

Roundtable on Sustainable Palm Oil Certification R S P O

[✓] Surveillance 1.2

Name of Management : Rantau Panjang Factory, PT Guthrie Pecconina Indonesia subsidiary of Organisation
 Sime Darby Plantation Bhd
 Plantation Name : Rantau Panjang Estate; Bumiayu Estate; Napal Estate; Karang Ringin Estate; Mangun Jaya Estate
 Location : Rantau Panjang Village, Lawang Wetan Sub-District, Musi Banyuasin District, Sumatera Selatan Province, Indonesia
 Certificate Code : **MUTU-RSPO/017**
 Date of Initial Registration : 16 March 2012
 Date of Certificate Issue : 20 November 2017 Date of License Issue : 16 June 2019
 Date of Certificate Expiry : 15 March 2022 Date of License Expiry : 15 March 2020

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA 1.2	25 February to 02 March 2019	Muhammad Rinaldi (Lead Auditor); Yohanes Hardian, Dwi Haryati	Octo HPN Nainggolan	Ardiansyah

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA 1.2	11 June 2019

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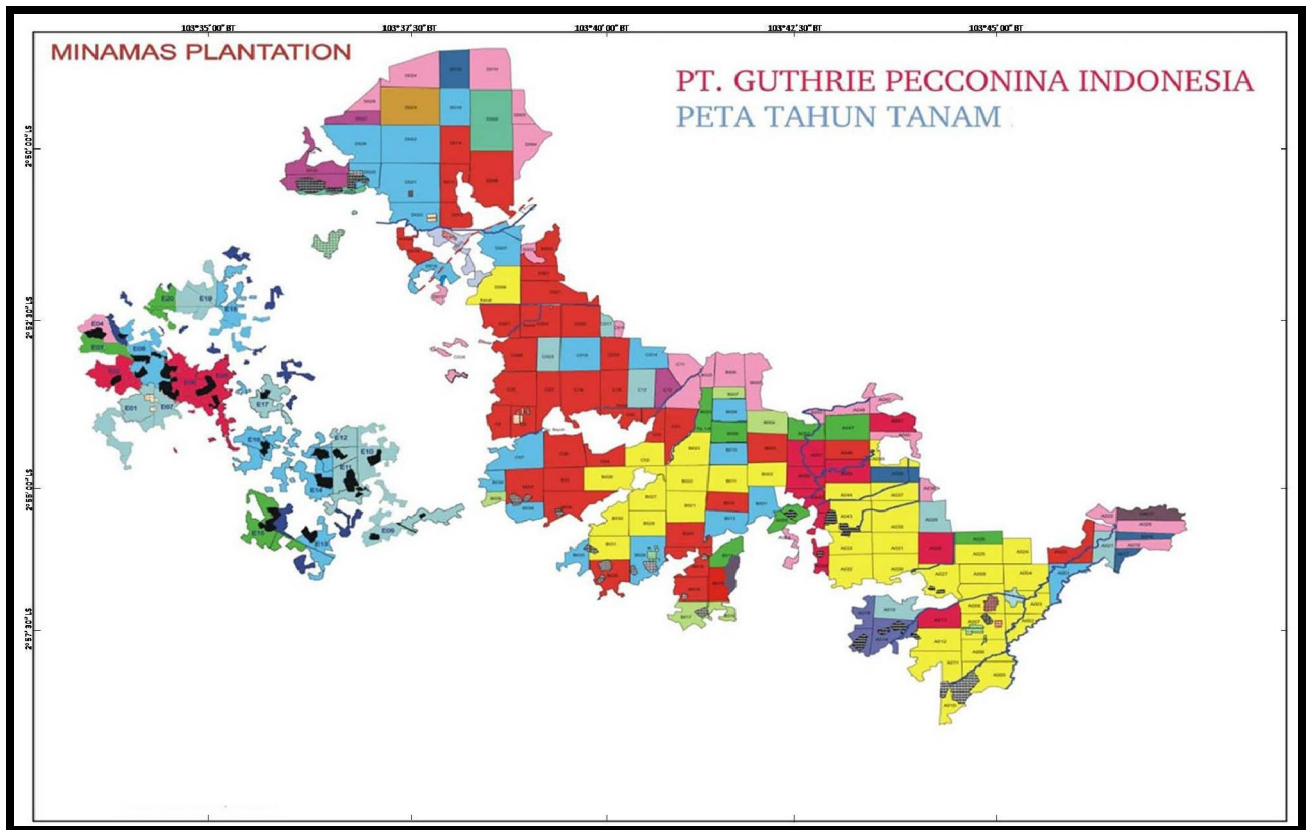
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Figure 1. Location Map of PT Guthrie Pecconina Indonesia.



Figure 2. Operational Map of PT Guthrie Pecconina Indonesia.



Abbreviations Used

ASA	:	Annual Surveillance Assessment
BPJS	:	Badan Penyelenggara Jaminan Sosial / National Social Security Administration Body for Employment
BKS-PPS	:	<i>Badan Kerjasama Perusahaan Perkebunan Sumatera</i>
BPM	:	Best Management Practice
BOD	:	Biological Oxygen Demand
BPJN	:	<i>Badan Pertanahan Nasional</i> (National Land Agency)
BSS	:	Block Spraying System
BYE	:	Bumi Ayu Estate
CB	:	Certificate Body
CH	:	Certificate Holder
CLA	:	Collective Labour Agreement/ <i>Perjanjian Kerja Bersama</i>
CPO	:	Crude Palm Oil
CEO	:	Chief Executive Officer
CCM	:	Chemical Company of Malaysia
CITES	:	Convention on International Trade in Endangered Species of Wild Fauna and Flora
EFB	:	Empty Fruit Bunch
EHS	:	Environment Safety and Health
EIA	:	Environmental Impact Assessment
EWS	:	Early Warning System
FFB	:	Fresh Fruit Bunch
FGD	:	Focus Group Discussion
FPIC	:	Free, Prior and Informed Consent
FR	:	Frequency Rate
GM	:	General Manager
GPP	:	Guthrie Pecconina Plasma
GPI	:	Guthrie Pecconina Indonesia
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> (Land Use Permit)
HIRAC	:	Hazard Identification and Risk Assessment and Control
IPM	:	Integrated Pest Management
ISPO	:	Indonesian Sustainable Palm Oil
ISO	:	International Labour Organization
IUCN	:	Conservation of Nature and Natural Resources
KER	:	Kernel Extraction Rate
KRE	:	Karang Ringin Estate
LC	:	Land Clearing
LCC	:	Land Cover Crop
LD50	:	Lethal Dose 50
LSU	:	Leaf Sampling Unit
LUCA	:	Land Use Change Analysis
LTA	:	Lost Time Accident
MJE	:	Mangun Jaya Estate
MRC	:	Minamas Research Centre
MSDS	:	Material Safety Data Sheet
NAE	:	Napal Estate
NGO	:	Non Government Organization
OER	:	Oil Extraction Rate
OFI	:	Opportunity for Improvement

OHS	:	Occupational Health and Safety
PA	:	Plantation Advisor
PIC	:	Person in Charge
PK	:	Palm Kernel
POM	:	Palm Oil Mill
PPE	:	Personal Protection Equipment
PP.FSP.PP-SPSI	:	<i>Pengurus Pusat Federasi Serikat Pekerja Pertanian dan Perkebunan Serikat Pekerja Seluruh Indonesia</i>
PSD	:	Plantation Services Departement
PSQM	:	Plantation Sustainability and Quality Management
P2K3	:	Panitia Pembina Keselamatan dan Kesehatan Kerja / Guiding Committee of Occupational Safety & Health
RACP	:	<i>Remediation and Compensation Plan</i>
RPE	:	Rantau Panjang Estate
RJE	:	Rantau Panjang Estate
RJF	:	Rantau Panjang Factory
RTE	:	Rare Treated Endangered
RSPO	:	Roundtable on Sustainable Palm Oil
SCCS	:	Supply Chain Certification System
SJE	:	Sungai Jernih Estate
SOP	:	Standart Operating System
SSU	:	Soil Sampling Unit
SOU	:	Strategic Operation Unit
SR	:	Severity Rate
UTM	:	Universal Transverse Mercator
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none">Indonesian National Interpretation of RSPO P&C 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO BoG 30th September 2016.RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module D / E for CPO Mill).RSPO Certification System for Principles and Criteria, 14 June 2017.	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT Guthrie Pecconina Indonesia subsidiary of Sime Darby Plantation Bhd.	
1.2.2	Contact person	Alagendran Maniam	
1.2.3	Organisation address and site address	RSPO registered company: No 2, Plantation Tower, PJU 1A/7Street, Petaling Jaya, Malaysia 47301. Liaison Office: The Plaza Office Tower, 36 th Floor JL. MH Thamrin Kav. 28-30, Jakarta 10350.	
1.2.4	Telephone	(+62-21)-29926000	
1.2.5	Fax	(+62-21)-29922686	
1.2.6	E-mail	alagendran.maniam@sime-darbyplantation.com	
1.2.7	Web page address	www.sime-darbyplantation.com	
1.2.8	Management Representative who completed the application for certification	Alagendran Maniam (Head of Sustainability – Minamas Plantation)	
1.2.9	Registered as RSPO member	1 – 0008 – 04 – 000 – 00 7 September 2004	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	One Palm Oil Mill and seven supply bases: Rantau Panjang Factory (RJF), Rantau Panjang Estate (RJE), Bumiayu Estate (BYE), Karang Ringin Estae (KRE), Napal Estae (NAE), Mangun Jaya Estate (MJE).	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			LatitudeLongitude
	Rantau Panjang Factory	Village of Rantau Panjang, Sub District of Lawang Wetan, District of	S 02° 54' 59"E 103° 44' 52"

		Musi Banyuasin, Province of Sumatera Selatan, Indonesia		
1.4.2	Location of Certification Scope of Supply Base			
	Name of Supply Base	Location	Coordinate	
			Latitude	Longitude
	Rantau Panjang Estate	Village of Rantau Panjang, Village of Karang Anyar, Village of Talang Piase; Sub District of Lawang Wetan; District of Musi Banyuasin; Province of Sumatera Selatan, Indonesia	S 02° 55' 20"	E 103° 44' 43"
	Bumi Ayu Estate	Village of Bumi Ayu; Sub District of Lawang Wetan; District of Musi Banyuasin; Province of Sumatera Selatan, Indonesia	S 02° 53' 49"	E 103° 40' 37"
	Napal Estate	Village of Napal; Sub District of Lawang Wetan; District of Musi Banyuasin; Province of Sumatera Selatan, Indonesia	S 02° 51' 35"	E 103° 38' 49"
	Karang Ringin Estate	Village of Karang Ringin and Village of Ulak Teberau; Sub District of Lawang Wetan; District of Musi Banyuasin; Province of Sumatera Selatan, Indonesia	S 02° 48' 39"	E 103° 37' 45"
	Mangun Jaya Estate	Village of Rantau Kasih and Village of Pangkalan Jaya; Sub District of Lawang Wetan; District of Musi Banyuasin; Province of Sumatera Selatan, Indonesia	S 02° 51' 11"	E 103° 34' 16"
1.5	Description of Area Statement			
1.5.1	Tenure			
	• State		10,139.91	Ha
	• Community		-	Ha
1.5.2	Area Statement			
	• Total area		10,139.91	Ha
	• Mature area		5,714.78	Ha
	• Immature area		1,811.76	Ha
	• Mill		12.88	Ha
	• Emplishment		34.80	Ha
	• Infrastructure		327.24	Ha
	• Nursery		28.22	Ha
	• Occupation		1,914.63	Ha
	• Others area (Public facilities)		225.52	Ha
	• HCV		55.38	Ha
	• Conservation		14.70	Ha
1.6	Planting Year and Cycles			

1.6.1 Age profile of planting year

Planting Year	Hectarage (Ha)					
	Rantau Panjang Estate	Bumi Ayu Estate	Napal Estate	Karang Ringin Estate	Mangun Jaya Estate	Total
1998	963.94	757.18	61.84	-	-	1,782.96
1999	224.77	551.10	851.83	122.50	139.45	1,889.65
2000	127.53	400.37	106.78	541.32	-	1,176.00
2001	47.44	-	5.64	-	-	53.08
2002	-	100.72	-	-	-	100.72
2003	-	-	-	131.90	-	131.9
2004	-	-	-	132.11	-	132.11
2005	-	-	-	67.57	-	67.57
2006	-	-	-	-	-	-
2007	-	-	-	153.41	-	153.41
2008	-	93.89	-	-	-	93.89
2015	133.50	-	-	-	-	133.5
Total Mature Area	1497.18	1903.26	1026.09	1148.81	139.45	5,714.79
2016	314.54	-	-	-	-	314.54
2017	341.50	249.41	-	426.23	-	1,017.14
2018	41.28	180.93	-	257.87	-	480.08
Total Immature Area	697.32	430.34	0	684.10	0	1,811.76
TOTAL	2,194.50	2,333.60	1,026.09	1,832.91	139.45	7,526.55

1.6.2 New Planting area after January 2010 - Ha

1.6.3 Planting Cycle 2st 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 (%)
Rantau Panjang Factory	60	218,995.67	46,504.19	21.23	12,188.08	5.56

*Production data source from February 2018 until January 2019

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)	%

	Rantau Panjang Estate	2,679.74	2,194.50	55,494.85	25.29	29,936.07	53.94
	Bumi Ayu Estate	2,960.98	2,333.60	47,794.23	20.48	47,794.37	100
	Napal Estate	1,597.46	1,026.09	34,704.13	33.82	15,299.10	44.08
	Karang Ringin Estate	2,762.28	1,832.91	20,991.84	11.45	20,991.84	100
	Mangun Jaya Estate	139.45	139.45	2,243.85	16.09	2,243.85	100
	TOTAL	10,139.91	7,526.54	161,228.90	21.42	116,265.23	72.11
	<i>*Production data source from February 2018 until January 2019</i>						
1.7.3	FFB description from other source						
	Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	Number of smallholders	Production Area (Ha)	Supplied to Mill		
					FFB (tonnes/year)		
	Rantau Panjang Estate (Non Certified area)	PT GPI (Land use title on progress).	-	855.05	25,558.78		
	Napal Estate (Non Certified area)	PT GPI (Land use title on progress).	-	988.65	19,404.92		
	Mangun Jaya Estate (Non Certified area)	PT GPI (Land use title on progress).	-	1,418.02	28,177.70		
	Sungai Jernih Estate (Non Certified area)	PT GPI (Land use title on progress).	-	1,002.90	14,259.00		
	PT Bina Sains Cemerlang (RSPO Certified)	Suubsidiary of Sime Darby		6,185.65	434.61		
	Guthrie Pecconina Plasma	Smallholders	Cooperative of Mudah Rasan Jaya 622 farmers Cooperative of Sinar Delima 524 farmers	2,379	15,050.25		
	TOTAL					102,885.26	
	<i>*Source Production Data on from February 2018 until January 2019</i>						
1.7.4	Product categories			FFB, CPO, PK			
1.8	Tonnage of Product						
1.8.1	Past Annual Claim Certified Product		Last Year Projected Certified Volume (MT)	Actual certified product for period last year (tonnes/year)			
	• FFB Production		113,478	116,735.49			
	• CPO Production		26,100	24,778.47			
	• Palm Kernel (PK) Production		6,809	6,498.29			
1.8.2	Product selling						
	Tonnage of selling product		Period of actual selling product February 2018 to January 2019 (MT)				
	• CSPO sold as RSPO certified product		1,000				
	• CSPK sold as RSPO certified product						

	• CSPO sold under other scheme		0					
	• CSPK sold under other scheme		0					
	• CSPO sold as conventional		22,709.67					
	• CSPK sold as conventional		6,497.44					
1.8.3	Estimate of Certified FFB Claim							
	Name of Estate(s)		Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Rantau Panjang Estate		2,679.74	2,194.50	31,432	14.32		
	Bumi Ayu Estate		2,960.98	2,333.60	50,184	21.50		
	Napal Estate		1,597.46	1,026.09	16,064	15.66		
	Karang Ringin Estate		2,762.29	1,832.91	22,041	12.03		
	Mangun Jaya Estate		139.45	139.45	2,356	16.89		
	TOTAL		10,139.91	7,526.54	122,077	16.22		
	*Projected FFB production for 12 months of certificate							
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 (%)	
	Rantau Panjang Factory	60	122,077	26,246	21.5	6,714	5.5	MB
	*Projected CSPO and CSPK production for 12 months of certificate							
1.9	Other Certifications							
	ISPO			ISPO Certificate of PT GPI from Mutuagung Lestari MUTU-ISPO/039 valid from 30 April 2015 to 29 April 2020				
1.10	Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status		
	Mill	Time bound						
	INDONESIA							
1	Sekunzir. PT. Indotruba Tengah	2010	Sekunzir	2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified		
			Seruyan	2010		Certified		
2	Manggala. PT. Tunggal Mitra Plantations	2010	Manggala 1	2010	Rokan Hilir District – Riau	Certified		
			Manggala 2	2010		Certified		
			Manggala 3	2010		Certified		
3	Bukit Ajong PT. Sime Indo Agro	2010	West	2010	Sanggau District –West Kalimantan	Certified		
			West (HGU on process)	2019		-		
			East	2010		Certified		
			East (HGU on process)	2019		-		
			East Plasma	2010		Certified		

			West Plasma	2010		Certified
			Sei Mawang	2019		-
4	Teluk Siak. PT Aneka Inti Persada	2011	Teluk Siak	2011	Siak District – Riau	Certified
			Pinang Sebatang	2011		Certified
			Aneka Persada	2011		Certified
5	Sungai Pinang. PT. Bina Sains Cemerlang	2012	Sungai Pinang	2012	Musi Rawas District – South Sumatera	Certified
			Sungai Pinang (HGU on process)	2020		-
			Bukit Pinang	2012		Certified
			Bukit Pinang (HGU on process)	2020		-
6	Pemantang. PT. Teguh Sempurna	2011	Pemantang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
			Kawan Batu	2011		Certified
			Hatan Tiring	2011		Certified
			Batang Garing	2011		Certified
7	Alur Dumai. PT Lahan Tani Sakti	2011	Alur Dumai	2011	Rokan Hilir District – Riau	Certified
8	Teluk Bakau. PT. Bhumireksa Nusa Sehati	2011	Teluk Bakau	2011	Indra Giri Hilir District – Riau	Certified
			Nusa Perkasa	2011		Certified
			Nusa Lestari	2011		Certified
9	Mandah PT. Bhumireksa Nusa Sehati	2014	Mandah	2011	Indra Giri Hilir District – Riau	Certified
			Rotan Semelur	2011		Certified
10	Angsana. PT Ladangrumpun Suburabadi	2011	Angsana	2011	Tanah Bumbu District – South Kalimantan	Certified
			Gunung Sari	2011		Certified
			Pantai Bonati	2011		Certified
			KKPA-1 PT.SHE	2013		Certified
			KKPA-4 PT.SHE	2013		Certified
11	Mustika. PT Sajang Heulang	2013	Mustika	2013	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		-
12	Gunung Aru. PT Bersama Sejahtera Sakti	2011	Gunung Aru	2011	Kotabaru District – South Kalimantan	Certified
			Gunung Kemas	2011		Certified
			Laut Timur	2011		Certified
			Pantai Timur	2011		Certified
			KKPA BSS	2020		-
13	Bebunga. PT. Langgeng Muaramakmur	2011	Bebunga	2011	Kotabaru District – South Kalimantan	Certified
			Bakau	2011		Certified
			Sungai Cengal	2011		Certified
14	Sukamandang	2011	Sukamandang	2011	Seruyan and East	Certified

	PT Kridatama Lancar		Sapiri	2011	Kotawaringin District – Central Kalimantan	Certified
			Barasdanum	2011		Certified
			Kuala Kuayan	2011		Certified
15	Pondok Labu. PT Paripurna Swakarsa	2012	Binturung	2012	Kotabaru District – South Kalimantan	Certified
			Pondok Labu	2012		Certified
			Rampa	2012		Certified
			Sesulung	2012		Certified
16	Rantau. PT Laguna Mandiri	2012	Rantau	2012	Kotabaru District – South Kalimantan	Certified
			Matalok	2012		Certified
			KKPA Sungai Cengal (1,382 SH)	2014		Certified
			Selabak (PT SAA)	2012		Certified
			Randi (PT SAA)	2012		Certified
			Sangkoh (PT SAA)	2012		Certified
			Lanting (PT LMR)	2012		Certified
17	Betung. PT Laguna Mandiri	2014	Betung	2012	Kotabaru District – South Kalimantan	Certified
			Sekayu	2012		Certified
18	Ungkaya. PT Tamaco Graha Krida	2012	Ungkaya	2012	Morowali District – Sulawesi Tengah	Certified
			Plasma TGK	2020		-
19	Ladang Panjang. PT Bahari Gembira Ria	2012	Ladang Panjang	2012	Muaro Jambi District - Jambi	Certified
			Ladang Panjang (HGU on process)	2020		-
			Plasma BGR	2020		-
20	Rantau Panjang. PT Guthrie Pecconina Indonesia	2012	Rantau Panjang	2012	Musi Banyuasin District – South Sumatera	Certified
			Rantau Panjang (HGU on process)	2020		-
			Bumi Ayu	2012		Certified
			Karang Ringin	2012		Certified
			Napal	2012		Certified
			Napal (HGU on process)	2020		-
			Mangun Jaya	2012		Certified
			Mangun Jaya (HGU on process)	2020		-
			Sungai Jernih	2020		-
			GPI KKPA	2020		-
21	Blang Simpo. PT Perkasa Subur Sakti	2013	Tamiang (PT PPP)	2013	Aceh Tamiang and East Aceh District – Aceh	Certified
			Batang Ara (PT PSK)	2013		Certified
			Blang Simpo-01	2013		Certified
			Blang Simpo-02	2013		Certified
22	MAS. PT Mitra Austral	2020	MAS 1	2019	Sanggau District – West Kalimantan	-
			MAS 1	2019		-

	Sejahtera		MAS 1	2019		-
			Plasma MAS	2020		-
23	Lembiru. PT Sandika Nata Palma	2014	Lembiru	2014	Ketapang District – West Kalimantan	Certified
			Awatan	2014		Certified
			Karya Palma	2019		-
			KKPA SNP	2020		-
			Pelanjau (PT BAL)	2019		IC
			Sungai Putih (PT BAL)	2019		-
			Baturus (PT BAL)	2019		-
			KKPA BAL	2020		-
			MALAYSIA			
1	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
2	Chersonese SOU 2	2011	Chersonese	2011	Kuala Kurau, Perak	Certified
			Holyrood	2011		Certified
			Kalumpang	2011		Certified
			Tali Ayer	2011		Certified
3	Elphil SOU 3	2011	Kinta Kellas	2011	Sg Siput, Perak	Certified
			Elphil	2011		Certified
			Kamuning	2011		Certified
4	Flemington SOU 4	2011	Flemington	2011	Teluk Intan, Perak	Certified
			Bagan Datoh	2011		Certified
			Sabak Bernam	2011		Certified
			Sg Samak	2011		Certified
5	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
6	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
7	Tennamaram	2011	Tennamaram	2011	Bestari Jaya, Selangor	Certified

	SOU 6		Sungei Buloh	2011		Certified
			Bkt Talang	2011		Certified
8	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
9	East SOU 8	2010	East	2010	Carey Island, Selangor	Certified
			Dusun Durian	2010		Certified
			Sepang	2010		Certified
10	West - SOU 9	2010	West	2010	Carey Island, Selangor	Certified
11	Bukit Putri - SOU 10	2011	Bukit Putri	2011	Raub, Pahang	Certified
12	Kerdau SOU 11	2011	Kerdau	2011	Temerloh, Pahang	Certified
			Jentar	2011		Certified
			Mentakab	2011		Certified
			Sg Mai	2011		Certified
			Chenor	2011		Certified
13	Jabor - SOU 12	2011	Jabor	2011	Kuantan, Pahang	Certified
14	Labu SOU 13	2011	Labu	2011	Nilai, Negeri Sembilan	Certified
			New Labu	2011		Certified
			Bradwall	2011		Certified
15	Tanah Merah SOU 14	2010	Tanah Merah	2010	Port Dickson, Negeri Sembilan	Certified
			Sua Betong	2010		Certified
			Bukit Pelandok	2010		Certified
16	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
17	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
18	Kempas	2010	Kempas	2010	Jasin, Melaka	Certified

	SOU 17		Kemuning	2010		Certified
			Tangkah	2010		Certified
19	Diamond Jubilee SOU 18	2011	Bukit Asahan	2011	Jasin, Melaka	Certified
			Diamond Jubilee	2011		Certified
			Serkam	2011		Certified
20	Pagoh SOU 19	2014	Pagoh	2014	Muar, Johor	Certified
			Lanadron	2014		Certified
			Pengkalan Bukit	2014		Certified
			Welch	2014		Certified
21	Chaah SOU 20	2010	North Labis	2010	Chaah, Johor	Certified
			Cha'ah	2010		Certified
			Sg Simpang Kiri	2010		Certified
22	Gunung Mas SOU 21	2010	Gunung Mas	2010	Kluang, Johor	Certified
			Kempas Klebang	2010		Certified
			Bukit Paloh	2010		Certified
			Yong Peng	2010		Certified
23	Bukit Benut SOU 22	2011	Bukit Benut	2011	Kluang, Johor	Certified
			CEP Niyor	2011		Certified
			Lambak / Elaeis	2011		Certified
24	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
25	Hadapan SOU 24	2011	CEP Rengam	2011	Layang-layang, Johor	Certified
			Kulai	2011		Certified
			Layang	2011		Certified
			Seri Pulai	2011		Certified
26	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
27	Melalap SOU 27	2011	Melalap	2011	Tenom, Sabah	Certified
			Sapong	2011		Certified
28	Binuang SOU 28	2009	Tingkayu	2009	Kunak, Sabah	Certified
			Sungang	2009		Certified
			Jelata Bumi	2009		Certified

			Binuang	2009		Certified
29	Giram SOU 29	2009	Mostyn	2009	Kunak, Sabah	Certified
			Giram	2009		Certified
30	Merotai SOU 30	2009	Imam	2009	Tawau, Sabah	Certified
			Merotai	2009		Certified
			Table	2009		Certified
			Tiger	2009		Certified
31	Lavang SOU 31	2011	Belian	2011	Bintulu, Serawak	Certified
			Kelida	2011		Certified
			Lavang	2011		Certified
			Lavang (SE)	2011		Certified
			Rasan	2011		Certified
			Chartquest	2011		Certified
			Dulang	2011		Certified
			Peroh	2011		Certified
			Pekaka	2011		Certified
			Ruai	2011		Certified
32	Rajawali SOU 32	2011	Rajawali	2011	Bintulu, Serawak	Certified
			Samudera	2011		Certified
			Semarak	2011		Certified
			Bayu	2011		Certified
33	Derawan SOU 33	2011	Takau	2011	Bintulu, Serawak	Certified
			Damai	2011		Certified
			Derawan	2011		Certified
			Sahua	2011		Certified
	LIBERIA					
1	Grand Cape Mount	2018	Matambo	2018	Grand Cape Mount, Liberia	IC
			Grand Cape Mount	2018		IC
			Zodua	2018		IC
		Bomi	2018	Bomi, Liberia	IC	
		Lofa	2018		IC	
	P & G (New Britain Palm Oil)					
1	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
2	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
3	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
4	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
5	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

6	Mosa Kumbango Kapiura Namumdo Waraston	2008	Bebere	2008	West New Britain	Certified				
			Kumbango	2008		Certified				
			Togulo	2008		Certified				
			Dami	2008		Certified				
			Waisisi	2008		Certified				
			Kautu	2008		Certified				
			Karausu	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, 25 mmanagement units in Indonesia, 10 management units in P&G that RSPO certified. Total management unit in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 10 in P&G. In the year of 2016 & 2017 there are three 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. The mills are:</p> <p>1. Angsana Mini Mill, PT Sajang Heulang: Mill stop operate since 2016 and the supply bases is transfer to Angsana POM, PT Ladangrumpun Subur Abadi.</p> <p>2. Selabak Mill, PT Swadaya Andhika: Mill stop operate since.2017 and the supply bases is transfer to Rantau POM, PT Laguna Mandiri</p> <p>3. Pekaka, SOU 34: Mill stop operate since 2017 and the supply bases is transfer to Lavang, SOU 31</p>										

	There was change of the Time Bound Plan under Sime Darby on April 2019 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 <i>Serikat Petani Kelapa Sawit</i> (SPKS) Sanggau, however the improvement are in progress. Sime Darby has informed the Time Bound Plan progress, MUTU has consider that Sime Darby still comply with the RSPO requirement for partial certification.
1.10.2	Progress of Associated Smallholders and Outrowers for Certifiable Standard
	Smallholders scheme and associated grower (SJE & on process land use title) under PT GPI are excluded from the scope certification and planned to be certified in 2020.

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-1.2	<p>1. Muhammad Rinaldi (Lead Auditor). Indonesian citizen, Diploma of Oil Palm Plantation. He has experience 4 years working as Assistant Agronomy since 2007. He has attended training RSPO Lead Auditor, SCCS training, training of Auditor ISPO, training of Lead Auditor ISO 9001-2008, training of ISO 14000, training of HCV identification, training of OHS system management, training of potential and conflict resolution. Experienced in auditing in relevant scheme (ISPO) since 2014 with the aspects of land legality, environmental, social, occupational health and safety, Best Management Practices, Conservation and worker welfare. During the assessment he assigned to verify legal, land dispute, environment and SCCS.</p> <p>2. Dwi Haryati (Auditor). Indonesian citizens. Bachelor of Agriculture Department of Agriculture – Program study : Agronomy. She has experienced on Palm Oil Plantation as Sustainability staff. Training have been followed include: Training Auditor ISPO, Quality Management ISO 9001-2008, ISO 14001 Environmental Management, ISO 17021 & 17065, HCV, General Health Safety Expert, Health Safety Management System, Workshop GHG by the ISPO Commission, IHT Palm Oil Mill Processing, Awareness RSPO, IHT Best Practice in Peat Management, Mapping Potential and Conflict Resolution in Production Forest. RSPO audit experience since March 2015 and ISPO since May 2014. During this audit, he assigned to Occupational Health and Safety, and Worker Welfare.</p> <p>3. Yohanes (Auditor). Indonesian Citizen. Diploma of Forest Resource Conservation, Faculty of Forestry, Bogor Agricultural University, specialist in the environment aspect and wildlife. Has Worked as Staff Rehabilitation project at WWF Central Kalimantan region. Had attended training HCV, has been involved in several activity of HCV Identification of Oil Palm Plantation. Has worked as an environmental staff on Oil Palm Plantation. Have been trained as ISPO auditors and have attended training Auditor ISO 9001 and ISO 19011, Legal documents in-house training with the ISPO commission. Training SIA Remark Asia 2016, Training Lead Auditor RSPO by Proforest- Daemeter 2016. Experience audit RPO And ISPO Since 2014. During this audit, he assigned to verify long term plan, best management practices estate and mill, social aspect, and HCV.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-1.2	<p>Number of auditors : 3 auditor.</p> <p>Number of days for ASA 1.2 at site : 5 days.</p> <p>Number of working days for ASA 1.2 at site : 15 Working days.</p>
2.2.2	Assessment Process
ASA-1.2	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. Guthrie Pecconina Indonesia subsidiary of Sime Darby Plantation Sdn Bhd to the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016); 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 E for CPO Mill) and RSPO Certification System for Principles and Criteria, 14 June 2017.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results ASA-1.2 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-1.3.</p> <p>Improvement of findings from main assesment findings were observed by auditors at this ASA-1.2 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-1.2.</p> <p>The assessment program please find Appendix 2</p>

2.2.3	Locations of Assessment
ASA-1.2	<p>Number of units in this certification activity is 5 estates, which supply the raw material (FFB) to Rantau Panjang Factory. In conducting the assessment, the team of auditors used the 0.8√y formula to determine the management units sampling to be focused on and also considered the issues raised by stakeholder. Based on this formula, the team of auditors determined that the sampling locations are Rantau Panjang Factory (RJF) and 3 Estates (Rantau Panjang Estate, Napal Estate and Bumi Ayu Estate)</p> <p>The locations visited are presented in the following:</p> <p>Bumi Ayu Estate :</p> <ol style="list-style-type: none"> 1. Block K20. Observation to Bayau River riparian area 2. Block J19. Observation related HCV to "<i>hutan sungai Langgaran Hulu</i>" 3. Block K14. Observation to landfill area related to domestic waste management 4. Block B29. Observation on areas that cannot be compensated 5. Block M18. Observation related to HGU boundary mark No BPN 72 6. Block M17. Observation related to HGU boundary mark No BPN 71 and 70 7. Water level, Blok K27 Division 1. Observations related to water level monitoring and water pumps used when river water levels are high to prevent flooding. 8. Harvesting, Blok M 25 Division 1. Observation and interview with Harvesting Supervisor and workers related to harvesting procedure accordance to SOP, PPE implementation, OHS implementation, socialization HCV area, and payment system. 9. Spraying, blok O26 Observation and interview on procedure implementation, safety dan worker welfare aspect. 10. Sensus Worker blok I 32 divisi Observation and interview on procedure implementation, safety dan worker welfare aspect. <p>Napal Estate :</p> <ol style="list-style-type: none"> 1. Block L35. Observation to Bayau River riparian area which has been replanted 2. Block P31. Observation related to HGU boundary mark No. BPN 109 and 108 3. Block P31. Interviews with harvest clerk related to the separation of certified and non-certified FFB. 4. Harvesting, Blok C 26 Division 2. Observation and interview with Harvesting Supervisor and workers related to harvesting procedure accordance to SOP, PPE implementation, OHS implementation, socialization HCV area, and payment system. 5. Fertilizer, Blok C022 Division 1. Observation and interview with manuring supervisor and workers related to manuring knowledge according to SOP, PPE implementation, OHS implementation, socialization HCV area, first aid training, first aid kit and MSDS of materials. 6. Policlinic. Observation and interview related facilities of policlinic. 7. Block Spraying System. Observation and interview regarding management of spraying system 8. Fire House. Observation and interview related facilities of fire house <p>Rantau Panjang Estate.</p> <ol style="list-style-type: none"> 1. Kindergarten. Observation and interview regarding management of kindergarten. 2. Daycare. Observation and interview related facilities daycare and others. 3. Policlinic. Observation and interview regarding facilities of policlinic 4. Block Spraying System. Field observations on the condition and management of chemicals. 5. Fertilizer store. Observation and interview on environmental aspect, OHS implementation, management of fertilizer and understanding of working procedure. 6. Chemical store. Observation related to chemical handling, OHS and waste management, interview to store keeper related to worker welfare 7. Hazardous waste transit storage. Observation related to hazardous waste management. 8. Oil store. Observation and interview related management of oil. 9. Chemical mixing place. Observation and interview related management of chemical mixing. 10. Schedule waste store. Observation and interview related management of hazardous waste. 11. Workshop. Observation and interview regarding activities and OHS in workshop. 12. Housing. Observation related to workers facilities and housing condition.

13. Landfill. Observation related management of domestic waste.

Rantau Panjang Factory :

1. **Weigh Bridge Station.** Observations related to the acceptance and separation of FFB entering the factory
2. **Security post.** Observations related to receipt of FFB. (3 person)
3. **Production Clerk.** Observations related to product production and shipping documentation.
4. **Sterilizer Station.** Observation related to employment aspects, OHS implementation (medical check up, PPE), and workers' knowledge about work procedure.
5. **Boiler Station.** Observation related to employment aspects, OHS implementation (medical check up, PPE), and workers' knowledge about work procedure.
6. **Engine Room Station.** Observation related to employment aspects, OHS implementation (medical check up, PPE), and workers' knowledge about work procedure.
7. **Security Post.** Interview with 2 security personel related to FFB received mechanism and security procedure in the transportation of FFB, CPO and Kernel.
8. **Loading Ramp.** Observation and interview with 3 sortation personnel related to personnel understanding about sortation procedure, worker welfare.
9. **Hydrant station,** Observation of fungtion related facilities of Hydrant
10. **Water Tretment Plant (WTP) station.** Observation related to water consumption and implementation of OHS, and understanding of safe working
11. **Waste Water Treatment Plant (WWTP).** Observation liquid waste management.
12. **Chemical Store.** Observation and interview on environmental aspect, OHS implementation, management of chemical and understanding of working procedure.
13. **Oil Store.** Observation and interview related management of oil.
14. **Schedule waste store.** Observation and interview related management of hazardous waste.
15. **Workshop.** Observation and interview regarding activities and OHS in workshop.

Stakeholder visit :

1. Labor Agency of Musi Banyuasin Regency
2. Enviroment Agency of Musi Banyuasin Regency
3. National Land Agency of Musi Banyuasin Regency
4. Plantation Agency of Musi Banyuasin Regency
5. Napal & Bumi Ayu Village.
6. Gender committee (during field observation)
7. Labor union (during field observation)
8. Local contractor

2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-1.2	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT. Guthrie Pecconina Indonesia was held by:</p> <ol style="list-style-type: none"> 1. Public announcement at web www.mutucertification.com on 11 February 2019. 2. Consultation meeting and interview with government agencies in Musi Banyuasin District on 26 February 2019. 3. Consultation meeting and interview with Sorrounding Village (Napal & Bumi Ayu Village) on 26 February 2019. 4. Consultation meeting and interview with Internal Stakeholder (Committee gender, labour union and local contractor) on 26 February 2019 5. Consultation by email with NGO (Sawit Watch, WWF, WALHI) 21 February 2019..
2.3.2	Stakeholder contacted
	Please find appendix 1.

2.4	Determining Next Assessment
	The next visit (ASA-1.3) will be determined nine (9) up to ten (12) month after this ASA-1.2 (November 2019 to Februari 2020)

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Rantau Panjang Factory – PT. Guthrie Pecconina Indonesia subsidiary of Sime Darby Plantation Sdn Bhd operation consisting of one (1) mill and five (5) oil palm estates.

During the assessment, there were two (2) Nonconformities were assigned against Major Compliance Indicators; one (1) nonconformities were assigned against Minor Compliance Indicators; and eleven (11) 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. Those corrective actions taken that consist of *two (2)* Major non-conformities and *one (1)* Minor non-conformity had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Rantau Panjang Factory – PT. Guthrie Pecconina Indonesia subsidiary of 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 E for CPO Mill).

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1 The company has a list of stakeholders including the central government, local government, NGOs, community leaders, contractors, suppliers, customers, schools and hospitals, insurance, banking. Lists are updated regularly and available. This list has been updated in December 2018. Based on document verification, the procedure is known to have been socialized to stakeholders. During the interview with the local community of Bumiayu village, it was confirmed that the company was open and transparent for all types of communication from other parties. The response given was timely.		
1.1.2 Records of requests from stakeholders are available and recorded individually at estates and mill in incoming and outgoing mail documents. That includes proposal and donation requests. Requests from the stakeholders are mainly for donation for the villages, road construction and maintenance. Based on document verification about the flow of information and feedback from both internal and external stakeholders. Each incoming letter should be recorded and responded by the unit head no later than 10 days after the letter received.		
<u>Evidence observed</u> The results of stakeholder consultations to the Village of Napal, it was known that the village had sent a request for information in the form of a tent and chair assistance request on 13 April 2017. From the results incoming letter of the		

NAE registration document study and the results of interviews with management representatives there was no evidence that the request for information it has been responded.

Non-Conformance Description

This is not in accordance with company procedures No. SOP-001 / GPI / 2012 concerning the procedure for requesting information stating that the operational management will send an answer letter to the parties in accordance with adequate requests.

Based on the explanation, raised the **Non-Conformity No. 2019.01 with Major category**

Major 1.1.2	Status: Non-Conformity No. 2019.01 with major category	
1.2		
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		
1.2.1		
List of document which are available for stakeholder were remain the same with the previous audit assessment, as follows: Legal, Environment, Social, Safety, Best management practices and continuous improvement documents. Besides that, the documents that cannot be accessed by publicly listed companies include: financial data such as expenses and revenues, as well as details relating to customers and or suppliers and data related to individual privacy. Based on interviews with Village head and community (Bumi Ayu and Napal Village), known that the villagers understand how to obtain information from the company. The company maintains records of request for information and responses under log book of Communication on each unit management. Based on document verification, requests for information from stakeholders have been followed up and responded by the company.		
	Status: Comply	
1.3		
Growers and millers commit to ethical conduct in all business operations and transactions.		
1.3.1		
Commitment of code of integrity and ethical behavior is contained in documented the Business Ethics Policy which approved by GM on 24 May 2007. In the policy submitted that the management units to develop business ethics with regard to the company and its stakeholders' expectations how to enforce the ethics including monitoring, reporting and sanctions for violations of the code of conduct. The commitment in interacting with stakeholders is a major concern of companies and be part of the company's business ethics, as well as the creation of added value. In addition, within the policy also explained about the work ethic that governs the basic attitude individual's and behavior of individuals inside and outside the company, including appreciate a personal nature fellow employees, such as religion, status, ethnic or racial and family, not committed an unlawful act such as gambling, stealing or embezzling company assets. Based on interviews with employees at RPE, RPF, contractor, and Committee Gender it is known that the certificate holder's human rights policy has been socialized and understood by workers and contractors, and there is no incidents of human rights violations.		
	Status: Comply	
PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS		
2.1		
There is compliance with all applicable local, national and ratified international laws and regulations.		
2.1.1		
<u>Legality</u>		
PT GPI has shown compliance with regulations related to land legality, including:		
<ul style="list-style-type: none"> Land rights with evidence of the Decree of the Head of the National Land Agency No. 11 / HGU / BPN / 2003 dated January 31, 2003 with an area of 10,139.91 Ha. Plantation Business Permit from the Investment Coordinating Board No. 336 / T / Agriculture / Industry / 2004 dated October 27, 2004 with an area of 10,139.91 hectares and a factory with a processing capacity of 270,000 tons of FFB / year. 		

Best Management Practice

- The certificate holder does not open the land by burning according to Law No. 18 of 2004.
- Controlling the reduction of peat soil surface by setting the water level according to Government Regulation No. 150 of 2000 on the control of soil damage for biomass production.
- Based on field observation in chemical storage and sparying activities and document review, it is known that the certificate holder has used the pesticide which registered in "Komisi Pesticida". This is in accordance with Plantation Act 39/2015.

Environment

The company has an EIA document that has been approved by the relevant agencies, namely:

- ANDAL document approved by the Head of Department of Agribusiness-Agriculture Agency No. 01 / ANDAL / RKL-RPL / BA / II / 1999 dated February 8, 1999, covering a plantation area of 87,000 Ha and mill of 9 units with each capacity of 60 Tons of FFB / hour, on behalf of oil palm plantations and processing mills of PPA-trans KKPA PT GPI, and UKL/UPL documents of oil palm plantation and processing were published in 1998, approved by the Ministry of Agriculture on 8 February 1999.
- Additional document of RKL and RPL for PT GPI plantation and processing activities, endorsed by the Environmental Agency of Musi Banyuasin Regency with No. 1198 of 2010 dated 05 November 2010. The study area covers plantation area of 15,425.32 ha and mill with a capacity of 80 tons / hour and production of FFB 60 tons / hour.

The company already has licensed scheduled waste storage in accordance with the Musi Banyuasin Regent Decree No.: 0376 year of 2014 located in RJF. Issued on March 13, 2014 is valid for 5 years.

The company has land application licensed by District Government (Decision Letter No. 346 / 2016, date June 03, 2016 valid for 3 years).

OHS & Worker Welfare

- The company has endeavored to protect workers from hazards and risks by providing PPE for high noise areas such as earplugs and earmuffs, and for areas with potential dangers of dust, smoke and ash in the form of masks. In addition to the provision of PPE, protection for workers is done by performing regular health checks in the form of audiometry and spirometry. As well as testing the air quality in the factory environment to ensure that the working environment in a safe condition in accordance with requirement
- The company shows the recapitulation of machine production licenses for all Mill stations. In the recapitulation it is stated that the period of inspection and testing of machines production is carried out every 2 years. Based on the results of testing and inspection by the labor agency in February 2018 for example a boiler is declared to be in a condition worthy of operation.
- Already has an organizational structure of P2K3 (OHS Committee) and reporting regularly every three months (refer to indicator 4.7.4).
- Fulfillment of minimum wages, payroll systems such as overtime provisions, and worker protection (BPJS Ketenagakerjaan and BPJS Kesehatan).

2.1.2

CH has a mechanism to identify and evaluate the compliance with the law described in the Procedure No.SOP-003/GPI/2012 revised 01 on 1st December 2012. PIC who is responsible for identifying the regulation and for evaluating the regulations was Plantation Services Department and EHS Manager. Information of regulation from national, provincial and district regulatory bodies, and renewal of any changes to prevailing laws and regulations and monitoring of expired regulations/licenses. A list of regulatory identifications ranging from Laws, Government Regulations, Presidential Decrees, Ministerial Regulations, Ministerial Decrees, Regional Regulations, and the ratification of the ILO. All regulations are noted in the list of rules which are always evaluated regularly at least once a year or if there are regulatory / latest requirements referenced. Internal audits have been conducted continuously every once a year and are documented and reviewed by PSQM Department..

The company has shown an update in 2019 but after checking there are still some regulations that have not been updated. This makes the company an opportunity to improve : ensure the Compliance Evaluation Update year 2019.

OFI

2.1.3 and 2.1.4.

Mechanisms to ensure legal compliance and identify legal changes are carried out through internal audit of compliance by PSD Staff. The last audit conducted and has been stated in the report dated January 2019. The report shown list of regulations related to the field of employment, environment, HCV, OHS, and legality of land, plantation permits, etc. Those list were include of regional, national, and ratified international regulations. The latest regulation has been identified, such as Governor Decree on minimum wages, Minister of Environment Regulation No. 20 of 2018 concerning protected species of plants and animals, Minister of Agriculture Regulation No. 5 of 2018 concerning land clearing without burning, etc.

Status: Comply

2.2

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

2.2.1

There are no changes related to land tenure ownership/control the land owned by the certificate holder with the following details:

- Land rights with evidence of the Decree of the Head of the National Land Agency No. 11 / HGU / BPN / 2003 dated January 31, 2003 with an area of 10,139.91 Ha.
- Plantation Business Permit from the Investment Coordinating Board No. 336 / T / Agriculture / Industry / 2004 dated October 27, 2004 with an area of 10,139.91 hectares and a factory with a processing capacity of 270,000 tons of FFB / year

Encouraged to reassure operational areas included in the HGU as well as details of land use. **OFI**

2.2.2

The company has a boundary stake location map in the Land Map Map No. 01/2002 with a Scale of 1: 30,000. There is no change in the boundary maintenance procedures listed in the HGU boundary poles maintenance memorandum issued on 25 October 2016, it is stated that routine checks are carried out per 6 months.

The company can show the last monitoring of HGU poles, for example for MJE conducted in December 2018 with a total 8 poles, BYE conducted in February 2019 with a total poles of 65 units, NAE carried out in January 2019 with a total of 32 poles, RJE conducted in December 2018 with total pole of 11 units.

Based on a field visit at NAE HGU Pole No. BPN 108-109 and BYE on Pole No. BPN 70-71, it is known that all pole are maintained and can be found.

Non-Conformity No. 2018.01

Napal Estate able to shown the map that indicates HGU boundary poles, however during field observations to the HGU boundary in Napal Estate block of C07 / C08 (field P31), observed that the HGU poles could not be found in the field, for example poles number GPI105, GPI106, and GPI108. Besides, the CH not able to show the entire list of BPN poles and its coordinate points, whether it's available in the field or not.

Verification on 01 March 2019

The company shows proof of improvement including:

1. Follow-Up Plans for PT GPI RSPO Non-conformity for Legal boundary:
 - Coordinate with Minamas Research Center (MRC) to convert HGU poles coordinates from UTM forms to geographical forms and convert into PT GPI operational maps carried out in March 2019.
 - Make a program to install and maintain the HGU poles in May 2019
 - Installation of Legal boundary poles in accordance with the HGU poles map in June-September 2019.
 - Monitoring and maintaining HGU stakes every 6 months.
2. Showing Inter-Office Mail No. 002 / AC-Sumsel / II / 2019 dated 28 February 2019 from the Sumatera Selatan Controller Area to the MRC related to the request to make an overlay of the HGU map with operational maps and has been replied on 01 March 2019 form MRC.
3. Letter No. 004 / AC-Sumsel / II / 2019 dated 28 February 2019 from the Area Controller regarding the appointment of HGU poles inspection officers of each estates.

Based on these explanations, this non-conformity can be stated as fulfilled but will be observed again in the subsequent assessment related to the implementation of the program that has been made. **OFI**

2.2.3, 2.2.4, 2.2.5

Based on interviews with the Representative of Community on Bumi Ayu Villahe, there are land disputes that occur with the "Kelompok 9" that has been occurred from 2017.

The company can show the flow of land disputes with "Kelompok 9", including:

- Minutes of the meeting between the "Kelompok 9" and the Agencies and Members of People Representative Councils of Musi Banyuasin Regency on October 3, 2017 which explained how to reassure the land dispute issue.
- Letter from "Kelompok 9" on November 17, 2017 to the People Representative Councils of Musi Banyuasin Regency related to the follow-up / progress of the results of the meeting on October 3, 2017, where there was no settlement of the land dispute from the company
- Letter from the President Director of PT GPI No. 439 / GPI / UM / PSD / XII / 2017 dated December 15, 2017 to Representatives of the "Kelompok 9" and People Representative Councils of Musi Banyuasin Regency who explained that there was a Letter of Governor of Sumatera Selatan No. 595/5351/1 dated September 21, 1999 which explained that PT GPI's land had been acquired or released through compensation totaling 10,139 Ha and was in accordance with the applicable regulations and laws. As well as submission to "Kelompok 9" to resolve the problem of land conflict through the Legal Way

Until the audit was conducted, there was no report to PT GPI regarding the case. Based on interviews with BPN, it was explained that there were no cases of land disputes reported to BPN in the operational area of PT GPI. On visits to BYE, there was also no indication of land conflicts.

Based on the explanation above, it is known that the land dispute that occurred was not significant and there was no follow-up from the previous land owner to the letter that had been given from PT GPI.

2.2.6

There were no changes related to policies related to land dispute settlement listed in the SOP of Conflict Resolution (SOP-004 / GPI / 2012, December 1, 2012) which explained that the settlement of land issues would be resolved through deliberation by involving the parties consisting of government, community leaders, and also involves mediators based on agreements from the parties

Based on the field visit, there were no indications of land disputes / conflicts that occurred in the company's operational area and there was no indication of paramilitary use in the operational area.

Status: Comply

2.3

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

2.3.1, 2.3.2, 2.3.3, 2.3.4

There were no changes to the FPIC procedures listed in the Occupational Land Acquisition Procedure (No. 343 / PSD-OKUP / 10) which explained that land acquisition activities were carried out through stages of negotiations between the company and the party claiming the land.

From ASA-1.1 to 1.2 audit activities, there are no new land expansion activities in the company's operational area. Based on the minutes meeting of committee B, it was explained that the total area that had been compensated in the location permit was 16,031.86 Ha.

Based on interviews with the Head of the Village of Napal, Community Representatives of Bumi Ayu Village and Land Previous Owners, it was explained that the PT GPI entirely from private land ownership of the community and compensation had been made for the land. The previous landowner explained that the compensation process was carried out without coercion.

Status: Comply
PRINCIPLE #3 Commitment to long-term economic and financial viability
3.1
There is an implemented management plan that aims to achieve long term economic and financial viability.
3.1.1 and 3.1.2.

The CH has a work plan for the next 5 years in the 2019-2023 Budget document & Projection which are made per unit of management include for Guthrie Pecconina Plasma. In the document has explained that the operational area plan has not changed, the production of FFB, CPO and PK, yield / ha, the projected extraction of CPO & PK, the cost for ESH, social and environmental management and operations.

In addition, the CH has Data of PT. GPI Business Plan period 2019-2023 which describes the number of seeds, FFB production, OER, Production Cost, price of CPO, Revenue, replanting and CPO Production has conducted a management review in 2018. From this review it is known that the achievement of surplus production is 17% and interval harvesting is achieved, the output of harvesting work has reached the target. OER quality, maturity level target and restan fruit, KER is reached above the target, for upkeep to reach check and average fertilization has been reached

CH has conducted corporate financial assessments conducted through Public Accountant Audit Tanudirejan Wibisana, Rintis and Partners with valuation positions up to June 30, 2018 with fair financial valuation results and financial performance and cash flow for the last year at that date in accordance with financial accounting in Indonesia.

The CH replanting program has not changed from the previous assessment listed in the Long Range Replanting Program for the years 2014-2030. Replanting progress listed in the replanting realization document and areal statement, for example, there is a realization for the period July- December 2018 the replanting realization RJE covering 66 Ha; BYE covering 115 Ha and KRE covering 157 Ha.

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.

The certificate holder has documents related to procedures for oil palm cultivation and palm oil processing listed in Standard Operating Procedure (SOP) of Agronomy Reference of Oil Palm Plantation, document number 110 / EST-ARM / 13, dated September 1, 2013 (starting from planting up to transportation and processing of FFB and). The certificate holder also has a procedure for the process of receiving fresh fruit bunches to dispatch the CPO and kernels listed in the technical guidelines of the palm oil mills Part I and II, Minamas Plantation dated April 30, 2007. Operational procedures in general have been socialized to all employees in accordance with their respective fields of work. The results of interviews with the management known that each operational staff has 1 bundle of procedures as a reference in conducting work. Procedures are also available in each estate / mill office.

Field observation results and interviews with employees at Rantau Panjang POM at grading station known that workers can explain their duties and responsibilities, employees can also explain the criteria of ripe fruit and provide good grading example. Employees are also known to have received socialization related to the Code of conduct and have understood the purpose and objectives. the internal control to monitor the work of the contractor, the company conducts field monitoring and inspection in the form of a work settlement report where both parties jointly carry out the inspection of the work referred to in the Work Agreement

Based on a field visit and interviews with the harvesters in the di Bumiayu Estate, Napal Estate, the harvesting process has complied with procedures that issued by the company. The harvesters can explain well on harvesting correct procedures. Particularly relevant to the criteria for ripeness. Harvesters and pickers also explained about payments mechanism and obligation to use personal protective equipment (PPE) according to the HIRAC. Besides that, all workers have attended socialization of company policies, list of animal protected by the laws and conservation area.

4.1.2 and 4.1.3.

The certificate holder has an Internal Audit Procedures (724 / TQEM-SPM / 09 CHAPTER III point 3.1) which conducted every year by the Plantation Advisor (PA) Departments related to the operation of a management unit (estates and mill). At the time of audit activity takes place the certificate holder shows documents related to the results of the internal operational audit period of first semester of 2018 as stated in the document namely the Working Paper of Conclusion Inspection (LK3P) as follows:

- Internal audit on Napal Estate held on July 22-24, 2018. The results of internal audit are as follows: achievement (Ha) some mature upkeep jobs are under budget (Rp / Ha) but the cost is over budget, mechanical fertilizer work allocation is not appropriate, and the quality of FFB sent to PKS is still below standard. In this case a corrective action was taken in September 2018. Corrective Action: a special team will be formed for pruning, allocating a budget for loading diesel, spare parts and wages for emdek operators, and increasing harvest supervision and routine grading of FFB field point.
- Internal audit on Rantau Panjang POM held on September 27-28, 2018. The results of the internal audit are as follows: the results of checking 6 trucks at random on February 20, 2018 note that under riper FFB is 4,53%, over ripe FFB is 1,69% and FFB restan 18,80%. In this case carrying out corrective actions by coordinating with each plantation unit to check the FFB sent.

The results of interviews with the management known that up to the audit activities carried out the management has made improvements to the findings of internal audit.

4.1.4.

Rantau Panjang Factory only receives FFB from its own Estate (scope and out-scope of certification and smallholder under PT GPI). The CH has been ensure that all the FFB source are accordance with applicable national regulation.

Status: Comply	
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4.2

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

4.2.1 and 4.2.2.

The CH known to have a procedure related to the management of planting fertility listed in the procedure number 110/EST-ARM/13 on Fertilization. This procedure discusses the procedure of fertilizing application in breeding, fertilizing of nuts, inorganic fertilization in IU, fertilization of bare length, taking of LSU and SSU, control of fertilizer quality, compost fertilization, ash, land application in MU, and quality control. At the time of the audit activity the certificate holder shows documents related to the fertilization program of 2018 for each management unit. The document describes fertilizer progress and fertilizer use per ton of FFB. The result of interview with the management is known that the certificate holder has implemented the fertilization program in 2018 well according to the recommendation by Minamas Research Centre Laboratory Services based on the analysis of leaf and soil, in this case the company shows fertilization monitoring in semester 2 of 2018 has aplicated 100% for example Rantau Panjang Estate has applied 888 tons of CCM 44, Bumiayu Estate has applied 867 tons of CCM 44 and Napal Estate have applied 732 tons of CCM 44 Fertilizer.

Based on of interviews with the management known that each day, division report the realization of work on the previous day including activities of fertilization to Estate Offices, while for the summary will be made by each division admin every month to be used as a monthly evaluation by the Estate Manager.

Based on field observations at Napal Estate known that fertilization is based on a set of recommendations that are related to doses per principal, tonnage requirements per block and number of staples per block.

4.2.3.

The certificate holder has procedures for leaf analysis which are carried out annually and soil analysis conducted every 5 years. Leaf and soil sampling is conducted by Minamas Research Center (MRC) Laboratory Services. At the time of the audit activity, the certificate holder can show the procedures to the auditor and can explain it well.

The sampling of soil for KRE, MJE and NAE was conducted in 2015. The sampling of leaves for KRE, MJE and NAE was conducted on June, 2017 until November, 2017. Leaf sampling based on representation of cropping years and soil

type in 1 division. Leaf sampling is only done 10% of the 1 block sample area. Parameters analyzed on soil sampling are moisture content, texture, pH, base saturation, organic C, N-total, C/N ratio, available P, cation exchange capacity (CEC), Ca, Mg, K and Na. All parameters analyzed later on to be used as a base of annual fertilizer recommendation calculation by the Minamas Research Center (MRC) Agronomist. CH has shows the results of the LSU analysis based on the MRS / Asst Letter Mgr / Mgr.Lab / VIII / 2018 dated 6 August 2018 in the letter attached the results of leaf analysis for all units at PT GPI

The results of interviews with research staff known that soil and leaf analysis results were used as the basis for determining fertilizer recommendations. In this case the certificate holder may show a sample of fertilizer recommendations for each estate.

4.2.4.

The certificate holder recycles the nutrients by applying the palm oil mill effluent, empty fruit bunch and the replanting residue. The certificate holder utilized shell and fiber waste from processed FFB as fuel for production activities,. Based on the results of field visits on replanting activities at Bumiayu Estate and Napal Estate, known that chipping of palm stems is left to rot which is also useful as a soil nutrient addition. Based on field observation on Blok M 25 Division 1 Bumiayu Estate, known that the empty fruit bunch was applied to immature plant area with dosage of 180 - 200 kg / palm and applied on circle of palm evenly. Based on interviews with the management revealed that the company utilizes palm oil mill effluent to maintain soil fertility. The application of palm oil mill effluent to the field by leaving the last 2 beds as a container in case of rain. Application of palm oil mill effluent is found in Rantau Panjang Estate.

The certificate holder has documented the activities of palm oil mill effluent and empty fruit bunch period of 2017-2018 for example, at Napal Estate has applied 216,68 ton empty fruit bunch in January 2019 and application of palm oil mill effluent in Rantau Panjang Estate in December 2018, has been applied as much as 9.967 m3.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

Based on the document verification, known that the certificate holder has a semi-detailed soil survey document by Param Agricultural Soil Surveys in 2008 which has a marginal land map of 1:100,000 scale. From the map, it was identified about 31 types of soil (Malaysian land nomenclature). Of the types of soils are grouped into four groups of "management soil" ie groups A, B, C, and E in each estate, for example in Rantau Panjang Estate has four land groups (A, B, C, E).

Based on field observations, known in Rantau Panjang Estate, Bumi Ayu Estate and Karang Ringin Estate that there are areas with peat soil, such as those found in Block B014 Bumiayu Estate.

4.3.2.

The certificate holder has a slope protection policy and a river buffer zone, document number SOP 724 / TQEM-SPMS / 09 dated August 27, 2010 authorized by the CEO. Procedures explain slope criteria, slope policy and erosion prevention. In the Rantau Panjang Estate, Bumiayu Estate, and Napal Estate is relatively flat so there is no terrace. Based on the results of visits in the replanting area of Bumiayu Estate and Napal Estate, is known to have planted covercrop with *Mucuna braveata*, *Pureria Javanica* and *Calopogonium mucunoides*.

4.3.3.

The certificate holder represents a 2018 Budget document that one of the points in it describes in relation to a road improvement plan that includes re-road hardening, insertion of road hardening and mechanical / manual road repairs. The company shows a plan document and realization of road maintenance for the 2018 period with a planned budget for road repairs along the 373,480 meters which has been realized 336,560 meters with an achievement level (90%)

4.3.4.

The company measures water levels by using piezometers and water level sticks on each block canal which are measured twice a month or according to the needs of peat areas that are equipped with water level gauges. In addition, the results of field visits are also It was found that to hold and release water, the company had built block weirs to block

each block with an overflow system to maintain the ground water level. Watergate is also provided which serves to prevent water entering from outside the block or removing water from the block and making embankments on the riverbank.

The company has documented water management in the PT GPI Water Management document, specifically for the Karang Ringin Estate with the largest peat land area with 4 subsidence stakes installed and measured every semester and 19 piezometer points (based on distribution maps) and measured twice a month. . Based on the results of observation of subsidence stakes on January 10, 2019, it is known that the condition of the decline is still around 0.2 - 0.3 cm since it was first installed on July 11, 2012.

The company has shown water level monitoring in July to December 2018, the water level is 67 cm to 41 cm while groundwater monitoring is 58 cm to 51 cm. while based on the measurement results of subsidence in blocks R55, R57, Q57 and Q54 the average decline is 0.1 cm per year at Bumiayu Estate

4.3.5.

The company has shown the results of the analysis of drainage studies on gravity (peat land) based on soil survey data and peat depth in October 2014 and added peat subsidence and water level observations data from January to December 2018. Based on the results of the analysis it is known the drainage time limit for the second cycle ranges from 52-113 years

4.3.6.

The fragile soil and critical land owned by certificate holders in the form of peatlands. The certificate holder own and demonstrates the strategy for managing fragile soils and other critical lands, as stated in the SOP document Reference Manual on Agronomy of Oil Palm Planting. Policy: 110 / EST-ARM / 13 last revision on September 1, 2013 in section 10 on Management of Water On Coastal Areas and Planting on Peatlands. The document describes water management, water table monitoring and peat subsidence.

The company measures water level by using piezometer and water level stick on each block channel which is measured twice a month. In addition, the results of the field visit also found that to hold and release water, the company had built block weirs to block each block with an overflow system to maintain the groundwater level. Watergate is also provided which serves to prevent water entering from outside the block or removing water from the block and making embankments on the riverbank.

Status: Comply

4.4

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

4.4.1 and 4.4.2

CH has implemented water management plans as indicated by documentary evidence along with field visits, for example:

- Installation and maintenance of HCV planks and posters during field observations to the HCV areas in the MJE (riparian area of Blang river), NAE (riparian of Panjeri river) and Karang Ringin Estate (riparian of Senarau river), there is also a signboard that explains sanctions if there are persons who interfere with the HCV / RTE area (sanctions in accordance with the applicable law).
- Provide a specific place for mixing chemicals and washing sprayer-tools to prevent washing and mixing in the river area, as per observed in the estate sampled showed that the facility was available and there was no indication of mixing and washing in the riparian.
- Marking and rehabilitating riverbanks, such as sighted in the riparian of Blang river (MJE), Panjeri river (NAE) and Senarau river (KAE), observed that the spraying border marking has been done by painting yellow on the stem-palm (5 stems from the river body)
- Testing of surface-water quality, the company has tested the river water quality every semester.

4.4.3

Mill effluent produced by Rantau Panjang Factory processed at waste water treatment plant (WWTP) before it discharged to plantation land as land applications based on Decision Letter No. 346 / 2016, date June 03, 2016 valid for

3 years.

Waste water quality testing document review shown for July to December 2018 all of waste water testing parameters are compliant to the standards quality, and all of waste water management and monitoring has been reported to related institutions for regular basis per 3 month. Field visit results land application in block of F7 Division A RJE, it was known that waste water has been flowed to division in accordance with Land Application license owned. In addition, based on visits in the area of WWTP and LA there is no indication of leakage of liquid waste.

4.4.4

In accordance with the permit owned which issued by Ministry of *Pekerjaan Umum dan Perumahan Rakyat*, decree no.: 370 / KPTS / M / 2016 dated 10 June 2016, the company has installed water pumps and pipes in accordance with the requirements, seen during field observations to the reservoir (water intake).

The company shows record of water use per ton of FFB for processing activities until December 2018, the budget set for monthly usage is 1.1 M3 / ton, and the average actual use is 1.1 M3 / ton. This does not exceed the specified budget.

Observations on Rantau Panjang Factory water treatment plant found monitoring for raw and process water usage was done by officer periodically.

Status: Comply

4.5

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

4.5.1.

The certificate holder has an integrated pest monitoring and control program listed in the budget of 2018. The budget is in accordance with the procedures listed in the integrated pest control procedures for the once month leaf eater caterpillar census, rhinoceros beetle every two weeks, the rat pest is done once a month and monitoring the barn owl box once a month.

Based on interviews with research staff, part of the other IPM plan is not spraying soft ferns, as soft ferns are a habitat for leaf eater caterpillar predators, in addition to saving pesticide use. The application of biological control agents such as *Tyto alba* and beneficial plants is also part of reducing pesticide use. Based on the rat census document and leaf eater caterpillar census document review at RJE, BYE and NAE period of August, September 2018, no pest attacks were found that crossed the economic threshold. Based on field visits and observations of FFB in harvesting activities in BYE and NAE, it was found that there were no symptoms of new attacks on rat pests and caterpillar leaf eater. So there is no use of pesticides for the control of pests and diseases of oil palm. In reducing the use of chemicals the company uses a type of Beneficial Plant as planted in Napal Estate including *Turnera subulata*: 14,549 meters, *Casia cobanensis*: 3,040 meters, *Antigonon leptosus*: 2,291.50 meters

4.5.2.

The certificate holder shows some documents related to employee training records for example Pest and Disease Training The company shows documents related to the 2018 IPM Control training for example:

- IPM training at Bumi Ayu Estate on 11 December 2018 was attended by 6 participants
- IPM training at Napal Estate on June 20, 2018 with 6 participants
- IPM training in Rantau Panjang Estate on December 11, 2018, with a total of 6 employees

When the audit activity takes place, the company can show training materials, attendance lists and documentation.

Based on interview with foreman and pesticide applicators of Bumi Ayu Estate and Napal Estate known that the interviewee were able to explained and demonstrate several technical skills such as PPE used, spraying techniques and prohibited application areas such as HCV and riparian areas which marked with redcross on palm trunks or yellow-red poles.

Status: Comply

4.6

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

4.6.1 and 4.6.2.

The certificate holder has guidance on the use of pesticides listed in the following documents:

- MSDS (Material Safety Data Sheet) for each type of agrochemical material (Pesticide) which describes material storage and handling instructions, handling in case of accident (first aid effort), Hazards identification, action on spills and leaks, PPE, physical properties and chemistry, reactivity and stability, toxicological information, ecological information, waste disposal and transport.
- Agricultural Reference Manual (ARM) (110 / EST-ARM / 13) on plant protection from pests and diseases and weed control in general, such as the spray width on the circle is 2 meters. In addition, the procedure also explains general weed controls that pesticides are used selectively for specific targets, described dosage per ha, and dilution dosage.

At the time of the audit activity, the certificate holder may show documents relating to the pesticide toxicity record (LD50) for each management unit. In the document documented product name used, active ingredient, LD50, percentage of active ingredient, total application, total active ingredient, production FFB and pesticide unit / kg, hectare application and pesticide unit / Hectares. The document also inform the rotation/number of application.

The results of interviews with research staff found that the company attempted to replace the pesticides used periodically to avoid the emergence of resistance. The company is also known to use pesticides that have been registered.

Based on interview with foreman and pesticide applicators of NAE, known that the interviewee were able to explained and demonstrate several technical skills such as PPE used, spraying techniques and prohibited application areas such as HCV and riparian areas which marked with redcross on palm trunks or yellow-red poles. The pesticides applicator also understand and can explain the specific target of pesticide and the appropriate dosage.

4.6.3.

Based on document verification of Census Recap of the Pest period of January 2018 revealed that there were no attacks for any significant pests. The results of interviews with the management known that within 1 year there is no use of pesticides for pest control so it can be concluded there is no use of pesticides prophylactic.

The certificate holder operates an integrated pest control system by collaborating on biological and chemical controls. The use of chemical techniques is not done in a preventive manner, however based on the results of early warning systems of detection and census. Biological pest control is done by applying the development of natural enemies of owls to control the pest population of rats. The development of useful plants such as *Turnera subulata* and *Antigonon leptosus* is also used as a biological control technique as a living place for predator caterpillars Based on field visits and observations of FFB in harvesting activities in BYE and NAE, it was found that there were no symptoms of new attacks on rat pests and caterpillar leaf eater. So there is no use of pesticides for the control of pests and diseases of oil palm. In reducing the use of chemicals the company uses a type of Beneficial Plant as planted in Napal Estate including *Turnera subulata*: 14,549 meters, *Casia cobanensis*: 3,040 meters, *Antigonon leptosus*: 2,291.50 meters

4.6.4.

The certificate holder present the documents relating to the policy of reducing the use of herbicide with the active ingredients of paraquat such as :

- SOP Sustainable Plantations Management Manual No. Policy 724/TQEM-SPMS/09 was issued August 27, 2010.
- Policy of not using Paraquat contained in the memorandum document of Head Plantations Operation (number: POD-UM-127/X/2008 dated November 4, 2008) regarding the Substitute Recommendation for the Application of Paraquat-Gramoxone Active Ingredients in Minamas environment.

At the time of the audit activity, the certificate holder can show documents related to the use of paraquat period of 2013 to 2015, from the document known that the company no longer uses pesticides with the active ingredients of paraquat since 2013.

Based on field observations in the RJE, BYE and NAE, chemical warehouse, available pesticide stocks are in accordance with those in the document. There are no pesticides with the active ingredients of paraquat or other pesticides included in WHO 1A and 1B.

4.6.5.

Based on field observations and interview of spraying activities, it is known that the workers can demonstrate the work of spraying weeds in accordance with existing procedure of Hazardous Material Handling (SOP-024/GPI/2012 dated on 1 December 2012). Pesticides have been used according to the recommended dosage in the packaging. Personal protective equipment has been used in accordance with MSDS and HIRAC, such as shoes, safety goggles, apron, shirts and trousers, masks and gloves made from rubber. The workers have understood the risks of and emergency response measures in the event of an emergency. The pesticide mixing is conducted in the special place and after work, all of equipment and PPE was washed and stored in a special place that is in the specific warehouse.

4.6.6.

The company has pesticide management procedure dated 05.01/2015. In addition, there is also hazardous waste management procedure with document no: SOP/025/GPI/2012 dated 01/11/2012. The procedure explained that the pesticide containers are stored at hazardous waste temporary located in estate and then recorded on hazardous waste logbook.

The company also has hazardous waste collection assigned by Chairman of SOU23 Rantau Panjang dated 20/02/2016. The procedure explained that the pesticide containers should be sent to hazardous waste licensed located in RJF, after that recorded on hazardous waste logbook by RJF officer and then periodically submitted to registered contractor. In addition, there is also waste source identification and management document period 2016-2017 assigned by Chairman of SOU23 Rantau Panjang. The procedure explained that the pesticide containers are stored at hazardous waste licensed.

Based on field observation to chemical storage and interview, known that the waste pesticide containers and packaging has been stored in licensed Hazardous Storage and handed over to the licensed Hazardous Waste collector. Based on field observation to housing employees, not found pesticides container used for clean water container, garbage container or other purposes.

4.6.7.

The application of pesticides in the field has been through proven methods to minimize the risks and negative impacts as safe guidance in selecting pesticides, storing pesticides, and using pesticides for example: the selected pesticide formula must be in accordance with the intruder's remains because a pesticide formula will only be effective against one particular type of pest.

At the time of the audit activity, the certificate holder may present documents related to the realization and program of employee training in 2018 which includes a program on the use and handling of pesticides while working.

Based on interview with foreman and pesticide applicators of NAE known that pesticide applicator have been given training of safe use of pesticide, pesticide applicator can explain the action when poisoning, pesticide applicator also explained that routine health checks are conducted every 6 months and pesticide applicators have been trained in the use of good and proper PPE so they have realized the importance of maintaining health in their work. Certificate holders have a special place for mixing pesticides, PPE storage, work tools and bathing after spraying. The same thing is expressed when the auditor conducted an interview with pesticide applicators in the field. Employees can explain well the procedure before spraying up to go home.

Each pesticide applicators bring lunch from home. In this case the company has a strategy to minimize the risks and negative impacts for example, providing clean water in large quantities to rinse and store food far from the spray location.

4.6.8.

Results of interviews with management and community leaders around, known that the certificate holder does not do the application of pesticides by air.

4.6.9.

Unit management has conducted pesticide handling trainings such as chemical weeding training (including MSDS, first

aid training and pesticide mixing) Based on interview with pesticide applicators is known, there is pesticide handling trainings such as chemical technique, MSDS, pesticide mixing to foreman and others. The periodic evidence of training for employees related to handling pesticides. among others

- Training for spray employees in Rantau Panjang Estate on January 23, 2019 with prohibited spray material in the HCV area, the use of PPE was followed by 12 spray employees
- Training for spray employees at Napal Estate on September 10, 2018 with HIRAC material, Technical Guidelines for Pesticide use, MSDS followed by 18 employees.

4.6.10

Handling of spent containers of chemical is explained in the procedure of SOP/025/GPI/2012, issued November 1, 2012), explained that ex-containers are managed by registration, placement in licensed storage, dispatch, records and destruction/disposal, the entire process of handling is in accordance with applicable regulations. All ex-containers generated are managed by washing in specific facility in each estate, then punctured and store in a temporary storage warehouse (transit) with a maximum of 30 days. Based on interviews with store keeper in sampling unit estate, it was stated that every 15th day was delivered to be stored in a licensed storage in RJF, this was also in accordance with the results of the document review.

4.6.11

CH has shown pesticide operators list document in 2018-2019. The company has shown health inspection documents that are routinely conducted every one year. Based on the results of the *Cholinesterase* test conducted in November 2018 it was found there are ten workers who experienced health problems (chemical on blood above normal), so the doctor's recommendation was transferred to a job non-chemicals. Based on interviews with pesticide operators RPE, there are no workers has indication of skin disease and itches.

4.6.12

CH is committed not to employ women who are pregnant and breastfeeding in direct contact with chemicals. Based on interviews with pesticide operators found that there were no spray workers who were pregnant or breastfeeding. In addition, it was also explained that if female workers were identified as pregnant or breastfeeding then a work mutation would be carried out, where the new work position would not be related to chemicals.

Status: Comply	
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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 the review of the document shown and confirmation submitted by the management unit it is known that the HIRAC renewal is performed at least 1 (one) time in a year in accordance with the Policy of OHS Hazard Identification, Assessment and Risk Control (No. 7301/PSQM-ESH/11), with the person responsible for the preparation of HIRAC is the Unit Manager (or Manager level) and can be assisted by OHS Expert.

4.7.3

PPE is available to all workers in the workplace based on the results of identification of HIRAC which includes all potentially hazardous operational activities, such as pesticide use, machine operation, land preparation, harvesting, workshop, chemical warehouse, and etc. Observations on Mill activities, especially in areas with high noise (> 85 dBA) in boilers station and engine rooms, have high noise hazard information at each station, PPE board and known workers when working using PPE (earmuff / earplug). Ear protectors used are known to reduce noise levels up to 15 dBA, so workers have been protected from high noise hazards.

The company has the opportunity to improve the process of obtaining OHS license.

1. The process OHS licenses of heavy equipment in accordance with Regulation of Labour Ministry No. 09 of 2010.
 - Operator Letter of assignment No ST-NAE / II / 2019 which explains that NAE operators (4 people) carry out assignment trips in order to heavy equipment operator licenses in Pekanbaru on February 21, 2019.
 - Registration form for training of 5 RJE tractor operators that are planned to be held on 7-9 March 2019 with the organizer PT Arpindo Pratama.
2. The process of managing the OHS License of power and production equipment in accordance with Regulation of Labour Ministry No. 38 of 2016
 - Email on August 31, 2018 from RJF to PT Arpindo Pratama regarding the RJF Turbine Operator OHS license process. The turbine operator's validity period has expired on July 29, 2016. Then the certificate of processing of Turbine Operator OHS license extension from PT Arpindo Pratama is issued on March 1, 2019. Letter Number 133 / AP / K3 / II / 2019 explains that the operator is in the process..

However, the company has the opportunity to ensure operators have competencies in accordance with the type of work and compliance with applicable regulations. **OFI**

4.7.4

Certificate holder has identified those responsible for implementation of OHS program formed in P2K3 structure. Based on interview with Labour Agency Musi Banyuasin 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 December 2018 with agenda health of the work environment.

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, and other supporting equipment.
- Conducting a training of emergency, example emergency response training in Mill and Estate on December, 5 2018.

Non Conformance No.2019.02

The results of field visits were found as first aid box facilities as follows:

- First aid kits in warehouses and workshops Bumi Ayu Estate have monitoring of usage and of completeness is not in accordance with the actual conditions.
- First aid kits for harvest foreman at the Bumi Ayu Estate have monitoring of usage and of completeness is not in accordance with the actual conditions.

Based on this, the management unit has not been able to demonstrate the effectiveness of monitoring the first aid kit in accordance with the OHS procedure, Chapter 26 concerning first aid documents which explains the person in charge stated that first aid workers record activities in the activity book and first aid facility according to established procedures.

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. Other than that, based on interview with contractor representative, it is known that the accident insurance for contractor's workers is covered by the head of contractor itself.

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 January 2018 to January 2019 note that in Estate and mill there are 1 case of accident in BYE and 3 cases in RJF with calculation of SR = 2, FR = 2 (BYE) and SR = 8, FR = 52 (RJF). Whereas for 2019 there has been no record of work accidents until the audit activities are carried out in February 2019.

Minor 4.7.5	Status: Non Conformance NC No.2019.02 with minor category	
4.8		
All staff, workers, smallholders and contractors are appropriately trained.		
4.8.1 & 4.8.2		
<p>The CH has had training programme 2019 for staff and workers related all aspects of RSPO principles and criteria. The training programme for all employees based on identification of needs that prepared by field assistant. The annual training programme covered all existing estate and mill activities, among others, HSE, social, MSDS, first aid,etc The training record that shows historical training of each employee are well maintained in place.</p> <p>Based on observation of operational activities in Rantau Panjang Factory, Rantau Panjang Estate, and Bumi Ayu Estate he workers are known to have received training, and are able to demonstrate safe working practices in accordance with procedures. Interviews with local contractors are also known that contractors have been trained from CH related safe working practices.</p>		
	Status: Comply	
PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity		
5.1		
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.		
5.1.1.		
<p>The company has an EIA document that has been approved by the relevant agencies, namely:</p> <ul style="list-style-type: none">✓ ANDAL document approved by the Head of Department of Agribusiness-Agriculture Agency No. 01 / ANDAL / RKL-RPL / BA / II / 1999 dated February 8, 1999, covering a plantation area of 87,000 Ha and mill of 9 units with each capacity of 60 Tons of FFB / hour, on behalf of oil palm plantations and processing mills of PPA-trans KKPA PT GPI, and UKL/UPL documents of oil palm plantation and processing were published in 1998, approved by the Ministry of Agriculture on 8 February 1999.✓ Additional document of RKL and RPL for PT GPI plantation and processing activities, endorsed by the Environmental Agency of Musi Banyuasin Regency with No. 1198 of 2010 dated 05 November 2010. The study area covers plantation area of 15,425.32 ha and mill with a capacity of 80 tons / hour and production of FFB 60 tons / hour. <p>The document has been covers all operational activities of the plantation and factory including replanting activities.</p>		
5.1.2		
<p>Environmental management and monitoring plans are listed in the company's UKL / UPL matrix, consisting of management and monitoring of air quality and noise, surface water and soil quality, quality of wastewater/solid/hazardous waste, potential of fires, disruption of flora and fauna, public unrest, soil quality and soil erosion rate. As well as in the matrix of additional RKL/RPL document, namely: the management of impact of flood, impact of runoff water, a decrease in surface of water-level, and disruption of animal migration. The matrix has explained related to the monitoring method and frequency. Review to the plans are made every semester during the report preparation.</p>		
5.1.3		
<p>Implementation of the plans are done according to the matrix mentioned above, sighted the report of implementation for example report of semester II 2017 and semester I 2018, delivered to related agencies on 16 Juli 2018 to DLH of Musi Banyuasin Regency and on 15 July 2018 to DLH of Province and ministry (KLHK). However, in the report there is no evidence of implementation of monitoring related to public unrest, flora and fauna monitoring, potential of fires as well as not yet coverage the record of implementation of monitoring and management of the floods and runoff impacts of Medak river (as requires in additional RKL / RPL matrix). NCR No.2018.03 with Minor Category.</p>		
Verification February 26, 2019		
<p>The company shows the report on the implementation of Semester II RKL and RPL (July - December) in 2018 and reports on the evidence of delivery to the Environment Agency of Musi Banyuasin Ditrect and the Ministry of Environment</p>		

and Forestry in February 2019. In the report on the implementation of the RKL & RPL, the management plan and monitor environmental impacts, among others:

1. Air quality of emissions and exhaust gases
2. Ambient and noise air quality
3. Quality of groundwater and river water
4. Quality of liquid waste, solid waste and hazardous waste
5. Potential for fire
6. Disruption of flora and fauna
7. Public unrest
8. Land quality
9. Monitoring the rate of soil erosion
10. Handling flood / runoff water

From the verification of the above documents it is known that the company has attached, among others:

- Recapitulation of PT GPI's social impact assessment questionnaire, with the implementation of the questionnaire conducted in November and December 2018 in Rantau Panjang Village, Karang Ringin Village, and Bumi Ayu Village.
- Monitoring of flora and fauna in Rantau Panjang Estate with observation time on January 3, 2018
- Report on fires in Rantau Panjang Estate, with no fire incident information during the period January - December 2018.
- In the form of photo documentation of management efforts carried out in handling floods / runoff of water, including construction of embankments and road elevations, making box culverts and screw gates, making iron bridges and supplying 500SZ Perkins 150 KVA type water pumps.

However, there are still management and monitoring plans that are still not in accordance with the RKL / RPL matrix in the ANDAL document of 1999 and the document RKL / RPL of 2010, namely:

- Reports on flora and fauna monitoring have not been shown for all PT GPI work units
- Reports of fires in the estates in 2018 have not been shown for all PT GPI work units.
- The handling of floods and runoff or river drainage described only affects the company's environment, while according to the management and monitoring matrix carried out, for example, it is not limited to direct observation in the Medak River settlements, Bumi Ayu Village Bayo watershed, swamp land use change area to the dry land of Rantau Panjang Village, etc.

Based on the explanation above, the company needs to review the compatibility between the reports on the implementation of RKL & RPL with the existing RKL & RPL matrix, **so that the non-conformity No. 2018.03 declared not yet fulfilled and Minor raised up to Major.**

Status: NCR No.2018.03 Minor raised up to Major

5.2

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

5.2.1.

The company has conducted HCV assessments covering all operational areas (10,139.91 Ha), which was carried out by the RSPO Approve Assessor on 4-13 November 2009. In the document the HCV area is set of 109.11 Ha (actual 54.40 Ha and potential 54.71 Ha). The Company defined an HCV area within the HGU covering an area of 55.38 Ha. HCV assessment has been involves the affected parties during public consultation such as local community, smallholders and related agencies, on July 23, 2011 and July 27, 2011, it was evidenced by the photograph of the activity and attendance list. It was including identification of RTE species based conservation status according to IUCN, CITES and Regulation No. 7 of 1999, flora such as: *Koompasia malaccensis*, *Koompasia excelsa*, *Baccaurea macrocatpa*, *Lagerstomia speciosa*, *Fragrae fragrans*. Identified fauna such as: *Macaca fascicularis*, *Felis bangalensis*, *Alceda atthis* and *Varanus nebulosus*.

5.2.1; 5.2.3 and 5.2.4.

The company has developed a management plan for HCV areas and RTE species (including the protected species

based on PP No 7 of 1999), review of programs done in yearly basis, implementation of the program verified through document review and field observations, among others:

- Training of HCV officers on January 17, 2018 was followed by 5 HCV officers from all the Estate with introduction to conservation areas, identification of protected flora and fauna, and other HCV areas. Training activities are conducted at Napal Estate.
- Rantau Panjang Estate: has carried out several management activities such as painting the border of the Medak river, Medang river and the Langgaran river in February 2018. Installation of sign boards in block A002, A023, A050, in addition the company has also carried out HCV socialization and Management of LB3 on 15 October 2018 attended by 20 spray employees.
- Bumiayu estate: shows that HCV dissemination activities to employees on July 24, 2018 are followed by 10 spray employees. in addition to that, posters of protected areas and protected species in the HCV area have been installed as a form of socialization to communities passing through plantation roads.
- Napal Estate: socialization activities during the morning circle to employees for example for spray / maintenance workers on January 5, 2019 followed by 16 employees at Napal Estate. in addition, posters of protected areas and protected species in the HCV area have been installed as a form of socialization to the people who pass through the plantation roads.

During field observation to workers line-site and interviews to employees, known that they had aware regarding to the policies and sanctions, there were no employees who captured the RTE species.

5.2.5.

There is no HCV set aside in PT GPI.

Status: Comply	
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5.3

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

5.3.1; 5.3.2 and 5.3.3

Consistently up with the activities of surveillance, the management unit has identified waste in the Mill and the Estate including the type of waste (hazardous waste, domestic waste, domestic waste, infectious waste, and solid waste), waste sources, and actions taken in efforts to reduce waste. Sources of waste such as: workshop, generator, chemical mixing area, schedule waste store, office, store, clinic, estate and mill activities

Hazardous waste generated from operational activities such as Mill and Estate likes used filters, used oil, cotton waste fabric scrap, battery, pesticides used containers, used lamp, etc are stored in the Hazardous Waste Temporary Storage licensed PT GPI. Permit form of Letter Head of Musi Banyuasin District No.0376 issued on March, 13th 2014 with a validity period of 5 years. The results of the field observations at the Hazardous Waste Temporary Storage PT GPI 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.

Record management Hazardous Waste, included in reporting management hazardous waste quarter period October to December 2018 addressed to environment agency. Hazardous waste management recorded several documents, consist of:

- Company has Logbook (Hazardous Waste Warehouse)
- Company has Balance Hazardous waste warehouse reported
- Company has Agreement Letter, PT Bumi Khatulistiwa Bersama for transporter Hazardous waste.
- Company has shipping manifest Hazardous waste warehouse, for example hazardous waste shipping on 25 January 2019 with transport evidence in the document of Hazardous Waste Manifest No. QI0002107 oil used weighing 0.627 ton.

Status: Comply	
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5.4

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

5.4.1.

In efficiency of fossil fuel, the company are utilize shell and fibre to substitute the fossil fuel, observed the records of fibre

and shell usage and fossil fuel usage during January to December 2018 per ton of CPO, average of the fibre usage : 0.26 ton/ton CPO, shell : 0.60 ton/ton CPO and diesel : 8.19 l/tonCPO. Based on fossil fuel usage record from 2016 to 2018, it was seen that there is a reduced from year to year.

The company does not use the biogas plant in managing POME.

Status: Comply

5.5

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

5.5.1 and 5.5.2.

The Certificate Holder has develop a mechanism related to zero burning in the SOP of Land Clearing. The procedure explains that the land clearing/replanting conducted by mechanical process. Based on field observation in replanting area in estate sampling, there was no evidence or sign of land burning.

Status: Comply

5.6

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

5.6.1 and 5.6.2.

The company has identified the sources of pollution and greenhouse gases, consisting of:

- ✓ Emissions is produced from boiler and generator (CO₂, CO, SO₂), motorized vehicles (CO₂), POME (NH₄), fertilization (NH₄) and chemical spraying. Control is carried out such as installing the sieving on boiler and generator chimneys, emissions test 2 times a year, maintenance of boilers and generators, using SNI standard vehicle exhausts, applying fertilization and spraying according to established dosages and recommendations. Control of Nitrogen evaporation from plantation land is done by planting Mucuna barcteata in replanting and lowland areas
- ✓ Noise generated from the operating machinery is managed by noise level checking in the factory area every 6 months, maintenance of machines, audiometry inspection and the use of ear plug / ear muff by employees. Can be shown the results of noise testing for each process station for example in the boiler station of 70.2 dBA, power house: 93.7 dBA, kernel: 69.6 dBA and press: 70.1 dBA. The company has monitored and ensured that noise exposure to employees (operators) did not exceed 8 hours per day. There are signs at high noise areas located in engine room and power house.
- ✓ Air and soil pollution generated from waste from POME is managed by planting trees along the pond' dike as well as preventing erosion and conducting wastewater quality testing. There is a prohibition on burning actions in all plantation and factory activities, management of domestic waste by providing landfill, replanting with mechanical systems and chipping.

5.6.3.

The management unit has conducted GHG emission calculations period 2018 make use of Calculator Palm GHG version 3.0.1. Accurate data 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 full version for the reporting.

Summary Emission

Description	Unit	Value
Crude Palm Oil (CPO) Production	t	39687.83
Palm Kernel (PK) Production	t	10413.53

Mill extraction rate

Description	Unit	Value
Oil Extraction Rate, OER	%	21.49
Kernel Extraction Rate, KER	%	5.64

POME Treatment

Emissions	%
Divert to compost	0
Divert to anaerobic digestion	100

Summary of emission

Product	tCO ₂ e/t Product
CPO	2.44
PK	2.44
PKO	0
PKE	0

Description	Unit	Value
Total Planted Area	Ha	12313.86
Total Planted Area on Peat	Ha	1002.219
Conservation Area	Ha	93.59
OER	%	21.49
KER	%	5.64

Mill emission and credit

Description	tCO ₂	tCO ₂ e/t FFB
Emissions Sources		
POME	33041.41	0.18
Fuel Consumption	1317.58	0.01
Grid Electricity Utilisation	0	0
Credits		
Export of Excess Electricity to Housing & Grid	0	0
Sale Of PKS	0	0
Sale Of EFB	0	0
Total	34358.99	0.19

Summary of field emission and Sinks

Description	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/t FFB
Emission Source									
Land Conversion	78532.73	6.38	0.43	0	0	0	0	0	0
CO ₂ Emissions from Fertiliser	49666.54	4.03	0.27	0	0	0	0	0	0
N ₂ O Emissions	18258.58	1.48	0.1	0	0	0	0	0	0

Fuel Consumption	3034.23	0.25	0.02	0	0	0	0	0	0
Peat Oxidation	54720.66	4.44	0.3	0	0	0	0	0	0
Sinks									
Crop Sequestration	-	-9.36	-0.62	0s	0	0	0	0	0
Sequestration in Conservation Area	-858.22	-0.07	0	0	0	0	0	0	0
Total	88075.43	7.15	0.48	0	0	0	0	0	0

Net GHG emissions produce by the mill is : 2.44 tCO₂e/tCPO.

Status: Comply

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

6.1

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

6.1.1

The certificate holder has had document of Social Impact Assessment for scope of plantations & palm oil mill. The assessment process carried out in January 2010 by AKSENTA consultant. The document describes the social impact management of estate and mill, among others: employment, health and safety, facilities and benefits of workers, consultancy and communication, stability of employment, business opportunities, revenues, income household, institutional, perception at the company, socio-cultural changes, health workers and the public, and tenure. The process of data collection is done through discussions with the parties, the employee and community. The results of these discussions are described in the form of minutes of the results of the discussion. Evidence in the form of recordings participant list discussions at the time of collection of information. The parties that are involved, consist of employees and the communities of villages surrounding. The documentation of meeting was attached in the report. There was also available document of Social Impact Assessment for smallholder's plantation of Guthrie Pecconina Plasma (GPP). The study and report finalized conducted by AKSENTA consultant on 22 - 28 July 2011.

At October 2015 was conducted Study of Social and Environment Impact of Replanting of PT Guthrie Pecconina Indonesia Period of 2015 – 2018 in Karang Ringing and Rantau Panjang Estate. Through in August 2016 also was conduct of Study of Social and Environment Impact of Replanting of PT Guthrie Pecconina Indonesia Period of 2016 – 2019 in Bumi Ayu and Naval Estate. These study was carried out by Aksenta consultant, The report describes the stages of replanting, and indication of any impact replanting which can affect to the environmental and social conditions, both in the around of replanting area and area surround of plantation area. The study is aim to identify the environmental and social impacts, activities that become the source of the impact, components and or the parties potentially affected, options to mitigate environmental and social impacts.

6.1.2

The Social Impact Assessment has been done with involve of related party, consist of community surround, head of village and informal leader (customary leader). There was showed documentation of assessment process, for instance the Attendant List of data gathering in village surround of PT Guthrie Pecconina Indonesia on 5 Januari 2010 and also in surround area of Sungai Jernih Estate and smallholder program (Guthrie Pecconina Plasma) on 23 July 2011.

6.1.3

It has been shown the document of Local Community Program at PT Guthrie Pecconina Indonesia which describes about the impact aspect of plantation management from factory operation that is in the form of Community Unrest (Based on Matrix of RKL / RPL 1st Semester of 2018 and 2nd semester of 2018). The impact management plan is conducted by collecting information from surrounding villagers.

6.1.4

The Certificate Holder was shown the document of Identification Plan and Social Impact Program with community surround. The document is in the form of a questionnaire in the implementation of monitoring and evaluation of Social impacts management and monitoring plan covering the aspects of Community Fidgetiness and Replanting Impacts covered in the RKL / RPL document of 1st Semester of 2018 and 2nd semester of 2018

6.1.5

Has been shown the document of Smallholder Partnership Social Impact Study of PT Guthrie Pecconina Indonesia (Guthrie Pecconina Plasma/GPP) in Musi Banyuasin District, South Sumatera Province, conducted by AKSENTA consultant on 22 - 28 July 2011. It has been shown evidence of recording meeting / discussion with the parties on the 23 July 2011 (Attendance s List and Photo).

Status: Comply

6.2

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

6.2.1.

The Company has procedures of communication and consultation with external parties was established No. RSPO/6.2/KKM. Which is a guide for communication and consultation with the community. In the procedure described on the mechanism of communication with community begins with providing a letter through the village head, analyzing the response letter from the public, if necessary, held a meeting with the public to communicate directly, if a response within the limits of authority manager unit will be immediately given a decision and, if so without the authority manager then the unit will be delivered to the head of department and unit managers will send a letter of response to the public.

6.2.2

Communication and consultation officers have been appointed by management as a SOU-23 commitment for the Transparency and Social program throughout all plantation operations, responsible and always carry out continuous improvement.

Based on interviews with the Head of Bumi Ayu Village submitted that the Village Head in communication or consultation with management through the Estate Manager. It ensures that stakeholders have been informed the officer in charge of communication and consulting PT GPI.

6.2.3

CH can consistently show a list of stakeholders compiled and updated in 2018 for example consisting of stakeholders (central government, local government, NGOs, community leaders, contractors, suppliers and customers, schools, and hospitals, insurance, banking.). Record of communication from external stakeholder is also available at estate and mill, 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, among others SOP Public Complaints and SOP Handling Employee Complaints on December, 1 2012 and the management must provide protection against the complainant or the complainant.

In the procedure stated that those responsible for receiving grievances and complaints from community by Head of Section were subsequently forwarded and responded to by Manager Estate/Mill. As for complaints of employees responsible for receiving complaints and grievances is supervision/assistant who subsequently forwarded and responded to by Manager Estate/Mill. The Company continues to facilitate complaints handling in accordance with its procedures, but until the implementation of recertification, it is known that there are no significant complaints to be brought to the RSPO.

Based on interviews with employees, village representatives, and union leaders, it is known that they have understood the mechanism to complaint. This is effectively implemented where every complaint can be submitted verbally / written through the chairman of the union to be discussed later in bipartite routine meetings. In addition, employees can also convey complaints through direct supervisors or through complaint boxes available throughout the division / estate office.

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 mill.

Based on verification of complaint document and information by management unit representative that known in period of one year from Re-Certification till ASA 1.2, there was no grievances from another parties. Stakeholder consultation with external stakeholders consist of related agency in Musi Banyuasin District, Head of Village and community representation, Local Contractor, and also *focus group discussion* (FGD) with internal stakeholder (Gender Committee and Workers Union), there was no significant complaint from related parties.

Based on interviews with the Representative of Community on Bumi Ayu Villahe, there are land disputes that occur with the "Kelompok 9" that has been occurred from 2017.

The company can show the flow of land disputes with "Kelompok 9", including:

- Minutes of the meeting between the "Kelompok 9" and the Agencies and Members of People Representative Councils of Musi Banyuasin Regency on October 3, 2017 which explained how to reassure the land dispute issue.
- Letter from "Kelompok 9" on November 17, 2017 to the People Representative Councils of Musi Banyuasin Regency related to the follow-up / progress of the results of the meeting on October 3, 2017, where there was no settlement of the land dispute from the company
- Letter from the President Director of PT GPI No. 439 / GPI / UM / PSD / XII / 2017 dated December 15, 2017 to Representatives of the "Kelompok 9" and People Representative Councils of Musi Banyuasin Regency who explained that there was a Letter of Governor of Sumatera Selatan No. 595/5351/1 dated September 21, 1999 which explained that PT GPI's land had been acquired or released through compensation totaling 10,139 Ha and was in accordance with the applicable regulations and laws. As well as submission to "Kelompok 9" to resolve the problem of land conflict through the Legal Way

Until the audit was conducted, there was no report to PT GPI regarding the case. Based on interviews with BPN, it was explained that there were no cases of land disputes reported to BPN in the operational area of PT GPI. On visits to BYE, there was also no indication of land conflicts.

Based on the explanation above, it is known that the land dispute that occurred was not significant and there was no follow-up from the previous land owner to the letter that had been given from PT GPI.

	Status: Comply	
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6.4

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

6.4.1, 6.4.2 & 6.4.3

There are no changes related to the mechanism to identify legal rights and compensation payment procedures listed in the Occupational Land Acquisition SOP Number 343/PSD-OKUP/11. The procedure is a reference in conducting compensation processes for land acquisition.

From ASA-1.1 to 1.2 audit activities, there are no new land expansion activities in the company's operational area. Based on the minutes meeting of committee B, it was explained that the total area that had been compensated in the location permit was 16,031.86 Ha.

Based on interviews with the Head of the Village of Napal, Community Representatives of Bumi Ayu Village and Land Previous Owners, it was explained that the PT GPI entirely from private land ownership of the community and compensation had been made for the land. The previous landowner explained that the compensation process was carried out without coercion.

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 Sumatera Selatan Governor Decree No. 682/KPTS/DISNAKERTRANS/2018 about minimum wage for Sumatera Selatan Province year of 2019. Besides, the company have Intern Office Mail General Manager HRM No. No.002/RSP-I4.3/I/2019 about daily & monthly permanent employee wage Salary Structure 2019 for PT GPI.

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.

The company has implemented work time provisions in accordance with applicable regulations, six (6) working days forty (40) hours a week. If the worker to work overtime (in accordance with the work order) the provisions for working overtime will apply, this applies to workers, for example in the Mill, security, etc. Calculation of overtime wages has been applied according to KepMenaker No. 102 of 2004.

Based on the explanation above, there are no violations of regulations that are carried out by the company against the wage system and the work time applied and there is no indication of force to workers.

6.5.2

CH has Collective Labour Agreement (PKB) period 2015 – 2017 between *Badan Kerjasama Perusahaan Perkebunan Sumatera* (BKS-PPS) with *Pengurus Pusat Federasi Serikat Pekerja Pertanian dan Perkebunan Serikat Pekerja Seluruh Indonesia* (PP.FSP.PP-SPSI) which is valid from 21 April 2015 until with April 20, 2017 which has been through the Decree of the *Direktur Jendral Pembinaan Hubungan Industrial dan Jaminan Sosial Tenaga Kerja* with Number KEP.88/PKB/SK-PKKAD/VII/2015 on June 18, 2015. PKB has been in compliance with the Labor Laws and Regulations. At present the PKB has expired, however, in the agreement it is stated that as long as the new PKB has not been issued, PKB is still declared valid.

Besides that, work agreement (contract) between contract workers 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.

6.5.3

Field observations to Rantau Panjang Estate and Bumi Ayu Estate housing are known that the company has tried to provide adequate facilities for employees including housing, clean water facilities, lighting facilities, first aid post, educational facilities, daycare centers, sports facilities, school bus, and worship facilities. Interviews with workers and residents said that the condition of the building was still in good condition and proper to use.

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 store in housing complex. Personnel can get the staple food with reasonable price.

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

The company still has the same worker union policy as the previous audit activity. This policy is included in the social policy signed by the December 2011 HPUI in point 5. It was stated that Plantation Upstream Indonesia respects the rights of every staff / employee to form and join worker unions in accordance with their choices and to negotiate collectively.

Results of interviews with representatives of Worker Unions; it is known that the company provides freedom for workers to join the Union.

6.6.2

Document of meeting Worker Unions :

- Minutes of meeting (Bipartite) in an effort to resolve employment problems of PT GPI employees at Napal Estate on 9 February 2019 with the presence of representatives of the company and Worker Union PT GPI.

The meeting agenda material is:

- The application of the C1R2 premium system
- Provision of electricity subsidies in GPI 1 (RJE).
- Letter from the Labour Agency. Musi Banyuasin District No. Letter 560/401 / IV / Disnakertrans / 2019 dated February 25, 2019 to the Management of PUK SP PP SPSI all PT GPI and PT GPI Chairman. This letter is a concerning the resolution of labour issues. Related to this matter, from the Agency invited SPSI and PT GPI to be present in the Labour Regency meeting room on March 5, 2019. The results of the meeting and agreement between the two parties will be observed in the next assessment.

Monitor the progress of Tripartit meetings in the labour agency of Musi Banyuasin District will be held on March 5, 2019. OFI

Status: Comply

6.7

Children are not employed or exploited.

6.7.1.

The Certificate Holder has had a Social Policy which stated prohibition to use minors labor (children). In addition, in documents of Collective Labor Agreement also stated that the general requirements that must be met in the recruitment of workers, among others, at least 18 years old.

Based on review of employee lists, interviews and field observations, there were no underage workers.

The results of document review and employee data in January 2019 is not found employees aged less than 18 years old at the time of recruitment, and field observations in harvesting activity Block M25 Division I BYE it is known that workers understand the provisions of the minimum age requirements are allowed to work and are not allowed to bring children under age at the time of work in the field.

Status: Comply

6.8

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

6.8.1

The company has a policy equal opportunity to get a job, which are stated in social policies signed by Head of Plantation Upstream Indonesia in December 2011 in point 1 stipulated a commitment that every staff / employee must be treated

fairly in matters relating to recruitment, promotion, limitations and conditions of work without regard to personal issues such as race, ethnicity, gender, physical color (defective / incomplete), organizational membership, political views, religion and age.

The Policy 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.

Interviews with worker union stated that no intimidation by the company against union officers. It also conducted interviews with Committee Gender of PT GPI, submitted that there was no reporting of discrimination, especially women workers conducted by the company. The Company has provided the opportunity and the chance to work without distinction of sex.

6.8.2 & 6.8.3

Based on review of employee list of Mill and Estate, field observation, and interview with the workers, Gender Committee, Labor Unions, it is known that there is no indication of discrimination based on ethnicity, religion, gender, sexual orientation, race and class, or origin. Interview with the Village Head known that the job advertisements are open to the public. The employee selection and promotion are conducted in accordance with the assessment and without any discrimination.

Status: Comply

6.9

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

6.9.1, 6.9.2, 6.9.3

Company has the Policy to prevent sexual harassment and abuse on Social Policy Management Guidelines for Sustainable Plantations (No.Policy 724 / TQEM-SPMS / 09 dated 27/08/2010). This policy has been socialized to the worker, as example on February 28, 2019. Company has establish gender committee in each unit and its program is conducted socialization to the worker especially female worker, such as policy about reproductive rights, spraying technic, harassment or abuse in the work place complaints mechanism. Complaint mechanism explains that the company could keep the confidentiality of whistleblowers identity based on the sensitivity of issues, if the case goes public and the risk of revenge and so on.

In the Collective Labor Agreement, there are regulations concerning female menstruation leave as much as 2 days/month (first and second day) with a doctor's examination, as well as maternity leave 1.5 months before giving birth and 1.5 months after birth with the calculation of a doctor's examination. The CH's procedure of Handling of Complaints and Grievances assured the anonymity of the reporting and the revealer of the case.

Based on interview with female worker in BYE, RJE, dan RJF they understand about the policy and know how to make a complaint if they found out about harassment issue. They also has their reproductive leave such as menstrual leave or 2 days and maternity leave for 3 months. Based on interview with gender committee, there is no cases of sexual abuse reported in last year.

Status: Comply

6.10

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

6.10.1; 6.10.2; 6.10.3; 6.10.4 & 6.10.5.

FFB pricing is determined based on data from Plantation Agency District of Musi Banyuasin with reference to the year of planting, yield, average price of CPO and Palm Kernel, and the index K. In a month there are 2 times the pricing FFB.

Based on the Letter of Cooperation Agreement with Sinar Delima Cooperative and Mudah Rasan Jaya cooperative, the determination of the purchase price of FFB from the plasma plantation follows the pricing of FFB by Plantation Agency District of Musi Banyuasin.

Letter of Cooperation Agreement with Mudah Rasan Jaya Number 008/kemitraan/GPI-MRS/IX/2014. The Cooperative area is 1,038 Ha of Oil Palm Plantations and Letter of Cooperation Agreement with Sinar Delima Number. 001/Plasma/GPI-KUD/II/2012 concerning the development of Oil Palm Plantations Partnership "KKPA" (Primary Cooperative Credit for Members).

- Determination of Candidates for Plasma Farmers PT GPI from Serasan Jaya Village, Sekayu District and Gajah Mati

Village, Sungai Keruh District, number 1191 in 2012 in accordance with the Decree of Musi Banyuasin District on October 30th, 2012. With a total of 622 Farmers and an area of 1,244 ha.

- Determination of Candidates for Plasma Farmers Members of the Sinar Delima Village Unit Cooperative who are partnering with PT GPI in accordance with the Decree of the Banyuasin Musi District with number 0258 in 2010 dated February 17th, 2010 with a total of 524 farmers and an area of 524 ha.

The company shows the results of the establishment of FFB Production Plantations for the Musi Banyuasin District Plantation Agency for 2018.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1 and 6.11.2

Contributions to local development proven by partnership with local communities through local transaction i.e development smallholding, local contractors, Payment of taxes and CSR program. In other side, the certificate holders also providing the development of smallholders scheme. This is an efforts that have been allocated to improve smallholder productivity by the certificate holder. The involvement of local contractors and local purchasing. Contract records showed some estate operational activity that involves local people. Besides that, the company has a social commitment in terms of CSR program.

Status: Comply

6.12

No forms of forced or trafficked labour are used.

6.12.1, 6.12.1, 6.12.3

Based in document review and interview with workers, it is known that there is no migrant labor. There is no force labor and illegal workers, all workers have work agreement between company and personnel. The contract describes about type of work, salary mechanism, and others. Work agreement is available in Indonesian language. They can access their personal file in administration each unit. Based on field observation in Bumi Ayu Estate, Rantau Panjang Estate, Napal Estate and Rantau Panjang Mill, auditor didn't sighted harvester accompanied by the wife or children.

Status: Comply

6.13

Growers and millers respect human rights

6.13.1

The Company has a Memorandum from Chairman of SOU 23 in PT GPI dated June 25, 2015 which stated a commitment to provide special attention and fulfill the protection of human rights in accordance with Law No. 39 Year 1999.

Socialization of human rights policies in Napal Estate held on December 11, 2018. Interviews with workers in Bumi Ayu Estate, Napal Estate and Rantau Panjang Factory showed that they have already known about the human rights 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.

There is no new planting since 1 January 2010, the latest of planting is on 2007 to 2009. The company has an EIA document that has been approved by the relevant agencies, namely:

- ✓ ANDAL document approved by the Head of Department of Agribusiness-Agriculture Agency No. 01 / ANDAL / RKL-RPL / BA / II / 1999 dated February 8, 1999, covering a plantation area of 87,000 Ha and mill of 9 units with each capacity of 60 Tons of FFB / hour, on behalf of oil palm plantations and processing mills of PPA-trans KKPA PT GPI, and UKL/UPL documents of oil palm plantation and processing were published in 1998, approved by the Ministry of Agriculture on 8 February 1999.
- ✓ Additional document of RKL and RPL for PT GPI plantation and processing activities, endorsed by the Environmental Agency of Musi Banyuasin Regency with No. 1198 of 2010 dated 05 November 2010. The study

area covers plantation area of 15,425.32 ha and mill with a capacity of 80 tons / hour and production of FFB 60 tons / hour.

The document has been covers all operational activities of the plantation and factory including replanting activities.

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 and 7.2.2.

Based on the document verification, known that the certificate holder has a semi-detailed soil survey document by Param Agricultural Soil Surveys in 2008 which has a marginal land map of 1: 100,000 scale. From the map, it was identified about 31 types of soil (Malaysian land nomenclature). Of the types of soils are grouped into four groups of "management soil" ie groups A, B, C, and E in each estate, for example in Rantau Panjang Estate has four land groups (A, B, C, E).Based on field observations, known in Rantau Panjang Estate, Bumi Ayu Estate that there are areas with peat soil.

The company measures water levels by using piezometers and water level sticks on each block canal which are measured twice a month or according to the needs of peat areas that are equipped with water level gauges. In addition, the results of field visits are also It was found that to hold and release water, the company had built block weirs to block each block with an overflow system to maintain the ground water level. Watergate is also provided which serves to prevent water entering from outside the block or removing water from the block and making embankments on the riverbank.

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;

The company shows the RaCP process for all Sime Darby Plantation subsidiaries, Bhd. As follows:

- Liability and Disclosure to RSPO on December 2, 2014
- Concep Note was sent to RSPO on March 25, 2016 and was responded to on December 5, 2016.
- The revised LUCA report is sent back on December 8, 2017.
- The Compensation Plan was sent to RSPO on March 8, 2018

Based on the results of communication between PT Mutuagung Lestari and RSPO February 13, 2019, information was obtained that "" A preliminary review of the Compensation Plan has been done. However, no further action can be taken from the LUCA is still a finalization and is pending clarification from Sime Darby. "In this regard, the company has not been able to show that the RaCP compensation plan has been approved by the RSPO.

The company has not been able to show evidence that the RaCP compensation plan has been approved by the RSPO.

No-Conformity No 2019.03 with Major Category

7.3.2; 7.3.3; 7.3.4 & 7.3.5.

The company has developed a management plan for HCV areas and RTE species (including the protected species based on PP No 7 of 1999), review of programs done in yearly basis, implementation of the program verified through document review and field observations, among others:

- Training of HCV officers on January 17, 2018 was followed by 5 HCV officers from all the Estate with introduction to conservation areas, identification of protected flora and fauna, and other HCV areas. Training activities are conducted at Napal Estate.
- Rantau Panjang Estate: has carried out several management activities such as painting the border of the Medak river, Medang river and the Langgaran river in February 2018. Installation of sign boards in block A002, A023, A050, in addition the company has also carried out HCV socialization and Management of LB3 on 15

<p>October 2018 attended by 20 spray employees.</p> <ul style="list-style-type: none"> - Bumiayu estate: shows that HCV dissemination activities to employees on July 24, 2018 are followed by 10 spray employees. in addition to that, posters of protected areas and protected species in the HCV area have been installed as a form of socialization to communities passing through plantation roads. - Napal Estate: socialization activities during the morning circle to employees for example for spray / maintenance workers on January 5, 2019 followed by 16 employees at Napal Estate. in addition, posters of protected areas and protected species in the HCV area have been installed as a form of socialization to the people who pass through the plantation roads. <p>During field observation to workers line-site and interviews to employees, known that they had aware regarding to the policies and sanctions, there were no employees who captured the RTE species.</p>		
Major 7.3.1	Status: Non-Conformity No. 2019.03 with Major category	
7.4 Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.		
7.4.1 and 7.4.2 <p>There is no new planting since 1 January 2010, the latest of planting is on 2007 to 2009. There are no customary rights within HGU of PT GPI, this is in accordance with the HCV Identification report and the company's Social Impact Study conducted by Pollito in January 2010.</p>		
	Status: Comply	
7.5 No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
7.5 <p>The results of the document review and field visits revealed that since the ASA-1.1 activities until ASA-1.2 the company had not carried out the development of new area.</p>		
	Status: Comply	
7.6 Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
7.6 <p>The results of the document review and field visits revealed that since the ASA-1.1 activities until ASA-1.2 the company had not carried out the development of new area.</p>		
	Status: Comply	
7.7 Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.		
7.7.1 and 7.7.2 <p>There is no new development beyond the area of scope certification. In the procedure for land clearing, the Certificate Holder has a policy of not burning for land clearing activities.</p>		
	Status: Comply	
7.8 New plantation developments are designed to minimise net greenhouse gas emissions.		
7.8.1 & 7.8.2 <p>Based on data from the statement area for 2018 period, in the plantation, there is no land clearing above 2015.</p>		
	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.

The company has shown the results of the RSPO internal audit conducted on February 8, 2019 and there were 5 nonconformities and was declared closed on February 20, 2019 the audit was carried out by Eduarsen Purba as the RSPO Internal Audit of PT GPI.

Social Impact

PT GPI has compiled a social impact management plan and has demonstrated the implementation of the social impact management plan in accordance with the results of the identification of social impacts.

Environmental Impacts

PT GPI has undertaken environmental management and monitoring activities in accordance with its environmental document matrix. PT GPI will continue to make efforts to reduce waste and pollution, such as boiler, and generator emission testing, reducing the use of diesel fuel and replacing it with shells and fiber for boiler, POME utilization for land application and etc.

Status: Comply

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

Clause	Requirement
5.1	Applicability of the general chain of custody requirements for the supply chain
5.1.1	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.</p> <p>The mill take legal ownership for all FFB within its scope, as well all phisically handling.</p>
	Status: Comply
5.1.2	<p>Traders and distributors require a license obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.</p> <p>The mill does not use traders and distributors. All of selling certified product has been done by the mill.</p>
	Status: Comply
5.1.3	<p>Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.</p> <p>RSPO IT Platform member registration number: RSPO_PO1000000320</p>
	Status: Comply
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>There is no processing aids in the operational RJF.</p>
	Status: Comply
5.2	Supply chain model
5.2.1	<p>The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.</p> <p>RJF still implemented a model of supply chain Mass Balance. FFB supply source for RJF is still received from uncertified sources from uncertified area of PT GPI and Plasma of PT GPI. The volume of products sold by using Mass Balance claim.</p>
	Status: Comply
5.2.2	<p>The site can use one (1) or a combination of supply chain models as audited and certified by the CB.</p> <p>RJF just apply one supply chain models which is Mass Balance (MB)</p>
	Status: Comply
5.3	Documented procedures
5.3.1	<p>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.</p> <p>The Certificate Holder has RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. SCCS-Std/RSPO/PSQM/02 dated on 02 January 2018. The scope of RSPO Supply Chain System: FFB Certificate processing from</p>

raw material acceptance to storage and delivery process produces Certified Sustainable Palm Oil (CSPO) and CSPK with module D (IP) and/or module E (MB) both physical and office administration. The summary of this procedure were explain on below points:

- 4.2.1. The procedure is documented
- 4.2.2. Internal audits are conducted at least annually to ensure: the organization complies with RSPO SCCS requirements and RSPO Market Communication & Claim documents. Where the internal audit is done at least 2 months before the external audit. The internal audit results are included in the management review conducted at least once a year.
- 4.3. The Mill ensures the purchase of incoming goods, however the marketing division in Jakarta's is responsible for checking the validity of supplier certificates, licenses for traders and distributors.
- 4.3.2. The Unique code/ unique identification number aims to ensure that products are sold through quality tests and can be traced back to the beginning of the process.
- 4.5. Third party activities (outsourcing)
- 4.6. Sales and goods out
Units that need to make announcements and trade confirmations in the RSPO IT Platform, this should also include making shipping announcements (each shipment/shipping group by the marketing division). Certified products sold through other schemes or conventional means or in case of lack of production, lost or damaged shall be removed.
- 4.8. Training → The training plan for RSPO SCCS requirements process should be reviewed continuously/annually.
- 4.9. The record keeping
The record keeping of all documents are minimum 10 years for financial report documents and transactions; and minimum 2 years for data other than financial documents.
- 4.10. Conversion Factor
Conversion value is determined by marketing division in Jakarta, based on data sent by Mill on the basis of the resulting of FFB processing, so that the conversion value obtained is the same as the actual obtained by the Mill, and the conversion reference by marketing follows the mill manager monthly report period.
- 4.11. Claim pursuant to RSPO communication and claim.
- 4.12. Complaint
Stakeholders may complain by email or face directly to the management representative. The complaint should be handled no later than one month after the complaint is received. Especially for complaints related to salary rights, incentive benefits, product complaints, and payments is should be acted upon no later than 14 days after the complaint has been received. All complaints and responses should be recorded.
- 4.13. Management review
Management review plan is established: after internal audit, before external audit checks and minimally done once in twelve months /one year.
Input for management review should include information: internal audit results of SCCS requirements, production achievements, customer feedback, preventive and corrective action status, follow up on review management, changes that may affect system management and improvement recommendations.

In addition, there is memorandum of Sumatra / Sulawesi PSQM Head dated September 3, 2015 memo number 013 / PSQM-UM / I / 2015 explained regarding Mass Balance, labeling supply chain raw materials, identify of FFB, labeling of FFB Document and officer related, labeling of CPO, PK and shell supply chain products, identify of product, and others.

Based on interview with weighbridge officer, production clerk of RJF and Harvesting Clerk of NAE, it is known that employees have received SCCS training and can explain their duties and responsibilities regarding SCCS. In addition, workers can explain blocks that are RSPO certified and are not RSPO certified and can explain how to labeling the FFB document from each area (RSPO or Non-RSPO).

Status: Comply

5.3.2

The site shall have a written procedure to conduct annual internal audit

Internal Audit procedure has been include on SOP of RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. SCCS-Std/RSPO/PSQM/02 dated on 02 January 2018 which describes Internal audits are conducted at least annually to ensure: the organization complies with RSPO SCCS requirements and RSPO Market Communication & Claim documents. Where the internal audit is done at least 2 months before the external audit. The internal audit results are included in the

management review conducted at least once a year.	
CH can show the result of internal audit conducted on 15 January 2019. In the Audit Report document, it is known that the mill has performed an internal audit using SCCS standard (General COC and Module E). There are 910non-compliance for example about agreement of Rent of CPO Tank in Bulking & transaction document on RSPO IT Platform and has been comply on February 2019.	
	Status: Comply
5.4	Purchasing and goods in
5.4.1 The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier	
RJF does not purchase RSPO certified oil palm products. RJF is the producer of RSPO certified oil palm products	
	Status: Comply
5.4.2 The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	
RJF does not purchase RSPO certified oil palm products. RJF is the producer of RSPO certified oil palm products	
	Status: Comply
5.5	Outsourcing activities
5.5.1 In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.	
RJF doesn't outsource refining and crushing activity. There is outsourcing activities for physically handling of certified product and subcontractors for storage.	
	Status: Comply
5.5.2 Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following: <ol style="list-style-type: none"> The site has legal ownership of all input material to be included in outsourced processes; 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. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. d) The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance. 	
The mill can show a list of contractors for CPO/Kernel transport in 2019 that explaining Name of contractor, owner of contractor, address and phone number, and etc., it is known that there are 2 contractors for PT.GPI that have been equipped with work contracts, including: <ul style="list-style-type: none"> CV. Semangus Indah Ekspress with Contract No. 023/Jasa Pengangkutan PK/GPI-SIE/XI/2017 dated on 01 November 2017 with validity period until 31 October 2018 and can be extended for 1 year. the contractor is located in Kalidoni Subdistrict, Palembang Province. PT Mitra Insan Persada with Contract No. 022/Jasa Pengangkutan PK/GPI-SIE/XI/2017 dated on 01 November 2017 with validity period until 31 October 2018 and can be extended for 1 year. The contractor is located in Banyuasin Subdistrict, Palembang Province. 	

In addition, there is a Tank Lease Contract No. PTPS / BSC / 001/2018 between PT Bina Sians Cemerlang (Minamas Group) and PT Patisindo Sawit dated January 1, 2018 with a validity period until December 31, 2018. Ensuring the renewal of contracts with contractors and transport and bulking. **OFI**

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.

The mill can show a list of contractors for CPO/Kernel transport in 2019 that explaining Name of contractor, owner of contractor, address and phone number, and etc., it is known that there are 2 contractors for PT.GPI that have been equipped with work contracts, including:

- CV. Semangus Indah Ekspres with Contract No. 023/Jasa Pengangkutan PK/GPI-SIE/XI/2017 dated on 01 November 2017 with validity period until 31 October 2018 and can be extended for 1 year. the contractor is located in Kalidoni Subdistrict, Palembang Province.
- PT Mitra Insan Persada with Contract No. 022/Jasa Pengangkutan PK/GPI-SIE/XI/2017 dated on 01 November 2017 with validity period until 31 October 2018 and can be extended for 1 year. the contractor is located in Banyuasin Subdistrict, Palembang Province.
- Tank Lease Contract No. PTPS / BSC / 001/2018 with PT Patisindo Sawit dated January 1, 2018, located on Palembang.

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.

Based on the list of contractors for CPO and PK transport, it is known that there were no additional 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

CPO

Information relating to the sale of CSPO are listed in the document:

- Delivery Order that explains the quantity, quality target, name of the seller and buyer, loading plan, SCCS Model. For example DO no. 00495/00474/11/18/L-GPI-MKS dated November 16, 2018 which explained the quantity of 3,000 tons CPO, FFA targets of 5% & Moist & Dirt target of 0.5%, sellers is PT GPI, Buyers PT Golden Hope Nusantara, loaded date November 17-19, 2018, Mass Balance SCCS model.
- "Loading and Carriage Log" which describes the name of the vessel, destination, loading date, number of initial and final stock per tank and certificate number. For example, the Loading and Carriage Log for transportation on December 3, 2018 with the total transportation of CPO as much as 2,981.66 tons to PT GHN on Pulau Laut

There is no CSPK physically selling.

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.

RSPO IT Platform member registration number: **RSPO_PO1000000320**.

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.

The RJF has been take action at RSPO IT Platform with the data:

- **Certified CPO sold to each buyer period of last year**

Date	Buyer	Volume
28/12/18	PT Golden Hope Nusantara	999.98
25/01/19	PT Golden Hope Nusantara	0.02
Total		1,000.00

All transactions have been shown in shipping announcement, for example Shipping Announcement no. TR69bbba92-de17 dated 28 December 2018 related to the sale of CPO of 999.98 tons to PT Golden Hope Nusantara.

CSPO sold as conventional 22,709.67 MT, stock in palmtrace has been removed. For CSPK all product sold as conventional 6,497.44 MT, and stock in palmtrace has been removed.

Status: Comply

5.8

Training

5.8.1

The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff

Mill has a SCCS Training Program in 2019 with training types including SCCS SOP training planned in February 2019.

Status: Comply

5.8.2

Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed

The company showed proof of SCCS training to RJF employees conducted on February 18, 2019 with a total of 19 participants (Mill staff and worker).

Based on interview with weighbridge officer, production clerk of RJF and Harvesting Clerk of NAE, it is known that employees have received SCCS training and can explain their duties and responsibilities regarding SCCS. In addition, workers can explain blocks that are RSPO certified and are not RSPO certified and can explain how to labeling the FFB

document from each area (RSPO or Non-RSPO).																							
	Status: Comply																						
5.9	Record keeping																						
5.9.1																							
The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements																							
Based on RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. SCCS-Std/RSPO/PSQM/02 dated on 02 January 2018 which explains that record keeping all of documents are minimum 10 years for financial report documents and transactions; and minimum two years for data other than financial documents.																							
RJF can show the document of Monthly Summary of Sustainable FFB, CPO & PK period of 2017 and period 2019. This shows that record keeping is done for 2 years and the data is always up-to-date.																							
	Status: Comply																						
5.9.2																							
Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock																							
Based on RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. SCCS-Std/RSPO/PSQM/02 dated on 02 January 2018 which explains that record keeping all of documents are minimum 10 years for financial report documents and transactions; and minimum two years for data other than financial documents.																							
RJF can show the document of Monthly Summary of Sustainable FFB, CPO & PK period of 2017 and period 2019. This shows that record keeping is done for 2 years and the data is always up-to-date.																							
	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.																							
Estimates of CPO and PK produced by RJF obtained from the projection based on actual data of 12 months before audit activities and have been described in this ASA-1.2 report, consist of:																							
FFB: 122,077 ton																							
CPO: 26,246 ton (OER: 21.5%)																							
PK: 6,714 ton (KER: 5.5%)																							
The RJF has a monitoring report for RSPO certified product (CPO & PK) in the document of Monthly Summary of Sustainable FFB, CPO & PK with detailed data as follows:																							
<table><tr><td></td><td colspan="2">CPO Production (MT)</td><td></td><td colspan="2">CSPO Dispatch (MT)</td></tr><tr><td></td><td>Cert</td><td>Non Cert</td><td>RSPO</td><td>Conventional</td><td>Other Scheme</td></tr><tr><td>Total</td><td>24,778.47</td><td>21,725.71</td><td>1,000</td><td>22,709.67</td><td>0</td></tr></table>							CPO Production (MT)			CSPO Dispatch (MT)			Cert	Non Cert	RSPO	Conventional	Other Scheme	Total	24,778.47	21,725.71	1,000	22,709.67	0
	CPO Production (MT)			CSPO Dispatch (MT)																			
	Cert	Non Cert	RSPO	Conventional	Other Scheme																		
Total	24,778.47	21,725.71	1,000	22,709.67	0																		
<table><tr><td></td><td colspan="2">PK production (MT)</td><td></td><td colspan="2">CSPK Dispatch (MT)</td></tr><tr><td></td><td>Cert</td><td>Non Cert</td><td>RSPO</td><td>Conventional</td><td>Other Scheme</td></tr><tr><td>Total</td><td>6,498.29</td><td>5,689.79</td><td>0</td><td>6,497.44</td><td>0</td></tr></table>							PK production (MT)			CSPK Dispatch (MT)			Cert	Non Cert	RSPO	Conventional	Other Scheme	Total	6,498.29	5,689.79	0	6,497.44	0
	PK production (MT)			CSPK Dispatch (MT)																			
	Cert	Non Cert	RSPO	Conventional	Other Scheme																		
Total	6,498.29	5,689.79	0	6,497.44	0																		
	Status: Comply																						
5.10	Conversion factors																						

5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries
	RJF only performs FFB processing up to CPO and PK. Based on RSPO SCCS Manual, it is explained that the conversion factors of CPO and PK are based on actual extraction.
	Status: Comply
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.
	RJF only performs FFB processing up to CPO and PK. Based on RSPO SCCS Manual, it is explained that the conversion factors of CPO and PK are based on actual extraction.
	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.
	Based on transaction report documents, all CSPO submitted are in accordance with the applied supply chain model that is Mass Balance.
	Status: Comply
5.12	Complaints
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.
	Procedure for Receiving and Settlement of Complaints is include on RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. SCCS-Std/RSPO/PSQM/02 dated on 02 January 2018. The person responsible for handling complaints is the Manager or the representative, such as an assistant and administration chief. The response to complain about the product must be followed up at least 14 days.
	RJF has shown document of "Logbook Complaint Stakeholder" that explains the complaint documentation of the product selling, however based on the document there is no complaint for RSPO certified products. There is complaint about conventional product selling, for example on 01 February 2019, there is complaint form PT Indokarya Internusa that CPO product is out of spec (high moisture) and has been response on 01 February 2019.
	Status: Comply
5.13	Management review
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken
	The CH has RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. SCCS-Std/RSPO/PSQM/02 dated on 02 January 2018 which explains that management review activity is done at least once a year.
	Status: Comply
5.13.2	<p>The input to management review shall include information on:</p> <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system.

<ul style="list-style-type: none"> Recommendations for improvement. 	
<p>The CH shows Management Review Minutes conducted on 21 January 2019 with a total of 12 staff and worker discussing the results of internal audits, discussion of operational quality, follow-up from previous review management to discussion of changes that could improve the quality management system.</p>	
	Status: Comply
<p>5.13.3</p> <p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> Improvement of the effectiveness of the management system and its processes. Resource needs. 	
<p>The CH shows Management Review Minutes conducted on 21 January 2019 with a total of 12 staff and worker discussing the results of internal audits, discussion of operational quality, follow-up from previous review management to discussion of changes that could improve the quality management system.</p>	
	Status: Comply

3.2.3 (Module E) CPO Mills - Mass Balance Requirements

Clause	Requirement												
E.1	Definition												
E.1.1													
Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.													
RJF still implemented a model of supply chain Mass Balance. FFB supply source for RJF is still received from uncertified sources from uncertified area of PT GPI and Plasma of PT GPI. The volume of products sold by using Mass Balance claim.													
	Status: Comply												
E.2	Explanation												
E.2.1													
The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.													
Estimates of CPO and PK produced by RJF obtained from the projection based on actual data of 12 months before audit activities and have been described in this ASA-1.2 report, consist of: FFB: 122,077 ton CPO: 26,246 ton (OER: 21.5%) PK: 6,714 ton (KER: 5.5%)													
	Status: Comply												
E.2.2													
The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).													
• RSPO IT Platform member registration number: RSPO_PO100000320													
The RJF has been take action at RSPO IT Platform with the data:													
• Certified CPO sold to each buyer period of last year													
<table><tr><th>Date</th><th>Buyer</th><th>Volume</th></tr><tr><td>28/12/18</td><td>PT Golden Hope Nusantara</td><td>999.98</td></tr><tr><td>25/01/19</td><td>PT Golden Hope Nusantara</td><td>0.02</td></tr><tr><td colspan="2">Total</td><td>1,000.00</td></tr></table>		Date	Buyer	Volume	28/12/18	PT Golden Hope Nusantara	999.98	25/01/19	PT Golden Hope Nusantara	0.02	Total		1,000.00
Date	Buyer	Volume											
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25/01/19	PT Golden Hope Nusantara	0.02											
Total		1,000.00											
All transactions have been shown in shipping announcement, for example Shipping Announcement no. TR69bbba92-de17 dated 28 December 2018 related to the sale of CPO of 999.98 tons to PT Golden Hope Nusantara.													
CSPO sold as conventional 22,709.67 MT, stock in palmtrace has been removed. For CSPK all product sold as conventional 6,497.44 MT, and stock in palmtrace has been removed.													
	Status: Comply												

E.3	Documented procedures
E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: <ol style="list-style-type: none"> 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. 	
<p>The Certificate Holder has RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. SCCS-Std/RSPO/PSQM/02 dated on 02 January 2018. The scope of RSPO Supply Chain System: FFB Certificate processing from raw material acceptance to storage and delivery process produces Certified Sustainable Palm Oil (CSPO) and CSPK with module D (IP) and/or module E (MB) both physical and office administration. The summary of this procedure were explain on below points:</p> <p>4.2.1. The procedure is documented</p> <p>4.2.2. Internal audits are conducted at least annually to ensure: the organization complies with RSPO SCCS requirements and RSPO Market Communication & Claim documents. Where the internal audit is done at least 2 months before the external audit. The internal audit results are included in the management review conducted at least once a year.</p> <p>4.3. The Mill ensures the purchase of incoming goods, however the marketing division in Jakarta's is responsible for checking the validity of supplier certificates, licenses for traders and distributors.</p> <p>4.3.2. The Unique code/ unique identification number aims to ensure that products are sold through quality tests and can be traced back to the beginning of the process.</p> <p>4.5. Third party activities (outsourcing)</p> <p>4.6. Sales and goods out Units that need to make announcements and trade confirmations in the RSPO IT Platform, this should also include making shipping announcements (each shipment/shipping group by the marketing division). Certified products sold through other schemes or conventional means or in case of lack of production, lost or damaged shall be removed.</p> <p>4.8. Training → The training plan for RSPO SCCS requirements process should be reviewed continuously/annually.</p> <p>4.9. The record keeping The record keeping of all documents are minimum 10 years for financial report documents and transactions; and minimum 2 years for data other than financial documents.</p> <p>4.10 Conversion Factor Conversion value is determined by marketing division in Jakarta, based on data sent by Mill on the basis of the resulting of FFB processing, so that the conversion value obtained is the same as the actual obtained by the Mill, and the conversion reference by marketing follows the mill manager monthly report period.</p> <p>4.11. Claim pursuant to RSPO communication and claim.</p> <p>4.12. Complaint Stakeholders may complain by email or face directly to the management representative. The complaint should be handled no later than one month after the complaint is received. Especially for complaints related to salary rights, incentive benefits, product complaints, and payments is should be acted upon no later than 14 days after the complaint has been received. All complaints and responses should be recorded.</p> <p>4.13. Management review Management review plan is established: after internal audit, before external audit checks and minimally done once in twelve months /one year. Input for management review should include information: internal audit results of SCCS requirements, production achievements, customer feedback, preventive and corrective action status, follow up on review management, changes that may affect system management and improvement recommendations.</p> <p>In addition, there is memorandum of Sumatra / Sulawesi PSQM Head dated September 3, 2015 memo number 013 / PSQM-UM / I / 2015 explained regarding Mass Balance, labeling supply chain raw materials, identify of FFB, labeling of FFB Document and officer related, labeling of CPO, PK and shell supply chain products, identify of product, and others.</p> <p>Based on interview with weighbridge officer, production clerk of RJF and Harvesting Clerk of NAE, it is known that</p>	

employees have received SCCS training and can explain their duties and responsibilities regarding SCCS. In addition, workers can explain blocks that are RSPO certified and are not RSPO certified and can explain how to labeling the FFB document from each area (RSPO or Non-RSPO).

Status: Comply

E.3.2

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

The procedure about acceptance and processing FFB has include in the RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. SCCS-Std/RSPO/PSQM/02 dated on 02 January 2018. (see D.3.1)

In addition, there is memorandum of Sumatra / Sulawesi PSQM Head dated September 3, 2015 memo number 013 / PSQM-UM / I / 2015 explained regarding Mass Balance, labeling supply chain raw materials, identify of FFB, labeling of FFB Document and officer related, labeling of CPO, PK and shell supply chain products, identify of product, and others.

Status: Comply

E.4 Purchasing and goods in

E.4.1

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

- Certified and non-certified FFB received period of February 2018 to January 2019

	FFB (MT)		
	RSPO Certified	Non Certified	Total
Total	116,735.49	102,414.99	218,715.88

The company can show the separation of certified and non-certified FFBs in the document of Fruit Delivery Letter and Weighing Ticket by grating RSPO Certified or Non-RSPO signs, for example Fruit Delivery Letter No. 46910/902/928 dated February 26, 2019 for the delivery of FFB from RJE field 98A032-034 with a total of 366 FFB and have been given a "Non-RSPO Certified" mark and Fruit Delivery Letter No. 46919/01388 for the delivery of FFB from RJE field 98A002 with 253 FFB and has been given the "RSPO Certified" mark.

Based on interview with weighbridge officer, production clerk of RJF and Harvesting Clerk of NAE, it is known that employees have received SCCS training and can explain their duties and responsibilities regarding SCCS. In addition, workers can explain blocks that are RSPO certified and are not RSPO certified and can explain how to labeling the FFB document from each area (RSPO or Non-RSPO).

Status: Comply

E.4.2

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

For period (ASA-1.2) until January 31, 2019, RJF production of CSPO and CSPK does not exceed the RSPO certificate issued.

- CPO: 24,778.47 MT → Total estimate in certificate is 26,100 Ton
- PK: 6,498.29 MT → Total estimate in certificate is 6,809 Ton

Status: Comply

E.5 Record keeping

E.5.1

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

- b. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.
- c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.)

The RJF has a monitoring report for RSPO certified product (CPO & PK) in the document of Monthly Summary of Sustainable FFB, CPO & PK with detailed data as follows:

	CPO Production (MT)		RSPO	CSPO Dispatch (MT)	
	Cert	Non Cert		Conventional	Other Scheme
Total	24,778.47	21,725.71	1,000	22,709.67	0

	PK production (MT)		RSPO	CSPK Dispatch (MT)	
	Cert	Non Cert		Conventional	Other Scheme
Total	6,498.29	5,689.79	0	6,497.44	0

Status: Comply

3.3. Conformity Checklist of Certificate and Trademark Use

1.	Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client	X or√
ASA-1.2	PT GPI do not use RSPO Trademark and CB Logo, However PT GPI has had a trademark license under Sime Darby Plantation Berhard Group number RSPO – 1106024.	√
	Status: Comply	
2.	Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ASA-1.2	PT GPI do not use RSPO Trademark and CB Logo, However PT GPI has had a trademark license under Sime Darby Plantation Berhard Group number RSPO – 1106024.	√
	Status: Comply	
3.	Implementation of Certificate and Trademark is not used on product	X or√
ASA-1.2	PT GPI do not use RSPO Trademark and CB Logo, However PT GPI has had a trademark license under Sime Darby Plantation Berhard Group number RSPO – 1106024.	√
	Status: Comply	
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate logo.	X or√
ASA-1.2	PT GPI do not use RSPO Trademark and CB Logo, However PT GPI has had a trademark license under Sime Darby Plantation Berhard Group number RSPO – 1106024.	√
	Status: Comply	

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 remains 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.

3.4.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Company Group/Holding Statement: Companies are already doing internal audits. There are internal audit reports for each company.</p> <p>Auditor Verification: Internal Audit report available for uncertified management unit 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"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>Company Group/Holding Statement: 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>Auditor Verification: Sime Darby Plantation Sdn Bhd sent disclosure of liability including LUCA analysis to RSPO Secretariat on 2 December 2014 and 2nd revision on 24 June 2016. The companies ensuring reporting of disclosure of liability progress to RSPO</p>

		and according to the CB's correspondence with RSPO Remediation and Compensation.
i.	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>Company Group/Holding Statement: 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 http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14</p> <p>Auditor Verification:</p> <ul style="list-style-type: none"> Karya Palma Estate (PT Sandika Natapalma) and Baturus Estate (PT Budidaya Agro Lestari) any new planting after January 1st 2010 and due to not conduct NPP. RSPO NPP process has been completed in 2011 for a new mill in Liberia.
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>Company Group/Holding Statement: Sime Darby (Liberia) Plantation Inc. Status: Box G - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46 PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are land conflict in :</p> <ul style="list-style-type: none"> PT Mitra Austral Sejahtera, this issue are remain being resolved with RSPO dispute settlement facilities PT Bina Sains Cemerlang, this issue was raise on 22 April 2017 and still being process to resolve.
iii.	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>Company Group/Holding Statement: No stakeholder comments or complaints received.</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are no labour dispute in company unit.</p>
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>Company Group/Holding Statement: None noted. No stakeholder comments or complaints received.</p>

		<p>Auditor Verification: 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"> • PT Sime Indo Agro 1,652 Ha • PT Aneka Inti Persada 421.31 Ha • PT Bina Sains Cemerlang 308.25 Ha • PT Bersama Sejahtera Sakti 765 Ha • PT Langgeng Muaramakmur 1,162 Ha • PT Paripurna Swakarsa 1,120 Ha • PT Swadaya Andika 63 Ha • PT Bahari Gembira Ria 1,639 Ha • PT Guthrie Pecconina Indonesia 4,133 Ha • PT Perkasa Subur Sakti 1,286 Ha
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3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

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

NCR No.	:	2018.01	Issued by	:	Sandra Purba
Date Issued	:	6 Sept 2018	Time Limit	:	ASA 1.2.
NC Grade	:	Minor	Date of Closing	:	01 March 2019
Standard Ref. & Requirement	:	2.2.2			
Evidence observed and Non-Conformance Description (filled by auditor):					
<p>Napal Estate able to shown the map that indicates HGU boundary poles, however during field observations to the HGU boundary in Napal Estate block of C07 / C08 (field P31), observed that the HGU poles could not be found in the field, for example poles number GPI105, GPI106, and GPI108. Besides, the CH not able to show the entire list of BPN poles and its coordinate points, whether it's available in the field or not.</p>					
Root Cause Analysis (filled by organization audited):					
<p>PT GPI has had an HGU map and coordinate list of HGU poles from BPN that are still in the form of UTM coordinates so that the unit has difficulty in determining the accurate position of HGU poles in the field</p>					
Correction (filled by organization audited):					
<ul style="list-style-type: none"> - Plan of action in determining evidence of legal area boundaries - Coordinate with Minamas Research Center (MRC) to convert HGU poles coordinates from UTM forms to geographical forms and convert into PT GPI work maps. - Making a program for installing and maintaining HGU poles - Determine officers / personnel who work routinely to check HGU poles in their respective plantations 					
Corrective Action (filled by organization audited):					
<ul style="list-style-type: none"> - Conduct Monitoring and Maintenance of HGU stakes - Evaluate monitoring that has been done 					
Assessor Evaluation and Conclusion (filled by auditor):					
01 March 2019					
<p>The company shows proof of improvement including:</p> <ol style="list-style-type: none"> 1. Follow-Up Plans for PT GPI RSPO Non-conformity for Legal boundary: <ul style="list-style-type: none"> ➢ Coordinate with Minamas Research Center (MRC) to convert HGU poles coordinates from UTM forms to geographical forms and convert into PT GPI operational maps carried out in March 2019. ➢ Make a program to install and maintain the HGU poles in May 2019 ➢ Installation of Legal boundary poles in accordance with the HGU poles map in June-September 2019. ➢ Monitoring and maintaining HGU stakes every 6 months. 2. Showing Inter-Office Mail No. 002 / AC-Sumsel / II / 2019 dated 28 February 2019 from the Sumatera Selatan Controller Area to the MRC related to the request to make an overlay of the HGU map with operational maps and has been replied on 01 March 2019 form MRC. 3. Letter No. 004 / AC-Sumsel / II / 2019 dated 28 February 2019 from the Area Controller regarding the appointment of HGU poles inspection officers of each estates. 					
<p>Based on these explanations, this non-conformity can be stated as fulfilled but will be observed again in the next assessment related to the implementation of the program that has been made.</p>					
Verified by	:	Muhammad Rinaldi			

NCR No.	: 2018.02	Issued by	: Yudhi Yuniarto Tallutondok
Date Issued	: 6 September 2018	Time Limit	: Next Surveillance
NC Grade	: Minor	Date of Closing	: 01 March 2019
Standard Ref. & Requirement	4.3.5 Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.		
Evidence observed and Non-Conformance Description (filled by auditor): Bukti yang diamati dan Deskripsi Ketidaksesuaian (dilengkapi oleh auditor): Based on document verification of <i>Work Schedule Replanting</i> known as Karang Ringin Estate to carry out replanting activities on the peat area with the following details: - 2016 - 2017 period : 105.52 Ha - Period 2017 – 2018 : 65.25 Ha - 2018 : 157.11 Ha Based on the above, the company has not been able to show an assessment document of Drainability Study on peatlands before replanting is carried out.			
Root Cause Analysis (filled by organization audited): Analisa Akar Masalah (dilengkapi oleh organisasi yang diaudit): There were different perceptions, the management unit considered that the data could be shown from the Semi-Detailed and Land Suitability Land Survey data			
Correction (filled by organization audited): Koreksi (dilengkapi oleh organisasi yang diaudit): Conduct a study of the extent of peatland drainage based on soil survey data and peat depth in October 2014 and added peat subsidence and water level observations data from January to December 2018			
Corrective Action (filled by organization audited): Tindakan Korekif (dilengkapi oleh organisasi yang diaudit): Measuring continuously the subsidence and water level on peat soil			
Assessor Evaluation and Conclusion (filled by auditor): Verification on 1 Februari 2019 The company has shown the results of the analysis of drainage studies on gravity (peat land) based on soil survey data and peat depth in October 2014 and added peat subsidence and water level observations data from January to December 2018. Based on the results of the analysis it is known the drainage time limit for the second cycle ranges from 52-113 years			
Verified by	: Yohanes Hardian		

NCR No.	: 2018.03	Issued by	: Sandra Purba
Date Issued	: 6 Sept 2018	Time Limit	: Next Surveillance

NC Grade	:	Minor	Date of Closing	:	22 April 2019
Standard Ref. & Requirement	:	5.1.3 An environmental monitoring plan document and a report on its implementation are available as well as an improvement plan for the results of the monitoring if discrepancies are found. This plan is reviewed at least once every two years.			
Evidence observed and Non-Conformance Description (filled by auditor):					
The company has implemented the environmental management and monitoring plan, report of implementation are submitted to the related agencies, for example report of semester I 2018, delivered on 16 Juli 2018 to DLH of Musi Banyuasin Regency and on 15 July 2018 to DLH of Province and ministry (KLHK). However, in the report there is no evidence of implementation of monitoring related to public unrest, flora and fauna monitoring, potential of fires as well as not yet coverage the record of implementation of monitoring and management of the floods impacts and runoff of Medak river (as requires in additional RKL / RPL matrix					
Root Cause Analysis (filled by organization audited):					
The company has not as a whole reviewed all aspects of management and monitoring in the additional RPL RKL matrix					
Correction (filled by organization audited):					
Completing the evidence of implementation monitoring documents related to community unrest, flora and fauna monitoring, fire potential, and monitoring and management of the effects of floods and runoff from Medak river to surrounding villages in the RKL / RPL report for semester II 2018 and so on.					
Corrective Action (filled by organization audited):					
Ensuring and evaluating documents contained in the RKL / RPL matrix is fully completed at the time of RKL / RPL preparation every semester period before being reported to the District Office of Banyu Asin District, Environmental and Land Agency and KLH Center and management has appointed PIC to recapitulate environmental management activities in accordance with Matix RKL-RPL, namely: Head of Administration of Mill Rantau Panjang (Mr. Tomson Manurung) on an ongoing basis					
Assessor Evaluation and Conclusion (filled by auditor):					
Verification February 26, 2019					
The company shows the report on the implementation of Semester II RKL and RPL (July - December) in 2018 and reports on the evidence of delivery to the Environment Agency of Musi Banyuasin Ditrect and the Ministry of Environment and Forestry in February 2019. In the report on the implementation of the RKL & RPL, the management plan and monitor environmental impacts , among others:					
1. Air quality of emissions and exhaust gases					
2. Ambient and noise air quality					
3. Quality of groundwater and river water					
4. Quality of liquid waste, solid waste and hazardous waste					
5. Potential for fire					
6. Disruption of flora and fauna					
7. Public unrest					
8. Land quality					
9. Monitoring the rate of soil erosion					
10. Handling flood / runoff water					
From the verification of the above documents it is known that the company has attached, among others:					
- Recapitulation of PT GPI's social impact assessment questionnaire, with the implementation of the questionnaire conducted in November and December 2018 in Rantau Panjang Village, Karang Ringin Village, and Bumi Ayu Village.					
- Monitoring of flora and fauna in Rantau Panjang Estate with observation time on January 3, 2018					
- Report on fires in Rantau Panjang Estate, with no fire incident information during the period January - December 2018.					
- In the form of photo documentation of management efforts carried out in handling floods / runoff of water,					

including construction of embankments and road elevations, making box culverts and screw gates, making iron bridges and supplying 500SZ Perkins 150 KVA type water pumps.

However, there are still management and monitoring plans that are still not in accordance with the RKL / RPL matrix in the ANDAL document of 1999 and the document RKL / RPL of 2010, namely:

- Reports on flora and fauna monitoring have not been shown for all PT GPI work units
- Reports of fires in the estates in 2018 have not been shown for all PT GPI work units.
- The handling of floods and runoff or river drainage described only affects the company's environment, while according to the management and monitoring matrix carried out, for example, it is not limited to direct observation in the Medak River settlements, Bumi Ayu Village Bayo watershed, swamp land use change area to the dry land of Rantau Panjang Village, etc.

Based on the explanation above, the company needs to review the compatibility between the reports on the implementation of RKL & RPL with the existing RKL & RPL matrix, **so that the non-conformity No. 2018.03 declared not yet fulfilled and Minor raised up to Major.**

Verification April 22, 2019

The company shows a revised report on the implementation of RKL RPL for the 2nd semester of 2018 by adding the implementation of management and monitoring for monitoring flora and fauna, fires and handling floods and runoff water.

Nonconformities are fulfilled

Verified by : **M. Rinaldi**

NCR No.	: 2018.04.	Issued by	: Brigitta Prita
Date Issued	: 6 September 2018	Time Limit	: 5 December 2018
NC Grade	: Major	Date of Closing	: 7 November 2018
Standard Ref. & Requirement	: SCCS E 3.1. The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: 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.		
Based on RSPO supply chain system memorandum number 013 / PSQM-UM / I / 2015, it is stated that each certified FFB is identified by RSPO stamp on fruit delivery letter and weighing ticket, but based on interviews with operator scales and observations on Fruit Delivery Letter “SPB” documents and weighing tickets it is known that marking in RSPO stamp forms are carried out on all weighing tickets whether certified or not, for example: <ul style="list-style-type: none">• Weighing ticket with number 257328 Napal Estate, come from the area of non-certified Block C019 harvest Division 2 (according to the map of the estate area, it is known that Block C019 is a non-certified area with an area of 95.41 ha).• Weighing tickets with number 257385 Mangun Jaya Estate, come from non-certified Harvest Block Division E014			

Division 2 (based on the map of the estate area, it is known that Block E014 is a non-certified area with an area of 73.24 ha).

In addition, based on document review on SOP, the Mass Balance Product Supply Chain system and traceability procedures have not explained regarding the officers responsible for shipping announcements and reporting to RSPO Palm Trace.

Root Cause Analysis (filled by organization audited):

- The company don't have an inventory block-Non RSPO & RSPO.
- SOP not include officers who are responsible for the conduct and reporting of shipping announcement to RSPO Palm Trace.

Correction (filled by organization audited):

- Inventory of RSPO-Non RSPO blocks (attached).
- Marking the Fruit Delivery Letter from each Division carried out by *Kerani Cek Buah* according to Non RSPO blocks (example FDL attached).
- Marking the weighing scale of Fresh Fruit Bunches by scales officers in the RJF Factory in accordance with the Fruit Delivery Letter sent from the Division (examples of weighing points attached).
- Appoint officers to make shipping announcements and reporting to RSPO Palm Trace (Head of Administration) and add clauses to Mass Balance procedure on officers to make shipping announcements and reporting to RSPO Palm Trace.

Corrective Action (filled by organization audited):

- Make a list of RSPO & Non RSPO Blocks.
- Daily monitoring of FFB is received in accordance with the RSPO & Non RSPO Blocks.
- Evidence of preventive action attached (Mill Manager Letter No. 137 / MGR / PT / GPI-RJF / XI / 2018 dated November 5th, 2018 related Implementation affirmation SCCS GPI).

Assessor Evaluation and Conclusion (filled by auditor):

Verification, 30 October 2018.

1. The company shows RSPO & Non RSPO block inventory data updated in August 2018 for each estate unit (Rantau Panjang Estate, Bumi Ayu Estate, Napal Estate, Karang Ringin Estate and Mangun Jaya Estate).
2. The company shows evidence of delivery letter for example:
 - Fruit Delivery Letter number 01/16/10/2018 / NAE Afdeling 2 Block C019 year 2000 planting (as much as 330 FFB) stamped Non RSPO Certified (Napal Estate).
 - Fruit Delivery Letter number 473012/10/18/01446 Afdeling 2 Block E014 year 2000 planting is stamped non RSPO (Mangun Jaya Estate).
3. The company shows evidence of procedure revised with SOP-SCCS 01 / GPI / 18 revision 01 number dated January 2nd, 2018, in point 6.4 Head of administration cooperates with Marketing Jakarta to monitor Shipping Announcement and make reporting to RSPO Palm Trace and appointment Personnel in Charge for the application of Supply Chain, is Head of Administration of Rantau Panjang Factory with number of letter is IST / MR / PT GPI-RJF / I / 2017 authorized by the Mill Manager on January 2nd, 2017.

Based on the explanation above, there are still questions including: maps of the RSPO & Non RSPO block areas for each estate and daily monitoring data in accordance with the RSPO & Non RSPO block that will be carried out by the Company and evidence of preventive actions related to the SCCS procedure. This has not been Compliance, please complete the Auditor's notes.

- Map of the Non RSPO GPI block (attached).
- Recapitulation of monthly production per block (Non RSPO attached).

Verification, November 3rd, 2018.

The company has shown maps of the RSPO & Non RSPO block areas for each estate unit (Napal Estate, Rantau Panjang Estate and Mangun Jaya Estate) in the 2018 period and monitoring data on FFB production based on the RSPO & Non RSPO Blocks for the period September 2017 - October 2018 for Napal Estate, Rantau Panjang Estate and Mangun Jaya Estate. However, the company has not shown any preventive action that will be taken regarding the noncompliance of SCCS procedures and traceability procedures so this does not happen again

Based on the above, this is still compliance.

Verification, November 7th, 2018.

The company shows inter-office mail with number 137 / MGR / PT GPI-RJF / I / 2018 dated November 5th, 2018 regarding the SCCS Procedures. In the memo, a description of the duties of scales officers, production clerks and Head of Administration was explained. For example:

- Scales Officers → mark the RSPO-Non RSPO stamp on each weighing ticket according to the RSPO & Non-RSPO inventory.
- Production Farmers → record FFB production sent to estate according to each RSPO & Non RSPO Block.
- Head of Administration → monitors the CSPO / CSPK sales system and ensures all sales manifests can be available before the audit activities.

Based on the explanation above, Non-conformity No.2018.04 is stated to be compliance and will be observed on next surveillance.

Verified by	:	Brigitta Prita
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NCR No.	:	2018.05.	Issued by	:	Brigitta Prita
Date Issued	:	6 September 2018	Time Limit	:	5 December 2018
NC Grade	:	Major	Date of Closing	:	30 October 2018
Standard Ref. & Requirement	:	SCCS E 3.2. The site shall have documented procedures for receiving and processing certified and non-certified FFBs.			
<p>The certificate holder has a Product Traceability procedure that was approved on February 10, 2011. In point 5.1.8, it is explained that Harvesters are obliged to place FFB harvested in a certified block in “TPH” which certificates and FFBs are harvested on non-certified blocks placed in Non-certified “TPH”. However, the procedure has not explained the mechanism for marking the area boundary between certified and non-certified harvest areas and has not shown evidence that harvesters have understood the separation of production from the area.</p>					
Root Cause Analysis <i>(filled by organization audited):</i> <ul style="list-style-type: none">• The Company do not have an inventory Non RSPO & RSPO area.• Procedures does not explain the boundaries of the RSPO & Non RSPO area.					

- No socialization to supervision and harvesters related RSPO & Non RSPO area.

Correction *(filled by organization audited):*

- There is memorandum from the Chairman of RSPO (attached).
- Add the clause of the RSPO & Non RSPO area / block boundary mechanism to procedures of Traceability.
- Provide information to harvesters regarding the RSPO & Non RSPO block according to block inventory.

Corrective Action *(filled by organization audited):*

- Make a list of RSPO & Non RSPO Blocks.
- Monitoring of daily FFB is received in accordance with the RSPO & Non RSPO Blocks.

Assessor Evaluation and Conclusion *(filled by auditor):*
Verification, October 30th, 2018.

The company shows a revised procedure with document number SOP / 002 / GPI / 2018 dated January 2nd, 2018 in point 5.1.8 explained block boundary RSPO & Non RSPO is the main road / collection road of each block in accordance with the RSPO & Non-RSPO inventory.

In addition, the Company has socialized the RSPO & Non RSPO Block boundaries to harvesters in each Estate, for example:

1. Socialization to Harvesters in Mangun Jaya Estate on October 11th, 2018 is located in the soccer field with participants as many as 135 Harvesters, Foreman and Administration.
2. Socialization to Harvesters in Napal Estate on September 28th, 2018 with as many as 30 participants.
3. Socialization to Harvesters Rantau Panjang Estate on October 15th, 2018 with participants as many as 99 participants.

A memorandum from the RSPO Chairman PT GPI is available on September 10th, 2018 with number 02 / GM-MJE / I / 2018 stating that to facilitate RSPO & Non RSPO production claims, the implementation mechanism in the field is arranged with the following details:

1. RSPO production sources from the RSPO Block.
2. Non-RSPO production sources from the Non RSPO Block
3. If at one Block is an RSPO or Non RSPO area, the production is claimed to be non RSPO production.
4. As a limitation of the RSPO or Non RSPO Block is the road around the Block (Main Road and Collection Road or *Tanggul Pringga*).

Based on the explanation above, this can be stated as compliance but will be observed during field observations and interviews with related parties (Harvesters) on next surveillance.

Verified by : **Brigitta Prita**

NCR No.	: 2018.06	Issued by	: Brigitta Prita
Date Issued	: 6 September 2018	Time Limit	: 5 December 2018

NC Grade	:	Major	Date of Closing	:	7 November 2018
Standard Ref. & Requirement	:	SCCS CoC 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. This shall include at minimum the following: <ul style="list-style-type: none">• Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.• Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).• 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.			
<p>Based on RSPO supply chain system memorandum number 013 / PSQM-UM / I / 2015, it is stated that each certified FFB is identified by RSPO stamp on fruit delivery letter and weighing ticket, but based on interviews with operator scales and observations on Fruit Delivery Letter "SPB" documents and weighing tickets it is known that marking in RSPO stamp forms are carried out on all weighing tickets whether certified or not, for example:</p> <ul style="list-style-type: none">• Weighing ticket with number 257328 Napal Estate, come from the area of non-certified Block C019 harvest Division 2 (according to the map of the estate area, it is known that Block C019 is a non-certified area with an area of 95.41 ha).• Weighing tickets with number 257385 Mangun Jaya Estate, come from non-certified Harvest Block Division E014 Division 2 (based on the map of the estate area, it is known that Block E014 is a non-certified area with an area of 73.24 ha). <p>In addition, based on document review on SOP, the Mass Balance Product Supply Chain system and traceability procedures have not explained regarding the officers responsible for shipping announcements and reporting to RSPO Palm Trace.</p>					
Root Cause Analysis <i>(filled by organization audited):</i> <ul style="list-style-type: none">• The company don't have an inventory block-Non RSPO & RSPO.• SOP not include officers who are responsible for the conduct and reporting of shipping announcement to RSPO Palm Trace.					
Correction <i>(filled by organization audited):</i> <ul style="list-style-type: none">• Inventory of RSPO-Non RSPO blocks (attached).• Marking the Fruit Delivery Letter from each Division carried out by <i>Kerani Cek Buah</i> according to Non RSPO blocks (example FDL attached).• Marking the weighing scale of Fresh Fruit Bunches by scales officers in the RJF Factory in accordance with the Fruit Delivery Letter sent from the Division (examples of weighing points attached).• Appoint officers to make shipping announcements and reporting to RSPO Palm Trace (Head of Administration) and add clauses to Mass Balance procedure on officers to make shipping announcements and reporting to RSPO Palm Trace.					
Corrective Action <i>(filled by organization audited):</i> <ul style="list-style-type: none">• Make a list of RSPO & Non RSPO Blocks.• Daily monitoring of FFB is received in accordance with the RSPO & Non RSPO Blocks.					

- Evidence of preventive action attached (Mill Manager Letter No. 137 / MGR / PT / GPI-RJF / XI / 2018 dated November 5th, 2018 related Implementation affirmation SCCS GPI.

Assessor Evaluation and Conclusion *(filled by auditor):*
Verification, 30 October 2018.

- The company shows RSPO & Non RSPO block inventory data updated in August 2018 for each estate unit (Rantau Panjang Estate, Bumi Ayu Estate, Napal Estate, Karang Ringin Estate and Mangun Jaya Estate).
- The company shows evidence of delivery letter for example:
 - Fruit Delivery Letter number 01/16/10/2018 / NAE Afdeling 2 Block C019 year 2000 planting (as much as 330 FFB) stamped Non RSPO Certified (Napal Estate).
 - Fruit Delivery Letter number 473012/10/18/01446 Afdeling 2 Block E014 year 2000 planting is stamped non RSPO (Mangun Jaya Estate).
- The company shows evidence of procedure revised with SOP-SCCS 01 / GPI / 18 revision 01 number dated January 2nd, 2018, in point 6.4 Head of administration cooperates with Marketing Jakarta to monitor Shipping Announcement and make reporting to RSPO Palm Trace and appointment Personnel in Charge for the application of Supply Chain, is Head of Administration of Rantau Panjang Factory with number of letter is IST / MR / PT GPI-RJF / I / 2017 authorized by the Mill Manager on January 2nd, 2017.

Based on the explanation above, there are still questions including: maps of the RSPO & Non RSPO block areas for each estate and daily monitoring data in accordance with the RSPO & Non RSPO block that will be carried out by the Company and evidence of preventive actions related to the SCCS procedure. This has not been Compliance, please complete the Auditor's notes.

- Map of the Non RSPO GPI block (attached).
- Recapitulation of monthly production per block (Non RSPO attached).

Verification, November 3rd, 2018.

The company has shown maps of the RSPO & Non RSPO block areas for each estate unit (Napal Estate, Rantau Panjang Estate and Mangun Jaya Estate) in the 2018 period and monitoring data on FFB production based on the RSPO & Non RSPO Blocks for the period September 2017 - October 2018 for Napal Estate, Rantau Panjang Estate and Mangun Jaya Estate. However, the company has not shown any preventive action that will be taken regarding the noncompliance of SCCS procedures and traceability procedures so this does not happen again. Based on the above, this is still compliance.

Verification, November 7th, 2018.

The company shows inter-office mail with number 137 / MGR / PT GPI-RJF / I / 2018 dated November 5th, 2018 regarding the SCCS Procedures. In the memo, a description of the duties of scales officers, production clerks and Head of Administration was explained. For example:

- Scales Officers → mark the RSPO-Non RSPO stamp on each weighing ticket according to the RSPO & Non-RSPO inventory.
- Production Farmers → record FFB production sent to estate according to each RSPO & Non RSPO Block.
- Head of Administration → monitors the CSPO / CSPK sales system and ensures all sales manifests can be available before the audit activities.

Based on the explanation above, Non-conformity No.2018.06 is stated to be compliance and will be observed on next surveillance.

Verified by	:	Brigitta Prita
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NCR No. Nomor ketidaksesuaian	: 2018.07.	Issued by Diterbitkan oleh	: Brigitta Prita
Date Issued Tanggal diterbitkan	: 6 September 2018	Time Limit Batas Waktu	: 5 December 2018
NC Grade Grade ketidaksesuaian	: Major	Date of Closing Tanggal Terpenuhi	: 3 November 2018
Standard Ref. & Requirement Acuan Standar & Persyaratan	SCCS CoC 5.7.2. The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <ul style="list-style-type: none">• 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.		
Based on document review on the mass balance report for license period November 20, 2017 – August 31, 2018 it is known that the company sold CSPO products in conventional form as much as 13,022.76 tonnes and has not been deducted (removed) from the stock at the RSPO Palm-trace, based on that the RJF has not shown evidence of compliance with the requirements in SCCS general CoC requirements 5.7.2 (point 3).			
Root Cause Analysis <i>(filled by organization audited):</i> Management unit does not have CSPO sales documents. <ul style="list-style-type: none">• For documents, total sales of CPO / PK are monitored by the unit according to the data submitted during the audit,• Certificate / non-certificate sales transactions are monitored by the Jakarta Marketing Department.• For verification of sales documents carried out by the Mill Manager in accordance with SOPS SOP No.01 / GPI / 2018 dated January 2nd, 2018 Point 6.1.2.			
Correction <i>(filled by organization audited):</i> Request CSPO sales documents to the Marketing Department in Jakarta <ul style="list-style-type: none">• For mechanisms related to unit documents storage, refer to the SCCS No.01 / GPI / 2018 SOP that is available in the unit and still coordinate with Jakarta Marketing conducted by the PIC SCCS unit.			

Corrective Action (filled by organization audited):

- Appoint the PIC who is monitoring SCCS procedure (Administration Head of Rantau Panjang Factory).
- Request a sales document CSPO and CSPK before the audit activities to the Marketing Jakarta so that the same events are not repeated.

Assessor Evaluation and Conclusion (filled by auditor):

Verification, 30 October 2018.

The company sent evidence of improvement in the form of transaction data from palm trace (screenshot) and CSPO sales data per announcement, which explained the total sold for CSPK 2,696.53 MT and remaining volume for CSPK amount to 3,879.47 MT and CSPO volume of 27,620 MT (no sales recorded). In accordance with the mass balance report November 20th, 2017 up to August 31st, 2018 there is a sale of CSPO as conventional at 13,022.76 MT.

Month	CPO					
	CSPO	Non	total	CSPO sold	stok CPO	CPO sold
					1770.54	
20-Nov-17	914.12	605.52	1,519.65		(207.33)	2,583.390
Des 2017	1,859.35	1,422.93	3,282.28		(2,459.03)	3,674.630
Jan-18	1,736.04	1,506.13	3,242.17		(4,236.86)	3,283.960
Feb-18	1,483.61	1,245.18	2,728.79		(5,027.71)	2,036.030
Maret 2018	1,413.51	1,304.09	2,717.60		(7,007.14)	3,283.520
Apr-18	1,760.57	1,433.21	3,193.79		(7,871.89)	2,297.960
Mei 2018	2,055.77	1,771.78	3,827.55		(10,282.27)	4,182.160
Juni 2018	1,352.00	1,226.34	2,578.34		(11,420.51)	2,364.580
Juli 2018	2,745.52	2,302.45	5,047.97		(11,480.13)	2,362.070
1-31 Agustus 2018	2,595.05	2,142.58	4,737.63		(13,022.76)	3,685.210
Total	17,915.54	14,960.21	32,875.75			29,753.510

The company has not shown evidence of a reduction in the volume of conventional CSPO sold on palm-trace amount to 13,022.76 MT. Based on the explanation is non compliance.

Verification, November 3rd, 2018.

The company has shown palm trace data for the license period of 20 November 2017 - 19 November 2018 with evidence of a reduction in CSPO volume of 13,022.76 MT with remaining volume for CSPO of 14,597.24 MT. Based on the explanation above, this monconformity is stated Compliance.

Verified by : **Brigitta Prita**

3.5.2 Identification of Findings, Corrective Actions and Observations at ASA-1.2.

NCR No.	: 2019.01	Issued by	: Dwi Haryati
Date Issued	: 01 March 2019	Time Limit	: 31 May 2019
NC Grade	: Major	Date of Closing	: 06 March 2019
Standard Ref. & Requirement	: 1.1.2 Record of request for information and responses to the information requested shall be available		
Evidence observed (filled by auditor): The results of stakeholder consultations to the Village of Napal, it was known that the village had sent a request for information in the form of a tent and chair assistance request on 13 April 2017. From the results incoming letter of the NAE registration document study and the results of interviews with management representatives there was no evidence that the request for information it has been responded to.			
Non-Conformance Description (filled by auditor): This is not in accordance with company procedures No. SOP-001 / GPI / 2012 concerning the procedure for requesting information stating that the operational management will send an answer letter to the parties in accordance with adequate requests.			
Root Cause Analysis (filled by organization audited): - There is no official appointed to update the letter that came out or entered. - Not yet updated the outgoing mail register used to forward complaints / proposals from the villagers of Napal.			
Correction (filled by organization audited): - Re-update the letter that came from Napal Village, dated 13 April 2019. - Visiting the Head of the Napal village office and notifying him that the letter that entered NAE was received and informed him that the proposal had not been able to be given. - Will forward the proposal letter to the PSD Department to be processed as CSR from PT GPI, NAE to Napal Village, in this 2019 budget period.			
Corrective Action (filled by organization audited): - The administration system of the entry and exit of the letter already exists but there needs to be an appointed officer to record and up-date the incoming letters and letters that come out, both from the community and from employees. - Ensure that the letter in the form of a proposal or request, can be forwarded to the authorized department by updating the handover of the letter in the form of an internal mail register.			
Assessor Evaluation and Conclusion (filled by auditor): Auditor verification (March 6, 2019) The company shows proof of improvement as follows: 1. Documentation of the visit from the company to the office of the village head of Napal and notifying that the letter that entered NAE was received and informed that the proposal had not been able to be given. 2. Update the handover of letters from the village of Napal in the form of an internal mail register. Intern Office Mail Number 041/MGR-NKRE/III/2019 dated March 4, 2019 from the NKRE Acting Manager to the Village Chief of Napal. IOM informed that the application for inventory assistance for the village community in the form of tents, chairs and wireless addressed to the company dated April 13, 2017, because the miss-communication has not been realized and this will be requested / proposed to the CSR Department for follow up in the future.			
The company has shown evidence of correction as well as an explanation of the root cause analysis, corrective action			

and correction. But there is still a response from the auditor on Correction that the company needs to add an explanation.

Non conformity has not been fulfilled (Open).

Auditor verification (March 6, 2019)

The company shows a follow-up evidence of correction in the form of Inter Office Mail dated March 4, 2019 regarding the Decision Letter Officer Receiving the Napal Estate Garden Letter on behalf of Ms. Nurbaiti Bt Simat (41851) signed by the Acting Senior Manager of NAE. It was explained that the general jobdesk of the letter reception staff was:

- Carrying out incoming and outgoing letters on the Receipt Register book.
- Monitoring the incoming letters that have not yet been responded to by the management of the estate.
- Examination of outgoing letters related to Letter Number updates to stakeholders.

Based on evidence of improvement shown, nonconformities are stated as fulfilled (closed).

Verified by : **Dwi Haryati**

NCR No.	: 2019.02	Issued by	: Dwi Haryati
Date Issued	: 01 March 2019	Time Limit	: Surveillance-1.3
NC Grade	: Minor	Date of Closing	: 06 May 2019
Standard Ref. & Requirement	: 4.7.5. A procedure for emergency and work accident shall be available in Indonesia Language; and the workers, who have attended first aid training, are available in the available in the working areas.		
Evidence observed (filled by auditor): The results of field visits were found as first aid box facilities as follows: <ul style="list-style-type: none">- First aid kits in warehouses and workshops Bumi Ayu Estate have monitoring of usage and of completeness is not in accordance with the actual conditions.- First aid kits for harvest foreman at the Bumi Ayu Estate have monitoring of usage and of completeness is not in accordance with the actual conditions.			
Non-Conformance Description (filled by auditor): Based on this, the management unit has not been able to demonstrate the effectiveness of monitoring the first aid kit in accordance with the OHS procedure, Chapter 26 concerning first aid documents which explains the person in charge stated that first aid workers record activities in the activity book and first aid facility according to established procedures.			
Root Cause Analysis (filled by organization audited): <ul style="list-style-type: none">- There is still a lack of understanding regarding monitoring the use of first aid kits.- There is no special officer for monitoring first aid kits.			
Correction (filled by organization audited): <ul style="list-style-type: none">- Provide guidance to employees and first aid officers regarding the contents, regulations and functions of first aid kits.- Appoint first aid officers to monitor first aid at BYE.- Fill out and refill the contents of the first aid kit- Ensure monitoring of usage, drug condition checklist, first aid box inventory can be traced and always maintained			

and can be used according to its designation

- First aid officers will carry out their duties and functions every day to ensure all inventory of first aid kits are in good condition through the first aid box monitoring checklist to ensure that drug conditions exist or not

Corrective Action (filled by organization audited):

- To ensure the condition of the first aid kit runs according to the procedure, the first aid officer will conduct a checklist on the condition of the first aid kit as a whole according to the existing schedule,
- Report the condition of all first aid kits to the local leadership to ascertain whether there is a shortage of drugs or inventory of damaged first aid kits etc.
- Disseminate the benefits and functions of first aid kits to all workers at BYE during the morning apples and while working on the field every day.

Assessor Evaluation and Conclusion (filled by auditor):

Auditor verification on April 25, 2019

The company shows correction, namely:

- o IOM Number 084/EM-BYE/II/17 dated February 24, 2017 from EM BYE regarding the appointment of first aid workers at Bumi Ayu Estate on behalf of Nopriansyah.
- o There is an RSPO ISPO Corrective Action Issues first aid box in BYE which explains that it has carried out socialization regarding first aid kits and completes first aid kits, but has not yet been shown evidence of implementation and has not shown evidence of improvements in monitoring first aid box use in the foreman first aid facilities or bags.
- o Monthly recapitulation of the First Aid Kit Checklist at the RPF facility, but there is no evidence of usage monitoring for each first aid box unit.
- o Instructions for using drugs in the first aid kit
- o Letter of Appointment for First Aid Officer in the RPF in March 2019, Mus Mulyadi
- o Certificate of Guidance for First Aid at the workplace of Mus Mulyadi dated 29 February 2019
- o Dissemination regarding the use of first aid kits and recording the use of first aid kits to RPF staff and workers on March 18, 2019.

But the company has not been able to show:

- It has not shown monitoring of the use of first aid kits either in first aid facilities or bags foreman at BYE & RPF.
- Have not shown evidence of socialization of monitoring the use of first aid kits and bags at BYE for each personnel responsible for first aid kits and bags

In addition, the company needs to re-identify corrective and corrective actions according to the auditor's response.

Based on this explanation, this non conformity is stated to have not been fulfilled

Auditor verification dated 2 May 2019

The company shows evidence of correction action:

1. The first aid manual that will be provided in each first aid kit.
2. First aid kit checklist form (completeness) in 2019 at Bumi Ayu Estate, for example in the traction division which informs about the type of contents of first aid kit, month of checking with a V mark: according to the standard, and X: not standard. Inspections are carried out every month. The results of the examination of the first aid box contents in April 2019 stated that in the box there was no 5 cm bandage, bioplacenton, scissors, tweezers, flashlights, safety pins. There is monitoring of the use of first aid items, for example in April 2019 which explained that there were uses for items such as scissors, tweezers, flashlights, and safety pins.
3. Monitoring the table of contents of the first aid kit (completeness) for forging BYE every month explaining the completeness of the contents of the first aid kit and explaining the condition of the goods.
4. Register for presentations and BYE first aid training on April 29, 2019 which was attended by 20 employees (foreman, chief of staff, head of warehouse), training was provided by garden medical personnel.
5. Layout of first aid kits in public infrastructure.
6. Documentation of training and socialization of BYE first aid that explains photos of handover of first aid kit for harvest supervisor

7. Inter Office Mail (IOM) BYE from Bumi Ayu Estate Estate Manager on February 24, 2017, Number 084 / EM-BYE / II / 17 regarding Appointment of First Aid Officer on Bumi Ayu Estate on behalf of Nopriansyah.

However, the company has not shown the duties and responsibilities of first aid officers and there is no explanation regarding the auditor's response in Corrective Action.

Based on this explanation, this non conformity is stated to have not been fulfilled

May 6, 2019

The company shows the duties and responsibilities of first aid officers, including:

- Implement first aid actions
- Caring for first aid facilities
- Record each first aid activity in a workbook
- Conduct training at least once every 6 months
- Checking and monitoring each first aid kit on public infrastructure and those carried out by field supervision.

Based on this explanation, this discrepancy is stated to be fulfilled

Verified by : Dwi Haryati

NCR No.	: 2019.03	Issued by Diterbitkan oleh	: Yohanes Hardian
Date Issued Tanggal diterbitkan	: 1st Mach 2019	Time Limit	: 31 May 2019
NC Grade	: Major	Date of Closing	: -
Standard Ref. & Requirement	: 7.3.1 There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).		
Evidence observed (filled by auditor): The company shows the RaCP process for all Sime Darby Plantation subsidiaries, Bhd. As follows: <ul style="list-style-type: none">• Liability and Disclosure to RSPO on December 2, 2014• Concep Note was sent to RSPO on March 25, 2016 and was responded to on December 5, 2016.• The revised LUCA report is sent back on December 8, 2017.• The Compensation Plan was sent to RSPO on March 8, 2018 Based on the results of communication between PT Mutuagung Lestari and RSPO February 13, 2019, information was obtained that "" A preliminary review of the Compensation Plan has been done. However, no further action can be taken from the LUCA is still a finalization and is pending clarification from Sime Darby. "In this regard, the company has not been able to show that the RaCP compensation plan has been approved by the RSPO.			
Non-Conformance Description (filled by auditor): The company has not been able to show evidence that the RaCP compensation plan has been approved by the RSPO.			
Root Cause Analysis (filled by organization audited): The unit has not received information from Sime Darby regarding the progress of LUCA PT GPI			

Correction <i>(filled by organization audited):</i> The time line check list submission has been submitted LUCA Simedarby (attached file)	
Corrective Action <i>(filled by organization audited):</i> Continue to update to Simedarby to convey the progress of the LUCA PT GPI progress	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification on May 11, 2019, The company has shown evidence of communication with the RSPO Secretariat in May 09, 2019 which informed that there had been a meeting with the RSPO on May 8, 2019, at the meeting agreed: <u>Considering the historical involvement and events (as presentation slides and documents attached), SDP is given a one year time extension period to address all outstanding matters (including the approval of compensation plan) related to non-conformity raised on 7.3.1 during the RSPO Re-certification/Annual Surveillance Audits for the affected units. (The timeframe of one year whether from May 2019 or maybe staggered according to the certification dates of each Unit of Certification will be advised by RSPO Secretariat.).</u>	
Based on explanation above, this non conformity still open until next ASA.	
Verified by	: Yohanes Hardian

3.5.3 Opportunity for Improvement

No	Ref. Std.	Description
1	2.1.2	Ensure the Compliance Evaluation update year 2019
2	2.2.1	Encouraged to reassure operational areas included in the HGU as well as details of land use. (OBSERVATION)
3	2.2.2	Companies are encouraged to implement programs that are made to ensure legal limits. (OBSERVATION)
4	4.4.1	Adjust the reference for river water quality testing by the Decree of the Governor of South Sumatra No. 17 of 2005 concerning allotment of water and river water quality standards.
5	4.7.3	Ensuring progress of managing all OHS licenses at the OHS service company (PJK3).
6	5.3.3	a. Management of hazardous waste for used lamps and used cloth. b. Implementation of hazardous waste management in employee housing.
7	6.1.3	Review the management plan and monitor social impacts referring to the 2010 SIA document and the 2015-2018 and 2016-2019 Replanting Study
8	6.1.4	Review of management plans and monitor social impacts in a participatory manner and on target
9	6.6.2	Monitor the progress of Tripartit meetings in the labour agency of Musi Banyuasin District will be held on March 5, 2019.
10	6.11.1	Evaluate CSR programs so that they are not limited to assistance / donations and are right on target for socially affected communities.
11	COC 5.5.2	Ensuring the renewal of contracts with contractors and transport and bulking

3.5.4 Noteworthy Positive Components

No	Description
1	Commitment to implement the principles of sustainable palm oil management.
2	Good cooperation from the company and staff during audit activities.
3	Obtaining an Award Charter from the Governor of South Sumatra as an oil palm plantation company for the management of fire prevention in the category of "Very Good".
4	Has received PROPER with a "BLUE" rating for the period 2017-2018.
5	NAE & KRE have received a Zero Accident certificate in 2018.
6	Received an award from the Musi Banyuasin Regent, for participating actively in raising blood donors at PT GPI in 2018.



3.6 Summary of Arising Issues from Public,

Public Issues (Institution/ NGO/Community)	Auditor Verification
Environment Agency, Musi Banyuasin Regency a. The relationship between the company and the Service is well established b. All environmental permits owned by PT GPI are still valid c. Compliance goes well, each report is carried out according to time d. There is no information related to community complaints about litigation e. Permits regarding the environment such as Hazardous waste storage and Land Application have been owned by the company.	This is in accordance with the criteria 2.1, 5.1 and 5.3
Manpower Agency, Musi Banyuasin Regency a. The relationship between the company and the service is well established b. Requests for information are responded to well by the company c. There is no issue of dispute that goes to the Manpower Agency d. The company always engages the agency in various activities e. The salary set for Musi Banyuasin Regency is the Musi Banyuasin MS. f. All workers have been registered with BPJS for Health and Employment.	This is in accordance with the criteria 1.1, 6.5, 4.7
National Land Agency, Musi Banyuasin Regency a. The process for PT GPI's new HGU is still in process b. It is expected that the company will further improve communication with the service c. There is no information regarding land disputes and community claims on land managed by PT GPI.	This is in accordance with the criteria 2.2 and 2.3. The area that's on the HGU on process is not included in this certification scope.
Plantation Agency, Musi Banyuasin Regency a. The relationship between the company and the Agency is well established b. Proposals for the implementation of Plantation class assessments have been received and assessment of Plantation classes will be conducted in 2019. c. No information was found regarding land fires at the PT GPI site. d. The company has made land use reports, CSR activity reports	This is in accordance with the criteria 2.1, 5.1 and 5.5

Public Issues (Institution/ NGO/Community)	Auditor Verification
and fire monitoring and prevention reports included in the Report on Plantation Business Activities.	
Mudah Rasan Jaya Cooperative a. Has a Deed of Establishment since 2014 with 546 members and a land area of 1,730 ha. b. For 2019 a technical assessment of plantations has been carried out for bank credit applications by the Musi Banyuasin plantation service for 125 families c. So far there has been no profit sharing and is still in the form of a bailout of 200 thousand Rupiah per month / plot d. The KKPA area is located in Serasan Jaya Village e. The cooperative also cooperates with companies about transporting FFB in plasma plantations.	This has accordance with criteria 6.10 and 6.11
Napal Village (Head of Village) a. The company's area comes from the community area which has been compensated by the company b. There were complaints from the community, formerly the company's water management, causing the community fields to be flooded c. There are demands from the community in the form of the construction of smallholdings d. There was a request for assistance for the provision of tents and benches, but there was no response to the request e. There is CSR assistance in the form of providing assistance on feast day f. There are no environmental and fire issues g. There are no land dispute issues h. A meeting was held between companies from all villages around the company i. Replanting activities are not carried out by burning	a. This is in accordance with the indicator 2.3.1 b. The environmental impact has been stated in the company's management of environmental and social impacts and this becomes non-conformity in the criteria 5.1 c. Based on interviews with the Plantation Agency, it was explained that there had been a proposal for the development of new plasma plantation. d. In the logbook there is a request for tents and benches, but the company cannot show proof of response to the letter and this becomes a non-conformity in the indicator 1.1.2 e-i. Has been in accordance with criteria 5.5, 6.11
Bumi Ayu Village (Community Leader and 4 Land Previous Owner) a. The company's area comes from the community area which has been compensated by the company b. Before the development of the plantation, the company has socialized it to the community c. Land acquisition is not done by force d. In the company's area there are still community plantation that do not want to be compensated e. There is a land conflict with group 9 for an area of ± 40 ha. f. There is a request for electricity and clean water g. Assistance provided by the company includes road maintenance, providing access for transporting community plantation produce, feast day assistance h. There is no fire and environmental pollution i. There are no disturbances from protected animals j. The conservation area and the prohibition of protected animal	a-d. This is in accordance with the criteria 2.3 e. Land conflicts with group 9 have been discussed in criterion 2.2 f. Based on the complaint logbook and outgoing mail, there is no such request g. This is in accordance with criterion 6.11 h-j. this is in accordance with criteria 5.5, 5.2

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>hunting have been socialized and there is a sign board on this matter.</p>	
<p>Labour Union of PT GPI</p> <ol style="list-style-type: none"> Every worker is given freedom in association, for example by becoming a member of SPSI. Workers' Union managers are workers who are not included in the structural management / decision makers, for example the position of the foreman. The Workers' Union has been registered at the Manpower Office of Musi Banyuasin Regency. Current types of workers in the PT GPI : <i>SKU</i> (permanent workers), and <i>PKWT</i> (contract). Recruitment of workers directly by companies, not through third parties such as outsourcing. There are complaints from workers who have been communicated with the company regarding the payment system for harvest workers. Regarding this matter there has been a bipartite meeting (9 February 2019) and a tripartit meeting plan (5 March 2019). The payment systems for harvest workers have been implemented for 6 months. There is no problem at RJE, but it is still a discussion between management and other estate at PT GPI . Previously there had been socialization from the company regarding changes the payment system for harvest worker before being applied in the field. There is still disagreement between management and Labour Worker regarding electricity allowance. However, Labour Worker has not received the minutes of meeting from the meeting (January 2019). Membership of union is still the same as previous audits and has been agreed upon by members. There are no issues of discrimination and employment. The implementation of the provision of PPE by the company is sufficient. Records of complaints have been documented at each Worker Union. Minimum wage adjustments have been implemented since January 2019. 	<p>The positive issue has accordance with criteria 6.5, 6.6, 6.8</p> <ul style="list-style-type: none"> The payment system for harvester has been Observation. OM No.044 / MGR / PT.GPI-RJF / II / 2019 dated February 20, 2019 are shown regarding the application for Increasing electricity payment subsidies to RJF and RJE Employees. IOM explained that based on the analysis of the calculation of the standard electricity requirements of employees is IDR 100,533/month. Therefore, a request from the head of the RJF and RJE was submitted to the CEO of RSS regarding the increase in subsidies for employee electricity costs from IDR 50,000 to 100,000. Still waiting for approval from the RSS CEO.
<p>Gender Committee PT GPI</p> <ol style="list-style-type: none"> PT GPI 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 	<p>PT GPI 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</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
<ul style="list-style-type: none"> b. In period 2018/2019 there are no complaints related to violations of women's rights or violence against women in the workplace. c. Socialization of prevention policies of sexual harassment and protection of women's rights has been submitted to all workers and guarantee of protection for the complainant or victim and witness. d. There is no reporting of discrimination especially on women workers conducted by the company. The company has provided opportunities and opportunities to work without discriminating gender. e. PT GPI has granted the rights of women such as the right to maternity leave and menstruation leave. f. The mechanism for submitting complaints and disseminating sexual harassment has been conveyed to workers through morning briefings or routine women's committee activities. 	(see C6.8 and C6.9).
<p>Local contractor PT GPI (CPO transport and fabrication)</p> <ul style="list-style-type: none"> a. Work done based on a work agreement that has been agreed upon by both parties and held by a contractor. b. In the agreement, aspects of occupational safety and employment have been determined for example related to work accident insurance and provision of PPE provided by the contractor. c. There is no problem regarding payment by the company. The calculation is based on the agreement of both parties and is paid on time according to the agreement. d. The company has conducted socialization related to aspects of safe working, human rights policies and the company's code of ethics. 	This is in accordance with criteria 6.10.

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Here under sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>PT Guthrie Pecconina Indonesia Head of PSOM</p>  <p><u>Alagendran Maniam</u> Thursday, 16 May 2019</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Muhammad Rinaldi</u> Thursday, 16 May 2019</p> </div> </div>

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

No	Institution/NGO/ Community	Address	Phone/E mail	Form of Communication	Date of Contact	Response	
						Yes	No
1	National Land Agency	Sekayu City, Musi Banyuasin Regency, South Sumatra	-	Direct Interview	26 February 2019	√	-
2	Plantation Agency	Sekayu City, Musi Banyuasin Regency, South Sumatra	-	Direct Interview	26 February 2019	√	-
3	Environment Agency	Sekayu City, Musi Banyuasin Regency, South Sumatra	-	Direct Interview	26 February 2019	√	-
4	Labor Agency	Sekayu City, Musi Banyuasin Regency, South Sumatra	-	Direct Interview	26 February 2019	√	-
5	Napal Village (Head of the village)	Sub District of Lawang Wetan; District of Musi Banyuasin; Province of Sumatera Selatan	-	Direct Interview	26 February 2019	√	-
6	Bumi Ayu Village (Community Representatives and Land Previous Owners)	Sub District of Lawang Wetan; District of Musi Banyuasin; Province of Sumatera Selatan	-	Direct Interview	26 February 2019	√	-
7	Bumi Ayu Estate : Spraying – 9 workers Harvesting – 2 workers Up keep – 3 workers	PT GPI	-	Direct Interview	27 February 2019	√	-
8	Rantau Panjang POM : Security – 2 worker Weight Bridge – 1 worker Production administration – 1 worker Sterilizer Station – 2 workers Boiler Station – 1 operator Engine Room – 1 operator Loading Ramp – 2 worker Workshop – 2 workers WWTP – 1 operator Land Application – 1 worker Water Intake – 1 worker	PT GPI	-	Direct Interview	27 February 2019	√	-
9	Rantau Panjang Estate : Workshop – 3 workers Warehouse complex – 2 workers WTP – 1 operator Housing – 4 workers First aid post – 1 worker	PT GPI	-	Direct Interview	28 February 2019	√	-
10	Napal Estate :	PT GPI	-	Direct	28 February	√	-

	Harvesting - 2 worker Manuring - 1 worker Policlinic - 1 worker BSS - 1 worker Fire house - 1 worker Administration harvesting – 1 worker.			Interview	2019		
11.	Gender committee	PT GPI	-	Direct Interview	26 February 2019	√	-
12.	Labor union	PT GPI	-	Direct Interview	26 February 2019	√	-
13	Local contractor		-	Direct Interview	26 February 2019	√	-
14.	WALHI	Jakarta	informasi@walhi.or.id	Email	21 February 2019	-	√
15.	Sawit Watch	Jakarta	info@sawitwatch.or.id	Email	21 February 2019	-	√
16	WWF	Jakarta	wwf-indonesia@wwf.or.id	Email	21 February 2019	-	√

Appendix 2. Assessment Program

DATE	25 February – 02 March 2019	
PLANNED TIM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 25 February 2019		
05.30 - 07.00	Traveling from Jakarta to Palembang	Auditor Team
08.00 - 13.00	Traveling from Palembang to PT GPI	Auditor Team
14.00 - 14.30	Opening Meeting	Auditor Team
	<ul style="list-style-type: none"> Auditee Speech (Introduction of PIC, Profile of Mill and Estates Management Unit) Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Determine of Field Visit Audit, Transparency and Confidentiality Clarification) 	Auditor Team & MR of PT GPI
14.30 – 16.00	<ul style="list-style-type: none"> Review of Previous Visit Non-conformance Document Verification <ul style="list-style-type: none"> Basic Information Occupational Health & Safety Aspect (PPE Used in Harvest, Manure & Pesticide Application) and Worker Welfare Agronomy (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) Environmental/Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area, Peat Area (Water management, etc) Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave) Worker's Facilities Aspect (Housing, Daycare, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) 	Auditor Team
		DHT
		DHT
		YHN
		MRD
		DHT
Tuesday, 26 February 2019		
08.00 - 12.00	<ul style="list-style-type: none"> Stakeholder Consultation to Related Agencies in Musi Banyuasin District Stakeholder consultation to affected communities (<i>Aparat Desa, Tokoh Masyarakat and pemilik lahan sebelumnya/okupan/</i>) surrounding the plantations (<i>Desa Bumi Ayu and Desa Rantau Panjang</i>) Interview with Gender Committee, Worker's Union, Local Contractor for Mill and Estate (CPO, kernel and FFB transporter), Third Party Supplier (if any), Plasma cooperative (if any). 	<ul style="list-style-type: none"> YHN MRD
12.00 – 13.00	Break	<ul style="list-style-type: none">DHT
13.00 – 16.00	Field Observation to Rantau Panjang Factory <ul style="list-style-type: none"> SCCS Verification Production/Processing and Health & Safety Emergency Equipment Check & Emergency Team Interview Hazardous Waste Storage, POME + Land Application Management of Environment (Environment monitoring station & GHG, etc) Worker Facilities (Housing, health clinic, clean water, etc) Worker Rights (Status, Payment Condition, Gender Aspect, etc) 	Auditor Team
Wednesday, 27 February 2019		
08.00 - 12.00	Field Observation to Bumi Ayu Estate <ul style="list-style-type: none"> Implementation of Agronomy Aspect (Harvesting & Transportation, Fertilize, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) & Implementation of Occupational Health & Safety Aspect Implementation of Environmental, Conservation and Waste Management Aspect (Domestic Waste Management, Fire Control Facilities and HCV Area). Implementation of Legal Aspect (Land Ownership, Legal Boundaries) 	Auditor Team

DATE	25 February – 02 March 2019	
PLANNED TIM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
	<ul style="list-style-type: none"> Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance) Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc). 	
12.00 -13.00	Break	
13.00 -16.00	Clarification of Field Observation & Completing of Check List	Auditor Team
Thursday, 28 February 2019		
08.00 - 12.00	Field Observation to Napal Estate <ul style="list-style-type: none"> Implementation of Agronomy Aspect (Harvesting & Transportation, Fertilize, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) & Implementation of Occupational Health & Safety Aspect Implementation of Environmental, Conservation and Waste Management Aspect (Domestic Waste Management, Fire Control Facilities and HCV Area). Implementation of Legal Aspect (Land Ownership, Legal Boundaries) Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance) Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc). 	Auditor Team
12.00 -13.00	Break	
13.00 -16.00	Clarification of Field Observation & Completing of Check List	Auditor Team
Friday, 01 March 2019		
08.00 - 12.00	Field Observation to Rantau Panjang Estate <ul style="list-style-type: none"> Implementation of Agronomy Aspect (Harvesting & Transportation, Fertilize, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) & Implementation of Occupational Health & Safety Aspect Implementation of Environmental, Conservation and Waste Management Aspect (Domestic Waste Management, Fire Control Facilities and HCV Area). Implementation of Legal Aspect (Land Ownership, Legal Boundaries) Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance) Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc). 	Auditor Team
12.00 -13.00	Break	
13.00 -16.00	Clarification of Field Observation & Completing of Check List	Auditor Team
20.00 -	Team Auditor Meeting (Preparation for Audit Conclusion)	Auditor Team
Saturday, 02 March 2019		
08.00 -10.00	Closing Meeting	Auditor Team & MR of PT GPI
10.30-15.30	Travel from PT GPI to Palembang	Auditor Team
17.10-18.20	Travel from Palembang to Jakarta	Auditor Team