

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

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

Name of Management Organisation : Pondok Labu Palm Oil Mill, PT Paripurna Swakarsa subsidiary of Sime Darby Plantation, Berhad  
Plantation Name : Binturong Estate, Sesulung Estate, Pondok Labu Estate, & Rampa Estate  
Location : Village of Pondok Labu, Sub District of Pamukan Selatan, District of Kotabaru, Province of Kalimantan Selatan, Indonesia  
Certificate Code : **MUTU-RSPO/016**  
Date of Certificate Issue : 20 July 2017 Date of License Issue : 20 July 2018  
Date of Certificate Expiry : 19 July 2022 Date of License Expiry : 19 July 2019

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA 1.1	15 to 18 May 2018	M. Syarif Lambaga (Lead Auditor), Naila Karima, Benli Manurung, Briyogi Shadiwa	Octo HPN Nainggolan	Ardiansyah

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA 1.1	13 September 2018

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### FIGURE

Figure 1. Location Map of PT. Paripurna Swakarsa

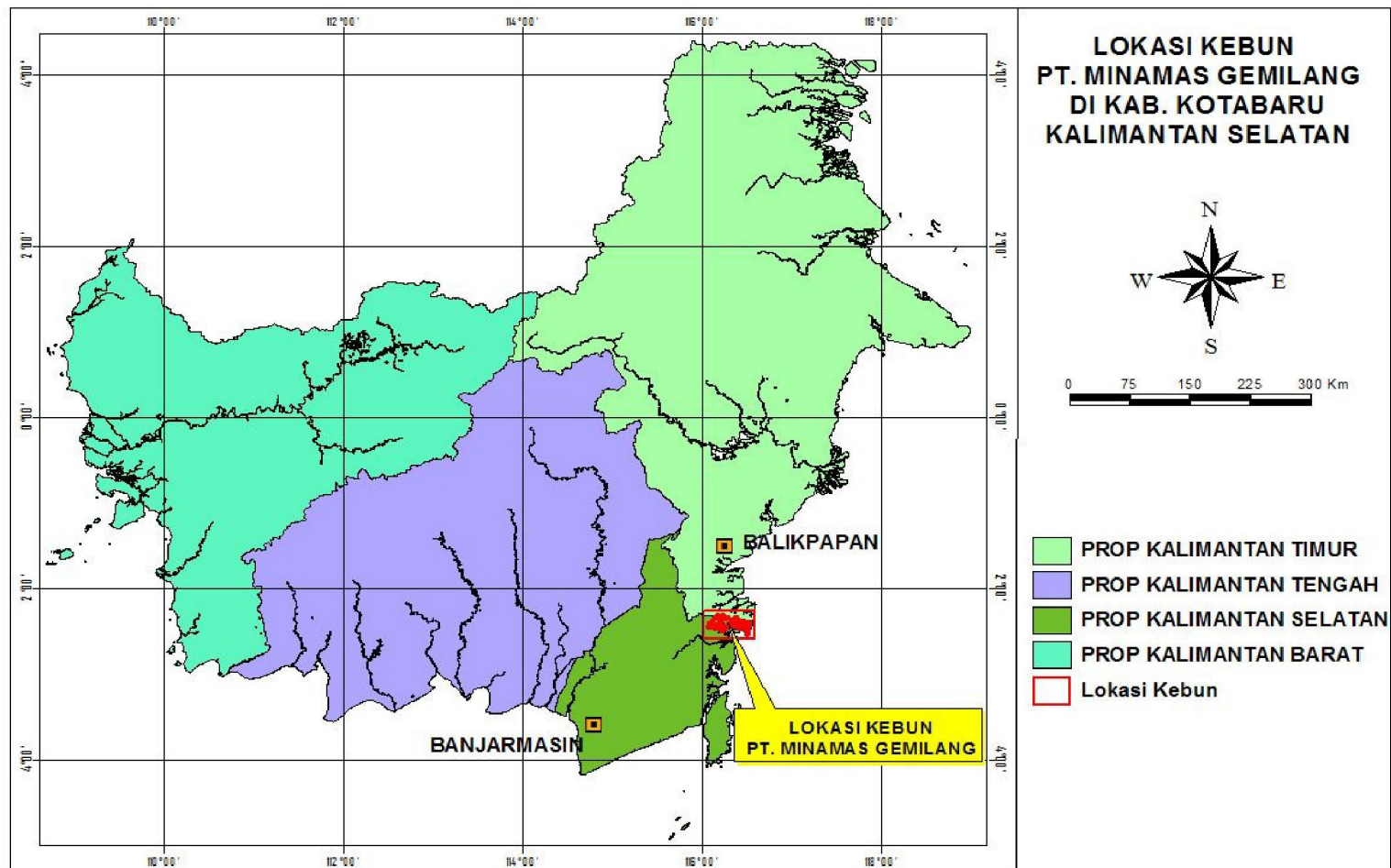
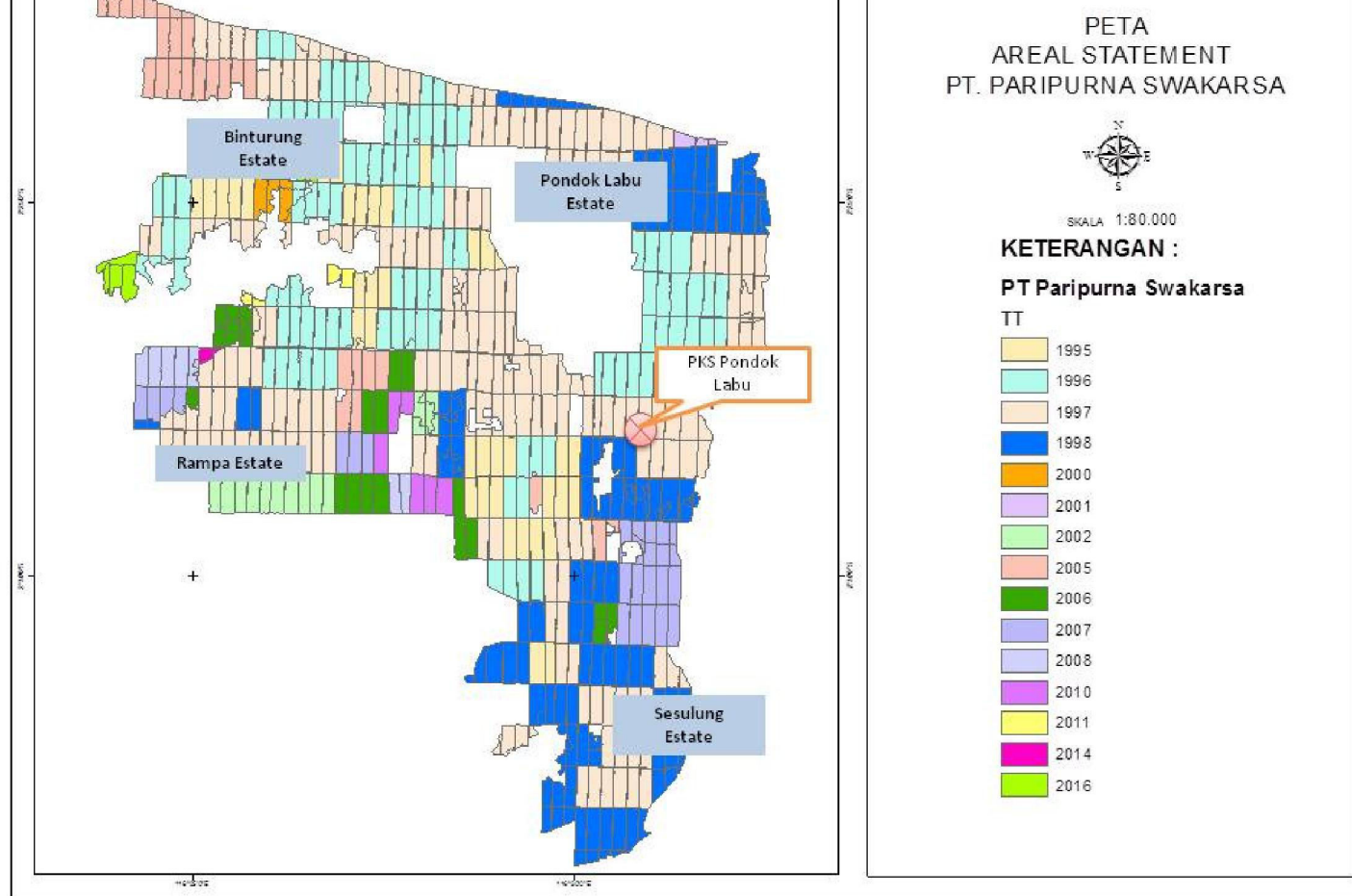


Figure 2. Operational Map of



**Glossary**

ARM	: Agricultural Reference Manual	MRC	: Minamas Research Center
ASA	: Annual Surveillance Assessment	MSDS	: Material Safety Data Sheet
BNE	: Binturung Estate	NGO	: Non Government Organization
BOD	: Biological Oxygen Demand	OHS	: Occupational Health and Safety
BPJS	: <i>Badan Penyelenggara Jaminan Sosial</i> (Social Assurance of Labor)	P2K3	: Panitia Pembina Keselamatan dan Kesehatan Kerja
BPKH	: <i>Balai Pemantapan Kawasan Hutan</i> (Forest Area Designation Bureau)	P&D	: Pests & diseases
BSS	: Block Spraying System	PIC	: Person In Charge
CECT	: Closed Ended Conservation Trenches	PK	: Palm Kernel
CB	: Certification Body	PKB	: <i>Perjanjian Kerja Bersama</i> (Collective labor agreement)
CH	: Certificate Holder	PLE	: Pondok Labu Estate
COD	: Chemical Oxygen Demand	PLF	: Pondok Labu Factory
CPO	: Crude palm oil	POM	: Palm Oil Mill
CSR	: Corporate Social Responsibility	POME	: Palm Oil Mill Effluent
EFB	: Empty Fruit Bunch	PPE	: Personal Protective Equipment
EHS	: Environmental Health and Safety	PSA	: Paripurna Swakarsa
ENT	: Ear, Nose, Throat	PSD	: Plantation Services Departement
FFB	: Fresh Fruit Bunch	PSQM	: Plantation Sustainability and Quality Management
GCA	: Group Corporation Audit	RC	: Recertification
GHG	: Green House Gas	RKL	: <i>Rencana Pengelolaan Lingkungan</i> (Environment Management Plan)
GM	: General Manager	RPE	: Rampa Estate
HCV	: High Conservation Value	RPL	: <i>Rencana Pemantauan Lingkungan</i> (Environment Monitoring Plan)
HGU	: <i>Hak Guna Usaha</i> (Land Title)	RSPO	: Roundtable Sustainable Palm Oil
HIRAC	: Hazard identification Risk Assessment Risk and Control	SCCS	: Supply Chain Certification Standard
HRM	: Human Resource Management	SDP	: Sime Darby Plantation
IP	: Identity Preserved	SIA	: Social Impact Assessment
IPM	: Integrated Pest Management	SKT	: <i>Surat Keterangan Tanah</i>
LCC	: Legume Cover Crop	SOP	: Standard Operational Procedure
LMI	: Laguna Mandiri	SOU	: Strategic Operation Unit
LMR	: Langgeng Muara Makmur	SSE	: Sei Sulung Estate
LTA	: Lost Time Accident	WHO	: World Health Organization
LUCA	: Land Use Change Analysis	WWTP	: Waste Water Treatment Plant
MCM	: Management committee meeting		

<b>1.0 SCOPE OF THE CERTIFICATION ASSESSMENT</b>			
<b>1.1 Assessment Standard Used</b>			
	<ul style="list-style-type: none"> <li>• <i>Indonesian Nasional Interpretasi Prinsip dan Kriteria RSPO 2013 Untuk Indonesia Juli 2016, approved RSPO Governors 30 September 2016.</i></li> <li>• <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module D / E for CPO Mill)</i></li> <li>• <i>RSPO Certification System for Principles and Criteria, 14 June 2017</i></li> </ul>		
<b>1.2 Organisation Information</b>			
1.2.1	Organisation name listed in the certificate	PT PARIPURNA SWAKARSA subsidiary of Sime Darby Plantation Bhd	
1.2.2	Contact person	Mohamad Pirabaharan	
1.2.3	Organisation address and site address	RSPO Registered Company : No 2, Plantation Tower Jalan PJU 1A/7 Petaling Jaya, Malaysia 47301  Liaison Office : The Plaza Office Tower, 36 <sup>th</sup> Floor. Jl. MH Thamrin kav. 28 – 30, Jakarta – 10350	
1.2.4	Telephone	+6221 - 29926000	
1.2.5	Fax	+6221 – 29922686	
1.2.6	E-mail	<a href="mailto:Mohamad.pirabaharan@simedarby.com">Mohamad.pirabaharan@simedarby.com</a>	
1.2.7	Web page address	<a href="http://www.simedarby.com">www.simedarby.com</a>	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan (Head of PSQM Simedarby Plantation Bhd)	
1.2.9	Registered as RSPO member	1-0008-04-000-00 – 7 September 2004	
<b>1.3 Type of Assessment</b>			
1.3.1	Scope of Assessment and Number of Management Unit	One (1) palm oil mill and four (4) oil palm estate. Pondok Labu Mill, Binturung Estate, Sesulung Estate, Pondok Labu Estate and Rampa Estate	
1.3.2	Type of certificate	<b>Single</b>	
<b>1.4 Locations of Mill and Plantation</b>			
1.4.1	Location of Mill		
	<b>Name of Mill</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude      Longitude</b>
	Pondok Labu	Village of Pondok Labu, Subdistrict of Pamukan Selatan, District of Kotabaru, Province of Kalimantan Selatan, Indonesia	S 02° 27' 33"      E 116° 31'08"
1.4.2	Location of Certification Scope of Supply Base		
	<b>Name of Supply Base</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude      Longitude</b>



Binturung Estate	Village of Binturung, Subdistrict of Pamukan Utara, District of Kotabaru, Province of Kalimantan Selatan, Indonesia	S 02° 26' 17"	E 116° 26' 32"
Pondok Labu Estate	Village of Pondok Labu, Subdistrict of Pamukan Selatan, District of Kotabaru, Province of Kalimantan Selatan, Indonesia	S 02° 24' 45"	E 116° 30' 36"
Rampa Estate	Village of Rampa Cengal, Subdistrict of Pamukan Selatan, District of Kotabaru, Province of Kalimantan Selatan, Indonesia	S 02° 27' 09"	E 116° 26' 11"
Sesulung Estate	Village of Sesulung, Subdistrict of Pamukan Selatan, District of Kotabaru, Province of Kalimantan Selatan, Indonesia	S 02° 29' 40"	E 116° 30' 38"

**1.5 Description of Area Statement**

1.5.1	Tenure	
	• State	16,012.00 Ha
	Based on HGU Certificate No. 14,892 Ha and HGU on process $\pm$ 1,120 Ha	
	• Community	- Ha

1.5.2	<b>Area Statement</b>	
	• Total area	16,011.98 Ha
	• Mature area	12,601.40 Ha
	• Immature area	2,050.94 Ha
	• Mill	55.23 Ha
	• Emplasmment	70.70 Ha
	• Infrastructure (Housing, Offices, Road)	673.12 Ha
	• Nursery	38.00 Ha
	• Occupation	68.91 Ha
	• Others area (river, swamp)	29.35 Ha
	• HCV	424.33 Ha

**1.6 Planting Year and Cycles**

1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		Binturung Estate	Pondok Labu Estate	Rampa Estate	Sesulung Estae	Total
	1995	292.38	63.73	-	61.32	417.43
	1996	1,148.81	985.09	161.02	71.86	2,366.78
	1997	765.84	1,546.85	1,319.41	1,201.06	4,833.16
	1998	-	671.36	254.16	1,436.03	2,361.55
	2001	74.88	-	-	-	74.88
	2002	-	27.70	419.65	-	447.35
2005	-	-	170.08	-	170.08	

	2006	-	-	244.43	-	244.43	
	2007	-	-	153.37	-	153.37	
	2008	465.62	-	193.64	62.93	722.19	
	2010	44.81	-	177.27	131.01	353.09	
	2011	46	-	-	411.09	457.09	
	Total Mature Area	2,838.34	3,294.73	3,093.03	3,375.30	12,601.40	
	2015	-	-	15.66	-	15.66	
	2016	333.44	-	-	216.39	549.83	
	2017	241.4	-	-	607.52	848.92	
	2018	167.97	193.26	213.14	62.16	636.53	
	Total Immature Area	742.81	193.26	228.8	886.07	2,050.94	
	TOTAL	3,581.15	3,487.99	3,321.83	4,261.37	14,652.34	
1.6.2	New Planting area after January 2010		- Ha				
1.6.3	Planting Cycle		2 <sup>nd</sup> Cycle				
1.7 Description of Mill and Supply Base							
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Pondok Labu	60	181,144.84	37,017.59	20.44	8,649.48	4.77
	* Source: Production data from May 2017 to April 2018						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/ year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Binturung Estate	4,072.01	3,581.15	42,292.09	14.43	42,292.09	100
	Pondok Labu Estate	3,672.72	3,487.99	43,545.56	13.22	43,545.56	100
	Rampa Estate	3,658.62	3,321.83	47,627.33	15.40	47,627.33	100
	Sesulung Estate	4,608.63	4,261.37	42,125.97	12.48	42,125.97	100
	TOTAL	16,011.98	14,652.34	175,590.95	13.83	175,590.95	100
	* Source: Production data from May 2017 to April 2018						
1.7.3	FFB description from other source						
	Name of sources	Organisation	Location	Supplied to Mill			
				FFB (tonnes/year)			
	KKPA Sungai Cengal (Certified)	Scheme Smallholder of PT LMR	District of Kotabaru, Province of Kalimantan Selatan	5,553.89			
	TOTAL			5,553.89			
	* Source: Production data from May 2017 to April 2018						
1.7.4	Product categories			FFB, CPO, PK			



**1.8 Tonnage of Product**

1.8.1	Past Annual Claim Certified Product		Actual certified product 12 months before assessment (May 2017 to April 2018) (tonnes/year)					
	● FFB Process		181,144.84					
	● CPO Production		37,017.59					
	● Palm Kernel (PK) Production		8,649.48					
1.8.2	Product selling							
	Tonnage of selling product		Period of actual selling product 12 months before assessment (May 2017 to April 2018) tonnes					
	● CSPO sold as RSPO certified product		30,740.47					
	● CSPK sold as RSPO certified product		8,249.87					
	● CSPO sold under other scheme (ISCC)		0					
	● CSPK sold under other scheme		0					
	● CSPO sold as conventional		0					
	● CSPK sold as conventional		0					
1.8.3	Estimate of Certified FFB Claim							
	Name of Estates		Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/ year)	Yield (tonnes/ha/year)		
	Binturung Estate		4,072.01	3,581.15	42,186	14.86		
	Pondok Labu Estate		3,672.72	3,487.99	44,863	13.62		
	Rampa Estate		3,658.62	3,321.83	49,062	15.86		
	Sesulung Estate		4,608.63	4,261.37	43,387	12.85		
	TOTAL		16,011.98	14,652.34	179,498	14.24		
	*Projected FFB production for 20 July 2018 to19 July 2019							
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	
	Pondok Labu	60	179,498	39,490	22.00	8,975	5.00	IP
	*Projected CSPO and CSPK production for 20 July 2018 to 19 July 2019							
1.9 Other Certifications								
	Certified ISPO by PT Mutuagung Lestari (MUTU-ISPO/007) issued 20 September 2013 until 19 September 2018							
1.10 Time Bound Plan								
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		Supply Base	Time Bound Plan	HGU on Process		Location	Status
	Mill	Time Bound Plan			Ha	Time Bound Plan		

INDONESIA							
Sekunzir. PT. Indotruba Tengah	2010	Sekunzir	2010			Seruyan and West Kotawaringin District – Central Kalimantan	Certified
		Seruyan	2010				Certified
Manggala. PT. Tunggal Mitra Plantations	2010	Manggala 1	2010			Rokan Hilir District – Riau	Certified
		Manggala 2	2010				Certified
		Manggala 3	2010				Certified
Bukit Ajong PT. Sime Indo Agro	2010	West	2010	1,652	2019	Sanggau District –West Kalimantan	Certified
		East	2010				Certified
		Sei Mawang	2018				-
		East Plasma	2010				Certified
		West Plasma	2010				Certified
Teluk Siak. PT. Aneka Inti Persada	2011	Teluk Siak	2011	421.31	2020	Pekanbaru, Siak District – Riau	Certified
		Pinang Sebatang	2011				Certified
		Aneka Persada	2011				Certified
Sungai Pinang. PT. Bina Sains Cemerlang	2012	Sungai Pinang	2012	308.25	2020	Musi Rawas District – South Sumatera	Certified
		Bukit Pinang	2012				Certified
Pematang. PT. Teguh Sempurna	2011	Pematang	2011			Seruyan and East Kotawaringin Dist rict – Central Kalimantan	Certified
		Kawan Batu	2011				Certified
		Hatan Tiring	2011				Certified
		Batang Garing	2011				Certified
Alur Dumai. PT. Lahan Tani Sakti	2011	Alur Dumai	2011			Rokan Hilir District – Riau	Certified
Teluk Bakau. PT. Bhumireksa Nusa Sejati	2011	Teluk Bakau	2011			Indra Giri Hilir District – Riau	Certified
		Nusa Perkasa	2011				Certified
		Nusa Lestari	2011				Certified
Mandah PT. Bhumireksa Nusa Sejati	2014	Mandah	2011			Indra Giri Hilir District – Riau	Certified
		Rotan Semelur	2011				Certified
Angsana Mini*) PT. Sajang Heulang	2011	KKPA-1 PT.SHE	2013			Tanah Bumbu District – South Kalimantan	Certified
		Pantai Bonati	2011				Certified
Angsana. PT. Ladangrumpun Suburabadi	2011	Angsana	2011			Tanah Bumbu District – South Kalimantan	Certified
		Gunung Sari	2011				Certified
		KKPA-4 PT.SHE	2013				Certified
Mustika. PT. Sajang Heulang	2013	Mustika				Tanah Bumbu District – South Kalimantan	Certified
		KKPA-2 PT.SHE	2013				Certified
		KKPA-3 PT.SHE	2013				Certified
		KKPA-5 PT.SHE	2013				Certified
		SAP 1	2020				ST-2
Gunung Aru. PT. Bersama Sejahtera Sakti	2011	Gunung Aru	2011	765	2020	Kotabaru District – South Kalimantan	Certified
		Gunung Kemas	2011				Certified
		Laut Timur	2011				Certified
		Pantai Timur	2011				Certified

		KKPA BSS	2020				-
Bebunga. PT. Langgeng Muaramakmur	2011	Sungai Cengal	2011	1,162	2020	Kotabaru District – South Kalimantan	Certified
		Bebunga	2011				Certified
		KKPA Sungai Cengal	2014				Certified
Sukamandang PT Kridatama Lancar	2011	Sukamandang	2011			Seruyan and East Kotawaringin Dist rict – Central Kalimantan	Certified
		Sapiri	2011				Certified
		Barasdanum	2011				Certified
		Kuala Kuayan	2011				Certified
Pondok Labu. PT Paripurna Swakarsa	2012	Binturung	2012	1,120	2020	Kotabaru District – South Kalimantan	Certified
		Pondok Labu	2012				Certified
		Rampa	2012				Certified
		Sesulung	2012				Certified
Selabak *) PT Swadaya Andhika	2012	Selabak	2012	63	2020	Kotabaru District – South Kalimantan	Certified
		Randi	2012				Certified
		Sangkoh	2012				Certified
		Lanting	2012				Certified
Rantau. PT Laguna Mandiri	2012	Rantau	2012			Kotabaru District – South Kalimantan	Certified
		Matalok	2012				Certified
Betung. PT Laguna Mandiri	2014	Betung	2012			Kotabaru District – South Kalimantan	Certified
		Sekayu	2012				Certified
Ungkaya. PT Tamaco Graha Krida	2012	Ungkaya	2012			Morowali District – Sulawesi Tengah	Certified
		Plasma TGK	2015				Certified
Ladang Panjang. PT Bahari Gembira Ria	2012	Ladang Panjang	2012	1,639	2020	Muaro Jambi District - Jambi	Certified
		Plasma BGR	2020				-
Rantau Panjang. PT Guthrie Pecconina Indonesia	2012	Rantau Panjang	2012	4,133	2020	Musi Banyuasin District – South Sumatera	Certified
		Bumi Ayu	2012				Certified
		Karang Ringin	2012				Certified
		Napal	2012				Certified
		Mangun Jaya	2012				Certified
		Sungai Jernih Estate and GPI KKPA	2017				-
Blang Simpo. PT Perkasa Subur Sakti	2013	Tamiang (PT PPP)	2013	1,286	2020	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	Certified
		Batang Ara (PT PSK)	2013				Certified
		Blang Simpo-01	2013				Certified
		Blang Simpo-02	2013				Certified
MAS. PT Mitra Austral Sejahtera	2020	MAS 1	2018			Sanggau District – West Kalimantan	-
		MAS 1	2018				-
		MAS 1	2018				-
		Plasma MAS	2020				-
Lembiru. PT Sandika Nata Palma	2014	Lembiru	2014			Ketapang District – West Kalimantan	Certified
		Awatan	2014				Certified
		Karya Palma	2018				-
		KKPA SNP	2020				-

			Pelanjau (PT BAL)	2018				-
			Sungai Putih (PT BAL)	2018				-
			Baturus (PT BAL)	2018				-
			KKPA BAL	2020				-
MALAYSIA								
Sg Dingin SOU 1	2010	Bukit Hijau	2010			Kerangan, Kedah	Certified	
		Padang Buluh	2010				Certified	
		Bukit Selangor	2010				Certified	
		Sg Dingin	2010				Certified	
		Jentayu	2010				Certified	
		Anak Kuli	2010				Certified	
		Somme	2010				Certified	
Chersonese SOU 2	2011	Chersonese	2011			Kuala Kurau, Perak	Certified	
		Holyrood	2011				Certified	
		Kalumpang	2011				Certified	
		Tali Ayer	2011				Certified	
Elphil SOU 3	2011	Kinta Kellas	2011			Sg Siput, Perak	Certified	
		Elphil	2011				Certified	
		Kamuning	2011				Certified	
Flemington SOU 4	2011	Flemington	2011			Teluk Intan, Perak	Certified	
		Bagan Datoh	2011				Certified	
		Sabak Bernam	2011				Certified	
		Sg Samak	2011				Certified	
Seri Intan SOU 5	2011	Seri Intan (Main Division)	2011			Teluk Intan, Perak	Certified	
		Sabrang	2011				Certified	
		Sg Wangi	2011				Certified	
		Sogomana (Main Division)	2011				Certified	
Selaba SOU 5	2011	Seri Intan (Selaba Division)	2011			Teluk Intan, Perak	Certified	
		Sogomana (Cashwood & Sg Beruas Division)	2011				Certified	
		Bikam	2011				Certified	
		Clumy	2011				Certified	
Tennamaram SOU 6	2011	Tennamaram	2011			Bestari Jaya, Selangor	Certified	
		Sungei Buloh	2011				Certified	
		Bkt Talang	2011				Certified	
Bkt Kerayong SOU 7	2011	Bkt Kerayong	2011			Kapar, Selangor	Certified	
		Bkt Cherakah	2011				Certified	
		Bkt Rajah	2011				Certified	
		Bkt Lagong	2011				Certified	
		Elmina	2011				Certified	
East SOU 8	2010	East	2010			Carey Island, Selangor	Certified	
		Dusun Durian	2010				Certified	
		Sepang	2010				Certified	
West - SOU 9	2010	West	2010			Carey Island, Selangor	Certified	

Bukit Putri - SOU 10	2011	Bukit Putri	2011			Raub, Pahang	Certified
Kerdau SOU 11	2011	Kerdau	2011			Temerloh, Pahang	Certified
		Jentar	2011				Certified
		Mentakab	2011				Certified
		Sg Mai	2011				Certified
		Chenor	2011				Certified
Jabor - SOU 12	2011	Jabor	2011			Kuantan, Pahang	Certified
Labu SOU 13	2011	Labu	2011			Nilai, Negeri Sembilan	Certified
		New Labu	2011				Certified
		Bradwall	2011				Certified
Tanah Merah SOU 14	2010	Tanah Merah	2010			Port Dickson, Negeri Sembilan	Certified
		Sua Betong	2010				Certified
		Bukit Pelandok	2010				Certified
Sua Betong SOU 15	2014	Salak	2014			Port Dickson, Negeri Sembilan	Certified
		Sengkang	2014				Certified
		Siliau	2014				Certified
		PD Lukut	2014				Certified
		Sungai Baru	2014				Certified
		Tampin Linggi	2014				Certified
Kok Foh SOU 16	2011	Bukit Pilah	2011			Bahau, Negeri Sembilan	Certified
		Kok Foh	2011				Certified
		Muar River	2011				Certified
		St. Helier	2011				Certified
		Pertang	2011				Certified
		Sg Gemas	2011				Certified
		Sg Sebalang	2011				Certified
		Sg Senarut	2011				Certified
Kempas SOU 17	2010	Kempas	2010			Jasin, Melaka	Certified
		Kemuning	2010				Certified
		Tangkah	2010				Certified
Diamond Jubilee SOU 18	2011	Bukit Asahan	2011			Jasin, Melaka	Certified
		Diamond Jubilee	2011				Certified
		Serkam	2011				Certified
Pagoh SOU 19	2014	Pagoh	2014			Muar, Johor	Certified
		Lanadron	2014				Certified
		Pengkalan Bukit	2014				Certified
		Welch	2014				Certified
Chaah SOU 20	2010	North Labis	2010			Chaah, Johor	Certified
		Cha'ah	2010				Certified
		Sg Simpang Kiri	2010				Certified
Gunung Mas SOU 21	2010	Gunung Mas	2010			Kluang, Johor	Certified
		Kempas Klebang	2010				Certified
		Bukit Paloh	2010				Certified
		Yong Peng	2010				Certified
Bukit Benut SOU 22	2011	Bukit Benut	2011			Kluang, Johor	Certified
		CEP Niyor	2011				Certified

		Lambak / Elaeis	2011				Certified
Ulu Remis SOU 23	2011	Pekan	2011			Layang-layang, Johor	Certified
		Sembrong	2011				Certified
		Tun Dr. Ismail	2011				Certified
		Ulu Remis	2011				Certified
		Bukit Badak	2011				Certified
		Cenas	2011				Certified
Hadapan SOU 24	2011	CEP Rengam	2011			Layang-layang, Johor	Certified
		Kulai	2011				Certified
		Layang	2011				Certified
		Seri Pulai	2011				Certified
Sandakan Bay SOU 26	2008	Tun Tan Siew Sin	2008			Sandakan, Sabah	Certified
		Tunku	2008				Certified
		Tigowis	2008				Certified
		Sentosa	2008				Certified
		Saguliud	2008				Certified
Melalap SOU 27	2011	Melalap	2011			Tenom, Sabah	Certified
		Sapong	2011				Certified
Binuang SOU 28	2009	Tingayu	2009			Kunak, Sabah	Certified
		Sungang	2009				Certified
		Jelata Bumi	2009				Certified
		Binuang	2009				Certified
Giram SOU 29	2009	Mostyn	2009			Kunak, Sabah	Certified
		Giram	2009				Certified
Merotai SOU 30	2009	Imam	2009			Tawau, Sabah	Certified
		Merotai	2009				Certified
		Table	2009				Certified
		Tiger	2009				Certified
Lavang SOU 31	2011	Belian	2011			Bintulu, Serawak	Certified
		Kelida	2011				Certified
		Lavang	2011				Certified
		Lavang (SE)	2011				Certified
		Rasan	2011				Certified
Rajawali SOU 32	2011	Rajawali	2011			Bintulu, Serawak	Certified
		Samudera	2011				Certified
		Semarak	2011				Certified
		Bayu	2011				Certified
Derawan SOU 33	2011	Takau	2011			Bintulu, Serawak	Certified
		Damai	2011				Certified
		Derawan	2011				Certified
		Sahua	2011				Certified
Pekaka SOU 34	2011	Chartquest	2011			Bintulu, Serawak	Certified
		Dulang	2011				Certified
		Peroh	2011				Certified
		Pekaka	2011				Certified



			Ruai	2011				Certified
LIBERIA								
Grand Cape Mount	Cape	2017	Matambo (2,500 Ha)	2017			Grand Cape Mount, Liberia	NPP May 2011
			Grand Cape Mount (2,372 Ha)	2017				NPP May 2011
			Zodua (264)	2017				NPP May 2011
			Bomi (3,128 Ha)	2017			Bomi, Liberia	NPP May 2011
			Lofa (2,254 Ha)	2017				NPP May 2011
P & G (New Britain Palm Oil)								
Poliamba		2012	Kara	2012			Kevieng, New Ireland Province, P&G	Certified
			West Coast	2012				Certified
			Nalik	2012				Certified
			Noatsi	2012				Certified
			Madak	2012				Certified
			North (Smallholders)	2012				Certified
			South (Smallholders)	2012				Certified
			West (Smallholders)	2012				Certified
Tetere		2011	Tetere	2011			Gudaicanal, Slomon Island	Certified
			Ngalimbiu	2011				Certified
			Mbalisuna	2011				Certified
			West Zone (Smallholders)	2011				Certified
			Central Zone (Smallholders)	2011				Certified
			MBA East (Smallholders)	2011				Certified
			MBA West (Smallholders)	2011				Certified
Sangara, Sambiripa & Mamba		2013	Sangara	2013			Higaturu, Popondetta, Oro, P&G	Certified
			Sumberipa	2013				Certified
			Ambogo	2013				Certified
			Embi	2013				Certified
			Mamba	2013				Certified
			Sorovi (smallholders)	2013				Certified
			Igora (smallholders)	2013				Certified
			Saiho (smallholders)	2013				Certified
			Aeka (smallholders)	2013				Certified
			Ilimo (smallholders)	2013				Certified

	Gusap	2010	Dumpu	2010			Madang, P&G	Certified
			Surinam	2010				Certified
			Jephcott	2010				Certified
			Gusap	2010				Certified
			Paddox	2010				Certified
			Ngaru	2010				Certified
			Madang VOP (smallholders)	2010				Certified
			Morobe VOP (smallholders)	2010				Certified
	Hagita	2013	Giligili	2013			Milne Bay, P&G	Certified
			Hagita	2013				Certified
			Waigani	2013				Certified
			Sagarai	2013				Certified
			Padipadi	2013				Certified
			Mariawatte	2013				Certified
			East Gurney	2013				Certified
			West Gurney	2013				Certified
			East Sagarai	2013				Certified
			West Sagarai	2013				Certified
	<ul style="list-style-type: none"> <li>Mosa</li> <li>Kumbango</li> <li>Kapiura</li> <li>Namumdo</li> <li>Waraston</li> </ul>	2008	Bebere	2008			West New Britain	Certified
			Kumbango	2008				Certified
			Togulo	2008				Certified
			Dami	2008				Certified
			Waisisi	2008				Certified
			Kautu	2008				Certified
			Karaus	2008				Certified
			Moroa	2008				Certified
			Bilomi	2008				Certified
			Loata	2008				Certified
			Haella	2008				Certified
			Garu	2008				Certified
			Daliavu	2008				Certified
			Sapuri	2008				Certified
			Malilimi	2008				Certified
			Rigula	2008				Certified
			Nomundo	2008				Certified
			Navarai / Karato ME	2008				Certified
			Volupai . Lotomgam / Natupi / Goruru	2008				Certified
			Lolokoru	2008				Certified
			Silovoti	2008				Certified
			LSS Hoskin (1,877 Smallholders)	2008				Certified
			VOP East (1,815 Smallholders)	2008				Certified

		VOP Central (1,958 Smallholders)	2008			Certified
		VOP West (1,277 Smallholders)Kaulong / Akamie / Pusiki / Repamira / Sakapei / KDC ME (21 large smallholders)	2008			Certified
		LSS Kapiura (847 Smallholders)	2008			Certified
		VOP Kapiura (551 Smallholders)	2008			Certified
	<p>Sime Darby has achieved 34 management units in Malaysia, 24 management units in Indonesia, 10 management units in Liberia that RSPO certified. Total management unit in Sime Darby Plantation Sdn Bhd are 34 in Malaysia, 25 in Indonesia and 10 in Liberia. In the year of 2017 there are two Mill that are no longer operating, and for the supplying base (Estate) is diverted to a mill that is still operating and has been certified RSPO.</p> <p>A new mill will be set up in Liberia and planned for commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and Sime Darby Plantation Sdn Bhd targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p> <p>There was change of the Time Bound Plan under Sime Darby on 15 April 2016 cause the Sime Darby postpone the others certification process. Change of the Time Bound Plan explanation: PT Mitra Austral Sejahtera. There are social issue still unresolved from the Serikat Petani Kelapa Sawit (SPKS) Sanggau, however the improvement are in progress. Sime Darby has informed the Time Bound Plan progress, MUTU has consider that Sime Darby still comply with the RSPO requirement for partial certification.</p>					
1.10.2	<b>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</b>					
	Pondok Labu Factory of PT PSA does not receive FFB from outgrower, however Pondok Labu Factory received FFB from Scheme Smallholder that has been RSPO certified scope i.e KKPA Sungai Cengal.					

<b>2.0 ASSESSMENT PROCESS</b>	
<b>2.1 Assessment Team</b>	
<b>ASA 1.1</b>	<p><b>1. M. Syarip Lambaga (Lead Auditor).</b> Indonesian citizen, Post Harvest Technologi Postgraduated of IPB, Agriculture Bachelor, Agronomy Department of Universitas Hasanuddin. He has more than 7 years working experiences in Oil Palm Industry in several private oil palm plantation companies in Indonesia as agronomist. The training has followed include; RSPO Lead Auditor training, ISPO Lead Auditor training, ISCC Auditor Training, ISCC Auditor for smallholders training, ToT ISCC for smallholders, EurepGAP training (now GlobalGAP), ISO 14001 training, ISO 9001 training, ISO 22000 training, HACCP training, Distribution Quality Management Standard training, Supplier Quality Management Standard training, Calibration technic training, Awareness SMK3, Malcolm Baldrige Training, SNI Award training, etc. During this audit, he verifies legal aspect land dispute, conservation and SCCS.</p> <p><b>2. Naila Karima (Auditor).</b> Bachelor of Public Health, Department of Occupational Health and Safety. Faculty of Public Health, University of Indonesia. She had experience working in private oil palm plantation companies in Indonesia. She had followed training such as ISPO Lead Auditor, awareness training RSPO certification system, awareness training Occupational Health and Safety Management System (PP No. 50 tahun 2012), Integrated Management System (OHSAS 18001, ISO 14001, and ISO 9001), and HCV Management Training. During this assessment, she assigned to verify of environment aspect and GHG.</p> <p><b>3. Benli Manurung (Auditor).</b> Indonesian citizen, Bachelor of Agriculture, Soil Science Department. He has a working experience more than four years as a staff operational plantation in the private oil palm plantation company in Indonesia. Training have been followed are: ISPO, Lead auditor ISO 9001: 2015 and In House Training of Best Management Practice. Has been involved in several of similar scheme audit activities since 2016 covering of Best Management Practice, Social and Worker Welfare. During this audit, he verify social aspect, worker welfare and transparency.</p> <p><b>4. Briyogi Shadiwa (Auditor Trainee).</b> Indonesian citizens. Diploma 3 of Oil Palm Plantation. He has 7 years working experience since 2009 as Agronomy Assisstant and Agonomy Quality Control in several private oil palm plantation companies in Indonesia. The training has been followed include: Training ISPO Auditor, Awareness RSPO, Lead auditor ISO 9001: 2015, Awareness SMK3, Lead Auditor ISO 14001: 2015, Awareness OHSAS 18001: 2007 and OHS Expert. During this audit, he support to verify long term management plan and Best Management Practice.</p>
<b>2.2 Assessment Methodology, Assessment Process and Locations of Assessment</b>	
<b>2.2.1</b>	<b>Figure of person days to implement assessment</b>
<b>ASA 1.1</b>	<p>Number of auditors : 3 auditor and 1 auditor trainee</p> <p>Number of days for <b>ASA 1.1</b> at site : 4 days</p> <p>Number of working days for <b>ASA 1.1</b> at site : 12 Working days</p>
<b>2.2.2</b>	<b>Assessment Process</b>
<b>ASA 1.1</b>	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Paripurna Swakarsato the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016) and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014, revised on 14 June 2017 (Module D for CPO Mill).</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. Some opportunities for improvement of the results <b>ASA 1.1</b> delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (<b>ASA-1.2</b>). Improvement of findings from main assesment findings were observed by auditors at this <b>ASA 1.1</b> assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of <b>ASA 1.1</b>.</p>

The assessment program please find Appendix 2	
<b>2.2.3</b>	<b>Location of Assessment</b>
<b>ASA 1.1</b>	<p>Number of units in this certification activity is 4 estates, which supply the raw material (FFB) to Pondok Labu palm oil mill. In conducting the assessment, the team of auditors used the <math>0.8\sqrt{y}</math> formula to determine the management units sampling to be focused on and also considered the issues raised by stakeholder. Based on this formula, the team of auditors determined that the sampling locations are 1 palm oil mill (Pondok Labu Factory) and 2 estates (Pondok Labu estate and Binturung estate)</p> <p><b>Sesulung Estate</b></p> <ol style="list-style-type: none"> <li><b>Workshop.</b> Observation and interview related to environmental aspect, OHS implementation, training, and workers' knowledge about work procedure.</li> <li><b>Housing complex, Division III.</b> Observation related to worker facilities, management of domestic waste from housing, and child day care facilities.</li> <li><b>Child Day Care.</b> Observation related to facilities and interview related to employment aspect and grievance mechanism.</li> <li><b>Generator set room.</b> Observation and interview related to environmental aspect, OHS implementation, worker training, and workers' knowledge about work procedure.</li> <li><b>Chemical Warehouse.</b> Observation and interview related to environmental aspect, OHS implementation, medical check up, and worker knowledge about work procedure</li> <li><b>Hazardous Waste Warehouse.</b> Observation related to hazardous waste management and OHS implementation.</li> <li><b>Clinic.</b> Observation about mechanism of first aid, medical waste management, work accident monitoring, and the health facility for workers</li> <li><b>Block Spraying System House.</b> Observation related to environmental aspect and work procedure</li> <li><b>Block L16.</b> Field observation and interview related to herbicide spraying, worker welfare, and OHS implementation.</li> <li><b>Block K47.</b> Field observation and interview related to harvesting, worker welfare, and OHS implementation</li> <li><b>Block S04.</b> Field observation and interview related to manuring/fertilizing, worker welfare, and OHS implementation.</li> <li><b>Block U44.</b> Field observation related to empty bunch application.</li> <li><b>Block M45.</b> Field observation related to replanting activity.</li> <li><b>HGU borderlines No. PSA02, PSA04, PSA05, PSA14, PSA15, PSA16.</b> Field observation related to boundaries maintenance activity.</li> <li><b>Block J19, L16-17, M17 and 18.</b> Field observation related to HCV management activity.</li> </ol> <p><b>Rampa Estate</b></p> <ol style="list-style-type: none"> <li><b>Central workshop.</b> Observation and interview related to environmental aspect, OHS implementation, training, and workers' knowledge about work procedure.</li> <li><b>Child Day Care.</b> Observation related to facilities and interview related to employment aspect and grievance mechanism.</li> <li><b>Chemical Warehouse.</b> Observation and interview related to environmental aspect, OHS implementation, medical check up, and worker knowledge about work procedure.</li> <li><b>Hazardous Waste Warehouse.</b> Observation related to hazardous waste management and OHS implementation.</li> <li><b>Workshop.</b> Observation and interview related to environmental aspect, OHS implementation, training, and workers' knowledge about work procedure.</li> <li><b>Clinic.</b> Observation about mechanism of first aid, medical waste management, work accident monitoring, and the health facility for workers</li> </ol>

	<p>22. <b>Block Spraying System House Division II.</b> Observation related to environmental aspect and work procedure</p> <p>23. <b>Block K15.</b> Field observation and interview related to herbicide spraying, worker welfare, and OHS implementation.</p> <p>24. <b>Block K28.</b> Field observation and interview related to harvesting, worker welfare, and OHS implementation</p> <p>25. <b>Block L37.</b> Field observation and interview related to manuring/fertilizing, worker welfare, and OHS implementation</p> <p>26. <b>HGU borderlines No. PSA02, PSA06, PSA07 and PSA11.</b> Field observation related to boundaries maintenance activity.</p> <p>27. <b>Block N30-31.</b> Field observation related to HCV management activity.</p> <p><b>Pondok Labu Factory</b></p> <p>28. <b>Security Post.</b> Observation and interview with Security Guard (<i>Satpam</i>) towards FFB reception, emergency situation handling, OHS and manpower aspects.</p> <p>29. <b>Weigh Bridge.</b> Observation and interview with Weigh Beridge Operatortowards FFB reception, administration of FFB from Inti and non-Inti, weigh device callibraton, OHS and manpower aspects.</p> <p>30. <b>Grading station.</b> Observation and interview with Foreman and FFB Grader towards technical work of FFB grading, administration, OHS and manpower aspects.</p> <p>31. <b>Loading Ramp and Sterilizer Station.</b> Observation and interview with Foreman and Operatorstowards technical work, OHS, emergency handling, special medical check up and manpower aspects.</p> <p>32. <b>Press Station.</b> Observation and interview with Foreman and Operator towards technical work, OHS, emergency handling, special medical check up and manpower aspects.</p> <p>33. <b>Nut and Kernel Station.</b> Observation and interview with Foreman and Operators towards technical work, OHS, emergency handling, special medical check up and manpower aspects.</p> <p>34. <b>Engine Room Station.</b> Observation and interview with Foreman and Operators towards technical work, OHS, emergency handling, electricity installation and maintenance, special medical check up, as well as manpower aspects.</p> <p>35. <b>Boiler Station.</b> Observation and interview with Foreman and Operators towards technical work, OHS, emergency handling, special medical check up and manpower aspects.</p> <p>36. <b>Mill Sanitation System.</b> Observation towards mill water sanitary management.</p> <p>37. <b>Central Housing complex.</b> Observation related to worker facilities, management of domestic waste from housing, and child day care facilities.</p> <p>38. <b>Water Treatment Plant.</b> Observation the management of waste, handling chemical and monitoring of water usage.</p> <p>39. <b>Workshop.</b> Observation and interview related to environmental aspect, OHS implementation, training, and workers' knowledge about work procedure.</p> <p>40. <b>Hazardous Waste Warehouse.</b> Observation related to hazardous waste management and OHS implementation.</p> <p>41. <b>Stacking Place of EFB, fiber and shell.</b> Observation the management of waste.</p> <p>42. <b>Wastewater Treatment Plant (WWTP).</b> Observation and interview related to environmental aspect.</p> <p>43. <b>Bulking Pamukan.</b> Observation and interview related SCCS.</p> <p><b>Stakeholder</b></p> <p>44. Surrounding communities (Rampa Cengal Village, Sesulung Village). Interviews related to the issue of environmental pollution, fire issue, land conflict issue, the company's contribution to society and the impact of corporate activities.</p> <p>45. Government of Kotabaru Regency.</p>
<b>2.3</b>	<b>Stakeholder Consultation and Stakeholders Contacted</b>
<b>2.3.1</b>	<b>Summary of stakeholder consultation process.</b>



<b>ASA 1.1</b>	<p>Consultation of stakeholders for PT. Paripurna Swakarsa was held by:</p> <ul style="list-style-type: none"> <li>• Public Notification on 30<sup>th</sup> April 2018 at PT Mutuagung Lestari Website (<a href="http://mutucertification.com/notification-on-rspo-surveillance-1-1-assessment-of-pondok-labu-pom-pt-paripurna-swakarsa-sime-darby-plantation/">http://mutucertification.com/notification-on-rspo-surveillance-1-1-assessment-of-pondok-labu-pom-pt-paripurna-swakarsa-sime-darby-plantation/</a>)</li> <li>• Public consultation with government of Kotabaru Regency conducted by phone on 16<sup>th</sup> May 2018</li> <li>• Public consultation meeting with local stakeholder conducted by interview on 15 &amp; 16<sup>th</sup> May 2018</li> <li>• Public consultation meeting with internal stakeholder on 15<sup>th</sup> May 2017</li> <li>• Public consultation with NGO by email conducted on 09<sup>th</sup> May 2018</li> </ul>
<b>2.3.2</b>	<b>Stakeholder contacted</b>
	<i>Please find appendix1</i>
<b>2.4</b>	<b>Determining Next Assessment</b>
	The next visit ( <b>ASA-1.2</b> ) will be determined one year after this <b>ASA 1.1 (May 2019)</b> .

### 3.0 ASSESSMENT FINDINGS

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

MUTUAGUNG LESTARI has conducted an assessment of Pondok Labu Factory – PT Paripurna Swakarsa, Sime Darby Plantation Berhad operation consisting of one (1) mill and four (4) oil palm estates.

During the assessment, there were six (6) Nonconformities were assigned against Major Compliance Indicators; six (6) nonconformities were assigned against Minor Compliance Indicators; and eight (8) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective actions that had been reviewed and accepted by Auditors in form of documentation evidences e.g. (document record/photographic). Those corrective actions taken that consist of six (6) Major non-conformities and six (6) Minor non-conformities had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Pondok Labu Factory – PT Paripurna Swakarsa, Sime Darby Plantation Sdn, Bhd complied with the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016) and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014, revised on 14 June 2017 (Module D for CPO Mill).

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
<b>PRINCIPLE #1 COMMITMENT TO TRANSPARENCY</b>		
<b>1.1</b>	<b>Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</b>	
1.1.1.	Certificate holder has been identifying the stakeholders and listed it in stakeholders list document, contain of government agencies, contractor, NGO, head of villages, community organization, labor organization and supplier. Stakeholder list revised annually and/or there is change of information such as name, contact number and address. The latest update stakeholders is August 2017. The certificate holder has also gave annual reporting to government agency at Kotabaru District, for example: Employment Official Report of Sesulung Estate that submitted on 10 January 2018	
1.1.2	The certificate holder has procedure of information request (SOP No.012/PSA-INF/10 dated 20 February 2016) which explain the mechanism of communication and handling of complaint. The PIC in site is operation manager, in coordination with other department head. The time limit for responding request for information is 1 month prior to the receiving of incoming letter.  However, based on the results of document review and interviews with the apparatus of Sesulung village known that the letter from the village of Sesulung number 031 / 63.02.11.2018 / 2018 about Assistance for making of Football Fields submitted to the company on 23 February 2018 has not been addressed. <b>This becomes Non-Conformity No.2018.01</b>	
<b>1.1.2</b>	<b>Status: Non-Conformity No.2018.01 with major category</b>	

<b>1.2</b>		
<b>Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</b>		
1.2.1		
<p>The certificate holder has procedure of information request (SOP No.012/PSA-INF/10 dated 20 February 2016) which explain the mechanism of communication and handling of complaint which explain about document that could be accessed by stakeholder and its mechanism. It is also consist of kind of information that could be accessed by the stakeholder by following its procedure, such as area statement, worker insurance payment, and medical payment, public facility data, IPM, vehicle information, machinery, CSR, fertilizer used, agrochemical used, manpower, OHSAS plan, SIA, HCV, GHG plan, complaint information, procedure of negotiation, certification report, continous improvement, Human Right Policy, hazardous waste management.</p> <p>Based on interview with surrounding village, Environment Agency District of Kotabaru and Labour Agency District of Kotabaru obtained information that the procedure of information request and communication has been communicated with those stakeholders.</p>		
	<b>Status: Comply</b>	
<b>1.3</b>		
<b>Growers and millers commit to ethical conduct in all business operations and transactions.</b>		
<p>There is no change or updating of etic code policy. It is still same with the previous surveillance. It was stated in code of conduct (policy number 440/HRM-COC/07, rev.00 dated May 24 2007) which explain of integrity and ethical code in all company operation and transaction. The certificate holder has socialization of the etic code through morning meeting.</p> <p>Interviews with workers in Estate and Factory known that they know about the company policy to respect human rights and commitment to ethical behavior in all working operations. In addition, interview with Boiler and Heavy Equipment contractor known that the policy has had socialized while contract is made.</p>		
	<b>Status: Comply</b>	
<b>PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS</b>		
<b>2.1</b>		
<b>There is compliance with all applicable local, national and ratified international laws and regulations.</b>		
2.1.1		
<p>A complete list of legal requairements were available in mill and estate management. List of legal requirements contains relevant legislation includes regulation governing land tenure and land use rights, labour, agriculture practices, environment, processing practices, laws made pursuant to a country's obligations under international laws or conventions, etc. The CH also has established a matrix between activities and relevant sections within the law has identified.</p>		
<b>Non-Conformity No. 2018.02 with major category</b>		
<p>a. The Company has established P2K3 in each management unit Estate and Mill, however, there is not enough evidence that the company has sought to comply with compliance the Regulation of the Minister of Manpower of the Republic of Indonesia No. 4 of 1987, among others:</p> <ul style="list-style-type: none"> <li>• Unable to show validation of P2K3 structure due to changes in the management structure of P2K3 RPE based on Inter-Office Mail No. 106/PT PSA-RPE/IV/2017/S dated 03 April 2017 and P2K3 SSE based on SSE P2K3 Report 1st quarter January to March 2018.</li> <li>• The Letter of Appointment of OHS Expert (No. KEP.7834/M/DJPPK/VII/2014) for secretary of P2K3 SSE and PLF has expired since July 16, 2017. Related to this the company shows documentation dated July 20, 2017 in the form of training registration form, certificate, Curriculum Vitae of OHS Expert, OHS Experts report period 2014 to 2016, and copy of The Letter of Appointment of OHS Expert. However, the company has not yet been able to show the progress of the completion of the extension arrangement.</li> <li>• Cannot be shown The Letter of Appointment of OHS Expert for P2K3 secretary in RPE.</li> </ul> <p>b. The welder of SSE has not yet been shown to have qualified welders in accordance with Regulation of the Minister of Manpower of the Republic of Indonesia No. 02 of 1982.</p> <p>c. There are still of boiler operators PLF who do not have OHS license of steam in accordance with the Regulation of the Minister of Manpower of the Republic of Indonesia No. 01 of 1988.</p>		

- d. The company's paramedics in SSE and RPE have not yet been certified by industrial hygiene and occupational health in accordance with the Regulation of the Minister of Manpower of the Republic of Indonesia No. 01 Year 1979.

### 2.1.2, 2.1.3 and 2.1.4

A documented system, which includes written information on legal requirements were available in place and maintained. A documents system includes personnel in charge, set of legal documents, and comprehensive list of international, national and local laws. ESH manger from PSQM Department has appointed as personnel in charge to manage a document system as regulated in Prosedur Persyaratan Hukum (No. Policy 301/PSQM-ESH/11) pada tanggal 01 Februari 2016. The procedure explain of updating new regulation every once in a year by the EHS manager along with PSQM staff. The implementaion of updated regulation was documented in devaluation document of regulation, which explain kind of rules/regulation, monitoring/implementing aspect, status of fullfilment and documented rules/regulation.

The CH has shown document of regulation evaluation for 2017-2018, where there was 6 new regulation of 2016 and had been evaluated for its implementation, such as:

- Ministry of Agriculture Decree Ref. No. 21/2017 about 2nd revised of Ministry of Agriculture Decree Ref. No. 98/2013 about plantation business license guidelines.
- Ministry of Agriculture Decree Ref. No. 05/2018 about Clearing and/or plantation management without burning.

### 2.1.1 Status: Non-Conformity No.2018.02 with major category

### 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

There has been no change in legal documents since the last audit. The CH has had the land rights in the form of Land Use Title (HGU) for an area of 14,892 hectares valid until 22 November 2032.

Based in document review and field visit known that management unit has manage an area of 16,011.19 Ha consist of 14,592.11 Ha planted area; 1,319.86 Ha others area. There is still an area of  $\pm 1,119.97$  were still in the process of HGU. The HGU process has been conducted since 2008, but until now have not been issued. Following the progress of the HGU made by the PSA after the RC until this ASA-1.1:

- PT PSA sent a letter to the BPKH Kalimantan Selatan Province to obtain information on the status of the area in the HGU process area on Feb 2017. PT PSA also sends forest release permits which issued by Ministry of Forestry on 1994.
- Letter from the Mining and Energy Office of South Kalimantan in March 2017 explaining that the HGU process area is in Non-Forest Area (based on letter from the Kotabaru District Forestry Agency No. 522/147 / TGH / 2014, dated March 4, 2014) and does not overlap with the area of Mining Business License
- On February 24, 2017 PT PSA sent a letter to the Plantation Agency of South Kalimantan regarding the proposal for the proposed plan of oil palm plantation and processing activities of PT PSA covering an area of  $\pm 1,120$  Ha. The South Kalimantan Plantation Agency has conducted a field visit by 4 officers conducted on March 9 - 11, 2017.

The HGU process of PT PSA for an area of 1.120 Ha will be observed again at the next visit based on RSPO regulation about the HGU.

#### 2.2.2

The certificate holder has HGU boundaries book issued by BPN of South Kalimantan in 2007. The certificate holder has issued the HGU boundaries maintenance procedure (PM 3001) dated on 10 January 2010. HGU boundaries maintenance should conducted every 6 months. Based on document review related boundaries monitoring and maintenance, Rampa Estate can not show the monitoring report againsts the procedure. **For this raised nonconformity with minor categorized.**

Ground verification has conducted with GPS. Based on ground verification, HGU boundaries are maintained and met with coordinates as follow:

No Patok	Lokasi (Blok)	Koordinat dari Pengukuran	
<b>Sesulung Estate</b>		LS	BT
PSA 02	N37	2°29'46.8"	116°28'51.7"
PSA 04	O38	2°30'18.8"	116°29'14.8"
PSA 05	P39	2°30'52.3"	116°59'14.2"

PSA 14	U41	2°33'04.7"	116°29'34.1"
PSA 15	U41	2°33'26.3"	116°29'33.7"
PSA 16	U44	2°33'16.4"	116°30'00.5"
<b>Rampa Estate</b>			
PSA 02	K08	2°27'27.9"	116°24'15.1"
PSA 06	M14/15	2°27'41.5"	116°24'14.8"
PSA 07	M14	2°27'47.9"	116°24'14.6"
PSA 11	N28	2°28'01.4"	116°24'29.3"
PSA 29		2°29'08.7"	116°25'27.9"

### 2.2.3; 2.2.4; 2.2.5

Based on document review and interview with Rampa Village head, Sesulung Village head, Land Office District shows there are not claimed area in PT. PSA. Areal PT. PSA has cleared transferred from previous land tenure ownership. But the certificate holders have developed Conflict Resolution SOP authorized by the SOU Chairman on 9 April 2011.

### 2.2.6

The certificate holder has a prohibition on the use of paramilitary officers in the company's operations in accordance with letter from SOU Chairman dated on 1 December 2015. Based on observation, the certificate holder are no used paramilitary officers in their operational area.

2.2.2 **Status: Non-Conformity No.2018.03 with minor category**

### 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; 2.3.4

There is not developing new area since RC audit until this ASA 1.1. Results of interviews with village chief and community leaders in Rampa Cengal Village and Sesulung Village is known that in the company's area there is no land derived from customary rights. The villages around the estate does not have customary land, land ownership patterns based on proprietary of land certificate, SKT, deed of purchase and inheritance. So that there is no handing over land from the customary rights.

CH already has a land compensation procedure that is conducted by involving relevant stakeholders. The land compensation process has been completed with maps signed by village authority and landowners. The land compensation process has been conducted since 1995 - 2008.

**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

The certificate holder has a company long term management program which documented on business plan for period 2018-2022. The plan has covers projection on production cost on estates and mill, nursery, buildings, roads and drains, plantable reserve land, unplantable reserve land (HCV etc), replanting, production (FFB, CPO and PK), extraction rate (OER and KER), transportation, expenditure, manpower, products price (FFB and CPO), revenue and cost analysis.

This longterm budget plan has made by the respective estates and mill Manager, proposed to the General Manager (GM), evaluated by Senior GM and approved by the Head of Plantation Sustainability Quality Management (PSQM).

#### 3.1.2

The company has shows replanting program as well as its maps (scale 1:50,000). In general, replanting program for the next five years period (2016/2017 to 2020/2021) were projected for 703 ha; 1,033 ha; 1,004 ha; 1,037 ha and 1,008 ha, respectively. According to document review and information estate from management unit, it was informed that there was no replanting plan in PLE in the near future, while BNE has been conducted since 2015/2016. The replanting realization has in line with the schedule, approved by PSQM. Furthermore, replanting plan for period 2017/2018 in BNE was about 345.08 ha which will be conducted in Block F006-F011.

**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**

Same as the previous assessment, the company has procedure (SOP) of oil palm Agronomy for Minamas Plantation Group which presented in document of Agricultural Reference Manual Policy No. 110/EST-ARM/13 dated September 1<sup>st</sup>, 2013, signed by the Head of Plantation Upstream Indonesia. The SOP describes techniques on palm material preparation, nursery, planting and replanting, land preparation, harvesting management, field upkeep, manuring, by-product application (EFB and POME), canopy management, water management and management in peat soil, standard of ripeness, ablation, palm protections, weeds control, LCC planting and rainfall recording.

That's procedure is available on audit site and written in appropriate language that is easily understandable for all workers. Based on a field visit on Spraying Block L16, Harvesting Block K47, Fertilizing Block S04, the activities have complied with the related procedures. All workers knowing and can demonstrated the activities based on that procedures.

**4.1.2 & 4.1.3**

Same as the previous assessment, the Company has a master list of best management practices (Best Management Practices) as well as inspection documents for the implementation of such procedures as set forth in the Inspection Conclusion Paper Worksheet (LK3P) which contains Root cause, Corrective Action; Plantation advisory report related to PQR and GCA Report.

The last sustainable internal audit has been done on 10 February 2018. All of the findings has been fulfilled such as, has been updated fire-extinguisher checklist and have been cleaned spilled oil in the chemical warehouse (on 18 April 2018).

**4.1.4**

According to the result of document review and interview with the management, there is no FFB sourced from external/third party, FFB received only from the own estate and estate of sister company.

**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**

Same as the previous assessment, procedure of soil fertility management was presented in document policy No. 110/EST-ARM/13 part 8 about manuring. SOP mentioned that manuring recommendation must be based on leaf and soil sampling analysis. Leaf sampling and soil sampling analysis should be carried out once and every five years, respectively. The former analysis has carried out by Minamas Research Centre (MRC) in Pekanbaru, Riau, while the latter was carried by Research Institute of University of Lambung Mangkurat in Banjarmasin, Kalimantan Selatan. Parameter measured on leaf analysis are macronutrient (N, P, K, Ca, Mg and Mn) and micronutrient (Fe, B, Zn and Cu) content (in %) while in soil analysis are nutrient retention (pH, % organic-C, CEC), available nutrient (N-total, P-total, available-P, K-dd and Mg-dd), soil properties (texture, drainage class, rooting depth), etc. Visual assessment of palm vigour land field condition by Agronomist was also carried out every 6 months to monitoring nutrient status change. Records of leaf and soil sampling are available (presented in Indicator 4.2.3). According to manuring recommendation program in 2018/2019, it could be concluded that calculation of fertilizer rates were derived from leaf and soil analysis. Furthermore, actual time of application has follows the schedule recommended by MRC Agronomist team. The record of analysis document stored in estate office with appropriate language.

**4.2.2 & 4.2.3**

Records of fertilization activities are well recorded by the company which among others explain about the type of fertilizer, the number of workers, work performance and the dose used. For example in the Fertilizer Use Data Document Period July 2017 until June 2018 which explains the use of per type of fertilizer compared with the production of FFB per year, For Sesulung Estate among others as follows: Rockphosphate 591,312 Kg; Kieserite 379,295 Kg; HGFB 30,006 Kg; NK Blend 2,291,023 Kg. The realization of fertilization is suitable with the budget which company made.

However, the company not yet shown the document of fertilization program and realization for Rampa Estate. **Non-Conformity No.2018.04**



**4.2.4**

The Company has a strategy of recycling nutrients, such as the use of the EFB and PME for organic fertilizer. By-products application was documented in monthly Estate Manager report chapter monthly work realization, realization of manuring report and by-product realization report. EFB dosage recommended were varies 40 ton/ha, which depends on field condition.

**4.2.2 Status: Non-Conformity No.2018.04 with minor category**
**4.3**
**Practices minimize and control erosion and degradation of soils.**
**4.3.1, 4.3.2 & 4.3.6**

Same as the previous assessment, Based on soil map (scale 1:50,000) which derived from soil survey semi detail and land suitability study of PT PSA for period 2016-2021 report, conducted by Minamas Reasearch Centre (MRC) team, it was informed that there is no presence of peat soil within company operational areas. Furthermore in term of slope class, about 83.69 % area were classified as flat to rolling (0-24 %) while 15.20 % and 1.11 % were classified as hilly (24-38 %) to somewhat steep (38-50 %), respectively. according to soil map verification, it was informed that the somewhat steep areas were all located on Binturung Estate where scattered in Block A001-002, B002-003, C002-003, C005-008, D006-007, E004-005 and F004-F005. Based on land suitability analysis, those identified areas has classified as S3 (marginal to fragile). To overcome slope limitation mentioned above, several strategy has been implemented by BNE management as verified during field observation to replanting Blocks, i.e. maintaining LCC (*Pueraria javanica* and *Collopagonium mucunoides*), soft grasses, selective weeding, terraces planting system, siltpit installation and frond stacking parallel to the slope.

There's no revision on Policy No. II-04/MRC-SOP/10 dated may 25<sup>th</sup>, 2010 about soil erosion measurement guidelines contended that to measure the effectiveness of minimizing level of erosion through frond stacking, EFB mulching application and terraces, monitoing of erosion pole in Block F11 and F12 Divisi 4 BNE should be carried out every month. Moreover, policy No. 110/EST-ARM13 chapter 5 explained that planting density in hilly slope area was 148 palm/ha and planted using voile lining method. Record of soil and water conservation monitoring was documented in Plantation Advisor report. Based on erosion monitoring record 2016, it was informed that erosion level in Block F11 and F12 Divisi 4 was 0 mm/year. Estate management unit reported that level of erosion were usually increase during wet season or when rainfall was more than 250 mm/month. Moreover, based on field observation on hilly area in PLE and BNE, it could be concluded that all recommendation mentioned in soil survey report and procedure were satisfactory implemented.

Furthermore, several management strategy recommended for low fertility soil are:

- To enhance organic matters towards by-products application such as EFB mulching and land application by POME.
- Manuring management through nutrient balance which recommended by Agronomist team, maximizing fertilizer use efficiency (to choose suitable fertilizers type, time of application and placement), minimizing soil erosion and leaching/nutrient run-off as well as conducting water conservation (U-shape fronds heap on flat area and parallel to contour on terraces area).

Auditor conducted field observations on block L37 and L36 Division 3 (Rampa Estate) known the company has been making contour terrace in hilly area and EFB application. Then in Block K23 Division 2 (Rampa Estate) the company made drainage with 1: 4 scheme due to tidal area and drainage condition has been treated according to company policy (no midrib, and drainage condition is not damaged)

**4.3.3**

Program of road maintenance listed on Company Work Plan & Budget vs Realization Period 2017/2018, for example plan and realization until April 2018 for Sesulung Estate are:

Month	Budget (m)	Realization(m)
July 2017	16,763	91,250
Agustus 2017	16,763	42,280
September 2017	16,763	25,505

Oktober 2017	16,763	111,000
November 2017	16,763	66,050
December 2017	16,763	66,610
January 2018	16,763	18,900
February 2018	16,763	43,420
March 2018	16,763	26,530
April 2018	16,763	46,900

Based on interview with company staff, the realization is over from budget due to the high level of road damage caused by the rain, thus disrupting the transportation activities of FFB.

However, the company not yet shown the document of road maintenance for Rampa Estate. **Non-Conformity No.2018.05**

#### 4.3.4

As mentioned in Indicator 4.3.1, it was state there were no presence of peat soils within PT PSA operational areas. Hence, there is no water management on the particular areas. However, for mineral areas with poor drainability properties and prone to flooded, the estate has installed filed drain with 1:4 patterns which aims to avoid flooded during wet seasons.

#### 4.3.5

As no presence of peat soil within PT PSA operational areas, drainability study for replanting program is not applicable

**4.3.3 Status: Non-Conformity No.2018.05 with minor category**

#### 4.4

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

##### 4.4.1 and 4.4.2

Certificate holder has consistently set water management strategies that were implemented. Several strategies as follows:

- Protecting riparian from chemicals contamination. The company has installed sign as prohibiting application of pesticides and fertilizers. It sign board has socialized to all workers. The signs can be red painting in palm tree or sign board.
- Surface water monitoring every semester. Water analysis conducted by testing laboratorium PT Sucofindo Samarinda (accredited by National Accreditation Committee/KAN LP-258-IDN). Based on the last tests on August 2017 in all parameters still accordance to surface water quality threshold.

##### 4.4.3

Waste water of oil palm processing has processed through waste water treatment plant (WWTP) station. Monitoring of BOD has carried out every month regularly and reported to Environment Agency every three month. Based on waste water analysis in period June 2107 to February 2018 which conducted by PT. Sucofindo Samarinda (accredited by National Accreditation Committee/LP-258-IDN) on waste water treatment plant, parameters that tested under the threshold especially BOD and COD. It shows that waste water can be applied in to the land application.

The Certification Unit has shows permit of land application permit from Regent (*Bupati*) of Kotabaru District No. 503/05/IPAL-BPPTPM/2016 dated 21 December 2016 about land application permit PT Paripurna Swakarsa. On October 27, 2017 there was a recommendation from Environment Agency of Kotabaru Regency regarding the approval of the previous changes and recommendations regarding the location of the application and its extent to Sesulung Estate (135.24 Ha) and Pondok Labu Estate (118.57 Ha)

Observation in land application area in Sesulung Estate Block K42 shows the area were well maintained. There was no leakage that flows outside the area. Based on public consultation with village representation, there was no issues regarding to river pollution especially in in to the river that across the village.

##### 4.4.4

Mill has monitored daily water consumption and is recapitulated monthly. Based on the monitoring of water consumption (January to April 2018) for Mill operational activities, it is known that the average per month is below the budget of 0.33%, so the consumption of water for Mill operation is efficient.

The field visit at the WTP indicates the water usage meter (Flowmeter) is functioning, the water record used is performed by the WTP operator daily and recapitulated on the monthly report by Clerk Administration of Process.

**Status: Comply**

#### 4.5

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

##### 4.5.1

The company has SOP document of plant-disturbing organisms Observation and Control in ARM Policy No. 110/EST-ARM/13 Chapter 15 about plant protection which covers early warning system, census and analysis, biological and chemical pest population management and monitoring. The estate management has a program of integrated pest management and its realization which presented in monthly committee meeting report.

Based on the review of census recapitulation document and pest control of the period until April 2018, there's no caterpillar attack, *ganoderma*, *oryctes* (rhinoceros beetle), bag worm and rat attack for Sesulung Estate were found, so the company did not take control measures. Based on field observations, the auditor also did not find significant attacks of Pest both in Sesulung Estate and Rampa Estate.

However, the company not yet shown document of Plan, Monitoring, and Handling of IPM for Rampa Estate. **Non-Conformity No.2018.06 with major category**

##### 4.5.2

Company has Records of the training implementation for staff who are involved in the implementation of integrated pest management, for example:

- Training of Competence & Safety Spraying, Pesticide Handling and Socialization of Buffer Zone at Sesulung Estate on March 29, 2018 which was attended by 24 Employees.

Training of Competence & Safety Spraying, Pesticide Handling and Socialization Buffer Zone at Rampa Estate on March 21, 2018 which was attended by 21 Employees.

**4.5.1 Status: Non-Conformity No.2018.06 with major category**

#### 4.6

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

##### 4.6.1 & 4.6.2

Same as the previous assessment, the company has pesticide procedure on Procedure ARM Policy No. 110/EST-ARM/13 Chapter 15 about plant protection mentioned that the use of agrochemical should be based on census analysis evaluation when the level of incidence is more than threshold limits. In order to avoid P&D (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute and/or rotate the use of pesticides for the same target, for example, in term of broad leaf control such as *Ageratum conyzoides*, *Boreiva alata* and *Mikania micranta*, the use of Metasulfuron 20 WG (Methyl metsulfuron) could be substitute with Kenlon or Dalopir 480 EC (Triclophyr butoksi ester). Moreover, biological control has also adopted such as planting of beneficial plants (*Turnera subulata* and *Antigonon leptopus*) for leaf eating caterpillar population control, where easily found on the main and collection roads during field observation, pheromone trap for rhino-beetle (*Oryctes rhinoceros*) control and conducting barn owl (*Tyto alba*) for rat's population control.

Based on documents verifications and observation to chemical storage has shown evidence that the used pesticides have received permission from the government. Based on interview with workers in block K15 (Rampa Estate) and block L16 (Sesulung Estate), worker knowing the pesticide spraying procedure (dosage, PPE, target weeds) based on that procedures.

##### 4.6.2 & 4.6.3

The use of pesticides has been documented by Sesulung Estate that explains the name of the active ingredient, LD50, % active ingredients, the number of applications, the total active ingredients used, the total FFB production, pesticides units / Hectare, application hectare and the amounts of pesticide / hectare. The company also has a record of used pesticide on periode 2017/2018, one of the details is as follows: 3000.7 liter Glyphosate and 13.75 liter Indaziflam. Based on document review & interview with company staff, pesticide not been used on prophylactic way, but based on economy threshold.

However, company not yet shown the document of the use of pesticide for Rampa Estate. **Non-Conformity No.2018.07 with major category**

#### 4.6.4

Based on pesticide used records in 2017/2018 which presented in Indicator 4.6.1 and 4.6.2, it could be concluded that there is no pesticides listed in WHO Appendix 1A and/or listed in Stockholm or Rotterdam Convention as well as paraquat. However it was noted stock of Racumin (coumatetralyl) which classified into Appendix 1B WHO. The dosage of active substance used was very low which is about 380 gr of coumatetralyl in 2016/2017 and there are no use of racumin during 2017/2018 period. To reduce rat bait uses, estate management has adopting barn owl application.

However, for Rampa Estate there has not been enough evidence that pesticide use, which belongs to the World Health Organization Class 1A or 1B, or listed in the Stockholm or Rotterdam Conventions, and paraquat has been marginalized and written off as part of the plan, and may only be used in exceptional conditions. **Non-Conformity No.2018.08 with minor category**

#### 4.6.5

Company has Records of the training implementation for staff who are involved in the implementation of integrated pest management, for example:

- Training of Competence & Safety Spraying, Pesticide Handling and Socialization of Buffer Zone at Sesulung Estate on March 29, 2018 which was attended by 24 Employees.
- Training of Competence & Safety Spraying, Pesticide Handling and Socialization Buffer Zone at Rampa Estate on March 21, 2018 which was attended by 21 Employees.

Based on the results of interviews with spraying workers, it is known that the PPE is given free of charge by the company (Gloves, Apron, Glasses, and masks). Workers also keep and wash the work tools at the washers that have been provided at BSS House (not taken home appliance). Workers also understand the technical activities of workers by explaining technical work ranging from spraying, weed targeting, and avoiding spraying in riparian areas. The company has the opportunity to ensure that all MSDSs are available at the Agrochemical Warehouse (OFI)

#### 4.6.6 and 4.6.10

On a visit to the Agrochemical Warehouse in RPE, it was found that pesticides in jerry cans were placed on the floor, the information conveyed by the Warehouse Head was due to the process of being moved from the old warehouse and the shelves had not been installed. From the results of the visit, the company needs to ensure that the preparation of agrochemical materials in the RPE warehouse refers to the applicable procedure (OFI No. 3a)

Observations in Agrochemical Warehouse SSE, were known to be an emergency wash and exhaust fan in a condition that was not functioning, and was being repaired by workers. From these observations, the company needs to accelerate the realization of emergency wash and exhaust fan repairs in Agrochemical Warehouse SSE (OFI No. 3b)

Procedure of agrochemicals (pesticide) waste management was presented in document Work Instructions of handling hazardous waste (No: 701/IK-TSA-ESH/10). Hazardous waste such as agrochemical packaging drums and plastic containers it's washing or rinsing water rinsed 3 times or one time in a way sprayed with pressurized water. As for the water used washing / rinsing may not be directly discharged into the environment but can be reused as water mixing. Based on field visits in temporary storage hazardous waste and interviews with officers hazardous waste, old pesticide containers are collected into temporary storage hazardous waste and sent to the transporter hazardous waste (PT. Balikpapan Environmental Service) who had permission from the Ministry of Environment. The last delivery on February 18<sup>th</sup> 2018.

Training on agrochemical waste management has been carried out on 23 December 2017 which was attended by the warehouse head, warehouse staff, and workers in charge at BSS house.

#### 4.6.7

The company shows the record of training materials and socialization, and the content of the material has covered the risks of work (HIRAC) in the application of pesticides.

Based on interviews with spraying workers (both at Rampa Estate and Sesulung Estate), the workers were able to explain the spray technique, the use of PPE, the prohibition of working in spray for pregnant and lactating women, washing the PPE in the

space provided and not taking PPE home. This is in accordance with the training that has been given the company.

#### 4.6.8

Based on field observation and information form estate management, it was informed that there were no pesticide application by plane through the air. All pesticides has applied through spraying and trunk injection.

#### 4.6.9

The company already provided information about pesticide handling for every workers through warnings posted in division offices, access to all employees in view of MSDS (Material Safety Data Sheet) and related training on pesticide handling.

#### 4.6.11

The results of interviews with pesticide operators in Blok L16 and K15 (8 workers, 2 foreman), submitted that all pesticide operators have been checked health periodically six months (regular MCU and special MCU) and workers have known the results of the examination. No worker has an indication of exposure to chemicals such as itching, skin irritation, poisoning or anything else.

Based on document review, company showed result of medical checkup for PT Paripurna Swakarsa, such as:

- The company displays the latest medical periodic inspection results for Sesulung Estate for the period of January 2018 with details of 38 fertilizer employees and 37 Spraying employees. Health examination includes physical examination, blood, urine, and cholinesterase performed by Company Doctor dr. Andika Wirza and Simpang Batulicin Clinic Laboratory. From the document review results, found all employees diagnosed in good health (within normal limits).
- The company displays the latest periodic inspection results for Rampa Estate for the period of January 2018 with details of 29 fertilizer employees and 28 Spraying employees. Health examination includes physical examination, blood, urine, and cholinesterase performed by Company Doctor dr. Andika Wirza and Simpang Batulicin Clinic Laboratory. From the document review results, found all employees diagnosed in good health (within normal limits).

#### 4.6.12

Based on interview with women worker, they know that they are restricted for working with chemical material when pregnant or breastfeeding. The company has identified the pregnant worker by monitoring of menstruation leave. Besides, they also have monitoring for pregnant leave for 3 months. The company needs to ensure that identification system for pregnant and lactating women for workers related to pesticides (OFI)

**4.6.2 Status: Non-Conformity No.2018.07 with major category**

**4.6.4 Status: Non-Conformity No.2018.08 with minor category**

#### 4.7

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

##### 4.7.1

Policy related to OHS still the same as previous assessment, namely policy OHS passed by CEO Minamas Plantation dated December 2011. Based on interview with workers known that they have been known about the OHS policy. They also said that assistant perform morning briefing every day before starting work.

##### 4.7.2

CH has undertaken an analysis and identification of the hazards and risks that may arise from the operations of the Mill and Estate. CH can demonstrate hazard identification risk assessment and control (HIRAC) documents Estate and Mill, among others, informing the type of work, hazard, risk, risk level, risk control, risk level after control and PIC.

Based on verification record of HIRAC, there are differences of format owned by Mill and Estate, there are names of companies/estate outside the scope of PT PSA management unit, as well as inconsistency of writing date and person in charge. Referring to the explanation, it is necessary to evaluate for HIRAC Estate by referring to applicable SOP's as well as writing the name of the estate in accordance with the entity management unit of the company, as well as the completeness of date information and the person in charge in the HIRAC. (OFI No. 5)

##### 4.7.3

Results of field visits and interviews with harvest workers in K28 Block 2nd Division RPE and in Block K47 Division 1 SSE were



submitted that boots were only given once during work and currently the shoes used by harvesters were bought by themselves, whereas in the fertilizer workers in Block L37 Division 3 RPE recognized that the APD in the form of shoes not given the company but the workers buy themselves.

This is not yet in accordance with Article 47 within the CLA which states that the company will provide PPE with consideration of risks arising according to the HIRAC analysis. In addition, the company also has not been able to show the management of PPE in the form of identifikasi, the selection of PPE as the basis for determining the specification of PPE in accordance with the type and risk of work, the life of the PPE, the replacement mechanism, supervision mechanism, and other provisions as regulated in Permenaker No. 08 Year 2010. **Non-Conformity No. 2018.09 with category Major**

#### 4.7.4

Certificate holder has identified those responsible for implementation of OHS program formed in P2K3 structure. Based on interview with Labour Agency Kotabaru District, company has P2K3 and OHS Officer in accordance with the regulations.

Besides that, meeting related OHS has been done by P2K3, example meeting on March 2018 in PLF with a discussion agenda about hazards such as harvesting, chemist, fertilizing, etc. which is supplemented with recommendations from OHS Expert.

#### 4.7.5

Certificate holder has made efforts to deal with emergencies and accidents, among others:

- Have procedures related to the handling of emergencies. The procedure related to the handling emergencies is still the same as the previous assessment.
- Have emergency facilities and infrastructure such as fire extinguisher, first aid kit, hydrant, water machine, water tank, clothing for firefighters, chainsaws, hoses and syringes peat, tractors and other supporting equipment.
- Conducting a training of emergency, example emergency response training in Mill and Estate on September 16<sup>th</sup> 2017.

Based on field visits in mill at boiler station known that hydrant can function properly and in each fire extinguisher there is checklist of inspection that monitored every month.

#### 4.7.6

Certificate holder has provided the employees with insurance to cover occupational accident in accordance with the provision set by the government (BPJS). Such insurance is named *BPJS Ketenagakerjaan* which is routinely paid every month. Based on interview with Worker Union, explained that all employees have been registered in accident insurance.

Based on interview with local contractor (heavy equipment rental services), insurance for contractor's workers has been covered on *BPJS Ketenagakerjaan*.

#### 4.7.7

Certificate holder had recorded of occupational accidents in Work Accident Monitoring Reports that inform date, name of victim, site of accident, number of accidents, loss of work days, and category of an accident and cause of the accident. Based Monitoring accident period July 2017 to April 2018 note that in Estate and mill there are no accidents.

#### 4.7.3 Status: Non-Conformity No. 2018.09 with category Major

#### 4.8

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

#### 4.8.1

The management unit PT PSA by HRM Sime Darby consistently prepare annual training program for all staff and workers at Plantation Minamas Training Calendar 2017/2018 in an effort to comply with regulations, as well as documenting and evaluating the training program has been developed and implemented. The training program includes OHS training (PPE, HIRAC, fire extinguisher and Hydrant, First Aid, Emergency Response, Mechanical Safety), the risk of exposure to pesticides (dose, the protection of female workers from the hazards of chemicals, the use of home Block Spraying System as a place to cleanse the body after working with chemicals, as well as storage and work tools spray PPE as an effort to minimize the impact of chemical hazards from the family home). In addition, the training associated with BMP in efforts to increase estate production.

#### 4.8.2

Mill and Estate has consistently documented the training records for all staff and workers. In the tape contained information:



employee name, employee number, position, title of training, time, place, Instructor and a certificate. For example:

- Training records pesticide operators on March 28<sup>th</sup>, 2018 sprayer team SSE on training about PPE, SOP spraying, procedures for the use of doses of pesticides, HIRAC, MSDS, HCV and Gender.
- Training records harvester on March 5<sup>th</sup> 2018 harvester team RPE on training about SOP harvesting and PPE.

Based on interviews with workers in Mill and Estate submitted that the workers have received training related to the field work and be briefed on the activities of the morning briefing to ensure workers can work in accordance with procedures established by the company.

The Company has also conducted training for contractors who partnered with PT PSA, such as training for replanting contractors on the importance of the use of PPE, OHS, and HIRAC on November 03, 2017.

<b>Status: Comply</b>	
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#### **PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity**

##### **5.1**

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

##### **5.1.1**

CH had environmental documents:

- Environmental Impact Assessment document (EIA) of Oil Palm Plantations and Plantations on behalf of PT. INDOAGRI INTIPLANTATION (PT Laguna Mandiri, PT Langgeng Muara Makmur, PT Paripurna Swakarsa and PT Swadaya Andika) Year 1994. The scope of acreage for PT. Swakarsa plenary of 22,800 Ha (Survey Result of Land Inspection B No. 04 / RIS-HGU / 1991 dated August 21, 1991) with the capacity of oil palm processing factory installed 60 tons of FFB / hr.
- Environment Management Plan, Environment Monitoring Plan Oil Palm Plantation and Palm Oil Factory PT. Paripurna Swakarsa North Pamukan and Pamukan Selatan, Kab. Kotabaru, Prov. South Kalimantan 1994
- Social Document Environment Impact Assessment Repulsive Activity of Estate and Estate Places of the 2015-2018 period compiled by Aksenta

##### **5.1.2**

CH has periodically (every six months) delivered reports on EIA implementation (RKL-RPL) to local authorities. Latest report available for second half of 2017 which was submitted on January 08<sup>th</sup> 2018 (Letter Number 123/PLF-Extr/I2018) to Environmental Office of Kalimantan Selatan Province and to Environmental Agency of Kotabaru District.

##### **5.1.3**

##### **NCR No. 2018.10 with Minor Category**

The Company shows EIA implementation (RKL-RPL) for the period I (January to June) and period II (July to September) 2017 which refers to the governance and monitoring matrix in RKL RPL document (No. 047/RKL-RPL/BA/III/1995, 30 March 2011). However, based on the review of the document:

- a. No monitoring results of Upstream and Downstream Rivers of Mill, and Biyuku River for the second semester of 2017 are referring to the monitoring period in the RPL RPL matrix for water quality test every six months.
- b. There is no social impact monitoring available for public view of the existence of PT PSA and changes in scheme smallholders for the period of 2017, in accordance with the monitoring period in the RPL RPL matrix once a year
- c. Not enough evidence of animal monitoring has been done in accordance with the monitoring period in the RKL / RPL matrix, ie every 6 months.
- d. There is no critical level evaluation available for the period of 2017 and an evaluation of trends to see trends in changes in environmental quality over time and span.

<b>5.1.3 Status: Non-Conformity No. 2018.10 with minor category</b>	
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##### **5.2**

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

### 5.2.1; 5.2.2; 5.2.4

The Certificate holder has identified flora and fauna in the working area based on identification document of Protected Area within the plantation area in 2009 which was carried out in collaboration with Yayasan Berkelanjutan Berkelanjutan Indonesia (YASBI). In the work area of PT. PSA identified protected area of 1,585.97 Ha (10% of 14,892 Ha) for HCV 734.63 ha (4.93% of total working area) consisting of border areas of rivers, swamps and forested areas, springs and Beach border.

Based on document of Identification of Protected Area identified 10 species of protected animals in accordance with Government Regulation No. 7 of 1999 for example Kukang bukap (*Nycticebus coucang*), Trenggiling (*Manis javanica*), Hedgehog (*Hystrix brachyura*), Sigung (*Mydaus javanensis*), Sero Sillung (*Aonyx cinerea*), Root Roots (*Felis bengalensis*), Triculus (*Tragulus javanensis*), Sambar deer (*Cervus unicolor*) and Kijang (*Muntiacus muntjak*); 5 species of birds such as golden Pekaka (*Pelargopsis capensis*), white belly Kangkareng (*Anthraceroceros albirostris*), Kipasan stripes (*Rhipidura javanica*), Raja honey (*Aethopyga siparaja*) and small Pajab (*Arachnothera longirostra*); 2 species of reptile namely monitor lizard (*Varanus boorneensis*) and Crocodile (*Crocodylus* spp).

The certificate holder has a RTE procedure dated on 3 April 2010, conservation forest management procedure dated on 3 April 2010 and WI on Flora and Fauna inventarization method date on 6 February 2012. HCV management plan and monitoring 2017/2018 were available in place. Documents and records for HCV management implementation were available at each estate, for example:

- Flora and fauna monitoring that conducted every 2 months conducted in 2017 and Jan-May 2018 at block N30-31 Rampa Estate and block J019, K020, L016, L017, K020, L016, L017, M015, M017, M018, T001, T002, U002, V001, S006, R005 dan Q001 Sesukung Estate
- Vetiver grass planting at HCV area block N30 Rampa Estate conducted in December 2017.
- Sign board monitoring in Rampa Estate and Sesukung Estate conducted in December 2017.

### 5.2.3; 5.2.5

The certificate holder has a policy related environment and RTE, slope and buffer zone protection, signed by Head of Indonesia Plantation Upstream in December 2011. The Company has appointed a special officer to oversee the implementation of HCV management in each estate (through the appointment letter Manager) to oversee the plans and activities of species management and HCV. The Company has regular recording of HCV monitoring activities each month in each estate.

Records on socialized protected areas and conservation of flora fauna to employees and communities conducted in December 2017 were available in each estate. For example: protected areas and conservation of flora fauna socialization conducted by Rampa Estate and Sesukung Estate in December 2017 attended by staff and workers. Attended list, photo and resume were available.

Based on field visit and stakeholders interview, there is no conflict indication in HCV area with local communities and workers. Workers has understood about RTE policy and prohibit to capture, harm and collect RTE.

**Status: Comply**

## 5.3

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

### 5.3.1; 5.3.2; 5.3.3

Consistently of previous assessment, the management unit has identified waste in the Mill and the Estate including the type of waste (hazardous waste, domestic waste, industrial waste, infectious waste, and air waste), waste sources, and actions taken in efforts to reduce hazardous waste.

#### Hazardous Waste

Hazardous waste generated from operational activities such as Mill and Estate likes used filters, used oil, cotton waste fabric scrap, battery scrap, pesticides used containers, used lamp, etc are stored in the Hazardous Waste Temporary Storage licensed PT PSA. Permit form of Letter Head of Kotabaru District No. 188.45/254/KUM2016 issued on March 26<sup>th</sup> 2016 with a validity period of 5 years. The results of the field observations at the Hazardous Waste Temporary Storage PLF note that storage in accordance with the capacity and roofed to protect from rain, has an air circulation, has a lighting system, fire extinguisher, eyewash/shower, secondary containment, first aid boxes, alarm, SOP emergency response, log book, balance

hazardous waste boards, labels and symbols hazardous waste.

CH has chemical container management contained in the pesticide packing storage procedure and Working Instruction Handling of pesticide packaging (No: 701/IK-TSA-ESH/10) that explains empty packaging is sent to the rinsing site and then carried out the cleaning of the packaging (at least three times rinsing) and rinse water is accommodated in the reservoir for re-use in spraying. After the condition of the packaging is completely clean then sent to hazardous waste warehouse.

#### Domestic Waste

Domestic waste generated from housing, office, workshop and warehouse in the form of organic and inorganic garbage dumped into Waste Landfill is located away from employee housing and water resources. Waste Landfills form of dumping system (digging and stockpiling).

#### Mill Waste

Of processing activities at the Mill, the waste generated in the form of empty bunch, effluent (POME), fiber and shells. For each such waste forms of management include: bunch empty applied directly to the land, and liquid waste generated from the production process PLF managed at WWTP before it is applied to the land (for example in Sesulung Estate Block K42) in accordance from Regent (*Bupati*) of Kotabaru District No. 503/05/IPAL-BPPTPM/2016 dated 21 December 2016 about land application permit PT Paripurna Swakarsa. As for the waste in the form of fiber and shells are used to fuel the boilers as the company's efforts in the efficiency of fossil fuel use and optimizing use of renewable energy.

#### Infectious Waste

Infectious waste resulting from activities in clinics such as syringes, infusion bottles and hoses, cotton bandages and scars, and expired drugs. The waste is stored in the Hazardous Waste Temporary Storage and subsequently handed over to the carrier company hazardous waste as hazardous waste others management.

#### Air Waste/Emissions

From processing operations in Mill also produce waste in the form of air emissions from the boiler chimney activity, and generators, as well as the noise emanating from the operational turbines, generators, polishing drum rotation, nut creeker. The shape management by measuring the air quality and noise on a regular basis, such testing on September, 2017. The results of the emission test parameter generator with NO<sub>2</sub>, SO<sub>2</sub>, CO, particulate, opacity, and flow rate in accordance with the quality standards established at Regulation Of Environmental Ministry No. 13 of 1995. The results of boiler emissions test parameters, among others, SO<sub>2</sub>, CO, NO<sub>2</sub>, O<sub>3</sub>, Cl<sub>2</sub>, HCl, NH<sub>3</sub>, H<sub>2</sub>S, particulate, opacity, Pb, HF, Cd, As, Hg, Zn, and the flow rate in accordance with quality standards established in Regulation Of Environmental Ministry No. 7 of 2007. The results of measurements of noise intensity in the Engine Room, boiler room, kernel of plant, and station clarification known noise intensity exceeds the threshold limit specified in Regulation Of Environmental Ministry No. 48 of 1996. The actions taken by the company to provide PPE (earplug/earmuff) for workers who work in the area with high noise and operator audiometric checked periodically.

#### OFI

- Organize of hazardous waste types in the hazardous waste storage of PLF in accordance with the characteristics of hazardous waste and maintained hygiene by always applying 5S.
- Implementation IOM's on May 9, 2017 stating that hazardous waste must be stored in a temporary place for 16 days and after that must be sent to a licensed hazardous waste waste polling station at the PLF.

Status: Comply

#### 5.4

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

##### 5.4.1

CH has used renewable energy in the form of shell and fiber utilization as fuel for boiler replacing diesel. Available monitoring data of fuel usage for the plant includes the use of diesel, fiber and shell and calculation of KWH generated generator and turbine. Available calculation of saving of fiber and shell (turbine).

Monitoring data of usage of diesel usage for 2017 covers usage for vehicle, transportation of FFB, heavy equipment, power

supply and water supply covering monthly usage data, HM and liter and Liter / Km or Liter / HM calculation.		
	<b>Status: Comply</b>	
<b>5.5</b> <b>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.</b>		
<b>5.5.1 and 5.5.2</b> <p>CH policy on zero burning during land clearing were presented in document of procedure No. 2xx/PTK-LPG/2004 Index No. II/04 dated December 1<sup>st</sup> 2004 and Head Plantation Memorandum letter No. POD-UM-015/IV/2013 dated April 12<sup>th</sup> 2013. There is also memorandum of Head Plantation Operation No. POD-UM-044/III/2010 dated March 9 2010 of replanting programme 2010-2030 of no burning activity. And Manual Agronomy Reference No. 110/EST-ARM section 4 of land preparation, clause 3.1 b stated that land clearing have to follow Letter of Plantation Director No. KB.110/SK/DJ BUN/05.95 dated May 30 1995.</p> <p>Furthermore, based on document letter of agreement for replanting activity with land clearing Contractor in both estates, it was mentioned that land clearing should be carried out by using excavator and bulldozer with no burning method. This is confirmed during field visit to replanting areas in Rampa Estate. Burning activity is also not allowed for pest control during land preparation on replanting.</p>		
	<b>Status: Comply</b>	
<b>5.6</b> <b>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</b>		
<b>5.6.1</b> <p>The CH was able to shows identification of pollution source from its operation (estate and factory) and the management plan. Genenrally, the management plan was consist of 4 source (air, noise, vibration and odor) and its management plan, such as testing every semester to accredited labolatory and its evaluation. CH has monitoring the quality of pollution and emission every six month in mill area. Based on the monitoring result for semester II of 2017, is known that the noise level at boiler station is 91.3 dBA and at sterilization station the noise level is 92.3 dBA. To reduce the noise level, the workers has been use the ear muff or ear plug.</p>		
<b>5.6.2</b> <p>The CH has several mitigation program to managed GHG emission which describe source of emission and its management plan from estate and mills. Mitigation program is consist of zero burning for replanting activities, reduction the used of urea and to apply by-products (EFB) for nutrient supply, fuel efficiency, periodic machinaries and vehicles maintenance, periodic emission monitoring and installation of dust collector at factory. The CH has also program of trees management in HCV area which aims to reduce GHG emission. Based on filed observation, the CH is also using casuarina as plant to reduce emission.</p> <p>The company has waste water treatment plant (WWTP) for pollution reduction of palm oil mill effluent (POME) purposes before transferred to the flatbed on the selected field. POME monitoring on WWTP has monitored, recorded and reported to the Environment Agency on Kotabaru District. Monitoring of BOD has carried out every month regularly and reported to Environment Agency every three month. Based on field observation and interview with WWTP staff, it was informed that monitoring and recording of land application by POME has conducted by WWTP staff and make coordination with estate staff.</p> <p>In order to reduce negative effect of noise levels in mill, the CH has implementing plan as of:</p> <ul style="list-style-type: none"> <li>- Use of ear plug/ear muff in the high level of noise station. There is proof of earplug/earmuff handover to worker.</li> <li>- Regular maintenance of machinary.</li> <li>- Regular audiometric test (once in a year) to operator. .</li> <li>- PPE controlling during work hour.</li> <li>- Installed warning signs in station on Mill with area high noise level (for example in boiler and engine room).</li> </ul>		
<b>5.6.3</b> <p>CH has conducted GHG emission calculations period 2017 make use of Calculator Palm GHG version 3.0.1. Accurate data</p>		

has been put into the RSPO PalmGHG Calculator (Palm GHG version 3.0.1) and has been verified. Summary of net GHG emissions from PalmGHG calculator of the audit report which calculation option is applied for the reporting.

**Summary of net GHG emissions from PalmGHG calculator**

Description	tCO <sub>2</sub> e/tProduct	Land Use	Ha
CPO	4.13	OP planted area	14,692.11
PK	4.13	OP Planted on peat	0
PKO	0	Conservation (forested)	0
PKE	0	Conservation (non-forested)	396.51
		<b>Total</b>	<b>16,011.97</b>

Extraction	tCO <sub>2</sub> e/tProduct	Production	t/yr
OER	20.55	FFB Processed	180,094.58
KER	4.81	CPO Produced	32,558.99

**Summary of Plantation/field emissions and sink**

Description	Own Crop			Group			3 <sup>rd</sup> Party			Total
	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha	tCO <sub>2</sub> e/FB	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha	tCO <sub>2</sub> e/FB	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha	tCO <sub>2</sub> e/FB	
Land conversion	58665.27	9.88	0.33	0	0	0	0	0	0	58665.27
CO <sub>2</sub> emissions from fertilizer	5394.24	0.91	0.03	0	0	0	0	0	0	5394.24
N <sub>2</sub> O emissions	4320.7	0.73	0.02	0	0	0	0	0	0	4320.7
Fuel consumption	1633.7	0.27	0.01	0	0	0	0	0	0	1633.7
Peat Oxidation	0	0	0	0	0	0	0	0	0	0
Crop sequestration	55606.9	-9.36	-0.31	0	0	0	0	0	0	55606.9
Sequestration in conservation area	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>14407.01</b>	<b>2.43</b>	<b>0.08</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Summary of Mill Emissions and Credits**

Description	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
POME	44719.99	0.27
Fuel consumption	787.99	0
Grid Electricity Utilization	0	0
Exports of Excess Electricity to Housing & Grid	0	0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	<b>45507.98</b>	<b>0.27</b>

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



Divert to compost	0.00 %
Divert to anaerobic digestion	100.00 %
<b>POME Diverted to Anaerobic Digestion</b>	
Divert to anaerobic pond	100.00 %
Divert to methane capture (flaring)	0.00 %
Divert to methane capture (electricity generation)	0.00 %
<b>Status: Comply</b>	
<b>PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills</b>	
<b>6.1 Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate the continuous improvement.</b>	
<p><b>6.1.1; 6.1.2</b>  The company has conducted Social Impact Assessments (SIA) on Nov 2009. It assessment gathering all social information from internal stakeholder (workers), external stakeholder (local communities, customary leader, smallholder, village authority). This document has covered all positive and negative social effects that caused and maybe caused by the plantations and mill. Records of participation from local communities and stakeholders during SIA are available.  CH has also conducted a social impact assessment due to replanting activities conducted in 2015. This document has covered all positive and negative social effects that caused and maybe caused by the replanting activities. Based on interview with communities' shows that all issue has been identified by CH.</p> <p><b>6.1.3</b>  The company has set SIA mitigation program for periods 2017 – 2018 which involved by communities and workers. Based on document review, the company has realized the SIA mitigation program such as:</p> <ol style="list-style-type: none"> <li>1. Making of the terrace, planting cover crop, delineation buffer zone areas</li> <li>2. Fertilization in accordance SOP, create a stack path, make a hole CECT</li> <li>3. Making traps carried over terraces</li> </ol> <p>The results of interviews with communities (Rampa Cengal Village and Sesulung Village) are known that there is no negative impact felt due to the company's operations. The company has reviewed mitigation program of social impact assessment regularly.</p> <p><b>6.1.4</b>  The results of interviews with communities (Rampa Cengal Village and Sesulung Village) are known that there is no negative impact felt due to the company's operations. The company has reviewed mitigation program of social impact assessment regularly.  Based on the document review known that the company has conducted SIA evaluation in 2015, but until audit ASA-1.1 the company has not yet did re-evaluated as required by RSPO that is evaluation at least once in 2 years. <b>This becomes Non-Conformity No.2018.011 with minor category</b></p> <p><b>6.1.5</b>  CH has had a smallholder partnership with villagers near the company, but the agreement of partnership is under sister company of CH which is PT LMR.</p>	
6.1.4	<b>Status: Non-Conformity No.2018.011 with minor category</b>
<b>6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</b>	
<p><b>6.2.1</b>  CH has provide procedure of communication and consultation (SOP No. PSA/SOP DK, dated April 11 2011) which explain about mechanism of request for information. The company has a list of stakeholders for Estate and Factory. For example, the</p>	



list of Rampa Estate stakeholders updated on 21 August 2017 by EM consisting of 37 stakeholders (police, hospitals, villages, related offices, NGOs, Banks, BPJS, sub-district heads, police, contractors and suppliers).

#### 6.2.2

The PIC for communication and consultation on site is Administration Head which is under the operation manager. It was based on letter number BNE-Int/001/XII/2011 from Chairman of SOU XII. Based on field interview with surrounding stakeholder obtained information on how and who to communicate with the company.

#### 6.2.3

The company has a list of stakeholders for Estate and Factory. For example, the list of Rampa Estate stakeholders updated on 21 August 2017 by EM consisting of 37 stakeholders (police, hospitals, villages, related offices, NGOs, Banks, BPJS, sub-district heads, police, contractors and suppliers).

Record of communication from external stakeholder is also available at estate and factory, which is recorded in incoming and outgoing letter. The most of letter is about request of funding and heavy equipment assisting.

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 procedure of handling complaint mechanism for all stakeholder (Number PSA/SOP MPK, rev.1 1) which explain the mechanism of communication and handling of complaint. In section V par 5.5 stated that : the company guarantee security and secrecy the reporter. There is also mechanism scheme of handling complaint from stakeholder.

The PIC in site is Administration Head under operation manager and along coordination with other Division. The time limit for responding request for information is 1 month prior to the incoming letter. Based on interviews with the officials of Rampa Cengal village and Sesulung village known that they have understood the flow of complaint / complaint to the company that is through Administration Head and assistant/staff.

##### 6.3.2

Based on stakeholder communication with surrounding village known that there are no conflict of land or other thing. The certificate holder has also monitored request for information and complaint from stakeholder in form of book in incoming and outgoing letter. The most of letter is about request of funding and heavy equipment assisting and It was managed through estate and factory.

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

CH has had SOP for land compensation which describes identification, calculation and compensation for land release mechanism. In this procedure was explained that the process of land identification is involved the community and the village government.

##### 6.4.2; 6.4.3

The results of document review, field visit and interviews with CH known that company does not perform new expansion since Recertification until AS-1.1. The latest land compensation has been conducted in 2008.

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

CH has work agreement for permanent worker and temporary daily worker which explain about the wages, work hour, duty

and responsibility, and other provisions. The wages is in accordance with Kalimantan Selatan Governor Decree No 188.44/0537/KUM/2017 about minimum wage for District in Kalimantan Selatan Province year of 2018. Besides, the company have Intern Office Mail no 007/RSP-i2/I/2018 about Wage for daily permanent worker and monthly permanent worker. The wage for contract worker is set in the work agreement. Based on interview with worker in Estate and Mill, they received the payslip document and the amount is in accordance with the applicable regulation. Based on field observation and interview with workers (manuring workers, harvester, spraying team) there's no indication about the force labor. In addition They get the wage suitable with the wage minimum regulation.

#### 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.

CH also has collective labour agreement (*PKB*) between company and labour union for period year 2016 – 2018 which is endorsed by Manpower and Transmigration Agency in Kotabaru District. The collective labour agreement is regulated about company and worker responsibilities, recruitment process, promotion and demotion, work time management, payment system, social insurance, contract termination, and so on.

#### 6.5.3 & 6.5.4

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

**Status: Comply**

#### 6.6

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

##### 6.6.1

There is company's policy related to opportunity for the employee to join the labor union on 2016 – 2018 Collective Work Agreement Chapter II Article 5 about The Recognition on Worker Union. Company facilitates the establishment of labor union to deliver the information from the workers to company and vice versa. The labor union has been registered to Labor Agency of Kotabaru Regency with registration number is 568/127/SP/Naker-2/2018 dated 08 February 2018 for Rampa Estate Worker Union and request to record number 001/SP M-PSA IV/III/2018 dated 15 March 2018 for SSE Workers Union. Based on interview with the committee of worker union, there is no force for the worker to join the labor union.

##### 6.6.2

Worker Unions meetings both internally and with management do if there are labor issues that have been raised by the company with the Workers. The company showed minute of meeting, for example minute of meeting on 23 July 2018 concern about a harvesting worker threatened with termination of employment. The workers are mediating with the company so that the worker does not be terminated but made a letter of agreement.

**Status: Comply**

#### 6.7

**Children are not employed or exploited.**

##### 6.7.1

CH has policy about the minimum age for worker written on Procedure of Employee Recruitment and letter no 110/SSE/-int/III/2012/s about the procedure of new employee. It is stated that the minimum age or new worker is 18 years old. Based on interview with worker in estate and mill, they understand and knows that the minimum age for worker in the company is 18 years old.

**Status: Comply**

<b>6.8</b> <b>Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</b>		
6.8.1; 6.8.2 CH has SOP of Sustainable Plantation Management Guidelines No 724/TQEM-SPMS/09 dated 27 <sup>th</sup> August 2010. In the SOP stated that the company is giving same opportunity to all worker. All Staff / Employees should be treated fairly and fairly in matters relating to recruitment, progress, conditions and job descriptions, irrespective of race, degree, ethnicity, gender, color, imperfection (defect), sexual orientation, Organizational membership, political views, religion and age. Based on field observation and interview with female worker in day care, it is known that there is no issue or complain from worker regarding discrimination. The workers that has been interviewed is came from various social origin, race, and religion.  The SOP has been socialized to employees in every muster morning and has been displayed in each office of mill and estates. Based on interviews with employees in the field known that workers understand the company policy regarding equal opportunity to get a job without distinction of race, religion and gender.		
6.8.3 Company kept the personal file of each worker in HRM Department. Based on interview with management, the recruitment is conducted through the company requirement. Worker promotion, mutation or demotion is done through the employee performance assessment. Company has provide the assessment documents, promotions and the employee appointments. Based on interviews with employees in the field known that workers understand the company policy regarding equal opportunity to get a job without distinction of race, religion and gender.		
	<b>Status: Comply</b>	
<b>6.9</b> <b>There is no harassment or abuse in the work place, and reproductive rights are protected.</b>		
6.9.1; 6.9.2; 6.9.3 Company has the gender policy on April 2011. It explains how to make a complaint if there are indications of sexual harassment in the workplace, establish gender committee for protection of female worker and other policies related about reproductive rights. The procedure has been socialized to the workers. Based on interview with female workers in Estate, they understood about the complaint mechanism. It is also known that there is no issue or complaint related to sexual harassment on the workplace. Company also has gender committee for handling the harassment issue around female workers. Based on interview with the board of gender committee, the company provides the female worker with pregnant and nursing leave for about 3 months. Company also has procedure of employee grievance or complaint dated 1 <sup>st</sup> January 2016 which explain that the identity of the complainant is not revealed to everyone. Based on interview with the worker, they understand the complaint mechanism and there is no complaint from them.		
	<b>Status: Comply</b>	
<b>6.10</b> <b>Growers and mills deal fairly and transparently with smallholders and other local businesses.</b>		
6.10.1; 6.10.2; 6.10.3; 6.10.4 Based on document review known that the company obtained another source of FFB from KKPA Sungai Cengal. KKPA Sungai Cengal is under of management of PT LMR Subsidiary of Sime Darby plantation		
	<b>Status: Comply</b>	
<b>6.11</b> <b>Growers and millers contribute to local sustainable development wherever appropriate.</b>		
6.11.1 CH has owned CSR Program 2017/18 of which consists of: <ul style="list-style-type: none"><li>• School buses</li><li>• Funds of sacrificial animals</li><li>• Another contribution to religious celebrations</li><li>• Teacher allowance</li><li>• Etc</li></ul> Based on stakeholder interviews with surrounding village known that the main necessity from villagers is road access. The company has assisted by providing heavy equipment to maintain the roads.		

6.11.2

CH has no KKPA scheme but company obtained another source of FFB from KKPA Sungai Cengal. KKPA Sungai Cengal is under of management of PT LMR Subsidiary of Sime Darby plantation

**Status: Comply**
**6.12**
**No forms of forced or trafficked labour are used.**
**6.12.1; 6.12.2; 6.12.3**

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

**Status: Comply**
**6.13**
**Growers and millers respect human rights**

The company has policy on human rights dated in June 2015 and authorized by SOU Chairman that explain the kind of human rights for all workers. The policy has been socialized to the workers and they know and understand about the policy. Based on field observation and interview with worker and internal stakeholder (board of labor union and gender committee) known that there is no complaint related to human rights violation and the workers also aware about the policy.

**Status: Comply**
**PRINCIPLE #7 Responsible development of new plantings**
**7.1**
**A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.**
**7.1.1; 7.1.2; 7.1.3**

Until recertification audit and based on areal statement, there was no new development or new planting carried out by PT Paripurna Swakarsa after the Re-Certification on 2017. The youngest year of planting is 2017 which is replanting. Environment analysis document, environmental management and monitoring that has been done by the company can be seen in **Criteria**

**5.1**
**Status: Comply**
**7.2**
**Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.**
**7.2.1**

According to hectare statement 2017/2018 data and information from estate management unit, it could be concluded that there were no new planting and development areas from 2005 onwards. Hence, information on land suitability for new planting is not applicable. However, land suitability summary is presented in soil survey semi detail and land suitability study of PT PSA for period 2016-2021 report, conducted by Minamas Research Centre (MRC) team.

**7.2.2**

According to hectare statement 2017/2018 data and information from estate management unit, it could be concluded that there were no new planting and development areas from 2005 onwards. Hence, topography information for new planting is not applicable.

**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 and 7.3.2**

Record on HCV identification that conducted in 2009 were available in place. The document review showed that the company is performed land clearing after November 1, 2005 without preceded by the identification of HCV. HCV identification in PT PSA was conducted on 2009. Sime Darby Plantation Sdn Bhd, as the parent of PT PSA has conducted disclosure of liability and LUCA on 4 September 2015 by email. Based on an email from RSPO Compensation on 7 September 2015 is known that the LUCA has been received. But PT PSA has not shown approval from Compensation Panel for LUCA and compensation plan.

The certificate holder showed their communication with RSPO for all SDP's LUCA. SDPs' concept note has been endorsed by RSPO compensation panel as communicated by RSPO on their email dated 5<sup>th</sup> December 2016. SDPs make revises on LUCA document due to changes in methods required and sent again that Remediation & Compensation Liabilities for land clearance without prior HCV assessment Rev 01 PT. PSA to RSPO by email dated on 26 September 2017.

**7.3.3;**

Based on the results of interviews with management is known that the initial activity of land clearing was done in 1994 at Sesulung Estate. Since RC to ASA 1.1 activities, there has been no new land clearing or expansion of operational areas undertaken by the management unit.

**7.3.4 and 7.3.5**

The results of document review, field visits and interviews found that CH did not expand or conduct new planting since RC.

	<b>Status: Comply</b>	
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**7.4**
**Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.**
**7.4.1 & 7.4.2**

According to hectare statement 2017/2018 data and information from estate management unit, it could be concluded that there were no new planting and development areas from the last surveillance on 2016. Hence, information on land suitability for new planting is not applicable. However, the presence of marginal and fragile soils is presented in soil survey semi detail and land suitability study of PT PSA for period 2016-2021 report, conducted by Minamas Research Centre (MRC) team.

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

Based on documents review, interview and field visits is known that CH did not expand of the operational area and there is no more land clearing activity since RC..

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

Based on documents review, interview and field visits is known that CH did not expand of the operational area and there is no more land clearing activity since Re-Certification.

	<b>Status: Comply</b>	
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**7.7**
**Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.**
**7.7.1 and 7.7.2**

According to hectare statement 2017/2018 data and information from estate management unit, it could be concluded that there were no new planting from from the last assessment (Re-Certification). However, based on field observation to replanting area



of Rampa Estate, it was found that there were no evidence of burning activities for replanting. The CH use excavator to replanting activity (stcking and chipping ex palm oil trees). Furthermore, based on document letter of agreement for replanting activity with land clearing Contractor in Rampa Estate, it was known that land clearing should be carried out with no burning method.

**Status: Comply**

## 7.8

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

### 7.8.1 and 7.8.2

According to hectare statement 2017/2018 data and information from estate management unit, it could be concluded that there were no new planting from January 1<sup>st</sup> 2015 forward. Hence, there is no study of major potential sources of emission identification and estimation for new planting areas, as well as no plan to minimize net GHG emission.

**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.**

### **Non-Conformity No. 2018.12 with Major Category**

Based on a summary of the results of non-conformities identified at the time of the RSPO Re-Certification assessment, the auditor team considers that there is an ongoing commitment to continuous improvement that is not fully implemented with regard to recurrence of non-conformities arising from surveillance activities 1.1

- a. In the Re-Certification activities there is non-conformity of Major 4.7.3 concerning maintenance workers who are not provided any PPE by the company. The corrective actions set by the company one of them by proving the commitment in the procurement of PPE (safety shoes) to the care personnel in PLE, BNE, RPE and SSE. However, ASA 1.1 activities still found workers who bought their own PPE based on interviews with fertilizer workers in Block L37 Division 3 RPE.
- b. In the Re-Certification activities there is a non-conformity of Minor 4.7.5, as for the prevention measures established by the company strengthening check list monitoring of the use of first aid box in the field. The inspection will be conducted by the socialized safety officer related to Minister of Manpower No.15 of 2008. The examination will be done once a month by the safety officer and every six months through the health and safety assessment by assistant EHS Pamukan. Inspection results will be reported to the manager for follow-up improvements. However, in ASA 1.1 activity result of field visit at SSE and RPE Warehouse Agrochemical, RPE Workshop, Hazardous Waste PLF, PLF Workshop, spraying activity in Block K15 Division 1 RPE and Block L46 Division 1 SSE, fertilizer activity in Block S04 Division 3 SSE, harvest activity in Block K28 Division 2 RPE, still found equipment of First Aid in incomplete condition according to Minister of Manpower No. 15 of 2008.

**8.1.1 Status: Non-Conformity No. 2018.12 with Major Category**



### 3.2 Summary of Assessment Report of Supply Chain Requirements

#### 3.2.1 General Chain of custody requirements for the supply chain

Clause	Requirement
<b>5.1</b>	<b>Applicability of the general chain of custody requirements for the supply chain</b>
5.1.1	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.</p> <p>Question: Does the organization take legal ownership and physically handles RSPO Certified Sustainable oil palm products at their premises or through the outsourcers?</p> <p>The whole process of FFB processing is done by mill and there are no activities done by the contractors. All buying and selling activities carried out by the mill, but for transportation activities has been done by contractors.</p> <p><b>Status: Comply</b></p>
5.1.2	<p>Traders and distributors require a license obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.</p> <p>Question: Is the organization buying from RSPO licensed traders who pass the certification number of the product manufacturer and the applicable supply chain model?</p> <p>The whole process of FFB processing is done by mill and there are no activities done by the contractors. All buying and selling activities carried out by the mill, but for transportation activities has been done by contractors.</p> <p><b>Status: Comply</b></p>
5.1.3	<p>Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.</p> <p>Question: Is the site level or its parent company a member of RSPO and registered on RSPO IT platform?</p> <p>RSPO IT Platform member registration number: RS RSPO_PO1000000327 with contact person Zulkifli Nasution</p> <p><b>Status: Comply</b></p>
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>Question: Is the site level or its parent had a processing aids?</p> <p>There are no processing aids in the operational Pondok Labu POM</p> <p><b>Status: Comply</b></p>
<b>5.2</b>	<b>Supply chain model</b>
5.2.1	<p>The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -&gt; Segregated -&gt; Mass Balance.</p>

**Question: Has the organization applied the Supply Chain Model correctly?**

Pondok Labu Palm Oil Mill until audit ASA-1 is still implemented a model of supply chain Identity Preserved. FFB supply source for Pondok Labu Palm Oil Mill from certified sources. The volume of products sold using Identity Preserved (IP) claim.

Supplier FFB RSPO certified, are:

- Pondok Labu Estate
- Sesulung Estate
- Rampa Estate
- Binturung Estate
- KKPA Area Sungai Cengal (PT. Langgeng Muaramakmur)

**Status: Comply**

**5.2.2**

The site can use one (1) or a combination of supply chain models as audited and certified by the CB.

**Question: Has the organization applied a combination of Supply Chain Model correctly?**

Pondok Labu Palm Oil Mill until audit ASA-1 is still implemented a model of supply chain Identity Preserved. FFB supply source for Pondok Labu Palm Oil Mill from certified sources. The volume of products sold by using Identity Preserved claim.

Supplier FFB RSPO certified, are:

- Pondok Labu Estate
- Sesulung Estate
- Rampa Estate
- Binturung Estate
- KKPA Area Sungai Cengal (PT. Langgeng Muaramakmur)

**Status: Comply**

**5.3**
**Documented procedures**
**5.3.1**

The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified.

Questions : Documented procedures established and covering all provisions following:

- o Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.
- o Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).
- o Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.

The certificate holder has a written procedure to ensure the implementation of all elements of IP supply chain model on Manual RSPO SCCS ref. No. SCCS-Std/RSPO/PSQM/02, Rev 1 dated on 02 January 2018, covering:

- The implementation of all elements of the supply chain model.
- Records and reports that compliance with supply chain model (including training records)
- Person having overall responsibility for and author over the implementation of supply chain requirements.

Training records related to supply chain model were available in place. Training has conducted in Pondok Labu Factory (PLF) office meeting room on 18 April 2018 by Mr. Trijono and attended by 22 participants from PLF. Training related supply chain model also has conducted in PT. Langgeng Muaramakmur- Pamukan bulking on 30 April 2018 attended by 10 participants.

Based on interviews with security, weighbridge officers and managers, it is known that key persons in SCCS activities have understood the procedures and can demonstrate how documented certified FFB, CPO and PK.

	<b>Status: Comply</b>
<b>5.3.2</b>	The site shall have a written procedure to conduct annual internal audit
<p>Question :</p> <p>Documented annual internal audit procedures established and covering all provisions :</p> <p>i) Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>ii) Effectively implements and maintains the standard requirements within its organization.</p>	
<p>The certificate holder has a written procedure to conduct annual internal audit on Internal Audit Procedure reff no. SCCS-IA/RSPO/PSQM/04 Rev 00 dated 01 March 2018. Internal audit will conduct 2 months before external audit or a times a year.</p> <p>Internal audit has conducted on 05 March 2018 by Mr. Trijono (PSQM). Internal audit has raised 30 non-conformities in 12 clauses. All conformiteies already closed on April 2018.</p>	
	<b>Status: Comply</b>
<b>5.4</b>	<b>Purchasing and goods in</b>
<b>5.4.1</b>	The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier
<p>Question :</p> <p>All RSPO product information is provided by suppliers in accordance with :</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment / delivery date;</li> <li>○ The date on which the documents were issued;</li> <li>○ A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>○ The quantity of the products delivered;</li> <li>○ Any related transport documentation;</li> <li>○ Supply Chain certificate number of the seller;</li> <li>○ A unique identification number</li> <li>○ Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> <li>○ The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.</li> <li>○ A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (<a href="http://www.rspo.org">www.rspo.org</a>) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements.</li> <li>○ The validity of license for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements/announcements.</li> </ul>	
<p>Pondok Labu Factory (POM) does not purchase RSPO certified oil palm products. Pondok Labu Factory (POM) is the producer of RSPO certified oil palm products.</p>	
	<b>Status: Comply</b>
<b>5.4.2</b>	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents
Question :	

Has the organization established mechanism in place for handling non-conforming oil palm products and/or documents?	
Pondok Labu Factory (POM) does not purchase RSPO certified oil palm products. Pondok Labu Factory (POM) is the producer of RSPO certified oil palm products.	
	<b>Status: Comply</b>
<b>5.5</b>	<b>Outsourcing activities</b>
<b>5.5.1</b> In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.	
Question: Are the outsourcers RSPO certified?	
Pondok Labu Factory (POM) doesn't outsource refining and crushing activity. For CPO and PK transportation activities, the company uses third party contractors. CPO, PK, CPO storage, heating and pumping agreement are available between PT. PSA and PT. Langgeng Muaramakmur. To ensure that no contamination occurs during shipment, CPO tank are sealed by PLF and secured/sealed with numbered register. CPO and PK are weighed and the contractor should be record the secured number in the recording book and invoice. The certificate holder does not provide third party activities against refineries and crushing. Loading and unloading CPO, loading storage and pump CPO using third party, namely PT. Langgeng Muaramakmur. Transport PK to PT. Laguna Mandiri (KCP Rantau) is managed by PLF. Each PK shipment is listed with the "RSPO certified" stamp.	
	<b>Status: Comply</b>
<b>5.5.2</b> Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following: <ol style="list-style-type: none"> <li>The site has legal ownership of all input material to be included in outsourced processes;</li> <li>The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</li> <li>The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</li> <li>d) The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance</li> </ol>	
Question : Has the site established outsourcing procedures, agreement and keeps legal ownership of the products during the outsourcing	
The Company shows the Transport Agreement Letter which includes the procedures for transporting CPO and PK, among others: <ul style="list-style-type: none"> <li>Should be pass the prescribed road and report to the security at each checkpoint.</li> <li>Key performance indicator for truck availability is minimum 70%</li> <li>Contractors should equip workers with PPE and pay workers wages according to minimum wages</li> <li>Prohibition of employment under the age of 18 years</li> <li>Comply with the regulations in Indonesia</li> <li>Comply with the provisions of sustainability</li> </ul>	

Based on interviews with pjs SA PMB of PT Langgeng Muaramakmur, it is known that the contractor has understood the terms that have been determined by the company in accordance with the Transport Agreement Letter.

**Status: Comply**

### 5.5.3

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

**Question : Has the site maintained names and contact details of all outsourcers?**

The company shows a list of contractors explaining that there are two CPO and PK transportation contractors with a Proof of employment agreement, among others:

- Letter of CPO Transportation Agreement No. 024/jasa/PSA-LMR/VII/2016 dated 01 July 2016 to 30 June 2018 agreement with PT Langgeng Muaramakmur located at The Plaza Office Tower 36 Floor, Jalan MH Thamrin Kav. 28-30 Jakarta 10350. Both contact detail and person in charge were available on contract.
- Letter of Storage, heating and pumping Agreement No. 014/Jasa Penyimpanan/LMR-PSA/VI/2017 dated 30 June 2017 to 30 June 2019 agreement with PT Langgeng Muaramakmur located at The Plaza Office Tower 36 Floor, Jalan MH Thamrin Kav. 28-30 Jakarta 10350. Both contact detail and person in charge were available on contract.

**Status: Comply**

### 5.5.4

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

**Question : Has MUTU informed about any new outsourcers?**

There has been no change in CPO and PK transport contractors.

**Status: Comply**

## 5.6

### Sales and goods out

### 5.6.1

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

**Question :**

All RSPO product information is provided by the organisation in accordance with :

- The name and address of the seller;
- The loading or shipment / delivery date;
- The date on which the documents were issued;
- A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);
- The quantity of the products delivered;
- Any related transport documentation;
- Supply chain certificate number of the seller;
- A unique identification number.
- Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products
- For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.
- 

Information relating to the sale of RSPO certified products are listed in the minutes of CPO delivery has explained the name

and address of the seller, loading date and time, date of issue of document, product description, quantity, transporter, RSPO certificate number of seller and RSPO status. Example:

1. Minute of CPO delivery No. 021/BAP/CPO.PLF/II/2018 with DO No. 00530/00469/02/18/L-PSA-MKS, Contract No. 00469/PSA/KTR-MKS/LOK/II/2018 total amount 1.304.716 kgs of SCCS IP, Certificate req Mutu-RSPO/016, date of loading on 3 Feb 2018, time 10.40 until 16.00 wita, date of document raised on 3 Feb 2018, produk CPO inc. its qualities, transporter Teratai Merah III etc.
2. Kernel delivery letter from PT. PSA (PLF) to PT. Laguna Mandiri-KCP Rantau, despatch ticket no. 061043, dated on 17 May 2018, truck no: DA1018JP, driver name: Santoso, netto: 6.060 kg, stamp : RSPO certified.

**Status: Comply**

## 5.7 Registration of transactions

### 5.7.1

Supply chain actors who:

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

Question :

Has the organization registered their transactions in the RSPO IT platform? (mills, traders, crushers and refineries only)

RSPO IT Platform member registration number: RSPO\_PO1000000327 with contact person Zulkifli Nasution.

All transaction of RSPO certified oil palm products has been registered in RSPO IT Platform (see indicator SCCS 5.7.2).

**Status: Comply**

### 5.7.2

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

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

Question :

Did the organization correctly perform the applicable actions on RSPO IT Platform?

The certificate holder correctly performed the applicable actions on RSPO IT Platform. All CPO and PK volumes are sold as RSPO certified.

The certificate holder has recorded each CSPO and CSPK transaction in period 20 July 2017 to 14 May 2018. Recorded includes Transaction ID, seller, seller reff, buyer, buyer reff, product type, supply chain models/program, volume, transaction type, status B/L number and shipping/BL date.

Based on document review, the total CPO that has been recorded on palm trace as RSPO certified product with IP model period 20 July 2017 to 14 May, 2018 is 28,605,68 ton and PK is 8,249,97 ton. The amount is in accordance based on the stock overview palm trace dated May 11, 2018, where the remaining stock of CSPO is 11,257.32 tons and CSPK is 1,241.13 tons.



	<b>Status: Comply</b>
<b>5.8</b>	<b>Training</b>
<b>5.8.1</b> The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff	
<b>Question :</b> Has the organization established RSPO training plan?	
<p>The Certificate holder already has a training plan and human resource development based on document no. 01/PKS.MIP/2018, rev 0, dated on 26 March 2018 for all staf and employee.</p> <p>Based on document review, training has been conducting. For example, SCCS training for staff and employee that conducted on 18 April 2018 at PLF. Training was attended by 22 participans. Notulen, attended list, material training were available.</p>	
	<b>Status: Comply</b>
<b>5.8.2</b> Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed	
<b>Question :</b> Has the organization Delivered Effective RSPO training?	
<p>Based on interviews with security guards, weighbridge officers and managers, it is known that key persons in SCCS activities have understood the procedures and can demonstrate how documented FFB, CPO, PK are certified and not certified.</p>	
	<b>Status: Comply</b>
<b>5.9</b>	<b>Record keeping</b>
<b>5.9.1</b> The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements	
<b>Question :</b> All records are accurate, complete, up-to-date and accessible?	
<p>Based on a written procedure to ensure the implementation of all elements of IP supply chain model on Manual RSPO SCCS ref. No. SCCS-Std/RSPO/PSQM/02, Rev 1 dated on 02 January 2018, the retention time for financial and transaction records are 10 years and non-financial records are min 2 years.</p> <p>Based on review document, the certificate holder has kept documents and recods related SCCS.and can be accessed, such as FFB received, FFB processed, CPO and PK delivered, contracts, training etc.</p> <p>The company has the opportunity to create a supply chain model code with an IT system. <b>(OFI)</b></p>	
	<b>Status: Comply</b>
<b>5.9.2</b> Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock	
<b>Question :</b> All records are kept for minimum two years and comply with legal and regulatory requirements?	

Based on a written procedure to ensure the implementation of all elements of IP supply chain model on Manual RSPO SCCS ref. No. SCCS-Std/RSPO/PSQM/02, Rev 1 dated on 02 January 2018, the retention time for financial and transaction records are 10 years and non-financial records are min 2 years.

**Status: Comply**

### 5.9.3

The organization shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.

Question :

For all palm oil / palm kernel oil volumes purchased (input) and claimed (output) records kept over a period of twelve (12) months.?

Estimates of CPO and PK produced by PLF obtained from the budget data of 12 months (July 2018 – June 2019) after the audit activities and have been described in this ASA-1.1 report, consist of:

- FFB: 198.010,96 ton
- CPO: 46.532,27 ton (OER: 23,5 %)
- PK: 9.900,55 ton (KER: 5 %)

**Status: Comply**

### 5.10

#### Conversion factors

#### 5.10.1

Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website ([www.rspo.org](http://www.rspo.org)); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries

Question :

Conversion rates applied accurately?

Based on Manual RSPO SCCS ref. No. SCCS-Std/RSPO/PSQM/02, Rev 1 dated on 02 January 2018, conversion factor provided by marketing head office based on actual FFB processing that informed by PLF and refer to PLF monthly report.

**Status: Comply**

#### 5.10.2

Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.

Question :

Conversion rates periodically updated?

Based on Manual RSPO SCCS ref. No. SCCS-Std/RSPO/PSQM/02, Rev 1 dated on 02 January 2018, conversion factor provided by marketing head office based on actual FFB processing that informed by PLF and refer to PLF monthly report. Conversion rate were updated refer to PLF monthly report.

**Status: Comply**

### 5.11

#### Claims

#### 5.11.1

The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	
Question : Any communication to any stakeholder group / customers issued in accordance with RSPO Rules on Market Communications and Claims?	
Based on Shipping Announcement and transaction report documents, all CSPO and CSPK submitted are in accordance with the applied supply chain model that is IP.	
	<b>Status: Comply</b>
<b>5.12</b>	<b>Complaints</b>
5.12.1 The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	
Question : Documented procedures for stakeholders complaints established?	
<p>Procedure for stakeholders' complaints has been specified in the Manual RSPO SCCS ref. No. SCCS-Std/RSPO/PSQM/02, Rev 1 dated on 02 January 2018.</p> <p>Up to ASA 1.1 audit, there's no complain on the certified product sold.</p>	
	<b>Status: Comply</b>
<b>5.13</b>	<b>Management review</b>
5.13.1 The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken	
Question : Management reviews performed annually at planned intervals?	
Management review performed annually as specified in the Manual RSPO SCCS ref. No. SCCS-Std/RSPO/PSQM/02, Rev 1 dated on 02 January 2018.	
	<b>Status: Comply</b>
5.13.2 The input to management review shall include information on: <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> <li>• Recommendations for improvement.</li> </ul>	
Question : Has all input required above has been included in the management review?	
<p>The Company shows Management Review Minutes conducted on 19 March 2018. Management review has included information such as results of internal audits, feedback from customers, PLF product and process performance, corrective action status, follow-up from previous review management to discussion of changes that could improve the quality management system.</p>	

	<b>Status: Comply</b>
<b>5.13.3</b> The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul>	
<b>Question :</b> Has all output required above has been included in the management review?	
The Company shows Management Review Minutes conducted on 19 March 2018. Management review has included information such as results of internal audits, feedback from customers, PLF product and process performance, corrective action status, follow-up from previous review management to discussion of changes that could improve the quality management system.  Output from management review has included any action plan, personal in charge and time schedule.	
	<b>Status: Comply</b>

**3.2.2 (Module D) CPO Mills – Identity Preserved Requirements**

Clause	Requirement																																																
D1	Definition																																																
D.1.1																																																	
<p>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&amp;C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>																																																	
<p>The certificate holder (Pondok Labu Factory-PLF) has implemented the RSPO IP module/scheme and only received the source of fresh fruit bunches from estate which has been certified RSPO.</p>																																																	
	Status: Comply																																																
D.2	Explanation																																																
D.2.1																																																	
<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>																																																	
<p>Estimates of CPO and PK produced by Pondok Labu Factory obtained from the data of 12 months before the audit activities and have been described in this ASA-1 report. The estimate of CPO and PK is 46.532,27 ton CPO and 9.900,55 Ton PK.</p>																																																	
	Status: Comply																																																
D.2.2																																																	
<p>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>RSPO IT Platform member registration number: RSPO_PO1000000327 with contact person Zulkifli Nasution.</p>																																																	
<p>Certified CPO sold to each buyer period 20 July 2017 to 14 May 2018 as below:</p>																																																	
<table><tr><th>Date</th><th>Buyer</th><th>Volume (MT)</th></tr><tr><td>12/03/2018</td><td>PT Golden Hope Nusantara</td><td>916.28</td></tr><tr><td>22/02/2018</td><td>PT Golden Hope Nusantara</td><td>753.49</td></tr><tr><td>09/02/2018</td><td>PT Golden Hope Nusantara</td><td>1,308.23</td></tr><tr><td>28/01/2018</td><td>PT Golden Hope Nusantara</td><td>1,108.92</td></tr><tr><td>01/12/2018</td><td>PT Golden Hope Nusantara</td><td>857.52</td></tr><tr><td>31/12/2017</td><td>PT Golden Hope Nusantara</td><td>1,300.26</td></tr><tr><td>25/12/2017</td><td>PT Golden Hope Nusantara</td><td>1,508.40</td></tr><tr><td>14/12/2017</td><td>PT Golden Hope Nusantara</td><td>1,308.70</td></tr><tr><td>12/03/2017</td><td>PT Golden Hope Nusantara</td><td>1,210.32</td></tr><tr><td>26/11/2017</td><td>PT Golden Hope Nusantara</td><td>2,913.73</td></tr><tr><td>29/10/2017</td><td>PT Golden Hope Nusantara</td><td>3,368.39</td></tr><tr><td>10/08/2017</td><td>PT Golden Hope Nusantara</td><td>2,906.58</td></tr><tr><td>30/09/2017</td><td>PT Golden Hope Nusantara</td><td>1,606.91</td></tr><tr><td>20/09/2017</td><td>PT Golden Hope Nusantara</td><td>7,537.95</td></tr><tr><td>Total</td><td></td><td>28,605.68</td></tr></table>		Date	Buyer	Volume (MT)	12/03/2018	PT Golden Hope Nusantara	916.28	22/02/2018	PT Golden Hope Nusantara	753.49	09/02/2018	PT Golden Hope Nusantara	1,308.23	28/01/2018	PT Golden Hope Nusantara	1,108.92	01/12/2018	PT Golden Hope Nusantara	857.52	31/12/2017	PT Golden Hope Nusantara	1,300.26	25/12/2017	PT Golden Hope Nusantara	1,508.40	14/12/2017	PT Golden Hope Nusantara	1,308.70	12/03/2017	PT Golden Hope Nusantara	1,210.32	26/11/2017	PT Golden Hope Nusantara	2,913.73	29/10/2017	PT Golden Hope Nusantara	3,368.39	10/08/2017	PT Golden Hope Nusantara	2,906.58	30/09/2017	PT Golden Hope Nusantara	1,606.91	20/09/2017	PT Golden Hope Nusantara	7,537.95	Total		28,605.68
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**Certified Palm Kernel sold to each buyer period of 20 July 2017 to 14 May 2018 as below:**

Date	Buyer	Volume (MT)
30/04/2018	PT. Laguna Mandiri - Rantau KCP	273.26
31/03/2018	PT. Laguna Mandiri - Rantau KCP	296.14
28/02/2018	PT. Laguna Mandiri - Rantau KCP	379.75
31/01/2018	PT. Laguna Mandiri - Rantau KCP	988.57
31/12/2017	PT. Laguna Mandiri - Rantau KCP	932.91
30/11/2017	PT. Laguna Mandiri - Rantau KCP	934.58
31/10/2017	PT. Laguna Mandiri - Rantau KCP	1,591.39
30/09/2017	PT. Laguna Mandiri - Rantau KCP	1,251.18
31/08/2017	PT. Laguna Mandiri - Rantau KCP	1,263.42
31/07/2017	PT. Laguna Mandiri - Rantau KCP	338.67
<b>Total</b>		<b>8,249.87</b>

**Status: Comply**

### **D.3 Documented procedures**

#### **D.3.1**

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

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

Pondok Labu Factory has had procedure for SCCS with IP model in ref no. SCCS-Std/RSPO/PSQM/02 rev01 dated on 02 January 2018 which described the duties and responsibilities of each part; the identification of raw materials and products; and performs supply chain system. The results of interviews with head administration and weighbridge operators in Pondok Labu Factory showed that they understand about granting stamp (RSPO) for delivery document.

The result of field visit in PLF and Bulking Pamukan shows that the delivery document of RSPO certified product (CPO and PK) to the buyer is equipped with the identity supply chain model. For example:

- Weighing tickets of CPO in Bulking Pamukan has been equipped with of RSPO certified IP, such as ticket no. 066965, vehicle no. DA9335PB, transpoter by PLF, product CPO, netto 11.650 kg, and stamp RSPO certified IP.
- Bulking documents of CPO shipment to buyers who have been equipped with RSPO certified product identity, such as Minutes of Delivery of CPO No. 026/BAP/ CPO.PLF/IV/ 2018 dated on 25 April 2018 for the delivery of 908.047,00 Kg CPO to PT Golden Hope Nusantara.

Baed on document review, training on awareness of SCCS procedure has conducted at Pamanukan Bulking date on 30 April 2018 and attended by 10 participants. Material training, attending list, photo was available in place.

Based on interview with Pamanukan Bulking Manager, his able demonstated awareness of the procedure.

**Status: Comply**

#### **D.3.2**

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

Pondok Labu Factory has the acceptance and processing procedure for certified and non-certified FFB as stated in procedure for SCCS with IP module in SOP number: SCCS-Std/RSPO/PSQM/02 rev01 dated on 02 January 2018. Based on field visit and interview in Pondok Labu Factory showed that weightbridge ticket and FFB delivery note have stamped "BERSERTIFIKAT RSPO" as a unique code.



	Status: Comply																																																																																										
D.4	Purchasing and goods in																																																																																										
D.4.1																																																																																											
The site shall verify and document the volumes of certified and non-certified FFBs received.																																																																																											
All FFB received and processed are derived from FFB certified RSPO. Revenue and processing of FFB period July 20, 2017 to May 14, 2018 are:																																																																																											
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	Status: Comply																																																																																										
D.4.2																																																																																											
The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.																																																																																											
Pondok Labu Factory has had procedure for SCCS that describes the provision of information to CB if there is excess production of RSPO-certified products. Based on the attachment of RSPO RC certificate, its known that the projected production of CSPO was 39,863 Ton and CSPK was 9,491.17 Ton. Meanwhile CSPO and CSPK production from 20 July 2017 to 14 May 2018 was 32,468.99 Ton CSPO and 8,388.65 Ton CSPK.																																																																																											
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D.5	Record keeping																																																																																										
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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.																																																																																											
P Pondok Labu Factory has recorded the entire RSPO certified FFB which enter the mill and deliveries of RSPO certified product (CSPO and CSPK). Here the record production and deliveries of RSPO certified product with monthly basis.																																																																																											
<table><tr><th rowspan="2">No</th><th rowspan="2">Period</th><th colspan="3">CPO Production (Ton)</th><th colspan="3">CPO despatch (Ton)</th></tr><tr><th>Cert</th><th>Non-Cert</th><th>Total</th><th>RSPO</th><th>Non-Certified</th><th>ISCC</th></tr><tr><td>1</td><td>20-31 July 17</td><td>1.729.974,0</td><td>-</td><td></td><td>1.512.870,0</td><td>-</td><td>-</td></tr><tr><td>2</td><td>Aug-17</td><td>3.947.002,0</td><td>-</td><td></td><td>3.970.580,0</td><td>-</td><td>-</td></tr><tr><td>3</td><td>Sept-17</td><td>4.672.020,0</td><td>-</td><td></td><td>5.091.170,0</td><td>-</td><td>-</td></tr><tr><td>4</td><td>Oct-17</td><td>4.871.743,0</td><td>-</td><td></td><td>4.156.590,0</td><td>-</td><td>-</td></tr><tr><td>5</td><td>Nov-17</td><td>4.388.693,0</td><td>-</td><td></td><td>4.286.520,0</td><td>-</td><td>-</td></tr><tr><td>6</td><td>Dec-17</td><td>3.430.453,0</td><td>-</td><td></td><td>4.406.640,0</td><td>-</td><td>-</td></tr><tr><td>7</td><td>Jan-18</td><td>2.295.327,0</td><td>-</td><td></td><td>2.236.400,0</td><td>-</td><td>-</td></tr><tr><td>8</td><td>Feb-18</td><td>1.597.070,0</td><td>-</td><td></td><td>1.654.100,0</td><td>-</td><td>-</td></tr></table>						No	Period	CPO Production (Ton)			CPO despatch (Ton)			Cert	Non-Cert	Total	RSPO	Non-Certified	ISCC	1	20-31 July 17	1.729.974,0	-		1.512.870,0	-	-	2	Aug-17	3.947.002,0	-		3.970.580,0	-	-	3	Sept-17	4.672.020,0	-		5.091.170,0	-	-	4	Oct-17	4.871.743,0	-		4.156.590,0	-	-	5	Nov-17	4.388.693,0	-		4.286.520,0	-	-	6	Dec-17	3.430.453,0	-		4.406.640,0	-	-	7	Jan-18	2.295.327,0	-		2.236.400,0	-	-	8	Feb-18	1.597.070,0	-		1.654.100,0	-	-								
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9	Mar-18	1.710.488,0	-		1.502.620,0	-	-
10	Apr-18	2.302.968,0	-		1.648.430,0	-	-
11	1-14 May-18	1.373.201,0	-		2.003.070,0		
	<b>Total</b>	<b>32.318.984,0</b>			<b>32.468.990</b>	-	-

No	Period	PK Production (Ton)			PK despatch (Ton)		
		Cert	Non-Cert	Total	RSPO	Non-Certified	ISCC
1	20-31 July 17	379.885,0	-		364.800,0	-	-
2	Aug-17	917.240,0	-		1.215.940,0	-	-
3	Sept-17	1.027.133,0	-		1.251.570,0	-	-
4	Oct-17	1.219.181,0	-		1.508.420,0	-	-
5	Nov-17	1.094.315,0	-		945.914,0	-	-
6	Dec-17	826.927,0	-		946.360,0	-	-
7	Jan-18	516.990,0	-		996.480,0	-	-
8	Peb-18	346.103,0	-		407.580,0	-	-
9	Mar-18	327.290,0	-		273.760,0	-	-
10	Apr-18	574.493,0	-		272.770,0	-	-
11	1-14 May-18	350.635	-		205.060,0	-	-
	<b>Total</b>	<b>7.625.192</b>	-		<b>8.388.654,0</b>	-	-

	<b>Status: Comply</b>
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<b>D.6</b>	<b>Processing</b>
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<b>D.6.1</b>	<b>The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage</b>
	Pondok Labu Factory, PT PSA only processes FFB from RSPO certified estate, subsequently, the entire product is CSPO and CSPK.

	<b>Status: Comply</b>
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<b>D.6.2</b>	<b>The objective is for 100 % segregated material to be reached</b>
	Pondok Labu Factory only processes FFB from RSPO certified estate.

	<b>Status: Comply</b>
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**3.3 Conformity Checklist of Certificate and Logo Use**

<b>1.</b>	<b>Evidence of permission or approval certificate and logo from Certification Body which submitted by Client</b>	<b>X or√</b>
<b>ASA 1.1</b>	The company does not use RSPO logo.	√
<b>2.</b>	<b>Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use</b>	<b>X or√</b>
<b>ASA 1.1</b>	The company does not use RSPO logo.	√
<b>3.</b>	<b>Implementation of Certificate and Logo is not used on product</b>	<b>X or√</b>
<b>ASA 1.1</b>	The company does not use RSPO logo.	√
<b>4.</b>	<b>Controlling of Certificate and Logo, including withdrawing inappropriate logo.</b>	<b>X or√</b>
<b>ASA 1.1</b>	The company does not use RSPO logo.	√

### 3.4 Summary of RSPO Partial Certification

Compliance of the uncertified management units of Sime Darby Plantation Sdn Bhd against the rules for partial certification was determined through Self-Assessment in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below

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

MUTU has verified partial certification for un-certified unit's subsidiary of Sime Darby Plantation Sdn Bhd based on their Time Bound Plan. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

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

<b>2.1 Un-Certified Units or Holdings</b>		
<b>Section</b>	<b>Requirement</b>	<b>Concerns to Discuss, if any</b>
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p><b>Company Group/Holding Statement:</b> Companies are already doing internal audits. There are internal audit reports for each company.</p> <p><b>Auditor Verification:</b> Internal Audit report available for uncertified management unit for example PT Sandika Natapalma – Karya Palma Estate on 10 February 2017.</p>
i.	<p>No replacement after dates defined in NIs Criterion 7.3 of:</p> <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	<p><b>Company Group/Holding Statement:</b> HCV assessment has been conducted for uncertified units i.e. PT Mitra Austral Sejahtera (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p> <p><b>Auditor Verification:</b> Sime Darby Plantation Sdn Bhd sent disclosure of liability including LUCA analysis to RSPO Secretariat on 2 December 2014 and 2<sup>nd</sup> revision on 24 June 2016. The companies ensuring reporting of disclosure of liability progress to</p>

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

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



**3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components**
**3.5.1 Identification of Findings, Corrective Actions and Observations at RC Assessment**

NCRNo.	: 2017. 01	Issued by	: Rudi Ramdani
Date Issued	: 5 May 2017	Time Limit	: ASA-1.1
NC Grade	: Minor	Date of Closing	: 27 May 2017
Standard Ref. & Requirement	1.1.1 A list of information relating to criterion 1.2 should be made available to relevant stakeholders		
Non-Conformance Description& Evidence observed (filled by auditor): Binturung Estate has not able to show prove of manpower report for period of 2016-2017.			
Root Cause Analysis(filled by organization audited): Restructuritation of Manpower Agency of Kotabaru District and Banjarbaru HRM PIC. BNE had report it to regional office of Banjarbaru c/q HRM Dept. But because of restructuring of HRM Banjarbaru, the report had not been followed up, and then the reporting was given back to unit.			
Corrective Action (filled by organization audited): Reporting PIC by BNE Administration Head and then report it to Manpower Agency of Kotabaru District at 6 May 2017 through letter number 105/Est-ekst/V/2017/s.			
Preventive Action (filled by organization audited): Stated BNE Administration Head as obligatory manpower report PIC regularly (once in a year).			
Assessor Evaluation and Conclusion(filled by auditor): 27 May 2017 CH show proof of letter number 105/Est-ext/V/2017/s dated 6 May 2017 regarding obligatory manpower report of 2017 to Head of Manpower Agency of Kotabaru District. The leeter was accepted by the Agency at 8 May 2017. Nonconformity No.2017.01 is closed.			
Verified by	: Rudi Ramdani		

NCRNo.	:	2017.02	Issued by	:	I Wayan Sudiantara
Date Issued	:	5 May 2017	Time Limit	:	ASA-1.1
NC Grade	:	Minor	Date of Closing	:	8 June 2017
Standard Ref. & Requirement	:	4.4.1 A water management plan is to be implemented.			
Non-Conformance Description& Evidence observed (filled by auditor): The Company has not been able to demonstrate the plans and implementation of water management (including water quality monitoring, evaluation and follow-up) aimed at ensuring access to local communities, workers and their families with adequate access to clean water for drinking water and clean water use.					

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

The result of the analysis has not been evaluated and the follow up has not been made before the PIC to perform the evaluation of water analysis of PT PSA.

**Corrective Action** *(filled by organization audited):*

Conduct evaluation and make plans and implementation of drinking water management in PT PSA. The results of the evaluation and the water management program are attached. Follow up in the form of Internal Oil Mail (IOM) related to the ban to consume water reservoir for drinking water in RPE, PLE and SSE.

**Preventive Action** *(filled by organization audited):*

Establish ESH staff as PIC for annual evaluation of water analysis.

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

**28 May 2017**

CH has shown improvement:

- Identify water sources
- Water resources management plan
- Records of water quality monitoring, evaluation and follow-up

However, the water management plan has not yet explained the water testing period. Beside that, CH has not been shown the record of recommendation for the workers not to use water reservoir as drinking water. Based on the above explanation, the **Nonconformity No. 2017. 02 is open.**

**8 June 2017**

CH has demonstrated the inter-office mail from Rampa Manager, Manager Sesulung and Manager Pondok Labu to employees not to consume water from the reservoir. Water management is conducted once a year in the first semester (January – June) of Minamas financial year. Wellsprings are not used as a source of drinking water, so there is no annual analysis. Based on the above explanation, the **Nonconformity No. 2017. 02 is closed.**

**Verified by : Ardiansyah**

NCRNo.	: 2017.03	Issued by	: I Wayan Sudiantara
Date Issued	: 5 May 2017	Time Limit	: ASA-1.1
NC Grade	: Minor	Date of Closing	: 2 August 2017
Standard Ref. & Requirement	4.6.10 It should be shown evidence that pesticide waste has been handled in accordance with prevailing laws and regulations understood by workers and managers.		
Non-Conformance Description& Evidence observed (filled by auditor): Based on visits at BSS at Pondok Labu Estate and Binturung Estate, water pipes to leaked traps and water are removed to the environment and based on visits at Hazardous waste warehouse at Pondok Labu Factory, the pesticide container is not drilled. This is not in accordance with the SOP for Handling Chemicals (PLF / SOP.ESH / 04) which contains not removing the cleaning solution to the environment and the hollow chemical container.			

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

- There is water seepage due to the damaged trap conditions in BSS. There has been no regular maintenance program.
- Pesticide containers are not perforated because the tools to damage / punch in PKS are not working.

**Corrective Action** *(filled by organization audited):*

- Repair the trap at BBS in PLE and BNE (Attached image of trap repair).
- Damaging the pesticide containers

**Preventive Action** *(filled by organization audited):*

Perform periodic monitoring conducted by safety officer every month and OHS assessment every semester by staff of ESH Pamukan.

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

**26 July 2017**

The certification unit has shown documentary evidence of a second contrainment trap improvement, but there is no evidence that pesticide container has been perforated in accordance with procedures. The **Nonconformity No. 2017.03 is not closed.**

**2 August 2017**

The certification unit has shown record of the destruction of pesticide containers. This has been in accordance with the procedures and the **Nonconformity No. 2017.03 is closed.**

**Verified by** : **Ardiansyah**

NCRNo.	: 2017.04	Issued by	: Asystasya Aishah Silalahi
Date Issued	: 5 May 2017	Time Limit	: 4 May 2018
NC Grade	: Major	Date of Closing	: 19 June 2017
Standard Ref. & Requirement	4.6.11 A record of annual health examination results for the operator and evidence of follow-up to the results of the examination should be available		
<b>Non-Conformance Description&amp; Evidence observed</b> <i>(filled by auditor):</i> Based on document review and interview with the management, the company has conducted medical check up to pesticide operators for Cholinesterase, Spirometry and Auditometry for the period of 2016 in February 2016 and the period of 2017 in February 2017. The company already has health examination results, however it just stated the name of the spraying workers and the results of the health examination. The document does not specify the threshold to state that the worker is experiencing health problems due to spraying work or not. The company only evaluates the results of physical examinations / diseases common to workers, such as diabetes, hypertension, caries, ENT, and so on.  Based on this, the company has not been able to show evidence of evaluation / follow up of medical examinations for chemicals-related workers for the period 2016 and 2017.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> <ul style="list-style-type: none"><li>Medical check up is done by internal and external laboratory (Prodia Balikpapan). Company's internal doctor checked the physical examination, while external laboratory checked the audiometry, cholinesterase, and spirometry examination. After the result of medical examination is out, the company's internal doctor understood that the evaluation</li></ul>			

has been done by the external laboratory because MCU document has mentioned the recommendation and diagnosis result. But then, company's doctor made a thorough evaluation for both physical examination and laboratory examination (Lab Prodia) from the evaluation of Laboratorium Prodia diagnosis.

- In 2017, the result of medical examination issued by Lab Prodia on April 2017, so at the time of the audit, evaluation and follow up has not been done. Currently, the evaluation and follow up of unit remain to be done.

**Corrective Action (filled by organization audited):**

- Make evaluation and follow up of MCU results of PT PSA 2016 and 2017. (Attached document)
- Follow up in the form of referrals for six employees at PT PSA which indicated unfit, among others:

NO	Nama	J/K	Usia	ASAL KEBUN	HASIL PEMERIKSAAN MEDIS	SARAN	RUJUK	KONTROL
1	WINDA ERWANTI	P	29	PT.PSA/ RPE	Tonsilitis T3IT3	Konsul ke Dokter Sp. THT	05/06/2017	12/06/2017
2	SULASMANI	P	33	PT.PSA/BNE	Tonsilitis T3IT3	Konsul ke Dokter Sp. THT	05/06/2017	12/06/2017
3	WELIYANTI	P	34	PT.PSA/PLE	Tonsilitis T3IT3	Konsul ke Dokter Sp. THT	05/06/2017	Tidak ketemu dokter
4	KAWIYAH	P	42	PT.PSA/PLE	STT MAMMAE DEXTRAE	Konsul ke Dokter Sp. Bedah	05/06/2017	Tidak ketemu dokter
5	TINA SUGIARTI	P	41	PT.PSA/PLE	STT	Konsul ke Dokter Sp. Bedah	05/06/2017	Tidak ketemu dokter
6	RESTIANA SELFI	P	37	PT.PSA/SSE	Tonsilitis T3IT3	Konsul ke Dokter Sp. THT	05/06/2017	12/06/2017

- The unit did a follow-up for feeding (milk and supplement) for employees who were diagnosed with a healthy record of two BNE employee, namely Hyanid and Yati. (Minutes Attached)
- Provide evidence of medical travel document of SSE Ambulance.

**Preventive Action (filled by organization audited):**

- Assigning a doctor for PIC to evaluate the results of MCU either from the doctor or the external laboratory.
- Doctors coordinate with both Estate Manager and Mill Manager to carry out the doctor recommendations from the medical check up evaluations.
- For the consolidation of the annual MCU implementation, PT PSA and LMR set a MCU programs which conducted in the second semester of Minamas Budget Year (Jan - Jun)

**Assessor Evaluation and Conclusion (filled by auditor):**
**28 May 2017**

The company has provided evidence of medical check up examination in 2016, but the document has not yet explained the evaluation of the results of special medical check up (cholinesterase, spirometry and audiometry) which conducted on 348 workers. The document shown is only explained physical examination.

CH has also shown special medical examination results for 2017 and its evaluations. Based on the results of special medical examination (cholinesterase and Spirometri) in 2017 conducted on 251 employees of PT PSA, it is known that 116 workers who checked for cholinesterase is in Fit Working or no significant abnormalities.

Based on explanation above, **the Nonconformity No 2017. 04 is still open.**

**12 June 2017**

CH has shown a referral letter dated 5 April 2017 for 3 workers to an ENT doctor and 1 worker to a surgeon. However, CH

has not shown the results of special medical examination and its evaluation for 2016. Based on the explanation, **nonconformity No. 2017. 04 is still open.**

**19 June 2017**

CH has shown evidence correction in form of evaluation of a special medical examination (cholinesterase, spirometry, and audiometry) in 2016 for 228 workers. From the results of the examination, especially cholinesterase, it is known that all workers who are examined is fit working or no significant abnormality. Based on the explanation, the **non-conformity No. 2017. 04 is closed.**

**Verified by** : **Asystasya Aishah Silalahi**

NCRNo.	: 2017.05	Issued by	: Rudi Ramdani
Date Issued	: 5 May 2017	Time Limit	: 4 May 2018
NC Grade	: Major	Date of Closing	: 12 June 2017
Standard Ref. & Requirement	4.7.3 Records of Safety and Health (OHS) program training (see 4.8) and Personal Protective Equipment (PPE) in accordance with hazard identification and risk analysis should be available to all workers.		
<b>Non-Conformance Description&amp; Evidence observed</b> <i>(filled by auditor):</i> Based on field visits in the circle weeding manual at block D33 and manual weeding at blocks C11Division 2 Pondok Labu Estate, Division 2 was known that the workers is not given PPE by the company. The CH has not able to show that both of the workers was given PPE accordance to its risk.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> Difference perception of HIRAC and procedure of pictured safety and health. That upkeep working did not given PPE by the CH. Although in the procedure of pictured safety and health did not describe of PPE, according to HIRAC, then PPE that would be given to upkeep workers are work shoes.			
<b>Corrective Action</b> <i>(filled by organization audited):</i> Given PPE to manual upkeep workers (document attached). Proving comitment in availability of worker shoes PPE to upkeep workers in PLE, BNE, RPE and SSE. Prove of internal purchasing request.			
<b>Preventive Action</b> <i>(filled by organization audited):</i> Adding safety budget for upkeep workers in the next upcoming year.			
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i> <b>27 May 2017</b> CH show documentation list and picture of safety boot handover to upkeep workers at 12 May 2017, which was given to 25 upkeep workers in PLE by Divition Assistant of 4. Nevertheless, it is not enough proof that PPE availability for upkeep workers in other divition and estate has been fullfiled or programmed. <b>Nonconformity No.2017.05 is open.</b>  <b>12 June 2017</b> Regarding to PPE avaiability to upkeep workers, management unit show proof as: <ul style="list-style-type: none"><li>Internal purchaing request document for safety boot of Sesulung Estate dated 8 June 2017 for 174 pairs.</li></ul>			

- Internal purchasing request document for safety boot of Rampa Estate dated 2 June 2017 for 170 pairs.
- Internal purchasing request document for safety boot of Pondok Labu Estate dated 6 June 2017 for 110 pairs.
- Internal purchasing request document for safety boot of Binturung Estate dated 22 May 2017 for 170 pairs.

**So for Nonconformity No.2017.05 of PPE availability for upkeep workers is closed with observation.**

**Verified by : Rudi Ramdani**

<b>NCRNo.</b>	<b>: 2017.06</b>	<b>Issued by</b>	<b>: Rudi Ramdani</b>
<b>Date Issued</b>	<b>: 5 May 2017</b>	<b>Time Limit</b>	<b>: ASA-1.1</b>
<b>NC Grade</b>	<b>: Minor</b>	<b>Date of Closing</b>	<b>: 08 August 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>: 4.7.5</b> <b>There should be emergency and occupational injection procedures available in the Indonesian language as well as available workers who have received First Aid Training in Accidents (P3K) in the work area.</b>		
<b>Non-Conformance Description&amp; Evidence observed</b> <i>(filled by auditor):</i> Based on filed observation at harvesting activity in block D18, Division 2 and spraying activity block D31 Division 1 Pondok Labu Estate, it was known that supervisor did not bring first aid kit box. Thus is not suitable with OHS management system of the CH. Observation at office process of Pondok Labu Factory, it was known that there is only 8 items of first aid kit, against 13 item on the checklist (there was no handgloves, handplester, small scissor). Thus is not according with Regulation of Ministry of Worker and tnasmigration number 15 of 2008			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> <ul style="list-style-type: none"><li>• First aid kit has been given but not taken to work site. This is due to the negligence of the supervision.</li><li>• Certification units have not completed the first-aid box item according to <i>Permenakertrans</i> No. 15 of 2008.</li></ul>			
<b>Corrective Action</b> <i>(filled by organization audited):</i> <ul style="list-style-type: none"><li>• Provide a notification to always bring first-aid boxes in work site</li><li>• Provide a letter of reprimand to a negligent supervision</li><li>• Completing the first aid kit according to the <i>Permenakertrans</i> No. item. 15 year 2008</li></ul>			
<b>Preventive Action</b> <i>(filled by organization audited):</i> Strengthen monitoring of the use of first aid boxes in work site. The examination will be conducted by safety officer that has had the socialization of <i>Permenaker</i> No. 15 of 2008. The examination will be done once a month by safety officer and every six months through the assessment of OHS by ESH assistant of Pamukan Area. Inspection results will be reported to the manager for follow-up improvements.			
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i> <b>31 July 2017</b> The management unit shows follow-up improvements in the form of: <ul style="list-style-type: none"><li>• Internal Office Mail number 25 / EM / kary-VI / 2017 dated 15 June 2017 from Estate Manager related to implementation of the use of first-aid boxes in the field to all Supervisors that each supervision should carry a first-aid box at the work site. For the undisciplined will be subject to disciplinary sanctions.</li><li>• Documentation of the handover of first aid boxes to spray team foreman and foreman of harvesting with content according to <i>Permenakertrans</i> No.15 year 2008.</li></ul>			



- The minutes of the handover of the first aid box to the supervision of processing on 30 January 2017. The management unit has not shown disciplinary sanctions for supervision that does not carry a first-aid box at the work site. Based on this **Nonconformity No.2017.06 is not closed**.

8 August 2017

Certification unit showed a letter of reprimand from Senior Assistant PLE to the spray foreman and foreman harvest who did not bring the first aid kit. In addition, the management unit shows an inter-office mail dated 8 August 2017 from Factory Manager to all supervision related to the implementation of the use of first-aid box in work site. Certification unit also shows letters of introspection to the supervision of OHS neglecting. Based on the above, the **Nonconformity No.2017.06 is closed**.

**Verified by** : **Rudi Ramdani**

<b>NCRNo.</b>	<b>:</b>	<b>2017.07</b>	<b>Issued by</b>	<b>:</b>	<b>I Wayan Sudiantara</b>
<b>Date Issued</b>	<b>:</b>	<b>5 May 2017</b>	<b>Time Limit</b>	<b>:</b>	<b>ASA-1.1</b>
<b>NC Grade</b>	<b>:</b>	<b>Minor</b>	<b>Date of Closing</b>	<b>:</b>	<b>28 May 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>:</b>	<b>5.3.3</b> <b>A waste management plan should be available that is documented and implemented to avoid and reduce pollution</b>			
<b>Non-Conformance Description&amp; Evidence observed</b> <i>(filled by auditor):</i> : Based on observations to the BNE Workshop, it is noted as follows: <ul style="list-style-type: none"><li>• Hazardous waste such as Oil and Filter Used stored behind the workshop.</li><li>• Based on the verification of Hazardous waste balance 1<sup>st</sup>Quarter of 2017, it was informed that there has been no delivery of hazardous waste from BNE to hazardous Waste storage in PLF since April 18, 2016.</li></ul> <p>Related to the above, the company does not have hazardous waste management mechanism from the producer location to the licensed hazardous waste warehouse.</p>					
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> BNE traction has a storage tubs for oil filters, batteries and oil from traction operations, although BNE has a hazardous waste warehouse. Related to that the BNE has set a the storage tubs is no longer used. However all hazardous waste from the rest of the BNE traction operations will be stored in the Hazardous Waste Warehouse.  Due to the change of PIC for delivery of hazrdous waste at BNE, initially done by Head of Traction replaced to head of warehouse. But the process of hazardous waste sending is not done. For that reason, BNE re-evaluates that the responsibility for hazardous waste delivery is returned to be done by the head of traction and under the direct supervision of Senior Assistant of BNE.					
<b>Corrective Action</b> <i>(filled by organization audited):</i> Delivering the existing hazardous waste to hazardous waste warehouse at the factory.					
<b>Preventive Action</b> <i>(filled by organization audited):</i> BNE also set a mechanism in the form of Internal Office Mail (IOM) related to hazaardous waste management which sets every 16 days hazarous waste in BNE will be sent to Pondok Labu Factory.					

**Assessor Evaluation and Conclusion** *(filled by auditor):*
**28 May 2017**

CH has shown evidence of IOM from Binturung Estate Manager dated 9 May 2017 stating that hazardous waste should be stored temporarily for 16 days and after that it must be sent to the licensed hazardous waste warehouse at Pondok Labu Factory. CH has also presented the minutes of the handover of hazardous waste from Binturung Estate to Pondok Labu Factory on 29 April 2017 and 15 May 2017.

CH has also conducted socialization related to IOM management of hazardous waste to traction workers conducted on 19 May 2017. Based on the above explanation, the **Nonconformity No. 2017.07 is closed.**

**Verified by : Ardiansyah**

<b>NCRNo.</b>	<b>: 2017.08</b>	<b>Issued by</b>	<b>: Ardiansyah</b>
<b>Date Issued</b>	<b>: 5 May 2017</b>	<b>Time Limit</b>	<b>: 4 May 2018</b>
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 12 June 2017</b>
<b>Standard Ref. &amp; Requirement</b>	<b>8.1.1</b> <b>A monitoring action plan based on considerations of environmental and social impact assessment, and regular evaluation of minimum plantation and mill activities shall be included, including but not limited to:</b> <ul style="list-style-type: none"><li>• Reduction of pesticide use (Criterion 4.6); (Criterion 4.6)</li><li>• Environmental impact (Criteria 4.3, 5.1 and 5.2)</li><li>• Waste reduction (Criterion 5.3)</li><li>• Greenhouse gases (GHG) pollution and emissions (Criteria 5.6 and 7.8)</li><li>• Social impact (criterion 6.1)</li><li>• Optimization of supply base results.</li></ul>		
<b>Non-Conformance Description&amp; Evidence observed</b> <i>(filled by auditor):</i> The certification unit has not been able to show evidence of continuous improvement related to information transparency, water management and waste management.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> <ul style="list-style-type: none"><li>• Changes in the structure in Kotabaru Manpower Office and changes in HRM structure in Banjarbaru. Previously, BNE management had performed report reporting of employment to HRM Banjarbaru, but the report was not reported to Manpower related to structural changes. Currently, head of administration BNE conduct report of employment directly.</li><li>• The result of monitoring of water quality of reservoir of PT PSA has been done on 22 February 2016, but evaluation and follow-up have not been able to be shown to the auditor. This is related to the PIC for the evaluation of water management in PT PSA has not been established. So the results of the analysis issued are not evaluated as a reference in water management in PT PSA. Currently an evaluation has been conducted by Assistant ESH as PIC for water management evaluation.</li><li>• BNE traction has a storage tubs for oil filters, batteries and oil from traction operations, although BNE has a hazardous waste warehouse. Related to that the BNE has set a the storage tubs is no longer used. However all hazardous waste from the rest of the BNE traction operations will be stored in the Hazardous Waste Warehouse.</li><li>• Follow-up of internal audit not fulfilled 100%</li></ul>			
<b>Corrective Action</b> <i>(filled by organization audited):</i>			

- Perform mandatory reporting to the relevant agencies
- Conduct evaluation and follow-up from the monitoring result at PT PSA
- Delivery the hazardous waste to hazardous waste warehouse at the factory accordance with IOM.

**Preventive Action** *(filled by organization audited):*

Perform internal audits regularly related to regulatory compliance, water management evaluation and hazardous waste management. Performing internal audit of RSPO on a regular basis every year and ensuring that the fulfillment of 100% internal audit results is maximized.

**Assessor Evaluation and Conclusion** *(filled by auditor):*
**28 May 2017**

CH has shown improvement over the recurring findings of nonconformities in each indicator, but it has not yet been explained how the system to avoid such nonconformities does not recur. Based on this, the **Nonconformity No. 2017.08 is open.**

**12 June 2017**

CH has provided an explanation regarding the root cause and the preventive action to avoid the same nonconformity. Based on this, **Nonconformity No. 2017.08 is closed.**

**Verified by : Ardiansyah**

NCRNo.	: 2017.09	Issued by	: Ardiansyah
Date Issued	: 5 May 2017	Time Limit	: 4 May 2018
NC Grade	: Major	Date of Closing	: 30 May 2017
Standard Ref. & Requirement	D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: 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 (filled by auditor):: The result of field visit in Bulking Sekumbang shows that the delivery document of RSPO certified product (CPO and PK) to the buyer is not equipped with the identity supply chain model. This is not in accordance with product identification procedures and product traceability.			
Root Cause Analysis(filled by organization audited): Do not understand SCCS procedure			
Corrective Action (filled by organization audited): Complete the delivery document of CPO RSPO certification stamp			

**Preventive Action** *(filled by organization audited):*

Conducting SCCS training in Bulking

**Assessor Evaluation and Conclusion** *(filled by auditor):*
**28 May 2017**

CH has presented bulking documents of CPO shipment to buyers who have been equipped with RSPO certified product identity, such as Minutes of Delivery of CPO No. 021 / BAP / CPO.PLF / I / 2017 dated 8 January 2017 for the delivery of 765,716 Kg CPO to PT Golden Hope Nusantara. But CH has not shown any training record in Bulking. Based on the above matters, the **Nonconformity No. 2017.09 is open**.

**30 May 2017**

CH has shown evidence of SCCS training to workers in Bulking Sekumbang conducted on 24 May 2017. To ensure that employee understanding is related to SCCS, it will be re-verified at the next assessment (ASA-1.1). Based on these matters, the **Nonconformity No. 2017.19 is closed with observation**.

**Verified by** : **Ardiansyah**

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

<b>NCR No.</b>	<b>:</b>	<b>2018.01</b>	<b>Issued by</b>	<b>:</b>	<b>Benli Manurung</b>
<b>Date Issued</b>	<b>:</b>	<b>18 May 2018</b>	<b>Time Limit</b>	<b>:</b>	<b>17 July 2018</b>
<b>NC Grade</b>	<b>:</b>	<b>Major</b>	<b>Date of Closing</b>	<b>:</b>	<b>06 September 2018</b>
<b>Standard Ref. &amp; Requirement</b>	<b>:</b>	<b>1.1.2</b> <b>Archives of reports regarding information requests and responses provided must be stored properly.</b>			
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i>  Based on the results of document review and interviews with the apparatus of Sesulung village known that the letter from the village of Sesulung number 031 / 63.02.11.2018 / 2018 about Assistance for making of Football Fields submitted to the company on 23 February 2018 has not been addressed					
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i> The document is still stored in the admin file (PIC: KTU) and is still stored on the KTU table so that it has not been registered in the incoming and outgoing mail book, The documentation system is not good according to the SOP, the data / document is incomplete.					
<b>Correction</b> <i>(filled by organization audited):</i> Company shows proof of receipt of the response letter to the incoming letter to Desa Sesulung which is submitted on February 25, 2018  Company conducts information dissemination procedures regarding the time to answer requests for information is 1 month after a letter is received and every outgoing and incoming letter is known by Kasie / KTU. The socialization was given to the KTU and Kasie on 27 July 2018 at PLF.					
<b>Corrective Action</b> <i>(filled by organization audited):</i> Company conducts information dissemination procedures regarding the time to answer requests for information is 1 month after a letter is received and every outgoing and incoming letter is known by Kasie / KTU.					
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i> <b>Evaluasi Penilai dan Kesimpulan</b> <i>(dilengkapi oleh auditor):</i> <b>Verification 27 August 2018</b> The company shows: <ul style="list-style-type: none"><li>Internal Office Mail number 015 / SSE-Village / II / 2018 on February 25, 2018 regarding the response to the Village Letter Number 031 / 63.02.11.2018 / 2018.</li><li>A copy of the information SOP socialization attendance at the PLF Office on July 27, 2018 attended by 6 participants</li></ul> However, company has not been able to show proof of receipt of the letter to Desa Sesulung, material of SOP Dissemination of Information Requests to KTU/Kasie, explanation of the root cause of the problem and corrective action, so this nonconformity has not been fulfilled					
<b>Verification 30 August 2018</b> The company shows: <ul style="list-style-type: none"><li>Evidence of Information Procedure socialization to the KTU and Head of Section at the PLF Office on July 27, 2018 attended by 6 participants (photo and attendance attached) with the material:<ul style="list-style-type: none"><li>Submission of information request procedures and the period of submission of information answers</li><li>Submission of information answers up to 1 month after receipt of the letter</li></ul></li></ul>					

- Letters of entry and outgoing mail are known by Kasie / KTU
- Proof of receipt of Sesulung Village response letter (completed with signature of village head and stamp)

The company has not completed the root of the problem and corrective action in accordance with the evidence of improvements submitted. So this nonconformity is declared as not yet fulfilled.

**Verification 06 September 2018**

The company shows an improvement in the analysis of the root of the problem and corrective action in accordance with the problem / nonconformity

Referring to the root of the problem, corrective and corrective actions taken by the company, the non-conformity No. 2018.01 stated to be fulfilled by observation.

**Verified by** : **Benli Manurung**

<b>NCR No.</b>	<b>2018.02</b>	<b>Issued by</b>	<b>Naila Karima</b>
<b>Date Issued</b>	<b>18 May 2018</b>	<b>Time Limit</b>	<b>17 July 2018</b>
<b>NC Grade</b>	<b>Major</b>	<b>Date of Closing</b>	<b>29 Agustus 2018</b>
<b>Standard Ref. &amp; Requirement</b>	<b>2.1.1</b> <b>There must be evidence of compliance with relevant legal requirements</b>		

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

- a. The Company has established P2K3 in each management unit Estate and Mill, however, there is not enough evidence that the company has sought to comply with compliance Regulation of the Minister of Manpower of the Republic of Indonesia No. 4 of 1987, among others:
  - Unable to show validation of P2K3 structure due to changes in the management structure of P2K3 RPE based on Inter-Office Mail No. 106/PT PSA-RPE/IV/2017/S dated 03 April 2017 and P2K3 SSE based on SSE P2K3 Report 1st quarter January to March 2018.
  - The Letter of Appointment of OHS Expert (No. KEP.7834/M/DJPPK/VII/2014) for secretary of P2K3 SSE and PLF has expired since July 16, 2017. Related to this the company shows documentation dated July 20, 2017 in the form of training registration form, certificate, Curriculum Vitae of OHS Expert, OHS Experts report period 2014 to 2016, and copy of The Letter of Appointment of OHS Expert. However, the company has not yet been able to show the progress of the completion of the extension arrangement.
  - Cannot be shown The Letter of Appointment of OHS Expert for P2K3 secretary in RPE.
- b. The welder of SSE has not yet been shown to have qualified welders in accordance with Regulation of the Minister of Manpower of the Republic of Indonesia No. 02 of 1982.
- c. There are still of boiler operators PLF who do not have OHS license of steam in accordance with the Regulation of the Minister of Manpower of the Republic of Indonesia No. 01 of 1988.
- d. The company's paramedics in SSE and RPE have not yet been certified by industrial hygiene and occupational health in accordance with the Regulation of the Minister of Manpower of the Republic of Indonesia No. 01 Year 1979.

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



1. Because the OHS expert for SSE has expired, the structure changes and are still being managed by the Head of Labor Agency of Kalimantan Selatan Province, and the RPE is still in the process by the Labor Agency of Kalimantan Selatan Province.
2. OHS Expert for SSE and PLF has expired and is still in the process of submitting an extension to the Ministry of Manpower Republic of Indonesia through OHS Service Company.
3. SSE have not yet qualified welder, because the welders who previously resigned will now be trained for welders.
4. Not all PLF boiler operators have an OHS license because of the rotation of the workforce and the presence of employees who resigned so that other operators and operators that will be trained in OHS license are being fulfilled.
5. Certificate of Industrial Hygiene and Occupational Health for paramedic SSE and RPE at the Central Clinic located at PT Langgeng Muara Makmur Bebunga Estate and still requested for a copy of the certificate

**Correction** *(filled by organization audited):*
**Point a.**

RPE, SSE, and PLF have renewed the P2K3 structure by establishing a new OHS Expert and have reported it to the Labor Agency of Kalimantan Selatan Province.

**Point b and c**

The company has registered names for related training welders, boiler operators and heavy equipment.

**Point d**

Certificate of Industrial Hygiene and Occupational Health for paramedic is available on RPE and SSE clinic.

**Corrective Action** *(filled by organization audited):*

- The company will monitor the P2K3 structure whenever there is a change in the structure in the estate and set the Section Head as PIC in each estate.
- The company re-ensures that during work rotations for workers who need special skills, they must have competencies in accordance with applicable regulations, and the Head of Section is responsible for this.
- Copies of paramedical hyperkes certificates must be available at each clinic.

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

**18 July 2018**

**Point d**

RPE paramedics who have Hiperkes certificates on behalf of Nurhayati No. 15.705 / PM-XV / 13, and on behalf of Martin Irariya No. 15,704 / PM-XV / 13 was issued in September 2013 by the Indonesian Minister of Manpower and Transmigration. (closed)

**24 July 2018**

**Point d**

The company shows the Hiperkes Certificate No. 15.709 / PM-XV / 13 on behalf of Zaeni was published in September 2013. The Paramedic was responsible for the SSE clinic. (closed)

**29 August 2018**

**Point a**

The company shows changes in the P2K3 structure for the RPE and SSE period July 2018 with the P2K3 chairman namely the Estate Manager and Secretary of P2K3 on behalf of Arif Sucipto who has been certified as OHS Expert (SKP No. KEP.10649 / NAKER-BINWASK3 / XII / 2017 issued by Ministry of Manpower Republic Indonesia on December 4, 2017 with a validity period of 3 years). The P2K3 structure is still in the process of being ratified by the Manpower Office of Kalimantan Selatan Province based on the Receipt of Letter / Document No. 016 / SSE-DISNAKER / VII / 2018 dated July 19, 2018.

**Point b**

The company shows Class I Welder Training Schedule documents which will be held on 5 to 6 September 2018 in collaboration with OHS Services Company (PT Kautsar Inti Prima), with welders participating in the training on behalf of Sopyan (SSE).

**Point c**

The company presented the Training Schedule for the "Certification of the Ministry of Manpower and Transmigration of PT Minamas Plantation Class I" Boilers on 05 to 07 September 2018 in collaboration with OHS Services Company (PT Kautsar Inti Prima), with PLF boiler operators participating in the training on behalf of Jumaidi and Ahmad Udiansyah.

Based on the explanation above, NCR No. 2018.02 is declared fulfilled by observations made again at the time of ASA 1.2.

**Verified by** : Naila Karima

<b>NCR No.</b>	: 2018.03	<b>Issued by</b>	: M. Syarip Lambaga
<b>Date Issued</b>	: 18 May 2018	<b>Time Limit</b>	: ASA 1.2
<b>NC Grade</b>	: Minor	<b>Date of Closing</b>	:
<b>Standard Ref. &amp; Requirement</b>	<b>2.2.2</b> Legal boundaries must be clearly defined and seen to be taken care of.		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i>  Based on document review related boundaries monitoring and maintenance, Rampa Estate can not show the monitoring report againsts the procedure			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>			
<b>Correction</b> <i>(filled by organization audited):</i>			
<b>Corrective Action</b> <i>(filled by organization audited):</i>			
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>			
<b>Verified by</b>	:		

<b>NCR No.</b>	: 2018.04	<b>Issued by</b>	: Briyogi Shadiwa
<b>Date Issued</b>	: 18 May 2018	<b>Time Limit</b>	: Surveillance-1.2
<b>NC Grade</b>	: Minor	<b>Date of Closing</b>	:
<b>Standard Ref. &amp; Requirement</b>	: 4.2.2 Reports of fertilizer use records must be maintained properly.		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i>  The company not yet shown the document of fertilization program and realization for Rampa Estate.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>  			
<b>Correction</b> <i>(filled by organization audited):</i>  			
<b>Corrective Action</b> <i>(filled by organization audited):</i>  			
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>  			
<b>Verified by</b>	:		

<b>NCR No.</b>	: 2018.05	<b>Issued by</b>	: Briyogi Shadiwa
<b>Date Issued</b>	: 18 May 2018	<b>Time Limit</b>	: Surveillance-1.2
<b>NC Grade</b>	: Minor	<b>Date of Closing</b>	:
<b>Standard Ref. &amp; Requirement</b>	: 4.3.3 Road maintenance programs must be available.		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i>  The company not yet shown the document of road maintenance for Rampa Estate.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>  			
<b>Correction</b> <i>(filled by organization audited):</i>  			

<b>Corrective Action</b> <i>(filled by organization audited):</i>	
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>	
<b>Verified by</b>	

<b>NCR No.</b>	: 2018.06	<b>Issued by</b>	: Briyogi Shadiwa
<b>Date Issued</b>	: 18 May 2018	<b>Time Limit</b>	: 17 July 2018
<b>NC Grade</b>	: Major	<b>Date of Closing</b>	: 2 September 2018
<b>Standard Ref. &amp; Requirement</b>	: 4.5.1 Implementation of Integrated Pest Management (IPM) plans must be monitored.		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i>  The company not yet shown document of Plan, Monitoring, and Handling of IPM for Rampa Estate.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>  Integrated pest Management document not yet shown to auditor because of the PIC personnel is new and not known about the responsibility.			
<b>Correction</b> <i>(filled by organization audited):</i>  Company shown Integrated pest Management document for Rampa Estate.			
<b>Corrective Action</b> <i>(filled by organization audited):</i> <ul style="list-style-type: none"> <li>Determination of PIC Syarifuddin as IPM Officer in RPE as of June 25, 2018 by letter No. 043 / RPE / Intern / pet. PPH / VI / 2018 / s</li> <li>Determination of the PIC that gives new workers socialization of understanding; EM, Senior Assistant and KTU / Head of Section</li> </ul> <p>Develop a mechanism for determining job desc for responsible / new workers.</p>			
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>  <b>Verification 21 July 2018</b> The company shown IPM document period 2017.  The company not completed root cause analysis, corrective action and the personnel of PIC suitable with correction which has been made.  <b>Verification 2 September 2018</b> The company shown IPM document period 2018 and determine the competent PIC. <b>Based on that evidence, the</b>			

**NCR No.2018.06 has been fulfilled and will be observed on the next assessment.**

**Verified by** : **Briyogi Shadiwa**

<b>NCR No.</b>	: 2018.07	<b>Issued by</b>	: Briyogi Shadiwa
<b>Date Issued</b>	: 18 May 2018	<b>Time Limit</b>	: 17 July 2018
<b>NC Grade</b>	: Major	<b>Date of Closing</b>	: 02 September 2019
<b>Standard Ref. &amp; Requirement</b>	<b>4.6.2</b> <b>Records of the use of pesticides (including the active ingredients used and the LD50 of the active ingredients, the targeted area, the number of active ingredients applied per ha and the number of applications) must be provided.</b>		
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> <p>The company not yet shown the document of the use of pesticide for Rampa Estate.</p>			
<b>Root Cause Analysis (filled by organization audited):</b> <p>RPE not yet made record of pesticide utilization at the assessment activity, the responsible staff is new and not already know about the responsibility</p>			
<b>Correction (filled by organization audited):</b> <ul style="list-style-type: none"> <li>• The company (RPE) makes a complete recapitulation of pesticide use in accordance with the LD50 of its active ingredients</li> <li>• Determine Syarifuddin as PIC IPM Officer in RPE as of June 25, 2018 with letter of appointment No. 043 / RPE / Intern / pet. PPH / VI / 2018 / s and has understood their duties and responsibilities</li> </ul>			
<b>Corrective Action (filled by organization audited):</b> <ul style="list-style-type: none"> <li>• Ensure a monitoring plan for the use of pesticides with LD50 active ingredients in Rampa Estate.</li> <li>• Determination of the PIC that gives new workers socialization of understanding; EM, Senior Assistant and KTU / Head of Section</li> <li>• Develop a mechanism for determining job desc for responsible / new workers.</li> </ul>			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>Verification 21 July 2018</b> <p><b>The company shown corrective evidence with IPM document period 2017.</b>          However the document still not define root cause, corrective action and LD50 active ingredients.</p>			
<b>Verification 2 September 2018</b> <p>The company shown IPM document period 2018 (with LD50 active ingredients) and determine the competent PIC.  <b>Based on that evidence, the NCR No.2018.07 has been fulfilled and will be observed on the next assessment</b></p>			
<b>Verified by</b>	: <b>Briyogi Shadiwa</b>		

<b>NCR No.</b>	: 2018.08	<b>Issued by</b>	: Briyogi Shadiwa
<b>Date Issued</b>	: 18 May 2018	<b>Time Limit</b>	: Surveillance 1.2
<b>NC Grade</b>	: Minor	<b>Date of Closing</b>	:
<b>Standard Ref. &amp; Requirement</b>	<b>4.6.4</b> Pesticides that are categorized as World Health Organizations Class 1A or 1B, or listed in the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in special situations that have been identified in the national Best Practices guidelines. The use of these pesticides must be minimized and eliminated as part of the plan, and should only be used in exceptional conditions.		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i>  For Rampa Estate there has not been enough evidence that pesticide use, which belongs to the World Health Organization Class 1A or 1B, or listed in the Stockholm or Rotterdam Conventions, and paraquat has been marginalized and written off as part of the plan, and may only be used in exceptional conditions.			
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>  			
<b>Correction</b> <i>(filled by organization audited):</i>  			
<b>Corrective Action</b> <i>(filled by organization audited):</i>  			
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>  			
<b>Verified by</b>	:		

<b>NCR No.</b>	: 2018.09	<b>Issued by</b>	: Naila K. & Briyogi S.
<b>Date Issued</b>	: 18 May 2018	<b>Time Limit</b>	: 17 July 2018
<b>NC Grade</b>	: Major	<b>Date of Closing</b>	: 29 August 2018
<b>Standard Ref. &amp; Requirement</b>	<b>4.7.3</b> Records of training on Occupational Health and Safety (OHS) (see 4.8) and Personal Protective Equipment (PPE) in accordance with the results of hazard identification and risk analysis must be available to all workers.		
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i>  Results of field visits and interviews with harvest workers in K28 Block 2nd Division RPE and in Block K47 Division 1 SSE were submitted that boots were only given once during work and currently the shoes used by harvesters were			



bought by themselves, whereas in the fertilizer workers in Block L37 Division 3 RPE recognized that the PPE in the form of shoes not given the company but the workers buy themselves.

This is not yet in accordance with Article 47 within the CLA which states that the company will provide PPE with consideration of risks arising according to the HIRAC analysis. In addition, the company also has not been able to show the management of PPE in the form of identifiikasi, the selection of PPE as the basis for determining the specification of PPE in accordance with the type and risk of work, the life of the PPE, the replacement mechanism, supervision mechanism, and other provisions as regulated in Permenaker No. 08 Year 2010.

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

PPE given to employees such as clothes and shoes given once a year will also be given every time there is a report on PPE damage, but for shoes that have been damaged, they will be replaced by following PPE replacement procedures, among others: 1) Must report to the supervisor and the damage is indeed due to work activities in the company; 2) Must be able to show proof of the damaged shoe. Of several cases, employees have not understood the procedure for replacing damaged shoes.

**Correction** *(filled by organization audited):*

- RPE has disseminated the PPE procedures on August 21, 2018 and SSE on August 20, 2018 including the mechanism if a broken shoe can be delivered to the supervisor by submitting damaged evidence and ensuring that the damage is caused by work in the company.
- RPE hand over shoes to RPE div II / III employees on August 21, 2018, while SSE DIV I hand over Shoes and Helmets on July 2, 2018 (dock attached)

**Corrective Action** *(filled by organization audited):*

- RPE has disseminated the PPE procedures on August 21, 2018 and SSE on August 20, 2018 including the mechanism if a broken shoe can be delivered to the supervisor by submitting damaged evidence and ensuring that the damage is caused by work in the company.
- Ensure and monitor daily use of PPE so that if there is a damaged of PPE, it can be identified immediately and replaced. The inspection format is attached 8.1

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

**18 July 2018**

The company shows the Minutes of Handling of APD (Shoes) dated June 5, 2018 for spray workers in Division 3 of Rampa Estate.

However the company:

- Has not made the root of the problem, corrections and corrective actions in accordance with the evidence of improvements submitted
- Not yet showing the procedures for giving and changing PPE.

Thus this discrepancy is declared as not yet fulfilled.

**24 August 2018**

The Company shows the Personal Protective Equipment Procedure (No. Policy 739 / TQEM-ESH / 10, November 1, 2016) which describes PPE, sets minimum requirements and provides advice to determine additional PPE that is required by some activities or the work environment. In the Procedure is stated that all PPE must be replaced after it is known that it does not provide a guarantee of protection, except the shoes PPE will be given once a year according to the budget set by the management unit, and to replace damaged shoes before one year must meet the requirements set by the company.

In addition the company shows the following records:

- Handover of PPE (work shoes) in Division III on August 21, 2018
- Dissemination of PPE use in SSE Division II on August 20, 2018
- Socialization of PPE use to Division III SSE employees (harvest and transport) on August 23, 2018
- Dissemination of the use of PPE to Fertilizer Division IV SSE workers on August 23, 2018

However, the company has not been able to show the dissemination material that is done so that this discrepancy is declared as not yet fulfilled.

### 29 August 2018

The company shows:

- Recording of socialization delivered to RPE and SSE workers on August 20 and 21, 2018, with the material presented regarding PPE procedures starting from the mechanism of replacement of damaged PPE, the period of PPE usage, and monitoring of PPE that will be carried out every morning briefing.
- Minutes of PPE Handover in Division 2 and 3 RPE on August 21, 2018 for 35 fertilizers and 52 harvesters.
- Minutes of PPE Handover in SSE Division 1 on July 2, 2018 for 23 harvest workers with received PPE are shoes and helmets.

Based on the explanation above, the non-conformity No. 2018.09 declared fulfilled.

**Verified by** : **Naila Karima**

NCR No.	: 2018.10	Issued by	: Naila Karima
Date Issued	: 18 May 2018	Time Limit	: Surveillance-1.2
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	: 5.1.3 This plan must have monitoring protocols, which are flexible to operational changes, and must be implemented to monitor the effectiveness of negative impact reduction measures. This plan must be reviewed at least every two years to reflect monitoring results and to see if there are operational changes that have a positive and negative impact on the environment.		
Non-Conformance Description & Evidence observed (filled by auditor):  The Company shows EIA implementation (RKL-RPL) for the period I (January to June) and period II (July to September) 2017 which refers to the governance and monitoring matrix in RKL RPL document (No. 047/RKL-RPL/BA/III/1995, 30 March 2011). However, based on the review of the document: a. No monitoring results of Upstream and Downstream Rivers of Mill, and Biyuku River for the second semester of 2017 are referring to the monitoring period in the RPL RPL matrix for water quality test every six months. b. There is no social impact monitoring available for public view of the existence of PT PSA and changes in scheme smallholders for the period of 2017, in accordance with the monitoring period in the RPL RPL matrix once a year c. Not enough evidence of animal monitoring has been done in accordance with the monitoring period in the RKL / RPL matrix, ie every 6 months. d. There is no critical level evaluation available for the period of 2017 and an evaluation of trends to see trends in changes in environmental quality over time and span.			
Root Cause Analysis (filled by organization audited):			

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

<b>NCR No.</b>	:	2018.11	<b>Issued by</b>	:	Benli Manurung
<b>Date Issued</b>	:	18 May 2018	<b>Time Limit</b>	:	Surveillance-1.2
<b>NC Grade</b>	:	Minor	<b>Date of Closing</b>	:	
<b>Standard Ref. &amp; Requirement</b>	:	6.1.4 These plans must be reviewed at least every two years and updated as needed, if the review process shows that the practices being implemented should be changed. There must be evidence that the review process involves the participation of all affected parties.			
<b>Non-Conformance Description &amp; Evidence observed</b> <i>(filled by auditor):</i>					
Based on the document review known that the company has conducted SIA evaluation in 2015, but until audit ASA-1.1 the company has not yet did re-evaluated as required by RSPO that is evaluation at least once in 2 years.					
<b>Root Cause Analysis</b> <i>(filled by organization audited):</i>					
<b>Correction</b> <i>(filled by organization audited):</i>					
<b>Corrective Action</b> <i>(filled by organization audited):</i>					
<b>Assessor Evaluation and Conclusion</b> <i>(filled by auditor):</i>					
<b>Verified by</b>	:				

<b>NCR No.</b>	:	2018.12	<b>Issued by</b>	:	Naila Karima & Briyogi Shadiwa
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<b>Date Issued</b>	<b>: 18 May 2018</b>	<b>Time Limit</b>	<b>: 17 July 2018</b>
<b>NC Grade</b>	<b>: Major</b>	<b>Date of Closing</b>	<b>: 05 September 2018</b>
<b>Standard Ref. &amp; Requirement</b>	<b>8.1</b> <b>The planters and palm oil mills regularly monitor and review their activities and develop and implement action plans that enable real and sustainable improvements in key operations.</b>		
<b>Non-Conformance Description &amp; Evidence observed (filled by auditor):</b> <b>Deskripsi Ketidaksesuaian &amp; Bukti yang diamati (dilengkapi oleh auditor):</b> Based on a summary of the results of non-conformities identified at the time of the RSPO Re-Certification assessment, the auditor team considers that there is an ongoing commitment to continuous improvement that is not fully implemented with regard to recurrence of non-conformities arising from surveillance activities 1.1 <ul style="list-style-type: none"> <li>a. In the Re-Certification activities there is non-conformity of Major 4.7.3 concerning maintenance workers who are not provided any PPE by the company. The corrective actions set by the company one of them by proving the commitment in the procurement of PPE (safety shoes) to the care personnel in PLE, BNE, RPE and SSE. However, ASA 1.1 activities still found workers who bought their own PPE based on interviews with fertilizer workers in Block L37 Division 3 RPE.</li> <li>b. In the Re-Certification activities there is a non-conformity of Minor 4.7.5, as for the prevention measures established by the company strengthening check list monitoring of the use of first aid box in the field. The inspection will be conducted by the socialized safety officer related to Minister of Manpower No.15 of 2008. The examination will be done once a month by the safety officer and every six months through the health and safety assessment by assistant EHS Pamukan. Inspection results will be reported to the manager for follow-up improvements. However, in ASA 1.1 activity result of field visit at SSE and RPE Warehouse Agrochemical, RPE Workshop, Hazardous Waste PLF, PLF Workshop, spraying activity in Block K15 Division 1 RPE and Block L46 Division 1 SSE, fertilizer activity in Block S04 Division 3 SSE, harvest activity in Block K28 Division 2 RPE, still found equipment of First Aid in incomplete condition according to Minister of Manpower No. 15 of 2008.</li> </ul>			
<b>Root Cause Analysis (filled by organization audited):</b> The commitment to continuous improvement that has not yet been fully implemented is related to the recurrence of the discrepancies that emerged in surveillance activities 1			
<b>Correction (filled by organization audited):</b> Making a precautionary measure and improve the RSPO ASA 1 audit findings in PT PSA systematically so that with the systematic implementation the same findings will not be repeated.  By preventing and improving audit findings by conducting routine inspections by the PIC of each job, including by Supervisor, Assistant, Senior Assistant and Safety Officer. The PIC has been determined by PSQM according to their respective fields of work including internal audit. With the mechanism of checking at the morning briefing, monthly inspection by the safety officer and annual inspection by the PSQM Internal Audit.			
<b>Corrective Action (filled by organization audited):</b> A preventive action plan has been developed to avoid recurrence of nonconformities on August 1, 2018, so that with the plan and filling in the use of the format, it can keep the non-conformities from recurring and an internal audit is always carried out by PSQM for the implementation of RSPO in the Unit			
<b>Assessor Evaluation and Conclusion (filled by auditor):</b> <b>24 July 2018</b> Determining the root causes of problems and corrective and corrective actions have not responded to the discrepancies and have not been systematically related to the company's commitment to implementing RSPO standards and ensuring non-recurring nonconformities  Thus the non-conformity has not been fulfilled.			

**29 August 2018**

The company showed the Non-conformity Preventive Action Management Program that was made on August 1, 2018. The program included APAR and First Aid examinations that conducted every month, PPE checked before work carried out every day and First Aid socialization at morning briefings before work.

Companies need to re-identify the root of the problem, determine corrective actions, and corrective. Thus this discrepancy is declared not fulfilled

**05 September 2018**

The Company shows a Preventive Action Management Program that was created and endorsed on August 1, 2018, with one of its programs being planned for Internal Audit every 1 year with the PSQM Department as the PIC

Referring to the root of the problem, corrective and corrective actions taken by the company, the non-conformity No. 2018.012 is declared fulfilled by observation.

<b>Verified by</b>	<b>:</b>	<b>Naila Karima</b>
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**3.5.3 Opportunity for Improvement**

No	Ref Std	Descriptions
1	2.2.1	The HGU process of PT PSA for an area of 1.120 Ha will be observed again at the next visit based on RSPO regulation about the HGU.
2	4.6.5	The company has the opportunity to ensure that all MSDSs are available at the Agrochemical Warehouse.
3	4.6.6	a. The company needs to ensure that the preparation of agrochemical materials in the RPE warehouse refers to the applicable procedure b. The company needs to accelerate the realization of emergency wash and exhaust fan repairs in Agrochemical Warehouse SSE
4	4.6.12	The company needs to ensure that identification system for pregnant and lactating women for workers related to pesticides
5	4.7.2	It is necessary to evaluate for HIRAC Estate by referring to applicable SOP's as well as writing the name of the estate in accordance with the entity management unit of the company, as well as the completeness of date information and the person in charge in the HIRAC.
6	5.3.3	a. Organize of hazardous waste types in the hazardous waste storage of PLF in accordance with the characteristics of hazardous waste and maintained hygiene by always applying 5S. b. Implementation IOM's on May 9, 2017 stating that hazardous waste must be stored in a temporary place for 16 days and after that must be sent to a licensed hazardous waste waste polling station at the PLF.
7	5.9.1	The company has the opportunity to create a supply chain model code with an IT system.
8		The company has the opportunity to improve document control.

**3.5.4 Noteworthy Positive Components**

No	Descriptions
1	The company has received a zero accident award from the Governor of South Kalimantan
2	The company is committed to providing educational facilities.



**3.6 Summary of Arising Issues from Public and Auditor Verification**

Public Issues (Institution/ NGO/Community)	Auditor Verification
<b>17 May 2018</b> <b>Environment Agency District of Kotabaru (By Phone)</b> <ul style="list-style-type: none"> <li>There is no complaint about environmental pollution</li> <li>The company has routinely delivered reports to the agency</li> <li>Communication between companies and stakeholders is good</li> </ul>	<p>In accordance with indicator 4.4</p>
<b>17 May 2018</b> <b>Labour Agency District of Kotabaru (By Phone)</b> <ul style="list-style-type: none"> <li>Certificate holders has been obedient in administration, all compulsory reports have been sent regularly to Labor Agency.</li> <li>There are no negative issues such as discrimination of employees regarding labor, child workers, forced laborers and others.</li> <li>Labor union has been authorized and registered members.</li> <li>Labor agency has been involved for staff training activities such as socializing OHS.</li> <li>Certificate holder has licensed operating license for machines mill such as boilers permit, license generator, electricity and others.</li> </ul>	<p>Certificate holder has submitted all compulsory reports have been sent regularly.</p> <p>Certificate holder shall maintain this aspect especially related worker welfare and OHS.</p>
<b>16 May 2018</b> <b>Gender Committee</b> <ul style="list-style-type: none"> <li>PT PSA has a gender committee structure and each division of estate has a representative for employee complaints if there is violation case of women's rights</li> <li>There are no complaints related to violations of women's rights or violence against women in the workplace</li> <li>PT PSA has granted the rights of women such as the right to maternity leave and menstruation leave</li> </ul>	<p>PT PSA has committed to guarantee the rights of women, for example, the company has granted maternity leave and menstruation. Based on interviews with workers known that there are never happened of violence against women in workplace (see C6.8 and C6.9)</p>
<b>15 May 2018</b> <b>Local Contractor (Boiler and Heavy Equipment)</b> <ul style="list-style-type: none"> <li>Company had socialized policies such as corporate codes and the use of labor over 18 years.</li> <li>Contractor's workers has given PPE by the contractors and company.</li> <li>Insurance for contractor's workers has been covered on <i>BPJS Ketenagakerjaan</i></li> <li>The entire execution of the work and payment in accordance with the applicable agreement.</li> <li>There is no complaint from contractor.</li> </ul>	<p>Based on document verification, show that the rights and obligation of each party has been set in the contract.</p>
<b>15 May 2018</b> <b>Worker Unions (POM, Rampa Estate and Sesulung Estate)</b> <ul style="list-style-type: none"> <li>There is no negative issues such as discrimination, the use of labor under 18 years, sexual abuse issues and others.</li> <li>Providing wages and overtime in compliance with</li> </ul>	<ul style="list-style-type: none"> <li>Has been described in criterion 6.5.</li> <li>Has been described in indicator 6.5.1</li> </ul>

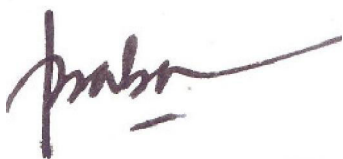
Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>applicable regulations.</p> <ul style="list-style-type: none"> <li>• All employees have been included in the program BPJS employment and health.</li> <li>• The Company has conducted periodic health checks to workers with high risk.</li> <li>• The Company has also provided PPE which is provided for free.</li> </ul>	<ul style="list-style-type: none"> <li>• The company has paid labour social insurance and labour health insurance for all workers as written in indicator 4.7.6.</li> <li>• Has been described in indicator 4.6.11.</li> <li>• Has been described in indicator 4.7.3</li> </ul>
<p><b>15 May 2018</b>  <b>Sesulung Village and Rampa Cengal Village (Head of village, Village Board, Public Figure)</b></p> <ul style="list-style-type: none"> <li>• The company has contributed to village development such as assisting the construction of the Junior High School Office and improving access roads to the village. Other contributions from the company include rice for poor families and jobs for the community</li> <li>• Communication between the company and the village is good. The party that usually communicates is the unit head.</li> <li>• There is no issue of pollution and burning of land conducted by the company.</li> <li>• There are no land disputes between villagers and companies.</li> <li>• Village officials delivered letter number 031 / 63.02.11.2018 / 2018 submitted to the company on February 23, 2018, but until the audit activities were conducted, the letter had not been addressed.</li> </ul>	<p>This has become a nonconformities, see indicator 1.1.2</p>

**4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY****4.1 Formal Sign-off of Assessment Findings**

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

Signed on behalf of:

PT Paripurna Swakarsa  
Management Representative



**Mohamad Pirabaharan**  
Thursday, 06 September 2018

Mutuagung Lestari  
Lead Auditor



**M. Syarip Lambaga**  
Thursday, 06 September 2018

**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	Plantation Agency of Kotabaru District	District of Kotabaru	<a href="mailto:disbut_ktb@yahoo.co.id">disbut_ktb@yahoo.co.id</a>	Phone	16 <sup>th</sup> May 2018	√	
2	Labor & Transmigration Agency of Kotabaru District	District of Kotabaru	<a href="mailto:washinaker@yahoo.co.id">washinaker@yahoo.co.id</a>	Phone	16 <sup>th</sup> May 2018	√	
3	Sawit Watch	Indonesia	<a href="mailto:info@sawitwatch.co.id">info@sawitwatch.co.id</a>	Email	09 <sup>th</sup> May 2018		√
4	Wahana Lingkungan Hidup Indonesia	Indonesia	<a href="mailto:informasi@walhi.co.id">informasi@walhi.co.id</a>	Email	09 <sup>th</sup> May 2018		√
5	Forest People Programme	Indonesia	<a href="mailto:info@forestpeoples.org">info@forestpeoples.org</a>	Email	09 <sup>th</sup> May 2018		√
6	Head of Village, Rampa Cengal Village	Rampa Cengal Village, Kotabaru Regency, Province of Kalimantan Selatan	-	Interview	16 <sup>th</sup> May 2018	√	
7	Village Secretary, Sesulung Village	Sesulung Village, Kotabaru Regency, Province of Kalimantan Selatan	-	Interview	16 <sup>th</sup> May 2018	√	
8	Board of Worker Union, Sesulung Mandiri Worker Union and Pondok Labu	Pamukan Selatan, Kotabaru, Kalsel	-	Interview	16 <sup>th</sup> May 2018	√	
9	Board of Gender Committee	Pamukan Selatan, Kotabaru, Kalsel	-	Interview	16 <sup>th</sup> May 2018	√	
10	1 harvester and 1 supervisor	Sesulung Estate	-	Interview	15 May 2018	√	
11	8 spraying workers and 1 supervisor	Sesulung Estate	-	Interview	15 May 2018	√	
12	5 manual upkeep workers	Sesulung Estate	-	Interview	15 May 2018	√	
13	8 manuring workers and 1 supervisor	Sesulung Estate	-	Interview	15 May 2018	√	
14	35 nursery workers and 1 supervisor	Rampa Estate	-	Interview	16 <sup>th</sup> May 2018	√	
15	1 harvester and 1 supervisor	Rampa Estate	-	Interview	16 <sup>th</sup> May 2018	√	
16	3 manuring workers and 1 supervisor	Rampa Estate	-	Interview	16 <sup>th</sup> May 2018	√	
17	3 spraying workers and 1 supervisor	Rampa Estate	-	Interview	16 <sup>th</sup> May 2018	√	
18	2 security and 1 WB operator	Pondok Labu Factory	-	Interview	16 <sup>th</sup> May 2018	√	
19	7 processing workers and 1 supervisor and 6 sortation workers	Pondok Labu Factory	-	Interview	16 <sup>th</sup> May 2018	√	

**Appendix 2. Assessment Program**

DATE	14 to 18 May 2018	
Actual Time	PROCESS / CLAUSES TO BE AUDITED	AUDITOR
Monday, 14 May 2018		
05.20 – 08.35 09:00 – 09.30 10.00 – 23.30	Jakarta – Airport Balikpapan Airport – Semayang Port Balikpapan Semayang Port – PT PSA	MSL / NKA / BMN / BSW
Tuesday, 15 May 2018		
08.00 – 09.00 09.00 – 12.00	Opening meeting. <b>Field Observation to Sesulung Estate</b> <ul style="list-style-type: none"><li>BPN pole's and HCV</li><li>BMP (harvesting, FFB transportation, field upkeep, manuring, IPM, replanting area, nursery, soil and water management).</li><li>Worker facility (housing complex,traction or workshop, hazardous and hazardous waste warehouse, Clinique and fire fighter equipments).</li><li>Public consultation with Community of Village</li></ul>	MSL / NKA / BMN / BSW  MSL BSW  NKA  BMN
12.00 – 14.00 14.00 – 16.45	<b>Break</b> <ul style="list-style-type: none"><li>Review and Verification:<ul style="list-style-type: none"><li>Previous NCR previous assessment</li><li>Time Bound Plan</li><li>Basic Info</li></ul></li><li>Document Verification.</li></ul>	MSL / NKA / BMN / BSW  MSL / NKA / BMN / BSW
16.45 – 17.00	Daily progress audit.	MSL / NKA / BMN / BSW
Wednesday, 16 May 2018		
08.00 – 12.00	<b>Field Observation to Rampa Estate</b> <ul style="list-style-type: none"><li>BPN Pole(s) and HCV areas of PT PSA</li><li>BMP (harvesting, FFB transportation, field upkeep, manuring, IPM, replanting area, nursery, soil and water management).</li><li>Worker facility (housing complex, traction or workshop, hazardous and hazardous waste warehouse, Clinique and fire fighter equipments).</li><li>Public consultation to agency (by Phone)</li><li>Public consultation (committee gender, labour union, contractor)</li></ul>	MSL BSW  NKA  BMN
12.00 – 14.00 14.00 – 16.45	<b>Break</b> <ul style="list-style-type: none"><li>Document Verification</li></ul>	Team Auditor MAH / RRI Team Auditor
16.45 – 17.00	Daily progress audit	Team Auditor
Thursday, 17 May 2018		
08.00 – 12.00	Document Verification Verification of partial certification and Nonconformities at previous assessment	Team Auditor
12.00 – 14.00	<b>Break</b>	Team Auditor
14.00 – 16.45	<b>Observation to Mill</b> <ul style="list-style-type: none"><li>Operational (Security gate, weigh bridge, sortation, loading ramp, processing stations, boiler, engine room).</li><li>WWTP, hazardous and hazardous waste warehouse and management, WTP, workshop, hydrant simulation.</li><li>Worker facility (housing complex, traction or workshop, hazardous and hazardous waste warehouse, Clinique and fire fighter equipments).</li><li>SCCS</li></ul>	BSW NKA  BMN  SLM
16.45 – 17.00	Daily progress audit	Team Auditor

DATE	14 to 18 May 2018	
Actual Time	PROCESS / CLAUSES TO BE AUDITED	AUDITOR
<b>Friday, 18 May 2018</b>		
08.00 – 10.00	Closing Meeting	Team Auditor
12.00 – 21.30	Travelling PT PSA – Balikpapan	Team Auditor
<b>Saturday, 19 May 2018</b>		
10.00 – 11.00	Travelling from Balikpapan – Jakarta	Team Auditor