I (certified)	Wilmar Grup	Pasaman Regency	9,618.78			
	AMP I PLASMA (non-certified)	Independent Smallholders (management has been released by Wilmar)	Agam Regency	35,598.93			
	AMP II PLASMA (non-certified)						
	AMP III PLASMA (non-certified)						
	PMJ PLASMA (non-certified)						
	OTHER FFB (non-certified)	Independent Suppliers	Agam Regency	66,112.30			
	TOTAL						111,330.01
1.7.4	Product Types		FFB, CPO, PK				
1.8	Estimate Tonnage of Certified Product						
1.8.1	Past Annual Claim Certified		Previous Certificate Claim (tonnes/year)			Actual certified product	

	Product	07/06/2016 – 06/06/2017	(tonnes/year) 07/06/2016 – 25/03/2017				
		• FFB Production	260,300	180,957.07			
	• CPO Production	50,759	39,883.74				
	• Palm Kernel (PK) Production	13,666	11,291.93				
1.8.2 Estimate of Certified FFB Claim							
	Name of Estates	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	AMP 1	2,106.23	2,000.53	19,248	9.62		
	AMP 2	2,595.08	2,505.80	60,634	24.20		
	AMP 3	3,225.11	2,134.54	28,493	13.35		
	AMP 4	1,300.00	781.34	22,382	28.65		
	PMJ	1,940.00	1,287.51	35,092	27.26		
	PANP (Associate Outgrower)	2,036.23	977.65	27,105	27.73		
	KAMU (Associate Outgrower)	1,250.00	871.55	9,496	10.90		
	MSJ (110 SH)	218.25	218.25	4,739	21.71		
	BST (113 SH)	218.53	218.53	3,147	14.40		
	TTK (256 SH)	501.54	501.54	6,436	12.83		
	AWM (450 SH)	757.08	757.08	16,295	21.52		
	TOTAL	16,148.05	12,254.32	233,067	19.02		
<i>*Projected FFB production for 12 months of license</i>							
1.8.3 Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (ton)	Extraction (%)	Out put (ton)	Extraction (%)
	AMP POM	80	233,067	44,283	19.00	12,819	5.5
<i>*Projected CPO and Palm Kernel production for 12 months of license</i>							
1.9 Other Certifications							
	ISO 9001:2008	AMP: Obtained ISO 9001:2008 certificate					
	ISO 14001: 2004	AMP: Obtained ISO 14001:2004 certificate					
	ISCC	KAMU: ISCC certificate No. EU-ISCC-Cert DE 137-20160018 dated 26 April 2016. PANP: ISCC certificate No. EU-ISCC-Cert-DE 13720160018, dated 26 April 2016.					
	RSPO	KAMU RSPO Certificate No. 824 502 15017, certified since 07 June 2012. PANP RSPO Certificate No. 82450215017, certified since 15 February 2016.					

1.10 Time Bound Plan					
1.10.1 Time Bound Plan for Other Management Units					
Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status
MILL	Time Bound Plan				
Sapi (1 + 2)	2008	Sapi 1 & 2, Kiabau	2008	Sandakan, Sabah, Malaysia	Certified
Sabahmas	2008	Sabahmas	2008	Lahad Datu, Sabah, Malaysia	Certified
Reka Halus	2008	Reka Halus	2008	Sandakan, Sabah, Malaysia	Certified
Saremas 1	2008	Saremas 1, Saremas 2 (Div D), Suai	2008	Miri Serawak, Malaysia	Certified
Saremas 2	2008	Saremas 2 (exclude Div D), Kaminsky, Segarmas	2008	Miri Serawak, Malaysia	Certified
Terusan (1 + 2)	2009	Terusan 1 & 2, Rumidi	2009	Sandakan, Sabah, Malaysia	Certified
Ribubonus	2009	Ribubonus	2009	Sandakan, Sabah, Malaysia	Certified
PT Perkebunan Milano	2009	Sei Daun, Batang Saponggol, Marbau	2009	North Sumatra	Certified
PT Mustika Sembuluh 1	2009	Mustika Sembuluh 1, Mustika Sembuluh 2, Kerry Sawit Indonesia 2, Sarana Titian Permata 1, Sarana Titian Permata 2, Sarana Titian Permata 3	2009	Central Kalimantan	Certified
PT Mustika Sembuluh 2	2015	Mustika Sembuluh 3, Bumi Sawit Kencana 1	2015	Central Kalimantan	Certified
PT Kencana Sawit Indonesia	2010	Kencana Sawit Indonesia, Koperasi Swamata	2010	West Sumatra.	Certified
PT. Kerry Sawit Indonesia 1	2010	Kerry Sawit Indonesia 2, Kerry Sawit Indonesia 3	2010	Central Kalimantan	Certified
PT. Kerry Sawit Indonesia 2	2015	Kerry Sawit Indonesia 1, Kerry Sawit Indonesia 2, Mustika Sembuluh 2,	2015	Central Kalimantan	Certified
PT. Tania Selatan	2010	Burnai Barat, Burnai Timur	2010	South Sumatra	Certified
Sri Kamusan	2010	Hibumas 1, Hibumas 2, Sri Kamusan, Jebawang, Sekar Imej, Sapi Sugut	2010	Sandakan, Sabah	Certified
PT. AMP Plantation	2011	AMP I, AMP II, AMP III, AMP, Primatama Mulia Jaya, Karya Agung Megah Utama, Perkebunan Anak Negeri, Koperasi Tompek Tapian Kandis	2011	West Sumatra	Certified

PT. ANI (Sambas)	2012	ANI Estate	2012	West Kalimantan	Certified
PT. Buluh Cawang Plantation	2012	Bumi Arjo, Dabuk Rejo, Sukamulya, Bambu Kuning	2012	South Sumatra	Certified
PT. Bumi Sawit Kencana	2012	Bumi Sawit Kencana 1, Bumi Sawit Kencana 2, Karunia Kencana Permaisejati 1	2012	Central Kalimantan	Certified
PT. Sarana Titian Permata	2012	Sarana Titian Permata 1, Sarana Titian Permata 2, Sarana Titian Permata 3	2012	Central Kalimantan	Certified
PT. Sarana Titian Permata 2	2018	Sarana Titian Permata 1, Sarana Titian Permata 2	2018	Central Kalimantan	-
PT. Gersindo Minang Plantation	2013	Gersindo Minang Plantation, Permata Hijau Plantation-1, Permata Hijau Plantation-2	2013	West Sumatra	Certified
PT. Daya Labuhan Indah	2013	Wonosari, Sei Deras, Cabang Dua	2013	North Sumatra	Certified
PT. Milano (Cabang Dua Estate)	2013	(Supply base DLI-2)	2013	North Sumatra	Certified
PT. Agro Palindo Sakti	2014	PT Agro Palindo Sakti Estate	2014	South Sumatra	Certified
PT. Mentaya Sawit Mas	2014	Mentaya Sawit Mas 1, Mentaya Sawit Mas 2, Bumi Sawit Kencana 2	2014	Central Kalimantan	Certified
PT. Sinarsiak Dianpermai	2018	PT Sinarsiak Dianpermai Estate	2018	Riau	Stage 1
BBPOP (Benso Plantation)	2015	Benso, Benso Smallholder	2015	Ghana	Certified
PT. Murini Sam Sam	2015	Murini Sam Sam Estate	2015	Riau	Certified
PT Bumi Pratama Khatulistiwa	2016	Bumi Pratama Khatulistiwa Estate Buluh Cawang Estate	2016	West Kalimantan	Final Audit
PT Karunia Kencana Permaisejati	2015	PT. Karunia Kencana Permaisejati 1, PT. Karunia Kencana Permaisejati 2, PT. Karunia Kencana Permaisejati 3	2015	Central Kalimantan	Final Audit
PT Rimba Harapan Sakti	2015	PT. Rimba Harapan Sakti 1, PT. Rimba Harapan Sakti 2, Sarana Titian Permata 1, Sarana Titian Permata 2, Sarana Titian Permata 3	2015	Central Kalimantan	Certified
PT Agronusa Investama Pahauman	2018	PT ANI Pahauman estate PT Pratama Procentindo	2018	West Kalimantan	-
PT. Agro	2018	PT. Agro Palindo Sakti estate,	2018	West Kalimantan	-

	Palindo Sakti 2		PT. Indo resin Putra Mandiri, PT. Daya Landak Plantation, PT. Putra Indotropical			
	PT. Agroindo Indah Perkasa 2	2017	PT Agroindo Indah Perkasa Estate	2017	Bangko – Jambi	-
	PT. Musi Banyuasin Indah	2018	PT MBI Sei Jarum estate PT MBI Sei Selabu estate	2018	South Sumatera	-
1.10.2	KUD Damai Sejahtera (DASTRA) as an associated smallholders which supervised management by the PT. AMP and PT. PMJ has failed to be submitted within 1 st certification cycle due to cooperative internal problem. According to interview in Jorong Ampek Koto and Jorong Wonosari, auditor found clearly information that this cooperative has internal land conflict. Therefore, this cooperative has postponed for certification However, certificate holder has self-assessment for this cooperative unit and it will planned to be submission for certification in 2019.					

2.0 ASSESSMENT PROCESS

2.1 Assessment Team

1. **Yudwi Wisnu Rahmanto (Lead Auditor)**. Bachelor of Forestry with Silviculture background. He worked at professional independent Certification Body as an Auditor for last 5 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2008 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks) and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During this audit, he verified SSCS and legal and land dispute aspect.
2. **Oktovianus Rusmin (Auditor)** Bachelor's Degree in Social & Political Sciences Department of Anthropology. The working experience, consist of: Coastal Project-Department of Anthropology in Indonesian University (Pilot Project of Mangrove Rehabilitation in coastal area of South Sulawesi) as Social Supervisor (1999-2001), Center of Anhtropology Study - Indonesian University (Research and Publication) as Researcher (2002 – 2004), The Forest Trust-Indonesia (Consultant of Sustainable Forest Management) as Social Advisor (2004 – 2010) and eForest Consultant (HCV Identification and Social Impact Assessment) as staff (2010 – 2011). Has been participated in several training, consist of Forest Management Auditor (FSC Standard), Environmental Management System ISO 14001, ISO 9001:2008, Conflict Resolution, Human Right, Verification System of Wood Legality, Training Lead Auditor of ISPO & RSPO Scheme. Had participate in Sustainable Forest Certification (Eco Labelling Indonesia Standard), Gap Analysis of FSC Standard. He was numerously involved in audit of sustainable palm oil certification since 2011 for Indonesian Sustainable Palm Oil (ISPO) and RSPO Scheme in Indonesia & Malaysia as Auditor and *Lead Auditor*. During this audit, he verified transparency and social aspect.
3. **Moh Arif Yusni (Auditor)**. Bachelor of Agriculture, majoring of Plant Pest and Diseases (Plant Protection). He has a working experience for 2 (two) years in oil palm Plantation Company in Indonesia. Trainings attended namely: Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course and Auditor / Lead auditor Management System Certification (ISO 9001-2008). Now he worked at Professional Certification Body. He has been several times following audit related to sustainable palm oil certification system as an auditor. During this audit, he verified occupational health & safety and worker welfare.
4. **Arif Faisal Simatupang (Auditor)**. Bachelor of Agriculture, from Department of Agriculture Agronomy, Faculty of Agriculture, University of Gadjah Mada. He has attended the RSPO Awareness Training, Indonesian Sustainable Palm Oil (ISPO) Auditor Training, Training of Management System Certification ISO 9001-2008, Training of Environmental Management System, Awareness of ISO 17021 and ISO 17065, and training of Management High Conservation Value (HCV). He has been 4 years of working experience as a Field Assistant on oil palm plantation companies in Indonesia. During this audit, he verified Integrated Pest Management, Best Management Practices.
5. **Sofyan Hadi Lubis (Auditor)**. Master's Program in Environmental and Natural Resource Management and Bachelor of Social Economic Agriculture. Has been involved as a researcher at the Research Centre of Forestry and Climate Change and Cooperation IPB-ETH Zurich Swiss-NUS Singapore regarding carbon stock analysis. The training has been followed, among other climate change mitigation and adaptation for agricultural productivity in Southeast Asia, Asian Carbon Update and Network and Climate Change Mitigation and Adaptation for Agricultural Productivity, Environmental Impact Assessment (EIA), Lead Auditor ISPO (Indonesian Sustainable Palm Oil), IHT-RSPO, ISO 9001, HCV, ISO 14001, Calculation of Greenhouse Gases (GHG), ISCC Plantation Audit and Land Use Assessment, Green Industry and ISCC EU and Plus Basic Training. Furthermore, he also worked as a staff environmental consulting firm and currently working as an auditor in the certification body (PT Mutuagung Lestari). He has has conducted audits for ISPO scheme, RSPO and ISCC in oil palm plantations, Indonesia as an auditor. During this audit, he verified environment, conservation, and GHG aspect.

2.2 Assessment Methodology, Assessment Process and Locations of Assessment	
2.2.1	Figure of person days to implement assessment
RC	Number of auditors: 5 auditor Number of days for RC at site : 7 days Number of working days for RC at site: 35 Working days
Major Verifications	Number of auditors: 1 auditor Number of days for Major Verifications at site : 3 days Number of working days for Major Verifications at site: 3 Working days
2.2.2	Assessment Process
RC	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT AMP Plantation to the requirements of <i>Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO Board of Governors 30th September 2016; RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill); RSPO Certification System (approved by RSPO Executive Board 26 June 2007); RSPO P&C 2013: Audit Checklist for Assessing Compliance, January 2015.</i></p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results RC delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-1.</p> <p>Improvement of findings from main assesment findings were observed by auditors at this assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of RC report.</p> <p>The assessment program please find Appendix 2</p>
2.2.3	Location of Assessment
RC	<p><u>AMP Palm Oil Mill:</u></p> <ul style="list-style-type: none"> • Loading Ramp Station. Observation on FFB grading and quality, OHS and worker welfare aspect. • FFB Processing Stations : sterilizer, thresher, press, kernel station, clarification, boiler, and engine room. Observation on FFB processing, OHS and worker welfare aspect. • WWTP. Observation of several pond (cooling pond, mixing pond, anaerob pond and aerob pond), there was function properly. There was available flow meter in 5th pond before pump to location of Land Aplication. • Water Treatment Process (WTP). Observation related to water consumption for FFB process. • Boiler Station. Field observation related to using fibers and shell, and interview of OHS implementation with key personnel. • Agrochemical storage. Observation related to storage condition, symbols, MSDS, and emergency facilities. • Hazardous waste storage. Observation about condition of temporary storage, monitoring hazardous waste, and emergency facilities • Workshop. Interview with worker related to OHS, worker welfare, and emergency response <p><u>AMP-3:</u></p> <ul style="list-style-type: none"> • Circle and path spraying, Block 10. Observation on weed control by agrochemical, OHS, and worker welfare aspect • Harvesting, Block 06. Observation on harvesting, OHS, and welfare aspect. • Fertilization, Blok 13. Observation on Magnesium fertilization, OHS, and welfare aspect. • Peat management, Block 12. Observation on water management by drainage system and bund off, water level monitoring by water level meter, and peat subsidence monitoring by subsidence pole.

- **Block 06-D / Division I AMP3 Estate.** Field observation related to water protection including riparian and monitoring HCV and wildlife specieses.
- **Block 2A AMP-1 Estate.** Field observation related to water protection including riparian.
- **Hazardous waste storage.** Observation related to LB3 including chemical containers management
- **Block 22/23 Division I AMP3.** Field observation related to monitoring HCV and wildlife specieses.
- **Block 8E Division I - Landfill Area.** Filed observation related to disposal of domestic waste.
- **Chemical store including mixing area.** Field Observation of storage and management of chemicals used by the company among others herbicides, fungicides, pesticides and insecticides.
- **Fertilizer store.** Field observation related to storage and management of fertilizer.
- **Workshop.** Field observation of workshops activity such as: repair and maintenance of vehicles and heavy equipment including observation related to hazardous waste management, OHS, worker welfare and emergency response.
- **Housing complex in Block II.** Field observation related to facilities for worker and management of domestic waste.
- **Jorong Labuhan:** Stakeholder consultation in of Labuhan and Subang-Subang with community representation (Head of Village, Community member and Informal Leader). These consutation was aim to grasp the social interaction between Certificate Holder and community surround of plantation area.

Primatama Mulia Jaya (PMJ):

- **Fertilization, Block 21.** Observation on Magnesium fertilization, OHS, and welfare aspect.
- **Circle and path spraying. Bock 07.** Observation on weed control by agrochemical, OHS, and worker welfare aspect
- **Harvesting, Block 09.** Observation on harvesting, OHS, and welfare aspect.
- **Peat management, Block 08, 1B and 7C .** Observation on water management by drainage system and bund off, water level monitoring by water level meter, and peat subsidence monitoring by subsidence pole.
- **Block 23A PMJ Estate (Batang Tambun River).** Field observation related to water protection including riparian and monitoring HCV and wildlife specieses.
- **Hazardous waste storage.** Observation related to LB3 including chemical containers management.
- **Housing complex.** Field observation related to facilities for worker and management of domestic waste.
- **Jorong Wonosari:** Stakeholder consultation in of Wonosari and Ampe Koto with community representation (Head of Village, Community member and Informal Leader). These consutation was aim to grasp the social interaction between Certificate Holder and community surround of plantation area.
- **KUD Dastra:** interview of management of smallholder cooperation office related of their activity as local contractor (FFB transporter) for FFB loading from plantation area of PT PMJ to AMP POM .

Karya Agung Megah Utama (KAMU):

- **Circle and path spraying, Block 09.** Observation on weed control by agrochemical, OHS, and worker welfare aspect
- **Terrace. Block 09. Observation on soil conservation by implements contour terrace and individual terrace.**
- **Lowland, Block 04.** Observation on water conservation by not opening the lowland area.
- **Harvesting and lose fruits collection. Block 08.** Observation on harvesting and lose fruits collection, OHS, and welfare aspect.
- **Health Clinic.** Observation on first aid mechanism, medical waste management and work accident record monitoring.
- **Workshop.** Field observation of workshops activity such as: repair and maintenance of vehicles and heavy equipment including observation related to hazardous waste management, OHS, worker welfare and emergency response.
- **Hazardous waste storage.** Observation related to LB3 including chemical containers management.
- **Chemical store including mixing area.** Field Observation of storage and management of chemicals used by the company among others herbicides, fungicides, pesticides and insecticides.
- **Washing room spraying.** Field observation related to hazardous waste management and OHS.

- **Fertilizer store.** Field observation related to storage and management of fertilizer.
- **Housing complex.** Field observation related to facilities for worker and management of domestic waste.
- **Block 12 Phase II – Landfill area.** Filed observation related to disposal of domestic waste.

Tompek Tapan Kandis:

- **Harvesting. Block 03.** Observation on harvesting, OHS, and welfare aspect.
- **Manual weeding, Block 05.** Observation on manual weeding, OHS, and welfare aspect.
- **Block 5 A: Observed the plant maintenance** activities and interview the worker related of their right, consist of: working time, payment condition, medical surveillance and supporting facilities.
- **Blok 2A (Harvesting Activity):** Observed of harvest activity and interview the worker related of their right, consist of: working time, payment condition, medical surveillance and supporting facilities.
- **Housing complex.** Field observation related to facilities for worker and management of domestic waste.

Bukit Sandiang Tigo:

- **Block 4C/D.** Field observation related to water protection including riparia and monitoring HCV and wildlife species.
- **Housing complex.** Field observation related to facilities for worker and management of domestic waste.

Exsternal and Internal Stakeholders:

- Lands Agency; Labour Agency; Plantation Agency; Environment Agency of Pasaman Barat Regency.
- Lands Agency; Labour Agency; Plantation Agency; Environment Agency of Agam Regency
- Contractor of FFB Transport
- Labour Union
- Committee Gender
- Surrounding communities
- NGO

2.3 Stakeholder Consultation and Stakeholders Contacted

2.3.1 Summary of stakeholder consultation process.

RC

Summary of stakeholder consultation process
 Consultation of stakeholders for PT AMP Plantation was held by:

- Public Notification on http://www.rspo.org/certification/principles-and-criteria-assessment-progress?keywords=AMP&country=&pnc_status=0&assessment_type=0&year_approved=¬ification_date=, dated 17th February 2017.
- Public Notification on <http://mutucertification.com/notification-on-rspo-recertification-of-amp-pom-pt-amp-plantation-subsiary-of-wilmar-international-ltd/>, dated 17th February 2017.
- Public consultation meeting with internal stakeholders by interviews and local stakeholders conducted by visits to villages and interviews with local peoples on 30 - 31 March 2017 and 3 - 5 April 2017.
- Public consultation meeting with government conducted by visits and interview on 30 March 2017.

Numbers of input from stakeholders were clarified by **PT AMP Plantation**

2.3.2 Stakeholder contacted

Please find appendix1

2.4 Determining Next Assessment

The next assessment (Surveillance 1.1) planned nine to twelve month after the certificate issued

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of **AMP POM – PT AMP PLANTATION, subsidiary of Wilmar International Ltd** consisting of 1 (one) mill and 5 (five) oil palm own estates, 2 (two) associate outgrowers and 4 (four) associate smallholders cooperatives.

During the assessment, there were 13 nonconformities were assigned against Major Compliance Indicator, 2 Minor Compliance Indicators, 1 (one) Major of supply chain requirement for CPO mill and there were 2 opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective actions that had been reviewed and accepted by Auditors. The implementation of fulfillment for the non conformities has been verified by the team of auditor by doing the Major verification to the unit of certification in July 25th – 27th, 2017 and also in form of documentation evidences.

Those corrective actions taken that consist 13 nonconformities were assigned against Major Compliance Indicator, 2 Minor Compliance Indicators, 1 (one) Major of supply chain requirement for CPO mill had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that AMP POM – PT AMP PLANTATION, subsidiary of Wilmar International Ltd complied with the requirements of *Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO Board of Governors 30th September 2016 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill).*

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

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>The company has SOP Stakeholder Information Services (PRO-BNM-006, Revision 3, dated 9 February 2016). These procedure as practical guidance to handle the internal and external communication related to Environment, Health and Safety. The procedure was explained that information can be accessed by the parties consist of:</p> <ul style="list-style-type: none"> • EIA documents • Annual Report of the Company (Plantation and Factory Production Report) • Company Policy • Permit the concession and other related permits • The monthly report production mill • The area of operations and mill accompanied by maps • Report of Corporate Social Responsibility (CSR) and Community Development program

- Operational procedures plantation and mill
- Organizational structure
- HCV Report and Action Plan Management
- Report and Management Plan of Social Impact Assessment
- Report of CD & CSR Implementation
- General Summary of certification assessment
- Identifying Results of Environmental Impact (i.e waste management and disposal plan, etc) and Health and Safety Risk
- Program of Health and Safety & Environment
- Records of Complaints and Handling
- SOP Conflict Resolution
- Records Management Public Relations
- Sustainable Improvement Plan

Refer to procedure above (PRO-BNM-006) the responsible person to provide, update and response the information is Head of Bina Mitra Division. Based on interview with related stakeholders (stakeholder consultation in community surround), they know the procedure for accessing the information and know the responsible person for communicating with stakeholders. The stakeholder aware the mechanism for delivery and access the information through the intense communication with the responsible person (personnel in charge)

Based on document verification of incoming letter and stakeholder consultation of the workers and stakeholder consultation of community Surround in several village (Labuhan, Subang-Subang, Wonosari. Ampe' Koto, Kajai Pisik and Sungai Jaring), there was no information but only several propose of aid for road maintenance in village area.

1.1.2

The company was documented all of incoming and outgoing letter from another party. Based on document verification of incoming letter and the respond by the company, until march 20017 there was several incoming letters, consist of letters from sub district/village government, community surround and the related agency. All of incoming letter was respond by the PT AMP Plantation and the correspondence letter was filed in estate office.

Status: Comply

1.2

Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

1.2.1

The management unit of estate has prepared document category based on RSPO Standards (Principles & Criteria). Several of these documents can be accessed by the public, but there is some limited document that there is some confidential documents. The parties can request information by sending a letter to the company. These mechanism refer to SOP Stakeholder Information Services (PRO-BNM-006) that explains about mechanism to receive and respond to information/inquiry from stakeholders. Information type that publicly available as was explained in **indicator 1.1.1** above. Based on interview with local community in four village surround during audit process (Labuhan, Subang-Subang, Wonosari. Ampe' Koto, Kajai Pisik and Sungai Jaring), informed that the company making a direct communication related grievances, complaint and CSR request from stakeholders. Information request/inquiry accepted through verbal and/or written request – and recorded by Public Relation Staff and approved by Operational Manager.

These policy was included in Human Right Policy signed by Goh Ing Sing (Group Plantation Head) and Jeremy Goon (Group CSR Head), updated June 2014 and included in Wilmar Policy (5 December 2103, updated 16/1/2015, reviewed by Khairul Anwar) At point 3 that it will not exploit the people and local people. It has been added in **Indicator 1.3.1**

The management of PT AMP & PMJ was submit the monthly report of production cost in every month (included deduction) to each of cooperation agency (KUD) as representation of smallholders.

Yes the smallholder was aware the debt of plasma payment based on monhly report by the PT AMP & PMJ and also was presented in every yearly meeting (rapat tahunan) among related party (PT AMP & PMJ, Cooperation Agency Staff and the smallholders).

Status: Comply

1.3

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

1.3.1

There are documents Code of Ethics, approved by the Country Head, Approved by the Deputy Country Head, known by HRGA Corporate Head (Human Resource and General Affair) and inspected by the Sustainability Division Head, valid from 15 December 2015 (Document Number: 044/DIR-KP/XII/2016, Revision on 28 March 2016). These documents was formatted in Indonesian language. There was also observed evidence of socialization to employees and other stakeholders in each management unit. Based on stakeholder consultation in for village surround of PT AMP Plantation area (Labuhan, Subang-Subang, Wonosari. Ampe' Koto, Kajai Pisik and Sungai Jaring), known that the company has been socialized the Code of Ethics to related parties.

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. Based on documents verifications, interview with related institution and field observation obtained information if the company has been compliance to the Plantation Act 39/2014 on plantation and Law No. 5 of 1960 on Main Agrarian Regulations. Related to Manpower and OHS aspect, company showed compliance to the regulation such as: OHS certificate for boiler operator, engine operator, forklift operator, electric engineer, welding expert, and others. Based on documents verifications and field observations obtained information if the company has been compliance to Article 3 of the Safety Act

However, during interview and document verification of employees (workers attendance records and payment slip in January 2017, February 2017 and March 2017), auditor found that CH still employed casual workers or "Buruh Harian Lepas" that have been working for more than 21 days a month in 3 months continuously. In example, workers that worked as loosefruit handpicker at Cooperative Bukti Sandiang Tigo and Cooperative Tompek Tapian Kandis.

According to Indonesian Law refered to Manpower Decree No. 100 Year 2014 Article 10 stated that if any workers have been worked for 21 days or more within 3 months continuously or more, status of worker agreement should be increase as Permanent Workers.

Based on this findings, the CH have not been provide the evidence related to compliances with rules and regulations.

NCR 2017.02 MAJOR.

2.1.2

CH already has a mechanism to evaluate compliance with the rules and regulations related to the management of oil palm plantation through SOP of Identification and Evaluation of the Legal Aspects and Applicable Rules and Regulation (PRO-BNM-005). The SOP describes that the updating and evaluation to the compliance with regulation is conducted every 6 (six) months by EHS Unit Staff (for OHS and Environment), Personal General Affair (Employment Affair), Bina Mitra (Social

and Plantation Affair). Based on this mechanism, the company identifies the type of legislation that must be met and classify in a group of Plantations Aspect (Legality), environment, OHS and the employment aspect.

2.1.3; 2.1.4

All regulations are noted in the list of rules which are always evaluated regularly at least once every six months or if there are regulatory / latest requirements referenced. Based on interviews with relevant institutions (Plantation Agency, Labor Agency, Environment Body and National Land Agency) noted that the management unit has met the regulations related to the estate, employment and the environment

2.1.1	Status: Major Non-Conformance NCR 2017.02	
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2.2

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

2.2.1

The Certificate Holder has documents showing legal ownership as follow:

Land Use Right (HGU)

PT. AMP Plantation total permitted area is 9,226.40 Ha. This use right is consisting of 6 HGU certificate, among others: HGU Certificate No. 9 Year 1997 (1,334 Ha); HGU Certificate No. 10 Year 1997 (1,340 Ha); HGU Certificate No. 15 Year 2000 (1,300 Ha); HGU Certificate No. 11 Year 2004 (4,360 Ha); HGU Certificate No. 12 Year 2004 (714 Ha); HGU Certificate No. 1 Year 2004 (178 Ha).

PT. Karya Agung Megah Utama total permitted area 1,250 Ha. HGU Certificate No. 3 Year 1990 (1,250 Ha).

PT. Primatama Muliajaya total permitted area 1,940 Ha. HGU Certificate No. 1 Year 1998 (1,940 Ha).

PT. Perkebunan Anak Negeri Pasaman total permitted area 2,020.25 Ha. HGU Certificate No. 1 Year 1992 (1,890 Ha) and HGU Certificate No. 1 Year 1989 (130.25 Ha).

Associated Smallholders

Cooperative Tompek Tapani Kandis total land certificates are 512 Ha (256 ownership right/Hak Milik); Cooperative Mutiara Sawit Jaya: 220 Ha (110 ownership right/Hak Milik); Cooperative Sandiang Tigo 226 Ha (Traditional Rights or "Hak Ulayat"/ 113 ownership); Cooperative Agro Wira Masang consisting of 810 Ha with status of traditional rights (405 ownership) and 90 Ha as ownership right/Hak Milik (45 ownership).

The history of land tenure ownership and the actual legal use of the land are available, including statement of traditional rights or Hak Ulayat from their leader or "Ninik Mamak".

2.2.2

Based on field observation by auditor team, checking the sampled boundary poles using GPS tool GARMIN 62s at AMP-3 Estate (3 boundary poles); PMJ Estate (2 boundary poles); KAMU Estate (3 boundary poles) all the legal boundaries are demarcated. However, road acces to the boundary poles is bushes.

To maintaining all the boundary poles, the CH has a procedures "Pemeliharaan Tapal Batas HGU (No. Dok. PRO-BNM-012, Rev.01) tanggal 1 Oktober 2013".

2.2.3;

Land conflict within permitted area of Certificate Holder during stakeholder consultation is basically absence. Some conflict was raised in Cooperative Damai Sejahtera (surround the PMJ Estate) and Cooperative Bukit Sandiang Tigo (surround AMP-1 Estate) is an internal conflict between Cooperative and their Traditional Leader or "Ninik Mamak" against their land.

2.2.4; 2.2.5

Based interview with stakeholders on sampling estate during Re-Certification (AMP-3, PMJ, KAMU, Cooperative Tompek Tapani Kandis, Cooperative Bukit Sandiang Tigo) there was no significant land dispute case. The CH recognized for land conflict raised between internal cooperative and CH is the affected party upon this case. Anyhow, if land dispute raised within the CH permitted area, a mechanism to resolving its case was documented in their procedure “Penyelesaian Sengketa Lahan (No. Dok: PRO-BNM-013, Rev. 02) tertanggal 23 Agustus 2016”. This procedure has represented of FPIC mechanism.

2.2.6

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

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

Status: Comply

2.3

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

2.3.1; 2.3.2; 2.3.3

The certificate holder has map with appropriate scale showing the area statement within their legal permits. This map developed through participatory ways involving affected parties. Also, the CH recognized customary rights or other users of land through their procedure “Penerimaan Keluhan dan Penyelesaian Perselisihan (PRO-BNM-007, Rev. 02, tanggal berlaku 17 Februari 2017)”.

Based on year of planting in sampling estate during Re-Certification which are AMP-3 Estate, KAMU Estate, Smallholders TTK and BST, there are no found an oil palm plantation was developed after November 2005. However, in PMJ Estate there was a planting year after November 2005 (YoP 2006, 2009 and 2010). The land status is from compensation from villagers that have been agreed to release their land to the company. The land is located within the permitted area or HGU of the company.

Negotiated agreement to compensate its land has been provided and available in place. The process of land compensation was following the FPIC mechanism.

2.3.4

Evidence that land owner are represented through representatives of their own choosing is available in “Berita Acara Ganti Rugi Lahan dan Proses Penyelesaian Pelepasan Lahan” dated 19 April 2011. Area that compensated is 6.94 Ha totally.

Status: Comply

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

3.1

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

3.1.1

Certificate holder has drafted the long-term plan for period 2015 to 2020. The document consists of information about financials, area statement, crop, FFB processed, cost of production, (estate cost and mill cost), plantation development cost, capital expenditure, buildings, workers housing requirement, staff requirement, sustainability implementation costs and replanting plan. The long term plan for sheme smallholder has been included in nucleus plan.

Sustainability Implementation Costs covers the environment budget cost (such as for the implementation of environment impact assessment, peat management include drainability assessment, conservation and protected area’s management,

maintenance and rehabilitation of riparian area, the compliance preparation over RSPO requirement for plasma plantation, implementation of social impact assessment, improvement of education program, scholarship, traditional activity cost and religion activity cost, conflict resolution, CD and CSR), health and safety (first aid, occupational health and safety symbols, occupational health and safety training, occupational health and safety evaluation, certification and surveillance for occupational health and safety's audit and so forth), other related compliance expenses.

3.1.2

PT AMP and PT KAMU has had replanting program for the next 5 years, while the PT PMJ, Cooperatives of TTK and BST has no replanting program until 2021 due the production is still optimal. The replanting program can be traced through company's long-term plan for period 2016 to 2021. Meanwhile the replanting program activity will be evaluated every year by considering the condition and target of the previous program. In the period of 2013 to 2016, conducted re-planting 1,093 ha in PT AMP and 488 ha in PT KAMU.

Status: COMPLY

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

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1

PT AMP, PT PMJ and PT KAMU has had procedures related to management of oil palm cultivation approved by Group Head of Plantation. While procedures Cooperatives of TTK and BST refer to PT AMP procedures as the nucleus company. The procedures covers from land clearing, plantation maintenance, harvesting, fertilization up to monitoring over harvesting quality through audit mechanism of quantitative agro-management system (QAMS). Moreover, AMP POM has processing procedures covers from sortation, loading ramp, sterilizer, thresher, digester, press, vibrating screen, vacuum dryer, oil transfer pump, depericarper, nut silo, ripple mill, clay bath, kernel silo, boiler, generator, turbin, water treatment plant, preventive maintenance, emergency, laboratorium, POME ponds, land application, to material store in warehouse. There is also Safety and Health Procedure that include that include aspect in mill and pesticides application. The entire documents related to operational procedure has been well documented and available in each management unit in bahasa. Based on field observations obtained information if the SOP related agronomy and Processing has been implemented. But related safe working practices its became non conformities on criteria 4.7.

Based on a review of harvesting interval document of AMP 3 Estate period January to March 2017, there was an increase in harvesting intervals up to 25 days in February, and gradually decreased by 15 days at the end of March. Interviews with management, this case is due to flooding for two weeks in early February due to overflow of the Masang Kanan River. Field observation on the harvesting activity in Block 6 A, it is known that there are many over ripe FFB in harvesting platform.

Management has made an effort by increasing the harvester output, and increasing loose fruits collector. In addition, management has demonstrated water management plans prior to replanting on peat areas, by implementing field drain with a ratio one drain for 4 rows of plants. It aims to accelerate the discharge of water from blocks during the rainy season or during floods from the Masang Kanan River.

This becomes an opportunity for improvement for the certificate holder, related to monitoring of the harvesting interval until reaches the optimum standard determined (8-10 days) **(OFI)**.

4.1.2

Certificate holder has some mechanism to monitor the procedures implementation, among others operational internal audit, Quantitative Agro-Management System (QAMS), Audit System Development Control (SDC), agronomy internal

audit (EMU Audit Report), RSPO internal audit, or field visit of General Manager. The entire aforementioned audit activities have been implemented to check the compliance between implementation and the applicable procedure. Certificate holder present the notes of audit improvement in a form of action plan.

4.1.3

The records of internal audits such as operational, RSPO, QAMS, SDC, and EMU audit report has been documented. The entire aforementioned audit activities have been implemented to check the compliance between implementation and the applicable procedure. Certificate holder present the notes of audit improvement in a form of action plan.

4.1.4

Records of the origins of all third-party FFB sourced to AMP POM are describe below:

Certified sources:

- Estates: AMP, PMJ, PANP, KAMU (under scope certificate holder).
- Scheme Smallholders: Cooperative TTK, Cooperative MSJ, Cooperative BST, Cooperative AWM (under scope certificate holder).
- Other Estates in Group Company: PHP-1, PHP-2 and GMP.

Non-Certified Sources:

- Independent smallholders: PLS2PH, PLS2MG (Manggopoh), PLS3TI (Tiku V jorong), PLS3KA (Katiagan), PMJ PLS (Damai Sejahtera), PANP Batang Biyu, PHP1PLS.

Independent suppliers: there were 23 independent suppliers/outsideers.

Status: COMPLY

4.2

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

4.2.1

Certificate holder has procedures related to manage and improve soil fertility. The procedure consists of cultivation and maintenance of land cover crop, fertilization, POME land application, and empty fruit bunch mulching application. Field observation of in AMP 3 Estate Block 13 and PMJ Block 21 known that fertilization activities have been done well, appropriate dose, time and target in accordance with existing procedures. The safety aspects of the labor have been implemented.

4.2.2

AMP3 Estate, PT PMJ, PT KAMU, Cooperatives of TTK and BST has records of the utilization of organic and inorganic fertilizer, detailed in Manager’s Monthly Report (WGP-Monthly Estate Report). Inorganic fertilizer used by certificate holder in 2016 are NPK, Kieserite, Dolomite, and Urea. Based on document verifications, it’s known that manuring activities of first and second semester of 2016 are monitored and well documented in accordance with recomendation. The records include the use of fertilizer per ton of FFB.

4.2.3

Certificate holder has routinely monitoring the changes of the nutrient status based on the periodically soil and leaf analysis. Leaf sampling is conducted annually, meanwhile soil sampling analysis is conducted every 15 years related to the procedure. Soil analysis contained in a semi-detailed soil survey report by Param Agricultural Soil Surveys of each unit. Leaf analysis report of 2016 conducted by EMU Laboratory of Wilmar International has been well documented. The observed parameters among others major element N, P, K, Mg and Ca as well as minor element such as: B, Cu, Zn and Fe.

4.2.4

The records of EFB application and POME land application has been well documented. Field observation in AMP I Block 28B known that EFB application (dose 40 ton/ha/year) and POME land application (dose 750 ton/ha/year) has been well implemented. Overall, the certificate holder has made efforts to maintain and improve soil fertility. Visually, there is no symptom of nutrient deficiency at the blocks that have been visited.

	Status: COMPLY	
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4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

Certificate holder has the marginal soil type map, topography maps, slope map, and peat depth map in sufficient scale and legend. Based on maps review known that there were several marginal area such as peat soil in AMP 3 Estate covering 1,780 ha area (55 %), in PT PMJ covering 1,395 ha area (98 %). There is no peat soil identified in PT KAMU, Cooperatives of TTK and BST. Meanwhile, slope level in AMP 3 Estate, PT PMJ, Cooperatives of TTK and BST were flat undulating, while in PT KAMU flat undulating to hilly.

4.3.2

Related to the soil and water conservation in slope area, by field observation in PT KAMU Block 09, the certificate holder has implemented individual and contour terraces on the slope area, furthermore planting legume cover crop, selective weeding, and fronds stacking parallel with contour lines.

4.3.3

Road maintenance program contained in document of Work Program of 2017. Based on field observation, road maintenance has been conducting well, allowing to be well used for operational activities.

4.3.4

Based on report of Semi Detil Soil Survey, is known peat soils in AMP 3 Estate covering 1,780 ha area (55 %) and in PT PMJ covering 1,395 ha area (98 %). Identification has been done by mapping the peat area, the depth of peat, and waterflow direction in collection drain. Based on these maps, certificate holder has been implemented such as installing and mapping bund off and water level meters in the downstream of collection drain, as well as subsidence stakes in accordance with the peat depth.

Review of weekly water level monitoring, it is known that the water level in collection drain has been in accordance with existing procedures (50-70 cm). Moreover semesterly peat subsidence monitoring, it is known that the average subsidency since the first observation in 2010 is <2 cm per year. However based on observation in AMP 3 Estate and PMJ, it is known that the water level of the collection drain in the upstream has not been identified certainty, while visually is quite varied because there is no water level meter.

This is an opportunity for improvement related to the representation of water level monitoring on upstream of collection drain. As well as further identification related to the adequacy of bund off on collection drain. **(OFI)**.

4.3.5

Certificate holder demonstrated peat soil replanting strategies, listed in procedures on management of peat soil. In addition, water flow mapping has been done, as a consideration to install bund off in collection drain. AMP 3 Estate shows the 2017 replanting program strategy on peatland, in Block 15 covering 109 ha area. Due to the condition of the damaged block by flood, the strategy are 1 : 4 field drain system, cleaning and deepening collection and main drain, installing bund

off, and water meter level. Certificate holder planned to instal three bund off along the collection drain to maintain water surface.

4.3.6

Based on interviews with research team and field observation, the main limiting factors in the operational areas are peat soils and slopes. In addition there are other insignificant limiting factors such as mineral soils with sand content. The strategy was implemented with POME Land Application dose 750 ton/ha/year, and EFB application dose 40 ton/ha/year, furthermore selective weeding and soft weed management such as *Neprolephis bisserata* to maintain soil mousturiser ang minimising the evaporation.

Status: COMPLY

4.4

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

4.4.1

Based on document review, water management plan are explained in:

- Environmental documents (DPL and DPPL). Water management plans such as: conduct water river analysis test in Batang Masang Kiri and Batang Masang Kanan rivers (PT AMP, KPSTTK, KPSBST), Mandiingin (PT PMJ), Batang Sibadanguang and Aur rivers (PT KAMU), Batang Singkok river (PT PANP). The test conducted every 6 months by accredited laboratory.
- Riparian management procedure (SOP-GEN-018, dated on December 28 / 2016) approved by General Estate Manager. Water management plans such as: installation of chemical application boundary; do not spraying and fertilizing application on riparian, and enrichment of tree species.
- Safety spraying procedure (SOP No. SOP-EST-2009, dated October 01 / 2013). Water management plans such as ban of spraying on ditch watercourses area with a distance of 3 meters.
- RKL / RPL document. Water management plans such as: conduct mill effluent test periodically by accredited laboratory.
- Water consumption document. Water management plans such as: water consumption in accordance with the budget set up by mill management.

4.4.2

The company has conducted surface water protection including riparian related to water management plans, such as:

- Installation of agrochemical application boundary (*based on field visit on Block 06-D / Divison I AMP; Block 23-A PMJ; and Block 4-C/B KPSBST*).
- Conduced water river test in Batang Masang Kiri and Batang Masang Kanan rivers (AMP, KPSTIK, KPSBST), Mandiingin River (PMJ), Batang Sibadanguang River and Aur River (KAMU), and Sungai Batang Singkok (PANP). The latest monitoring was conducted 24 November 2016 (2nd semester 2016) at Batang Masang Kiri dan Batang Masang Kanan River. The The test results are in accordance with government regulations (*Peraturan Pemerintah No. 82 / 2001*), for example: The Total Suspended Solid (TSS) at Batang Masang river level were 132 mg/l (upstream), and 113 mg/l (downsream).

However, based on field visits the auditor found an indication of the spraying application activity in ditch area Block 2A AMP-1 Estate. Based on review of Daily Costing Books document, the spraying activity was conducted on 10 - 14 February 2017. This was not in accordance with the procedure (SOP-GEN-018 and SOP No. SOP-EST-2009) related to the prohibition of spraying application on ditch area.

During the audit activities, the management unit has clarified the issues identified, but the auditor team assesses that the evidence presented was not sufficiently effective and comprehensive to be applied to the scope of audit. Based on the explanation, it is found non-conformity **NCR No.2017.03 with Major Category.**

4.4.3

The company (AMP POM) has conducted mill effluent test periodically by accredited laboratory. Based on the document, the test results are in accordance with government regulation (*Keputusan Menteri Lingkungan Hidup No. 28 & 29 / 2003*). The test results periodically sent to the local government for the evaluation.

Interview with environmental agency of Agam & Pasaman Barat District, known that the mill effluent test results was reported periodically and there was no pollution issues caused by WWTP activities.

Interview with local community known, there was no pollution issues caused by WWTP activities.

Mill effluent that has been processed in WWTP is then applied to the land area (land application) which has received license from the Agam District Government.

4.4.4

Based on field visit in WTP station known that the operator has recorded water consumption through observation of flow meter. Based on document, known that the average water consumption for mill process 1.19 m³ / tFFB. Water consumption is still in accordance with the budget set up by the company = 1.25 m³ / tFFB.

Status: NCR No.2017.03 with Major Category.

4.5

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

4.5.1

Certificate holder undertakes pest and disease census as the early warning system. Census is conducted in every three months, if there is a high potential of infestation, carried out a census every month.

Based on documents of summary census EWS of AMP 3 Estate from January 2016 to February 2017, there were rat infestations that exceeded the economic threshold (5 %) with details :

- Census of February and May 2016, no rat infestation exceeding economic threshold.
- Census of August 2016, there were rat infestations exceeding economic threshold in all blocks (21 blocks). Breakdown of 10 Blocks with infestation rate 5 – 10 %, 9 Blocks with infestation rate 10 – 20 %, and 2 Blocks with infestation rate > 20 %.
- Census of November 2016, there were decreased of infestations that exceed the economic threshold, 3 Blocks with infestation rate 5 – 10 %.
- Census of February 2017, there were increases of infestations that exceed the economic threshold, consist of 6 Blocks with infestation rate 5 – 10 %, 2 Blocks with infestation rate 10 – 20 %.

Certificate holder has carried out the control using active ingredients *Brodifacoum* in the period of September 2016 to March 2017. The amount of pesticides for control were fluctuated.

Review of procedure related to pest and disease control (SOP-EST-005) and pest control system (SOP-EST-023) explained that the priority option to control rat infestation is by natural predators such as owls. The certificate holder has built three barn owl boxes in 2014 (Block 3A, 6B, and 9A), as well as monitoring the occupancy rate every month. Based on interview with management and the last monitoring data, it's known that there was no signs of occupation at those barn owl boxes since the installation.

Certificate holder has communicated with the Research Department related to this obstacles. Research Department gave the recommendation by increase the number of barn owl boxes in to reach the ratio 1 box for 50 ha area, in accordance with the existing procedure.

Until the assessment, certificate holder has not been able to demonstrate a clear management plan (detailed activities, clear timetable, targets, evaluation and preventive action) related to integrated rat infestation control, as part of reducing pesticide usage. **Non Conformity 2017.04.**

4.5.2

Certificate holder has conducted integrated pest management training at 17 November 2016 in AMP 2 Estate, with participants are supervisor and worker of AMP 3 Estate, PT PMJ, PT KAMU, Cooperatives of TTK and BST. The training materials presented by Research Departement, including detection and cencus, biological control, mechanical control, chemical control. Based on interview with workers, confirmed that workers has understood on IPM aspect i.e.: methodology census, type of pests and diseases and management controlling.

4.5.1	Status: NCR 2017.04 With Major Category
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4.6

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

4.6.1

Certificate holder using the licensed pesticide in Ministry of Agriculture. Based on document's review and observation in agrochemical warehouse, the utilized pesticides are Glisat 480SL (*Isopropilamina glyphosate*) to control broad leaf weed and narrow leaf weed, moreover Tiara 20 WG (*Metyl metsulfuron*) to control broad leaf weed, and Abolisi 856 SL (*2,4 Dymethyl amina*). Abolisi 856 SL's license was expired since June 2016, however the certificate holder use the remaining stocks.

4.6.2

Certificate holder has documentation of pesticide utilization that record product name, active ingredients, LD50, percentage of active ingredients, total application, total active ingredients, hectare application and active ingredients per hectare application. This document is constantly recorded and updated by Estate Sustainability Officer each month. For instance in AMP 3 Estate the utilization of *Glyphosate* month of December 2016 amount 0.32 ltr/ha, whereas in BST utilization of *Metil metsulfuron* month of Februari 2017 amount 9.7 gr/ha. Related to reduce the usage of pesticides, certificate holder monitoring by record the daily, monthly, and anually usage. Furthermore conducted regularly pest and disease census as an early warning system, aims to prevent outbreak of pest and disease, so it is expected to minimize the use of pesticides

4.6.3

Related to reduce the usage of pesticides, certificate holder monitoring by record the daily, monthly, and anually usage. Furthermore conducted regularly pest and disease census as an early warning system, aims to prevent outbreak of pest and disease, so it is expected to minimize the use of pesticides.

4.6.4

Based on document review and observation on agrochemical warehouse, it is known that certificate holder no longer use paraquat since 2016. However there was usage of Petrokum™ (a.i *Brodifacoum* known as Class 1A by WHO) to control rat infestations explained in criteria 4.5. Certificate holder demonstrates justifications related the usage of Petrokum™, consists of packaging and MSDS, as well as document of 'The WHO Recomendad Clasification of Pesticides by Hazard and Guidelines to Classification 2009'. Based on the WHO document it is explained that the determination of pesticide class is not determined by one of the active ingredients, but the toxicity value of the combination of several active ingredients. Based on the packaging and MSDS it is known that the Petrokum™ has an oral LD50 = 11,000 mg/kg bw and LD 50 dermal > 16,666 mg/kg bw, so Petrokum™ categorized as WHO Class III.

4.6.5

Certificate holder already has MSDS, HIRAC and procedures related on pesticide application. In addition the workers were well trained related to safe work practices. Based on observations of circle and path spraying in AMP 3 Estate, PT PMJ, and PT KAMU it is known that the workers conducted the activity in accordance with existing procedures. Pesticides have been used according to the recommended dosage in the packaging. Personal protective equipment has been used in accordance with MSDS and HIRAC. The mixing of pesticide carried out in premixed area on warehouse. The pesticides that will be applied is already mixed. Based on interview, the workers understood the risks and emergency response in case of an emergency.

4.6.6

The company has procedure hazardous waste (LB3) management procedure with document number: SOP-EHS-007, revision 02 dated April 23 / 20015. The procedur explains that LB3 are stored at hazardous waste storage, then handed over to the LB3 collector licensed by national government. LB3 should not be used for other purposes. LB3 should not spilled to the land area.

Based on field visit to hazardous waste store of AMP3, KAMU, PMJ, known that the ex pesticides container stored to LB3 storage in each division, LB3 storage was aquipped with LB3 label and symbols; there was no spilled to the land area. The results of document review, known that the ex pesticides container sent to LB3 storage licensed by local government regularly. After that will be taken by LB3 collector licensed by national government.

Based on field visit to housing complex known that there was no found use of ex pesticides container for other purposes such as: bins, flower pots and water containers.

4.6.7

The results of field observation in warehouse and spraying activities in AMP 3 Estate, PT PMJ, and PT KAMU, it is known that the certificate holder has been provided facilities for cleaning up after work and storages for keeping PPE for s, including Facilities of mixing area, PPE storage, shower room and eye washer are provided each Estate. The workers have been given regular training in safe work practices. 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 data sheets (MSDS). There have been MSDS and the symbols of hazardous and toxic materials are properly installed on the walls and doors of warehouse. The worker also using personal protective equipment in accordance with specified hazard identification and material safety data sheet such as mask, gloves, safety shoes, apron and googles.

Based on field observation in AMP3 Estate, PT PMJ, PT KAMU obtained information if the company has been provided facilities for cleaning up after work and storages for keeping PPE, including Facilities of mixing area, PPE storage, shower room and eye washer are provided each Estate.

4.6.8

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

4.6.9

Certificate holder has conducted training annually related to handling technicque/OHS of pesticides, and first aid training for the workers. The annual training has been documented into minutes of meeting, list of attendees, and activity photos. For example, the last training of AMP 3 Estate was conducted in 25 November 2016 followed by 15 participants, and the last training smallholder of TTK conducted in 21 February 2017 followed by 11 participants. Field observation in pesticide warehouse in AMP 3 and PMJ Estate, smallholder of TTK and BST known that certificate holder has provide adequate

facilities and information related to safety aspect in the use of pesticides. Based on interview with the workers, they understood the technic in safe working practices.

4.6.10

The company has conducted training related to management of Hazardous Waste including pesticides containers to workers, assistant, contractor and the other on 08 March 2016, 22 March 2017, 29 March 2017. In addition, based on interview known that the Hazardous Waste and Chemical Store operator have understood management of Hazardous Waste including pesticide containers. Ex pesticides container stored to LB3 storage, then handed over to the LB3 collector licensed by national government (PT Shali Riau Lestari). After that reported to relevant agency in AGAM and PASBAR District. Sighted: #ex pesticide containers manifest; #receipt LB3 reported to the environment agency.

4.6.11

The company has been carrying out periodic health examinations for all employees once a year and special medical examinations includes cholinestrace test for employees who are at high risk twice a year. Periodic health examinations for 2016 held on September 2016 by the company doctor and in first semester 2017 will programmed in April 2017. The test results showed that all employees who work with chemicals in a healthy condition. Interview with workers known that they are never get experience of occupational injury which caused by chemical such as irritation, and know the result of medical checkup. Interview with management obtained information if the worker will be informed the ruslt of medical check up when exposed the pesticide or not health.

4.6.12

The company is not allowed pregnant and nursing workers to work which is related to the chemicals The company carries out checks to ensure that employees who work with chemicals (spraying) is not in the condition of pregnancy every three months. Based on field observations and interviews with the workers known that there were no personnel sprayers women who are pregnant and breastfeeding, and stated that policies related to the prohibition of pregnant and breastfeeding women to spray has been understood

Status: Comply

4.7

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

4.7.1

There is no revision over occupational health and safety policy in AMP POM and its supply base. The policy has been implemented based on the applicable regulation. Field visit and interview in mill and estate revealed that the occupational health and safety has been socialized and implemented by company through Socialization with personnel during muster morning before work, The company also showed the procedures relating to OHS including First Aid, periodic medical examinations for employees and workers at high risk, assessment of hazard and risk, Guiding Committee of Occupational Safety & Health and investigation of workplace accidents. Policies and procedures related to OHS management plans in general have been socialized to the employees.

4.7.2

The certificate holder has had the documents of Aspects of the Impact and Hazards of Environmental Risks and Occupational Safety 2017 with last review in 03 January 2017. 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. Meanwhile based on documents verifications, field observations and interview with employees and worker obtained information if:

1. The inputing process of the documents of Aspects of the Impact and Hazards of Environmental Risks and Occupational Safety not referring to "SOP Petunjuk Pengisian Aspek Impact (SOP – GEN-009)"
2. There is no evidence if the review process has been aware the potential hazard from the sub – activity product

- and service that probably happened, but not limited to:
- a. Potencial hazards the eyes exposed palm oil powder in harvesting process
 - b. Potencial hazards the storage of harvesting tools in housing
 - c. Potencial hazards the transportation of employees on departure and return to work site
 - d. Potencial hazards the Management of domestic waste in land fill
 - e. Potencial hazards the The actifty of looses fruit picking
3. Based on field observations founded there is some risk control not been implemented, like:
- f. There is FFB Loader sitting in front and 2222 roof of vechicle and also hanging in vechicle tank, for example in Blocks 001 AMP 3 Estate
 - g. There is utilization former wheels, drums and wood as a drag (jack) the vehicle that was under repair in the workshop. For example in AMP 3 Estate workshops
 - Hazardous waste management in temporary / transit storage in workshop AMP 3 estate in inproper condition, in example there is no OHS and hazardous waste symbol, there is no second containment and bund off to pretend spillage.
 - Employee transport is found for chemist activities in a vehicle carrying chemicals.
 - Its founded FF truck accident in AMP 3 Estate
4. There is no monitoring of the use of PPE in the field as regulated in the identified risk identification. This is based on samples of field visits and plantations found by employees who do not use Personal Protective Equipment in accordance with the established identification, for example:
- h. Employees in the CaCo3 warehouse do not use PPE in the form of gloves when lifting CaCo3
 - i. Employees at Press and Kernel stations do not use PPE ear protector
 - j. Employees at Kernel stations do not use masks
 - k. Some Harvesters do not use PPE in accordance with the matrix of Gloves and Glasses

During the audit activities, the management unit has shown evidence of clarification in accordance with the issues encountered.

However, the auditor team considered that the clarification evidence has not shown effective and comprehensive action to the management unit under the scope of certification. As well as evidence of evaluation, monitoring and implementation of the Identification of Aspect of Impact and Hazard of Environmental and Safety Risks

Based that explanation raised NCR No 2017.05 With Major Category

4.7.3

Certificate holder already has a training Program of OHS among others, program in 2076 as a training of Fire Extinguisher and Hydrant, Hazardous Waste handling, simulation of emergency state, first aid training, risk assessment training and OHS basic. Certificate holder also has had the training plan for workers exposed to high noise levels such as training on the work procedure and HIRARC, safety briefing before work. In other that the company has a hearing loss management control:

- Medical Check Up (audiometric test) once a year,
- Engineering control: panel room is available for Operator which is located near the engine room and it is sound proof.
- Administratively:
 - o training on the work procedure and HIRARC
 - o Setting working hours for employees to reduce noise exposure received.
 - o Installation of signboard for the location with high noise level and area mandatory use of PPE. PPE usage monitoring and safety brief.

The result of the document review is known that the certificate holder has provided Personal Protective Equipment (APD) to the employees with the allocation as regulated in SOP of Procurement of Personal Protective Equipment (PRO-GEN-020 rev 00 dated 21 April 2016).

Based on the results of field visits and interviews with harvesting employees in Block 06 AMP3 Estate and Block 009 PMJ, FFB Loader at AMP3, Employees at Boiler Station, Employees at Press Station, obtained information that if the PPE used is damaged/broken then the employee will provide their own, until the next allocation period. In relation about that the Certificate Holder has not been able to show the Mechanisms governing the provision of Personal Protective Equipment if damaged by the work activities and the evidence of its implementation.

Based on the result of sample of field visit, interview with loose fruit workers in Block 4B KUD Bukit Sandiang Tigo and in Block 8 PT KAMU and verification document handover PPD obtained information that they do not get PPE in accordance with potential hazard that happened.

The auditor team considers that the Certificate Holder has not implemented proper OSH protection against workers.

Based that explanation raised NCR No 2017.06 With Major Category

4.7.4

The management unit has guiding committee for occupational health and safety organization and personnel in charge on implementing the occupational health and safety program. Guiding Committee of Occupational Safety & Health Board has drafted an OHS working program and evaluates the implementation of OHS program in the field. In order to ensure that the OHS program has been implemented effectively, the board of Guiding Committee of Occupational Safety & Health performs a monthly meeting with workers. The interview result with Manpower and Transmigration Agency in Musi Banyuasin District revealed that the management unit has submitted the guiding committee for occupational health and safety's periodic report every 3 months. The guiding committee for occupational health and safety report covers the entire occupational health and safety activity within company's operation activity.

4.7.5

Based on sampling of field observations in mill and estates obtained information if the certificate holder has been Providing emergency response and first aid facilities at workplace, but it is known that:

- There is several MSDS who written inenglish, for example in oil storage in AMP POM, ie Shell Omala 220, Neutron Lab ISO 320,
- There is no MSDS for Turalink 52 in oil storage
- There is no symbol or OHS signboard and risk potential in CaCo3 in chemical warehouse AMP POM
- Hazardous storage in AMP POM Not equipped with emergency response siren and in PT PMJ not equipped with emergency response siren and Shower –
- Light Fire Extinguishers at the Press Station for its validity period have expired (November 30, 2016)
- There is no bund-off in Chemical Storage at AMP POM and at Hazardous storage at PT PMJ -

During the audit activities, the management unit has shown evidence of clarification in accordance with the issues encountered. However, the auditor team considered that the clarification evidence has not shown effective and comprehensive action to the management unit under the scope of certification. As well as evidence of evaluation, monitoring and implementation. **Based that explanation raised NCR No 2017.07 With Major Category**

4.7.6

The management unit provided accident insurance for personnel based on the applicable regulation. The insurance such as manpower insurance is paid monthly to national social insurance for manpower/ BPJS. Meanwhile, for medical

insurance, PT APS 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.

4.7.7

Certificate Holder is consistently conducting monitoring over work accident, which reports the complete information about accident, such as the month of the accident, number of case, the accident's location, type of accidents, the impact, working hour losses, the accident cause, follow up action and result. Monitoring of work accidents performed every month and reported to the relevant agencies in conjunction with regular reports of Guiding Committee of Occupational Safety & Health.

4.7.2 Status: NCR No 2017.05 With Major Category

4.7.3 Status: NCR No 2017.06 With Major Category

4.7.5 Status: NCR No 2017.07 With Minor Category

4.8

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

4.8.1

The company has had a training program for workers in the period of 2017. The employee training programs include fire extinguisher training, basic training of environment and OHS, SCCS Training, Best Agriculture Practices Training, First Aid training and Fertilization Training.

4.8.2

Records of the training activities followed by every employee are noted in the document of "record in the level of competence and training". Inside the document explaining the employee's name, the type of training (training, workshops / seminars), presenters and training dates. Based on interviews with workers, it is known that workers have been trained in accordance with the work being done. Contractors has been involved in several training such as OHS and emergency responses on 24 November 2016

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 AMP 1, 2 & 3 has environmental document (DPL, 2007) approved by relevant agency. Total area 7,748 ha and processing capacity 80 tFFB/hour (Governor's decree of SUMBAR number: 660-18-2007).
- PT AMP 4 has environmental document (DPL, 2011) approved by relevant agency (Government District's decree of PASBAR number: 660/02/BUP-PASBAR-2011).
- KPSTTK has environmental document (DPPL, 2014) approved by relevant agency (Government District's decree of AGAM number: 437 / 2014).
- KPSBST has environmental document (DPPL, 2014) approved by relevant agency (Government District's decree of AGAM number: 438 / 2014).
- PT KAMU has environmental document (DPPL, 2009) approved by relevant agency. Total area of 1,250 Ha (Government District's decree of AGAM number: 358 / 2009). Available Government District's decree of AGAM

number: 349 / 2015 regarding changes to environmental permit for oil palm plantation activities by PT KAMU on October 20, 2015. Total area 1,250 Ha

- PT PMJ has environmental document (DPPL, 2009) approved by relevant agency (Government District's decree of PASBAR number: 188.0454/183/BUP-PASBAR-2009). Total area 2,000 Ha.
- PT PANP has environmental document (DPPL, 2009) approved by relevant agency (Government District's decree of PASBAR number: 188.045/184/BUP-PASBAR-2009). Total area 2,020.25 ha.

Interview with environmental agency in AGAM and Pasaman Barat District, obtained information that the environmental study (DPL and DPPL) have passed public consultation with local communities.

According to updating information obtained during ISPO audit on period 31 July – 3 August 2017, CH has received notification from Environmental Agency of West Sumatera Province (letter dated 21st June 2017) related to amendment of environmental license on replanting activities caused by Ganoderma disease and status of Biogas Plant Installation. Its licensing progress will be verified in the next assessment.

5.1.2

Implementation of environmental management has been conducted in accordance with the matrix environmental management plan (RKL), for example: mill effluent management by WWTP, land application, use of fiber and shell as fuel, throw garbage at landfill area (TPAS), stored hazardous waste on hazardous waste storage licenced by local government, distribution of PPE (earplug / earmuf) to workers in the location of high noise, ban on hunting wildlife, land fires monitoring, local recruitment, etc. Monitoring conducted once 6 months. The results of environmental management plan (RKL) have been reported to environment agency on AGAM and PASBAR district for evaluation.

5.1.3

Implementation of environmental monitoring has been conducted in accordance with the matrix environmental monitoring plan (RPL), for example: mill effluent test; surface water test in Batang Masang Kiri and Batang Masang Kanan rivers (AMP, KPSTIK, KPSBST), Mandiingin River (PMJ), Batang Sibadanguang River and Aur River (KAMU), and Sungai Batang Singkok (PANP); smock emission and noise test, wildlife monitoring, peatland monitoring, social community monitoring, etc. The monitoring conducted once 6 months.

The results of environmental monitoring (RPL) have been reported to environment agency on AGAM and PASBAR district for evaluation.

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

PT AMP, KPSTTK & KPSBST has identification HCV document on Dec 2010 with total area 490.95 Ha. HCV document also includes a list of common wildlife identified in the area.

PT KAMU has identification HCV document on Dec 2010 with total area 83.43 Ha. HCV document also includes a list of common wildlife identified in the area.

PT PANP has identification HCV document on Dec 2010 with total area 20.98 Ha. HCV document also includes a list of common wildlife identified in the area.

PT PMJ has identification HCV document on Dec 2010 with conclusion there are no HCV area.

Based on the guidance document HCV, Dec 2010. Found RTE species, among others: Berang berang (*Aonyx cinerea*), Kera (*Mecaca fascicularis*), Macan akar (*Prionallurus bengalensis*), Babi hutan (*Sus scrofa*), Tupai (*Callosciurus natatus*), Elang tikus (*Elanus caeruleus*), Elang brontok (*Spizaetus cirrhatus*), Labi labi (*Cyclemys dentate*), Biawak (*Varanus salvator*), Ular sawah (*Python reticulatus*), Ular kobra (*Ophiophagus hannah*).

The HCV study has involved public consultation #sighted: attendance list on 29 April 2010.

5.2.2

Types of activities that have been implemented to increase biodiversity are: Making annual monitoring program plan, monitoring HCV and wildlife each month, signboard maintenance, monitoring of wildlife hunting and tree logging activities, planting in the HCV area, and periodic socialization.

Based on document review of flora and fauna identification report April 2016, RTE species are encountered, among others: Elang laut (*Heliatus leucogaster*), Labi labi (*Dogania subplana*), Ular sawh (*Python repticulatus*), Biawak (*Varanus salvator*), Ular sendok (*Naja sumatrana*), Cingkuak (*Trachypithecus crinatus*), Kera (*Macaca fascicularis*), Beruk (*Macaca nemestrina*), Landak (*Hystrix brachiura*), Bajing kelapa (*Collasciurus notatus*), Babi hutan (*Sus scrofa*).

The Company able to demonstrate wildlife protection procedures with no doc: SOP-GEN-020 dated April 30, 2015. The procedure explains how to protect if there are incidents with wildlife and sanctions.

Based on document review and field observation, it is known that there was no indication of wildlife renewal, no indication of wildlife traps, no indication of employees catching, harming, collecting or killing wildlife.

Based on field visit to HCV 3 (*Hutan Raya*) Block 22/23 Division I, Block 06D / Division I AMP3; Block 23A PMJ; Block 4C / B KPSBST; KPSTTK & KAMU, known that the river buffer zone area are demarcated with red paint about three palm trees from the edge of the water body, as indication no chemical application is permitted at these palms. It was confirmed through interview with sprayers AMP3, PMJ, KAMU estate that no spraying is carried out at these palms.

Estate has also installed signboard in the filed such as in main road, collection road, riparian buffer zone, housing, office and others, with information mentioned in the signboard is about river protection from hazardous waste, chemical activity, wildlife species and others types of activities to be avoided which will reduce the water. There are also enrichment of tree species.

5.2.3

The Company has conducted socialization related to endangered species regularly to employees, for example on April 7, 2016 & June 9, 2016 (PT KAMU); June 14, 2016 (PT PMJ); 14 Jan 2016 (PT AMP). The Company has also conducted socialization related to endangered species to local community, for example on June 24, 2013 (PT KAMU); June 14, 2016 (PT PMJ), June 08, 2016 (PT AMP).

Interviews with representative workers in PT AMP, KPSTTK, KPSBST, PT KAMU, PT PMJ and local community, they already know the wildlife species and the prohibition of hunting, captured, harmed, collected or killed any RTE species.

Based on field visit to riparian Block 06D / Division I AMP; Block 23A PMJ; Block 4C / B KPSBST and field visit to housing complex, it was not found activities to have captured, harmed, collected or killed any RTE species.

5.2.4

The Company has monitored the presence of HCV and endangered species in accordance with the program 2016 (see 5.2.2). The results of the monitoring provide recommendations for improvements to the program 2017.

5.2.5

Based on HCV documents review of PT AMP, PT KAMU, PT PMJ, and interviews with local community as well as field visit to field, there was no identified HCV area overlapping with local community rights.

However, the company keeps doing cooperation with the surrounding community to maintain HCV area on 10 Nov 2016 & 14 Oct 2016 (PT KAMU). The Company has also conducted socialization to surrounding communities to safeguard HCV and wildlife species, such as: June 24, 2013 (PT KAMU); June 14, 2016 (PT PMJ), June 08, 2016 (PT AMP).

Status: Comply

5.3

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

5.3.1

Waste identification are described in Form Document Number: FRM-GEN-046. Based on the document obtained information about waste products and source waste / pollution.

Waste products such as: used oil, used batteries, used chemical containers, used majun, used fertilizer and chemicals sacks, domestic waste, clinical waste. Waste product sourced from the workshops, harvesting, spraying activities, clinic, housing complex, and mill activities.

Waste identification also explained in solid waste with document number: SOP-Mill-25 and FFB procedure with document number: SOP-Mill-15. Waste product sourced from mill activities.

5.3.2

Based on field visit to hazardous waste store in AMP3, PMJ, KAMU, known that the ex pesticide container stored in LB3 storage each of division; LB3 storage equipped with LB3 symbol; and there was no spilled pesticides to the ground.

Based on document review, known that the ex pesticides container already sent to the licensed LB3 storage and will be collected by licensed LB3 collectors.

Based on field visit to Housing Complex known that there was not found use of ex pesticide container for other purposes such as bins, flower pots and water containers.

5.3.3

Waste management has been implemented in accordance with the management plans, the evidence is seen from the field visit and document review, for example:

- Based on field visit to Housing estate and mill pabrik (PT AMP, KPSTTK, KPSBST, PT KAMU, PT PMJ), known that the domestic waste is collected in the available bins and then disposed to landfill area (TPAS). Waste separation is separated by type of wet waste and dry waste, waste transport conducted routinely, organic and inorganic waste separation adjusted to the appropriate tub and then put into a landfill and close periodically.
- Based on field visit to AMP POM, known that the fibers and shell is used as fuel to reduce fossil fuel consumption and maximize renewable energy.
- Based on field visit to clinic, known that the clinical waste is collected in a special place and handed over to licensed LB3 collectors.
- Based on field visit to WWTP, known that the WWTP pond in well preserved condition; there was no leaks in waste ponds; flometer in condition to function properly.
- Based on field observation to Housing Complex, it was not found the domestic waste (rubbish) burning activities. Domestic waste (rubbish) is managed by disposed at Landfill area.

Based on field visit in andfill and review document the company has been managing domestic waste. Waste separation is separated by type of wet waste and dry waste, waste transport conducted routinely; organic and inorganic waste separation adjusted to the appropriate tub and then put into a landfill and closes periodically

Status: Comply

5.4

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

5.4.1

The company has monitored the use of renewable energy came from fiber and shell. AMP POM has record of energy used from fossil fuel and renewable energy. Renewable energy used came from shell and fiber. Total renewable energy period 2016 usage was 0.20 MT / ton FFB. Records are available from period of January – December 2016, i.e:

- October 2016: FFB processed was 28,596 MT, fiber usage was 3,701, shell usage was 1,852 MT, and total renewable energy usage was 0.19 MT / ton FFB.

- November 2016: FFB processed was 31,570 MT, fiber usage was 4,279, shell usage was 2,277 MT, and total renewable energy usage was 0.20 MT / ton FFB.
- December 2016: FFB processed was 30,597 MT, fiber usage was 4,062 MT, shell usage was 1,688 MT, and total renewable energy usage was 0.18 MT / ton FFB.

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

The certificate holder already has a policy regarding burning land clearance (recorded in procedure No. PRO-EST-002 Revision 04 dated 01 October 2013; Agronomy Guide of 2015 in part I sub-section 4.0 and Wilmar's Policy of 5 December 2013). The certificate holder has also conducted socialization on emergency response of land fires to employees, plasma farmers / community on 21 February 2017.

However, on the way to housing complex of M1700, the auditor saw an indication of the burning activity at Plasma Agro Wira Masang (in front of Block 5 AMP3 estate). On that basis, the certificate holder has not been able to show an effectiveness evaluation of the established mechanism to ensure that it does not happen again. Based on the explanation, it is found non-conformity **NCR No.2017.09 with Major Category.**

Status: NCR No.2017.09 with Major Category

5.6

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

5.6.1

Identification of emission sources are described in the procedure document number: PRO-Mill-013 and PRO-Mill-014, November 2012. Sources of pollution are follow as: FFB transportations, Boiler, Generators, POME, EFB, chemical. Monitoring of noise level has been conducted regularly by the company twice a year. The result of monitoring of noise level has been reported to the goverment in Documents of RKL /RPL

5.6.2

Implementation of GHG emission mitigation has been conducted in accordance with the GHG mitigation plans. It can be seen from field observation, interview and document review.

- The company has conducted smoke emissions test at Boiler and Generator for semester I and II / 2016 by accredited laboratory. The test results in accordance with government regulations (*Paraturan Menteri Lingkungan Hidup No. 07 / 2007 for Boilers and No. 13 / 1995 for Generator*).
Smoke density is not required within Indonesia regulation. There are few parameters that should be measured under Environmental regulation, such as NOx, SOx, NHx, HCl, Cl₂, HF, Opacity, Pb, Zn, Cd, H₂S, Sb, Hg, As, Particulate. All those parameters is below the threshold/limits before and during the assessment.
- The company has been POME test every month by accredited laboratorium. The test results of the period January - December of 2016 in accordance with government regulations (Kementian Lingkungan Hidup No. 28 & 29 / 2003. It has been described on indicator 4.4.3
- Monitoring of noise level has been conducted regularly by the company twice a year. The result of monitoring of noise level has been reported to the government in Documents of RKL /RPL. Boiler station 83 dB (below the maksimum threshold), Sterilizer station 84 dB (below the maksimum threshold).
- The results of the field visit on AMP POM, known that the fiber and shells was used as fuel for the boiler.
- Enrichment of tress in the river border area.
- Fertilization as recommended.

- Maintenance of the machine periodically.

Interviews with local people there was no problem of smoke pollution caused by the activities of estate and mill.

5.6.3

AMP Mill Wilmar International (membership No2-0017-05-000-00) able to show the result of GHG emission calculation for 2016 period using RSPO PalmGHG. Calculator result as follow:

Emmision per product	tCO2e/tProduct
CPO	7.63
PK	7.63

Production	t/yr
FFB processed	356564.535
CPO produced	66048.936
PK produced	18560.858

Extraction	%
OER	18.52
KER	5.21

Lan use	Ha
Planted area	13938.54
Planted on peat	6135.5098
Conservation (forested)	0
Conservation (non-forested)	0.29

Summary of field emission and Sinks

Desription	Own crop		Group		3 rd party	
	tCO2e	tCO2e/tFFB	tCO2e	tCO2e/tFFB	tCO2e	tCO2e/tFFB
Lan conversion	83,071.95	0.53	18,725.94	0.53	0	0
CO2 emmisions from fertilizer	49,97.83	0.59	1,512.12	0.04	0	0
NO2 emissions	35,272.02	4.14	7,357.52	0.21	0	0
Fuel comsumption	2,991.42	0.35	614.05	0.02	0	0
Peat oxidation	2,074,86.27	24.39	44,427.95	1.26	0	0
Sinks						
Crop sequestration	-78,985.59	-9.36	-17,749.7	-0.5	0	0
Sequestration in Conservation area	0	0	0	0	0	0
Total	254,833	29.96	54,887.88	1.56	357,942.83	0

Status: Comply

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

6.1

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

6.1.1

The all management unit under of Certificate Holder has document of Social Impact Assessment. The assessment process was done on 2010 and the scope of study is impact of plantation and mill operation to workers and community adjacent of plantation area. The assessment and reported was carry out by AKSENTA Consultant on 18 April till 4 May 2010, the scope of study was include of PT AMP Plantation, PT Primatama Mulia Jaya and PT Karya Agung Megah Utama. This document was explained of negative and positive impact of plantation and mill operation to social aspect and the recommendation for negative impact reduction and increasing of positive impact. There was showed also the minutes meeting of consultation process with community surround. The evidence was consisting of Attendant List of village member on Focus Group Discussion as phase of data gathering for Social Impact Assessment Report.

Based on the stakeholder consultations in the villages surrounding, there is no indication of any significant issues from surrounding communities. There was any suggestion by the community related to several aid, for example aid for maintenance the road acces to the villlage area.

6.1.2

The Social Impact Assessment has been done with involve of related party, consist of community surround, head of village and informal leader (customary leader). There was showed documentation of assessment process, for instance the Attendant List of data gathering on 18 April till 4 May 2010 with the workers and community surround of plantation area.

6.1.3

The all management unit under the Certificate Holder has document of Social Impact Assessment on 2016 including Social Management Plan. These document contained information of activity plan for several aspect comprise of Education, Health, Religion, Sport, Environment and Social Culture. There was also related to Action Plan, Budget Estimation and responsibilities for implementation. There was available Management and Monitoring Plan which is an annex of the Social Impact Assessment Report in each management unit within the scope of certification. However, these plans have not been drawn up in a clear implementation timetable and has not developed in consultation with affected parties. **NCR 2017.10 with Major category**

6.1.4

The certificate holder has had a Social Impact Assessment documents in 2010 and is equipped with a management plan and monitoring. But have not provided evidence that it had conducted a review of the Management Plan and Social Impact Monitoring in each management unit within the scope of certification as well as no evidence was involving all affected parties. **NCR 2017.11 with Minor category**

6.1.5

Social Impact Assessment that has been done, has covered farmers group that is in the scope of the nucleus. The plasma farmer groups, consist of; PT AMP Plantation with smallholder group of Tompak Tapian Kandis and Bukit Sanding Tigo) and PT Primatama Jaya Mulia with smallholder group of Damai Sejahtera.

6.1.3 Status: Non Conformity 2016.10 with Major category

6.1.4 Status : Non Conformity 2016.11 with Minor category

Open

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

The Certificate Holder has procedures of Communication, Consultation and Coordination With Stakeholders (PRO-BNM-008, dated 1 October 2013, Revision 02) Based on consultation with several stakeholders, consist of; Local Contractors, Community and Village Government, Customary Leader (Dato Nagari), it is known that the public has learned that the company has pointed the staff for consultation process with related parties (Public Speaker). The staff as personnel in charge for communicate the company policy and the program related aspects of Environmental, Community Development & CSR. Communities and governments around the village has known the ways to communicate formally through a letter to the company based on the information submitted by the company to the community / village government. There was also observed the evidence of record of communication process in each Management Unit (included list of participants and pictures)

6.2.2

The company has responsible personnel for communication process with related parties. It was embedded on Public Relations staff in estate. The all management unit (estate) under the Certificate Holder has been pointed of responsible staff for communicate with related stakeholder. Public Speaker determination in each management unit was completed with Responsibilities, Duties and Responsibilities (Job Description). The Officers who had been assigned, have been introduced to the parties, such as governments around the village and community. Community consultation and Head of Village was informed that the company has introduced the Public Relation staff at each management unit in charge of communicating with the parties.

6.2.3

The Certificate Holder has of Stakeholder List and their detail address update per 2017 in each management unit. These document was categorize each of stakeholder, comprise of the Government agencies in Province and District, Sub district and Village Government level, Communities Representative, Customary Representative, Non Government Organization, Bank, Local Contractors and FFB Suppliers. The company also showed the documentation of communication process with related parties, for instance the documentation of Socialization of several procedures, consist of: SOP Consulting & Communication, SOP Transparency, SOP Complaining and another SOPs. These evidences consist of Attendant List and Photographs in village of Labuhan, Subang-Subang, Wonosari. Ampe' Koto, Kajai Pisik and Sungai Jaring.

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 Certificate Holder has system for dealing the dispute and complaints receive. This system was refer to two procedures. The First is Procedure of Complaints Acceptance Procedure Complaints and Dispute resolution (PRO-BNM-007, effective since 9 February 2017, Revision 05). These procedure as a technical guidance in receiving various complaints raised by stakeholders or another party and way to process of completion. And the second is Procedures Complaining And Grievance from Employees (PRO-HR-005, effective since 23 April 2015, Revision 03). These procedure is a guideline to accommodate grievances and complaints from employees who work in PT AMP Plantation. This procedure is a technical guidance in receiving various complaints raised by stakeholders or another related party and at the same time the process of completion.

Based on the procedure above was explained that relates to the complaints of external stakeholders (employees), which is responsible for receiving complaints is Social Division (Bina Mitra) at the level of estate and then forward it to the Community Partnership in Regional Office. If the complaints are coming from the part of employees (internal), then in charge of receiving complaints (oral or written) it is responsible in each work unit and then forwarded to the Personal General Affairs (PGA) or Officer of Worker Union by fill in the Form of Complaint Acceptance (FRM-HRD-052). However if could not be resolved then it will be forwarded to the next management level refer to appropriate legal reference in

Indonesia. If the joint settlement can not be reached, the complaint will submit to the RSPO Grievance System (RSPO Complain System). There was also explained in the procedure related to confidentiality, that the Company will guarantees the anonymity of the reported of events (*whistleblower*). All forms of reporting irregularities will be guaranteed confidentiality by the company for avoid of the risk of retaliation.

There was also shown the evidence of socialization those SOP in community on Labuhan and Subang-Subang village at 13 March 2017 and the also the evidence of socialization for workers in PT AMP Plantation. Based on stakeholder consultations in Labuhan, Subang-Subang, Wonosari, Ampe Koto and Sungai Jaring Village, and also the results of field visits and interviews with workers (harvester, sprayer and mill employees) that known the parties have to know about the grievance procedure to the relevant units.

6.3.2

Based on verification of complaint document and information by management unit representative that known in period of one year until Re-Certification audit, there is no dispute among the company and the other parties. The document of Complaint List was showed that any aspiration from the workers related to company facilities, for examples: aspiration for home facilities maintenance and the company was follow up these issues.

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 certificate holder has had a procedure for identifying legal, customary or user rights, and for identifying people entitled to compensation in “SOP Pembebasan Lahan (SOP-IJIN LAHAN&OPS-006), dated 15 October 2008”, which referring to decision of the Constitution Court (if any). This procedure also describing for calculating and distributing fair compensation.

6.4.3

Basically, since the certificate holder has obtained land use right (HGU) there is no more land compensation was made. Because, prior to certificate holder propose the land use right to the government, all the plantation area owned by customary people known as “*Hak Ulayat*”. The process of negotiation and handing over the “*Hak Ulayat*” land to the government are recorded since 1990’s. The handing over of the land are chosen and approved by their own representative namely “*Ninik Mamak*” on that moment.

Based on year of planting in sampling estate during Re-Certification which are AMP-3 Estate, KAMU Estate, Smallholders TTK and BST, there are no found an oil palm plantation was developed after November 2005. However, in PMJ Estate there was a planting year after November 2005 (YoP 2006, 2009 and 2010). The land status is from compensation from villagers that have been agreed to release their land to the company. The land is located within the permitted area or HGU of the company.

Negotiated agreement to compensate its land has been provided and available in place. The process of land compensation was following the FPIC mechanism.

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

Company has internal memorandum no. 001/WIP-HRR/Int-XII/2015 about minimum wage of West Sumatera Province. It is said that minimum wage of all workers is based on Governor Decision about Minimum Wage of West Sumatera Province 2015 no 562-777-2015. It is also regulates the basic wage for bulking system, operator, driver, and FFB loader by

considering the type, nature, and weight of the job.

There is a letter from General Manager - Sumatera 1 dated March 24, 2017 stating that if the loose fruits worker has carried out the work in accordance with the established working hours that is for 7 (seven) hours but still not able to achieve wages according to the calibration results then wages paid in accordance with wages According to calibration result.

The certificate holder may show the Letter of Employment Agreement for daily workers employee, where for wage system mentioned that in PT PMJ is Rp 77,972 / day while in PT KAMU and AMP 3 Wages estate paid is Rp 185 / Kg.

However, based on the results of document review and interviews it is known that:

- Wages paid for loose fruits workers in PT PMJ still refer to the tonnage / output of Rp. 185 / Kg
- in KUD BST and PT KAMU, it is known that the average output produced per day is 200-350 kg / person or equivalent to Rp. 37,000 - 64,750 / person. Meanwhile, the results of the payroll slip document for the procurement workers for the period of March 2017 are known to be the highest average wage of workers received in the amount of Rp. 69.120 / day.

Based on the explanation above, the Certificate Holder has not been able to show evidence that the implementation of the wage fixing of daily employees has been in accordance with the provisions set by the management of the company and the government. **Based on That Explanation Raised NCR No 2017.12 With Major Category**

6.5.2

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. On the chapter which describes salary system, stated that basic wage for permanent daily worker is above daily minimum wage.

Company also has collective labour agreement (PKB) between company and labour union which is endorsed by relevang agencies. The collective labour agreement is regulated about company and worker responsibilities, recruitment process, promotion and demotion, work time management, payment system, social insurance, and contract termination.

Based on the sample of field visits it is known that:

1. In AMP 3 Estate Block 06 and PT PMJ Block 09 found people (not employees) who assist with harvesting activities. The results of the interviews obtained information that the people does not have a working relationship with the company. At the time during audit activity, the certificate holder has shown clarification that the people who assisting the harvesting activity has been above 18 years old and proved by the existence of a statement accompanied by supporting documents in the form of Family Card and ID card. And proof of socialization of the prohibition of bringing child laborers and family members to the work site.
2. At KUD Bukit Sanding Tigo Block 4B were found employees who worked as a looses fruits picker. Based on the result of document review (list of wages and absenteeism) and interviews it is known that the employee has no work agreement with the company.

Base on that explanations, the Certificate Holder has not been able to show the evidence that all employees who work have been registered and have a legal agreement. **Based on That Explanation Raised NCR No 2017.13 With Major Category**

6.5.3

Based on the results of field visits known that the company has been providing housing facilities, lighting, water, daycare, cooperatives, employee halls, places of worship, school buses, clinics and educational facilities. The results of interviews

with workers at the cottage, it is known that the workers have felt fulfilled with the infrastructure and facilities that have been provided by the company.

6.5.4

The results of field visits showed that the company has been providing employee cooperatives that sell daily necessities to meet the workers need. In addition, the employees are also looking the needs to the market which is approximately 2 km from the company locations.

6.5.1	Status: NCR 2017.12 With Major Category	
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6.5.2	Status: NCR 2017.12 With Major Category	
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6.6

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

6.6.1

The company has had the Internal Memorandum No. 026 / WIP-HRD / INT-VIII / 2009 about the conditions of employment. In point 1 about the freedom of association stated that every employee is free to form and join worker unions and Labor unions in accordance with applicable regulations. Based on that policy, the workers has formed labor union for each management unit. Based on that policy, the workers has formed labor union for each management unit. The labor union has been registered in Dinas Tenaga Kerja (labour agency) in accordance with owned Agreement Letter. In other that the company has had the formed Bipartite Cooperation Institution and has been reported to the relevant agencies, as a forum for the settlement of the existing industrial relations and related to the compliance with the applicable regulations. The results of interviews with workers known that the worker has known about

6.6.2

The results of a public consultation with worker union boards, it is known that there are no problems that occurred along 2016. The meeting between worker unions and the workers performed routinely or whenever if there is a problem that must be discussed.

	Status: Comply	
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6.7

Children are not employed or exploited.

6.7.1

The Wilmar International Limited has documents Policy on Child Labor in the form of the Internal Memorandum from Head HRD Wilmar International Plantation, No. 026 / WIP-HRD / Int-VIII / 2009 dated 12 August 2009 to the all Chief Operating Unit / Head Dept regarding the prohibition to employ children under the age of 18 years (Point 2). The document explains that the company will comply with all conventions and rules relating to the prohibition of child labor. In accordance with the rules in Indonesia that will not employ children under the age of 18 years. Based on documents verifications of workers list in Estate and Mill, interview with workers and observation during field visit, it was no found workers hired under 18 years and employees is also known that the minimum age for admission to be employment is 18 years old.

	Status: Comply	
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6.8

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

6.8.1

The company has Equal Opportunities policy as documented in Human Right Policy Wilmar International Ltd which was published in June 2014 and endorsed by the Group Plantation Head and CSR Head. In the policy stated that the commitment Wilmar supports the respect and protection of human rights as a policy anti child labor, Health & Safety,

providing equal opportunity for everyone, reports and complaints, anti-sexual harassment, anti-violence and torture, respect for reproductive rights, and social responsibility company. This policy applies to all companies under the auspices of the Wilmar group and business unit has relationships including suppliers and contractors.

On the wilmar policy of no deforestation, no land clearing in peat area and no exploitation of people and local communities (5 December 2015) on points three, mentioned if "No exploitation of people and local communities" states that:

- (v) Occupational health and safety - the company and its suppliers / sub-contractors shall protect employees from the occurrence of occupational hazards (health and safety) which may result in the risk of permanent disability, illness or death
- (viii) Salaries - companies and suppliers / sub-contractors must ensure that all employees are paid equal to or exceed the minimum wage set by the government

Based on the result of document review, interview and field visit at KUD Bukit Sanding Tigo, PT. KAMU, PT. PMJ, AMP-3 Estate is known that there are still daily employees who work in the operational area of the company. But the Certificate Holder has not been able to show:

- Evidence that the company has provided appropriate personal protective equipment for daily employees
- Evidence that the employee has earned a reasonable daily wage and in accordance with the applicable provisions,
- Evidence that daily employees have earned equal rights / protection / in industrial relations. For example the correction action related to the dismissal / non-employment of three Daily worker who work as lose furits picking workers in KUD BST based on Statement Letter No: 26 / KPS-BST-IntIV / 2017 on April 05, 2017, where the previous employee is do not have the working agreement.

Based on That Explanation Raised NCR No 2017.14 With Major Category

6.8.2

Based on interviews with several workers in harvest area, maintenance and operations in workshop and mill, was known that there are some workers from the local communities and labor composition, consist of men and women. They was stated that the company is giving opportunities to work without any form of based on race, religion, origin, gender and political affiliation.

6.8.3.

Based on interview result with management representative, known that workers files saved as a file, including payroll, trail work record, medical history of the workers, document study result of workers database on February 2017 , known that the workers consists of different tribe, religion and gender. The interview result with workers representative also stated that there is no discrimination done by the company. The works and the wage are given appropriate with the workers' ability. The company also conducts job promotion based on the workers' ability and assessment from their supervisor, there is no discrimination.

6.8.1	Status: NCR No 2017.14 With Major Category
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6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.
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6.9.1, 6.9.2, 6.9.3
Certificate holder has policy related to the prevention of sexual harassment violence which is stated in Memorandum Intern No 026/WIP-HRD/INT-VIII/2009 about the condition of employment. It explains about the prevention of sexual violence and the oppression of women that every female workers the protection of health and safety, morals and decency, treatment in accordance with human dignity. Maternity leave is given to the pregnant worker for about 3 months. The vompany also form gender committee for handling the harassment issue around women workers. Interviews with the

management of gender committee showed that they have already known the duties and responsibilities as the socialization about the complaints mechanism, the socialization of sexual harassment. Additionally obtained information that the company guarantees the anonymity of the reporting and the revealers of the case.

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

Status: Comply

6.10

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

6.10.1 & 6.10.2

The FFB prices of smallholder was set by the Plantation Office of West Sumatra Province based on an decision of a meeting between the parties consisting of: Oil Palm Company's business, Cooperative / Smallholder and Plantation Office District and Province. It has been shown documentation of the minutes meeting of the FFB Pricing by Plantation Office of West Sumatra Province, Period 16 to 31 March 2017. As for the individual farmer (non-plasma), FFB price agreed upon by both parties is based on market prices, which is based on CPO and PK prices prevailing at the time and also historical estimation of OER and FFB quality standards supplied by the second party (non smallholder).

The price of FFB for independent outgrowers/smallholders (non-plasma), based on the standard price agreed by both parties, is based on market price based on CPO and PK prices prevailing at that time as well as the historical of OER and the quality standard of FFB delivered by Second party (Farmers).The applicable FFB prices are posted on bulletin boards placed in public places as well as those delivered by the First party to the Second Party (Farmers / TBS suppliers) by Phone or SMS.

Also the price of FFB from smallholders, all parties can access the FFB prices through the letter by Plantation Office of West Sumatra Province. All parties involved in the pricing of FFB will acquire one of the document copy. The Management of AMP POM put the FFB price on a bulletin the FFB prevailing price listed on the bulletin board were put in place that is open to the public there was also informed by the management of mill to the FFB supplier via phone or SMS.

The Certificate Holder has procedure to Purchases of Fresh Fruit Bunches (FFB) Palm Oil (No.001/TBS-SOP/VIII/2015). These procedure as a guideline in FFB purchases from suppliers. The FFB price was updated daily and posted on the notification board in the area of the mill and also could confirm through SMS (Short Message Service). The FFB Pricing also was described in every FFB Agreement Contract Purchase that the FFB on price agreed upon by both parties was based on market prices, which is based on CPO and PK prices prevailing at that time and also historical estimates TBS OER and quality standards.

6.10.3

There was shown examples of FFB Purchase Agreement (No.001/SPS/TBSI/2017, 2 January 2017) between PT Siak Prima Sakti as FFB collected from individual supplier (non smallholder) and supplied to the AMP POM. There is also available Work contract No.32 SPK/AMP I/II/2017, 7 February 2017 between management representative of PT AMP (Manager of AMP I Estate) with head of CV Purnama Sari as local contractor for making of harvest bridge. Based on interviews with local contractors, was known that the contractor will read the document contract provided by the PT AMP, before being signed by both parties. Local contractors and the management of PT AMP was keep one file of document contract had they signed.

6.10.4

The payment process to FFB Supplier was carry out via Bank. Based on clause of contract. Before payment will process, the company will verification and preparing several document comprise with: issued of Official Report of Work Checking by PT AMP, Invoice from the contractor to PT AMP, issued of Bank Voucher by the PT AMP and Receive from PT AMP to

FFB Supplier as payment evidence. Based on interview with one of local FFB supplier, known that the payment process was carryout consistently every month based on clause in contract.
Evidence of payment and other documents, such as documents of Contractor Payment and Calculation was stored in the office and the payment receipt was keep by a local contractor.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1

There was observed document of Corporate Social Responsibility Program by PT AMP Plantation year of 2016. These program consist education aspect, Health, Social Community, Religious Affairs and included of the total of budget. Other than also was shown sample of evidence record related to realization of CSR/CD Program by PT AMP Plantation period of January till December 2016.

Based on consultation stakeholder in Labuhan and Subang Subang Village (PT AMP),and also at the Ampe Koto and Wonosari Village (PT PMJ) that known some assistance has been provided by the company to the surrounding community. It has been shown the evidence record of company contributions to local communities based on the proposal by the community surround. For example is transport payment for primary school teachers in the sub district Ampek Nagari, District AGAM year of 2016 (Date of 4 February 2016).

6.11.2

Based on document verification and information from the FFB supplier (non smallholder schema) Disseminating information about the ripeness standards of FFB and socialization to the individual farmers related to oil palm cultivation ways (plant maintenance and harvest).

Status: Comply

6.12

No forms of forced or trafficked labour are used.

6.12.1

There was Human Right Policy Wilmar International Limited, published in June 2014 and endorsed by the Group Head Plantation and CSR Head. In these policy stated that Wilmar's commitment to support respect and protection of human rights (including the prevention of forced labor). All of Wilmar management unit was commit that there was no trafficking labor. If there is any system of workers with outsourcing system (AKAD: Angkatan Kerja Antar Daerah / The Labors Inter Province), it should conducted jointly with related Labor Agency in District area. Based on field visit for interview the several workers in harvesting & plants maintenance activities, mill and workshop area, there was no indication of illegal or trafficked labor.

6.12.2 & 6.12.3

Based on document verification of and field visit for interview several workers in harvesting & plants maintenance activities, mill and workshop area, there was no indication of contract substitution. All of workers confirmed that no contract substitution was noted. The contract made in 2 original copies and kept by each parties (company and contractor).

Based on the sample of field visits it is known that In AMP 3 Estate Block 06 and PT PMJ Block 09 found people (not employees) who assist with harvesting activities. The results of the interviews obtained information that the people does not have a working relationship with the company. At the time during audit activity, the certificate holder has shown clarification that the people who assisting the harvesting activity has been above 18 years old and proved by the existence of a statement accompanied by supporting documents in the form of Family Card and ID card. And proof of socialization of the prohibition of bringing child laborers and family members to the work site. That's become non conformities on Indicator 6.5.2 NCR No 2017.13

There was no workers with the outsourcing system. The workers was recruit based on the result of selection by the HRD for office staff and for freelance workers was direct recruitment by the personnel management unit (estate) according to expertise and the type of jobs available.

Status: Comply

6.13

Growers and millers respect human rights

6.13.1

There was available of Human Rights Policy was signed by Group Head Plantation and Group CSR Head, updated in June 2014 and included also in Wilmar Policy (December 5th, 2103, updated 16/01/2015, reviewed restaurants by Khairul Anwar) at point 3 that will not do the exploitation of fellow human beings and communities. In the policy stated that the commitment Wilmar supports the respect and protection of human rights as a policy anti child labor, Health & Safety, **providing equal opportunity for everyone**, reports and complaints, anti-sexual harassment, anti-violence and torture, respect for reproductive rights, and social responsibility company. This policy applies to all companies under the auspices of the Wilmar group and business unit has relationships including suppliers and contractors.

Based on documents verification and interviews with several workers and stakeholder consultation with community/government surrounding villages (Labuhan, Subang-Subang, Ampe Koto, Wonosari, Kajai Pisik and Sungai Jaring), along with the results of consultations with relevant agencies in Agam and Pasaman Barat District, there was no issue or indications of human rights violations in the area of Certificate Holder.

There was shown examples of socialization of Company policy, including policies related to human rights, 18 March 2016 in the front page of PT PMJ office. These document consist of Photographs and attendant list of participants.

There was also shown the evidence of socialization of Wilmar Policy, include of human rights to the Contractor on 29 March 2016. (photos and attendant list of local contractors)

Based on the documents verification and interviews with employees, stakeholder consultations in Jorong Labuhan and Subang-Subang, as well as stakeholder consultation with relevant agencies (Department of Plantation, Department of Labor, the Environment Agency and BPN in Agam and Pasaman Barat) there is no issue-issue about cases of human rights violations in the area of Certificate Holder.

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

Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.

Environment analysis document could be seen at Indicator 5.1.1

Management and environmental monitoring could be seen at Indicator 5.1.2 and 5.1.3

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

Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.

Certificate holder has the marginal soil type map, topography maps, slope map, and peat depth map in sufficient scale and legend. Based on maps review known that there were several marginal area such as peat soil in AMP 3 Estate covering 1,780 ha area (55 %), in PT PMJ covering 1,395 ha area (98 %). There is no peat soil identified in PT KAMU, Cooperatives of TTK and BST. Meanwhile, slope level in AMP 3 Estate, PT PMJ, Cooperatives of TTK and BST were flat undulating, while in PT KAMU flat undulating to hilly.

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

To ensure that no new plantings in primary forest or HCV areas since November 2005, the Certificate Holder has sent Liability Disclosure and LUCA PT AMP and PMJ to RSPO Compensation and was received on January 26, 2017.

However, the Certificate holder has not been able to show evidence of Liability Disclosure for PT KAMU and PT PANP and Land Use Change Analysis (LUCA) already sent and received (PASS) from RSPO Compensation Panel (rspocompensation@rspo.org). Based on the explanation, it is found non-conformity **NCR No.2017.15 with Major Category.**

7.3.2; 7.3.3;7.3.4;7.3.5

Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.

Documents HCV, management and monitoring could be seen at indicator 5.2.

Status: NCR No.2017.15 with Major Category.

7.4

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

7.4.1 7.4.2

Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.

Related to the soil and water conservation in slope area, by field observation in PT KAMU Block 09, the certificate holder has implemented individual and contour terraces on the slope area, furthermore planting legume cover crop, selective weeding, and fronds stacking parallel with contour lines.

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

Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.

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	
Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.	
	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.	
Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.	
	Status: Comply
7.8	
New plantation developments are designed to minimise net greenhouse gas emissions.	
7.8.1;7.8.2	
Until now, the Certificate Holder was not extend for new plantation area, there was only any replanting program was done since 2015.	
	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.	
<u>Environment</u>	
The company has conducted continuous improvement in environmental action aspect, such as: mill effluent test periodically, water river test periodically, smoke emissions test periodically, stored hazardous waste storage approved by local government, etc.	
<u>Social Impact Impact</u>	
The management unit under the Certificate Holder scope (PT AMP, PT PMJ, Smallholder, PT KAMU) has been done the Social Impact Assessment on 2016. The previous study was carry out by AKSENTA Consultant on year of 2010.	
	Status: Not Comply

3.2 Summary of Assessment Report of Supply Chain Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements																
E.1	Definition																
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>																	
<p>AMP POM applied Supply Chain Model Mass Balance due to FFB's entering the Mill are sourced from Certified and Non-Certified. Certified sources is comprising from scope certificate and other certified area but still one group company. Based on scope certificate: AMP, PMJ, PANP, KAMU, Cooperative TTK, Cooperative MSJ, Cooperative BST, Cooperative AWM. Other certified sources (one group company) are: PHP-1, PHP-2 and GMP. Non-Certified sources: 7 independent smallholders and 23 independent suppliers.</p>																	
<p>Status: Comply</p>																	
E.2	Explanation																
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>																	
<p>According to actual production records of AMP POM period 7 June 2016 – 25 March 2017:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Product</th> <th style="text-align: center;">Estimated based on Annex Certificate TUV Rheinland 824 502 15017 period 7 June 2016 – 6 June 2017</th> <th style="text-align: center;">Actual production of certified product based on AMP POM records period 7 June 2016 – 25 March 2017</th> <th style="text-align: left;">Remarks</th> </tr> </thead> <tbody> <tr> <td>FFB</td> <td style="text-align: center;">260,300</td> <td style="text-align: center;">180,957.07</td> <td>Below</td> </tr> <tr> <td>CSPO</td> <td style="text-align: center;">50,759</td> <td style="text-align: center;">39,883.74</td> <td>Below</td> </tr> <tr> <td>CSPK</td> <td style="text-align: center;">13,666</td> <td style="text-align: center;">11,291.93</td> <td>Below</td> </tr> </tbody> </table>		Product	Estimated based on Annex Certificate TUV Rheinland 824 502 15017 period 7 June 2016 – 6 June 2017	Actual production of certified product based on AMP POM records period 7 June 2016 – 25 March 2017	Remarks	FFB	260,300	180,957.07	Below	CSPO	50,759	39,883.74	Below	CSPK	13,666	11,291.93	Below
Product	Estimated based on Annex Certificate TUV Rheinland 824 502 15017 period 7 June 2016 – 6 June 2017	Actual production of certified product based on AMP POM records period 7 June 2016 – 25 March 2017	Remarks														
FFB	260,300	180,957.07	Below														
CSPO	50,759	39,883.74	Below														
CSPK	13,666	11,291.93	Below														
<p>The estimated tonnage of CPO and PK products that could potentially be produced by the AMP POM are available in this report (refer to Basic Information).</p>																	
<p>Status: Comply</p>																	
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>																	
<p>AMP POM has met all registration and reporting requirements for the appropriate supply chain through RSPO supply chain IT Platform or RSPO Palm Trace.</p> <p>RSPO IT Platform based on Palm Trace: Member Name: PT. AMP Plantation Unit POM Member ID: RSPO_PO1000000601 Program: Mass Balance</p>																	

	Status: Comply
E.3	Documented procedures
E.3.1	
<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	
<p>AMP POM has had written procedures/work instructions to ensure the implementation of supply chain requirements.</p> <ol style="list-style-type: none"> 1. SOP Mass Balance (SOP-MILL-24, Rev.04) tanggal 24 Juli 2014. → Mass Balance procedure. 2. SOP Cara Penerimaan TBS (SOP-MILL-026, Rev. 04) tanggal 14 Februari 2015. → FFB Receiving procedure. 3. Prosedur Ketelusuran Untuk Produksi CPO/PK (PRO-MILL-007, Rev. 03) tanggal 1 Oktober 2013. → CPO/PK Traceability procedure. 4. Prosedur Pengendalian Dokumen (PRO-GEN-001, Rev.05) tanggal 1 Oktober 2013. → Document Control Procedure. 5. Prosedur Pengendalian Rekaman (PRO-GEN-002, Rev. 06) tanggal 1 Oktober 2013. → Records Handling Procedure. <p>AMP POM has list of FFB's suppliers (certified and non-certified sources). Based on sample visit at Weighbridge Station, auditor has interviewed with the WB operator. It was found that the WB operator have not yet explained in well regarding the differences of FFB's Delivery Notes from certified nor non-certified sources.</p> <p>While, in the FFB's Receiving Procedure (SOP-MILL-026) explained that WB operator must be ensuring the FFB's sources entering the mill. According to this case, the Certificate Holder has not complied with this requirement.</p>	
	Status: NCR 2017.17
E.3.2	
<p>The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	
<p>AMP POM has had written procedures/work instructions to ensure the implementation of supply chain requirements.</p> <ol style="list-style-type: none"> 1. SOP Mass Balance (SOP-MILL-24, Rev.04) tanggal 24 Juli 2014. → Mass Balance procedure. 2. SOP Cara Penerimaan TBS (SOP-MILL-026, Rev. 04) tanggal 14 Februari 2015. → FFB Receiving procedure. 3. Prosedur Ketelusuran Untuk Produksi CPO/PK (PRO-MILL-007, Rev. 03) tanggal 1 Oktober 2013. → CPO/PK Traceability procedure. 4. Prosedur Pengendalian Dokumen (PRO-GEN-001, Rev.05) tanggal 1 Oktober 2013. → Document Control Procedure. 5. Prosedur Pengendalian Rekaman (PRO-GEN-002, Rev. 06) tanggal 1 Oktober 2013. → Records Handling Procedure. <p>Based on Mass Balance Report of AMP POM period 7 June 2016 upto 25 March 2017, as follow:</p>	

B/F OPENING STK	FFB Received (kg)		Total (kg)	FB Process (kg)
	Cert	Non		
7 s/d 31 Juni 2016	25,998,452	3,325,218	29,323,670	29,323,670
Juli 2016	27,573,539	3,703,424	31,276,963	31,276,963
Agustus 2016	32,510,074	3,761,769	36,271,843	36,271,843
End of Quarter 1	86,082,065	10,790,411	96,872,476	96,872,476
September 2016	26,576,023	4,189,309	30,765,332	30,765,332
Oktober 2016	17,404,524	10,400,139	27,804,663	27,804,663
November 2016	17,016,494	13,761,568	30,778,062	30,778,062
End of Quarter 2	60,997,041	28,351,016	89,348,057	89,348,057
Desember 2016	15,266,887	13,878,384	29,145,271	29,145,271
Januari 2017	17,973,442	12,039,574	30,013,016	30,013,016
Februari 2017	17,990,995	7,962,799	25,953,794	25,953,794
End of Quarter 3	51,231,324	33,880,757	85,112,081	85,112,081
s/d 25 Maret 2017	16,712,605	9,736,323	26,448,928	26,448,928
TOTAL	198,310,430	73,022,184	271,332,614	271,332,614

Certified comprises of Certified scope (AMP, PMJ, PANP, KAMU, Cooperative TTK, Cooperative MSJ, Cooperative BST, Cooperative AWM) and Certified Other Sources (PHP-1, PHP-2, GMP).

Status: Comply

E.4 Purchasing and goods in

E.4.1

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

AMP POM has verify and documented the volumes of certified and non-certified FFBs received.

Mass Balance Report in Metric Tonnes (MT)

Months	FFB Processed			CPO Prod		CPO Despatch	
	Certified Scope*	Certified Other Sources**	Non Certified ***	Certified	Non-Certified	Certified	Non-Certified
7-31 Jun 2016	17,480.00	8,518.45	3,325.22	4,729.42	605.68	-	5,051.02
Jul 2016	19,045.67	8,527.87	3,703.42	5,061.66	684.34	-	5,446.31
Aug 2016	23,163.35	9,346.72	3,761.77	6,160.52	712.59	-	7,648.32
End Q1	59,689.02	26,393.04	10,790.41	15,951.60	2,002.62	-	18,145.65
Sep 2016	19,135.25	7,440.77	4,189.31	5,106.39	804.24	-	5,390.77
Oct 2016	17,404.52	-	10,400.14	3,261.50	1,935.49	3,645.82	2,173.86
Nov 2016	17,016.49	-	13,761.57	3,130.01	2,523.82	2,571.55	2,174.91
End Q2	53,556.27	7,440.77	28,351.02	11,497.90	5,263.55	6,217.37	9,739.54
Dec 2016	15,138.89	128.00	13,878.38	2,810.75	2,490.32	2,753.73	2,363.16
Jan 2017	17,869.28	104.16	12,039.57	3,186.67	2,129.65	863.89	4,765.43
Feb 2017	17,990.99	-	7,962.80	3,351.07	1,468.74	-	5,614.02
End Q3	50,999.16	232.16	33,880.76	9,348.48	6,088.70	3,617.62	12,742.61
1-25 Mar 2017	16,712.60	-	9,736.32	3,085.75	1,790.47	-	3,727.37
Total	180,957.06	34,065.97	82,758.51	39,883.74	15,145.34	9,834.99	44,355.17

Months	FFB Processed			PK Prod		PK Despatch	
	Certified Scope*	Certified Other Sources**	Non Certified ***	Certified	Non-Certified	Certified	Non-Certified
7-31 Jun 2016	17,480.00	8,518.45	3,325.22	1,344.59	172.03	1,345.43	158.61
Jul 2016	19,045.67	8,527.87	3,703.42	1,495.45	199.81	1,389.50	165.76
Aug 2016	23,163.35	9,346.72	3,761.77	1,766.86	205.75	1,859.97	254.51
End Q1	59,689.02	26,393.04	10,790.41	4,606.89	577.59	4,594.90	578.88
Sep 2016	19,135.25	7,440.77	4,189.31	1,368.82	215.53	1,507.46	145.27

Oct 2016	17,404.52	-	10,400.14	870.52	523.65	849.21	520.28
Nov 2016	17,016.49	-	13,761.57	873.58	709.94	782.05	691.65
End Q2	53,556.27	7,440.77	28,351.02	3,112.92	1,449.12	3,138.72	1,357.20
Dec 2016	15,138.89	128.00	13,878.38	803.05	730.83	855.05	781.72
Jan 2017	17,869.28	104.16	12,039.57	938.90	634.96	846.18	604.99
Feb 2017	17,990.99	-	7,962.80	940.64	415.27	952.09	484.82
End Q3	50,999.16	232.16	33,880.76	2,682.60	1,781.06	2,653.32	1,871.53
1-25 Mar 2017	16,712.60	-	9,736.32	889.52	518.74	974.03	474.06
Total	180,957.06	34,065.97	82,758.51	11,291.93	4,326.51	11,360.97	4,281.67

*: Certified scope: AMP, PMJ, PANP, KAMU, Cooperative TTK, Cooperative MSJ, Cooperative BST, Cooperative AWM.

** Certified Other Sources: PHP-1, PHP-2, GMP

*** Non Certified: Outsiders.

Status:

E.4.2

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

Based on Mass Balance Report of AMP POM period 7 June 2016 upto 25 March 2017, as follow:

B/F OPENING STK	FFB Received (kg)		Total (kg)	FB Process (kg)
	Cert	Non		
7 s/d 31 Juni 2016	25,998,452	3,325,218	29,323,670	29,323,670
Juli'2016	27,573,539	3,703,424	31,276,963	31,276,963
Agustus'2016	32,510,074	3,761,769	36,271,843	36,271,843
End of Quarter 1	86,082,065	10,790,411	96,872,476	96,872,476
September'2016	26,576,023	4,189,309	30,765,332	30,765,332
Oktober'2016	17,404,524	10,400,139	27,804,663	27,804,663
Nopember'2016	17,016,494	13,761,568	30,778,062	30,778,062
End of Quarter 2	60,997,041	28,351,016	89,348,057	89,348,057
Desember'2016	15,266,887	13,878,384	29,145,271	29,145,271
Januari 2017	17,973,442	12,039,574	30,013,016	30,013,016
Pebruari 2017	17,990,995	7,962,799	25,953,794	25,953,794
End of Quarter 3	51,231,324	33,880,757	85,112,081	85,112,081
s/d 25 Maret 2017	16,712,605	9,736,323	26,448,928	26,448,928
TOTAL	198,310,430	73,022,184	271,332,614	271,332,614

Based on actual production records of AMP POM, there is no over production against the projected of certified volume.

Status: Comply

E.5

Record keeping

E.5.1

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

a. Mass Balance Report

Months	FFB Processed			CPO Prod		CPO Despatch	
	Certified Scope*	Certified Other Sources**	Non Certified ***	Certified	Non-Certified	Certified	Non-Certified
7-31 Jun 2016	17,480.00	8,518.45	3,325.22	4,729.42	605.68	-	5,051.02
Jul 2016	19,045.67	8,527.87	3,703.42	5,061.66	684.34	-	5,446.31
Aug 2016	23,163.35	9,346.72	3,761.77	6,160.52	712.59	-	7,648.32

End Q1	59,689.02	26,393.04	10,790.41	15,951.60	2,002.62	-	18,145.65
Sep 2016	19,135.25	7,440.77	4,189.31	5,106.39	804.24	-	5,390.77
Oct 2016	17,404.52	-	10,400.14	3,261.50	1,935.49	3,645.82	2,173.86
Nov 2016	17,016.49	-	13,761.57	3,130.01	2,523.82	2,571.55	2,174.91
End Q2	53,556.27	7,440.77	28,351.02	11,497.90	5,263.55	6,217.37	9,739.54
Dec 2016	15,138.89	128.00	13,878.38	2,810.75	2,490.32	2,753.73	2,363.16
Jan 2017	17,869.28	104.16	12,039.57	3,186.67	2,129.65	863.89	4,765.43
Feb 2017	17,990.99	-	7,962.80	3,351.07	1,468.74	-	5,614.02
End Q3	50,999.16	232.16	33,880.76	9,348.48	6,088.70	3,617.62	12,742.61
1-25 Mar 2017	16,712.60	-	9,736.32	3,085.75	1,790.47	-	3,727.37
Total	180,957.06	34,065.97	82,758.51	39,883.74	15,145.34	9,834.99	44,355.17

Months	FFB Processed			PK Prod		PK Dispatch	
	Certified Scope*	Certified Other Sources**	Non Certified ***	Certified	Non-Certified	Certified	Non-Certified
7-31 Jun 2016	17,480.00	8,518.45	3,325.22	1,344.59	172.03	1,345.43	158.61
Jul 2016	19,045.67	8,527.87	3,703.42	1,495.45	199.81	1,389.50	165.76
Aug 2016	23,163.35	9,346.72	3,761.77	1,766.86	205.75	1,859.97	254.51
End Q1	59,689.02	26,393.04	10,790.41	4,606.89	577.59	4,594.90	578.88
Sep 2016	19,135.25	7,440.77	4,189.31	1,368.82	215.53	1,507.46	145.27
Oct 2016	17,404.52	-	10,400.14	870.52	523.65	849.21	520.28
Nov 2016	17,016.49	-	13,761.57	873.58	709.94	782.05	691.65
End Q2	53,556.27	7,440.77	28,351.02	3,112.92	1,449.12	3,138.72	1,357.20
Dec 2016	15,138.89	128.00	13,878.38	803.05	730.83	855.05	781.72
Jan 2017	17,869.28	104.16	12,039.57	938.90	634.96	846.18	604.99
Feb 2017	17,990.99	-	7,962.80	940.64	415.27	952.09	484.82
End Q3	50,999.16	232.16	33,880.76	2,682.60	1,781.06	2,653.32	1,871.53
1-25 Mar 2017	16,712.60	-	9,736.32	889.52	518.74	974.03	474.06
Total	180,957.06	34,065.97	82,758.51	11,291.93	4,326.51	11,360.97	4,281.67

*: Certified scope: AMP, PMJ, PANP, KAMU, Cooperative TTK, Cooperative MSJ, Cooperative BST, Cooperative AWM.

** Certified Other Sources: PHP-1, PHP-2, GMP

*** Non Certified: Outsiders.

Selling product based on Palm Trace:

Shipping Date	Buyer	Volume	Status	Product	Program
31 Oct 2016	PT. Wilmar Nabati Indonesia – Padang	3,475.93	Confirmed	CSPO	Mass Balance
30 Nov 2016		2,722.14	Confirmed	CSPO	Mass Balance
31 Dec 2016		2,746.75	Confirmed	CSPO	Mass Balance
31 Jan 2017		861.50	Confirmed	CSPO	Mass Balance
Total		9,806.32			

Shipping Date	Buyer	Volume	Status	Product	Program
9 Aug 2016	PT. Usaha Inti Padang	1,490.03	Confirmed	CSPK	Mass Balance
9 Aug 2016		1,455.15	Confirmed	CSPK	Mass Balance
31 Aug 2016		1,794.46	Confirmed	CSPK	Mass Balance
30 Sep 2016		1,526.59	Confirmed	CSPK	Mass Balance
31 Oct 2016		887.44	Confirmed	CSPK	Mass Balance
30 Nov 2016		794.98	Confirmed	CSPK	Mass Balance
31 Dec 2016		892.71	Confirmed	CSPK	Mass Balance
31 Jan 2017		790.88	Confirmed	CSPK	Mass Balance
28 Feb 2017		979.67	Confirmed	CSPK	Mass Balance
Total		10,611.91			

	Status:
<p>E.5.2 In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.</p> <p>AMP POM does not have Kernel Crushing Plan facilities.</p>	
	Status: Comply

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

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or √
RC	There is no logo use	√
	Status:	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or √
RC	There is no logo use	√
	Status:	
3.	Implementation of Certificate and Logo is not used on product	X or √
RC	There is no logo use	√
	Status:	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or √
RC	There is no logo use	√
	Status:	

3.4 Summary of RSPO Partial Certification

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

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

MUTU has verified partial certification for un-certified unit's subsidiary of Wilmar International Ltd based on their Time Bound Plan. There are seven (7) uncertified mills and sixteen (16) uncertified estates of Wilmar International Ltd. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

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

3.4.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.1.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Yes and positive assurance is produced for these units.</p> <p>Auditor verification</p> <p>There is internal audit produced for</p> <ul style="list-style-type: none"> - PT Agronusa Investama Pahauman - PT Karunia Kencana Permaisejati - PT Bumipratama Khatulistiwa - PT Agro Palindo Sakti 2 - PT Musi Banyuasin Indah - PT Sinarsiak Dianpermai - PT Agroindo Indah Perkasa 2 <p>And positive assurance is produced for these units.</p>
2.1.2	<p>No replacement after dates defined in Nis Criterion 7.3 of:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>WILMAR International Ltd has submitted liability disclosure to RSPO on 31 July 2014 and LUCA template on 3-8 March 2015</p> <ul style="list-style-type: none"> - PT Agronusa Investama Pahauman, LUCA document was verified by RSPO on 1 Sept 2015. The 2nd LUCA verification document was on 2nd Nov 2015 with result of PASS WITH CLARIFICATION. - PT Karunia Kencana Permaisejati, The final RSPO endorsement from RSPO compensation on 11 November 2015 with

		<p>result of pass with clarification. And at current still on process on fulfil the clarification.</p> <ul style="list-style-type: none"> - PT Bhumi Pratama Khatulistiwa, Submitted liability disclosure to RSPO on 8 Dec 2015 and LUCA template on August 2015. The final RSPO endorsement from RSPO compensation on 29 September 2016 is 0 ha therefore there is no compensation plan required - PT Agro Palindo Sakti 2, LUCA doc was verified by RSPO on 1 Sept 2015. The 2nd LUCA review was on Dec 2016 with result of PASS - PT Musi Banyuasin Indah, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005 - PT Sinarsiak Dianpermai, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005 - PT Agroindo Indah Perkasa 2, 0 liability confirmed by RSPO Compensation. There is no planting after 1 November 2005 <p>Auditor verification Auditor has verified the supporting evidence of above the company statement. The above statement in accordance with the supporting evidence provided.</p>
2.1.3	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>No new planting/land clearing after 1st January 2010.</p> <p>Auditor verification</p> <ul style="list-style-type: none"> - PT Agronusa Investama Pahauman, The first planting year was in 1999. The latest land clearing was in 2009 based on: LUCA analysis 2009 where the area was already bare land area. LUCA has been submitted to RSPO as part of company disclosure requirement. - There is no new planting after 1st January 2010 for PT Karunia Kencana Permaisejati, PT Bumipratama Khatulistiwa, PT Agro Palindo Sakti 2, PT Musi Banyuasin Indah, PT Sinarsiak Dianpermai, PT Agroindo Indah Perkasa 2
2.1.4	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p>There is no land conflicts.</p> <p>Auditor verification There is no information from public source and RSPO website on any land conflict for uncertified unit of the group subsidiaries.</p>

		Based on the company record there is documentation on land compensation recapitulation updated on 1 October 2007, participatory mapping, agreement letter on compensation between company and land owner, land owner identity and procedure on compensation technical guidance SOP 001/WIP-KB/(0)/0610 dated June 2010.
2.1.5	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>There is no labor disputes.</p> <p>Auditor verification There is no information from public source and RSPO website on any labour conflict for uncertified unit of the group subsidiaries.</p> <p>The company has mechanism to handle employee complaint and grievance that is stated in SOP 005/WIP-KB/(0)/0610 for communication and consultation with community and SOP 004/WIP-KB/(0)/ 0610 on complaint and grivance mechanism and solving any dispute out off court.</p> <p>There is no list of employee and stakeholder complaint and grievance.</p>
2.1.6	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Yes, there is process for land legality.</p> <p>Auditor verification PT Agronusa Investama Pahauman</p> <ul style="list-style-type: none"> - The continues changing on PIPIP map. In accordance to PIPIP 10 there is no area of the company (based on location permit) that is in the moratorium area. When PIPI 11 released, some area of the company is in the updated peat moratorium map. <p>PT Karunia Kencana Permaisejati</p> <ul style="list-style-type: none"> - Overlapping HGU with Another plantation. The verification information is referred to 2.1.3 (legal document on operational and land ownership owned by the company) <p>PT Agro Palindo Sakti 2</p> <ul style="list-style-type: none"> - There is an obstacle on processing HGU is before continuing the HGU process, the company has to complete the requirement for 20% area allocation for smallholder. Based on BupatiSanggau Decree No. 137 year 2011 dated 25 March 2011 for 623 ha of smallholder scheme for 2 koperasi of Batu Ceramin and and Maju Bersama. Later, koperasi Maju Bersama split into Koperasi Maju Bersama and Koperasi Harapan Baru. And Koperasi Harapan Baru wants to take about 136 ha within company

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

3.5.1 Identification of Findings, Corrective Actions and Observations at *Re certification* Assessment

NCR No.	: 2017.01	Issued by	: Y. Wisnu Rahmanto
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 6 June 2017
Standard Ref. & Requirement	<p>RSPO Certification System, 2007 (rev. 2011)</p> <p>4.2.3 The unit of certification shall be the mill and its supply base:</p> <ul style="list-style-type: none"> - The unit of certification must include both directly managed land (or estates) and associated smallholders and outgrowers, where estates have been legally established with proportions of lands allocated to each. - All the FFB from the directly managed lands (or estates) shall be produced to certifiable standards. The mill will develop and implement a plan to ensure that 100% of associated smallholders and outgrowers are of certifiable standard within 3 years.. <p>4.2.4 (a) The parent organization or one of its majority owned and/or managed subsidiaries is member of RSPO. The requirements (b) to (j) will be applicable, whether the registered RSPO member is the holding company or one of its subsidiaries, including uncertified management units:</p> <p>(c) Any revision to the time-bound plan or to the circumstances of the company shall cause the plan to be reviewed (as provided for in the guidance on surveillance assessments, Annex 4) for whether it is still appropriate, such that changes to the timebound plan are permitted only where the organisation can demonstrate that they are justified.</p> <p>(i) Certification bodies will assess compliance with these rules for partial certification at each and every assessment of any of the management units (see Annex 4). Assessment of compliance with requirements (e) – (h) by the certification body based on selfdeclarations only by the Company, with no other supporting documentation, will not be acceptable. Verification of compliance must be based on the following approach: Positive assurance statement, which is based upon self-assessment (i.e. internal audit) by the organisation. This would require evidence of the self-assessment against each requirement.</p>		
<p>Non-Conformance Description & Evidence observed <i>(filled by auditor)</i>:</p> <p>The certificate holder has shown the Time-Bound Plan (TBP) for WILMAR International Limited which is TBP (new) Sumatera Kalimantan 2016 and TBP Wilmar 2016 Malaysia and Africa, where there is a target for each supply base that has not been certified. However, the Certificate Holder has not been able to show evidence:</p> <ul style="list-style-type: none"> - A clear justification for changes to the Time-Bound Plan for uncertified units and updating of their status. - Support document in the form of positive assurance statement that is self-assessment for uncertified unit. For example: for the scope of AMP POM such as KUD Dastra I and II. <p>On that basis, the Certificate Holder and / or WILMAR as a member of the RSPO has not applied the requirements</p>			

under the 2007 RSPO Certification System (rev. 2011).

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

A review that has not been done routinely on the time bound plan, including supporting its documents to ensure the relevant time bound plan with current conditions.

Corrective Action *(filled by organization audited):*

Making self-assessment for 5 smallholders in Agam-Aasaman regional area as supporting document in determining RSPO certification time bound plan for its smallholders.

Preventive Action *(filled by organization audited):*

Perform an annual review of the time bound plan to ensure that the condition remains updated (done on every annual work schedule of the WILMAR sustainability department).

This annual review will be implemented also to other companies by using applicable template.

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

Auditor Verification June 16, 2017:

The certificate holder has submitted evidence of improvement in the form of Self Assessment Report for Uncertified Units (KUD Damai Sejahtera) as supplier of AMP POM. Based on the results of the self-assessment there is still a non-conformities against the relevant criteria so it is planned to be included into the scope of certification in 2019, this is in accordance with the TBP that has been made and shown during the audit.

Proof of such improvement is acceptable, but Non-compliance is NOT FULLY Comply before the response to the auditor's question is answered.

Auditor verification July 6, 2017 against appeal dated April 12, 2017:

The management representative of the certificate holder appealed this non-conformities by pointing out the explanations and opinions regarding the requirements in the relevant RSPO Certification System by email dated April 12, 2017. Such submission will be considered for the auditor team when the certification decision is determined by the Mutuagung Certification Panel Committee Team, while Remedial action still takes place.

Evidence of improvement may be accepted by the auditor team, while the final decision relates to the Mutuagung Certification Panel Committee Team in terms of the significance of the Non-Conformity.

Status: CLOSED WITH OBSERVATION by Auditor Team (temporary), PENDING TO MUTU CERTIFICATION PANEL COMMITTEE for Final Decision.

Certification Panel Committee on 21st August 2017 conclusion: COMPLY

Verified by : Yudwi Wisnu Rahmanto

NCR No.	: 2017.02	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 27 July 2017
Standard Ref. & Requirement	: 2.1.1 There is compliance with all applicable local, national and ratified international laws		

	and regulations.
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>	
<p>interview and document verification of employees (workers attendance records and payment slip in January 2017, February 2017 and March 2017), auditor found that CH still employed casual workers or "Buruh Harian Lepas" that have been working for more than 21 days a month in 3 months continuously. In example, workers that worked as loosefruit handpicker at Cooperative Bukti Sandiang Tigo and Cooperative Tompek Tapian Kandis.</p> <p>According to Indonesian Law referred to Manpower Decree No. 100 Year 2014 Article 10 stated that if any workers have been worked for 21 days or more within 3 months continuously or more, status of worker agreement should be increase as Permanent Workers.</p> <p>Based on this finding, the CH have not been provide the evidence related to compliances with rules and regulations</p>	
Root Cause Analysis <i>(filled by organization audited):</i>	
<p>When FFB production on peak season in certain condition, BST and TTK uses labor to pick the looses fruit as casual workers without following the requirements of applicable laws (Kepmenakertrans No. 100 Year 2004 Article 10). This requirement has been explained in the contract but not executed properly. Because:</p> <p>KUD management instructed to their staff for recruiting of casual workers (BHL), but the staff did not follow the "Prosedur Rekrutment (PRO-HRD-001)" when hire of workers in accordance with employment requirements and did not report to the smallholder administration staff, smallholder manager and head of cooperative. This is due to the lack of understanding the staff regarding recruitment mechanisms as per the requirements of the laws). To prevent this is not repeated, during recruiting of any workers then Cooperative should be communicate with field staff and report to the Smallholder Manager.</p>	
Corrective Action <i>(filled by organization audited):</i>	
<ol style="list-style-type: none"> 1. Withdrawing the letter No. 26 / KPS-BST-Int / IV / 2017 related to termination of daily workers on BST smallholders. 2. Making an employment contract as permanent worker (KHT) to the daily workers (BHL) who have worked for more than 21 days for 3 consecutive months. 	
Preventive Action <i>(filled by organization audited):</i>	
<ol style="list-style-type: none"> 1. In the future, if any recruitment of casual workers, then should be following the applicable requirements. 2. Conducting socialization to all Smallholders Cooperative (administrators and field staff of smallholders) regarding understanding of Labor Law. 	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
Verification on June 09, 2017	
<p>The certificate holder may show the corrective evidence:</p> <ul style="list-style-type: none"> - Minutes of training programs on socialization of procedures and provision of manpower, suistanability of PPE to the smallholders on 03 June 2017. - Letter / memorandum from PGA No -15 / AMP-PGA / Ext = V / 2017 dated May 13, 2017 regarding Employment Regulation concerning recruitment of employees addressed to Smallholders Cooperative (KUD) management. - Agreement Contract of Daily Workers who has worked for more than 21 days for 3 months consecutively at KUD Bukit Sanding Tigo and KUD Tompek Tapian Kandis. <p>Based on the corrective evidence that have been submitted, the auditor stated the NC's in this indicator is NOT YET COMPLY because there is still lack of evidence available:</p> <ul style="list-style-type: none"> - Identification of Root Causes, corrective actions and preventive actions to anticipate non-conformance to these indicators are raised again. 	

Verification on July 05, 2017

The auditor team was accepting the response of root cause, but to ensure the field implementation, the auditor team recommends to conduct MAJOR FIELD VERIFICATION to ensure its fulfillment.

Recommendations of auditor team on July 18, 2017: FIELD VERIFICATION is required to ensure that all corrective actions that have been submitted can be applied appropriately.

Major Verification on July 27, 2017

Based on field visits and direct interviews with two employees of casual worker for loose fruit picker in Block 4A KUD Bukit Sandiang Tigo obtained information that their has been appointed as permanent workers (KHT) since May 2017 where previously they are casual workers.

Based on the corrective evidence and field verification, auditor team concludes this NC is CLOSED.

Verified by : Moh Arif Yusni

NCR No.	: 2017.03	Issued by	: Sofyan Hadi Lubis
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 25 May 2017
Standard Ref. & Requirement	: 4.4.2. Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the time of or prior to replanting shall be demonstrated.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
Based on field visits the auditor found an indication of the spraying application activity in ditch area Block 2A AMP-1 Estate. Based on review of Daily Costing Books document, the spraying activity was conducted on 10 - 14 February 2017. This was not in accordance with the procedure (SOP-GEN-018 and SOP No. SOP-EST-2009) related to the prohibition of spraying application on ditch area. During the audit activities, the management unit has clarified the issues identified, but the auditor team assesses that the evidence presented was not sufficiently effective and comprehensive to be applied to the scope of audit.			
Root Cause Analysis <i>(filled by organization audited):</i>			
1. There is a contradiction between content of the procedure and operational instruction in the field. 2. The content of the procedure did not explain criteria of drainage type that dissalowed to sprayed. 3. There are no additional tools in the field as guidance for sprayers that in a certain drainage are dissalowed to spray			
Corrective Action <i>(filled by organization audited):</i>			
1. Revised SOPs by considering the review of Wilmar Best Management Agricultural Manual 2. Make a boundary mark that should not be sprayed (portable signboard) 3. Re-socialize to all spraying workers regarding spray warning in certain drainage			
Preventive Action <i>(filled by organization audited):</i>			
Conduct environmental inspections once 4 months across the unit → Prepared environmental inspection checklists and inspection schedules.			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			

Verification of Auditors, May 25, 2017

The certificate holder has shown corrective evidence of NCR No. 2017.03:

- Revision of SOP Circle and Path Spraying (SOP-EST-002). The SOP describes: 1) Ensure spraying in the area of the Main and Collection Drain of water flow, prohibited from spraying. Spraying activities are equipped with a portable signboard, spray limit 3 meters from the edge of the drainage and a portable board installed during each spraying activity. 2) No spraying in HCV area and river banks and drainage ditches.
- Evidence of the socialization activities of the prohibition of spraying along the drainage (Main and Collection Drain) to spray workers in all units. Sighted: Minutes of the spray prohibition socialization, attendance list of socialization, photo socialization, portable photo signboard and notes.
 - On 04 May 2017 at AMP 1, the number of participants was 22 people
 - On 22 May 2017 at AMP3, the number of participants was 13 people
 - On 20 May 2017 at PMJ, the number of participants was 7 people
 - On 15 May 2017 at BST, the number of participants was 6 people
 - On May 16, 2017 at TTK, the number of participants was 10 people
 - On May 24, 017 at KAMU, the number of participants is 10 people.
- Minutes of Portable Signboard installation in all units.
- LK3 inspection form in all units.

Based on the above explanation, the Non-conformance on this indicator is stated CLOSED WITH OBSERVATION and will be verified the effectiveness at the next assessment.

Verified by : **Sofyan Hadi Lubis**

NCR No.	: 2017.04	Diterbitkan oleh	: Arif Faisal Simatupang
Date Issued	: 06 April 2017	Batas Waktu	: Prior Issued Certificate
NC Grade	: MAJOR	Tanggal Terpenuhi	: 20 June 2017
Standard Ref. & Requirement	: 4.5.1 Monitoring of Integrated Pest Management (IPM) plan Implementation Shall be Available		
Non-Conformance Description & Evidence observed :			
<p>Certificate holder undertakes pest and disease census as the early warning system. Census is conducted in every three month, if there is a high potential of infestation, carried out a census every month.</p> <p>Based on documents of summary census EWS of AMP 3 Estate from January 2016 to February 2017, there were rat infestations that exceeded the economic threshold (5 %) with details :</p> <ul style="list-style-type: none"> - Census of February and May 2016, no rat infestation exceeding economic threshold. - Census of August 2016, there were rat infestations exceeding economic threshold in all blocks (21 blocks). Breakdown of 10 Blocks with infestation rate 5 – 10 %, 9 Blocks with infestation rate 10 – 20 %, and 2 Blocks with infestation rate > 20 %. - Census of November 2016, there were decreased of infestations that exceed the economic threshold, 3 Blocks with infestation rate 5 – 10 %. - Census of February 2017, there were increases of infestations that exceed the economic threshold, consist of 6 Blocks with infestation rate 5 – 10 %, 2 Blocks with infestation rate 10 – 20 %. 			

Certificate holder has carried out the control using active ingredients *Brodifacoum* in the period of September 2016 to March 2017. The amount of pesticides for control were fluctuated.

Review of procedure related to pest and disease control (SOP-EST-005) and pest control system (SOP-EST-023) explained that the priority option to control rat infestation is by natural predators such as owls. The certificate holder has build three barn owl boxes in 2014 (Block 3A, 6B, and 9A), as well as monitoring the occupancy rate every month. Based on interview with management and the last monitoring data, it's known that there was no signs of occupation at those barn owl boxes since the instalation

Certificate holder has communicated with the Research Department related to this obstacles. Research Departement gave the recommendation by increase the number of barn owl boxes in to reach the ratio 1 box for 50 ha area, in accordance with the existing procedure.

Until the assessment, certificate holder has not been able to demonstrate a clear management plan (detailed activities, clear timetable, targets, evaluation and preventive action) related to integrated rat infestation control, as part of reducing pesticide usage.

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

1. Lack of potential owl presence in AMP 3
2. The existing owl cages are not sufficient in terms of quantity and distribution

Corrective Action *(filled by organization audited):*

1. Identify the needs of the owl cages → map of the owl cage location plan
2. Make the program of procuring the owl cages gradually → ensuring the design of the standard owl cages
3. Introduction of owls in AMP 3

Preventive Action *(filled by organization audited):*

Monitoring the effectiveness the addition of the owl cages against the level of rats infestation → through the analysis of infestation trends that been recorded on the EWS

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

Auditor Verification on June 20, 2017:

The certificate holder sends a proof of improvement:

- Sketches and technical specs of owl cages, as well as photographs of progressive caged owls made of wood and plywood, roofs of zinc, and poles of iron pipes.
- Program of procurement and installation of the Owl cages of AMP 3 Estate in 2017, as many as 40 units are planned from May to December 2017 (5 cages each month). Until December 2017 is expected to have installed a total of 43 cages (plus 3 cages that have been exist). With an AMP 3 planted area of 2,134.54 ha, then the owl cage ratio will be 1 cage for 50 ha of area.
- Map of the location plan of the owl cage in 2017 along with the coordinate point.
- Minutes and photo of the owl receiving on April 14, 2017 as much as 3 tails from PT Murini Sam Sam. For the purpose of quarantining, to fill the owl cages that have been installed.
- Data, graph, explanation and recommendation of EWS AMP 3 census summary for 2nd period of May 2017, with summary of rat pest attack level below economic threshold of 2.5%, and no use of pesticides for control.

Based on the corrective evidence provided, it can be concluded that the certificate holder has shown the management plan which includes details of activities, timeliness, targets, periodic evaluation related to integrated pest control. This Non-conformance is stated CLOSED WITH OBSERVATION and will be verified at the next assessment.

Verified by : **Arif Faisal Simatupang**

NCR No.	: 2017.05	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Prior Issued Certificate
NC Grade	: MAJOR	Date of Closing	: 27 July 2017
Standard Ref. & Requirement	: 4.7.2 Availability of Assessment and Risk Control, Documentation on Implementation		

Non-Conformance Description & Evidence observed :

The certificate holder has had the documents of Aspects of the Impact and Hazards of Environmental Risks and Occupational Safety 2017 with last review in 03 January 2017. 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. Meanwhile based on documents verifications, field observations and interview with employees and worker obtained information if:

1. The inputing process of the documents of Aspects of the Impact and Hazards of Environmental Risks and Occupational Safety not referring to "SOP Petunjuk Pengisian Aspek Impact (SOP – GEN-009)"
2. There is no evidence if the review process has been aware the potential hazard from the sub – activity product and service that probably happened, but not limited to:
 - a. Potential hazards the eyes exposed palm oil powder in harvesting process
 - b. Potential hazards the storage of harvesting tools in housing
 - c. Potential hazards the transportation of employees on departure and return to work site
 - d. Potential hazards the Management of domestic waste in land fill
 - e. Potential hazards the The activity of loses fruit picking
3. Based on field observations founded there is some risk control not been implemented, like:
 - a. There is FFB Loader sitting in front and roof of vehicle and also hanging in vehicle tank, for example in Blocks 001 AMP 3 Estate
 - b. There is utilization former wheels, drums and wood as a drag (jack) the vehicle that was under repair in the workshop. For example in AMP 3 Estate workshops
 - Hazardous waste management in temporary / transit storage in workshop AMP 3 estate in improper condition, in example there is no OHS and hazardous waste symbol, there is no second containment and bund off to pretend spillage.
 - Employee transport is found for chemist activities in a vehicle carrying chemicals.
 - Its founded FF truck accident in AMP 3 Estate
4. There is no monitoring of the use of PPE in the field as regulated in the identified risk identification. This is based on samples of field visits and plantations found by employees who do not use Personal Protective Equipment in accordance with the established identification, for example:
 - a. Employees in the CaCo3 warehouse do not use PPE in the form of gloves when lifting CaCo3
 - b. Employees at Press and Kernel stations do not use PPE ear protector
 - c. Employees at Kernel stations do not use masks
 - d. Some Harvesters do not use PPE in accordance with the matrix of Gloves and Glasses

During the audit activities, the management unit has shown evidence of clarification in accordance with the issues encountered.

However, the auditor team considered that the clarification evidence has not shown effective and comprehensive action to the management unit under the scope of certification. As well as evidence of evaluation, monitoring and implementation of the Identification of Aspect of Impact and Hazard of Environmental and Safety Risks

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

1. There is a direction for the revision of Hazard Identification - OHS risk, which is not followed up by SOP changes resulting in inconsistencies.
2. There is no complete identification & evaluation of the potential hazards and safety risks of each activity.
3. Lack of awareness and monitoring for all realization of risk control in the field.

Corrective Action *(filled by organization audited):*

1. Do all the lacks found in this finding at point 3 above.
2. Revise the potential risk hazard documents of OHS, by adding potential hazards to point 2 above
3. Revise the potential risk hazard documents of OHS, in accordance with the rules in the SOP.
4. Provide PPE according to its activities to employees that identified during the audit (if still do not have the PPE).

Preventive Action *(filled by organization audited):*

1. Re-socialize how to fill the hazard risk table
2. Re-socialize of OHS awareness to Mill and Estate workers
3. OHS routine inspection per 1 month ∩ make inspection checklists and inspection work plan.

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

Verification on June 09, 2017,

The certificate holder may show corrective evidence:

- Revised document of risk identification that has been referring to the owned procedure
- Revised document of risk identification that describes the whole process of activities in the estate
- Monitoring of personal protective equipment, socialization related to K3, jack-stand procurement, and investigation related to vehicle accident,

Based on corrective evidence that have been submitted, the auditor concludes the NC of this indicator is NOT YET COMPLY because there is not enough evidence available:

- Identification of Root causes, corrective actions and preventive actions to anticipate non-conformance to these indicators were raised again.

Verification on July 05, 2017

the auditor team has accepted regarding respond of the root cause provided, to make sure that corrective action have been implemented, the auditor team recommends to perform MAJOR VERIFICATION to ensure its fulfillment.

Auditor team recommendations as of July 18, 2017: FIELD VERIFICATION is required to ensure that all corrective actions that have been submitted can be applied appropriately.

Major Verification on July 25, 2017

PT PMJ

Based on field visits and interviews with 6 (six) harvest workers in Block 19 and 6 workers of loose fruit picker in Block 22 it is known that employees have used PPE in accordance with risk identification. Employees also understand the potential hazards if did not using PPE.

AMP 3 Estate

- Based on field visits and interviews with 3 (three) harvest workers in Block 1 C and with 3 (three) loose fruit pickers in Block 3 it is known that employees have used PPE in accordance with risk identification. Employees also understand the potential hazards if not using PPE.

- Based on the field visits in Block 1 D it is known that FFB loaders sit in provided seat properly and do not sit or hanging

on vehicles.

- in the workshop visit, it is known that the company has provided Jack Stand which is used as vehicles holder during maintenance.
- interview result with 4 sprayer in block 8 obtained information that company has facilitated the transportation vehicle for pick up and distribute to work location.
- field visits at schedule waste storage (LB3) at AMP 3 estate are known that the company has provided embankment and signboard of OHS at AMP POM
- results of field visits in the AMP POM it is known that employees have used PPE in accordance with the potential hazards identified and other interviews with their employees have received socialization / training on safe working practices.

Based on the corrective evidence that has been submitted and the results of major verification on field, it concludes this NC is CLOSED.

Verified by : **Moh. Arif Yusni**

NCR No.	: 2017.06	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Prior Issued Certificate
NC Grade	: MAJOR	Date of Closing	: 27 July 2017
Standard Ref. & Requirement	: 4.7.3 Records of training Occupational Health and Safety program (see 4.8) and Personal Protective Equipment (PPE) in accordance with the results of hazard identification and risk analysis should be available to all workers.		

Non-Conformance Description & Evidence observed :

The result of the document review is known that the certificate holder has provided Personal Protective Equipment (APD) to the employees with the allocation as regulated in SOP of Procurement of Personal Protective Equipment (PRO-GEN-020 rev 00 dated 21 April 2016).

Based on the results of field visits and interviews with harvesting employees in Block 06 AMP3 Estate and Block 009 PMJ, FFB Loader at AMP3, Employees at Boiler Station, Employees at Press Station, obtained information that if the PPE used is damaged/broken then the employee will provide their own, until the next allocation period. In relation about that the Certificate Holder has not been able to show the Mechanisms governing the provision of Personal Protective Equipment if damaged by the work activities and the evidence of its implementation.

Based on the result of sample of field visit, interview with loose fruit workers in Block 4B KUD Bukit Sandiang Tigo and in Block 8 PT KAMU and verification document handover PPD obtained information that they do not get PPE in accordance with potential hazard that happened.

Root Cause Analysis (filled by organization audited):

1. SOP of PPE procurement has explained that the replacement of broken PPE is possible as long as it can be proved that the damage occurred because of running the job, but the workers have not understood this well.
2. Identification of potential health risk hazard for loose fruit picker activity not available upto with recommendation of standard of PPE for the activity.

Corrective Action (filled by organization audited):

1. Socialization on PPE procurement procedure, especially regarding the replacement of PPE because of

damage at work

2. To identify potential hazard risk of OHS loose fruit picker
3. Revision of PPE matrix by adding activity of loose fruit picker according to potential hazard of OHS point 2 above
4. Provide PPE to loose fruit picker in BST Smallholder and PT KAMU in accordance with point 3 above

Preventive Action *(filled by organization audited):*

- Provide PPE to loose fruit picker in other units
- Conduct routine of OSH inspections per 1 month to ensure use of PPE in the field → make inspection checklists and inspection workplans.

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

Verification on June 09, 2017:

The certificate holder may show evidence of improvement:

- Procurement procedure of Personal Protective Equipment (Pro-GEN-020) dated 21 April 2016 which explains that if PPE is damaged due to work by the company
- Socialization of PPE used to employees
- Minutes of PPE handover for smallholder worker, employees of loose fruit picker in PMJ
- Document matrix type of PPE required

Based on corrective evidence that have been submitted, the auditor concludes the NC of this indicator is NOT YET COMPLY because there is not enough evidence available:

- Identification of Root causes, corrective actions and preventive actions to anticipate non-conformance to these indicators were raised again.

Verification on July 05, 2017

the auditor team has accepted regarding respond of the root cause provided, to make sure that corrective action have been implemented, the auditor team recommends to perform MAJOR VERIFICATION to ensure its fulfillment.

Auditor team recommendations as of July 18, 2017: FIELD VERIFICATION is required to ensure that all corrective actions that have been submitted can be applied appropriately.

Major Verification on July 25, 2017

PT PMJ

Based on field visits and interviews with 6 (six) harvest workers in Block 19 and 6 workers of loose fruit picker in Block 22 it is known that employees have used PPE in accordance with risk identification and given periodically every 6 months. Employees also stated that if APD is damaged due to work it will be replaced by the company after reporting to the Leader (foreman / staff).

AMP 3 Estate

Based on field visits and interviews with 3 (three) harvest workers in Block 1 C and with 3 (three) loose fruit pickers in Block 3 it is known that employees have used PPE in accordance with risk identification and given periodically every 6 months. Employees also understand that if PPE's broken due to work, it will be replaced by the company after reported to the headship (foreman/staff).

KUD Bukit Sandiang Tigo

Based on field visits and interviews with 2 maintenance workers in Block 1 A and with 3 loose fruit pickers in Block 4 it is known that employees have used PPE in accordance with risk identification and given periodically every 6 months.

Employees also stated that if APD is damaged due to work it will be replaced by the company after reporting to the Leader (foreman / staff).

Verified by : Moh Arif Yusni

NCR No.	: 2017.07	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Next Surveillance
NC Grade	: Minor	Date of Closing	: 27 July 2017
Standard Ref. & Requirement	<p>4.7.5 There shall be procedures in case of accidents and emergencies along with the instructions that should be able to be clearly understood by all workers. Procedure in case an accident should be provided in a language that can be understood by the workers. Workers who have been trained to provide first aid should be present both in the field and in other operations, and equipment for first aid should always be available in the workplace. Note all accidents must be kept and reviewed regularly.</p>		
Non-Conformance Description & Evidence observed :			
<p>Based on sampling of field observations in mill and estates obtained information if the certificate holder has been Providing emergency response and first aid facilities at workplace, but it is known that:</p> <ul style="list-style-type: none"> - There is several MSDS who written in english, for example in oil storage in AMP POM, ie Shell Omala 220, Neutron Lab ISO 320, - There is no MSDS for Turalink 52 in oil storage - There is no symbol or OHS signboard and risk potential in CaCo3 in chemical warehouse AMP POM - Hazardous storage in AMP POM Not equipped with emergency response siren and in PT PMJ not equipped with emergency response siren and Shower – - Light Fire Extinguishers at the Press Station for its validity period have expired (November 30, 2016) - There is no bund-off in Chemical Storage at AMP POM and at Hazardous storage at PT PMJ - <p>During the audit activities, the management unit has shown evidence of clarification in accordance with the issues encountered. However, the auditor team considered that the clarification evidence has not shown effective and comprehensive action to the management unit under the scope of certification. As well as evidence of evaluation, monitoring and implementation.</p>			
Root Cause Analysis <i>(filled by organization audited):</i>			
Corrective Action <i>(filled by organization audited):</i>			
Preventive Action <i>(filled by organization audited):</i>			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
Verified by	:		

NCR No.	: 2017.08	Issued by	: Sofyan Hadi Lubis
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate

NC Grade	: MAJOR	Date of Closing	: 7 June 2017
Standard Ref. & Requirement	5.5.1 Records of land clearing with zero burning shall be available, referring to the ASEAN Policy on Zero Burning (2003) or other recognised techniques based on the existing regulations.		
Non-Conformance Description & Evidence observed (filled by auditor): The certificate holder already has a policy regarding burning land clearance (recorded in procedure No. PRO-EST-002 Revision 04 dated 01 October 2013; Agronomy Guide of 2015 in part I sub-section 4.0 and Wilmar's Policy of 5 December 2013). The certificate holder has also conducted socialization on emergency response of land fires to employees, plasma farmers / community on 21 February 2017. However, on the way to housing complex of M1700, the auditor saw an indication of the burning activity at Plasma Agro Wira Masang (in front of Block 5 AMP3 estate). On that basis, the certificate holder has not been able to show an effectiveness evaluation of the established mechanism to ensure that it does not happen again			
Root Cause Analysis (filled by organization audited): SOPs related to Zero Burning do not cover handling mechanism the use of fire that are not allowed in daily activities in the Estate and Mill.			
Corrective Action (filled by organization audited): 1. Making Procedure of handling mechanism against the use of fire that is not allowed in daily activities in the Estate and Mill 2. Socialization of SOP point 1 above to AWM smallholder 3. Make a joint agreement with AWM smallholder on the implementation of Zero Burning policy			
Preventive Action (filled by organization audited): 1. Socialization of procedure to other smallholder 2. Make a joint agreement with other related smallholder on the implementation of Zero Burning policy 3. Conduct environmental inspections once a month in all units → Prepared environmental inspection checklists and inspection schedules			
Assessor Evaluation and Conclusion (filled by auditor): Auditor Verification, June 07, 2017 The certificate holder has shown the corrective evidence among others: <ul style="list-style-type: none"> - Revised SOP of Land and Forest Fires (SOP-GEN-012, rev. 01, dated May 2, 2017). In SOP it is stated that it is forbidden to burn for any type of activity; If an employee or community encounters a burning field adjacent to the Smallholder, immediately negotiate with them so that the burning can be stopped; Collecting / identifying communities or employees who are farming on the borders of the plasma plantations; Conducting social prohibition of burning; And put signboards on fire ban. - Evidence of socialization prohibition of burning land & forest to community in Smallholders Kinali area on May 19, 2017. Sighted: List of present and photo of socialization activity. - News of Socialization of Zero Burning Policy to smallholder organisation of TTK, BST, MSJ, AWM, and Dastra dated 03 June 2017 # number of participants 19 people. Sighted: List of present socialization activities. - Minutes of Agreement regarding Disallowance on Burning in smallholder area with communities around AWM cooperative dated May 19, 2017. The parties (11 land occupiers) agreed to not burning of corn waste after harvesting in smallholder area. Sighted: Photo and signature of burn ban agreement. - Minutes of Agreement regarding Disallowance on Burning in smallholder area with farmers and cooperative management dated 03 June 2017. The Parties (4 persons/farmers) agreed to comply with and adhere to Zero Burning policy and burning disallowance within smallholder plantations. 			

- Environment and OHS inspection forms in all the unit.

Based on the above description then Non-conformance on this indicator is stated CLOSED WITH OBSERVATION and will be seen the effectiveness of its application during the next assessment.

Verified by : Sofyan Hadi Lubis

NCR No.	: 2017.09	Issued by	: Oktovianus Rusmin
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 19 July 2017
Standard Ref. & Requirement	6.1.3 Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.		
Non-Conformance Description & Evidence observed:			
<p>The Certificate holder already has a Social Impact Assessment document in 2010 and is updated in 2016. Where there is a Management Plan and Monitoring Matrix which is an appendix of the Social Impact Assessment Report in each management unit within the scope of the certification. However, these plans have not been developed in a clear implementation schedule nor have they been developed in consultation with affected parties (participatory).</p>			
Root Cause Analysis <i>(filled by organization audited):</i>			
<p>Discussion of evaluation of the plan Social Impact Management and Monitoring of previous periods that require prolonged periods Management Plan and Social Impact Monitor for the next period also delayed</p>			
Corrective Action <i>(filled by organization audited):</i>			
<p>Create a detailed implementation schedule as part of the general social impact management and monitoring plan from 2017 to 2019 and communicate with the affected parties</p>			
Preventive Action <i>(filled by organization audited):</i>			
<p>Create a more structured work plan in the coming period so that every evaluation of the management plan and monitor social impacts can be completed on time</p>			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
Verify June 7, 2017			
<p>The certificate holder has shown the corrective evidence, including:</p>			
<ol style="list-style-type: none"> 1. Minutes of Socialization of SIA Implementation from 2014 to 2016 and Management Planning Plan Social Impact Assessment Year 2017-2019 at PT AMP Plantation, dated January 22, 2016. 2. Plan of Action Plan Program Plan SIA 2017 PT Perkebunan Anak Negeri Pasaman; Plan of Activity of SIA Plan Management Plan 2018 PT AMP Plantation Unit 1, 2, 3 & POM; Planned Activity of SIA Plan Management Plan 2019 PT Perkebunan Anak Negeri Pasaman. Where is the type of activity / activity, implementer and the time schedule of its implementation. 			
Auditor response:			
<ul style="list-style-type: none"> • The audit was conducted on 29 March to 6 April 2017, if the Socialization was conducted on January 22, 2016, this document should be shown at the time of the audit activity, but the auditor never saw this document during the audit. Documents can not be shown during the audit, as they are saved to other documents 			

- **Consultation is only done in Jorong Tapian Kandis, what about in other Jorong around PT AMP. This is as a whole participatory evidence of the affected parties?** Consultation has been made for the AMP area (Tiku, Katiagan)

Verify 4 July 2017**Evidence sent, only in Tapian Kandis, while Tiku & Katiagan not yet available**

- **There is no evidence of consultation with the community around PT PMJ and PT KAMU which is also the Scope of Certification?** Has been consulted with the community for PMJ (not yet shown evidence), and in the plan for PT.KAMU
- **How is the evidence of involvement that the SIA Management Program Activity Plan in PT. PAN-P (2017); KUD Plasma PT. AMP (2018); CSR PT. PAN-P has been known in a participatory manner to the affected parties?** Not yet done, the plan will be done in the fourth week of July 2017

Based on the above, the Non-conformance on this indicator has not been fulfilled (Open) because there is still evidence that has not been provided.

Auditor verification July 5, 2017:

On request of the indicator that a social impacts management and monitoring plan should be available to avoid or mitigate negative impacts and enhance the positive impacts based on the results of the Social Impact analysis through a consultation process with the affected parties.

Auditor verification July 18, 2017:

It has been shown some evidence of, among others:

PT AMP 1,2, 3 & 4 (PMJ)

- Minutes of Implementation of Community Consultation (Tapian Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari)
- Photographs of the implementation of consultations with the community (Tapian Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari)
- List of Present Consultations (Tapian Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari)
- Minutes of Socialization of Participatory Plans with the community (Tapian Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari)

PT PANP

- Minutes of meeting communication with community (Nagari Kinali)
- Minutes of Socialization of Participatory Plans with the community (Nagari Kinali)
- Photographs of community consultation (Nagari Kinali)
- List of Present Consultation (Nagari Kinali)

PT KAMU

- Minutes of Implementation of Community Consultation (Jorong Kampung Pisang & Jorong Sei Jaring)
- Minutes of Socialization of Participatory Plans with the community (Jorong Kampung Pisang & Jorong Sei Jaring)
- Photographs of the implementation of consultations with the community (Jorong Kampung Banana & Jorong Sei Jaring)
- List of Present Consultation (Jorong Kampung Banana & Jorong Sei Jaring)

Based on the evidence that addressed, the Nonconformance of this indicator is stated to have been fulfilled (Closed)

With Observation)	
Verified by	: Oktovianus Rusmin

NCR No.	: 2017.10	Issued by	: Oktovianus Rusmin
Date Issued	: 6 April 2017	Time Limit	: Next Surveillance
NC Grade	: Minor	Date of Closing	: 19 July 2017
Standard Ref. & Requirement	6.1.4 The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.		
Non-Conformance Description & Evidence observed: The Certificate holder already has a Social Impact Assessment document in 2010 and was updated in 2016. However, there is no evidence that a review of the Social Impact Management and Monitoring Plan has been implemented in each management unit within the scope of the certification and no evidence has been involved with all affected parties (Participatory).			
Root Cause Analysis: There is no scheduling standard for the evaluation of the social impact management plan and monitoring for all management units, so there are still management units that have not been evaluated.			
Corrective Action: 1. Fulfillment of the evaluation of the social impacts management plan and monitoring for all management units. 2. Consult the results of point 1 to the affected party.			
Preventive Action: Establish standards for scheduling of evaluation of social impacts management plan and monitoring			
Assessor Evaluation and Conclusion: Verification 7 Juni 2017 There is no evidence that evaluations of the Social Impact Management and Monitoring Plan have been implemented in each management unit within the scope of the certification, and there is no evidence has been involved with all affected parties (participatory). →The evaluation will be conducted at the fourth week of July 2017 Verification 4 July 2017: There is no evidence of corrective action Verification 18 July 2017: The evidences has been shown, including: <u>PT AMP 1,2, 3 & 4 (PMJ)</u> <ul style="list-style-type: none"> • Official report of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari) • Minutes of meeting of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari) 			

- List of attendees of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari)
- Photo documentation of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Tapien Kandis, Tiku V Jorong, Jorong IV Koto, Jorong Mandiangin and Jorong Wonosari)

PT PANP

- Official report of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Nagari Kinali)
- Minutes of meeting of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Nagari Kinali)
- List of attendees of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Nagari Kinali)
- Photo documentation of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Nagari Kinali)

PT KAMU

- Official report of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Jorong Kampung Pisang & Jorong Sei Jaring)
- Minutes of meeting of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Jorong Kampung Pisang & Jorong Sei Jaring)
- List of attendees of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Jorong Kampung Pisang & Jorong Sei Jaring)
- Photo documentation of Socialization and Evaluation of Social Impact Management and Monitoring Plan (Jorong Kampung Pisang & Jorong Sei Jaring)

Based on the evidence of those corrective action, the Non-conformance on this indicator is stated to comply (**Closed With Observation**)

Verified by : **Oktovianus Rusmin**

NCR No.	: 2017.11	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Prior Issued Certificate
NC Grade	: MAJOR	Date of Closing	: 18 July 2017
Standard Ref. & Requirement	: 6.5.1 Must be available documentation of wages and conditions of employment in accordance with the provisions of the labor force.		

Non-Conformance Description & Evidence observed :

There is a letter from General Manager - Sumatera 1 dated March 24, 2017 stating that if the lose fruits worker has carried out the work in accordance with the established working hours that is for 7 (seven) hours but still not able to achieve wages according to the calibration results then wages paid in accordance with wages According to calibration result.

The certificate holder may show the Letter of Employment Agreement for daily workers employee, where for wage system mentioned that in PT PMJ is Rp 77,972 / day while in PT KAMU and AMP 3 Wages estate paid is Rp 185 / Kg.

However, based on the results of document review and interviews it is known that:

- Wages paid for loose fruits workers in PT PMJ still refer to the tonnage / output of Rp. 185 / Kg
- in KUD BST and PT KAMU, it is known that the average output produced per day is 200-350 kg / person or equivalent to Rp. 37,000 - 64,750 / person. Meanwhile, the results of the payroll slip document for the procurement workers for the period of March 2017 are known to be the highest average wage of workers received in the amount of Rp. 69.120 / day.

Based on the explanation above, the Certificate Holder has not been able to show evidence that the implementation of the wage fixing of daily employees has been in accordance with the provisions set by the management of the company and the government. Based on That Explanation Raised NCR No 2017.12 With Major Category

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

1. The difference between the contents of the loose fruits pickers quotation agreement brondolan in the payment system between PT PMJ, KAMU, AMP 3 and KUD BST where there is writing of wage determination based on work 1 day and based on the result (kg).
2. Point 1 above occurs during the determination of the price of kutib brondolan which is still in the calibration and analysis stage

Corrective Action *(filled by organization audited):*

- a. Issue a Top Management decision regarding the payment system of kutib brondolan work
- b. Preparation of work agreement for Each loose fruits pickers for the region of Agam Pasaman in accordance with point 1

Preventive Action *(filled by organization audited):*

Each loose fruits pickers will be made with finger system for PT AMP & PMJ and manual absenteeism for TK loose fruits picker PT KAMU, PANP and KUD with the information about hours of work and work

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

Verify 09 June 2017

- Explanation Letter and Notice from GM Sumatera-1 to all Head of Operating Unit dated 17 April 2017 concerning Adjustment of Brondol Quotation Price which explains that if the worker has reached 7 working hours but still not able to achieve wages in accordance with the calibration result then the wages paid accordingly With daily wage of Rp 77,972, -
- A revised employment agreement letter refers to a letter from GM Sumatera-1

Based on evidence of improvements that have been submitted the auditor assessed the Non Conformities in this indicator is stated NOT Comply because there is not enough evidence available:

- Identification of Root cause, corrective actions and preventive actions to anticipate non-conformance to these indicators.
- the implementation of wages that have been set in accordance with the Minimum Regional Wage

Auditor verification July 5, 2017:

- Identification of Root issues, corrective actions and precautions to anticipate non-conformance to these indicators. (Already acceptable to the auditor).
- There is no evidence of wage employment implementation that has been set in accordance with the Minimum Regional Wage

Based on the above, the Non-conformance on this indicator is NOT FULLY (Open).

Auditor verification July 18, 2017:

The certificate holder may show evidence of improvement in the form of:

- payment slip of salary for employees of Brondolan Quotation at AMP 3, Plasma Bukit Sanndiang Tigo, PT KAMU and PT PMJ for May 2017
- An example of calculating the loose fruit pickers Wage Period for May period 2017

Based on the results of the study documents it is known that the company can show evidence that the wages paid for loose fruit pickers been in accordance with the provisions set by the management of the company and the government.

Based on the explanation above, the Non-conformance on this indicator is are CLOSED WITH OBSERVATION.

Verified by : **Moh Arif Yusni**

NCR No.	: 2017.12	Issued by	: Moh. Arif Yusni
Date Issued	: 6 April 2017	Time Limit	: Prior Issued Certificate
NC Grade	: MAJOR	Date of Closing	: 27 July 2017
Standard Ref. & Requirement	: 6.5.2 Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers		
Non-Conformance Description & Evidence observed :			
<p>Company also has collective labour agreement (PKB) between company and labour union which is endorsed by relevang agencies. The collective labour agreement is regulated about company and worker responsibilities, recruitment process, promotion and demotion, work time management, payment system, social insurance, and contract termination.</p> <p>Based on the sample of field visits it is known that:</p> <ol style="list-style-type: none"> 1. In AMP 3 Estate Block 06 and PT PMJ Block 09 found people (not employees) who assist with harvesting activities. The results of the interviews obtained information that the people does not have a working relationship with the company. At the time during audit activity, the certificate holder has shown clarification that the people who assisting the harvesting activity has been above 18 years old and proved by the existence of a statement accompanied by supporting documents in the form of Family Card and ID card. And proof of socialization of the prohibition of bringing child laborers and family members to the work site. 2. At KUD Bukit Sanding Tigo Block 4B were found employees who worked as a looses fuits picker. Based on the result of document review (list of wages and absenteeism) and interviews it is known that the employee has no work agreement with the company. <p>Base on that explanations, the Certificate Holder has not been able to show the evidence that all employees who work have been registered and have a legal working Agreement</p>			
Root Cause Analysis <i>(filled by organization audited):</i>			
Corrective Action <i>(filled by organization audited):</i>			
For the workers of AMP 3 & PMJ :			
<ol style="list-style-type: none"> 1. Providing the warning letter to all employees who brings the unregistered workers 2. Do the re-socialization for all employees of AMP 3 & PMJ regarding to the ban for bringing any other people who are not officially registered at the company. 			
For the Plasma of BST			
<ol style="list-style-type: none"> 1. Do the re-withdrawal for the letter with the reference number 26/KPS-BST-Int/IV/2017 regarding to the work termination for the daily labor of BST Plasma 2. Creating the work agreement to lose fruit bunch worker which have been worked for more than 21 days for the period of 3 months 			
Preventive Action <i>(filled by organization audited):</i>			

1. Socialization to all employees of the management unit regarding the prohibition of bringing other people to work who are not registered in the company.
2. If at any time there will be addition of casual workers, then done by following the requirements and the applicable administration (work agreement). Personal general affair of AMP will issue a letter to the Plasma regarding the acceptance requirements of casual workers
3. Conducting socialization to all administrator of cooperative

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

Verification on 09 June 2017

The certificate holder show the corrective evidence are:

- Socialization of the prohibition of bringing unregistered workers as employees in each of the working locations
- Warning letter and official Statement from employees not to bring unregistered workers

Based on evidence of improvements that have been submitted the auditor assessed the non conformity in this indicator is stated NOT COMPLY because there is not enough evidence available:

- Mechanism to ensure / prevent that there are no employees who take / bring family members to the field
- Clarification from the company on questions arising at the root of the problem, precautions and corrective actions
- Identification of Root cause, corrective actions and preventive actions to anticipate non-conformance to these indicators.

Verification July 05, 2017

In accordance with the response at the root cause, the auditor team has accepted but to ensure the implementation of the field the auditor team recommends to perform VERIFICATION OF MAJOR to ensure its fulfillment.

Auditor team recommendations as of July 18, 2017: FIELD VERIFICATION is necessary to ensure that all corrective actions that have been submitted can be applied appropriately.

Verify July 25, 2017

PT PMJ

Based on the results of field visits and interviews with 6 (six) harvester in Block 19 and 6 (six) of loose fruits pickers in Block 22 it is known that employees have understood that it is not permissible to bring family members who are not / non-members of the family.

AMP3 Estate

Based on the results of field visits and interviews with 3 (three) harvest workers in Block 1 C and with 3 (three) loose fruits pickers in Block 3 it is known that employees have understood that it is not allowed to bring family members who are not / not family members.

Based on the evidence of improvement that has been submitted and the results of field verification then this Non conformity are CLOSED

Verified by : **Moh Arif Yusni**

NCR No.	: 2017.13	Issued by	: Moh. Arif Yusni
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Date Issued :	6 April 2017	Time Limit :	Prior Issued Certificate
NC Grade :	MAJOR	Date of Closing :	27 July 2017
Standard Ref. & Requirement :	6.8.1 The company's policy on equal opportunity and treatment for work shall available and documented.		
<p>Non-Conformance Description & Evidence observed :</p> <p>On the wilmar policy of no deforestation, no land clearing in peat area and no exploitation of people and local communities (5 December 2015) on points three, mentioned if "No exploitation of people and local communities" states that:</p> <ul style="list-style-type: none"> - (v) Occupational health and safety - the company and its suppliers / sub-contractors shall protect employees from the occurrence of occupational hazards (health and safety) which may result in the risk of permanent disability, illness or death - (viii) Salaries - companies and suppliers / sub-contractors must ensure that all employees are paid equal to or exceed the minimum wage set by the government <p>Based on the result of document review, interview and field visit at KUD Bukit Sanding Tigo, PT. KAMU, PT. PMJ, AMP-3 Estate is known that there are still daily employees who work in the operational area of the company. But the Certificate Holder has not been able to show:</p> <ul style="list-style-type: none"> • Evidence that the company has provided appropriate personal protective equipment for daily employees • Evidence that the employee has earned a reasonable daily wage and in accordance with the applicable provisions, • Evidence that daily employees have earned equal rights / protection / in industrial relations. For example the correction action related to the dismissal / non-employment of three Daily worker who work as lose fruits picking workers in KUD BST based on Statement Letter No: 26 / KPS-BST-IntIV / 2017 on April 05, 2017, where the previous employee is do not have the working agreement. 			
<p>Root Cause Analysis <i>(filled by organization audited)</i>:</p> <ul style="list-style-type: none"> - There's no identification and evaluation which is complete due to the hazard potential and the risk of occupational, health and safety from each kind of activity (root cause for the findings in number one) - There's a difference content of daily labor (lose fruit bunch worker) work agreement, especially in the payment system between PT PMJ, KAMU , AMP 3, and village cooperative unit of BST which is mentioned that the determination of wages based on work for a day and based on the result (kg). This matter happened due to the determination of wages along the period of pricing the lose fruit bunch worker who still in the level of calibration and analyze (root cause for the findings in number two) - In the special condition, high production of fresh fruit bunch, plasma of BST is using the lose fruit bunch worker but not following the requirement and administration (needs of worker, job application, evaluation of age, medical test, interview, reception, and the publishing of work agreement). (root cause for the findings in number three) 			
<p>Corrective Action <i>(filled by organization audited)</i>:</p> <ul style="list-style-type: none"> • provide identification of the potential hazards of OHS risk on loose fruits picking activity • Revise matrix PPE by adding activity of loose fruits picking activity according to potential hazard of OHS risk • Provide PPE to brutolan kutib workers in Plasma BST and PT KAMU according to APD matrix • Issued a Top Management decree regarding the payment system of loose fruits picking activity • Preparation of SPK TK BHL kutib brondolan uniform for Region Agam Pasaman in accordance with decision letter • Withdraw letter No. 26 / KPS-BST-Int / IV / 2017 related to termination of Daily Worker in Bukit Sandiang Tigo. 			

- Creating working agreement letter to BHL kutib brondolan who has been working for more than 21 days for 3 consecutive months

Preventive Action *(filled by organization audited):*

- Giving the self protective equipment for lose fruit bunch worker in any other kind of unit
- Do the periodical inspection for the occupational, health and safety for each month for ensuring the using of self protective equipment in the field → create the inspection checklist and inspection work plan
- Every daily labor of lose fruit worker will be provided by the finger system for PT AMP 1 & PMJ and the manual absence for PT AMP 2, AMP 3, PT KAMU, PANP, and plasma by the remarkable information of total work hour and work result.
- If there will be an additional of daily worker, it should be done by following the regular requirement and administrative (work agreement) → PGA AMP will be publishing the letter to plasma due to the requirement of recruiting the daily worker
- Do the socialization for all village cooperative unit (board, field staff, and plasma administration)

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

Verifi Verify June 09, 2017

- Risk identification documents that have taken into consideration aspects for quotation activities of Brondolan
- Document handover of APD for employees of brondolan
- Socialization of employment aspect for Cooperative
- work agreement appointment of casual worker to be a permanent employee
- Letter of cancellation of dismissal or unemployment for dismissed casual worker

Based on corrective evidence of improvements that have been submitted the auditor assessed the discrepancies in this indicator is stated NOT COMPLY because there is not enough evidence available about Identification of Root issues, corrective actions and precautions to anticipate non-conformance to these **indicators**.

Verification July 05, 2017

Associated with the response at the root of the problem, the auditor team has accepted but to ensure the implementation of the field the auditor team recommends to perform VERIFICATION OF MAJOR to ensure its fulfillment.

Verification July 18, 2017:

Responses to the root cause analyziz as well as documentative evidence have been submitted, the auditor team assessed that the Non-conformance to this indicator is stated CLOSED WITH OBSERVATION and will be of concern during the subsequent Surveillance assessment.

Verification on 25 July 2017

PT PMJ

Based on field observation and interview with 6 (six) casual worker of loose fruits picker in Block 22 obtained informations if Employees have used PPE in accordance with risk identification and are regularly allocated every 6 (six) months. Employees also stated that if PPE is damaged due to work it will be replaced by the company after reporting to the Leader (foreman / staff)

AMP3 Estate

Based on field observation and interview with 3 (three) harvester in Block 1 Cand 3 (three) casual worker of loose fruits picker in Block 3 obtained informations if Employees have used PPE in accordance with risk identification and are regularly allocated every 6 (six) months. Employees also stated that if PPE is damaged due to work it will be

replaced by the company after reporting to the Leader (foreman / staff)

KUD Bukit Sandiang Tigo

Based on the results of field visits and interviews with two employees quotation brondolan in Block 4A KUD Bukit Sandiang Tigo obtained information that the relevant has been appointed to permanent worker since May 2017 where previously they are casual workers

Verified by : MOh Arif Yusni

NCR No.	: 2017.14	Issued by	: Sofyan Hadi Lubis
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 7 June 2017
Standard Ref. & Requirement	7.3.1 There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced		
Non-Conformance Description & Evidence observed <i>(filled by auditor)::</i> To ensure that no new plantings in primary forest or HCV areas since November 2005, the Certificate Holder has sent Liability Disclosure and LUCA PT AMP and PMJ to RSPO Compensation and was received on January 26, 2017. However, the Certificate holder has not been able to show evidence of Liability Disclosure for PT KAMU and PT PANP and Land Use Change Analysis (LUCA) already sent and received (PASS) from RSPO Compensation Panel (rspocompensation@rspo.org).			
Root Cause Analysis <i>(filled by organization audited):</i> As the issue of compensation is still relatively new, the sustainability department's personnel have not fully understood the scope of the supply chain object that must undergo this reporting process (including with reporting obligations for external parties tied to the core company of Wilmar).			
Corrective Action <i>(filled by organization audited):</i> Creating a reporting obligation to the RSPO compensation to the panel on the PT KAMU and PT PANP			
Preventive Action <i>(filled by organization audited):</i> Create an understanding training on LUCA and RACP to a sustainability department team that includes representatives from the agam-pasaman region			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> <u>Verification Auditor, 07 Juni 2017</u> The certificate holder has shown evidence of improvement to NCR No. 2017.14 in the form of:			

- Evidence of Submission Liability Disclosure and LUCA PT KAMU and PANP to RSPO Compensation by email on May 30, 2017. Sighted: Attachment Annex 2, Annex 5, Doc. Methodology and LUCC Reporting Checklist Table PT KAMU and PANP.
- Evidence of email reply from RSPO Compensation by email dated 07 June 2017 against Submission Liability Disclosure and LUCA PT KAMU and PANP. The Submission Liability Disclosure and LUCA results by RSPO will be observed in the next audit.
- Evidence of understanding training on LUCA and RACP to the sustainability department team. Sighted: List of attendance and photo of training activities.

Based on the above description, the Non-conformance on this indicator is CLOSED WITH OBSERVATION, and will be verified when the next assessment relates to the presence / absence of compensation and evidence received by Concept Note by RSPO Compensation Panel.

Verified by : **Sofyan Hadi Lubis**

NCR No.	: 2017.15	Issued by	: Yudwi Wisnu Rahmanto
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: Major	Date of Closing	: 9 June 2017
Standard Ref. & Requirement	8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
Non-Conformance Description & Evidence observed : Based on a summary of the results of the non-conformities identified during the first cycle of the RSPO assessment (Stage 2 - ASA 4), the auditor team assessed that there was a continuous improvement commitment that had not yet been fully implemented in relation to the recurrence of nonconformities in the second cycle re-certification activity this. As : <ul style="list-style-type: none"> • Implementation of occupational safety and health policies. It is not in accordance with guidance on criterion 4.7: Oil palm growers and millers should ensure that their workplaces, machinery, equipment, transportation and processes under their control are always safe and harmless to health. Planters and millers should ensure that chemical, physical, and biological substances and things under their control do not endanger health excessively, and take action where necessary. All of these indicators apply to all workers, regardless of their status. • Accumulation of insufficient evidence of implementation for management pursuant to criterion 2.2; Criterion 6.1; Criteria 8.1 and SCCS. 			
Root Cause Analysis <i>(filled by organization audited):</i> <ol style="list-style-type: none"> 1. Inconsistencies in the application of PRO-GEN-004 (Corrective and preventive action) 2. PRO-GEN-004 does not clearly state the PIC that will evaluate the effectiveness of corrective and corrective actions from internal or external audit results 			
Corrective Action <i>(filled by organization audited):</i> <ol style="list-style-type: none"> 1. Revised PRO-GEN-004 to establish the PIC in charge of the evaluation 2. Create an evaluation schedule in conjunction with when creating an internal audit schedule 			
Preventive Action <i>(filled by organization audited):</i>			

Socializing PRO-GEN-004 to the responsible PIC

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

Verification May 23, 2017:

The certificate holder has addressed the corrective evidence in the form of revised corrective and Prevention Procedures Procedures (PRO-GEN-004, Rev.05, May 8, 2017) and Annual Internal Audit Period for various sustainable certification schemes on AMP POM's supply bases . In the revision of the procedure there is a change to the executing party to ensure the effectiveness of the improvement is done on target.

Based on the corrective evidence that has been addressed, the non conformity not fully closed

Verification June 6, 2017:

Evidence of additional corrective evidence in the form of socialization revised procedure PRO-GEN-004, Rev.05, dated May 8, 2017 to the responsible person. Dissemination Socialization of Risk Identification Aspects K3, Employment and Action Improvement was conducted on May 31, 2017 by the relevant PIC.

Based on the corrective evidence that has been addressed, the non conformity are CLOSED WITH OBSERVATION and will be verified again at the next assessment.

Verified by : **Yudwi Wisnu Rahmanto**

NCR No.	: 2017.16	Issued by	: Y. Wisnu Rahmanto
Date Issued	: 6 April 2017	Time Limit	: Prior issued certificate
NC Grade	: MAJOR	Date of Closing	: 06 July 2017
Standard Ref. & Requirement	<p>RSPO SCCS Requirements, November 2014 (Module E: CPO Mills – Mass Balance)</p> <p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard. 		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
<p>AMP POM has list of FFB's suppliers (certified and non-certified sources). Based on sample visit at Weighbridge Station, auditor has interviewed with the WB operator. It was found that the WB operator have not yet explained in well regarding the differences of FFB's Delivery Notes from certified nor non-certified sources.</p> <p>While, in the FFB's Receiving Procedure (SOP-MILL-026) explained that WB operator must be ensuring the FFB's sources entering the mill. According to this case, the Certificate Holder has not complied with this requirement.</p>			

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

Three (3) weighbridge operator have not received formal training in understanding of FFB Reception procedure

Corrective Action *(filled by organization audited):*

1. Conducted in house training for three weighbridge operator about the understanding of FFB Reception procedure
2. Simulation of training results in field implementation, the simulation conducted in the form of checklist and questioner

Preventive Action *(filled by organization audited):*

Conduct evaluation of training results within 2 to 3 months after training

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

Auditor verification June 8, 2017:

The certificate holder has sent the corrective evidence on May 31, 2017 in the form of socialization of supply chain procedure (SOP-MILL-026) and conducting In House Training to three weightbridge operators and Person In Charge Supply Chain AMP POM dated May 19, 2017. But the certificate holder has not shown enough evidence Tools in simulation, to ensure the effectiveness of the training.

Based on the corrective evidence that has been addressed, the non conformity not fully closed

Auditor verification 5, 2017:

The certificate holder sends additional evidence in the form of tools to simulate the understanding of SCCS training that has been implemented. The evidence is among others "Checklist Implementation on Socialization of SOP-MILL-26 on FFB Receipt in MCC AMP" for 3 operators Scales.

Based on the corrective evidence that has been addressed, the non conformity are CLOSED WITH OBSERVATION and will be verified again at the next assessment.

Verified by : **Yudwi Wisnu Rahmanto**

3.5.2 Opportunity for Improvement

No	Ref Std	Descriptions
1	2.2.2	<p>Maintenance of Boundary</p> <p>The certificate holder has performed the maintenance of the boundary mark in each management unit according to the procedures owned and responsible officers. Evaluation of the effectiveness of borderline maintenance activities including maintenance of access should be considered in a boundary monitoring plan.</p>
2	4.1.1	<p>Implementation of Harvesting Procedure</p> <p>Based on a review of the harvesting interval document of the AMP 3 Estate period January to March 2017, there was an increase in harvesting intervals up to 25 days in February, and gradually decreased by 15 days at the end of March. Interviews with management, this case is due to flooding for two weeks in early February due to overflow of the River Right. Field observation on the harvesting activity in Block 6 A, it is known that there are many over rip FFB in harvesting platform.</p> <p>Management has made an effort by increasing the harvester output, and increasing loose fruits collector. In addition, management has demonstrated water management plans prior to replanting on peat areas, by implementing field drain with a ratio of one drain for 4 rows of plants. It aims to accelerate the discharge of water from blocks during the rainy season or during floods from the Masang Kanan River.</p> <p>This becomes an opportunity for improvement for the certificate holder, related to monitoring of the optimum standard determined (8-10 days).</p>
3	4.3.4	<p>Water Management on Peat Soil Area</p> <p>Based on report of Semi Detil Soil Survey, is known peat soils in AMP 3 Estate covering 1,780 ha area (55 %) and in PT PMJ covering 1,395 ha area (98 %). Identification has been done by mapping the peat area, the depth of peat, and waterflow direction in collection drain. Based on these maps, certificate holder has been implemented such as installing and mapping bund off and water level meters in the downstream of collection drain, as well as subsidence stakes in accordance with the peat depth.</p> <p>Review of weekly water level monitoring, it is known that the water level in collection drain has been in accordance with existing procedures (50-70 cm). Moreover semesterly peat subsidence monitoring, it is known that the average subsidency since the first observation in 2010 is <2 cm per year. However based on observation in AMP 3 Estate and PMJ, it is known that the water level of the collection drain in the upstream has not been identified certainty, while visually is quite varied because there is no water level meter.</p> <p>This is an opportunity for improvement related to the representation of water level monitoring on upstream of collection drain. As well as further identification related to the adequacy of bund off on collection drain.</p>

3.5.3 Noteworthy Positive Components

No	Descriptions
1	Achieved ISCC and ISPO certificates
2	The same treatment policy towards HIV sufferers for job opportunities
3	Teamwork cooperative during the audit activity
4	GHG mitigation efforts in the form of methane capture development progress.

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

	<p align="center">Issue from Public (Agency/ NGO / Community)</p>	<p align="center">Auditor Verification</p>
<p>1.</p>	<p>Environmental Agency, Pasaman Barat Regency</p> <ul style="list-style-type: none"> • PT PANP and PT PMJ has environmental documents (DPPL) approved by relevant agency (Government District of PASBAR) • PT PANP and PT PMJ has hazardous waste storage licensed by relevant agency (Government District of PASBAR) • PT PANP and PT PMJ routinely reported the management of hazardous waste to Environment Agency in the form of balance sheet and manifest documents. • PT PANP and PT PMJ may use hazardous waste for other purposes except for domestic but shall recorded in balance sheet and logbook document and then reported to Environment Agency. • PT PANP and PT PMJ do not performed chemical applications on river border. • PT PANP and PT PMJ routinely submit RKL / RPL implementation reports. • There are no land application activities in PT PANP and PT PMJ. 	<ul style="list-style-type: none"> • PT PANP and PT PMJ has environmental document (DPPL, 2009) approved by relevant agency. It was in accordance with the indicators 5.1.1 • PT PANP and PT PMJ has licensed of hazardous waste storage (TPS LB3) which has been approved by local government. It was in accordance with the indicators 2.1.2 and 4.6.6 • PT PANP and PT PMJ routinely reported the management of hazardous waste to Environment Agency in the form of balance sheet and manifest documents. It was in accordance with the indicators 4.6.6; 5.3.3. • There was not found use of ex pesticide container for other purposes such as bins, flower pots and water containers. It was in accordance with the indicators 5.3.2. • Based on field visits the auditor found an indication of the spraying application activity in ditch area Block 2A AMP-1 Estate (NCR No.2017.03 with Major Category). It was not in accordance with the indicators 4.4.2 • RKL / RPL implementation reports routinely submit to Environmental Agency. It was in accordance with the indicators 5.1.2; 5.1.3 • There are no land application activities in PT PANP and PT PMJ. It was in accordance with the indicators 2.1.2; 4.4.3
<p>2.</p>	<p>Environmental Agency of Agam Regency</p>	

	Issue from Public (Agency/ NGO / Community)	Auditor Verification
	<ul style="list-style-type: none"> PT AMP, PT KAMU, Cooperatives of TTK and BST have environmental documents and permit of temporary hazardous waste warehouse, as well as POME land application. Environment document of PT AMP is still the addendum process of adding replanting scope. PT AMP and PT KAMU routinely submit RKL / RPL implementation reports. There is no issue related to environmental pollution 	<p>The environment documents and permits, RKL/RPL reports, as well as issue of environmental pollution have been verified in the criteria 5.1 and 5.3</p>
3.	<p>Labor Agency, Pasaman Barat Regency</p> <ul style="list-style-type: none"> The wages have been paid in accordance with the relevant government (UMP IDR. 1,949,000 per month). The company has provided housing complex, water, electricity, masques, and clinic facilities to workers. All workers have registered with the program Social Security Administration Bodies (BPJS). The company have Guiding Committee of Occupation Safety and Health organization (P2K3) approved by relevant government and regularly has submit reports to Labor Agency in PASBAR District. The company has Collective Labor Agreement (PKB) approved by Labor Agency in PASBAR District. The company has Workers Union in each unit. There was no accident at the company There was no child laborers under age at the company There was no foreign workers at the company There was no labor discrimination at the company 	<ul style="list-style-type: none"> It was in accordance with the indicators 6.1.5 It was in accordance with the indicators 6.5.3 It was in accordance with the indicators 4.7.6 It was in accordance with the indicators 2.1.1; 4.7.1; 4.7.3; 4.7.4; 4.7.5 It was in accordance with the indicators 6.5.2; 6.6.1; 6.8.3 It was in accordance with the indicators 6.6.1 There was no accident at the companies. It was in accordance with the indicators 4.7.2;4.7.7 There was no child laborers under age at the companies. It was in accordance with the indicators 6.7.1 There was no foreign workers at the companies. It was in accordance with the indicators 6.12.1 There was no labor discrimination at the companies. It was in accordance with the indicators 6.8.2
4.	<p>Labor Agency, Agam Regency</p> <p>Certificate holder has implemented minimum wage of 2017. The worker provided housing, water, electricity, religion and sport facilities. The workers have been registered in personal insurance (BPJS). There was no issue related to fatality accident, forced labor, child labor, and discrimination in the company area.</p>	<p>No issues were obtained from the agency. The auditors has verified in the criteria 6.5, 6.6., 6.8, 6.12</p>

	Issue from Public (Agency/ NGO / Community)	Auditor Verification
5.	<p>National Land Agency, Pasaman Barat Regency</p> <ul style="list-style-type: none"> - The company has land use title (HGU). Obtaining the HGU has passed the requirement of HGU application requested by BPN, such as: place business permit, plantation business permit, letter of approval from head village (WALINAGARI), release of land rights letter from local community (NINIAK MAMAK), release of forest area from Ministry if the requested land comes from Forest Area. - Until now there are no reports from stakeholders coming to the National Agency related to land disputes. - The company has not submitted reports related to HGU utilization or HGU progress to the National Agency periodically. 	It was in accordance with the Criterion 2.2; 2.3; 7.6
6.	<p>National Land Agency, Agam Regency</p> <p>Certificate holder has had land use title (HGU). Obtaining the HGU has passed the requirement of HGU application requested by BPN, such as: place business permit, plantation business permit, letter of approval from head village (WALINAGARI), release of land rights letter from local community (NINIAK MAMAK), release of forest area from Ministry if the requested land comes from Forest Area.</p> <p>Until now there are no reports from stakeholders and certificate holder to the National Land Agency related to land disputes.</p>	Auditors has verified and it is accordance with the Criterion 2.2; 2.3; 7.6
7.	<p>Plantations Agency, Pasaman Barat Regency</p> <p>The auditor has conducted direct visits to the Plantation Agency in PASBAR District for interviews, but there were no respondents available at the time.</p>	No need to respond because auditor did not meet with plantation representative.
8.	<p>Plantations Agency, Agam Regency</p> <p>There is an issue that FFB pricing is not transparent. Certificate holder are quite closed with agencies, the respond of information request is long enough.</p>	Auditors has verified and it is accordance with the Criterion 1.1, 1.2 and 6.10

	Issue from Public (Agency/ NGO / Community)	Auditor Verification
	There is no issue about land fires.	
9.	<p>Worker Union and Employee Cooperative (Head of SPSI and Head of Cooperative)</p> <ul style="list-style-type: none"> • Total members who have been registered to date are 1,953 people, consisting of estate, mill and casual workers • The Collective Labor Agreement (PKB) is currently under discussion, so that the CLA documents that expire in December 2016 are agreed upon until the issuance of new CLA documents. • Fulfillment of employees' rights refers to Collective Labor Agreements (CLAs) and Company Regulations • Current cooperative activities are the provision of daily necessities for employees • If there is an employee complaint, it will be facilitated by the union and then forwarded to the Personal General Affair • Corporate policies are socialized through information boards in office and residential areas as well as in the morning circle • With regard to environmental aspects, it has been socialized to workers about waste management and its burning ban. Similarly, it has been conveyed to the workers about the prohibition of capturing and maintaining protected animals • There are no issues of labor disputes • The Company has provided facilities for Trade Unions, among others: a room for board meetings, transportation assistance when competing outside the plantation location. 	<p>Auditors has verified and it is accordance with the Criterion 6.6.</p> <p>There was no significant issue related to conflict among company with the workers</p>
10	<p>Gender Committee (Chief & Vice)</p> <ul style="list-style-type: none"> • The Gender Committee is tasked with handling in case of special complaints from women, such as domestic violence and so on. In addition it also served in socializing about the rights of women and ways to avoid sexual violence. • The Gender Committee has an Organizational Structure with a core management consisting of: Chairman, Deputy, Secretary and Treasurer 	<p>Auditors has verified and it is accordance with the Criterion 6.9</p>

	<p align="center">Issue from Public (Agency/ NGO / Community)</p>	<p align="center">Auditor Verification</p>
	<ul style="list-style-type: none"> • Some activities that have been undertaken by the Gender Committee include: • Socialization to employees about women's rights • Ways of aspiration • The race between mothers (cooking and traditional dress) on Mother's Day celebrations • Until now there have been no reports of cases of sexual harassment and violence against women. 	
<p>11</p>	<p>Local Contractor</p> <ul style="list-style-type: none"> • Began to work with PT AMP in 2010 • All jobs have an Employment Agreement (SPK) prior to commencement of work • Prior to the signing of the Work Agreement Letter, the contractor is given the opportunity to read the document • Some activities that have been done in PT AMP area are: <ul style="list-style-type: none"> - Empty Fruit Bunch Application (EFB) - Harvesting Palm Circle - Painting of school buildings - Constructing Workers Housing - Developed of harvesting bridge • The company offers work to local contractors through a tender offer system. • Requirements for local contractors to work with PT AMP, among others: have a Company Establishment Certificate, have permits in accordance with applicable requirements and contractor workers are willing to follow the terms of PT AMP, for example in the use of PPE • Provision of PPE to local contractor workers is the responsibility of the contractor, including the payment of BPJS • Contractor workers, usually included at the time of socialization of the use of PPE • Payments from PT AMP to local contractors have been made on time, in accordance with the Work Agreement clause • PT AMP usually evaluates the final results of the contractor's work prior to payment 	<p>Auditors has verified and it is accordance with the Criterion 6.10</p> <p>The payment process to local contractor was carryout consistently every month based on clause in contract.</p> <p>There was no significant complaint from the local contractor related to transparency of contract and payment mechanism</p>

	Issue from Public (Agency/ NGO / Community)	Auditor Verification
12	<p>Jorong Labuhan dan Jorong Subang-Subang (Kepala Jorong dan Tokoh Adat/Datuk)</p> <ul style="list-style-type: none"> • Prior land clearing, the company has conducted socialization to the surrounding community • • Currently, there is a group of Plasma Farmers "Lembah Subur" whose members include Jorong Labuhan and Subang-Subang. The total current membership is 300 people with 356 Ha of plantation area • • The impact of opening the plantation, among others; Opening of road access and employment opportunities for surrounding communities • • Some of the assistance that has been provided by the company, among others: <ul style="list-style-type: none"> • - Funding for mosque construction • - Funding for youth activities in the village • - Heavy equipment aid for road works • • Development of plasma farmers: <ul style="list-style-type: none"> • - Provision of fertilizer • - Provision of seeds (part of the agreement) and FFB farmers will be supplied to AMP POM • • FFB from plasma farmers is purchased in accordance with the price standards established by the Provincial Plantation Office and the manager of the KUD and the cooperative manager will always seek information related to the set price. • • The company has previously advocated the prohibition on the burning of land and also did not hunt wild animals in the area of oil palm plantations • • Requests for assistance to companies are made by submitting a request proposal 	<p>Auditors has verified and it is accordance with the Criterion 6.2; 6.3 and 6.11</p> <p>There was no significant issues related to conflict among company with related parties</p> <p>There was no significant complain by the parties related to mill an plantation operation</p> <p>The company was giving several aid to community surround (i.e. road maintenance and aid for public facility)</p>
13	<p>Head of Worker Union AMP POM unit</p> <ul style="list-style-type: none"> • • The number of members of Trade Unions in the current AMP POM unit is 192 persons • • Collective Labor Agreement (PKB) is currently under discussion, so that the CLA documents that have expired in December 2016 are agreed upon until the issuance of new CLA documents. 	<p>Auditors has verified and it is accordance with the Criterion 6.6</p> <p>There was no significant issue related to conflict among company with the workers</p>

	Issue from Public (Agency/ NGO / Community)	Auditor Verification
	<ul style="list-style-type: none"> • • The Company has provided facilities for Trade Unions, for example the use of the room at the meeting between the board • • Until now there are no cases of labor disputes between factory management and workers • • The company has socialized to employees about company policies and procedures • • The company has provided suggestion boxes for channeling employee aspirations • • The company has provided PPE for the workers, consisting of (Shoes, helmets, masks). Replacement of PPE is done every 6 months. • • Routine health checks are conducted annually for workers 	
14	<p>FFB supplier (Non Smallholder scheme)</p> <ul style="list-style-type: none"> • • Started in cooperation with PT AMP since 2000 • • The main requirements of FFB suppliers to AMP POM include: <ul style="list-style-type: none"> • - Following the company's SOP in terms of FFB criteria • - Manpower (TBS trucking driver must have driving license and APD equipment in the form of helmet and shoes) • • Contract of work of the supplier of FFB to AMP POM by non-plasma farmers is with PT Siak Prima Sakti as the recipient of TBS from the peroranan farmer who supplied to AMP POM • • FFB prices are usually confirmed by the company and can also be seen on the notice board in the factory area • • FFBs from non-plasma farmers will be separated separately with FFBs from Plasma Farmers and core gardens. • • Payment to the supplier is made on time in accordance with the agreement • • Assistance that has been given by the company to non-plasma farmers, among others: <ul style="list-style-type: none"> • - Socialization on the cultivation of palms (care and harvest) conducted by the team from the garden of PT AMP - - EFB and solid support for fertilizer in farmers' garden 	<p>Auditors has verified and it is accordance with the Criterion 6.10</p> <p>The payment process to FFB supplier was carryout consistently every month based on clause in contract.</p> <p>There was no significant complaint from the FFB supplier related to transparency of contract, FFB price and payment mechanism</p>
15	<p>CV Cahaya Asia Negeri (Local contractor)</p>	<p>Auditors has verified and it is accordance with the Criterion 6.10</p>

	Issue from Public (Agency/ NGO / Community)	Auditor Verification
	<ul style="list-style-type: none"> • • Beginning in cooperation with PT PMJ is in 2016 in repair and construction work of facilities, for example the manufacture of fertilizer warehouses and repair and construction of employee housing • • There is a cooperation contract signed by both parties prior to commencement of employment • • Contractors are required to provide PPE to their workers • • The final outcome of the local contractor's work will be evaluated before it is fully paid by PT PMJ • • Payments are classified as current and done according to the terms specified in the employment contract 	<p>The payment process to local contractor was carryout consistently every month based on clause in contract.</p> <p>There was no significant complaint from the local contractor related to transparency of contract and payment mechanism</p>
16	<p>Worker Union, Gender Committee and Cooperative of PT PMJ unit (Ketua SPSI, Ketua Komite Gender, Pengurus Koperasi)</p> <ul style="list-style-type: none"> • • The company has provided housing and other supporting facilities such as Daycare for the workers • • There are also bus facilities for pickup students from PT PMJ who attend school in the nearest village • • The Company has provided school funding for outstanding employee children, consisting of: 500,000 per semester for Elementary School level, 750,000 to Junior High School level and 1,000,000 for senior high school level. • • A Gender Committee has been established which has been equipped with a board structure • • Until now there have been no reports of cases of sexual violence and violations of the rights of women workers 	<p>Auditors has verified and it is accordance with the Criterion 6.6 and 6.9</p> <p>There was no significant issue related to conflict among company with the workers</p> <p>There was no issues related to woman sexual harassment or abuse</p>
17	<p>Jorong Ampe Koto dan Jorong Wonosari (Kepala Jorong, Tokoh Adat dan Guru Sekolah SD & TK)</p> <ul style="list-style-type: none"> • • The opening of the PMJ plantation was conducted in 1996 • • The positive impact of opening a garden is the opening of jobs for the surrounding community • • Initially, land transfer from Ninik Mamak to the Local Government was administered by PT PMJ with a comparison system of 60% of land for core plantation and 40% of land for smallholdings. • • Currently, DASTRA KUD has been established which accommodates four jorong (Ampe Koto, Wonosari, Mandiangin and Sumber Agung) 	<p>Auditors has verified and it is accordance with the Criterion 6.2; 6.3 and 6.11</p> <p>There was no significant issues related to conflict among company with related parties</p> <p>There was no significant complain by the parties related to mill an plantation operation</p> <p>The company was giving several aid to community surround (i.e. road</p>

	<p align="center">Issue from Public (Agency/ NGO / Community)</p>	<p align="center">Auditor Verification</p>
	<ul style="list-style-type: none"> • • Current land issues are caused by ignorance by current generations of preliminary contracting processes, where the process of handover of land and plasma programs already undertaken has been agreed by the Adat Heads in the past. • • PT PMJ has appointed Public Relations staff to communicate with the village government and surrounding communities • • PT PMJ has provided assistance in the form of funds for the payment of 1 kindergarten teacher and 3 elementary teachers 	<p>maintenance and aid for public facility)</p>
<p>18</p>	<p>KUD DASTRA (FFB Transporter of PT PMJ) (Dewan Pembina, Bendahara, Sekretaris dan Staf)</p> <ul style="list-style-type: none"> • • There is a Work Agreement Letter for FFB transport service between KUD Dastra and PT PMJ • • There are 16 truck fleets currently used for FFB transport from the PMJ plantation • • KUD Dastra party is obliged to provide APD (Shoes and Helmets) for FFB transport operators • • The payment value for FFB transport is always adjusted to the price of Fuel Oil • • PT PMJ has provided guidance to Koperasi Dastra management about the management of cooperative management 	<p>Auditors has verified and it is accordance with the Criterion 6.10</p> <p>The payment process to local contractor was carryout consistently every month based on clause in contract.</p> <p>There was no significant complaint from the local contractor related to transparency of contract and payment mechanism</p>
<p>19</p>	<p>Jorong Kajai Pisik dan Sungai Jaring – PT KAMU (Kepala Jorong, Ketua Adat & Perwakilan Warga Masyarakat)</p> <ul style="list-style-type: none"> • • The land managed by PT KAMU at present, is erfacht land • • PT KAMU started to manage the plantation since 1998, after previously conducted a socialization process and anti-loss to the land managed by the community. PT KAMU's Hak Hak Guna Usaha was issued in 1990 • • Currently there is still a garden area of PT KAMU which is used as garden and house area. To this matter, during this time there is no conflict between the company and the citizens. The company has approached the citizens if they are willing to be compensated. • • The company has provided some assistance to the surrounding villages, including: • - Assistance for renovation of Mosque in Jorong River Parit 	<p>Auditors has verified and it is accordance with the Criterion 6.2; 6.3 and 6.11</p> <p>There was no significant issues related to conflict among company with related parties</p> <p>There was no significant complain by the parties related to mill an plantation operation</p> <p>The company was giving several aid to community surround (i.e. road maintenance and aid for public facility)</p>

	<p align="center">Issue from Public (Agency/ NGO / Community)</p>	<p align="center">Auditor Verification</p>
	<ul style="list-style-type: none"> • - Heavy equipment aid for road construction in the village • • The company has posted signs on the garden area, among other things: the ban on burning and hunting wild animals • • There has never been any discussion of social program plans by the company with the surrounding villagers • • The company has never informed the village government and the surrounding community about the employment opportunities that are owned by PT KAMU 	
<p>20</p>	<p>Worker Union, Gender Committee and Cooperative of PT KAMU (Ketua Serikat Pekerja, Ketua Komite Gender & Ketua Koperasi Karyawan)</p> <ul style="list-style-type: none"> • • PT KAMU Employee Union is a branch of SPSI PT AMP • • The Company has fulfilled the workers' leave rights, consisting of: <ul style="list-style-type: none"> • - Leave 3 Months for women who give birth • - Two days of marriage leave and benefits from the company (Rp 1,000,000 for employees of group 2 to 4 and Rp.1,500,000 for employees of group 5 and above) • - Menstruation leave for women (in accordance with Certificate or Recommendation from Clinical Doctor) • - One day leave for child circumcision • - Leave 2 days if there are family members who died or adjusted to the condition (distance) • • There is also a shuttle bus for students who attend school in the surrounding villages • • The company has provided BPJS for employees • • Workers Union executives hold regular meetings 4 times a year (internal) and 2 times a year with the management company • • A gender committee has been established to socialize the rights of women and the prevention of violence and sexual harassment of women workers • • Until now there have been no cases of violation or violence against women workers 	<p>Auditors has verified and it is accordance with the Criterion 6.6 and 6.9</p> <p>There was no significant issue related to conflict among company with the workers</p> <p>There was no issues related to woman sexual harassment or abuse</p>

	Issue from Public (Agency/ NGO / Community)	Auditor Verification
	<ul style="list-style-type: none"> • Established an Employee Cooperative engaged in Savings and Loans (Credit) business for employees. Membership of employee cooperatives is voluntary 	
21	<p>Local NGO TOPAN RI (Tim Operasional Penyelamatan Aset Negara Rep. Indonesia)</p> <ul style="list-style-type: none"> - Land status of the company is almost expired and replanting activity was commenced, then how the land status ? returned back to traditional rights/hak ulayat or state? - How the status of Worker union organization? Is it independently created or structured by the employees? - Regarding of oil palm that has been planted in buffer zone area, is there any information where is the FFB production made transparently? - For the last 4 years, there is no more communication officer. - Sampling point for emission analysis did not taken in surrounding communities, why? 	<ul style="list-style-type: none"> - Legal status has been verified and added in the report. - Worker union organization structure has been verified with the management representative. - During field observation, there was no found that oil plam planted by the company within buffer zone. - Certificate holder has communication officer. - This case has been cleared and explained by the company.

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Formal Sign-off of Assessment Findings

Hereunder sign by management representative from inspected company and audit team to acknowledge a field assessment and agree for all content explained in this assessment report, included of nonconformities issues.

Signed on behalf of:

**PT AMP Plantations
Sustainability Controller Wilmar Group**



SIMON SIBURAT
Thursday, 27 July 2017

**Mutuagung Lestari
Lead Auditor**



YUDWI WISNU RAHMANTO
Thursday, 27 July 2017

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

No	Institution/NGO/ Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Environmental Agency, PASBAR Regency	PASBAR Regency		Interview	30 March 2017	✓	
2	Labor Agency, PASBAR Regency	PASBAR Regency		Interview	30 March 2017	✓	
3	National Land Agency, PASBAR Regency	PASBAR Regency		Interview	30 March 2017	✓	
4	Plantations Agency, PASBAR Regency.	PASBAR Regency		Interview	30 March 2017		✓
5	Environmental Agency, Agam Regency	Agam Regency		Interview	30 March 2017	✓	
6	Labor Agency, Agam Regency	Agam Regency		Interview	30 March 2017	✓	
7	National Land Agency, Agam Regency	Agam Regency		Interview	30 March 2017	✓	
8	Plantations Agency, Agam Regency.	Agam Regency		Interview	30 March 2017	✓	
9	Workers Union and Cooperative PT AMP	Agam Regency		Interview	30 March 2017	✓	
10	Gender Committee (Chief & Vice Chief)	Agam Regency		Interview	30 March 2017	✓	
11	CV Purnama Sari	Agam Regency		Interview	30 March 2017	✓	
12	Chief of Workers Union AMP POM	Agam Regency		Interview	30 March 2017	✓	
13	Jorong Labuhan dan Jorong Subang-Subang (Kepala Jorong dan Tokoh Adat/Datuk)	Agam Regency		Interview	31 March 2017	✓	
14	FFB Supplier (Non Smallholder)	Agam Regency		Interview	1 April 2017	✓	
15	CV Cahaya Asia Negeri (Local Contractor)	PASBAR Regency		Interview	3 April 2017	✓	
16	Workers Union and Cooperative PT PMJ	PASBAR Regency		Interview	3 April 2017	✓	

17	Sub-villages (Jorong Ampe Koto and Jorong Wonosari) (Chief Jorong, Customary Leader and Teacher)	PASBAR Regency		Interview	3 April 2017	✓	
18	KUD DASTRA (Partnership of FFB Transportation with smallholders cooperative and PT PMJ)	PASBAR Regency		Interview	3 April 2017	✓	
15	Sub-villages (Jorong Kajai Pisik and Sungai Jaring – PT KAMU) (Chief Jorong, Customary Leader and Communities Representative)	PASBAR Regency		Interview	5 April 2017	✓	
16	Worker Union, Gender Committee & Worker Cooperative PT KAMU	PASBAR Regency		Interview	5 April 2017	✓	

Appendix 2. Assessment Program			
DATE		29 March 2017 - 7 April 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Wednesday, 29 March 2017			
06.00 - 08.00 08.30 - 12.00	06.00 - 08.00 08.30 - 12.00	JAKARTA → PADANG PADANG → PT AMP PLANTATION	• YWR / OR / MAY / AFS / SHL
12.00 - 14.00	12.00 - 14.00	BREAK	
14.00 - 15.00	14.00 - 15.00	<ul style="list-style-type: none"> • Opening meeting <ul style="list-style-type: none"> - Presentasi Auditee (Perkenalan PIC, Profil Perusahaan) // <i>Auditee Speech (Introduction of PIC, Profile of Certified Management Unit)</i> - Presentasi Tim Auditor (Perkenalan, Penjelasan Tujuan Audit, Ruang Lingkup Audit, Pembahasan Rencana Audit, Penentuan Sampel Audit, Penyampaian Transparansi dan Kerahasiaan) // <i>Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)</i> 	• YWR / OR / MAY / AFS / SHL
15.00 - 17.00	15.00 - 17.00	<ul style="list-style-type: none"> • Document Review: <ul style="list-style-type: none"> - Review hasil temuan penilaian sebelumnya (ASA-4) // <i>Review of previous findings (ASA-4)</i> - Verifikasi Informasi Dasar (PKS dan Kebun) // <i>Verification of Basic Information Mill and Estate</i> - Klarifikasi Time Bound Plan // <i>Confirmation of Time Bound Plan</i> - Verifikasi Partial Certification // <i>Review of Partial Certification</i> 	• YWR / OR / MAY / AFS / SHL
Thursday, 30 March 2017			
08.00 - 12.00	08.00 - 12.00	Stakeholders Meeting and Consultation: <ul style="list-style-type: none"> • Konsultasi Publik ke Intansi terkait di Kabupaten Pasaman Barat // <i>Stakeholders consultation to related agencies in Pasaman Barat Regency</i> • Konsultasi Publik ke Intansi terkait di Kabupaten Agam // <i>Stakeholders consultation to related agencies in Agam Regency</i> • Konsultasi internal stakeholder (Serikat Pekerja, Koperasi Karyawan, Komite Gender) // <i>Internal stakeholder consultation (Worker Union, Employees Cooperative, Gender Committee)</i> 	<ul style="list-style-type: none"> • SHL • AFS • ORN
08.00 - 12.00	08.00 - 12.00	<ul style="list-style-type: none"> • Verifikasi dokumen terkait aspek Legalitas, K3 & Lingkungan untuk seluruh ruang lingkup sertifikasi // <i>Documents verifications related Legal, OHS and enviromental aspect of all scope certifications</i> 	• YWR / MAY
12.00 - 14.00	12.00 - 14.00	LUNCH BREAK	
14.00 - 17.00	14.00 - 17.00	<ul style="list-style-type: none"> • Field Observation AMP POM <ul style="list-style-type: none"> - Alur Rantai Pasok / Supply Chain (Penerimaan TBS, Penimbangan TBS, Sortasi TBS, Observasi Proses Pengolahan, Despatch CPO) // <i>Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO)</i> - Aspek Keselamatan dan Kesehatan (Inspeksi Gudang Bahan Kimia, Gudang Limbah B3, Workshop, Simulasi Fasilitas Pengendali Kebakaran, Pengelolaan Limbah Pabrik / IPAL) // <i>Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond)</i> 	<ul style="list-style-type: none"> • YWR / MAY / ORN • YWR / MAY / ORN

DATE		29 March 2017 - 7 April 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Friday, 31 March 2017			
08.00 - 12.00	08.00 - 12.00	<ul style="list-style-type: none"> • Implementasi Aspek Legal (Legalitas Kepemilikan Lahan, Tata Batas); Area HCV; Area Garapan - tentative // <i>Implementation of Legal Aspect (Land Ownership, Legal Boundaries); HCV Area; Occupied Land – tentatively</i> - Konsultasi Stakeholder ke Desa / komunitas lokal di Sekitar Perkebunan // <i>Stakeholder consultation to surrounding villages / local communities</i> <ul style="list-style-type: none"> - Implementasi Aspek Sosial (Komunikasi dan Transparansi, Prosedur dan Mekanisme Keluhan) // <i>Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance)</i> • Field Observation to AMP 3 Estate Aspek yang akan diverifikasi // <i>Aspect to be verified :</i> <ul style="list-style-type: none"> - Implementasi Aspek Agronomi (Panen & Transportasi, Pemupukan, Aplikasi Pestisida, Perawatan Jalan, Monitoring Pengendali Hayati, Aplikasi Janjang Kosong) // <i>Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</i> - Implementasi Aspek Lingkungan, Konservasi dan Pengelolaan Limbah (Inspeksi Gudang Bahan Kimia, Pupuk, Gudang Limbah B3, Workshop, Fasilitas Pengendali Kebakaran, Pengelolaan Sampah dan Limbah) // <i>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management)</i> - Implementasi Keselamatan dan Kesehatan Kerja // <i>Implementation of Occupational Health & Safety Aspect</i> - Implementasi Prosedur dan mekanisme Aspek Ketenagakerjaan // <i>Implementation of Employment Procedure and Mechanism Aspect</i> - Observasi Fasilitas Pekerja (Perumahan, Sekolah, Sarana Ibadah) // <i>Observation of Workers Facilities (Housing, School, Worship Place).</i> 	<ul style="list-style-type: none"> • YWR / SHL • ORN • MAY / AFS • YWR / SHL • MAY / AFS • MAY / AFS • MAY / AFS
12.00 – 14.00	12.00 – 14.00	BREAK	
14.00 – 15.00	14.00 – 15.00	<ul style="list-style-type: none"> • Melanjutkan Kunjungan lapangan dan Klarifikasi Hasil Kunjungan Lapangan (jika belum selesai) // <i>Continue Field Observation and field observation clarification (if not finish)</i> 	<ul style="list-style-type: none"> • YWR / OR / MAY / AFS / SHL
15.00 – 17.00	15.00 – 17.00	<ul style="list-style-type: none"> • Kajian dokumen & Tindak lanjut serta klarifikasi kunjungan lapangan // <i>Document review & Follow-up and Clarification of Field Observation</i> 	<ul style="list-style-type: none"> • YWR / OR / MAY / AFS / SHL
Saturday, 1 April 2017			

DATE		29 March 2017 - 7 April 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
08.00 - 12.00	08.00 - 12.00	<ul style="list-style-type: none"> • Konsultasi Stakeholder ke LSM lokal di Sekitar Perkebunan // Stakeholder consultation to local NGO <ul style="list-style-type: none"> - Verifikasi Prosedur Komunikasi dan Transparansi, Mekanisme Keluhan, Isu Lainnya yang terkait) // <i>Verification of Communication and Transparency Procedure, Grievance and Complaint Mechanism and Other relevant issue</i> • Aplikasi Limbah Cair ke Lahan, Area Replanting, Teras Kontur di AMP-1 Estate // POME Land Application, Replanting Area, Terracing on Slope area at AMP-1 Estate 	<ul style="list-style-type: none"> • YWR
		<ul style="list-style-type: none"> • Wawancara dengan Kontraktor Lokal Mill dan Kebun dan Supplier Pihak Ketiga // Interview with Local Contractor (for Mill and Estate) and Third Party Supplier • Document Review: <ul style="list-style-type: none"> - Kajian dokumen & Tindak lanjut serta klarifikasi kunjungan lapangan seluruh aspek // <i>Document review & Follow-up and Clarification of Field Observation in all aspect</i> 	<ul style="list-style-type: none"> • MAY • ORN
Sunday, 2 April 2017			
08.00 -	08.00 -	<ul style="list-style-type: none"> • Preparation for audit checklist and related document • Checklist Completion 	<ul style="list-style-type: none"> • YWR / OR / MAY / AFS / SHL
Monday, 3 April 2017			

DATE		29 March 2017 - 7 April 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
08.00 - 12.00	08.00 - 12.00	<ul style="list-style-type: none"> Implementasi Aspek Legal (Legalitas Kepemilikan Lahan, Tata Batas); Area HCV - tentative // <i>Implementation of Legal Aspect (Land Ownership, Legal Boundaries); HCV Area – tentatively</i> Konsultasi Stakeholder ke Desa / komunitas lokal di Sekitar Perkebunan // <i>Stakeholder consultation to surrounding villages / local communities</i> <ul style="list-style-type: none"> Implementasi Aspek Sosial (Komunikasi dan Transparansi, Prosedur dan Mekanisme Keluhan) // <i>Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance)</i> Field Observation to PT Primatama Mulia Jaya (PT PMJ) Aspek yang akan diverifikasi // <i>Aspect to be verified</i> : <ul style="list-style-type: none"> Implementasi Aspek Agronomi (Panen & Transportasi, Pemupukan, Aplikasi Pestisida, Perawatan Jalan, Monitoring Pengendali Hayati, Aplikasi Janjang Kosong) // <i>Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</i> Implementasi Aspek Lingkungan, Konservasi dan Pengelolaan Limbah (Inspeksi Gudang Bahan Kimia, Pupuk, Gudang Limbah B3, Workshop, Fasilitas Pengendali Kebakaran, Pengelolaan Sampah dan Limbah,) // <i>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management,)</i> Implementasi Keselamatan dan Kesehatan Kerja // <i>Implementation of Occupational Health & Safety Aspect</i> Implementasi Prosedur dan mekanisme Aspek Ketenagakerjaan // <i>Implementation of Employment Procedure and Mechanism Aspect</i> Observasi Fasilitas Pekerja (Perumahan, Sekolah, Sarana Ibadah) // <i>Observation of Workers Facilities (Housing, School, Worship Place).</i> 	<ul style="list-style-type: none"> YWR / SHL ORN MAY / AFS YWR / SHL MAY / AFS MAY / AFS MAY / AFS
12.00 – 14.00	12.00 – 14.00	BREAK	
14.00 – 15.00	14.00 – 15.00	<ul style="list-style-type: none"> Melanjutkan Kunjungan lapangan dan Klarifikasi Hasil Kunjungan Lapangan // <i>Continue Field Observation and field observation clarification</i> 	<ul style="list-style-type: none"> YWR / OR / MAY / AFS / SHL
15.00 – 17.00	15.00 – 17.00	<ul style="list-style-type: none"> Kajian dokumen & Tindak lanjut serta klarifikasi kunjungan lapangan // <i>Document review & Follow-up and Clarification of Field Observation</i> 	<ul style="list-style-type: none"> YWR / OR / MAY / AFS / SHL
Tuesday, 4 April 2017			

DATE		29 March 2017 - 7 April 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
08.00 - 12.00	08.00 - 12.00	<ul style="list-style-type: none"> • Implementasi Aspek Legal (Legalitas Kepemilikan Lahan, Tata Batas) - tentative // <i>Implementation of Legal Aspect (Land Ownership, Legal Boundaries) – tentatively</i> • Konsultasi Stakeholder ke Desa / komunitas lokal di Sekitar Perkebunan // <i>Stakeholder consultation to surrounding villages / local communities</i> <ul style="list-style-type: none"> - Implementasi Aspek Sosial (Komunikasi dan Transparansi, Prosedur dan Mekanisme Keluhan) // <i>Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance)</i> • Observasi lapangan kebun KEMITRAAN (Associated Smallholders) // <i>Field observation to KEMITRAAN plantation (Associated Smallholders):</i> <ol style="list-style-type: none"> 1. KUD Tompak Tapian Kandis 2. KUD Bukit Sanding Tigo Aspek yang akan diverifikasi // <i>Aspect to be verified :</i> <ul style="list-style-type: none"> - Implementasi Aspek Agronomi (Panen & Transportasi, Pupukan, Aplikasi Pestisida, Perawatan Jalan, Monitoring Pengendali Hayati, Aplikasi Janjang Kosong) // <i>Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</i> - Implementasi Aspek Lingkungan, Konservasi dan Pengelolaan Limbah (Inspeksi Gudang Bahan Kimia, Pupuk, Gudang Limbah B3, Workshop, Fasilitas Pengendali Kebakaran, Pengelolaan Sampah dan Limbah) // <i>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management)</i> - Implementasi Keselamatan dan Kesehatan Kerja // <i>Implementation of Occupational Health & Safety Aspect</i> - Implementasi Prosedur dan mekanisme Aspek Ketenagakerjaan // <i>Implementation of Employment Procedure and Mechanism Aspect</i> - Observasi Fasilitas Pekerja (Perumahan, Sekolah, Sarana Ibadah) // <i>Observation of Workers Facilities (Housing, School, Worship Place).</i> 	<ul style="list-style-type: none"> • YWR / SHL • ORN • MAY / AFS • YWR / SHL • MAY / AFS • YWR / SHL
12.00 – 14.00	12.00 – 14.00	BREAK	
14.00 – 15.00	14.00 – 15.00	<ul style="list-style-type: none"> • Melanjutkan Kunjungan lapangan dan Klarifikasi Hasil Kunjungan Lapangan // <i>Continue Field Observation and field observation clarification</i> 	<ul style="list-style-type: none"> • YWR / OR / MAY / AFS / SHL
15.00 – 17.00	15.00 – 17.00	<ul style="list-style-type: none"> • Kajian dokumen & Tindak lanjut serta klarifikasi kunjungan lapangan // <i>Document review & Follow-up and Clarification of Field Observation</i> 	<ul style="list-style-type: none"> • YWR / OR / MAY / AFS / SHL
Wednesday, 5 April 2017			
08.00 - 12.00	08.00 - 12.00	<ul style="list-style-type: none"> • Implementasi Aspek Legal (Legalitas Kepemilikan Lahan, Tata Batas); Area HCV - tentative // <i>Implementation of Legal Aspect (Land Ownership, Legal Boundaries); HCV Area – tentatively</i> 	<ul style="list-style-type: none"> • YWR / SHL

DATE		29 March 2017 - 7 April 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
		<ul style="list-style-type: none"> • Konsultasi Stakeholder ke Desa / komunitas lokal di Sekitar Perkebunan // Stakeholder consultation to surrounding villages / local communities <ul style="list-style-type: none"> - Implementasi Aspek Sosial (Komunikasi dan Transparansi, Prosedur dan Mekanisme Keluhan) // <i>Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance)</i> • Field Observation to PT Karya Agung Megah Utama (PT KAMU) Aspek yang akan diverifikasi // <i>Aspect to be verified :</i> <ul style="list-style-type: none"> - Implementasi Aspek Agronomi (Panen & Transportasi, Pemupukan, Aplikasi Pestisida, Perawatan Jalan, Monitoring Pengendali Hayati, Aplikasi Janjang Kosong) // <i>Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application)</i> - Implementasi Aspek Lingkungan, Konservasi dan Pengelolaan Limbah (Inspeksi Gudang Bahan Kimia, Pupuk, Gudang Limbah B3, Workshop, Fasilitas Pengendali Kebakaran, Pengelolaan Sampah dan Limbah) // <i>Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management)</i> - Implementasi Keselamatan dan Kesehatan Kerja // <i>Implementation of Occupational Health & Safety Aspect</i> - Implementasi Prosedur dan mekanisme Aspek Ketenagakerjaan // <i>Implementation of Employment Procedure and Mechanism Aspect</i> - Observasi Fasilitas Pekerja (Perumahan, Sekolah, Sarana Ibadah) // <i>Observation of Workers Facilities (Housing, School, Worship Place).</i> 	<ul style="list-style-type: none"> • ORN • MAY / AFS • YWR / SHL • MAY / AFS • YWR / SHL
12.00 – 14.00	12.00 – 14.00	BREAK	
14.00 – 15.00	14.00 – 15.00	<ul style="list-style-type: none"> • Melanjutkan Kunjungan lapangan dan Klarifikasi Hasil Kunjungan Lapangan // Continue Field Observation and field observation clarification 	<ul style="list-style-type: none"> • YWR / OR / MAY / AFS / SHL
15.00 – 17.00	15.00 – 17.00	<ul style="list-style-type: none"> • Kajian dokumen & Tindak lanjut serta klarifikasi kunjungan lapangan // Document review & Follow-up and Clarification of Field Observation 	<ul style="list-style-type: none"> • YWR / OR / MAY / AFS / SHL
Thursday, 6 April 2017			
08.00 - 12.00	08.00 - 12.00	<ul style="list-style-type: none"> • Kajian dokumen & Tindak lanjut serta klarifikasi kunjungan lapangan // Document review & Follow-up and Clarification of Field Observation (Clarification of Time Bound Plan & Review of Partial Certification) 	<ul style="list-style-type: none"> • YWR / OR / MAY / AFS / SHL
12.00 – 14.00	12.00 – 14.00	BREAK	
14.00 – 15.30	14.00 – 15.30	<ul style="list-style-type: none"> • Diskusi Internal Tim Auditor dan persiapan Closing Meeting // Internal Discussion Team and Preparation for Closing Meeting 	<ul style="list-style-type: none"> • YWR / OR / MAY / AFS / SHL
16.00 – 17.30	16.00 – 17.30	Closing Meeting	

DATE		29 March 2017 - 7 April 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
20.00 - selesai	20.00 -selesai	<ul style="list-style-type: none"> Penyampaian hasil audit (Catatan Komponen Positif, Ketidaksiesuaian, OFI, Batas Waktu Perbaikan dan Kesimpulan) // <i>Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timeline of CAR's, Conclusion)</i> Komentar, Tanggapan dan Diskusi // <i>Comments, Responses and Questions</i> <p>Closing Meeting ASI and MUTUAGUNG at AMP Bungalow.</p>	<ul style="list-style-type: none"> YWR / OR / MAY / AFS / SHL
Friday, 7 April 2017			
06.00 - 09.00	06.00 - 09.00	Perjalanan pulang dari AMP ke Bandara Padang (Minangkabau Airport) // <i>Return Travelling from AMP to Padang Airport</i>	<ul style="list-style-type: none"> YWR / OR / MAY / AFS / SHL
11.00 - ...	11.00 - ...	Flight PADANG → JAKARTA	