

Roundtable on Sustainable Palm Oil Certification
R S P O

[✓] Surveillance

Name of Management : Rama Rama POM, PT Ramajaya Pramukti subsidiary of Golden Agri Organisation Resources Holdings Ltd.
Plantation Name : PT Ramajaya Pramukti: Rama-Rama Estate; Amarthaya Jaya Plasma
Location : Village of Petapahan, Sub District of Tapung, Kampar Regency, Province of Riau, Indonesia
Certificate Code : **MUTU-RSPO/010**
Date of Certificate Issue : 12 January 2017 Date of License Issue : 12 January 2020
Date of Certificate Expiry : 11 January 2022 Date of License Expiry : 11 January 2021

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA 1.3	07 to 11 October 2019	Moh Arif Yusni; Arif Faisal Simatupang; Dwi Haryati; Steve Mualim	Leonada	Ardiansyah

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA 1.3	04 November 2019

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on March 12th, 2014 with registration number **ASI-ACC-055**

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Figure 1. Location Map of PT Ramajaya Pramukti

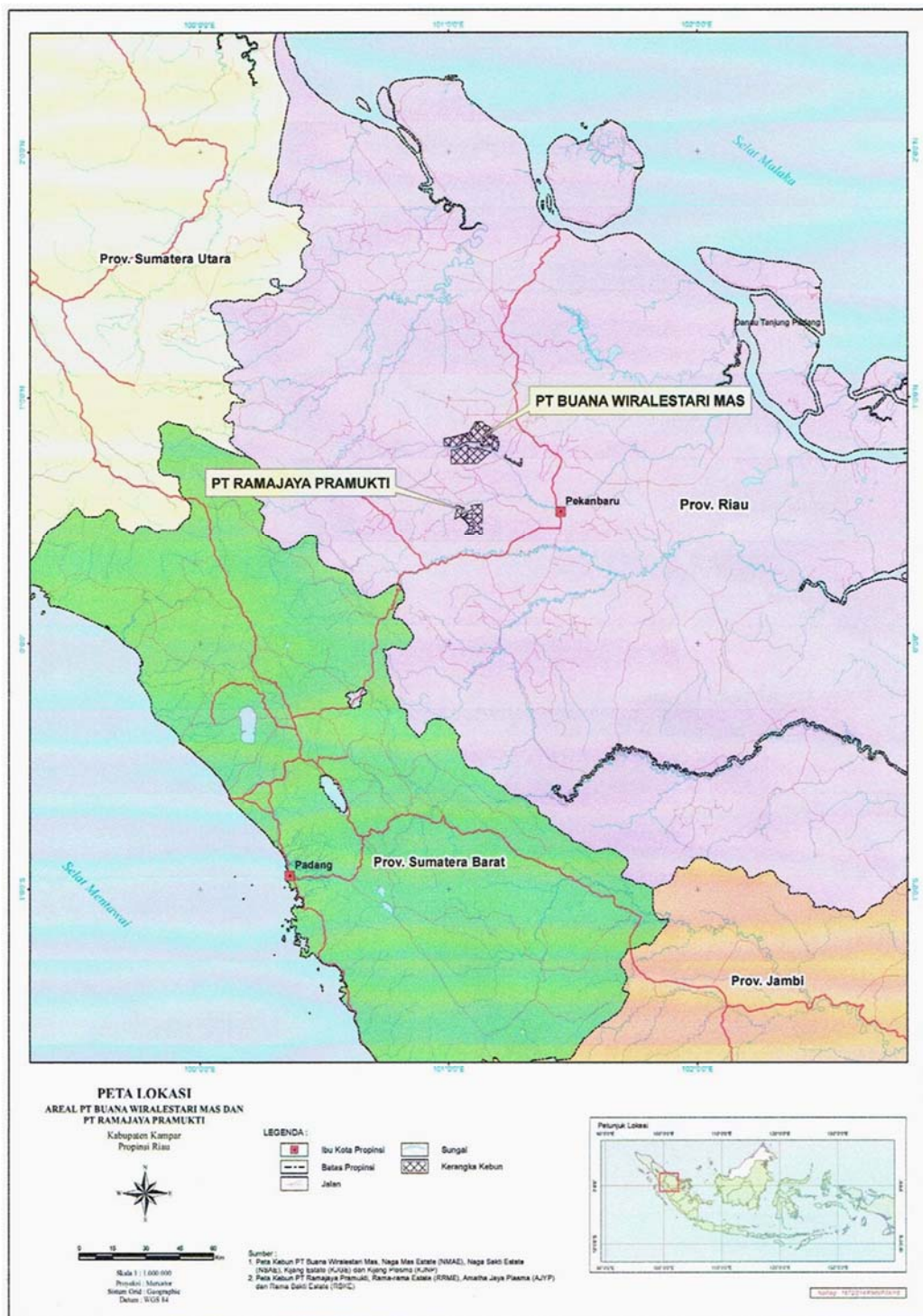
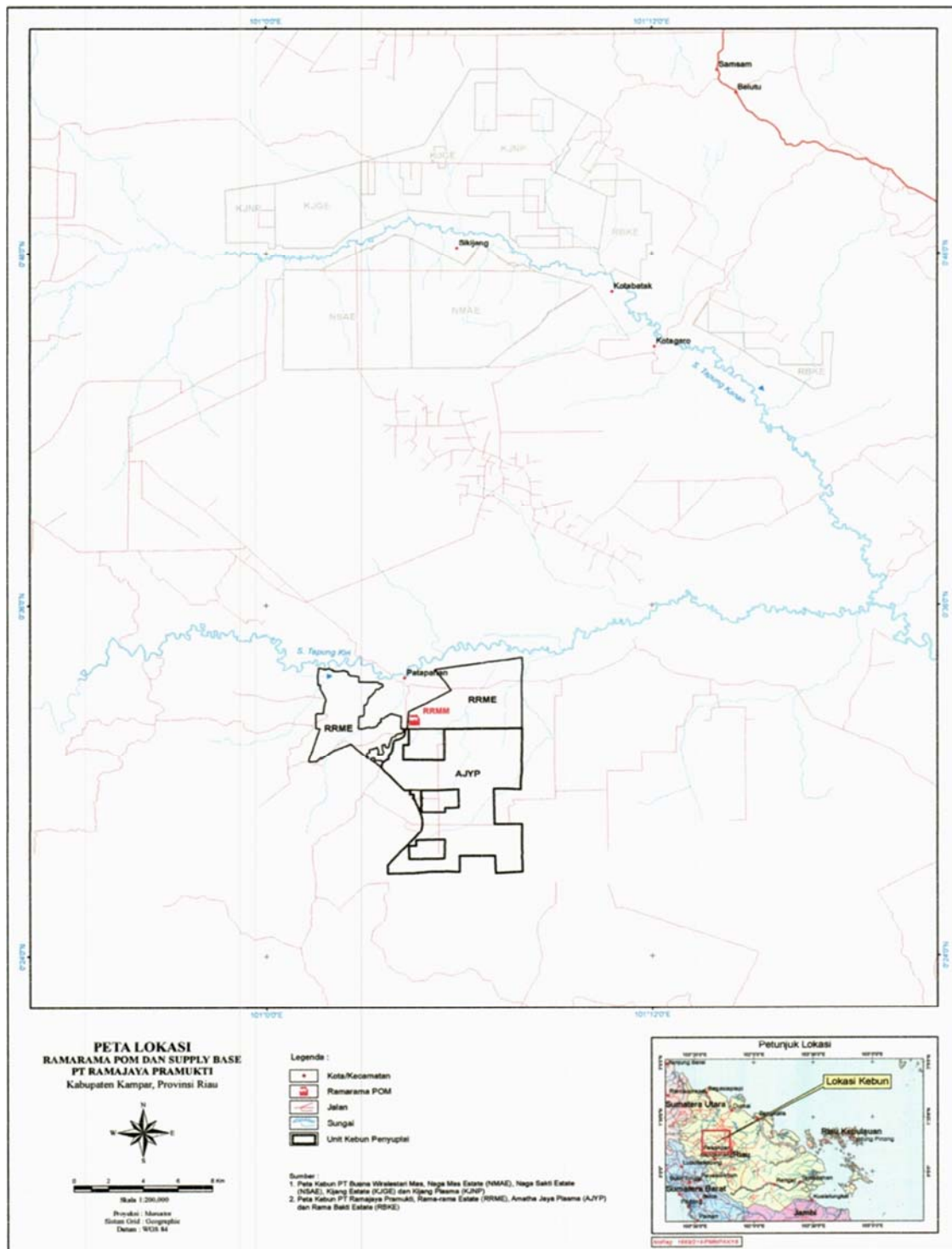


Figure 2. Operational Map of PT Ramajaya Pramukti



Abbreviations Used

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

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 Ramajaya Pramukti subsidiary of Golden Agri Resources Holdings Ltd	
1.2.2	Contact person	Yahya Mustakim	
1.2.3	Organisation address and site address	Head Office: 108 Pasir Panjang Road, #06-00 Golden Agri Plaza, Singapore, Singapore 118535 Indonesia Office: Sinan Mas Land Plaza, 30th Floor JL. MH Thamrin No 51 Kav 22 Jakarta 10350 Indonesia	
1.2.4	Telephone	+62-21 50338899 ext 1184	
1.2.5	Fax	+62-21 50389999	
1.2.6	E-mail	yahya.mustakim@sinarmas-agri.com	
1.2.7	Web page address	www.goldenagri.com.sg	
1.2.8	Management Representative who completed the application for certification	Yahya Mustakim (Head Of SPO Certification)	
1.2.9	Registered as RSPO member	1-0096-11-000-00 (31 March 2011)	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill And Supply Base <ul style="list-style-type: none">Rama Rama Mill, Rama Rama Estate, Amarta Jaya Plasma Estate	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			LatitudeLongitude
	Rama Rama	Village of Petapahan, Sub-District of Tapung, Kampar Regency, Province of Riau, Indonesia	N 0° 32' 01"E 101° 04' 35"

1.4.2	Location of Certification Scope of Supply Base			
	Name of Supply Base	Location	Coordinate	
			Latitude	Longitude
	Rama Rama	Village of Petapahan, Sub-District of Tapung, Kampar Regency, Province of Riau, Indonesia	N 0° 33' 06"	E 101° 06' 50"
	Amarta Jaya Plasma (115 Farmer Groups; 2,213 smallholders)			
	KUD Makmur Lestari (500 smallholders)	Village of Petapahan, Sub-District of Tapung, Kampar District, Province of Riau, Indonesia	N 0° 31' 28"	E 101° 04' 60"
	KUD SibuaK Jaya (533 smallholders)	Village of Petapahan, Sub-District of Tapung, Kampar District, Province of Riau, Indonesia	N 0° 29' 10"	E 101° 07' 36"
	KUD Muara Mahat Sejahtera (457 smallholders)	Village of Petapahan, Sub-District of Tapung, Kampar District, Province of Riau, Indonesia	N 0° 29' 24"	E 101° 05' 21"
	KUD Mekar Jaya (482 smallholders)	Village of Petapahan, Sub-District of Tapung, Kampar District, Province of Riau, Indonesia	N 0° 27' 47"	E 101° 05' 18"
	KUD Mukti Lestari (241 smallholders)	Village of Petapahan, Sub-District of Tapung, Kampar District, Province of Riau, Indonesia	N 0° 27' 12"	E 101° 06' 27"
1.5	Description of Area Statement			
1.5.1	Tenure			
	• State		4,091.94 Ha	
	• Community		4,426 Ha	
1.5.2	Area Statement			
		RRME	AJYP	Total
	• Total area	4,091.94	4,426.00	8,517.94 Ha
	• Mature area	2,108.42	4,227.00	6,335.42 Ha
	• Immature area	1,553.19	199.00	1,752.19 Ha
	• Nursery	46.30	-	46.30 Ha
	• Mill, Housing and Emplacement	60.08	-	60.08 Ha
	• Infrastructure	222.22	-	222.22 Ha
	• Air strip	14.36	-	14.36 Ha
	• Others area	27.91	-	27.91 Ha
	• Weirs / lowland / river	59.46	-	59.46 Ha
	• HCV (calculated as planted area)	171.10	-	171.10 Ha
1.6	Planting Year and Cycles			
1.6.1	Age profile of planting year			
	Planting Year	Hectarage (Ha)		
		RAMA-RAMA ESTATE	AMARTA JAYA PLASMA	Total
	1991	155.15	229.00	384.15
	1992	368.04	1,638.00	2,006.04

	1993		2,350.00	2,350.00			
	1996	1,179.39		1,179.39			
	1997	361.75		361.75			
	2001		10.00	10.00			
	2002	44.09		44.09			
	Sub Total Mature	2,108.42	4,227.00	6,335.42			
	2019	1,553.19	199.00	1,752.19			
	Sub Total Immature	1,553.19	199.00	1,752.19			
	TOTAL	3,661.61	4,426.00	8,087.61			
1.6.2	New Planting area after January 2010	- Ha					
1.6.3	Planting Cycle	2 nd Cycle					
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Rama Rama	60	249,463.28	44,581.467	17.87	13,464.82	5.40
	*Production data source from October 2018 to September 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)	%
	Rama Rama	4,091.94	3,661.61	73,712.59	20.13	73,712.59	100
	Amarta Jaya Plasma (115 Farmer Groups; 2,213 smallholders)						
	KUD Makmur Lestari (26 FG; 500 Smallholders)	1,000.00	1,000.00	119,286.53	26.95	119,286.53	100
	KUD Sibual Jaya (27 FG; 533 Smallholders)	1,066.00	1,066.00				
	KUD Muara Mahat Sejahtera (25 FG; 457 Smallholders)	914.00	914.00				
	KUD Mekar Jaya (24 FG; 482 Smallholders)	964.00	964.00				
	KUD Mukti Lestari (13 FG; 241 Smallholders)	482.00	482.00				
	Sub Total Smallholders	4,426.00	4,426.00				
TOTAL	8,517.94	8,087.61	192,299.12	29.53	192,999.12	100	
	*Production data source from October 2018 to September 2019						
1.7.3	FFB description from other source						
	Name of sources/Organisation	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill		
					FFB (tonnes/year)		
	Sungai Tapung Plasma	Associate smallholders	2,768	5,585	29,559.22		

	(RSPO certified)				
	RRME Div 6	PT RJP – non certified	-	318.76	5,675.25
	NMAE	PT RJP – non certified	-	253.39	177.39
	NSAE	PT RJP – non certified	-	59.79	31.06
	KOPTAMASTA	Third party supplier – non certified	-	-	15,724.92
	Berkat Ridho	Third party supplier – non certified	-	-	1,335.47
	Junaidi	Third party supplier – non certified	-	-	2,899.94
	Muhamad Rahul	Third party supplier – non certified	-	-	1,118.31
	TOTAL				56,521.56
	<i>*Production data source from October 2018 to September 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)		Last Year Actual Certified Volume (MT)	
	FFB Processed	223,084		222,558.34	
	CPO Production	41,271		41,013.09	
	Palm Kernel (PK) Production	12,270		12,117.87	
1.8.2	Product selling				
	Type of selling product	Actual selling product for last year (MT)			
	CSPO sold as RSPO certified product	2,362.26			
	CSPK sold as RSPO certified product	12,062.99			
	CSPO sold under other scheme	38,327.57			
	CSPK sold under other scheme	33.34			
	CSPO sold as conventional	-			
	CSPK sold as conventional	-			
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)
	RAMA-RAMA	4,091.94	3,661.61	78,150	21.34
	Amarta Jaya Plasma (115 Farmer Groups; 2,213 smallholders)				
	KUD Makmur Lestari (26 FG; 500 Smallholders)	1,000.00	1,000.00	126,450	28.57
	KUD Sibua Jaya (27 FG; 533 Smallholders)	1,066.00	1,066.00		
	KUD Muara Mahat Sejahtera (25 FG; 457 Smallholders)	914.00	914		
	KUD Mekar Jaya(24 FG; 482 Smallholders)	964.00	964		
	KUD Mukti Lestari(13 FG; 241 Smallholders)	482.00	482		
	Sub Total Smallholders	4,426.00	4,426.00		
	TOTAL	8,517.94	8,087.61	204,600	25.30
	<i>*Projected FFB production for 12 January 2020 to 11 January 2021</i>				

1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	
	Rama Rama Mill	60	204,600	36,800	18	11,250	5.5	MB
	<i>*Projected CSPO and CSPK production for 12 January 2020 to 11 January 2021</i>							
1.9	Other Certifications							
	ISO 9001:2008			-				
	ISO 14001: 2004			-				
	OHSAS 18001:2007			-				
	ISCC			EUISCC-Cert-DE104-07781613				
	Others			ISPO : MUTU-ISPO/029				
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						
	Pangkalan Panji (PT Sawit Mas Sejahteras)	2013	Sawit Mas Estate	2013	South Sumatera	Certified		
	Bumi Sawit Mill (PT Bumi Sawit Permai)	2013	Bumi Sawit Estate	2013	South Sumatera	Certified		
	Muara Kandis Mill (PT Djuanda Sawit Lestari)	2013	Muara Tawas Estate	2013	South Sumatera	Certified		
			Muara Kandis Estate	2013	South Sumatera	Certified		
			Muara Kandis Estate (HGU on progress – 574.58 Ha)	2020	South Sumatera	-		
			Muara Tawas Estate (HGU on progress – 73.78 Ha)	2020	South Sumatera	-		
			Smallholder (KKPA Pandawa)	2020	South Sumatera	-		
	Sungai Rungau Mill (PT Sumber Indah Perkasa)	2013	Sungai Rungau Estate	2013	Central Kalimantan	Certified		
			Sungai Seruyan Estate	2013	Central Kalimantan	Certified		
			Terawan Estate	2013	Central Kalimantan	Certified		
			Tangar Estate	2013	Central Kalimantan	Certified		
			Bukit Tiga Estate	2013	Central Kalimantan	Certified		
	Bukit Perak EMIII (PT Bumi Permai Lestari)	2013	Bukit Perak Estate	2013	Bangka Belitung	Certified		
			Bukit Permata Estate	2013	Bangka Belitung	Certified		
Tanjung Kembiri Mill	2013	Tanjung Kembiri	2013	Belitung	Certified			

	(PT Forestalestari Dwikarya)		Estate			
			Tanjung Rusa Estate	2013	Belitung	Certified
			Tanjung Rusa Estate (HGU on process 48.81 Ha)	2020		
			Tanjung Rusa KKPA	2020	Belitung	-
	Sungai Buaya Mill (PT Sumber Indah Perkasa)	2014	Sungai Buaya Estate	2014	Lampung	Certified
			Smallholder (KKPA Gedung Aji Lama)	2014	Lampung	Certified
			Smallholder (KKPA Mesuji)	2014	Lampung	Certified
	Sungai Merah Mill (PT Sumber Indah Perkasa)	2014	Sungai Merah Estate	2014	Lampung	Certified
			Smallholder (KKPA Gedung Aji Baru)	2014	Lampung	Certified
	Kasuari Mill (PT Sinar Kencana Inti Perkasa)	2020	Cendrawasih Estate	2020	Papua	ST-1
			Nuri Estate	2020	Papua	ST-1
			Rajawali Estate	2020	Papua	ST-1
			Mambruk Estate (PT Sumber Indah Perkasa)	2020	Papua	ST-1
	Pekawai Mill (PT Agrolestari Mandiri)	2020	Kayung Estate	2020	West Kalimantan	ST-1
			Pekawai Estate	2020	West Kalimantan	ST-1
			Sungai Kelik Estate	2020	West Kalimantan	ST-1
			Nanga Tayap Estate	2020	West Kalimantan	ST-1
			Smallholder (Kayung Plasma)	2020	West Kalimantan	ST-1
	Kenanga Mill (PT Kencana Graha Permai)	2014	Kencana Estate	2015	West Kalimantan	Certified
			Cendana Estate	2015	West Kalimantan	Certified
			Kenanga Estate (PT Cahaya Nusa Gemilang)	2018	West Kalimantan	Certified
			Delima Estate (PT Kencana Graha Permai)	2020	West Kalimantan	-
			Gaharu Estate (PT Bangun Nusa Mandiri)	2020	West Kalimantan	-
			Smallholder (Gaharu Plasma)	2020	West Kalimantan	-
			Smallholder (Kencana Plasma)	2020	West Kalimantan	-
			Smallholder (Kenanga Plasma)	2020	West Kalimantan	-
	Perdana Mill (PT Binasawit Abadi Pratama)	2020	Perdana Estate	2020	Central Kalimantan	ST-1
			Lenggana Estate	2020	Central Kalimantan	ST-1

			Semandau Estate	2020	Central Kalimantan	ST-1
			Muara Dua Estate	2020	Central Kalimantan	ST-1
	Kuayan Mill (PT Agrokarya Prima Lestari)	2020	Mentaya Estate	2020	Central Kalimantan	ST-1
			Kuayan Estate	2020	Central Kalimantan	ST-1
			Bukit Santuhai Estate	2020	Central Kalimantan	ST-1
			Tajur Beras Estate	2020	Central Kalimantan	ST-1
			Seranau Estate	2020	Central Kalimantan	ST-1
			Sungai Sambon Estate	2020	Central Kalimantan	ST-1
			Smallholder (Sungai Sambon Plasma)	2020	Central Kalimantan	-
			Sapiri Estate (PT Buana Adhitama)	2020	Central Kalimantan	ST-1
			Bukit Dua Estate (PT Buana Adhitama)	2020	Central Kalimantan	
			Bukit Tunggal Estate (PT Buana Adhitama)	2020	Central Kalimantan	
	Belian Mill (PT Paramitra Internusa Pratama)	2020	Belian Estate	2020	West Kalimantan	ST-1
			Tengkawang Estate	2020	West Kalimantan	ST-1
			Kenari Estate (PT Bangun Nusa Mandiri)	2020	West Kalimantan	ST-1
			KerANJI Estate (PT Bangun Nusa Mandiri)	2020	West Kalimantan	ST-1
			Muara Tawang Estate (PT Kartika Prima Cipta)	2020	West Kalimantan	ST-1
			Kapuas Hulu Estate (PT Persada Graha Mandiri)	2020	West Kalimantan	ST-1
			Sungai Beran Estate (PT Persada Graha Mandiri)	2020	West Kalimantan	ST-1
			Smallholder (Belian KKPA)	2020	West Kalimantan	-
			Smallholder (Kenari Plasma)	2020	West Kalimantan	-
			Smallholders (Kapuas Hulu KKPA)	2020	West Kalimantan	-
	Sungai Kupang Mill (PT Sinar Kencana Inti Perkasa)	2020	Sungai Kupang Estate	2020	South Kalimantan	ST-2 May 2015
			Sungai Kupang	2020	South Kalimantan	

			KKPA			
			Senakin Estate	2020	South Kalimantan	-
	Sungai Kikim Mill (PT Sawit Mas Sejahtera)	2020	Sungai Kikim Estate	2020	South Sumatera	-
			Sungai Pangsi Estate	2020	South Sumatera	-
			Sungai Musi Estate	2020	South Sumatera	-
			Sungai Saling Estate	2020	South Sumatera	-
			Sungai Enim Estate (PT Bumi Sawit Permai)	2020	South Sumatera	-
			Sungai Lematang Estate (PT Bumi Sawit Permai)	2020	South Sumatera	-
	Tangar Mill (PT Mitra Karya Agroindo)	2020	Sulin Estate	2020	Central Kalimantan	-
			Nahiyang Estate	2020	Central Kalimantan	-
			Katayang Estate	2020	Central Kalimantan	-
			Sungai Nusa Estate	2020	Central Kalimantan	-
			Kajui Estate (PT Agro Lestari Sentosa)	2020	Central Kalimantan	-
			Manuhing Estate (PT Agro Lestari Sentosa)	2020	Central Kalimantan	-
			Sungai Ayawan Estate (PT Aditunggal Mahajaya)	2020	Central Kalimantan	-
	Sungai Magalau Mill (PT Sinar Kencana Inti Perkasa)	2020	Sungai Magalau Estate	2020	South Kalimantan	-
	Jalemo Mill* PT Agro Lestari Sentosa	2020	Balasang Estate	2020	Central Kalimantan	-
			Jalemo Estate	2020	Central Kalimantan	-
	Sako Mill* (PT Adi Tunggal Mahajaya)	2020	Sulin Plasma	2020	Central Kalimantan	-
			Sapiri Plasma	2020	Central Kalimantan	-
			Sako Plasma	2020	Central Kalimantan	-
	Padang Halaban Mill (PT SMART Tbk)	2011	Padang Halaban Estate	2011	North Sumatera	Certified
			Penantian Estate	2011	North Sumatera	Certified
			Adipati Estate	2011	North Sumatera	Certified
			Kanopan Ulu Estate	2011	North Sumatera	Certified
	Batu Ampar Mill (PT SMART Tbk)	2012	Batu Ampar Estate	2012	South Kalimantan	Certified
			Batu Mulia Estate	2012	South Kalimantan	Certified

			Sungai Panci Estate	2012	South Kalimantan	Certified
			Sungai Panci KKPA	2012	South Kalimantan	Certified
Tanah Laut Mill (PT SMART Tbk)	2012		Tanah Laut Estate	2012	South Kalimantan	Certified
			Kinta Pura Estate	2012	South Kalimantan	Certified
Langga Payung Mill (PT Tampilan Nadenggan)	2012		Langga Payung Estate	2012	North Sumatera	Certified
			Paya Baung Estate	2012	North Sumatera	Certified
			Normark Estate	2012	North Sumatera	Certified
Hanau Mill (PT Tampilan Nadenggan)	2012		Hanau Estate	2012	Central Kalimantan	Certified
			Tasik Mas Estate	2012	Central Kalimantan	Certified
			Tanjung Paring Estate	2012	Central Kalimantan	Certified
			Langadang Estate	2012	Central Kalimantan	Certified
			Medang Sari (PT Satya Kisma Usaha)	2020	Central Kalimantan	-
Semilar (PT Tampilan Nadenggan)	2013		Semilar	2013	Central Kalimantan	Certified
			Sei Rindu	2013	Central Kalimantan	Certified
			Mandang	2013	Central Kalimantan	Certified
			Puri	2013	Central Kalimantan	Certified
Jak Luay Mill	2015		Pantun Mas Estate	2015	East Kalimantan	Certified
			Jak Luay Estate	2015	East Kalimantan	Certified
			Jak Luay KKPA	2020	East Kalimantan	-
			Long Buluh Estate	2015	East Kalimantan	Certified
			Bukit Subur Estate	2015	East Kalimantan	Certified
			Bukit Subur KKPA	2020	East Kalimantan	-
Leidong West Mill (PT MP Leidong West Indonesia)	2014		Leidong West Utara Estate	2014	Bangka Belitung	Certified
			Leidong West Selatan Estate	2014	Bangka Belitung	Certified
Muara Wahau Mill (PT Kresna Duta Agroindo)	2014		Muara Wahau Estate	2014	East Kalimantan	Certified
			Gunung Kombeng	2014	East Kalimantan	Certified
Gunung Kombeng Mill (PT Kresna Duta Agroindo)	2020		Gunung Kombeng KKPA	2020	East Kalimantan	-
Rantau Panjang (PT Kresna Duta Agroindo)	2020		Rantau Panjang Estate	2020	East Kalimantan	-
			Rantau Panjang KKPA	2020	East Kalimantan	-
Jelatang Mill (PT Kresna Duta Agroindo)	2014		Bangko Estate	2014	Jambi	Certified
			Tiga Serumpun KKPA	2020	Jambi	-

	Pelakar Mill (PT Kresna Duta Agroindo)	2020	Pelakar Estate	2020	Jambi	ST-2 Sept 2017
			Tiga Serumpun KKPA	2020	Jambi	ST-2 Sept 2017
			Batang Merangin Estate	2020	Jambi	ST-2 Sept 2017
	Langling Mill (PT Kresna Duta Agroindo)	2014	Bangko Estate	2014	Jambi	Certified
			Bangko Plasma	2019	Jambi	-
			Batang Gading Estate	2020	Jambi	-
			Batang Gading KKPA (PT Satya Kisma Usaha)	2020	Jambi	-
	Sungai Bengkal Mill (PT Satya Kisma Usaha)	2015	Sungai Bengkal Estate	2015	Jambi	Certified
			Sungai Bengkal KKPA	2015	Jambi	Certified
			Muara Kilis Estate	2015	Jambi	Certified
			Muara Kilis KKPA	2020	Jambi	-
	Bukit Kapur Mill (PT SMART Tbk)	2020	Bukit Kapur Estate	2020	South Kalimantan	ST-1
			Sungai Cantung Estate	2020	South Kalimantan	ST-1
	Samsam Mill (PT Ivomas Tunggal)	2009	Samsam Estate	2009	Siak-Riau	Certified
			Samsam Estate (HGU on progress – 29.09 Ha)	2020	Siak-Riau	-
			Kandista Estate	2009	Siak-Riau	Certified
			Kandista Estate (HGU on progress – 158.46 Ha)	2020	Siak-Riau	-
			Palapa Estate	2009	Siak-Riau	Certified
	Libo Mill (PT Ivomas Tunggal)	2009	Libo Estate	2009	Siak-Riau	Certified
			Nenggala Estate	2009	Siak-Riau	Certified
			Nenggala Estate (HGU on progress 419.9 Ha)	2020	Siak-Riau	-
			Sei Rokan Estate	2009	Siak-Riau	Certified
			Sei Rokan Estate (HGU on progress – 102.7 Ha)	2020	Siak-Riau	-
	Ujung Tanjung (PT Ivomas Tunggal)	2009	Ujung Tanjung Estate	2009	Siak-Riau	Certified
			Ujung Tanjung Estate (HGU on progress – 557.3 Ha)	2020	Siak-Riau	-
	Naga Sakti Mill	2010	Naga Mas Estate	2010	Kampar-Riau	Certified
			Naga Mas Estate	2020	Kampar-Riau	-

	(PT Buana Wiralestari Mas)		(HGU on process – 253.39 Ha)			
			Naga Sakti Estate	2010	Kampar-Riau	Certified
			Naga Sakti Estate (HGU on process – 59.79 Ha)	2020	Kampar-Riau	-
			Rama Bakti Estate	2010	Kampar-Riau	Certified
	Kijang Mill (PT Buana Wiralestari Mas)	2010	Kijang Mas Estate	2010	Kampar-Riau	Certified
			Kijang Mas Estate (HGU on process – 56.07 Ha)	2020	Kampar-Riau	-
			Kijang Kencana Plasma	2010	Kampar-Riau	Certified
	Ramarama Mill (PT Ramajaya Pramukti)	2010	Ramarama Estate	2010	Kampar-Riau	Certified
			Ramarama Estate (HGU on process – 318.76 Ha)	2020	Kampar-Riau	-
			Amartajaya Plasma	2010	Kampar-Riau	Certified
	Indra Sakti Mill (PT Meganusa Inti Sawit)	2011	Indra Lestari Estate	2011	Indragiri-Riau	Certified
			Indra Sakti Estate	2011	Indragiri-Riau	Certified
			Indragiri Plasma	2011	Indragiri-Riau	Certified
			Indrasakti Plasma	2011	Indragiri-Riau	Certified
	Bumipalma Mill (PT Bumipalma Lestari Persada)	2012	Bumi Lestari Estate	2012	Indragiri-Riau	Certified
			Bumi Palma Estate	2012	Indragiri-Riau	Certified
			Bumi Sentosa Estate	2012	Indragiri-Riau	Certified
			Bumi Palma Estate (HGU on process – 39.21 Ha)	2020	Indragiri-Riau	-
	Sawita Mill (PT Sawitakarya Manunggal)	2020	Sawita Estate	2020	South Kalimantan	ST-1
			Pamukan Estate	2020	South Kalimantan	ST-1
			Sawita KKPA	2020	South Kalimantan	ST-1
	There are revision of time bound plan, the justification from top management is:					
<ul style="list-style-type: none">- Pelakar Mill is still process on disclosure & liability by RSPO, while Bukit Kapur Mill doesn't have land use title (HGU), the HGU is still on process.- Land use titles for Rantau Panjang Mill and its supply base are still on process- Several associate smallholders (plasma) which refuses to follow the RSPO certification, but the management unit is still communicating with the plasma for the implementation of RSPO certification.- Sawita Mill had conducted pre assessment RSPO on 2015 and Another entire Management Unit under PT Ivo Mas Tunggal has been RSPO certified.- Sawita mill and sawita estate are still in process of HCV RaCP related to land clearing after November 2005 without preceeded HCV identifications.- Rantau Panjang Mill and Estate Unit (Rantau Panjang Estate & Rantau Panjang KKPA) are still in the process of HCV Remediation and Compensation Plan (RaCP) related to land clearing above November 2005 without HCV Identifications. In accordance to RSPO requirements, if RaCP proposal not yet approved by RSPO Secretariat. Thus certification target will be postponed by year of 2020.- Kilis KKPA as FFB Supplier to Sungai Bengkal Mill are still in the process of HCV Remediation and Compensation Plan (RaCP) related to land clearing above November 2005 without HCV Identifications. In accordance to RSPO						

	<p>requirements, if RaCP proposal not yet approved by RSPO Secretariat. Thus certification target will be postponed by year of 2019</p> <ul style="list-style-type: none"> - PT Kresna Duta Agro (Pelakar Estate, Batang Merangin Estate and Batang Tembesi Estate was stage -1 audit in 2017. There are problem related to zero liability report to RSPO, was no response by RSPO secretariat. The main assessment postpone to 2019. - When the stage -1 conducted on May 2015, there are boundary stones issues in PT Sinar Kencana Inti Perkasa (South Kalimantan). Reconstruction of boundary stones will be finished end of this year, the certification target postpone to 2019. <p>Time bound plan revision</p> <ul style="list-style-type: none"> - There is revision of time bound plan on 12 March 2018 made by head of sustainability department for HGU on process in PT Ivomas Tunggal (Samsam Estate 29.09 Ha, Kandista Estate 158.46 Ha, Nenggala Estate 419.9 Ha, Sei Rokan Estate 102.7 Ha, Ujung Tanjung Estate 557.3 Ha); PT Rama Jaya Pramukti (Ramarama Estate: 318.76 Ha); PT Buana Wira Lestari (Naga Sakti Estate 59.79 Ha; Naga Mas Estate 253.39 ha and Kijang Estate 56.07 ha); PT. Forestalestari Dwikarya (Tanjung Rusa Estate 48.81 Ha); PT. Djuanda Sawit Lestari (Muara Kandis Estate 402.41 Ha & Muara Tawas Estate (73.78 Ha). For this area is planned for audit on 2020 because waiting for HGU - Revision on March 22, 2019 regarding HGU on process on PT Sumber Indah Perkasa, Sungai Buaya Mill & Sungai Merah Mill, Lampung province. Covered an areas for Sungai Merah estate (241.54 ha) and Sungai Buaya estate (73.71 ha & 26.18 ha). GAR has planned this HGU on process area to be certified on 2020.
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard
	Associated smallholders under scope of Rama rama POM has been certified.

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA 1.3	<p>1. Moh Arif Yusni (Lead Auditor). Indonesian citizen. Bachelor of Agriculture, majoring in Plant Protection. Has experience as an operational staff at a private oil palm plantation company in Indonesia on 2010 to 2012. Has attended several trainings, i.e.: ISO 19011, ISO 9001; ISO 14001, SA 8000, RSPO lead auditor, ISPO lead auditor, OHS expert, OHS auditor based on National Government No. 50/2012, SCCS, etc. Has conducting ISPO, RSPO and MSPO audit as an auditor and lead auditor with expertise on best management practices for estate and mill, legality, worker welfare, safety, social, environment, conservation, transparency, long term economic management plan and supply chain for palm oil mill aspects. In this audit he is responsible for assessing the aspects of OHS, Best Management Practices for mill and estate, long term business plan and transparency.</p> <p>2. Arif Faisal Simatupang (Auditor). Bachelor of Agriculture, from Department of Agriculture Agronomy, Faculty of Agriculture, University of Gadjah Mada. He has successfully completed an RSPO endorsed P&C Lead Auditor Training, RSPO SCCS endorsed Lead Auditor Training, Indonesian Sustainable Palm Oil (ISPO) Lead Auditor Training, Management System Certification ISO 9001-2008 Lead Auditor Training, Environmental Management System ISO 14001 Lead Auditor Training, ISO 17021 and ISO 17065 Awareness Training, Management of High Conservation Value (HCV) Training, Social Accountability SA 8000 Training. He has four years of working experience as a Field Assistant on oil palm Plantation Company in Indonesia. Since 2014, he works as an auditor of RSPO and ISPO in the aspects of legal, social, best management practices of mill and estate, OHS, employment, and environmental. In this audit he is responsible for assessing the aspects of best management practices, and SCCS.</p> <p>3. Dwi Haryati (Auditor). Indonesian citizens. Bachelor of Agriculture Department of Agriculture – Program study : Agronomy. Has experience on Palm Oil Plantation as Sustainability staff. Training have been followed : 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. In this audit he is responsible for assessing the aspects of employment and OHS.</p> <p>4. Steve Mualim (Auditor). Indonesia citizen. Master of Environmental and Natural Resources Management. Has experience as an environmental management consultant in 2012 and sustainable palm oil assurance auditor since 2013. Has attended several trainings i.e.: supply chain, palm oil GHG emission, HCV management, ISPO lead auditor, RSPO lead auditor, labor and human rights issues, ISO 19011, ISO 9001:2008, etc. Has conducting several audit for RSPO, ISPO and MSPO scheme with expertise on best management practices, conservation and environmental management. Fluent in Bahasa and Chinese Mandarin. At this time of audit, he has verify environmental management and HCV aspects.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA 1.3	<p>Number of auditors : 4 auditor</p> <p>Number of days for ASA 1.3 at site : 4.5 days</p> <p>Number of working days for ASA 1.3 at site : 18 Working days</p>
2.2.2	Assessment Process
ASA 1.3	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT. PT Ramajaya Pramukti 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 P&C Certification System 2017 and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module D / E for CPO Mill).</p> <p>The audit program is included as Appendix II. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors</p>

	<p>were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities. This audit are under witnessed by Assurance Services International (ASI) as a part of accreditation process for PT Mutuagung Lestari.</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>Team of auditor started their trip from Jakarta to pekanbaru and continued to site. Once arrived in Pekanbaru, team auditor split into two team. The first team conduted public consultation with government institution in Kampar regency and the second team conducted Opening Meeting in the Meeting Room of PT Ramajaya Pramukti. Opening meeting was attended by Production Controller, Regional Controller, Estate Manager, the Assistant, the Head of Administration, Sustainability staff and the other related personnel.</p> <p>Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings. The comments made by external stakeholders were also taken into account in the assessment</p> <p>Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal meetings at their housing. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix III.</p> <p>Commonly, the audit activities went smoothly with good support from the unit management. The presentation of documents is presented quite well by involving related personnel. Closing Meeting conducted the Meeting Room of PT Ramajaya Pramukti and its attended by Production Controller, Regional Controller, Estate Manager, the Assistant, the Head of Administration, Sustainability staff and the other related personnel.</p> <p>Some opportunities for improvement of the results ASA 1.3 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA-1.4.</p> <p>Improvement of findings from main assesment findings were observed by auditors at this assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA 1.3 report.</p> <p>The assessment program please find Appendix 2.</p>
2.2.3	Locations of Assessment
ASA 1.3	<p>The sampling location consider the issue arise from the review documents and stakeholder's consultation that are fundamental and crucial. On this assessment sample locations that visited and respondent that interviewed by team auditor are:</p> <p>Rama Rama Mill</p> <ul style="list-style-type: none"> - Security Post. Observation related to the acceptance of FFB and employment aspect of securities. - Weighbridge Station. Observation and interview related of supply chain implementation, and weighbridge calibration. Weighbridge Station. Observation and interview related of supply chain implementation, and weighbridge calibration. - Grading Station. Observations and interviews related to FFB quality, handling of FFB that did not pass the criteria, OHS and employment. - FFB process stations (sterilizer, thresher, digester, press, kernel). Observations and interviews related to best practices, OHS, license, and employment.

- **Boiler.** Observations and interviews related to OHS, understanding of emergency response, and operator licenses
- **Hydrant simulation.** Observation related emergency response, readiness of fire fighting equipment.
- **Engine room.** Observations and interviews related best practices, OHS, and employment.
- **CPO storage dan despatch.** Observation related CPO storage and despatch.
- **Kernel Silo.** Observation related PK storage and despatch.
- **Effluent pond.** Observation for palm oil mill effluent management
- **Empty bunch area.** Observation for OHS and EFB management
- **Housing.** Observation for domestic waste management, OHS, worker facilities
- **Biogas plant.** Observation related POME utilization and OHS
- **Water treatment plant.** Observation for OHS and water usage monitoring
- **Water intake block D14.** Observation related water sources management
- **Workshop.** Observasi related OHS and waste management
- **Hazardous waste store.** Observation for OHS and hazardous waste management
- **Chemical store.** Observation related OHS and material handling
- **Sparepart store.** Observation related OHS and material handling

Rama Rama Estate

- **POME Land Application, Block C14.** Observation POME management as nutrient cycle strategy.
- **Manual Weeding, Block C7.** Observation and interviews with workers related manual weeding, OHS, and employment.
- **Replanting Area of 2018 (immature), Block C7.** Observation related zero burning replanting method, soil and water conservation.
- **Barn Owl Box, Block C13.** Observation of IPM, related to suppress rat infestation by installing and monitoring barn owl boxes.
- **Nursery.** Observation and interview with workers related oil palm nursery, preparation of replanting, OHS and employment.
- **HGU stone and land demarcation No. 10, 11, 12, 14 and 18.** Observation of aspect of land demarcation and maintenance of HGU pole, and land dispute potency.
- **HCV Petapahan River Riparian Area,.** Observation the implementation of management in HCV of riparian area, and boundary marking.
- **Rimbo Putui Customary forest,** Observation related forest customary boundaries.
- **Harvesting block C31.** Observation related OHS, and workers welfare
- **Manual upkeep block E37.** Observation related OHS, and workers welfare
- **EFB application block B34.** Observation related OHS, and workers welfare
- **Housing.** Observation related OHS, workers facilities, and domestic waste management
- **Landfill block B31.** Observation related OHS and waste management
- **Chemical store.** Observation related OHS and material handling
- **Mixing and agrochemical / fertilizer container washing store.** Observation related OHS, and agrochemical waste management.
- **Rinse house for spraying team.** Observation for OHS and spraying team facilities
- **Diesel fuel tank.** Observation related OHS and material handling
- **Daycare.** Observation for OHS and worker facilities
- **Housing Complex.** Observation and interview with residents about housing facilities, domestic waste management.
- **Domestic Waste Landfill, Block A13.** Observation related domestic waste management.
- **Fire Fighting Facilities.** Observation and simulation the emergencies response facilities.
- **Daycare.** Observation and interview with worker related labor aspect and OHS.
- **Spare part and PPE warehouse.** Observation minimum stock of PPE's.
- **Diesel Tank.** Observation of OHS, environment aspect, emergency response and fire facilities.
- **Oil and Agrochemicals Warehouse.** Observation related to management of oil and agrochemical material and waste, MSDS, emergency response facilities and the types of pesticides used.
- **Hazardous Waste Warehouse (Temporary).** Field observations related to the fulfillment of the attributes health and safety, recording, and the implementation of compliance requirements hazardous waste temporary

warehouse, wages and complaint mechanism.

- **Workshop.** Observations and interviews related to wages and overtime, waste management activities, OHS implementations and health inspections.
- **Fertilizer warehouse.** Observation related to management of agrochemical material and waste, MSDS, emergency response facilities and the types of fertilizer used.
- **Water pump engine house.** Observations and interviews with relevant water pump house officials, engine capacity, engine oil spills, PPE and OSH.
- **Housing Complex.** Observation and interview with residents about housing facilities, domestic waste management, and complaint mechanism.

Amartha Jaya Plasma

Makmur Lestari Cooperative

- Harvesting activity Block H14. Observation and interview related harvesting activity, Procedures, safe working practices and worker welfare
- **Lembu riparian Blok G16.** Observation for riparian management.
- **Replanting areas Blok F11.** Observation for riparian management during replanting activities
- **Makmur Lestari Cooperative Central Office.** Interview with land owners and KUD board, observation for pesticides applicators PPE store, rinse area, eyewasher, and etc.
- **30 sample plots of Makmur Lestari cooperative.** Field Observation and interview related to association procedures (Legal, Agronomy, Labor and Environment aspect).

Sibuak Jaya Cooperative

- **Sibuak Jaya Cooperative Central Office.** Interview with land owners and KUD board, observation for pesticides applicators PPE store, rinse area, eyewasher, and etc.
- **Hazardous Waste Warehouse (Temporary).** Field observations related to the fulfillment of the attributes health and safety, recording, and the implementation of compliance requirements hazardous waste temporary warehouse, wages and complaint mechanism.
- SHM stakes and land demarcation No. 68, 69, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 496, 497, 498, 499, 500, 501, 502, 507, 508, 509, 510, 511, 512, 513, 523, 551, 552, 553. Observation of aspect of land demarcation and maintenance of HGU stakes, and land dispute potency.

Consulted Stakeholder

- Plantation Agency of Kampar Regency
- Land Office of Kampar Regency
- Environmental Agency of Kampar regency
- Labor Agency of Kampar Regency
- Safety and Labour Inspector of Riau Province
- Elder (ex-Village Head) of Beringin Lestari Village
- Sub District Head of Tapung Hilir
- Official of Sibuak Village
- Village head of Sukamulya Village
- Village official of Kenantan Village
- Elder of Petapahan
- Previous Land Owner (7 Persons)
- Official and Members of Sibuak Jaya Plasma Cooperative (25 smallholders) – Amarth Jaya Plasma (AJYP)
- Official and Members of Makmur Lestari Plasma Cooperative (25 smallholders) – Amarth Jaya Plasma (AJYP)
- NGO of Bahtera Alam
- EFB and FFB Transporter Contractors
- Worker Union - SPSI
- Worker Union - KBS SBSI
- Worker Cooperative

	<ul style="list-style-type: none"> - Gender Committee - Jikalahari (No respond) - WWF (No respond) - Sawit Watch (No respond)
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA 1.3	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT Ramajaya Pramukti was held by:</p> <ul style="list-style-type: none"> • Public Notification on website on 23 September 2019. • Public consultation meeting with government institution on 07 October 2019 • Public consultation meeting with community(s) including previous land owner 08 October 2011 and 10 October 2019 • Public consultation meeting with internal stakeholders and contractor 08 October 2019 <p>Numbers of input from stakeholders were clarified by PT Ramajaya Pramukti as a part of this report</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit ASA 1.4 will be determined eight (8) month to twelve (12) month after date of annual license

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

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

During the assessment, there were nil nonconformities were assigned against Major Compliance Indicator, Minor Compliance Indicators, supply chain requirement for CPO mill and there were four (4) opportunities for improvement were identified. Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5.

MUTUAGUNG LESTARI found that Rama Rama POM – PT Ramajaya Pramukti, subsidiary of Golden Agri Resources Holdings Ltd complied with the requirements of RSPO Principles and Criteria (P&C) for the Production of Sustainable Palm Oil - April 25th, 2013. Indonesian National Interpretation – NITF 2013, endorsed 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 and 1.1.2	<p>The Company has procedure and has appointed person in charge in the requests for information from stakeholders. The Company responded to information requests with maximum time of 3 days since mail received. Based on verification document and interview with external stakeholders, management always responds the information request no longer than 3 working days. Records of information request and response monitoring was summarized in Logbook Form No. F/SMART/UMUM/SADV/004/002. Furthermore records of information and communications request available in the documents <i>"Buku Komunikasi dan Konsultasi"</i></p> <p>The types of documents that can be accessed and given to stakeholders are included in the information list for stakeholders ((F / SMART / GENERAL / SADV / 004/00), such as employee list, wage register, NPWP, local tax payment / levy, environmental documents, certificate of incorporation companies and changes, production area data and fertilizer application, proof of land ownership and <i>HGU</i> certificates, High Conservation Value reports, Social Impact Assessment reports, social activity documents, and work accident reports and <i>P2K3</i> reports, improvement program documents, RSPO audit report documents, documents human rights policy: If the information requested is not included in the information list, then top management consideration is needed first.</p> <p>Based on interview with community of villages, if they need information they will submit a letter to the company. According to them, the company always responds each letter submitted. The entire request of information (verbal and written) is recorded and kept in the logbook which is available in all units both of estates and mill, there was no request for information, but recorded several incoming letters which were entirely the proposals of aid that has been responded by the company. In addition, sighted the evidence of report delivery to relevant agencies, among others : report of environmental management and monitoring, report of employment, waste management and plantation report. Verification of stakeholders is done by conducting direct interviews with stakeholders such as local contractors, Workers Union, Gender Committee and employees. From the results of the interviews it is found that the stakeholders can access</p>	

information / data from the company in accordance with their respective interests. Based on the results of interviews with the community and village representatives already know the procedures for accessing information.

Based on interview with government Agencies of Kampar Regency (Manpower and Industrial Agency, National Land Agency, Environment Agency and Plantation Agency), document verifications as well as surrounding community representatives from Village, it was known that the CH has considered transparent and cooperative in providing information requested or required, which some were a part of regulation pursuance as well.

Based on field interviews with land-owning farmers and the Chairman and managers of Makmur Lestari and Sibuk Jaya smallholder cooperation, informed that information request could be addressed to smallholder cooperation management, and then it will be forwarded to the company.

1.1.2

Communication and Consultation SOP No. SOP / SMART / GENERAL / SADVI / 004, July 1, 2014. Delivery period of advice no later than 1 week after letter received (from Unit Head to Department concerned). Feedback no later than 3 weeks after the letter received.

Requests for information are documented in the communication book. As stated in the communication book there is no incoming letter demanding for information related to the operation of the estate and mill. The results of public consultations with stakeholders obtained information that they never requested information about operational activities. However, if the village community submits requests for assistance, the company always responds quickly.

Records of requested information documents are documented in the documentation of Incoming and Outgoing Letter for smallholder cooperative known if most of it are invitation letters, no information request.

Status : Comply

1.2

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

1.2.1

Procedure No. SOP/SMART/UMUM/SADV/004/005 (Rev. 00) dated July 1st 2014 mentioned that company private and confidential (P&C) data and/or information could be accessed through official request, to obtain official approval from the respective Department or Unit. Internal communication and external communication mechanism were described in Point 2.8 and Point 2.10, respectively. Among P&C data are legal documents, finance report and long-term management plan report. For example, land title or rights of tenure and legal data shall be approved and permitted by Plantation Monitoring and Planning Division (PMNP) before accessed or distributed to the proposed parties. Those documents were stored in the respective units on SPO Room where limited to be accessed.

List of informations/documents which could be accessed and/or shared to the stakeholder such as government institutions and NGO was presented in document No. F/SMART/UMUM/SADV/004/003. Until ASA-1.3, there were 16 type of documents which could be accessed by stakeholder, e.g. workers data and list of wages, tax payment, retribution payment, environment documents, Company Act and its revision, best management practices report (upkeep activities), land rights documents, HCV report, SIA report, CSR report, OSH Committee (P2K3) report, continuous improvement program report, RSPO audit report, human right policy, conflict resolution procedure, complaint and grievance records, etc.

In the Communication and Consultation SOP it is explained that if the requested information is not included in the list of information in the list of information documents to the stakeholders, consideration is required from the top management first. The Company has conducted dissemination to stakeholders regarding SOP Communication and consultation.

CH also has monitoring and management report, such as OHS implementation report, report of environmental management and monitoring plan. These documents also can be accessed by public through the mechanism which has determined by the company.

The list of public document types in smallholder cooperative consists of 14 types of information, namely: number of employees and wage list, NPWP data, procedures and work stages, environmental documents, deed of establishment and amendment, production and area data, evidence of land use, identification of HCV, SIA identification report, community empowerment program report, P2K3 report, repair program document, RSPO audit report document, human rights document, complaint documentation and dissatisfaction.

Based on interview with government Agencies of Kampar Regency (Manpower and Industrial Agency, National Land Agency, Environment Agency and Plantation Agency), as well as surrounding community representatives from Village, it was known that the CH has considered transparent and cooperative in providing information requested or required, which some were a part of regulation pursuance as well. Furthermore the stakeholders are aware about the type of documents can be access by stakeholder.

Status : Comply

1.3

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

1.3.1

The CH has business ethic that issued by Regional Controller of Kampar and Kampar-Smallholder on February 2nd 2015, which mentioned as follows:

- The company has no tolerance on any form of corruption in any business practise committed by the employee. Sanction / penalty will strongly be given as in accordance with applicable regulations.
- The company has committed to code of conduct of ethic behaviour in any business practical implementation included attitude among personnel, stakeholder and broader communities.

Furthermore the company also have GAR Social and Environment Policy/GSEP singed by Head of Upstream on November 2015. This policy was explained about code of integrity and ethical business. The policy is available in Bahasa Indonesia. The policy is communicated to workers in accordance with the results of interviews with them. Besides that's socialization is also done through posters, signboards and banners in strategic locations, for example in the office or emplacement. Based on interview with local contractor of it is known that company has been disseminated the policy of standard business of conduct.

Dissemination of code of integrity and ethical behavior disseminated by specific socialization or morning briefing to all level of workers . Based on interview with workers, labor union, representatives of gender committees know about code of integrity and ethical behavior.

During an interview with workers in estate and mill, the worker can explain the understanding of the policy in a language acceptable to the auditor. Based on interviews with cooperative management, it can be explained that some GAR policies (Corporate Group) have been socialized for example in Coordination meeting at *each KUD*. It has submitted some information and socialization from company side, one of which is related to business ethics policy.

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 & 2.1.2

Company has list of updated applicable Indonesian laws/regulations, international laws or conventions which adopted as reference for oil palm estate and processing process activities, and its classified based on several aspects such as land permit, OHS, Environmental, HCV, labor and manpower, social, and etc. Based on document review, it consist of about 172 items of laws and or regulations were related. There were additional regulations on 2 January 2019 such as follows :

- Regulation of the Minister of Environment, PermenLH no 5/2018 regarding competency certification for waste water treatment plant PIC

Labor and manpower

The Company has applied wages and overtime in accordance with applicable labor regulations. The Company has applied the minimum wage in accordance with SK *Penetapan Upah Minimum* Riau Province 2019.

Legal Aspect

In term of legal and permit regulation compliance, company are able to shown several documents, such as Location Permit, and Land Tenure or Land Use Right (HGU). Compliance with the regulation on the licensing for plantation business, based on Ministry of Agriculture Regulation No. 98 year 2013, The unit of certification has complied with said provision by obtaining Plantation Business Permit whereas for PT Ramajaya Pramukti based on Decree from Kampar Regency no 58 year 2001 dated 15 October 2001 with an area 1,844.07 Ha and Plantation Business Registration Letter, No: 757 / Menhutbun-VII / 2000 dated 29 June 2000 (with an area of 2,247.87 Ha and a mill capacity of 60 tons of FFB / hour. Furthermore for smallholders based on Decree of the Minister of Agriculture No. 120 / MEN / 1991 dated 14 September 1991 about *Izin Pelaksanaan Transmigrasi PIR TRANS* To PT Ramajaya Pramukti with the commodities is Palm Oil in Siak Hulu, Regency of Kampar Province of Riau with the number of smallholders/ transmigrate is 4000 Family. Furthermore, Based on information from estate management, surrounding local communities, as well as review on company hectare statement it could be concluded that there is no expansion and new planting conducted by company.

2.1.3 & 2.1.4

Mechanism to law register updating and implementation has been established and listed on procedures "*Pemenuhan peraturan & persyaratan lainnya*" (SOP/SMART/UMUM/SADV/II/002). This procedures has describes information of laws and regulations, identification of requirement, updating mechanism, updating PIC, and etc.

SPO team on unit and region has responsibility for updating law register and evaluate company compliance regarding the applicable laws/regulations. The last evaluation / internal audit for regulation compliance were conducted on January 2019, and history for all law register changes from 2018-2019 are available.

Status: Comply

2.2

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

2.2.1

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

Scope certificate of Rama Rama Mill are Rama Rama Estate and Amarta Jaya Plasma (smallholder scheme) with total certified area covers 8,517.94 Ha. Documents showing the actual legal use of the land available in Area Statement as follow:

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

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

AMARTHA JAYA PLASMA

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

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

Note: The results of the document review and field visit were found outside the Land Rights Right of 318.76 Ha. Based on the decision of the Director of PT RJP is excluded from the scope of certification and included in the Additional Time Bound Plan for 2020.

2.2.2

The Certificate Holder has boundary poles monitoring report periodically every 6 months. The monitoring of poles is based on the procedures "SOP Pemeliharaan Patok HGU/HGB (SOP/SMART/CERS-EHSD/SADV/II/004), 1 Juli 2014". Auditor verifies the 6 poles in Rama-Rama Estate boundaries by using GPS tool; it was clearly the sighted poles are in well maintained and appropriate with coordinate points. Reference document to compare the coordinate's positions is based on boundaries pole map "Peta Posisi Patok Areal PT. Ramajaya Pramukti" Scale 1:125,000. Management unit have conducted monitoring of boundary stones once month. The monitoring results for 2019 showed that all boundary stones in certification scope are in good condition.

For smallholders, auditor verifies in 30 sampling plots area at Sibuak Jaya Cooperative and 29 sampling plots area at Makmur Lestari Cooperative ensuring demarcation of boundaries. Based on field observation, markers of each plot are visibly and clearly demarcated. Plot number of each smallholder area also available on site.

2.2.3; 2.2.4

According to information gathered during stakeholder consultation with representatives of Village Officials; Previous land owner it is confirmed if land acquisition has been carried out since 1991 involving the regional government and there was no customary land or other use right over the certified area. Suggested that there is no communally owned land inside the estate location. Additionally, as suggested by the result of documents verifications most of the entire land use title area was originally converted from the forest conversion production to become the land allocated for other purpose (APL) on 1991.

Documents verification the Block G28 revealed that there were land claims from people of Dusun Sido Makmur, Suka Mulia Village, Bangkinang Seberang District. The results of interviews with BPN and management obtained information that the claim was due to indications of ownership of multiple legal rights in the same plot of land. the community from Suka Mulia Village considers that the Company's area is located within the Community Property Certificate (SHM) area. The results of verification of the legal documents of the company are known that the area claimed by the community is within the Company's HGU. The company has a Map of Overlay Map of PT Ramajaya Pramukti and Claims of community from Sidomakmur Village on a scale of 1: 60,000. Source of map: Map of land no. 5 of 1998 and minutes of Mediation no. 1217 / 600.13-14.01 / XI / 2017.

Records of land conflict resolution:

1. On 1st and 5th of August 2012 Suka Mulia Village Head sends letter no. 140 / PEM-SM / 2012/217 and no. 140 / PEM-SM / 2012/252 to Head of BPN Kampar Office requested to be able to be implemented Mediation with PT RJP in connection with the demands of HGU. 149.
2. BPN Kampar invites the parties through letter no. 1216 / 600.13-14.01 / IX / 2017 dated September 4, 2017 to carry out the presentation of the results of Inventory of PT Ramajaya Pramukti Field Activity dated September 11, 2017. Meeting results are presented on:

- The results of field inventory / data derived from transmigration community appointments obtained data that indicated entering HGU PT RJP area of 113.10 Ha.
- Results of HGU Map overlay PT Ramajaya Pramukti with map Transmigration Overview 13.6 ha of data obtained indicated overlap. The minutes of the event were signed by community representatives (M. Syaiful.BR; M. Sri T: Maju M) and representatives (Asrinasin, Bambang Suhartono and Wishnu).
- 3. Meeting and report on the handling of Land Rights issues of PT Ramajaya Pramukti with Transmigration No. Land. 1505 / 600-14.01 / X / 2017 dated October 30, 2017 (available photo documentation of the meeting) in the letter informed:
 - Land Office of Kampar Regency has made mediation efforts to the parties.
 - To support such mediation activities, the Land Affairs Office conducts field identification data based on border appointments by the parties.
 - Mediation is declared to fail because no agreement is reached between the parties.
 - Due to the unanimous agreement, PT Ramajaya Pramukti by letter dated 02 October 2017. 535 / DL-PKU / 10/2017 regarding explanation of Sukamulya Village community claim to settle by way of justice.

Based on interview result with Village head of Sukamulya obtained information if the process is in court. The claimer has authorized the lawyer to handle the case. and currently both parties are still awaiting a decision from the court

2.2.5

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

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

2.2.6

The company has a policy to circumvent instigated violence to maintain peace and order in current and planned operations described in GAR Social and Environmental Policy, issued date 8 September 2015. In section 2.1.2 stated "To refuse the use of confrontation and intimidation in land disputes". Based on field visits and interviews with surrounding communities, it is known that there was no intimidation or use of mercenaries in maintaining peace and order in the company's area.

	Status: Comply	
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2.3

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

2.3.1; 2.3.2; 2.3.3; 2.3.4

PT. Ramajaya Pramukti is one of long-established plantations company. In related to the maps of an appropriate scale that showing legal, customary or user right through participatory mapping and copies of negotiated agreements detailing process of FPIC is not applicable. This is due to no longer records dating back to the time of the decision making. According to information gathered during stakeholder consultation with representatives of Village Officials; Previous land owner it is confirmed if land acquisition has been carried out since 1991 involving the regional government and there was no customary land or other use right over the certified area. Suggested that there is no communally owned land inside the estate location. Additionally, as suggested by the result of documents verifications most of the entire land use title area was originally converted from the forest conversion production to become the land allocated for other purpose (APL) on 1991.

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

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

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

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 long-term management plan for period 2018-2022 which presented in document of "*Prinsip-prinsip dan kriteria untuk manajemen perkebunan tahun 2018-2022*" issued by Director of PT RJP on June 4th 2018. Management plan has covers projection on production (FFB, CPO and PK), product price, production cost, revenue and replanting. For example, projection of CPO production in 2018 to 2020 were about 94,117 Mt, 85,851 Mt and 72,434 Mt, respectively. Furthermore, based on hectare statement, it was known that palms planted in PT RJP which supply RRMM were planted within 1991 to 2002. Estate management is able to shows replanting projection for period 2018 to 2022. Currently there was 1st cycle of palms planted in RRME, AJYP and STPA. Replanting for 2nd cycle will be conducted on 2018 in AJYP and 2019 in RRME for about 480.00 ha and 1,693.93 ha, respectively. Based on field observation known that land preparation will conducted through zero burning method. The long-term management plan that has been prepared by the company for the long-term period also covers the scope of scheme smallholder, for example, including estimating FFB production, CPO production, costs, prices and profits

Mill and Estate Management mentioned long term projections were subjected to be changed and reviewed annually by Estate or Mill Manager, through considering actual trends and dynamic situation which predicted could be changed in the future. Moreover, it was stated that there no plan for expansion on estate operational areas and mill processing capacity.

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

There was no change over the procedure for cultivation and processing since Recertification until ASA-1.3. PT SMART as a parent company of PT Ramajaya Pramukti Mas has documents of SOP Technical of Oil Palm Cultivation starting from land clearing up to harvesting, approved by SMD Ops and entered into force on 12 June 2012. The SOP documents among others about planning of new area planting, replanting plans, nurseries, land clearing, planting, replanting, pest and disease control, weed control, fertilization, maintenance of immature plant, preparation ahead of harvest, harvesting, loading and transportation of FFB. The Oil Mill has SOPs covering all mill operations such as FFB Grading, Sterilization Station, Press Station, Threshing Station, Oil Room, Kernel Plant, Laboratory, CPO & PK Despatch, Engine Room, Boiler Room, Electrical, Workshop as well as Raw and Boiler Water Treatment Plant. The SOPs are available on audit site (Estate office) and are written in a language (Bahasa) that is easily understandable for workers.

Based on field observation and interview with the workers in the Mill, Estate and Plasma can be concluded that the workers understand the duties and responsibilities of their works in accordance with the applicable SOP.

4.1.2 and 4.1.3

The Certificate Holder has a procedure associated with Operational Internal Audit in the SOP No. SOP-ISCC/IMT/OIA. The SOP approved by VPA and VPM, entered into force on 1 September 2010. In each SOP, there is page of document control that record the revision if any. Ensuring consistency of procedures implementation, the Certificate Holder routinely

conducts operational internal audit, RSPO and SCCS internal audit, as well as Management Review. It is performed by the Department of Operational Internal Audit (OIA) every semester. The records of those audit and Management Review have been documented. Non-compliance records of internal audit have been followed up by management.

4.1.4

The Mill has record the source of its FFB, that were from certified and uncertified source. The certified source were from own RRME and Amarta Jaya Plasma (AJYP), whereas uncertified source were from third parties. The documentation has been conducted in accordance with procedure of SCCS MB Module.

Status: Comply

4.2

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

4.2.1

The Certificate Holder has had a procedure to manage and maintain soil fertility (SOP of Manuring: SOP/SMART/MCAR/IX/TA-PPK). The SOP approved by SMD Ops on 12 June 2012. Maintenance in order to maintain soil fertility, the Certificate Holder conducted manuring activities in accordance with recommendation from research department, POME applications, and maintain cover plant, such as soft fern (*Nephrolepis biserrata*).

4.2.2

Based on document verifications, the Certificate Holder has performed fertilization using inorganic fertilizers, POME and FFB mulching application. Recording of fertilization has been conducted well, indicated input from summary up to each fertilizer for each block. The fertilizer used were MOP, TSP, and Urea. At the time of audit, there was no fertilization in the field due to the program has been conducted. Certificate Holder can show the recording for the period of 2018 and to date July 2019. The documents showed that all fertilization activities have been in accordance with the recommendation Manuring has been observed by EFB mulching application, and POME Land Application. Visual observation known that there is no nutrient deficiency in the frond, indicated sufficient fertilization. It was strengthened by yield of 12 month before audit, shown 28 – 30 ton/ha/year.

4.2.3

The Certificate Holder has routinely monitored the changes on the nutrient status based on the regular analysis of soil sampling unit (SSU) and leaf sampling unit (LSU) to determine fertilizers recommendation. The sampling spot has been determined in each Division routinely by SMART Research Institute (SMARTRI) and it is supported by well-trained census officers in each Estate. SSU is conducted every 5 year for trees with age of 3, 8, 18, and 23, meanwhile LSU is conducted annually. The last LSU of RRME dated 14 May 2019, meanwhile the SSU dated 6 August 2019. LSU AJYP conducted on 24 June 2019.

4.2.4

The nutrient recycle strategy conducted by POME land application dose 750 m³/ha/year in Rama Rama Estate to enrich soil fertility, meanwhile EFB application covered 739.64 ha with dose of 30 ton/ha/year, as well as chipping of oil palm trunk at replanting area. Based on field observation and document review known that POME land application, EFB mulching application, and chipping of oil palm trunk has been conducted in accordance with procedure.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

The Certificate Holder showed the semi detail soil survey map in 1 : 40.000 scale of Rama Rama Estate. This map indicates unit of soil map, land suitability, limiting factors, and composed by Plantation Monitoring and Planning Division (PMNP) in 2017. Based on this map, it is identified that soil classification found on RRME were predominated by typic dystrochpts by 3% - 9% slope covered 2,183.52 ha areas. Few part of RRME area is hilly covering 233.77 ha with slope 21% - 40% but is plantable There is no peat soil operational area of Rama Rama Estate.

Meanwhile on AJYP, based on semi detail soil surveys from PMNP 2017, and based on soil map with 1 : 40.000 scale, it is known that there is no peat soil at AJYP area. Soil classification found were dominated by dystrodepts covered 2,699.66 ha and endoaquepts types covered 1,634.78 ha. Topography is dominated by 3% - 9% covered 2,699. 66 ha areas. Topography and elevation condition, soil depth, drainage properties, limitation factors on each soil type and its hectarages was provided on map legend.

4.3.2

Area with topography 21% - 40% is 233.77 ha (5.70%) in RRME, several methods have been implemented which refers to procedure, that is soil conservation technique such as by making terraced planting pattern on hilly areas for soil conservation, by making silt pit for water conservation, planting of trees on riparian of conservation area, monitoring of soil erosion on palm circle, inter-row and harvesting path, and frond stacking technique.

Based on document review and field observation, the CH has installed 10 erosion stakes in Block D-26 Division 5 RRME and has been conducting from January to September 2018 that locates on palm circle, inter-row and harvesting path. Measurement results shows that soil erosion is 0 cm in each stake.

Based on field observation on blocks visited during audit, generally the topography was relatively flat. However, it was found that land management has been practiced, such as manual upkeep, selective weeding, maintaining soft fern (*Nephrolepis biserrata*), stacking fronds in interrow in the form of "U-Shape". This indicates that soil conservation method has been satisfactory implemented.

4.3.3

The CH has had road maintenance program, includes of manual upkeep, mechanical upkeep by heavy vehicles, and hardening road by laterite soil. The program and realization reports includes tables per Estate per month and summary, as well as maps of program and realization. The maps were available. Based on field observations in RRME and AJYP, the main and collection roads were in good condition, hardened, able to use for FFB transport or upkeep activities.

4.3.4 and 4.3.5

Based on semi detail soil surveys known that there is no peat soil at operational area of RRME and AJYP. The soil type found these areas are dominated by mineral soils classified as Dystrudepts and Endoaquepts.

4.3.6

Field observation showed that CH has several strategies to manage sandy areas with low organic matter. The strategy, among others is EFB mulching application with a dose of 30 ton/ha/year. Besides that, soft fern (*Nephrolepis bisserata*) is maintained to keep soil moisture and minimising the evaporation.

Status: Comply

4.4

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

4.4.1

Water sources identification and management plan for RRME and amarta jaya plasma are listed on both HCV identifications and HCV management plan 2019 documents. Water management plan for both estate are included water source identification, water quality analysis monitoring , and riparian management. Water source identification shown there is some riverine on RRME e.g Jernih riverine and Petapahan riverine, meanwhile for amarta jaya plasma there is five sub riverine such as Kenantan and Kuok riverine.

Field visit on Petapahan riverine (RRME) found that certificate holder have implemented water management plan by buffer zone marking on both sides ± 50 meters on riparian, perform revegetation with bamboo, and signboard/HCV identity placement. Meanwhile field visit on AJYP in Lembu riparian found farmers managed riparian by manual weeding on riparian and signboard placement. RRME and AJYP also conducted surface water quality testing every semester that listed on regular environment monitoring and management implementation report.

4.4.2

Procedures for riverine and riparian management are listed on procedures SOP/SMART/BCOS-EHSD/SADV/I/004. Certificate holder has identified and shown the maps for catchment areas (including riparian) with 1:50000 scale. Water source identification shown there is some riverine on RRME e.g Jernih riverine and Petapahan riverine, meanwhile for amarta jaya plasma there is five sub riverine such as Kenantan and Kuok riverine.

Field visit on Petapahan riverine (RRME) found that certificate holder have implemented water management plan by buffer zone marking on both sides ± 50 meters on riparian, perform revegetation with bamboo, and signboard/HCV identity placement. Meanwhile field visit on AJYP in Lembu riparian found farmers managed riparian by manual weeding on riparian and signboard placement.

4.4.3

Field observation on Ramarama POM found that palm oil mill effluent are managed on waste water treatment plant before it distributed to RRME as land application. Related palm oil mill effluent application, company shown land application permit based on Kampar regent capital investment board No 503/DPM-PTSP.PEL/LA/2017/14, valid until 2022. Ramarama POM shown compliance related this pome application based on current permit for examples regular POME testing and annual soil testing on land application areas. Waste water quality testing document review shown for July-September 2019, all of waste water testing parameters is compliant to the standards quality and mill effluent management and monitoring has been reported to related agency for quarterly basis.

4.4.4

Ramarama POM are able to show water usage monitoring for period January - September of 2019 with an average use of 0.95 m³/ mt FFB process. From these records, it is known that the average use of mill water does not exceed the established budget (1111 m³/ mt FFB process). Data of water usage from January - September 2019 is obtained from daily water usage record by WTP operator through flow meter observation. Observations on Ramarama POM water treatment plant found monitoring for raw and process water usage was done by officer periodically, and flowmeters at outlet serves normally.

	Status: Comply	
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4.5

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

4.5.1 , 4.5.2

Integrated pest management plans are contained in Agronomy and Research Management Committee (MCAR) document (SOP / SMART / MCAR / VII / TA-HPT) which aims as a guide in Integrated Pest Management (IPM) activities as one of the activities in the process of caring for oil palm.

Based on field observation, the strategies has been implemented, include the planting of beneficial plants (*Turnera subulata* and *Antigonon leptosus*) and selective weeding to establish soft weeds to suppress leaf eater pests. In addition, the installation and monitoring of the barn owl boxes to suppress infestation of rats.

Certificate Holder has identified potential pests in the plantation such as leaf eater caterpillar, rats. Regular pest/disease detection has been conducted. Appointed detection/census workers have been regularly trained, the last training conducted in May 2019.

Based on data and summary of census of 2019 in RRME and AJYP, it is known that there are no pest and disease infestation that exceed the economic threshold. So there is no usage of pesticides for pest and disease control. This is verified by field observation in harvesting activity, visually there is no symptoms of leaf eater caterpillar infestation on the canopy, or the rats infestation on the FFB collected in the FFB platform.

Based on interview with IPM operators, known that they were well trained and can explain the IPM in accordance with the standards adopted by the company.

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

The CH has had commitment not to use pesticides that endanger health or environment, based on regulation, and has specific target. The commitment sight on the Procedure of Weed Control, as well as document of Pesticide Recommendation, where shown justification that pesticide used has been registered in Pesticide Commission - Ministry of Agriculture (pestisida.id website), identified active ingredient, dosage, WHO class, and target species. The pesticides chosen and used by the CH has been considered that had specific to target species and minimum negative impact on non target species.

4.6.2

The routine pesticides application were for weed control in circle and path using a.i of *Glyphosate*, *Metyl metsulfuron*, and *Triklophyr* conducted every four months. CH has conducted monthly documentation of pesticide utilization that record product name, active ingredients, LD50, percentage of active ingredients, total application, total active ingredients, hectare application and active ingredients per ton FFB production. For instance in RRME period of September 2019, the utilization of *Glyphosate* were 0,0016 kg of a.i/ton of FFB, *Metyl metsulfuron* were 0,000067 kg of a.i/ton of FFB.

4.6.3

The CH has shown evidences that any use of pesticides has been minimized as a part of IPM plan, and there was no prophylactic use. In line with the explanation of criterion 4.5 that IPM has been carried out quite effectively, so that there is no chemical use for pest control, except for routine weed control. The pesticides used are also not preventive pesticides. Based on observation of spraying activities, the application method is not a preventive application, but rather selective for locations that have weeds.

The usage of pesticides has been monitored in monthly of each type of pesticide in per division/cooperative and block. The certificate holder does not use pesticides prophylactically. If the conditions of circle and harvesting path are still quite standard, the weed control will be postponed. Based on observation of spraying activities, the application method is not a preventive application, but rather selective for locations that have weeds.

4.6.4

The CH shown evidences that the pesticides categorized in WHO 1A and 1B class, listed in Stockholm and Rotterdam Conventions, and paraquat are not used or minimized. The commitment sight in Director's Memorandum on 21 November 2014. In the memorandum stated that the CH committed to reduce or eliminate the use of pesticides class of WHO 1A and 1B as well as *Paraquat dichloride*. Based on document review, field observation in warehouse, as well as interview with spraying worker, since 2016 the CH did not use pesticide of WHO 1A and 1B class or paraquat.

4.6.5, 4.6.7, 4.6.9

During the audit, there were no spraying activities in RRME and AJYP. Spraying activity was postponed due to very dry season. However the auditor has been interviewed the spraying workers that worked in the other upkeep activities, such as manual weeding and loose fruits collecting, as well as observation in PPE and cleaning storage. Based on interview and observation of PPE Storage, the spraying worker were well trained and can explain the spraying activity properly, for example to prevent negative impacts, such as spraying in the direction of the wind, or prohibition of spraying on riparian. The sufficient PPE has been provided and utilized in accordance to product label, such as boots, apron, rubber gloves, mask, safety goggles. The foreman has brought a first aid kit and received first aid training.

The pesticides application has been conducted by methodes that has minimum risk and negative impacts to workers or environmental. Work equipment and PPE were stored in special warehouses, including for mixing pesticides, and washing after work. The rinse solution is stored in a special place and used again as a mixing agent in the next day's activities. Pesticide solution is brought to the field by special vehicles. The spraying activity conducted in selective manner by knapsack sprayer that the nozzle regularly calibrated. Foods were brought in a special storage that was protected from pesticides, as well as provided clean water and soap for washing hands. During breaks, workers ate on blocks that have not been applied by pesticides, and removing aprons and other PPE that are exposed. Overall shown that the workers has been well trained. Based on interview with smallholders the company has programme and evidence related pesticides handling for associated smallholders, this is confirmed by interview with smallholders and cooperative staff.

4.6.8

Based on document review, field observation, as well as stakeholder consultation, known that the CH did not applied pesticides aerially.

4.6.6

Implementation for pesticides storing and material handling are done based on material handling procedures SOP/SMART/HESS-EHSD/SADV/I/006 on 2014. Based on field visit in RRME and RRMM chemical storage shown there are signboards and hazardous symbols for chemical by category, complete series Material Safety Data Sheet, chemical logbook, emergency response manual, first aid kit and personal protective equipment for storage foreman. Field visit on RRME and RRMM housing indicates there is no evidence that ex pesticides/chemical containers were used for flower pots, water containers, or other household purposes. Furthermore, AJYP do not have any pesticides storage, all pesticides used by scheme smallholders were supplied by company when chemist activities will be conducted.

4.6.10

Company and scheme smallholders have implemented proper ways for waste disposal based on procedure SOP/SMART/LEMS-EHSD/SADV/I/002. Training for workers and staff regarding hazardous & toxic material handling has been conducted on March 2019 for RRME and on July 2019 for AJYP representative.

Field visit during audit on RRME dan AJYP scheme smallholders shown that agrochemicals containers are disposed based on MSDS i.e cleanly washed (triple rinse) on pesticides optimalization storehouse and regularly submitted to hazardous waste store on Ramarama estate. All evidence for ex agrochemical disposal for examples "*berita acara pengiriman bekas kemasan pestisida*" and related hazardous waste manifest are available and has been explained further on indicator 5.3.2.

4.6.11

Certificate holder regularly have a medical examination (every six months) for pesticide operator. The company can show a list of spraying workers in the Rama Rama Estate (RRME) and smallholder. All workers spray has examined health through inspection types of cholinesterase, to ascertain the condition of workers in good health. This semester examination was conducted in April 2019 for all units. Examination results stating that all pesticide operators are in a healthy condition (levels of cholinesterase in the blood within normal limits).

The results of interviews with pesticide operators in Rama Rama Estate and smallholder submitted that all pesticide operators have been checked health periodically six months and workers have known the results of the examination. No worker has an indication of exposure to chemicals such as itching, skin irritation, poisoning or anything else.

4.6.12

CH has a policy that prohibits pregnant and breast-feeding personnel working with chemical material. Based on interview with spraying personnel, it is known that there was neither pregnant nor breast-feeding female personnel who work with pesticide. Audit team also got information that the personnel have understood that female personnel cannot work with chemical material if they are pregnant or breast-feeding. Based on document review, it is known that there was no female pesticide operator in smallholder.

Status: Comply

4.7

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

4.7.1

Policy and procedure related OHS still the same as previous assessment, namely OHS policy issued by President Director of PT SMART dated 1 November 2013. Based on interview with workers known that they have been known about the OHS policy, for example workers are required use PPE while working and safe working practices. They also said that EHS Officer perform morning briefing every day before starting work and ensure the completeness of the PPE of all workers. The plan related OHS has been prepared in the OHS Committee program PT RJP of 2019, and the company has realized activities in accordance with the program created.

The OHS program and policy for Amarthya Jaya Plasma refers to the OHS program and policy of Rama Rama Estate. For

example OHS monthly meetings, first aid training, routine safety inspection, etc. Evaluation of OHS program is also conducted once a year.

4.7.2

Certificate Holder shows the document Hazard Identification, Risk Assessment dan Determining Control For Estate and Mill has been review of 2019 covering the entire process and operational activities. For example Risk Assessment on spraying activity at estate with odor chemical hazard with risk/impact in the form of respiratory disorders and risk analysis result set moderate level. Over the past 12 months, there have no work accidents at RRMM and smallholder (AJYP).

Based on work accident monitoring period January – September 2019, there is one work accident in RRME. CH has made the work accident investigation report and also documented it to OHS Committee Quarterly Report. The investigation report describes about chronology of accidents, causes of accidents, suggestions and recommendations of the investigation team to prevent recurrence of accident and follow-up investigations. The risk control that has been done is to conduct regular medical check-up, safe working practices, availability first aid kit and use of PPE accordance to MSDS. Amarta Jaya Plasma has had risk identification for the period of January - December 2019. In addition, based on interview with workers in KUD, it is known that workers have understood about risk and work accident and have used PPE provided by KUD.

The company has identified the sources of hazards and potential risks for the company's operations in the estate and mill. In general, each unit of activity has been identified, analyzed and reviewed its risk prevention efforts. However, based on field observations, several isolated cases were found that have the potential to increase the risk of OSH, for example:

- Fuel storage at the water pump engine house is open and has the potential to cause a fire hazard
- OSH application for outsiders who are in the company's operational area

This is an opportunity for companies related to risk analysis evaluation, for new things that might be discovered. **OFI.**

4.7.3

Based on field visit in Estate and Mill, all workers have been using PPE according to risk analysis made and PPE is in good condition and in accordance with its function. Boiler operators at mill using PPE kinds of helmets, ear muff, gloves, mask, and safety shoes. Workers also can explain how to work safely for example in the boiler station, workers can explain the PPE to be used, how to monitor the boiler in order to operate safely, has been given training related firefighters. Boiler operator have attended training and certification OHS, as evidenced by the availability OHS Electrician Ser.02787/TK3-LIST/X/2017, valid until October 2020, and certificate welder No: S.611/JL/BINWASK3-PNK3/VIII/2017, welder Class II.

Based on documents verification and interviews, it is known that all operators at Mill and estate already have license such as boiler operators, welders and electrical technician. Based on the results of interviews with workers at KUD Makmur Lestari and KUD Sibuk Jaya, it is known that the PPE used by them is from KUD. Based on the results of field visits to KUD offices, it is known that the company provides home storage of PPE and PPE for spraying workers. PPE provided include apron, mask, face shield, gloves, and boots.

4.7.4

Certificate holder has identified those responsible for implementation of OHS program formed in *P2K3* structure Estate and Mill. *P2K3* that owned has been approved by Labour Agency of Riau Province with :

- No. KEP. 171/Disnakertrans-PK/SK-P2K3/VIII/ dated August 27, 2018 for Mill (RRMM),
- No. KEP.182/Disnakertrans-PK/SK-P2K3/X/2017 dated October 3, 2017 for Rama Rama Estate (RRME).
- No. KEP.167/Disnakertrans-PK/SK-P2K3/VIII/2018 dated August 27, 2018 for Amarta Jaya Plasma (AJYP).

Secretary of *P2K3* who is an OHS Expert in accordance with the applicable regulation has certificate of OHS Expert from Labour of Minister RI. Besides that, meeting related OHS has been done on every month by *P2K3* personnel, example meeting on June 08, 2019 in Estate with the agenda of monthly APAR, PPE, first aid and emergency response inspection.

4.7.5

Certificate holder has made efforts to deal with emergencies and accidents. The company has procedures related to the handling of emergencies and accident investigation, the procedure is still the same as the previous assessment. CH has

emergency facilities and infrastructure such as fire extinguisher, first aid kit, hydrant, water tank, and other supporting equipment. CH has been conducted the training of emergency, for example emergency response training in Mill on July 2019.

The company provides procedures for accidents and emergencies in the SOP handling accidents and occupational diseases (SOP/SMART/HESS-EHSD-10) and SOP Preparedness and Emergency Response (SOP/SMART/GENERAL/SADV/I/005). The procedures cover the main potential causes of emergencies such as fires, chemical spills. Simulation was performed to know the preparedness of emergency response equipment in the Mill. Mill and estate has already licensed first aid officers and there was first aid internal training conducted on August 02, 2019 in RRME which was attended by 38 participants. Management unit also has a first aid kit in each unit and based on observations, it's concluded that the contents in the first aid box are sufficient. There is also a checklist of observations of the contents of first aid boxes routinely performed every month by first aid officers. Based on field visits in mill at boiler station known that hydrant can function properly and in each fire extinguisher there is checklist of inspection that monitored every month. Based on interviews with the foreman and manual weeding and harvesting workers at Rama Rama Estate, it is known that workers have known emergency response procedures, for example in an emergency in housing, must gather at the gathering point and in work accident cases the foreman must do first aid using a first aid kit provided.

Based on the results of interviews with workers in KUD Makmur Lestari and KUD Sibuk Jaya, it is known that the first aid officer in the field is the foreman. Every time there is a work accident, the worker will contact the foreman and immediately carried out the first aid.

The company has adequate procedures and provision of emergency response facilities. However, based on field observations, several isolated cases were found that have the potential to increase the risk of OSH, for example:

- A burst of eyeshower water in the hazardous material warehouse is too heavy and its position is perpendicular to the eye direction so that it has the potential to cause danger to the eyes
- The fire extinguisher at the engine pump house is located indoors so it cannot be used during an emergency.
- First aid kit in hazardous waste warehouse, chemicals (toxic places) located in a room that is potentially contaminated with chemicals.

This is an opportunity for companies related to the evaluation of the placement and condition of responsive facilities to minimize the negative impact of OHS. **OFI.**

4.7.6.

The management unit provided accident insurance for personnel based on the applicable regulation. The insurance such as manpower insurance is paid monthly to national social insurance for manpower/ BPJS. Meanwhile, for medical insurance, PT RJP has registered its entire personnel in manpower medical insurance/ BPJS. Has been observed the contractor of FFB transport – PT Satrindo Jaya Agropalma has been paid it's workers insurance. Based on interview with some personnel, it is known that the entire personnel have been registered in manpower medical insurance/ BPJS.

For scheme smallholders Based on observation and interview with member of Makmur Lestari Cooperative and Sibuk Jaya Cooperative has known that the worker of village cooperation has covered for accident insurance and medical care by the village / government or independent payment.

4.7.7

Certificate holder had recorded of work accidents in Work Accident Monitoring Reports that inform the time period, the number of working days, the number of non-effective working days, overtime, hours of work in total, the number of accidents, the number of working days lost, hours of work a year, the number of accidents a year, lost days a year.

The company is still consistent in monitoring the recording of occupational accidents by calculating the lost time accident (LTA). Recapitulation of work accidents with a formula to find the level of severity and frequency of accidents. Calculation of SR and FR is reviewed regularly and monitoring will be evaluated at the monthly meeting of Committee of Occupational Health and Safety. AJYP has calculated the Lost Time Accident every month for monitoring the recording of occupational accidents. Based on the document, there is no work accident during period of January – September 2019.

Based on document review and interviews with workers and doctors it was explained that in the Rama Rama Mill and AJYP units there were no work accidents with missing days while in the Rama Rama Estate (RRME) area there was 1

work accident with missing days in June 2019. Number of accident days lost: 1 day, number of days lost: 2 days, number of hours worked a year = 1,538,411; FR = 2; SR = 10.

The work accident was in the name of RRME division II harvesters who suffered an occupational accident on June 22, 2019; with the diagnosis from the company doctor as back / waist trauma. Based on interviews with RRME clinic doctors and medical officers it was explained that at this time the victim was recovering to work.

Status: Comply

4.8

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

4.8.1 and 4.8.2.

The Certificate Holder has training program 2019 for staff and workers related all aspects of RSPO principles and criteria. The training program for all employees based on identification of needs that prepared by SPO Officer. The annual training program covered all existing estate and mill activities, among others simulation handling chemical spills, first aid, fires simulation, socialization of policies for the protection of reproductive rights, prevention of sexual harassment in the workplace. The training record that shows historical training of each employee are well maintained in place.

Based on observation of operational activities in Rama Rama Mill, Rama Rama Estate and Amarta Jaya Plasma, the workers are known to have received training, and are able to demonstrate safe working practices in accordance with procedures. Interviews with local contractors are also known that contractors have been trained from CH related safe working practices.

Training programs for smallholders period 2019, the types of training include agronomy (harvesting, weed control, pest and disease control, fertilization, FFB quality, road maintenance, etc), conservation, environment (zero burning, waste management, etc), and OHS aspect (HIRAC, PPE, first aid, emergency response simulation, etc).

The training that held in 2019 has documented in minutes of meeting, list of attendees, and activity photos. For Rama Rama Estate (RRME) :

- The first aid training August 2, 2019.
- Socialization of HCV management April 2019.
- Socialization of emergency response procedure March 06, 2019.
- OHS training June to July 2019.

Amartha Jaya Plasma

- Socialization of Hazard Identification and Risk Assessment July 4 2019.
- Socialization of Land Fire Emergency Response on March 30, 2019.
- Leaf sampling Unit training on February 16 2019.
- The first aid training July 23 2019.

Base on interview with FFB transport contractor and replanting are submitted that the company has provided OHS training for contractor workers for example related to the use of PPE, accidents, safe working practices, etc. Observation of operational activities in Rama Rama POM and Rama Rama Estate, the workers are known to have received training, and are able to demonstrate safe working practices in accordance with procedures. Interviews with local contractors are also known that contractors have been trained from management unit related safe working practices.

There is a document of extension program and training for Amarta Jaya Plasma for 2019 such as: First Aid Training, Hazardous Material Management, Hazardous Waste Management, Fertilization of Palm Oil Plantation, Pest Management (PHT), and Emergency Response Training.

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

Until ASA 1.3 there is no changes related to estate operational areas development, mill capacity expansion, and etc. Aspects of plantation and mill management that caused environmental impacts were identified and listed on EIA document. Certificate Holder has environmental impact assessment documents approved by Ministry of Agriculture on 1994. This document scope covered, Ramarama estate, Ramarama POM, and amarta jaya scheme smallholders (PIR-TRANS) within 15,760 ha reserves area and mill capacity of 60 mt FFB/Hour. Related ramarama KCP, company also shown "*Dokumen evaluasi lingkungan hidup*" approved by Kampar regent based on decree no Kpts/BLH/Dok/2011/133 on 2011. Furthermore regarding biogas plant on Ramarama mill, based on "*surat arahan*" form national environmental minister B-8077/Dep.L/LH/PDAL/07/2013 on July 2013 stated that biogas plant as continuous improvement thus company are not necessary for new EIA documents.

5.1.2 & 5.1.3

Environmental management plan and monitoring plan for company are listed on RKL/RPL document Company also demonstrated environment and social management based on EIA document for examples : surface water quality testing, waste water produced by mill are managed on effluent pond before it distributed to estate as land application, regularly emission testing for boiler, generator emission, boiler emission, and based on local stakeholder interview acquired information that companies often provide assistance to the religious activities, sport activities, education activities, road maintenance and provide workers employment and business opportunities.

Result of monitoring for 1st semester 2019 shown that potential impact caused by operational activities have been reduced meanwhile surface water parameter (for examples O&G) on some outlets sampling point are still exceed standard quality, this caused by natural water ways condition on inlet that are already exceeded standard quality. Review for the monitoring/management plans has been developed on January 2018 and as an output certificate holder has been monitored replanting activities that might causing impact such as pest monitoring and surface water quality.

Status: Comply

5.2

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

5.2.1

Ramarama estate and Amarta Jaya Plasma has been conducted HCV assessment for the entire area of operations, done by the RSPO Approved Assessor on 2011. The process of HCV identification conducted by using HCV identification guides in Indonesia on 2008. These identifications indicates there is HCV 1.1, 4.1 presence on RRME .

Each HCV area has been mapped, and covered areas with the following details respectively, HCV 1.1/4.1 171,10 ha on RRME. However, in AJYP based on identification, there is no HCV area identified. based on document verifications there is no presence of HCV area in AJYP, meanwhile, there is potential HCV area in AJYP that is HCV 1.1/4/152,38 ha, and HCV 6 2,50 ha on AJYP. the potential HCV does not declare as HCV area due to the area located in the land that owned by smallholders. The HCV identification was conducted by a competent HCV team and has engaged stakeholders through public consultation in August 2010. HCV identification results also explain there is no presence of Rare, Threatened, or Endangered (RTE) species according to updated IUCN-Redlist 3.1 (2017). Based on interview with management, workers representative, and local stakeholders (Sekijang village) acquired information that currently, most often found species surrounding company was *macaca fascicularis* and *varanus salvator* and there is no RTE species present such as of *elephas maximus* and *panthera tigris*.

5.2.2 & 5.2.3

HCV identification and interview with relevant stakeholders (sekijang villages and scheme smallholders) shown there is no RTE species present surrounding company. To provide protection against wild species, management unit has

established 2019 HCV management plan that consist of : hunting ban signboard placement, HCV area patrolling, rehabilitation of riparian as wild species habitat, and etc.

Related to RTE species, company have RTE species protections policy established on 2011 by Managing Director. Evidence for workforce educations related to RTE species are available for examples HCV / RTE socialization on July 2019 for RRME & RRMM workers, meanwhile HCV and RTE socialization for AJYP conducted on June 2019. Field visit on Workers housing RRME and RRMM also found there is no RTE / wild species reared by workers.

Field visit on Petapahan riverine found that certificate holder have implemented water management plan by buffer zone marking on both sides ± 50 meters on riparian, perform revegetation with bamboo, and signboard/HCV identity placement. Meanwhile field visit on AJYP in Lembu riparian found smallholders managed riparian by manual weeding on riparian and signboard placement

5.2.4 & 5.2.5

Based on field observation, document review, and interviews with AJYP cooperatives boards / farmers found there is no HCV set-asides that affected local communities' rights. Company have established HCV management plan based on 2018 monitoring output. Regularly patrols and monitoring record shown company has been monitored illegal hunting, wild species present, and other illegal activities.

Records for regular patrols on RRME and AJYP are available and verified by auditors. For examples patrols result periods October 2019 on RRME on Kuok riverine found kingfisher fish, meanwhile signboard and HCV marking zone on this HCV 4 are maintained well. Meanwhile monitoring for October 2019 on AJYP found *varanus salvator* on block D06, and there is no wild species trap presence during patrols by HCV officer.

Status: Comply

5.3

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

5.3.1

All waste products and sources of pollution have been identified and documented in identification and evaluation of pollution source document issued on 2019. Type of waste been identified for examples are :

- Estates, waste source : chemist activities, waste type : ex pesticides containers (toxic and hazardous waste), managed by stored in optimalization store and sent to related vendors
- Mill, waste source : FFB process, waste type : shell and fiber (non toxic/hazardous waste), managed by renewable energy usage for boiler
- Estates, waste source : pruning activities, waste type : oil palm frond (organic waste), managed by frond stacking
- AJYP, waste source : chemist activities, waste type : ex pesticides containers (toxic and hazardous waste), managed by stored in optimalization store and sent to related vendors
- AJYP, waste source : office activities, waste type : domestic solid waste, managed by landfill
- AJYP, waste source : FFB transport, waste type : air emission, managed by FFB transpot vehicle routine maintenance.

5.3.2

Inventory for all chemicals usage and its containers are available on chemicals storehouse / temporary hazardous storage. All ex chemicals containers were kept on pesticides optimalization store, and company (RRME and RRMM) has a permit for all hazardous and toxic waste storage issued by head of environmental agency, Kampar regency based on decree No. 660/BLH-WAS/ILB3/2015/11, valid until 2020.

Based on document review and interview with management, shown all ex pesticide containers on estates and smallholders are managed by triple rinse on pesticides optimalization store and regular submitted to hazardous waste store. Meanwhile, for other toxic hazardous waste including fertilizer inner sack were stored in temporary hazardous waste storage on estate and mill.

Evidence for ex pesticides containers disposal for estate and AJYP has been verified by auditor. Document review shown that company has disposed all toxic and hazardous waste to PT Shali Riau Lestari (licensed collector by decree of national environmental minister) on August 2019, for examples manifest AAO0014164 (RRME) for 118 kg ex agrochemicals containers. Observation during audits at temporary hazardous & toxic waste storage shown that all of hazardous waste are compliant with the periods in permit.

5.3.3

Certificate holder has implemented waste management /utilization based on management plan. Field visit to RRMM shown that palm oil mill effluent are managed on waste water treatment plant before its distributed to biogas plant for GHG reducing; Fiber and shell has been utilized as a boiler fuel, housing trash has been collected in the garbage then disposed to the landfill area. Field visit on land application activities div 3 RRME shown that company has utilized POME as nutrient cycle based on permit which it belongs. Related to domestic waste, field visit on RRME housing found that All settlements waste are not disposed off using open fire and companies managed settlements/housing domestic waste by provide landfill on each estate.

Status: Comply

5.4

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

5.4.1

Company implemented fossil fuel reducing plan by renewable (fiber and shell) energy usage. Certificate holder has assess and estimated the direct energy use such as fuel usages and electricity generated by Mill operational activities for 2019 periods.

Shell and fiber usage have been monitored per month and for examples realization of fossil fuel usage during September 2019 are 230 litre. During January-September 2019, renewable energy usage for boiler resulting average energy efficiency about 229.21 Kwh/mt CPO, meanwhile direct energy usage by fossils fuel are 0,04 litre/mt CPO. **Notes : electricity generated by biogas plant (capacity 835 KW x 2) are 100% used for Ramarama KCP, therefore there is no grid electricity utilization for mill and estates**

Furthermore amarta jaya plasma also have monitored direct fossil fuel usages estimation for FFB transport per month, for examples diesel fuel usages per tonne FFB produced on September 2019 for KUD Sibuk Jaya and KUD Makmur lestari respectively are 0.56 l/mt FFB produced, and 0.41 l/mt FFB produced,

Status: Comply

5.5

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

5.5.1 & 5.5.2

Field visit during audit and document review indicated there is replanting activities on Ramarama estate and Amarta Jaya Plasma. Company already have commitment and policy listed on Golden Agro Resources (GAR) social and environment policies 2015, stated that company do not conduct any land fire for replanting or new development. Company also develop procedure SOP/SMART/MCAR/ IV/ TA-PLB on 2012 regarding zero burning land preparation.

Field visit on block F11 AJYP, block C7 RRME, and document review shown the last replanting activities were conducted on 2018 and there is no indications that land clearance were conducted by open fire.

Status: Comply

5.6

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

5.6.1 & 5.6.2

To reduce pollution and emissions, the company has identified the source of pollution and greenhouse gases and measurement to manage them. The efforts made by the management unit to reduce the pollution and GHG emissions

through the activities including engine maintenance, effluent management and waste utilization, conduct fertilization according to the doses, conduct pesticide application according to the procedure, etc. Field visits in the mill showed that the shell and the fiber has been used as a boiler fuel, therefore its reducing the use of diesel fuel for electricity. Waste water also has been monitored every months and monitoring period July-September 2019 shown that all of waste water testing parameters is compliant to the standards quality (see indicator 4.4.3). Meanwhile company also conduct regular emission testing for semester basis, 1st semester 2019 testing results indicates boiler emission for examples opacity has been met with standard quality.

5.6.3

Monitoring for emission and pollutants (air emission, air ambient, odor, noise, and vibration) from estate and mill was done periodically every 6 month, first semester 2019 testing result indicates all parameters related to emission are still comply with standard quality, except noise level. Regarding this, company shown preventive ways with providing ear muff on high risk station on mill.

Monitoring of fertilizer, pesticide and chemical use was conducted through record of fertilizer, pesticide and chemical use quantity. The monitoring was conducted to evaluate the management plan of which has been done by management unit. Kijang Palm oil ml conduct GHG calculation and its monitoring using RSPO palm GHG calculator V3.0.1 (apply full version) for its supply base. Summary of GHG emmison for Ramarama POM for January-December 2018 periods are listed as follows :

Emmision/ product	tCO ₂ e/tProduct
CPO	0.34
PK	0.34

Production	t/yr
FFB processed	243178.71
CPO produced	46259
PK produced	13855

Extraction	%
OER	19.02
KER	5.70

Land use	Ha
Planted area	11017.25
Planted on peat	0
Conservation (non forested)	251.76

Summary of field emission and Sinks

Description	Own crop			Group			Third party
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/tFFB	tCO ₂ e
Land conversion	33526.53	3.57	0.15	0	0	0	0
CO ₂ emissions from fertilizer	6732.59	0.67	0.03				0
NO ₂ emissions	6611.73	0.65	0.03				0
Fuel consumption	1143.71	0.12	0				0
Peat oxidation	0	0	0				0

Crop sequestration	-31178.7	-3.39	-0.14				0
Sequestration in Conservation area	0	0	0				0
Total	16235.86	1.63	0.07				1025.99

Summary Oil Mill Emissions and Credits

Remarks	tCO ₂ e	tCO ₂ e/t FFB
Emissions sources		
POME	4362.27	0.02
Fuel consumption	109.9	0
Grid electricity	0	0
Credits		
Export of grid electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	4472.17	0.02

Palm Oil Mill Effluent (POME) Treatment

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

POME Divert to Anaerobic Digestion

Divert to anaerobic pond (%)	100
Divert to methane capture (flaring) (%)	0
Divert to methane capture (electricity generation) (%)	0

Status: Comply

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

6.1

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

6.1.1; 6.1.2

The SIA (Social Impact Assessment) conducted in 2010 and integrated on PT RJP SIA document. SIA document contains evidence of communities / villagers participation in study. Participation was conducted by interviews and focus group involving the village and community leaders, traditional leaders, youth leaders, and etc. Results of the consultation meeting had been summarized in the SIA report. As part of social impact management, company has channeled Corporate Social Responsibility (CSR) by considering the results of the EIA study and Social Impact Assessment. Evidence for participatory way on SIA 2010 were shown by minutes of meeting, focus grup discussion, interview questionnaire with affected parties for examples Cinta damai villages and sungai tapung plasma areas. Interview with representative of Cinta damai villages obtained information that affected parties surrounding company are participated when SIA was conducted.

Based on interview with stakeholder obtained information that SIA, as well as management and monitoring plan has been conducted in participatory manner with all affected Village. All social impacts and issue had been identified and managed, among others in aspects of livelihood, health, land tenure, employment, education, economy, social, cultural and religious.

6.1.3

The CH established annual management and monitoring plan of social impact based on the impact identified in SIA in participatory manner, to avoid and reduce negative impacts and promote positive impacts. The management plan developed based on review SIA in 2019. Management has plans to reduce the negative impact as a result of the company's operations. The plan also includes time management and monitoring implementation. In addition, the plans to increase the positive impact include the realization of CSR and carry out regular visits and communication with the community. PIC for social management and monitoring are manager in each unit assisted by SPO officer and other related staff. This social management and monitoring plan were develop by affected parties participatory. Evidence of participatory way (minutes of meeting, photo) was verified by auditor team. The results of monitoring are known that all social aspect can be implemented properly, such as: scheme smallholders and socialization of FFB prices, local business development, and local worker acceptance. Realization of CSR programs and etc. Interview with local community obtained informations there is no grievance related to social management that's has been implemented. social impacts and issue had been identified and managed, among others in aspects of livelihood, health, land tenure, employment, education, economy, social, cultural and religious.

6.1.4

Review of SIA management plan has been conducted in 2019 for period 2018 and 2017. Result of Social Impact review was explained positive and negative impact, there are consist of road maintenance, river water pollution indication and working opportunities for local community.

6.1.5

PT Ramajaya Pramukti has a scheme smallholders namely Amarta Jaya Plasma and Sungai Tapung Plasma (Sungai Tapung Plasma under Libo POM certification scope). Particular attention for smallholder scheme is by agronomy management supervision. The CH has agronomy officer at each cooperative and managed under smallholder manager, who responsible to the smallholders performance.

Status: Comply

6.2

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

6.2.1; 6.2.2 and 6.2.3

Documented procedure for communication and consultation with public was established namely Communication and Consultation Procedures No. SOP/SMART/UMUM/SADVI/004, dated 1 July 2014". Communication and consultation has considered differential access to information for male/ female, workers, villagers representative both old and new villagers including ethnics. The company has responded well to any existing communication processes, the preparation of SOP has been take into consideration of suggestions from the public and other affected parties. The procedure was in Bahasa Indonesia that is understood by all surrounding communities. Responsible person for receiving and responding any communication and inquiries is Unit Head / Estate Manager. For smallholders communication responsible is the secretary, chairman of each cooperative. Base on interview with KUD Makmur Lestari and Sibuk Jaya cooperative they are understood Communication and Consultation mechanism.

Based on interview with community of villages, if they need information they will submit a letter to the company. According to them, the company always responds each letter submitted. The entire request of information (verbal and written) is recorded and kept in the logbook which is available in all units both of estates and mill, there was no request for information, but recorded several incoming letters which were entirely the proposals of aid that has been responded by the company. In addition, sighted the evidence of report delivery to relevant agencies, among others : report of environmental management and monitoring, report of employment, waste management and plantation report.

Based on interview with government Agencies of Kampar Regency (Manpower and Industrial Agency, National Land

Agency, Environment Agency and Plantation Agency), as well as surrounding community representatives it was known that the CH has considered transparent and cooperative in providing information requested or required, which some were a part of regulation pursuant as well

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

Procedure of complaint and grievance delivery was presented in document No. SOP/SMART/GIMS-SCMD/USDV/II/001 (Rev. 02) dated April 11th 2017. The procedure has guarantee the anonymously and whistle-blower. PIC of this procedure was Chief of Administrative (KTU). Based on interview with workers in mill and estate, as well as information from Labor Union and Gender Committee of those units, it was known that every complaints and grievances has satisfactory responded by management unit directly or less than one month officially. There is no intimidation and pressure for whistle-blower.

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. Interview auditors while in the field with owners of plasma plots, workers or representatives they already know the grievance mechanism. The mechanism has also been submitted through installation at the KUD office.

6.3.2

Complaints and grievances was recorded by Chief of Administration on the Logbook of "Keluh Kesah". Based on logbook review in mill and all estate units, it was known that there were no complaint and/or grievances delivered by internal and/or external parties. Based on interview with workers in estate and mill as well as information from Labor Union and Gender Committee of those units, it was known that every complaints and grievances has satisfactory responded by management unit directly, and there were no significant issues that needs to be follow up.

Status: Comply

6.4

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

6.4.1; 6.4.2

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

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

6.4.3

All the documents of land compensation is kept by legal department and if there is any inquiry from affected parties or relevant parties, the document can be accessed through officer/management permission. There is no customary people lives surrounding/within the certificate holder plantation. Documents verifications, field visits and interview with stakeholder obtained informations if there is no land acquisition from the last assessment

Smallholder scheme of Amarta Jaya Plasma:

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

through the transmigration program.

Status: Comply

6.5

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

6.5.1

Company has Letter from direction No. 062/CEO RIAU/HR PSM RIAU/04/2019 about minimum wage year 2019. It is said that minimum wage of all workers is based on Governor Decision about Minimum Wage of Riau Province 2019. Company could present the payment receipt of minimum wage as indicated in personnel salary list.

Company can show employee salary list of PT RJP in accordance with the decision of the Governor of Riau on Province of Minimum Wage 2019. Examples of salary documents in September, 2019.

Wage determination in the period of 2019 has been issued by the Governor of Riau No. Kpts.661/III/2019 dated March 25, 2019 concerning about Minimum Wage Agricultural Sector/Rubber Plantation, Coconut, Oil Palm and Mill Riau Province Year 2019, as much as 2,820,000 IDR. Furthermore, through a Joint Agreement between GAPKI and BKS PPS Riau, agreed that the implementation of minimum wage 2019 of Rp. 2,679,000. per month in all districts in Riau Province, and includes the value of natura in the form of rice for the workers themselves by 15 kg or Rp. 141,000 per month, effective from 01 January 2019.

Based on the observation of the document known that the company has paid wages to workers in accordance with the provisions of the applicable minimum wage. In addition, Interview with DPC Chairman F.SPPI-SPSI no report of wage payment violation paid, in accordance with prevailing minimum wage. Based on document review known the company have paid overtime in accordance with that specified in the Collective Labour Agreement (*PKB*). The results of interviews with workers in Rama Rama Mill (RRMM) for example at the process station and Workshop Rama Rama Estate known that the workers have earned wages and overtime has paid in accordance with the applicable regulation. There is no significant obstacles related to employment or violations of wage such as wage deduction.

Interview with cooperative staff, land owner and smallholder workers (harvester), payment calculation determined based on production volume (FFB tonnage) for harvester. Wages for cooperative staff is determined from the result of annual budget meeting.

Based on interview with harvester and management representative obtained information if wage calculation based on harvesting quota, harvesting area and work hours (7 hours a day). For example when low crop season and the workers not obtained the harvesting quota that determined, the workers should finished the harvesting area or work for 7 (seven) hours a day. Meanwhile interview with harvester its known in common day they can obtain harvesting quota after 5 (five) hours) and if there is a excess from quota they get the incentive. Based on that's explanation team auditor considers there is no violating to the wage regulations and force to work.

6.5.2

The CH had Collective Labor Agreement in Indonesian language that the content has been in accordance with the regulation and has been disseminated to Labor Union and workers. The current agreement was Collective Labor Agreement of 2015-2017 between Sumatra Plantation Company Cooperation Agency with the Central Board of the Federation of Unions of Agricultural and Plantation Workers Union of Indonesia has been through a decree on behalf of the Labor Minister No. 88/PHIJSK-PPKAD/PKB/VI/2015 on 18 June 2015. This is due to the Collective Labor Agreement of 2018-2020 is still in progress of endorsement of Labor Minister.

The Collective Labor Agreement had covered all aspect set in the government regulation related employment, such as recruitment, working hours, wages, contract labor, aid sick days, be absent work, payment of meal, overtime, provisions on premiums, feast day allowance, worker insurance, work equipment and PPE. Field observation and interview has been conducted to verify the implementation of CLA, especially in critical point such as temporary worker in aspects of contractual agreement, minimum wages, insurance, as well as PPE provision.

AJYP showed work agreement between cooperative staff and the KUD itself. The document is explain about days and

working hour, term of employment agreement, remuneration, and other provisions. The work agreement is signed by both parties, namely the KUD and workers.

The results of interviews with the Manpower Office and several employees obtained information that there were two Trade Unions at PT Ramajaya Pramukti, namely SPSI and KSB SBSI. The Manpower Office states that KSB SBSI is a registered trade union, but has not been involved in the formulation of the Collective Labor Agreement for the period 2018 - 2020. The results of an interview with the Chairman of KSB SBSI, obtained information that the union had been recorded at the Manpower Office, and based on a review of the PKB documents for the period 2018 - 2020, it was known that the PKB did not involve KSB SBSI, but only involved the SPSI.

This is not in accordance with Permenaker No. 28 of 2014 concerning procedures for the making and ratification of PP and PKB, in Article 14 it is stated that the PKB is negotiated by a trade union or several trade unions that have been registered with the competent authority. In addition, Article 19 also states, if there are more than one union in the company, then the right to negotiate is a maximum of three unions with each member of at least 10% of the total number of workers in the company.

However, the KSB SBSI management has not been able to show the union registration document at the Manpower Office and the union membership register document, to be assessed and proven as a legal union and has the right to be involved in the formulation of the Collective Labor Agreement. The company's management also stated that until now it had not been able to declare the existence of KSB SBSI legally, because the union had not yet officially presented the evidence of its registration to the company as a partner, in accordance with Article 23 of Law No. 21 of 2000 concerning trade unions / labor unions.

This is an opportunity for companies related to ensuring and aligning information on the existence of KSB SBSI legally, as well as evaluating the fulfillment of requirements to be involved in the formulation of Collective Labor Agreement in accordance with applicable regulations. **OFI.**

6.5.3

Company provides the facilities for worker welfare such as housing, polyclinic, worship venue, sport yard, and access to electricity and clean water. Based on field observation in Rama Rama Estate housing, it is known that the facilities and infrastructure are in good condition. the availability of electricity comes from the State Electricity Company. Beside education facilities, company also provide school bus to children transportation.

Based on the interview with employees and labor union representatives known that whole infrastructures provided by company has been adequate and well deserved.

6.5.4

The management unit has been able to demonstrate an effort to improve workers' access to food was decent, fairly and at affordable prices through the provision of employee cooperative activities in the provision of basic needs for employees. In addition to the time payday there are incidentally market. And also base on interview with women workers in estate and mill, they were explain that traditional market are near from housing complex. Based on field observation and interview, it is known that worker buy the staple food to the market in near from the estate.

The results of field observation to *KUD* Makmur Lestari and Sibuk Jaya are available from the village cooperative office, the department unit, the distance close to the village health facilities, the worship facilities (mosque built by the community), sports facilities, educational facilities (elementary, junior high), markets, and other public facilities.

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 and 6.6.2

PT Ramajaya Pramukti have a policy on providing freedom for its personnel to establish and join union is stated in:

- Collective Labor Agreement period 2018-2020 in Article II states that company guarantees the freedom of its personnel to establish and join union.
- Decree from CEO No.045/CEO5-SE/11/2010 on 16th November 2010 regarding the freedom to establish and joint union.

Based on interview with chief of labor union, it is known that company has facilitated the establishment of worker union and personnel understand the function of worker union. There is no any intervention by CH to the election of workers representative in labor union. Every worker is free to choose whether or not to become a member of a union. This is also confirmed by the results of interviews with workers in each unit. They are given the freedom to choose whether or not to join the union.

The company has been consistently documenting and implementing the policies related to giving freedom to all workers to form and join unions workers desired. The results of interviews with workers are known the Labor Union within the management unit of Mill and Estate PT Ramajaya Pramukti namely SPPP-SPSI (*Serikat Pekerja Pertanian Perkebunan-Serikat Pekerja Seluruh Indonesia*). The labor union is held a meeting once a month of if there a issue or complaint from worker and must be discussed. There are meeting documentation such as Minutes of the meeting with RRME and AJYP PUK SPSI at the office of RRME in July 2019 with the agenda of the coordination meeting regarding the provision of "candied funds" to employees was given in the form of groceries to be arranged by each division. Providing sweets in the amount of 1 working day wage according to the minimum wage. Attended by 7 SPSI management and company representatives.

Based on interview with representative of AJYP, the cooperative is a gathering place and issuing opinions for members of the cooperative. *KUD* members may also become members of the RRME labor union. There is no compulsion or resistance for the plasma members to join the RRME labor union. *KUD* also actively conduct monthly meeting with the member.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1

Certificate Holder have the policy regarding minimum age for worker regulated on GAR's Social and Environmental Policy. It is stated that company won't employ children who are included in the definition of the provisions of ILO conventions, even though there are laws or regulations that would enable state and local and against all forms of child exploitation. Based on field observation in RRMM, RRME, KUD Makmur Lestari, KUD Sibuk Jaya, there are no worker under 18 years old. Based on public consultation with Manpower and Transmigration Agency of Kampar District, there is no issue regarding child labor in company. Based on field visit on harvesting activity block C31 Rama Rama Estate and field visit on smallholders sample indicates there is no harvester accompanied by their child during their work.

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 and 6.8.2

Policy regarding equal opportunity and treatment for work contained in the document of Environmental and Social Policy issued on September 8, 2015. The policy assured equal opportunities for all workers, and embrace diversity, regardless of ethnicity, religion, disability, gender, political affiliation, sexual orientation, or union membership workers, and ensure that all workers are protected from discrimination in all stages of the employment relationship. The process of selection, recruitment and promotion of workers can be shown that the process has been based on the expertise, capacity, quality and medical health of prospective labor / labor.

The results of interviews with Rama Rama Estate worker known that the workers understand the company policy regarding equal opportunity to get a job without distinction of race, religion and gender. Based on the document review there is an example of implementation of the equal opportunity work policy for all workers to ensure that workers are protected from discrimination in all stages of employment relations. For example is the appointment of contract worker into permanent

worker based on performance appraisal conducted by the manager. The employees are upgraded to permanent employees based on the Decree of the Manager (001/PT/RJP/01/2019 dated January 01, 2019). Appointment of employees based on the results of the assessment conducted periodically every month, with aspects assessed include: Discipline, Quantity of work, Cooperation, Attitude, Responsibility.

Interviews with the management of *KUD* and with smallholder farmers in Block H14 Makmur Lestari Cooperative and plot No.501 stated that farmers are well treated by the company and there is no discrimination.

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 and 6.9.3

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

Company has establish gender committee in each unit and its program is conducted socialization to the worker especially female worker, such as policy about reproductive rights, spraying technic, harassment or abuse in the work place complaints mechanism. Complaint mechanism explains that the company could keep the confidentiality of reporter's identity based on the sensitivity of issues, if the case goes public and the risk of revenge and so on. Based on field observations in the nursery, it is known that the room divider / rinse room is only a cloth curtain which has the potential to cause sexual harassment. This is not in accordance with company policy related to efforts to prevent sexual harassment (Agronomy Unit Head Circular No.001 / CEO5-SE / 02/2009 dated February 20, 2009).

However, spraying activities are only carried out by male workers, even though the context of victims of sexual harassment does not look at gender. In addition, the results of interviews with the Chairperson of the Gender Committee and the employees also found that the policies and reporting methods related to sexual harassment had been well known and understood by workers. So that this is an opportunity for the company, related to the evaluation of the feasibility of the spray room rinse to prevent sexual harassment. **OFI.**

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 RRME and RRMM 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. The interview result with women worker in estate and mill shows that the worker has understood the existence of gender committee and the policy regarding women right protection. The administrator of gender committee also stated that the company guarantees the anonymity of the reporting and the revealer of the case.

The determination for the start date of maternity leave (H2) should be on the recommendation of the company doctor based on the estimated day of birth calculated referring to the last menstrual day and ultrasound examination of the obstetrician. The gender committee stated that there is no reporting of violations related to the rights of women workers for H1 and H2 leave, with evidence of the wages of workers being fully paid. CH also has procedure of employee grievance

or complaint no. SOP/SMART/SIGS-CSR/SADV/I/003, dated 1st July 2014 which explain that the identity of the complainant is not revealed to everyone. Based on interview with the worker, they understand the complaint mechanism and there is no complaint from them.

Circular Letter of *KUD* regarding prevention policies of sexual harassment and various forms of violence against women and to protect women's reproductive rights. *KUD* is committed that all elements in every *KUD* activity must realize a harmonious work environment and free from all forms of discrimination including sexual harassment and violence against women workers.

Based on interview with committee gender, the policies has been socialized to the workers. It is also known that there is no issue or complaint related to sexual harassment on the workplace. CH also form gender committee for handling the harassment issue around female workers. Based on interview with the board of gender committee, the company provides the female worker with pregnant and nursing leave for about 3 months. CH has a circular letter No. 002 / CEO5-SE / 03/2009, 2 March 2009 concerning granting permission for menstruation. In the circular letter states that women workers who experience pain and based on a doctor's examination and notify employers, are not required to work on the first and second days of menstruation, so that each unit applies these provisions effectively. Based on interview with AJYP representative, it is known that gender committee for AJYP is referring to gender committee of RRME.

Status: Comply

6.10

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

6.10.1 & 6.10.2, 6.10.3, 6.10.4

Ramarama mill purchased FFB from own certified areas and Amarta Jaya plasma certified areas. Pricing mechanism are determined based on weekly pricing team meeting by Riau Plantation Agency. Furthermore, the price of FFB is informed by the management to the cooperation by letter of notification.

Based on interviews with "*KUD*" board and interviews with landowners in Makmur Lestari and Sibuk Jaya smallholders, obtained information that FFB from farmers was purchased by company in accordance with the price set by the Plantation Agency of Riau province and all parties understand the contractual agreements. Observation on Makmur Lestari cooperatives also shown that FFB prices were publicly available for all members for examples FFB price for 09 October-15 October 2019 are Rp. 1259.81/kg FFB.

Document review also found that PT RJP has done FFB payment for Amarta Jaya plasma on timely manner.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1

The company has compiled a CSR budget estimates for the period 2019, categorize into five groups of items, namely: education program, donations, health, infrastructure and development, economic empowerment. In the preparation for CSR program has involved the local community, when company determined CD/CSR priorities

Based on public consultation with local community obtained information that the company has made efforts to develop the surrounding community through CSR programs, acceptance of local workers, local contractor, etc. In addition, it is known that so far the relationship between the company and the community has run quite well and harmoniously. Communication between the company and the village is quite good.

6.11.2

Up to SA-1.3, it was known that there were no additional smallholders in AJYP or other plasma scheme. AJYP were consist of 5 *KUD*'s (Cooperatives), 115 Smallholder groups and 2,213 members. Registration of smallholders' non plasma members was conducted by FFB Purchasing Department. The company has support operational of plasma through human resources (Manager, Assistant and Foreman of Plasma), daily works monitoring, best management practices and safety training, fire management, hazardous and hazardous waste management, etc. Based on observation to *KUD* Mukti

Lestari and KUD Mekar Jaya of AJYP Office, it was known that Cooperative has provide special Store for Pesticides and PPE's, pesticide mixing and washing devices area, Fertilizer Store. Organization chart which mentioned personnel from PT RJP was available. Smallholders of those KUD mentioned that the CH has provide training annually, especially on oil palm agronomy technique and safe working practices.

Status: Comply

6.12

No forms of forced or trafficked labour are used.

6.12.1; 6.12.2; and 6.12.3

The Certificate Holder have Environmental and Social Policy covered policy related prohibits forced or bonded labor or debt bondage and take steps to prevent it. The procedures related to human resources management shows that every worker has a work agreement that describe specific job description. Based on employee list, field observation and interview with workers, Labor Unions, and Manpower Agency known that there is no migrant workers, forced labor. Every worker has a work agreement that describe specific job description, there is no substitution of contract without prior consultation and agreement from the worker.

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

Status: Comply

6.13

Growers and millers respect human rights

6.13.1

Certificate holder has GAR of Social and Environmental Policy in point 2.2.3 which stated that the company committed to stand and promote statement of human right of UN for all workers, contractor, customary society, local community in all company operation. Based on interviews with workers known that the company has socialized company policies regularly including policies on human rights. Socialization is done by sticking to the policy in offices, socializing in the housing and socialization to workers during the morning briefing before the activities started.

Circular letter from the chairman of Cooperatives to all farmers in Cooperatives regarding Human Rights Policy in order to create a harmonious, dynamic and fair working environment, the cooperatives is committed to upholding human rights to all communities and all Cooperatives members. This circular informs that the commitment within the *KUD* to enforce human rights to all *KUD* communities not to commit violence or coercion in the workplace either in the office or in the field. Free of opinion without any intimidation.

Results of interviews with harvesters, manual in estate, workers in mill and farmers in *KUD*, so far there has never been a case of human rights violations.

Status: Comply

PRINCIPLE #7 Responsible development of new plantings

7.1

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

7.1.1; 7.1.2; 7.1.3

The oil palm planting have been conducted since 1991, therefore, there was no new planting nor expansion after November 2005. Environment document, social and environmental management and monitoring able to seen in Criteria 5.1 and 6.1.

Status: Comply

7.2	Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.	
	Up to the time of the ASA-1.1 audit, PT Ramajaya Pramukti – Rama Rama POM scope did not open new land. No new area development after the last audit (ASA-1.1.).	
	Status: Comply	
7.3	New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.	
7.3.1, 7.3.2, 7.3.3, 7.3.4, & 7.3.5	All RSPO members for GAR has been submit Liability Disclosure on 26 October 2014. The results of document review, field visits and interviews found that CH did not expand or conduct new planting since the last assessment (2018). HCV management plan for existing operational areas are able to seen on criteria 5.2.	
	Status: Comply	
7.4	Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.	
	The oil palm planting have been conducted since 1991, therefore, there was no new planting nor expansion after November 2005.	
	Status: Comply	
7.5	No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	
7.5.1	This plantation has been established since 1991 (including the Smallholders). There is no expansion area were developed, therefore no more land compensation was made. Smallholder's landownership area is granted by the government program namely "transmigration program". Land ownership status of smallholder scheme is individual land ownership rights (SHM).	
	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.	
	The oil palm planting have been conducted since 1991, therefore, there was no new planting nor expansion after November 2005.	
	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.	
	The oil palm planting have been conducted since 1991, therefore, there was no new planting nor expansion after November 2005.	
	Status: Comply	
7.8	New plantation developments are designed to minimise net greenhouse gas emissions.	
7.8.1 & 7.8.2	Based on documents review, interview and field visits, shown that certificates holders did not expand or develop any new	

operational area since January 2015 and there is no more land clearing activity since the last assessment (2018). GHG emission calculations for existing operational areas result are able to seen on Indicator 5.6.

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.

Documents verifications its known if the certificate holder has ben develop and implement action plans that allow demonstrable continuous improvement in key operations, for example:

1. BMP Aspects

The CH has policy not to use the pesticides categorized in WHO 1A and 1B class, listed in Stockholm and Rotterdam Conventions, and paraquat, as well as to reduce other pesticide as a part of integrated pest management. There were evidences related implementation of the policy, such as regular cencus, planting beneficial plant and installing barn owl boxes. The IPM has been carried out quite effectively, so that there is no chemical use for pest control, except for routine weed control.

2. OHS and Employment Aspects:

- Giving special marks to palm oil trunks that are close to electricity poles and the use of special harvesting equipment when harvesting these palm oil.
- The company provides special buildings as a storage place for harvesting equipment and special transportation to bring harvesting equipment to the field.
- The company has not used labor with casual daily workers status and has already promote all casual daily workers to become permanent workers of class 4A (PT4A).

3. Environment aspect

Company have performed the used of renewable energy and waste reduction such shell and fiber to reduce fossil fuel usage on Nagasakti mill. Company also conducted GHG calculations and maintained the HCV areas as a part of emisson reducing plan.

4. RSPO Internal Audit

CH has conducted regular review of the activities trough RSPO and operational internal audits, social environmental management and monitoring plan, as well as management review. RSPO Internal Audit of P&C and SCCS of 2019 has been conducted based on report dated 17 August 2019. Internal audit findings has been addressed by CH. Management Review of Kampar Region (Rama Rama Mill, Nagasakti Mill, Kijang Mill and their supplay bases) conducted on 25 September 2019.

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 was legally under management of PT Ramajaya Pramukti. The main products were CPO and PK.</p> <p>The CSPK was processed in Rama Rama KCP located in one complex with Rama Rama Mill. Whereas the CSPO was delivered to Dumai Bulking by PT Satrindo Jaya Agropalma subsidiary of Golden Agri Resources (RSPO membership), as a CPO transportation services company. This company has had legal ownership and official agreement with PT Ramajaya Pramukti No. 004/RJP/RRMM/01/2017-CPO dated 2 January 2017, valid thru 31 December 2019.</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 was FFB processing mill and produced CPO and PK. The sources of material input was FFB's from the certified and uncertified area from own estates, as well as third party. The Mill did not purchased any CPO/ PK from others suppliers, therefore Mill not include as trader/distributor.</p> <p>The Mill was Certified with Certificate Number No MUTU- RSPO/010 and and also has been registered with member ID RSPO IT Platform member registration number Member id : RSPO_PO1000001062 and License id :CB46908</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>The parent company of PT Ramajaya Pramukti was Golden Agri Resources Ltd, member of the RSPO since 31 March 2011 with registration number 1-0096-11-000-00</p> <p>The Mill was Certified with Certificate Number No MUTU- RSPO/010 and and also has been registered with member ID RSPO IT Platform member registration number Member id : RSPO_PO1000001062 and License id :CB46908</p>
	Status: Comply
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>The Mill did not have any processing aids at site.</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</p>

can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	
The Mill was certified palm oil mill which implement Mass Balance using Module E-CPO Mill for its supply chain models.	
	Status: Comply
5.2.2	
The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	
The Mill was certified palm oil mill which implement one module only, that was Mass Balance using Module E-CPO Mill for its supply chain models.	
	Status: Comply
5.3	Documented procedures
5.3.1	
The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified.	
The Mill has had document of Supply Chain Product RSPO Model of Mass Balance No. SOP/RJP/SCCS/MB Rev 04 dated 11 January 2019. This procedure had refers to SCCS system and standart of 2014, revised June 2017. The procedure has covers all aspects in SCCS MB model, such as identification and traceability of RSPO certified and uncertified source and products. This procedures also mentioned that security, weight bridge clerk, grader, dispatch/kernel officer, production clerk, and etc as critical control point PIC.	
Based on field observation on Mill, acquired information that PIC for SSCS implementation (for examples weight bridge operators, security, and Head of Administration) that training and refreshment (awareness) of supply chain management system were carried out annually. FFB from certified and uncertified areas were received and verified by software program of weighbridge to classified and separate RSPO certified and uncertified source.	
	Status: Comply
5.3.2	
The site shall have a written procedure to conduct annual internal audit	
The Mill has had Procedure of Internal Audit No. F/SMART/UMUM/SADV/009 that has refers to SCCS system and standart of 2014, revised June 2017. The specific statement within the procedure as follow:	
<ul style="list-style-type: none"> Objective: Ensuring the process of SPO internal audit in order to acknowledge effectiveness and compliances with applicable certification system requirements. Internal Audit Program: an internal audit conducting annually (once a year) and possible to perform additional audit in within. Internal audit has conducted annually. Every findings were discussed into management review meeting. Corrective action is taken if necessary. 	
Based on RSPO SSCS Internal Audit report of 2019 shown that there is no non-conformity identified related to supply chain management system.	
	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	
Based on document review, field observation, and interview with management unit, the Mill did not purchase RSPO certified oil palm product such as FFB, CPO or PK. However for certified FFB received, were from certified unit of certification (RRME and AJYP) as well as certified unit from other unit of certification, that was scheme smallholder of Sungai Tapung Plasma (STPA) – certification unit of Libo Mill – PT Ivomas Tunggal, subsidiary of Golden Agri Resources. The documentation of FFB	

received from STPA, such as from delivery notes has been meet the minimum information.	
	Status: Comply
5.4.2	
The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents	
<p>The Mill has had Mechanism of Handling of RSPO Certified and Con-Certified Products No. SOP/SMART/CERS-EHSD/SADV/II/003 dated 1 July 2014. The procedure has covers identification and traceability of RSPO certified and non-certified products, as well as responsible person in charge.</p> <p>Based on field observation on Mill, acquired information that PIC for SSCS implementation (for examples weight bridge operators, security, and Head of Administration) that training and refreshment (awareness) of supply chain management system were carried out annually. FFB from certified and uncertified areas were received and verified by software program of weighbridge to classified and separate RSPO certified and uncertified source.</p>	
	Status: Comply
5.5	Outsourcing activities
5.5.1	
<p>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.</p>	
<p>The Mill has had SOP of Contractor Handling No. SOP/SMART/UMUM/SADV/II/006 dated 1 July 2014. This procedure was applicable to all outsource/contractors activities to look carefully at sustainability aspects in their operation. CH has mechanism to control and ensure that all contractors complies with the SCCS requirement through internal audit activity that covers scope of contractors. This can be seen from the internal audit report.</p> <p>The CSPK was processed in Rama Rama KCP located in one complex with Rama Rama Mill. Whereas the CSPO was delivered to Dumai Bulking by PT Satrindo Jaya Agropalma subsidiary of Golden Agri Resources (RSPO membership), as a CPO transportation services company. This company has had legal ownership and official agreement with PT Ramajaya Pramukti No. 004/RJP/RRMM/01/2017-CPO dated 2 January 2017, valid thru 31 December 2019.</p>	
	Status: Comply
5.5.2	
<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <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 	
<p>The CSPK was processed in Rama Rama KCP located in one complex with Rama Rama Mill. Whereas the CSPO was delivered to Dumai Bulking by PT Satrindo Jaya Agropalma subsidiary of Golden Agri Resources (RSPO membership), as a CPO transportation services company. This company has had legal ownership and official agreement with PT Ramajaya Pramukti No. 004/RJP/RRMM/01/2017-CPO dated 2 January 2017, valid thru 31 December 2019.</p> <p>Regarding RSPO and SCCS requirements, PT Satrindo Jaya Agropalma as FFB, CPO and PK transporter shown commitment and listed on Statement Letter dated 09 August 2018, stated that PT Satrindo Jaya Agropalma as transporter will provide</p>	

access to CB to their respective operations, systems, and etc.	
	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 CSPK was processed in Rama Rama KCP located in one complex with Rama Rama Mill. Whereas the CSPO was delivered to Dumai Bulking by PT Satrindo Jaya Agropalma subsidiary of Golden Agri Resources (RSPO membership), as a CPO transportation services company. This company has had legal ownership and official agreement with PT Ramajaya Pramukti No. 004/RJP/RRMM/01/2017-CPO dated 2 January 2017, valid thru 31 December 2019. Record of all name and contact details of outsources and contractors are well maintained.	
	Status: Comply
5.5.4	
The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products	
The contractor of this ASA 1.3 is the same as ASA 1.2, that is PT Satrindo Jaya Agropalma. There is no additional contractor from the previous audit period.	
	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	
The CSPO from the Mill were sold to Dumai Bulking, whereas CSPK were send to Rama Rama KCP. Supporting document shown were contract agreement, delivery order, delivery ticket, which inform delivery date, description of product and supply chain model, quantity, identification number, certificate number, sender's name and address of the seller.	
	Status: Comply
5.7	Registration of transactions
5.7.1	
Supply chain actors who:	
<ul style="list-style-type: none"> 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 	
The Mill was RSPO member and Certified Mill with certificate No MUTU- RSPO/010 and also has been registered with member ID RSPO IT Platform member registration No. RSPO_PO1000001062 and License id :CB46908.	
	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:	
<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.

All transaction has been announced to RSPO IT Platform and confirmed shipped. The Mill has conducted SCCS mechanism such as announcement in Palm Trace of RSPO CSPO and CSPK sold as certified and confirming the shipping announcement, as well as remove of certified stock for products sold as other scheme or as non certified/conventional. However the there was CSPK sold as other scheme that had not been removed yet, due to the procedure stated that announcement or removed conducted before the license expiration date.

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

The Mill shown several SCCS training programme of 2019 listed on SCCS Training Programme of 2019, for examples consists of SCCS refreshment for Mill's PIC. The Mill has been conducted SCCS refreshment training programme on 15 March 2019 for SCCS PIC.

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 Mill has been conducted SCCS refreshment training programme on 15 March 2019 for all workers involved in RSPO SCCS implementation.

Based on interviews with security, weighbridge officers and Managers, it is known that key persons in SCCS activities have understood the procedures and can demonstrate how documented FFB, CPO, PK are certified and not certified.

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

The Mill has had maintain accurate, complete and up-to-date for the FFB receives, process and CPO & PK production from its supply bases in Mass Balance Report.

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

The Mill has had SOP of Record and Document Handling No. SOP/SMART/UMUM/SADV/I/001 dated 1 July 2014, stated that all records shall be kept within 10 (ten) years.

Based on document verification, the management unit can shown all recording data for previous two years. Such as contract document, FFB Consignment, CPO Ticket, etc.

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.

The Mill did not purchased CPO or PK from any sources. The estimate volume of sustainable CPO and PK are recorded in the Annex of certificate.

Product	Estimate Production of 12 month (MT) 12 January 2019 – 11 January 2020	Actual Production of 12 months (MT) previous audit 01 October 2018 – 30 September 2019	Estimate Production of 12 month (MT) further 12 January 2020 – 11 January 2021
FFB	223,084	222,558.34	204,600
CSPO	41,271	41,013.09	36,800
CSPK	12,270	12,117.87	11,250

Note : * estimate based on increasing approximately 6 % from previous 12 month Estate production.

Certified and non-certified FFB received period of 01 October 2018 – 30 September 2019 (12 month).

Month	FFB		
	RSPO Certified	Non Certified	Total
October'18	28,204.80	-	28,204.80
November'18	25,260.56	-	25,260.56
December'18	21,711.81	-	21,711.81
January'19	18,303.85	1,339.83	19,643.68
February'19	12,608.14	1,545.16	14,153.30
March'19	12,580.40	2,003.29	14,583.69
April'19	15,999.40	1,949.97	17,949.37
May'19	20,476.72	2,414.13	22,890.85
June'19	16,385.45	3,557.56	19,943.01
July'19	18,569.43	6,449.57	25,019.00
August'19	16,366.23	3,722.52	20,088.75
September'19	16,091.55	3,980.31	20,071.86
Total	222,558.34	26,962.34	249,520.68

Furthermore, The Mill has record and balance of all RSPO CSPO and CSPK, non-certified products produced, as well as its dispatch, presented in the Table bellows:

CPO production and Dispatch

Period	All CPO Production (MT)	CSPO Dispatch (MT)			
	CSPO	RSPO	Other Scheme (ISCC)	As Non Cert	Total CSPO Dispatch
Oct 18 to Sept 2019	41,013.09	2,362.26	38,327.57	-	40,689.83

PK production and dispatch

Period	All PK Production (MT)	CSPK Dispatch (MT)			
	CSPK	RSPO	Other Scheme (ISCC)	As Non Cert	Total CSPK Dispatch
Oct 18 to Sept 2019	12,117.87	12,062.99	33.34	-	12,096.33

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
	The Mill only received and processed of FFB's as material input. This mill did not purchase CPO and/or PK from others. Therefore, this mill did not using conversion factors.
	Status: Comply
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.
	The Mill only received and processed of FFB's as material input. This mill did not purchase CPO and/or PK from others. Therefore, this mill did not using conversion factors.
	Status: 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.
	All certified product claims never using RSPO symbol or logos. A unique identification number, certificate number and supply chain model are available on relevant documents. Also, the CH using RSPO Palm Trace for communication, transaction, confirmation status and shipping announcement. The claim has been referred to RSPO Rules on Market Communications and Claims.
	Status: Comply
5.12	Complaints
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.
	Mechanism for handling non-conforming oil palm products and complaints are specific describes within SOP of Grievance and Complaint Handling No. SOP/SMART/SIGS-CSR/SADV/I/003 date 1 Juli 2014. This procedure is general applied to all complaints aspects, including complaints and non-conforming products from customer/buyer.
	Status: Comply
5.13	Management review
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken
	Management review was conducted on 24 September 2019 by SPO Region and PC Region. The content of Management Review including follow up internal and external audit finding, customer feedback, process performance and product suitability, and recommendation for improvement.
	Status: Comply
5.13.2	The input to management review shall include information on:

- Results of internal audits covering RSPO Supply Chain Certification Standard.
- Customer feedback.
- Status of preventive and corrective actions.
- Follow-up actions from management reviews.
- Changes that could affect the management system.
- Recommendations for improvement.

Result of Management Review report on 24 September 2019 the following information was discussed:

- ♦ Customer Feedback and Stakeholder Complaints: for 2018-2019, there are no complaints from stakeholder/Customer.
- ♦ Performance of Processing Activity and Conformity of Products: Production of Certified Product, Sales and Goods Out has been appropriate with estimation and supply chain requirements.
- ♦ Any changes of Management System influence: Updating for all sustainability procedures still on progress to be review by management.
- ♦ Internal Audit of Supply Chain and Follow-Up Actions: there is no non compliance found during internal audit
- ♦ External audit RSPO of 2018.
- ♦ Recommendations for Improvement

Status: Comply

5.13.3

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

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

Result of Management Review report on 24 September 2019 the following information was discussed:

- ♦ Customer Feedback and Stakeholder Complaints: for 2018-2019, there are no complaints from stakeholder/Customer.
- ♦ Performance of Processing Activity and Conformity of Products: Production of Certified Product, Sales and Goods Out has been appropriate with estimation and supply chain requirements.
- ♦ Any changes of Management System influence: Updating for all sustainability procedures still on progress to be review by management.
- ♦ Internal Audit of Supply Chain and Follow-Up Actions: there is no non compliance found during internal audit
- ♦ External audit RSPO of 2018.
- ♦ Recommendations for Improvement

Status: Comply

3.2.2. 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.																	
The Mill was used RSPO supply chain of Mass Balance module due to still received FFB from the outgrowers which has not been certified with RSPO. The Mill has conducted verification the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products.																	
	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.																	
Estimated certified product recorded in the certificate annex of last surveillance, actual certified produced has been verified during this assessment, as well as the estimates of certified production for the next license period has been set by the Mill, describes in the following table:																	
	<table><tr><th>Product</th><th>Estimate Production of 12 month (MT) 12 January 2019 – 11 January 2020</th><th>Actual Production of 12 months (MT) previous audit 01 October 2018 – 30 September 2019</th><th>Estimate Production of 12 month (MT) further 12 January 2020 – 11 January 2021</th></tr><tr><td>FFB</td><td>223,084</td><td>222,558.34</td><td>204,600</td></tr><tr><td>CSPO</td><td>41,271</td><td>41,013.09</td><td>36,800</td></tr><tr><td>CSPK</td><td>12,270</td><td>12,117.87</td><td>11,250</td></tr></table>	Product	Estimate Production of 12 month (MT) 12 January 2019 – 11 January 2020	Actual Production of 12 months (MT) previous audit 01 October 2018 – 30 September 2019	Estimate Production of 12 month (MT) further 12 January 2020 – 11 January 2021	FFB	223,084	222,558.34	204,600	CSPO	41,271	41,013.09	36,800	CSPK	12,270	12,117.87	11,250
Product	Estimate Production of 12 month (MT) 12 January 2019 – 11 January 2020	Actual Production of 12 months (MT) previous audit 01 October 2018 – 30 September 2019	Estimate Production of 12 month (MT) further 12 January 2020 – 11 January 2021														
FFB	223,084	222,558.34	204,600														
CSPO	41,271	41,013.09	36,800														
CSPK	12,270	12,117.87	11,250														
Note : * estimate based on increasing aproximately 6 % from previous 12 month Estate production.																	
	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).																	
The Mill has been registered and met the requirements of reporting supply chain through the RSPO supply chain managing organization (palm-trace), which describing below:																	
License																	
Sub License ID	CB78543																
Member Name	RAMA RAMA PALM OIL MILL - PT RAMAJAYA PRAMUKTI																
Member ID	RSPO_PO1000001062																
RSPO Membership Number	1-0096-11-000-00 (Golden Agri-Resources Ltd)																

Issued On	04/01/2019
Issued By	PT Mutuagung Lestari
Start Date	12-01-2019
End Date	11-01-2020
Group size	6
Total Certified Area (Ha)	4091.94

The entire requirements for appropriate supply chain has been met by the mill such as the estimate certified product already recorded in the RSPO IT platform and including finalized transactions records and stocks transactions record during the 12 month before the assessment.

All transaction has been announced to RSPO IT Platform and confirmed shipped. The Mill has conducted SCCS mechanism such as announcement in Palm Trace of RSPO CSPO and CSPK sold as certified and confirming the shipping announcement, as well as remove of certified stock for products sold as other scheme or as non certified/conventional. However the there was CSPK sold as other scheme that had not been removed yet, due to the procedure stated that announcement or removed conducted before the license expiration date.

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:

- 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.**

The Mill has had document of Supply Chain Product RSPO Model of Mass Balance No. SOP/RJP/SCCS/MB Rev 04 dated 11 January 2019. This procedure had refers to SCCS system and standart of 2014, revised June 2017. The procedure has covers all process aspects in SCCS MB model, such as identification and traceability of RSPO certified and uncertified source and products. This procedures also mentioned that security, weight bridge clerk, grader, dispatch/kernel officer, production clerk, and etc as critical control point PIC.

Based on field observation on Mill, acquired information that PIC for SSCS implementation (for examples weight bridge operators, security, and Head of Administration) that training and refreshment (awareness) of supply chain management system were carried out annually. FFB from certified and uncertified areas were received and verified by software program of weighbridge to classified and separate RSPO certified and uncertified source.

Status: Comply

E.3.2

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

The Mill has had document of Supply Chain Product RSPO Model of Mass Balance No. SOP/RJP/SCCS/MB Rev 04 dated 11 January 2019. This procedure had refers to SCCS system and standart of 2014, revised June 2017. The procedure describes to guarantee the products produced by the mill can be traced to its source and certainly comes from certified sources or uncertified sources. The procedure also explains the related officers and the responsibility in the implementation of the requirements.

The results of the document review and field visit were found outside the Land Rights Right of 318.76 Ha. Based on field observation and interview with management as well as ddocuments verifications its known if the all FFB from blocks whereas separated as certified and uncertified area claimed as non certified FFB. The unit of certifications has been develop the system which automatically turns those blocks into uncertified FFB products

The results of observation and interviews with security and the weighbridge operator shown that workers have already known the duties and responsibilities of each in the implementation of SCCS. Weighbridge operator has verify the FFB source from certified or uncertified source. All FFBs received from certified estate, which was all weighbridge slip marked "certified product". "Certified product" or "certified supply base" code has been online authorized in SAP "System Analysis and Programmed".

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.

The Mill has had maintain accurate, complete and up-to-date for the FFB receives, process and CPO & PK production from its supply bases. The record keeping saves in Mass Balance Report, shown in table below :

Certified and non-certified FFB received period of 01 October 2018 – 30 September 2019 (12 month).

Month	FFB		
	RSPO Certified	Non Certified	Total
October'18	28,204.80	-	28,204.80
November'18	25,260.56	-	25,260.56
December'18	21,711.81	-	21,711.81
January'19	18,303.85	1,339.83	19,643.68
February'19	12,608.14	1,545.16	14,153.30
March'19	12,580.40	2,003.29	14,583.69
April'19	15,999.40	1,949.97	17,949.37
May'19	20,476.72	2,414.13	22,890.85
June'19	16,385.45	3,557.56	19,943.01
July'19	18,569.43	6,449.57	25,019.00
August'19	16,366.23	3,722.52	20,088.75
September'19	16,091.55	3,980.31	20,071.86
Total	222,558.34	26,962.34	249,520.68

Status: Comply

E.4.2

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

In the SCCS procedure stated that in case there is projected overproduction of certified product, then CH should informs the Certification Body.

Product	Estimate Production of 12 month (MT) 12 January 2019 – 11 January 2020	Actual Production of 12 months (MT) previous audit 01 October 2018 – 30 September 2019
FFB	223,084	222,558.34
CSPPO	41,271	41,013.09
CSPK	12,270	12,117.87

Based on data above, shows that there was no projected overproduction of certified tonnage.

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 Mill has record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified product (CPO and PK) as shown on table below.

CPO production and Dispatch

Period	All CPO Production (MT)	CSPO Dispatch (MT)			
	CSPO	RSPO	Other Scheme (ISCC)	As Non Cert	Total CSPO Dispatch
Oct 18 to Sept 2019	41,013.09	2,362.26	38,327.57	-	40,689.83

PK production and dispatch

Period	All PK Production (MT)	CSPK Dispatch (MT)			
	CSPK	RSPO	Other Scheme (ISCC)	As Non Cert	Total CSPK Dispatch
Oct 18 to Sept 2019	12,117.87	12,062.99	33.34	-	12,096.33

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 1.3	The company does not use RSPO trademarks	√
2.	Implementation of certificate and Trademark used by Client comply with size and type (shape) against Guideline of Trademark Use	X or√
ASA 1.3	The company does not use RSPO trademarks	√
3.	Implementation of Certificate and Trademark is not used on product	X or√
ASA 1.3	The company does not use RSPO trademarks	√
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate Trademark.	X or√
ASA 1.3	The company does not use RSPO trademarks	√

3.4 Summary of RSPO Partial Certification.

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

Golden Agri Resources, Ltd Time Bound Plan (TBP) is explained in table 1.10. Golden Agri Resources run forty two (42) mills and one hundred thirty six (136) estates (own and smallholders) in Indonesia and has achieved RSPO certified for twenty eight (28) mills and supply base in Indonesia. Golden Agri Resources, Ltd has informed the TBP progress, MUTU has considered that Golden Agri Resources, Ltd is comply with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by Golden Agri Resources, Ltd on January, 2019 approved by President Director and MO Sustainability Strategic & Stakeholders Engagement.

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

MUTU Auditor has verified company partial certification and concludes that:

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

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

		<ul style="list-style-type: none"> - PT Sinar Kencana Inti Perkasa (Sungai Magalau Mill and supply base) - PT Agro Lestari Sentosa (Jalemo Mill and supply base), monitoring via SPO Scorecard online - PT Adi Tunggal Mahajaya (Sako Mill) (under construction) - PT Kresna Duta Agroindo (Pelakar Mill and supply base) - PT SMART (Bukit Kapur Mill and supply base) - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base) - PT Kresna Duta Agroindo (Gunung Kombeng Mill and supply base) - PT Sawitakarya Manunggal (Sawita Mill and supply base)
i.	<p>No replacement after dates defined in NIs Criterion 7.3 of:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>Company Group/Holding Statement: GAR and its subsidiaries have been reporting disclosure and zero liability to RSPO by email dated August 29, 2014 and the company has been sent data evidence of LUCA to RSPO by email dated April 11, 2016. Progress result of review LUCA at follow-up via email RSPO dated October 24, 2016 and RSPO answer related LUCA are still in the review process. On April 30 2018, GAR has sent LUCA revision to RSPO. And the latest response for RSPO was on January 8 2019, stated that LUCA are still on progress review.</p> <p>Auditor Verification: RaCP Process for:</p> <ul style="list-style-type: none"> - PT Agrolestari Mandiri (Pekawai Mill and supply base) - PT Sinar Kencana Inti Perkasa (Sungai Kupang Mill and supply base) - PT Sinar Kencana Inti Perkasa (Sungai Magalau Mill and supply base) - PT Agro Lestari Sentosa (Jalemo Mill and supply base) - PT Kresna Duta Agroindo (Pelakar Mill and supply base) - PT SMART (Bukit Kapur Mill and supply base) - PT Kresna Duta Agroindo (Rantau Panjang Mill and supply base) - PT Satya Kisma Usaha (Sungai Bengkal Mill and supply base).
ii.	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>Company Group/Holding Statement: There is no new planting.</p> <p>Auditor Verification: Based on auditor verification there are some new planting conducted by company, but NPP has been applied these.</p>

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

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

	<ul style="list-style-type: none"> - PT Sawitakarya Manunggal there is an area is still in process for HGU (Committee B meeting). - PT Djuanda Sawit Lestari is an area is still in process for HGU Muara Kandis Estate (574.58 Ha) - PT Ivomas Tunggal there is an area is still in process for HGU Samsam Estate (29.09 Ha), Kandista Estate (158.46 Ha), Nenggala Estate (419.9 Ha), Sei Rokan Estate (102.7 Ha), Ujung Tanjung Estate (557.3 Ha) - PT Buana Wiralestari Mas there is an area is still in process for HGU Naga Mas Estate (253.39 Ha), Naga Sakti Estate (59.79 Ha), Kijang Mas Estate (56.07 Ha) - PT Ramajaya Pramukti there is an area is still in process for HGU Rama Rama Estate (318.76 Ha) - PT Sumber Indah Perkasa. there is an area covered 241.54 ha (Sungai Merah estate), 73.71 ha (Sungai Buaya estate), and 26.18 ha (Sungai Buaya estate) are still on HGU process. <p>Suspicion of bribery allegedly committed by employees of PT Binasawit Abadi Pratama (BAP). Management unit gave response to CB through email on 9 November 2018 that stated PT BAP will cooperate fully with the KPK investigation.</p>
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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 IA/IA/ASA-1/ASA-2/ASA-3/ASA-4/Re-Certification Assessment

<i>NCR No.</i>	:		<i>Issued by</i>	:	
<i>Date Issued</i>	:		<i>Time Limit</i>	:	
<i>NC Grade</i>	:		<i>Date of Closing</i>	:	
<i>Standard Ref. & Requirement</i>	:				
<i>Non-Conformance Description & Evidence observed (filled by auditor):</i> During Annual Surveillance Assessment 1.2, Non-Conformities against P&C Standard and Requirement of Supply Chain is absence.					
<i>Root Cause Analysis (filled by organization audited):</i>					
<i>Correction (filled by organization audited):</i>					
<i>Corrective Action (filled by organization audited):</i>					
<i>Assessor Evaluation and Conclusion (filled by auditor):</i>					
<i>Verified by</i>	:				

3.5.2. Identification of Findings, Corrective Actions and Observations at ASA-1.3 Assessment

<i>NCR No.</i>	:		<i>Issued by</i>	:	
<i>Date Issued</i>	:		<i>Time Limit</i>	:	
<i>NC Grade</i>	:		<i>Date of Closing</i>	:	
<i>Standard Ref. & Requirement</i>	:				
<i>Non-Conformance Description & Evidence observed (filled by auditor):</i> During Annual Surveillance Assessment 1.3, Non-Conformities against P&C Standard and Requirement of Supply Chain is absence.					
<i>Root Cause Analysis (filled by organization audited):</i>					
<i>Correction (filled by organization audited):</i>					
<i>Corrective Action (filled by organization audited):</i>					
<i>Assessor Evaluation and Conclusion (filled by auditor):</i>					
<i>Verified by</i>	:				

3.5.3. Opportunity for Improvement

No	Ref.	Description
1	4.7.2	<p>Evaluation of risk analysis, for new things that might be discovered.</p> <p>The company has identified the sources of hazards and potential risks for the company's operations in the estate and mill. In general, each unit of activity has been identified, analyzed and reviewed its risk prevention efforts. However, based on field observations, several isolated cases were found that have the potential to increase the risk of OSH, for example:</p> <ul style="list-style-type: none"> Fuel storage at the water pump engine house is open and has the potential to cause a fire hazard OSH application for outsiders who are in the company's operational area <p>This is an opportunity for companies related to risk analysis evaluation, for new things that might be discovered.</p>
2	4.7.5	<p>Evaluation of the placement and condition of responsive facilities to minimize the negative impacts of Occupational Safety and Health.</p> <p>The company has adequate procedures and provision of emergency response facilities. However, based on field observations, several isolated cases were found that have the potential to increase the risk of OSH, for example:</p> <ul style="list-style-type: none"> A burst of eyeshower water in the hazardous material warehouse is too heavy and its position is perpendicular to the eye direction so that it has the potential to cause danger to the eyes. The fire extinguisher at the engine pump house is located indoors so it cannot be used during an emergency. First aid kit in hazardous waste warehouse, chemicals (toxic places) located in a room that is potentially contaminated with chemicals. <p>This is an opportunity for companies related to the evaluation of the placement and condition of responsive facilities to minimize the negative impact of OHS.</p>
3	6.5.2	<p>Ensuring and correcting information on the existence of the legally of KSB-SBSI, as well as evaluating the fulfillment of requirements to be involved in the formulation of PKB in accordance with applicable regulations.</p> <p>The results of interviews with the Manpower Office and several employees obtained information that there were two Trade Unions at PT Ramajaya Pramukti, namely SPSI and KSB SBSI. The Manpower Office states that KSB SBSI is a registered trade union, but has not been involved in the formulation of the Collective Labor Agreement for the period 2018 - 2020.</p> <p>The results of an interview with the Chairman of KSB SBSI, obtained information that the union had been recorded at the Manpower Office, and based on a review of the PKB documents for the period 2018 - 2020, it was known that the PKB did not involve KSB SBSI, but only involved the SPSI.</p> <p>This is not in accordance with Permenaker No. 28 of 2014 concerning procedures for the making and ratification of PP and PKB, in Article 14 it is stated that the PKB is negotiated by a trade union or several trade unions that have been registered with the competent authority. In addition, Article 19 also states, if there are more than one union in the company, then the right to negotiate is a maximum of three unions with each member of at least 10% of the total number of workers in the company.</p> <p>However, the KSB SBSI management has not been able to show the union registration document at the Manpower Office and the union membership register document, to be assessed and proven as a legal union and has the right to be involved in the formulation of the Collective Labor Agreement. The company's management also stated that until now it had not been able to declare the existence of KSB SBSI legally, because the union had not yet officially presented the evidence of its registration to the company as a partner, in accordance with Article 23 of Law No. 21 of 2000 concerning trade unions / labor unions.</p> <p>This is an opportunity for companies related to ensuring and aligning information on the existence of KSB SBSI legally, as well as evaluating the fulfillment of requirements to be involved in the formulation of Collective Labor Agreement in accordance with applicable regulations.</p>

4	6.9.1	<p>Efforts to prevent sexual harassment.</p> <p>Based on field observations in the nursery, it is known that the room divider / rinse room is only a cloth curtain which has the potential to cause sexual harassment. This is not in accordance with company policy related to efforts to prevent sexual harassment (Agronomy Unit Head Circular No.001 / CEO5-SE / 02/2009 dated February 20, 2009).</p> <p>However, spraying activities are only carried out by male workers, even though the context of victims of sexual harassment does not look at gender. In addition, the results of interviews with the Chairperson of the Gender Committee and the employees also found that the policies and reporting methods related to sexual harassment had been well known and understood by workers.</p> <p>So that this is an opportunity for the company, related to the evaluation of the feasibility of the spray room rinse to prevent sexual harassment.</p>
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3.5.4. Noteworthy Positive Components

No	Ref. Std.	Description
1		The company has commitment in applying the principles of sustainable palm oil management.
2		The company has undertaken the development of plasma plantations to improve the people's welfare.
3		Good teamwork and documents presentation

3.6 Summary of Arising Issues from Public and Auditor Verification

Public Issues	Auditor Verification
<p>Land Office of Kampar Regency</p> <p>There is a land claim for the residents of Sido Makmur Hamlet, Suka Mulia Village, Bangkinang Seberang Sub District in Block G28 of Rama-Rama Estate - PT Ramajaya Pramukti which has been followed up and mapped by the parties, and has been mediated by Land Office of Kampar Regency on 30 October 2017, but no agreement was reached. The company invites those who make complaints to take legal action. But until now there has been no official claim in the legal agency.</p> <p>There was a dispute over the community of Group 257, Beringin Lestari Village, Tapung Hilir Sub District, to PT Ramajaya Pramukti related to the demand for the development of plasma/smallholders plantation. This was mediated by the Regional Secretariat of Kampar Regency on 10 October 2018, with the results of an investigation that the company had completed the obligation to develop smallholdings at the time of opening the plantation, and stated that the Group 257 people were not transmigrants, so they were not included in the company's PIR Trans (plasma development to transmigrants) program.</p> <p>There are no other negative issues besides the two problems above.</p>	<p>The auditor team has reviewed the dispute resolution document, consulted with the Village Head of Suka Mulia, and field observations. Verification results revealed that the company was open in participatory problem solving. The final result of mediation is to invite the claimant community to take legal action. However, up to the time of the audit, there had not been any public complaints to the legal action.</p> <p>A mediation document review has been carried out with the mediation between the Regional Secretariat of Kampar Regency and related agencies on 10 October 2018, as well as consultations with the Tapung Hilir Sub-District Head, with the conclusion that the Group 257 people are not transmigrants, so they are not included in the company's PIR Trans (plasma development to transmigrants) program. The company has fulfilled the development of plasma plantations in accordance with SK CPCL (decree of prospective smallholders) from the Regent.</p> <p>The Auditor Team specifically verified the stakeholders, related to information obtained from the internet regarding the issue of the community dispute of Group 257 in PT Ramajaya Pramukti and / or PT Buana Wiralestari Mas. Based on document verification and interviews with Tapung Hilir Sub-District Head and former Village Head of the Beringin Lestari, it was found that the area of the Beringin Lestari Village is in the operational area of the Ramabakti Estate - PT Ramajaya Pramukti. However, this is a note for auditors related to the process that has been carried out by the company, considering that PT RJP and PT BWL are Sinarmas Group subsidiaries that have the same operating system and procedure.</p>
<p>Plantation Agency of Kampar Regency</p> <p>There is a land claim for the residents of Sido Makmur Hamlet, Suka Mulia Village, Bangkinang Seberang Sub District in Block G28 of Rama-Rama Estate - PT Ramajaya Pramukti which has been followed up and mapped by the parties, and has been mediated by Land Office of Kampar Regency on 30 October 2017, but no agreement was reached. The company invites those who make complaints to take legal action. But until now there has been no official claim in the legal agency.</p> <p>There was a dispute over the community of Group 257,</p>	<p>The auditor team has reviewed the dispute resolution document, consulted with the Village Head of Suka Mulia, and field observations. Verification results revealed that the company was open in participatory problem solving. The final result of mediation is to invite the claimant community to take legal action. However, up to the time of the audit, there had not been any public complaints to the legal action.</p> <p>A mediation document review has been carried out with the</p>

Public Issues	Auditor Verification
<p>Beringin Lestari Village, Tapung Hilir Sub District, to PT Ramajaya Pramukti related to the demand for the development of plasma/smallholders plantation. This was mediated by the Regional Secretariat of Kampar Regency on 10 October 2018, with the results of an investigation that the company had completed the obligation to develop smallholdings at the time of opening the plantation, and stated that the Group 257 people were not transmigrants, so they were not included in the company's PIR Trans (plasma development to transmigrants) program.</p> <p>Companies are advised to pay attention to the community of Group 257 as with CSR empowering programs.</p> <p>There are no other negative issues besides the two problems above.</p>	<p>mediation between the Regional Secretariat of Kampar Regency and related agencies on 10 October 2018, as well as consultations with the Tapung Hilir Sub-District Head, with the conclusion that the Group 257 people are not transmigrants, so they are not included in the company's PIR Trans (plasma development to transmigrants) program. The company has fulfilled the development of plasma plantations in accordance with SK CPCL (decree of prospective smallholders) from the Regent.</p> <p>The Auditor Team specifically verified the stakeholders, related to information obtained from the internet regarding the issue of the community dispute of Group 257 in PT Ramajaya Pramukti and / or PT Buana Wiralestari Mas. Based on document verification and interviews with Tapung Hilir Sub-District Head and former Village Head of the Beringin Lestari, it was found that the area of the Beringin Lestari Village is in the operational area of the Ramabakti Estate - PT Ramajaya Pramukti. However, this is a note for auditors related to the process that has been carried out by the company, considering that PT RJP and PT BWL are Sinarmas Group subsidiaries that have the same operating system and procedure.</p>
<p>Environmental Agency of Kampar regency</p> <p>The company has environmental permit documents such as EIA and Environmental Management/Monitoring Plan. Other environmental permits held are still valid today such as Hazardous Waste Temporary Warehouse Permit and Land Application Permit (LA). The company has routinely reported mandatory reports in accordance with their respective periods such as the Environmental Management/Monitoring Plan Report, Hazardous Waste Management Report, and Liquid Waste Management Report. There are no other negative issues.</p>	<p>The company has documents related to environmental permits required by the government, this is further explained in criteria 5.1, 5.3. There were no issues or events related to environmental pollution that occurred in the company's area.</p>
<p>Labour Agency of Kampar Regency</p> <p>The Mandatory Report on Manpower Reporting is done online and manually by the company due to difficult internet access so the agency recommends that it be done online and manually. The agency carries out routine guidance (3-6 months) to companies related to employment by providing socialization to workers. The company has a wage structure and scale for all workers.</p>	<p>The company has implemented regulations on minimum wages, overtime payment and has a Collective Labor Agreement in accordance with government regulations, this is further explained in the indicators 6.5.1 and 6.5.2</p>

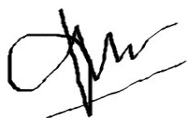
Public Issues	Auditor Verification
<p>Safety and Labour Inspector of Riau Province</p> <p>During the past year there were no issues related to human rights violations, sexual harassment, child labor and discrimination that occurred in the operational scope of the company. There are no other negative issues.</p>	<p>Based on the results of document studies and interviews with workers in the field it is known that so far there have been no issues related to child labor, sexual harassment, human rights violations and acts of discrimination that occur in the company activities.</p>
<p>Public figure (ex-Village Head) of Beringin Lestari Village</p> <p>Related to the community dispute of Group 257, Beringin Lestari Village, Tapung Hilir Sub District, to PT Ramajaya Pramukti about the demand for the development of plasma plantations. Has been mediated by the relevant agencies, with the result that the company has completed the obligation to develop plasma plantations at the time of opening the plantation, and stated that the Group 257 people are not transmigrant residents, so they are not included in the company's PIR Trans. The Group 257 people are migrants from the surrounding area but not the transmigrant community.</p> <p>There are no other negative issues.</p>	<p>A mediation document review has been carried out with the mediation between the Regional Secretariat of Kampar Regency and related agencies on 10 October 2018, as well as consultations with the Tapung Hilir Sub-District Head, with the conclusion that the Group 257 people are not transmigrants, so they are not included in the company's PIR Trans (plasma development to transmigrants) program. The company has fulfilled the development of plasma plantations in accordance with SK CPCL (decree of prospective smallholders) from the Regent.</p> <p>The Auditor Team specifically verified the stakeholders, related to information obtained from the internet regarding the issue of the community dispute of Group 257 in PT Ramajaya Pramukti and / or PT Buana Wiralestari Mas. Based on document verification and interviews with Tapung Hilir Sub-District Head and former Village Head of the Beringin Lestari, it was found that the area of the Beringin Lestari Village is in the operational area of the Ramabakti Estate - PT Ramajaya Pramukti. However, this is a note for auditors related to the process that has been carried out by the company, considering that PT RJP and PT BWL are Sinarmas Group subsidiaries that have the same operating system and procedure.</p>
<p>Tapung Hilir Sub District Head</p> <p>Related to the community dispute of Group 257, Beringin Lestari Village, Tapung Hilir Sub District, to PT Ramajaya Pramukti about the demand for the development of plasma plantations. Has been mediated by the relevant agencies, with the result that the company has completed the obligation to develop plasma plantations at the time of opening the plantation, and stated that the Group 257 people are not transmigrant residents, so they are not included in the company's PIR Trans. The Group 257 people are migrants from the surrounding area but not the transmigrant community.</p> <p>Voice recordings from the mediation have been played to the people of Beringin Lestari Village in the Village Hall, so that the community can understand and not cause</p>	<p>A mediation document review has been carried out with the mediation between the Regional Secretariat of Kampar Regency and related agencies on 10 October 2018, as well as consultations with the Tapung Hilir Sub-District Head, with the conclusion that the Group 257 people are not transmigrants, so they are not included in the company's PIR Trans (plasma development to transmigrants) program. The company has fulfilled the development of plasma plantations in accordance with SK CPCL (decree of prospective smallholders) from the Regent.</p> <p>The Auditor Team specifically verified the stakeholders, related to information obtained from the internet regarding the issue of the community dispute of Group 257 in PT Ramajaya Pramukti and / or PT Buana Wiralestari Mas. Based on document</p>

Public Issues	Auditor Verification
<p>confusion of information.</p> <p>There are no other negative issues.</p>	<p>verification and interviews with Tapung Hilir Sub-District Head and former Village Head of the Beringin Lestari, it was found that the area of the Beringin Lestari Village is in the operational area of the Ramabakti Estate - PT Ramajaya Pramukti. However, this is a note for auditors related to the process that has been carried out by the company, considering that PT RJP and PT BWL are Sinarmas Group subsidiaries that have the same operating system and procedure.</p>
<p>Official of Sibuk Village</p> <p>There is no negative issues in aspects of land tenure, social, employment, and environmental. The land compensation process has been carried out by involving various parties in FPIC manner.</p> <p>The CH has made efforts to develop the surrounding community through CSR programs in participatory manner, the usage of local labor and local contractor, as well as developed smallholders.</p>	<p>There was no negative issue that need further verification. Based on document review and field observations, there was no disputes related land legality, environmental, and social. As well as has shown land compensation documentary evidence carried out referring to the concept of FPIC. Described in detail in criteria 2.2; 2.3 6.4.</p>
<p>Village head of Sukamulya Village</p> <p>There is a land dispute in PT Ramajaya Pramukti that not yet resolved. the claim was due to indications of ownership of multiple legal rights in the same plot of land. the community from Suka Mulia Village considers that the Company's area is located within the Community Property Certificate (SHM) area. The results of verification of the legal documents of the company are known that the area claimed by the community is within the Company's HGU</p> <p>Based on interview result with Village head of Sukamulya obtained information if the process is in court. The claimer has authorized the lawyer to handle the case. and currently both parties are still awaiting a decision from the court</p> <p>The CH has made efforts to develop the surrounding community through CSR programs in participatory manner, the usage of local labor and local contractor, as well as developed smallholders.</p>	<p>There was no negative issue that need further verification. Based on document review and field observations, there was no disputes related land legality, environmental, and social. As well as has shown land compensation documentary evidence carried out referring to the concept of FPIC. Described in detail in criteria 2.2; 2.3 6.4.</p>
<p>Village official of Kenantan Village</p> <p>There is no negative issues in aspects of land tenure, social, employment, and environmental. The land compensation process has been carried out by involving various parties in FPIC manner.</p>	<p>There was no negative issue that need further verification. Based on document review and field observations, there was no disputes related land legality, environmental, and social. As well as has shown land compensation documentary evidence carried out referring to the concept of FPIC. Described in detail in criteria 2.2; 2.3 6.4.</p>

Public Issues	Auditor Verification
<p>The CH has made efforts to develop the surrounding community through CSR programs in participatory manner, the usage of local labor and local contractor, as well as developed smallholders.</p>	
<p>Elder of Petapahan</p> <p>There is no negative issues in aspects of land tenure, social, employment, and environmental. The land compensation process has been carried out by involving various parties in FPIC manner.</p> <p>Land acquisition has been carried out since 1991 involving the regional government and there was no customary land or other use right over the certified area. Suggested that there is no communally owned land inside the estate location. Additionally, as suggested by the result of documents verifications most of the entire land use title area was originally converted from the forest conversion production to become the land allocated for other purpose (APL) on 1991.</p>	<p>There was no negative issue that need further verification. Based on document review and field observations, there was no disputes related land legality, environmental, and social. As well as has shown land compensation documentary evidence carried out referring to the concept of FPIC. Described in detail in criteria 2.2; 2.3 6.4.</p>
<p>Previous Land Owner (7 Persons)</p> <p>Land acquisition has been carried out since 1991 involving the regional government and there was no customary land or other use right over the certified area. Suggested that there is no communally owned land inside the estate location. Additionally, as suggested by the result of documents verifications most of the entire land use title area was originally converted from the forest conversion production to become the land allocated for other purpose (APL) on 1991.</p>	<p>There was no negative issue that need further verification. Based on document review and field observations, there was no disputes related land legality, environmental, and social. As well as has shown land compensation documentary evidence carried out referring to the concept of FPIC. Described in detail in criteria 2.2; 2.3 6.4.</p>
<p>Official and Members of Sibuk Jaya Plasma Cooperative (25 smallholders) – Amarta Jaya Plasma (AJYP)</p> <p>The plasma management process is carried out at the level of Cooperative, Farmer Groups, and farmers themselves. The company provides guidance, supervision, and counseling.</p> <p>So far, the contribution made by the company to plasma has been very good. The price of FFB payments is in accordance with the provisions of Disbun. There are no</p>	<p>The Auditors conduct document review, as well as field observations, concluded there is no issue related legal and operational activity, as well as the payment transparency.</p> <p>There is no negative issue.</p>

Public Issues	Auditor Verification
<p>negative issues such as transparency in payment of results.</p> <p>There is no negative issue.</p>	
<p>Official and Members of Makmur Lestari Plasma Cooperative (25 smallholders) – Amarta Jaya Plasma (AJYP)</p> <p>The plasma management process is carried out at the level of Cooperative, Farmer Groups, and farmers themselves. The company provides guidance, supervision, and counseling.</p> <p>So far, the contribution made by the company to plasma has been very good. The price of FFB payments is in accordance with the provisions of Disbun. There are no negative issues such as transparency in payment of results.</p> <p>There is no negative issue</p>	<p>The Auditors conduct document review, as well as field observations, concluded there is no issue related legal and operational activity, as well as the payment transparency.</p> <p>There is no negative issue.</p>
<p>EFB and FFB Transporter Contractors</p> <p>When carrying out its work, the contractor always has a work contract as the basis for starting work in the operational scope of the company. In the employment contract, it is explained about the period of work, type of work, work costs, obligations and rights, and other information.</p> <p>Contractor workers have been included in the "BPJS" Employment program by the contractor as fulfillment of the clauses contained in the contract agreement. The contractor provides facilities in the form of PPE for all workers while working in the company's operational scope. Payment for completion of work is done on time by the company in accordance with what is written in the employment agreement.</p>	<p>Based on document verification, show that the rights and obligation of each party has been set in the contract.</p>
<p>Worker Union - SPSI</p> <p>Payment and calculation of overtime workers are in accordance with government regulations. The company provides attendance premiums to all employees in the form of 17 kg of rice every month. During the past one year there has never been a fatal accident, the accident that occurred was only a minor accident.</p> <p>Routine (general and specific) health checks for workers have been carried out every year by the company and the results of the inspection will be socialized at the time of</p>	<p>The Company has implemented minimum wages and other labor regulations in accordance with applicable regulations and is explained in the 2.1.1 and 6.5.1 indicators</p>

Public Issues	Auditor Verification
the muster morning. Labor Unions conduct bipartite meetings regularly every month between the company and union officials to discuss existing labor issues	
Worker Union - KBS SBSI Labor Unions conduct bipartite meetings regularly every month between the company and union officials to discuss existing labor issues. During the past year there were no negative issues related to employment.	Interview with workers union indicates there is another workers union i.e KBS SBSI. Field verification and interview with related parties shown that SBSI were not able to shown evidence related workers union registration to related agency and SBSI are not able to shown evidence related bipartit meeting with company. Regarding this auditor team were encourage company to clarify SBSI legal status and therefore this becoming OFI.
Employee Cooperative Employee cooperatives are engaged in savings and loan business sector. There is a mandatory contribution and a regular contribution of Rp 50,000. The Company has made RATs and revenue sharing in April 2019.	There are no negative issues that need further verification. The company has employee cooperatives in accordance with the regulations.
Gender Committee The Gender Committee are still active in the company until the audit are carried out. Gender Committee activities include socialization of sexual harassment, complaints, general health and so on. There are no issues related to sexual harassment. Female workers have the right to get menstruation leave (H1) and maternity leave (H2).	There are no negative issues that need further verification. The company was formed (Gender Committee) in 2010. Described in Criteria 6.9.

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>PT Ramajaya Pramukti Management Representative</p>  <p><u>Yahya Mustakim</u> Friday, 18 October 2019</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Moh Arif Yusni</u> Friday, 18 October 2019</p> </div> </div>

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

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Land Agency of Kampar Regency	Kampar Regency	-	Direct Interview	7 October 2019	✓	
2	Plantation Agency of Kampar Regency	Kampar Regency	-	Direct Interview	7 October 2019	✓	
3	Environmental Agency of Kampar regency	Kampar Regency	-	Direct Interview	7 October 2019	✓	
4	Labour Agency of Kampar Regency	Kampar Regency	-	Direct Interview	7 October 2019	✓	
5	Safety and Labour Inspector of Riau Province	Kampar Regency	-	Direct Interview	7 October 2019	✓	
6	Elder (ex-Village Head) of Beringin Lestari Village	Kampar Regency	-	Direct Interview	8 October 2019	✓	
7	Sub District Head of Tapung Hilir	Kampar Regency	-	Direct Interview	8 October 2019	✓	
8	Official of Sibuk Village	Kampar Regency	-	Direct Interview	8 October 2019	✓	
9	Village head of Sukamulya Village	Kampar Regency	-	Direct Interview	8 October 2019	✓	
10	Village official of Kenantan Village	Kampar Regency	-	Direct Interview	8 October 2019	✓	
11	Elder of Petapahan	Kampar Regency	-	Direct Interview	8 October 2019	✓	
12	Previous Land Owner (7 Persons)	Kampar Regency	-	Direct Interview	8 October 2019	✓	
13	Official and Members of Sibuk Jaya Plasma Cooperative (25 smallholders) – Amarta Jaya Plasma (AJYP)	Kampar Regency	-	Direct Interview	8 October 2019	✓	
14	Official and Members of Makmur Lestari Plasma Cooperative (25 smallholders) – Amarta Jaya Plasma (AJYP)	Kampar Regency	-	Direct Interview	8 October 2019	✓	
15	NGO of Bahtera Alam	Pekanbaru	-	Direct Interview	8 October 2019	✓	
16	EFB and FFB Transporter Contractors	Kampar Regency	-	Direct Interview	8 October 2019	✓	
17	Worker Union - SPSI	PT Ramajaya Pramukti	-	Direct Interview	8 October 2019	✓	
18	Worker Union - KBS SBSI	PT Ramajaya Pramukti	-	Direct Interview	8 October 2019	✓	
19	Worker Cooperative	PT Ramajaya Pramukti	-	Direct Interview	8 October 2019	✓	
20	Gender Committee	PT Ramajaya Pramukti	-	Direct Interview	8 October 2019	✓	
21	Jikalauhari (No respond)	Pekanbaru, Riau	jikalauhari@indo.net.id	Via Email	4 October 2019		✓
22	WWF (No respond)	Jakarta	supporter-service@wwf.or.id	Via Email	4 October 2019		✓
23	Sawit Watch (No respond)	Jakarta	info@sawitwatch.or.id	Via Email	4 October 2019		✓
24	Rama Rama Mill <ul style="list-style-type: none"> • 1 weighbridge operator • 3 security • 5 grading operator • 10 processing worker • 1 engine room operator • 3 boiler operator 	PT Ramajaya Pramukti	-	Field observation and direct interview	8 October 2019	✓	

	<ul style="list-style-type: none"> 1 warehouse clerk 1 POME LA operator 1 EBA operator 1 Biogas operator 1 WTP operator 1 pump house operator 						
25	Rama Rama Estate <ul style="list-style-type: none"> 2 POME LA worker 8 workers of manual weeding 9 workers of nursery 2 PIC of HGU monitoring 1 PIC of HCV monitoring 3 harvester 2 manual weeding workers 3 EFB application workers 1 warehouse clerk 2 workers of daycare 3 workers family 1 warehouse officer 1 hazardous waste warehouse officer 1 welder and 3 mechanic 	PT Ramajaya Pramukti	-	Field observation and direct interview	9 October 2019	✓	
26	Amartha Jaya Plasma <ul style="list-style-type: none"> 25 smallholders of Sibuk Jaya Cooperative 25 smallholders of Makmur Lestari Cooperative 3 harvesting worker 	Kampar Regency, Riau Province	-	Field observation and direct interview	10 October 2019	✓	

Appendix 2. Assessment Program			
DATE		07 – 11 October 2019	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Sunday, 06 October 2019			
12.00 –	12.00 –	Malaysia – Pekanbaru	ASI Assessor (Mr. Selvanathan G)
Monday, 07 October 2019			
06.00 – 08.00	06.00 – 08.00	JAKARTA → PEKANBARU	All Auditor & ASI Local Expert
08.00 – 09.00	08.00 – 09.00	Opening Meeting Team Auditor With ASI	All Auditor & ASI team
08.30 – 10.30	08.30 – 10.30	PEKANBARU → KAB KAMPAR	AFS / SMM
10.30 – 15.00	10.30 – 15.00	Stakeholders consultation to government agencies of Kampar Regency	
09.00 – 11.00	09.00 – 11.00	PEKANBARU → PT Ramajaya Pramukti	MAY / DHT
14.00 – 15.00	14.00 – 15.00	Opening meeting <ul style="list-style-type: none"> Auditee Speech (Introduction of PIC, Profile of Certified Management Unit) Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification) 	MAY / DHT
15.00 – 17.00	15.00 – 17.00	Review of previous (Initial assessment) findings Verification of Basic Information Mill and Estate Confirmation of Time Bound Plan	All Auditor
Tuesday, 08 October 2019			
08.00 – 12.00	08.00 – 12.00	Interview with Gender Committee, Worker's Union, Worker's Cooperative (if any), Local Contractor (for Mill and Estate), Third Party Supplier PT. Ramajaya Pramukti Stakeholder consultation to affected communities surrounding the plantations and previous land owner and local NGO	AFS / DHT MAY / AFS
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	Field observation to Ramarama MILL : <ul style="list-style-type: none"> Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO) Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond) 	MAY / AFS DHT / SMM
Wednesday, 09 October 2019			
08.00 – 12.00	08.00 – 12.00	Field observation to Ramarama ESTATE: <ul style="list-style-type: none"> Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area) Implementation of Occupational Health & Safety Aspect 	All Auditor

DATE		07 – 11 October 2019	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
		<ul style="list-style-type: none"> Implementation of Employment Procedure and Mechanism Aspect Implementation of Legal Aspect (Land Ownership, Legal Boundaries) Observation of Workers Facilities (Housing, School, Worship Place). 	
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> Verification of stakeholder consultation result and field visit. Document review and completing audit checklist. 	All Auditor
Thursday, 10 October 2019			
08.00 – 12.00	08.00 – 12.00	Field observation to AMARTA JAYA PLASMA (Associated Smallholders): Makmur Lestari Cooperative Sibuk Jaya Cooperative <ul style="list-style-type: none"> Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) Implementation of Environmental, Conservation and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management, HCV Area) Implementation of Occupational Health & Safety Aspect Implementation of Employment Procedure and Mechanism Aspect Implementation of Legal Aspect (Land Ownership, Legal Boundaries) 	All Auditor
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> Verification of stakeholder consultation result and field visit. Document review and completing audit checklist. 	All Auditor
Friday, 11 October 2019			
07.00 – 09.00	07.00 – 09.00	Internal discussion by auditor team preparing for Closing Meeting	All Auditor
09.00 – 10.30	09.00 – 10.30	Closing Meeting: <ul style="list-style-type: none"> Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timelie of CAR's, Conclusion) Comments, Responses and Questions sion by auditor team preparing for Closing Meeting 	All Auditor
10.30 – 11.30	10.30 – 11.30	Closing Meeting with ASI	All Auditor & ASI Team
14.00 –	14.00 –	ASI Team – Pekanbaru Auditor Team – PT Buana Wiralestari Mas	ASI Team All Auditor