

Roundtable on Sustainable Palm Oil Certification
R S P O

[✓] Surveillance

Name of Management Organisation : **Sekunyir Factory – PT Indotruba Tengah subsidiary of Sime Darby Plantation Berhad**
Plantation Name : **PT Indotruba Tengah – Sekunyir Estate and Seruyan Estate**
Location : **Amin Jaya Village, Pangkalan Banteng Sub District, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia**
Certificate Code : **MUTU-RSPO/001**
Date of Certificate Issue : 23 November 2015 Date of License Issue : 23 February 2020
Date of Certificate Expiry : 22 November 2020 Date of License Expiry : 22 November 2020

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1.4	07 to 10 October 2019	Ardiansyah (Lead Auditor), Yuniar Mitikauji, Yudhi Yuniarto Tallutondok	Leonada	Octo HPN Nainggolan

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1.4	03 February 2020

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FIGURE

Figure 1. Location Map of PT Indotruba Tengah

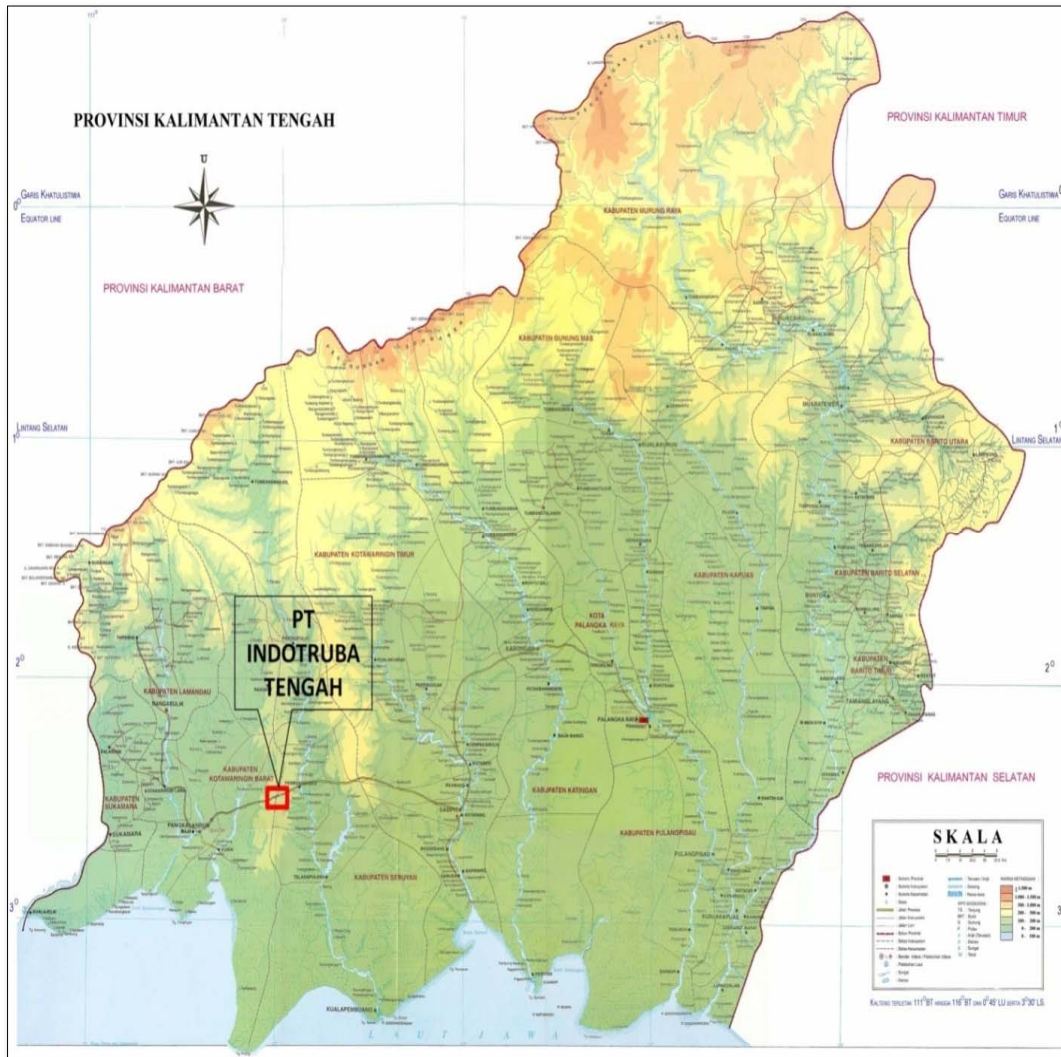
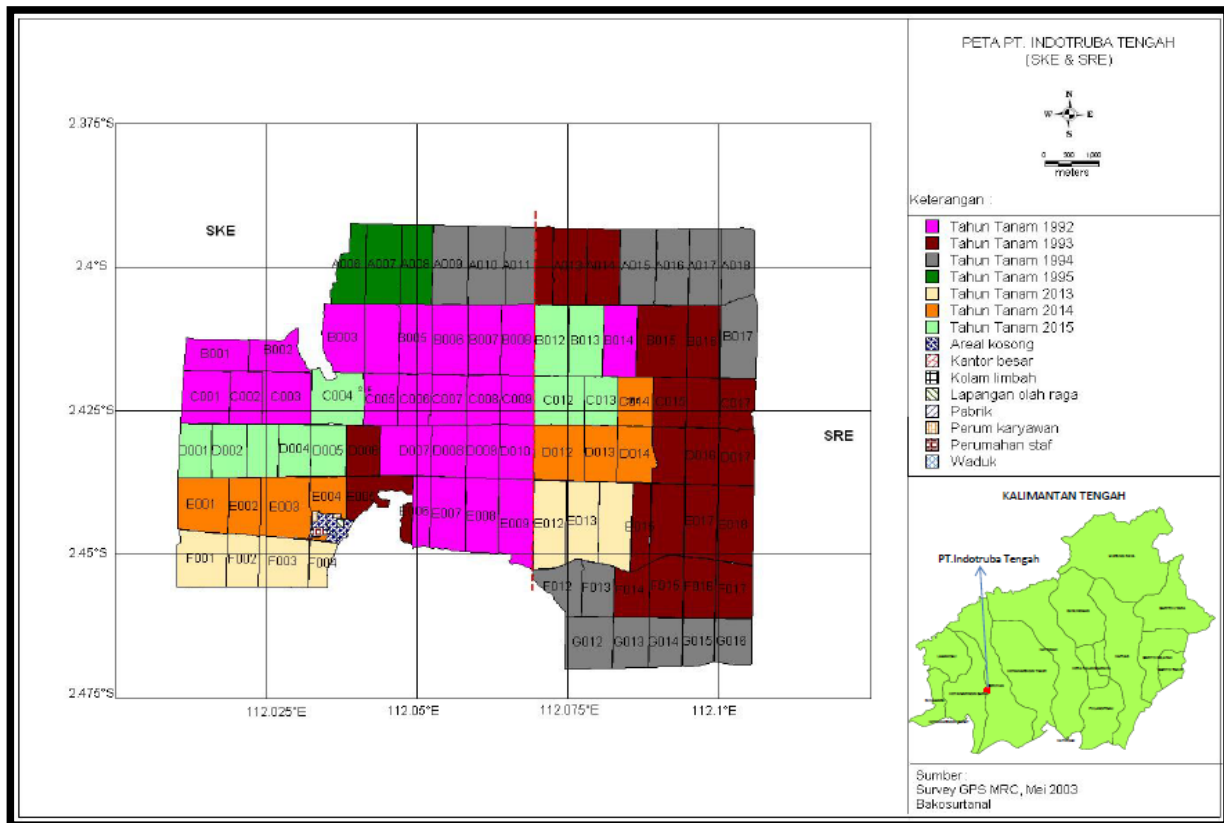


Figure 2. Operational Map of PT Indotruba Tengah



Abbreviations Used

ASA	: Annual Surveillance Assessment
BOB	: Barn Owl Box
BPJS	: <i>Badan Penyelenggara Jaminan Sosial</i> (Social Assurance of Labor)
CITES	: The Convention on International Trade in Endangered Species
CPO	: Crude palm oil
CSR	: Corporate Social Responsibility
EIA	: Environmental Impact Assessment
EFB	: Empty Fruit Bunch
EWS	: Early warning system
ESH	: Environment, Safety and Health
FFB	: Fresh Fruit Bunch
FPIC	: Free Prior Informed and consent
GCAD	: Group Corporation Audit Department
GHG	: Greenhouse Gas
GPS	: Global Positioning System
HCV	: High Conservation Value
HGU	: Land Use Title
HIRARC	: Hazard identification Risk Assessment Risk and Risk Controlling
HPUI	: Head Plantation Upstream Indonesia
IPM	: Integrated Pest Management
ITH	: Indotruba Tengah
IUCN	: International Union for Conservation of Nature
JAMSOSTEK	: Jaminan Sosial Tenaga Kerja (Social Insurance of Worker)
KAN	: <i>Komite Akreditasi Nasional</i> (National Accreditation Committee)
KER	: Kernel Extraction Rate
K3	: <i>Kesehatan & Keselamatan Kerja</i> (Health & Safety Work)
LCC	: Legume Cover Crop
LLRP	: Long Range Replanting Programme
LUCA	: Land Use Change Analysis
LUK	: <i>Laporan Ulasan Kebun</i> (Estate Monthly Report)
MRC	: Minamas Research Centre
MSDS	: Material Safety Data Sheet
NGO	: Non Government Organization
OER	: Oil Extraction Rate
OHS	: Occupational Health and Safety
P2K3	: <i>Panitia Pembina Kesehatan dan Keselamatan Kerja</i> (Safety and Health Committee)
PIC	: Person In Charge
PK	: Palm Kernel
POM	: Palm Oil Mill
POME	: Palm Oil Mill Effluent
PPE	: Personal Protective equipment
PSD	: Plantation Services Departement
PSQM	: Plantation Sustainability and Quality Management
RaCP	: Remediation and Compensation Procedure
RKL	: <i>Rencana Pengelolaan Lingkungan</i> (Environment Management Plan)
RPL	: <i>Rencana Pemantauan Lingkungan</i> (Environment Monitoring Plan)
RSPO	: Roundtable Sustainable Palm Oil
RTE	: Rare, Threatened or Endangered
SCCS	: Supply Chain Certification Standard
SIA	: Social Impact Assessment

SKE	:	Sekunyir Estate
SKF	:	Sekunyir Factory
SOP	:	Standard Operational Procedure
SOU	:	Strategic Operating Unit
SRE	:	Seruyan Estate
THR	:	<i>Tunjangan Hari Raya</i> (holiday allowance)
TLB	:	Tractor Loader Backhoe
UPDKS	:	<i>Ulat Pemakan Daun Kelapa Sawit</i> (Palm-Leaf Eating Caterpillar)
WHO	:	World Health Organization
WTP	:	Water Treatment Plant
WWF	:	World Wild Fund
WWTP	:	Waste Water Treatment Plant

1.0	SCOPE of the CERTIFICATION ASSESSMENT								
1.1	Assessment Standard Used	<ul style="list-style-type: none"> Indonesian National Interpretation of RSPO P&C 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO BoG 30th September 2016. RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module D 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 Indotruba Tengah subsidiary of Sime Darby Plantation Berhad							
1.2.2	Contact person	Alagendran Maniam							
1.2.3	Organisation address and site address	Head Office: Sime Darby Plantation Berhad No 2, Plantation Tower Jalan PJU 1A/7 Petaling Jaya, Malaysia 47301 Liaison Office: The Plaza Office Tower, 36 th Floor Jl. MH Thamrin Kav. 28-30, Jakarta – 10350							
1.2.4	Telephone	+62-21-29926000							
1.2.5	Fax	+62-21-29922686							
1.2.6	E-mail	alagendran.maniam@simedarbyplantation.com							
1.2.7	Web page address	www.simedarbyplantations.com							
1.2.8	Management Representative who completed the application for certification	Alagendran Maniam (Head of Sustainability – Minamas Plantation)							
1.2.9	Registered as RSPO member	1-0008-04-000-00– 7 September 2004							
1.3	Type of Assessment								
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base: Sekunyir Factory; Sekunyir Estate and Seruyan 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	<table border="1"> <thead> <tr> <th colspan="2">Coordinate</th> </tr> <tr> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td>S 02° 26' 41"</td> <td>E 112° 00' 25"</td> </tr> </tbody> </table>	Coordinate		Latitude	Longitude	S 02° 26' 41"	E 112° 00' 25"
Coordinate									
Latitude	Longitude								
S 02° 26' 41"	E 112° 00' 25"								
	Sekunyir	Amin Jaya Village, Pangkalan Banteng Sub District, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia							
1.4.2	Location of Certification Scope of Supply Base								
	Name of Supply Base	Location	<table border="1"> <thead> <tr> <th colspan="2">Coordinate</th> </tr> <tr> <th>Latitude</th> <th>Longitude</th> </tr> </thead> <tbody> <tr> <td>S 02° 26' 48"</td> <td>E 112° 00' 32"</td> </tr> </tbody> </table>	Coordinate		Latitude	Longitude	S 02° 26' 48"	E 112° 00' 32"
Coordinate									
Latitude	Longitude								
S 02° 26' 48"	E 112° 00' 32"								
	Sekunyir	Amin Jaya Village, Pangkalan Banteng Sub District, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia							

	Seruyan	Pembuang Hulu II Village, Hanau Sub District, Seruyan District, Kalimantan Tengah Province, Indonesia	S 02° 24' 28"	E 112° 04' 05"			
1.5	Description of Area Statement						
1.5.1	Tenure						
	• State		7,734.59 Ha				
	• Community		- Ha				
1.5.2	Area Statement						
	• Total area		7,734.59 Ha				
	• Mature area		6,160.78 Ha				
	• Immature area		386.14 Ha				
	• Emplishment & Mill		68.00 Ha				
	• Infrastructure (Road & Bridges)		255.92 Ha				
	• Nursery		17.00 Ha				
	• HCV*		34.66 Ha				
	• Occupation		812.09 Ha				
*HCV 34.66 Ha is located outside the planting area, while the remaining 41.9 Ha is located within the planting area, with the type of riparian (Sempadan Sungai)							
1.6	Planting Year and Cycles						
1.6.1	Age profile of planting year						
	Planting Year	Hectarage (Ha)					
		Sekunyir Estate	Seruyan Estate	Total			
	1993	1,524.68	1,282.45	2,807.13			
	1994	133.66	897.21	1,030.87			
	1995	280.21	-	280.21			
	1996	253.11	-	253.11			
	2013	265.01	281.87	546.88			
	2014	291.22	275.11	566.33			
	2015	368.40	307.85	676.25			
	Sub Total Mature	3,116.29	3,044.49	6,160.78			
	2018	28.73	-	28.73			
	2019	173.35	184.06	357.41			
	Sub Total Immature	202.08	184.06	386.14			
	TOTAL	3,318.37	3,228.55	6,546.92			
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 (%)
	Sekunyir	45	152,856.64	33,863.33	22.15	6,961.92	4.55
*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)	%
	Sekunyir	3,555.19	3,318.37	80,413.50	25.80	80,413.50	100
	Seruyan	4,179.40	3,228.55	72,005.39	23.65	72,005.39	100
	TOTAL	7,734.59	6,546.92	152,418.89	24.74	152,418.89	100
<i>*Production data source from October 2018 to September 2019</i>							
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)		
	Sukamandang Estate (RSPO Certified)	PT Kridatama Lancar subsidiary of Sime Darby Plantation Berhad	-	3,619.88	54.070		
	Sapiri Estate (RSPO Certified)		-	3,258.24	22.920		
	Kuala Kuayan (RSPO Certified)		-	3,399.52	95.970		
	Baras Danum (RSPO Certified)		-	2,995.21	210.870		
	TOTAL					383.830	
<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		153,500		152,856.64		
	CPO Production		34,500		33,863.33		
	Palm Kernel (PK) Production		7,700		6,961.99		
1.8.2	Product selling						
	Type of selling product		Actual selling product for last year (September 2018 to August 2019) (MT)				
	CSPO sold as RSPO certified product		14,433.28				
	CSPK sold as RSPO certified product		4,837.34				
	CSPO sold under other scheme		0				
	CSPK sold under other scheme		0				
	CSPO sold as conventional		18,232.18				
	CSPK sold as conventional		1,627.01				
1.8.3	Estimate of Certified FFB Claim						
	Name of Estates	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Sekunyir	3,555.19	3,318.37	81,020	26		

	Seruyan	4,179.40	3,228.55	73,080	24			
	TOTAL	7,734.59	6,546.92	154,100	25			
	*Projected FFB production for 23 November 2019 to 22 November 2020							
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO Out put (tonnes)	Extraction (%)	Palm Kernel Out put (tonnes)	Extraction (%)	Supply Chain Module
	Sekunyir	45	154,100	33,900	22	6,940	4.5	IP
	*Projected CPO and CSPK production for 23 November 2019 to 22 November 2020							
1.9	Other Certifications							
	Others			ISPO: TNI-ISPO-F-1506 dated 17 June 2015 to 16 June 2020.				
1.10	Time Bound Plan							
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location			Status
	Mill	Time bound						
	INDONESIA							
1	Sekunyir. PT. Indotruba Tengah	2010	Sekunyir	2010	Seruyan and West Kotawaringin District – Central Kalimantan			Certified
			Seruyan	2010				Certified
2	Manggala. PT. Tunggal Mitra Plantations	2010	Manggala 1	2010	Rokan Hilir District – Riau			Certified
			Manggala 2	2010				Certified
			Manggala 3	2010				Certified
3	Bukit Ajong PT. Sime Indo Agro	2010	West	2010	Sanggau District –West Kalimantan			Certified
			West (HGU on process)	2019				-
			East	2010				Certified
			East (HGU on process)	2019				-
			East Plasma	2010				Certified
			West Plasma	2010				Certified
			Sei Mawang	2019				-
4	Teluk Siak. PT. Aneka Inti Persada	2011	Teluk Siak	2011	Siak District – Riau			Certified
			Pinang Sebatang	2011				Certified
			Aneka Persada	2011				Certified
5	Sungai Pinang. PT. Bina Sains Cemerlang	2012	Sungai Pinang	2012	Musi Rawas District – South Sumatera			Certified
			Sungai Pinang (HGU on process)	2020				-
			Bukit Pinang	2012				Certified
			Bukit Pinang (HGU on process)	2020				-
6	Pemantang. PT. Teguh	2011	Pemantang	2011	Seruyan and East Kotawaringin District –			Certified
			Kawan Batu	2011				Certified

	Sempurna		Hatan Tiring	2011	Central Kalimantan	Certified
			Batang Garing	2011		Certified
7	Alur Dumai. PT Lahan Tani Sakti	2011	Alur Dumai	2011	Rokan Hilir District – Riau	Certified
8	Teluk Bakau. PT. Bhumireksa Nusa Sejati	2011	Teluk Bakau	2011	Indra Giri Hilir District – Riau	Certified
			Nusa Perkasa	2011		Certified
			Nusa Lestari	2011		Certified
9	Mandah PT. Bhumireksa Nusa Sejati	2014	Mandah	2011	Indra Giri Hilir District – Riau	Certified
			Rotan Semelur	2011		Certified
10	Angsana. PT Ladangrumpun Suburabadi	2011	Angsana	2011	Tanah Bumbu District – South Kalimantan	Certified
			Gunung Sari	2011		Certified
			Pantai Bonati	2011		Certified
			KKPA-1 PT.SHE	2013		Certified
			KKPA-4 PT.SHE	2013		Certified
11	Mustika. PT Sajang Heulang	2013	Mustika	2013	Tanah Bumbu District – South Kalimantan	Certified
			KKPA-2 PT.SHE	2013		Certified
			KKPA-3 PT.SHE	2013		Certified
			KKPA-5 PT.SHE	2013		Certified
			SAP 1	2020		-
12	Gunung Aru. PT Bersama Sejahtea Sakti	2011	Gunung Aru	2011	Kotabaru District – South Kalimantan	Certified
			Gunung Kemasam	2011		Certified
			Laut Timur	2011		Certified
			Pantai Timur	2011		Certified
			KKPA BSS	2020		-
13	Bebunga. PT. Langgeng Muaramakmur	2011	Bebunga	2011	Kotabaru District – South Kalimantan	Certified
			Bakau	2011		Certified
			Sungai Cengal	2011		Certified
14	Sukamandang PT Kridatama Lancar	2011	Sukamandang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
			Sapiri	2011		Certified
			Barasdanum	2011		Certified
			Kuala Kuayan	2011		Certified
15	Pondok Labu. PT Paripurna Swakarsa	2012	Binturung	2012	Kotabaru District – South Kalimantan	Certified
			Pondok Labu	2012		Certified
			Rampa	2012		Certified
			Sesulung	2012		Certified
16	Rantau. PT Laguna Mandiri	2012	Rantau	2012	Kotabaru District – South Kalimantan	Certified
			Matalok	2012		Certified
			KKPA Sungai Cengal (1,382 SH)	2014		Certified

			Selabak (PT SAA)	2012		Certified
			Randi (PT SAA)	2012		Certified
			Sangkoh (PT SAA)	2012		Certified
			Lanting (PT LMR)	2012		Certified
17	Betung. PT Laguna Mandiri	2014	Betung	2012	Kotabaru District – South Kalimantan	Certified
			Sekayu	2012		Certified
18	Ungkaya. PT Tamaco Graha Krida	2012	Ungkaya	2012	Morowali District – Sulawesi Tengah	Certified
			Plasma TGK	2020		-
19	Ladang Panjang. PT Bahari Gembira Ria	2012	Ladang Panjang	2012	Muaro Jambi District - Jambi	Certified
			Ladang Panjang (HGU on process)	2020		-
			Plasma BGR	2020		-
20	Rantau Panjang. PT Guthrie Peconina Indonesia	2012	Rantau Panjang	2012	Musi Banyuasin District – South Sumatera	Certified
			Rantau Panjang (HGU on process)	2020		-
			Bumi Ayu	2012		Certified
			Karang Ringin	2012		Certified
			Napal	2012		Certified
			Napal (HGU on process)	2020		-
			Mangun Jaya	2012		Certified
			Mangun Jaya (HGU on process)	2020		-
			Sungai Jernih	2020		-
			GPI KKPA	2020		-
21	Blang Simpo. PT Perkasa Subur Sakti	2013	Tamiang (PT PPP)	2013	Aceh Tamiang and East Aceh District – Aceh	Certified
			Batang Ara (PT PSK)	2013		Certified
			Blang Simpo-01	2013		Certified
			Blang Simpo-02	2013		Certified
23	Lembiru. PT Sandika Nata Palma	2014	Lembiru	2014	Ketapang District – West Kalimantan	Certified
			Awatan	2014		Certified
			Karya Palma	2019		-
			KKPA SNP	2020		-
			Pelanjau (PT BAL)	2019		IC
			Sungai Putih (PT BAL)	2019		-
			Baturus (PT BAL)	2019		-
			KKPA BAL	2020		-
MALAYSIA						
1	Sg Dingin SOU 1	2010	Bukit Hijau	2010	Kerangan, Kedah	Certified
			Padang Buluh	2010		Certified

			Bukit Selangor	2010		Certified
			Sg Dingin	2010		Certified
			Jentayu	2010		Certified
			Anak Kuli	2010		Certified
			Somme	2010		Certified
2	Chersonese SOU 2	2011	Chersonese	2011	Kuala Kurau, Perak	Certified
			Holyrood	2011		Certified
			Kalumpang	2011		Certified
			Tali Ayer	2011		Certified
3	Elphil SOU 3	2011	Kinta Kellas	2011	Sg Siput, Perak	Certified
			Elphil	2011		Certified
			Kamuning	2011		Certified
4	Flemington SOU 4	2011	Flemington	2011	Teluk Intan, Perak	Certified
			Bagan Datoh	2011		Certified
			Sabak Bernam	2011		Certified
			Sg Samak	2011		Certified
5	Seri Intan SOU 5	2011	Seri Intan (Main Division)	2011	Teluk Intan, Perak	Certified
			Sabrang	2011		Certified
			Sg Wangi	2011		Certified
			Sogomana (Main Division)	2011		Certified
6	Selaba SOU 5	2011	Seri Intan (Selaba Division)	2011	Teluk Intan, Perak	Certified
			Sogomana (Cashwood & Sg Beruas Division)	2011		Certified
			Bikam	2011		Certified
			Clumy	2011		Certified
7	Tennamaram SOU 6	2011	Tennamaram	2011	Bestari Jaya, Selangor	Certified
			Sungei Buloh	2011		Certified
			Bkt Talang	2011		Certified
8	Bkt Kerayong SOU 7	2011	Bkt Kerayong	2011	Kapar, Selangor	Certified
			Bkt Cherakah	2011		Certified
			Bkt Rajah	2011		Certified
			Bkt Lagong	2011		Certified
			Elmina	2011		Certified
9	East SOU 8	2010	East	2010	Carey Island, Selangor	Certified
			Dusun Durian	2010		Certified
			Sepang	2010		Certified
10	West - SOU 9	2010	West	2010	Carey Island, Selangor	Certified
11	Bukit Putri - SOU 10	2011	Bukit Putri	2011	Raub, Pahang	Certified

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

			Sg Simpang Kiri	2010		Certified
22	Gunung Mas SOU 21	2010	Gunung Mas	2010	Kluang, Johor	Certified
			Kempas Klebang	2010		Certified
			Bukit Paloh	2010		Certified
			Yong Peng	2010		Certified
23	Bukit Benut SOU 22	2011	Bukit Benut	2011	Kluang, Johor	Certified
			CEP Niyor	2011		Certified
			Lambak / Elaeis	2011		Certified
24	Ulu Remis SOU 23	2011	Pekan	2011	Layang-layang, Johor	Certified
			Sembrong	2011		Certified
			Tun Dr. Ismail	2011		Certified
			Ulu Remis	2011		Certified
			Bukit Badak	2011		Certified
			Cenas	2011		Certified
25	Hadapan SOU 24	2011	CEP Rengam	2011	Layang-layang, Johor	Certified
			Kulai	2011		Certified
			Layang	2011		Certified
			Seri Pulai	2011		Certified
26	Sandakan Bay SOU 26	2008	Tun Tan Siew Sin	2008	Sandakan, Sabah	Certified
			Tunku	2008		Certified
			Tigowis	2008		Certified
			Sentosa	2008		Certified
			Saguliud	2008		Certified
27	Melalap SOU 27	2011	Melalap	2011	Tenom, Sabah	Certified
			Sapong	2011		Certified
28	Binuang SOU 28	2009	Tingkayu	2009	Kunak, Sabah	Certified
			Sungang	2009		Certified
			Jelata Bumi	2009		Certified
			Binuang	2009		Certified
29	Giram SOU 29	2009	Mostyn	2009	Kunak, Sabah	Certified
			Giram	2009		Certified
30	Merotai SOU 30	2009	Imam	2009	Tawau, Sabah	Certified
			Merotai	2009		Certified
			Table	2009		Certified
			Tiger	2009		Certified
31	Lavang SOU 31	2011	Belian	2011	Bintulu, Serawak	Certified
			Kelida	2011		Certified
			Lavang	2011		Certified

			Lavang (SE)	2011		Certified
			Rasan	2011		Certified
			Chartquest	2011		Certified
			Dulang	2011		Certified
			Peroh	2011		Certified
			Pekaka	2011		Certified
			Ruai	2011		Certified
32	Rajawali SOU 32	2011	Rajawali	2011	Bintulu, Serawak	Certified
			Samudera	2011		Certified
			Semarak	2011		Certified
			Bayu	2011		Certified
33	Derawan SOU 33	2011	Takau	2011	Bintulu, Serawak	Certified
			Damai	2011		Certified
			Derawan	2011		Certified
			Sahua	2011		Certified
LIBERIA						
1	Grand Cape Mount	2018	Matambo	2018	Grand Cape Mount, Liberia	IC
			Grand Cape Mount	2018		IC
			Zodua	2018		IC
			Bomi	2018	Bomi, Liberia	IC
			Lofa	2018		IC
P & G (New Britain Palm Oil)						
1	Poliamba	2012	Kara	2012	Kevieng, New Ireland Province, P&G	Certified
			West Coast	2012		Certified
			Nalik	2012		Certified
			Noatsi	2012		Certified
			Madak	2012		Certified
			North (Smallholders)	2012		Certified
			South (Smallholders)	2012		Certified
			West (Smallholders)	2012		Certified
2	Tetere	2011	Tetere	2011	Gudaicanal, Slomon Island	Certified
			Ngalimbiu	2011		Certified
			Mbalisuna	2011		Certified
			West Zone (Smallholders)	2011		Certified
			Central Zone (Smallholders)	2011		Certified
			MBA East (Smallholders)	2011		Certified

			MBA West (Smallholders)	2011		Certified
3	Sangara, Sambiripa & Mamba	2013	Sangara	2013	Higaturu, Popondetta, Oro, P&G	Certified
			Sumberipa	2013		Certified
			Ambogo	2013		Certified
			Embi	2013		Certified
			Mamba	2013		Certified
			Sorovi (smallholders)	2013		Certified
			Igora (smallholders)	2013		Certified
			Saiho (smallholders)	2013		Certified
			Aeka (smallholders)	2013		Certified
			Ilimo (smallholders)	2013		Certified
4	Gusap	2010	Dumpu	2010	Madang, P&G	Certified
			Surinam	2010		Certified
			Jephcott	2010		Certified
			Gusap	2010		Certified
			Paddox	2010		Certified
			Ngaru	2010		Certified
			Madang VOP (smallholders)	2010		Certified
			Morobe VOP (smallholders)	2010		Certified
5	Hagita	2013	Giligili	2013	Milne Bay, P&G	Certified
			Hagita	2013		Certified
			Waigani	2013		Certified
			Sagarai	2013		Certified
			Padipadi	2013		Certified
			Mariawatte	2013		Certified
			East Gurney	2013		Certified
			West Gurney	2013		Certified
			East Sagarai	2013		Certified
			West Sagarai	2013		Certified
6	Mosa Kumbango Kapiura Namumdo Waraston	2008	Bebere	2008	West New Britain	Certified
			Kumbango	2008		Certified
			Togulo	2008		Certified
			Dami	2008		Certified
			Waisisi	2008		Certified
			Kautu	2008		Certified
			Karaususu	2008		Certified
			Moroa	2008		Certified

			Bilomi	2008		Certified
			Loata	2008		Certified
			Haella	2008		Certified
			Garu	2008		Certified
			Daliavu	2008		Certified
			Sapuri	2008		Certified
			Malilimi	2008		Certified
			Rigula	2008		Certified
			Nomundo	2008		Certified
			Navarai / Karato ME	2008		Certified
			Volupai. Lotomgam / Natupi / Goruru	2008		Certified
			Lolokoru	2008		Certified
			Silovoti	2008		Certified
			LSS Hoskin (1,877 Smallholders)	2008		Certified
			VOP East (1,815 Smallholders)	2008		Certified
			VOP Central (1,958 Smallholders)	2008		Certified
			VOP West (1,277 Smallholders)Kaulong / Akamie / Pusiki / Repamira / Sakapei / KDC ME (21 large smallholders)	2008		Certified
			LSS Kapiura (847 Smallholders)	2008		Certified
			VOP Kapiura (551 Smallholders)	2008		Certified
	<p>Sime Darby has achieved 34 management units in Malaysia, 25 management units in Indonesia, 10 management units in P&G that RSPO certified. Total management unit in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 10 in P&G. In the year of 2016 & 2017 there are three Mill that are no longer operating, and for the supplying base (Estate) is diverted to a mill that is still operating and has been certified RSPO. The mills are:</p> <ol style="list-style-type: none"> 1. Angsana Mini Mill, PT Sajang Heulang: Mill stop operate since 2016 and the supply bases is transfer to Angsana POM, PT Ladangrumpun Subur Abadi. 2. Selabak Mill, PT Swadaya Andhika: Mill stop operate since 2017 and the supply bases is transfer to Rantau POM, PT Laguna Mandiri 3. Pekaka, SOU 34: Mill stop operate since 2017 and the supply bases is transfer to Lavang, SOU 31 <p>There was change of the Time Bound Plan (TBP) under Sime Darby on April 2019 cause the Sime Darby postpone the others certification process and this TBP has been approve by Head of Sustainability Minamas. In 27 June 2019, SDP inform to RSPO about confirmation of disposal of Indonesian Subsidiary – PT Mitra Austral Sejahtera. Sime Darby has informed the Time Bound Plan progress, MUTU has consider that Sime Darby still comply with the RSPO requirement for partial certification.</p>					
1.10.2	Progress of Associated Smallholders and Outrowers for Certifiable Standard					
	Sekunyir Factory – PT Indotruba Tengah does not received from other non certified RSPO associates outgrowers.					

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-1.4	<p>1. Ardiansyah Pasaribu (Lead Auditor). Indonesian citizen, Bachelor of Forest Resources Conservation, Department of Forestry. Had work experience in Environmental NGO for 6 month (2007) and consultant for making EIA Document and KLHS for 3 years (2009 – 2012). Had attend training such as RSPO Lead Auditor course, Lead Auditor ISPO, OHSAS (18001 – 2007), land cover crop mapping and Management System Certification (ISO 9001-2008), Environmental Management System Certification (ISO 14001-2004), Social Auditing and Conflict Resolution, SA 8000 Awareness. Had many times following audit activities related to sustainable palm oil certification system which is ISPO as an auditor since 2012 for legal, environmental aspect, conservation and social. Fluent in Bahasa and Malay. At the time of audit, has verify aspect of Environment aspect and HCV.</p> <p>2. Yuniar Mitikauji (Auditor). Master Program in Environment from Melbourne University and Bachelor of Forestry with Silviculture Stream from Gadjah Mada University. She was working as a research assistant in Forestry Faculty, Gadjah Mada University. She played a role as a project manager of land rehabilitation project of Samboja Lestari in East Kalimantan. Currently she is working as an auditor in PT Mutuagung Lestari. She joined wildlife statistical analysis short course held by Cardiff University in cooperation with University of Sabah. She had joined ISPO training held by ISPO Committee, Ministry of Agriculture, RSPO Lead Auditor Training held by Daemeter Consulting and Proforest as well and SCCS training by BMTRADA. Further she joined HCV Training and BMP for mill and estate held by Mutuagung Lestari. In this assessment, conducted the assessment on transparency, social and SCCS.</p> <p>3. Yudhi Yuniarto Tallutondok (Auditor). Indonesian citizen, Bachelor of Fisheries, Padjadjaran University. Have experience of working over three years since 2013 as plantation operations staff in private palm oil plantation companies in Indonesia. Training have been followed including Auditor of Indonesian Sustainable Palm Oil (ISPO), Lead Auditor of Roundtable on Sustainable Palm Oil (RSPO) P&C, Lead Auditor of ISO 9001:2015, ISO 14001:2015, ISO 22000:2009, ISO 19011:2011, Social Accountability 8000, Basic Management Development Program Agronomy, Fire Anticipation on Land and Forest, Potential Mapping and Conflict Resolution in Production Forests, Awareness ISO 17021 and ISO 17065. Has participated in audit activities for the ISPO and RSPO scheme since 2017 for agronomy, OHS, and worker welfare. During the assessment he assigned to verify Legal, BMP and OHS.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-1.4	<p>Number of auditors: 3 auditor</p> <p>Number of days for ASA-1.4 at site: 5 days</p> <p>Number of working days for ASA-1.4 at site: 15 working days</p>
2.2.2	Assessment Process
ASA-1.4	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Indotruba Tengah to the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013, endorsed September 2016 and Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 Revised June 2017 (Module D for CPO Mill).</p> <p>Auditor team traveling on Monday, 7 October 2019 using direct flight from Jakarta to Pangkalan Bun and picked up by management in Airport. It take time approximately 2 hours from Pangkalan Bun Airport to site of PT Indotruba Tengah. Opening meeting has been held on the same days in meeting room of Manager Office PT Indotruba Tengah. It attended by auditor team and management representatives. Document verification conducted in the same place. Closing meeting held on Thursday 10 October 2019. There is no diverging opinion that delivered by auditee during the closing meeting.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, aiming to obtain more detailed information and cross check the</p>

	<p>information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>Some opportunities for improvement of the results ASA-1.4 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (Recertification).</p> <p>Improvement of findings from ASA-1.3 assessment findings were observed by auditors at this ASA-1.4 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-1.4.</p> <p>The assessment program please find Appendix 2.</p>
2.2.3	Locations of Assessment
ASA-1.4	<p>Number of units in this certification activity is 2 (two) estates, which supply the FFB to Sekunyir Factory. In conducting the assessment, the team of auditors use the clause 4.7.1 on RSPO Certification System For Principle and Criteria (Endorsed June 2017) " <i>The CB's procedures shall include the sampling methodology (see 4.7.2) for initial certification, surveillance and re-certification audits, where there are more than four estates or associated smallholders, otherwise all estates must be visited as part of the assessment</i>". The team of auditors determined that the sampling locations regarding to the standard are 1 (one) Palm Oil Mill (Sekunyir POM) and 2 (Two) estates (Sekunyir and Seruyan Estates).</p> <p><u>Sekunyir Factory</u></p> <ul style="list-style-type: none"> • Security Post. Observation and interview with Security Officer on his understanding towards technical, safety, manpower and supply chain certification system. • Weigh Bridge. Observation and interview with Weigh Bridge Operator towards FFB reception, administration of FFB from own estate and others, weigh device calibration, OHS and manpower aspects. • Loading Ramp (Grading) Station. Observation and interview with Foreman and FFB Graders, on their understanding towards technical, OSH, manpower and environment, as well as facilities provided by the company. • Sterilizer Station. Observation and Interview with workers related to personnel understanding over the applicable SOP, implementation of OHS, training from company and worker welfare. • Press Station. Observation and Interview with workers related to personel understanding over the applicable SOP, implementation of OHS, training from company and worker welfare. • Boiler Station. Observation and Interview with workers related to personnel understanding over the applicable SOP, implementation of OHS, training from company and worker welfare. • Engine Room Station. Observation and Interview with workers related to personnel understanding over the applicable SOP, implementation of OHS, training from company and worker welfare. • Workshop Station. Observation to maintenance activities and interview with Foreman and workers, on their understanding towards technical, safety, manpower and environment aspects, included facilities provided by the company. • Hydrant. Observation towards readines of Emergency team and related devices on fire situations. Hydrant was located in beetwen of Clarification Station, Boiler Station and Kernel Station. • Chemical store. Observation for OHS and material handling • Lubricants store. Observation for OHS and material handling • Hazardous waste store. Observation for hazardous waste management and OHS • Water treatment plant. Observation for water usage monitoring • Effluent pond. Observation for POME management • EFB station. Observation for waste management • Mill Sanitation System. Observation towards mill sanitation management. <p><u>Sekunyir Estate</u></p> <ul style="list-style-type: none"> • Workers housing in Division 3 (Pondok 2). Observation for worker welfare, facilities, and waste management • Daycare. Observation for workers facilities and worker welfare • Powerhouse. Observation for waste management and OHS • School (elementary school and kinder garden). Observation for workers facilities and worker welfare

- **Reservoir.** Observation for water sources management for mill
- **Workshop.** Observation for OHS, workers welfare and waste management
- **Fertilizer store.** Observation for OHS and material handling
- **Hazardous waste store.** Observation for hazardous waste management and OHS
- **Boundary Poles No. 52, Block A18 Field A10.** Observation of land demarcation marker and it maintenance.
- **Boundary Poles No. 18, Block A19 Field A11.** Observation of land demarcation marker and it maintenance.
- **Nursery, Block C17/18.** Interview related to nursery activities, workers welfare, OHS and environment.
- **Manuring Activity at Block C03.** Observation and Interview with workers related to personnel understanding over the applicable SOP, implementation of OHS, training from company and worker welfare.
- **Spraying Activity at Block D09.** Observation and Interview with workers related to personnel understanding over the applicable SOP, implementation of OHS, training from company and worker welfare.
- **Block D05 land application.** Observation for POME management
- **Block spraying system.** Observation for OHS and waste management
- **Chemical store.** Observation for OHS and material handling
- **Diesel fuel tank.** Observation for OHS and material handling
- **Fertilizer store.** Observation related OHS, material handling, and worker welfare

Seruyan Estate

- **Block 30, Field 15.** Observation for HCV management in Sekuning riparian and reservoir riparian
- **Block 22, Field B12.** Observation for HCV management in Sekuning riparian.
- **Block 21, Field B08.** Observation for HCV management in Sekuning riparian.
- **Block B29, Field 25.** Observation monitoring for erosion.
- **Boundary Poles No. 19, Block A24, Field A13.** Observation of land demarcation marker and it maintenance.
- **Boundary Poles No. 51, Block A22, Field A12.** Observation of land demarcation marker and it maintenance.
- **Chemical Weeding, Block C22/23 Division III.** Observation and interview with workers regarding to safety working procedure, PPE usage, implementation of regularly medical check up, payments, complaints mechanism etc.
- **Manuring, Block G16 Division I.** Observation and interview with workers regarding to safety working procedure, PPE usage, implementation of regularly medical check up, payments, complaints mechanism etc.
- **Harvesting, Block E29/30 Division III.** Observation and interview with harvester and harvesting supervisor regarding to safety working procedure, PPE usage, payments, complaint mechanism etc.
- **Replanting at Division I.** Observation related to Land Clearing without burning and Land Cover Crop management.
- **Barn owl box at Block C23, Division II.** Observation related to IPM.
- **Landfill Block C10.** Observation for waste management
- **Block spraying system.** Observation for OHS and waste management
- **Chemical store.** Observation for OHS and material handling
- **Hazardous waste store.** Observation for hazardous waste management and OHS
- **Landfire facilities store.** Observation for landfire facilities
- **Housing of Block Manuring System.** Field observations related storage of PPE and handling hazardous materials and toxic waste.
- **Workshop.** Observation for OHS, workers welfare and waste management
- **Medical facility.** Observation for OHS, waste management
- **Emergency response team simulation.** Observation for emergency response team

Bulking

- Pangkalan Banteng Bulking

Public Consultation

- Transmigration & Manpower Agency of Kotawaringin Barat District.
- Environment Agency of Kotawaringin Barat Regency

	<ul style="list-style-type: none"> Plantation Agency of Kotawaringin Barat Regency Amin Jaya & Derangga Village Local Contractors (FFB transporter)
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-1.4	<p>The public consultation with stakeholders to PT Indotruba Tengah done through:</p> <ul style="list-style-type: none"> Conduct a public announcement on the CB website (www.mutucertification.com) on 10 September 2019. Conducting visits and direct interviews with government institution (Manpower & Transmigration Agency, Environmental Agency, Plantation Agency) on 8 October 2019. Conduct consultations via email questionnaire to NGOs (Wahana Lingkungan Hidup Indonesia and Sawit Watch) on 30 September 2019. Conducting visits and direct interviews with Local Communities (Amin Jaya & Derangga Village) on 8 October 2019. Conducting Interviews with the local contractor, Gender Committee, Labor Union on 8 October 2019.
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (<i>Recertification</i>) will be conducted 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 Sekunyir Factory – PT Indotruba Tengah subsidiary of Sime Darby Plantation Bhd operation consisting of one (1) mill and Two (2) oil palm estates.

During the assessment, there were one (1) Nonconformity were assigned against Major Compliance Indicators; two (2) nonconformities were assigned against Minor Compliance Indicators; and seven (7) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective actions that had been reviewed and accepted by Auditor in form of documentation evidences e.g. (document record/photographic/etc). Those corrective actions taken that consist of one (1) Major non-conformity had been closed out shall be verified during next assessment.

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

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is Continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
1.1.1	<p>The certificate holder has had procedure for handling Information Request (SOP No: 394 / ITH-KOM-01/11. Rev 01 date valid September 27, 2011) in the SOPs also explaining the responsible PIC and time frame for response for the request of information not later than 15 days. Based on interview with stakeholders neither community around the company and government institutions mentioned that the company has been responded all request of information both of written request and unwritten request.</p> <p>The company has been identifying the stakeholders and listed it in stakeholders list document, contain of government agencies, contractor, NGO, head of villages, community organization, labor organization, and supplier. Stakeholder list revised annually and/or there is change of information such as name, contact number, and address.</p>	
1.1.2	<p>Records of requests from stakeholders are available and recorded individually at estates and mill levels in <i>"Buku Komunikasi dan Konsultasi"</i> that includes proposal and donation requests. Requests from the stakeholders are mainly for donation for the villages, road construction and maintenance, etc. Nevertheless, until the date of the audit, there is no request from stakeholders for company's documents (legal, environmental, and social).</p> <p>The company has socialized those SOPs to all stakeholders through formal and informal ways, the responsible personal for socialization is PSD officer and head of administration in each units. Based on interviews with community</p>	

representatives of Amin Jaya Village, community leaders of Derangga Village and local contractors for FFB transport (Seruyan and Sekunzir Estate) stakeholders already known about the kind of information that can be obtained from the company.

Status: Comply

1.2

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

1.2.1

The type of documents that can be accessed by stakeholder mentioned in procedure of Communication (SOP No 394 / ITH-KOM-01/11, Revision No. 02, dated 29 August 2015). The documents can be access for public such as, Document of legal placed in PSD office, document of environment management, OHS management system and others operational documents placed in each unit both of estate and mill.

CH has socializing those SOP to all stakeholders through formal and informal way, the responsible personal for socialization is PSD officer and head of administration in each units. Based on interviews with community representatives of Amin Jaya Village and Derangga Village and local contractors for FFB transport stakeholders already know about the kind of information that can be obtained from CH.

Status: Comply

1.3

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

1.3.1

CH shows the policy of business ethic number 440/HRM-COC/07 which approved on 24 May 2007. CH develops the business ethic by considering the stakeholders expectation over the company and how to implement the code of ethic including the monitoring, reporting and sanction over the code of ethical violence. The commitment on the interaction with the stakeholders is the first priority of the company and it becomes the part of company's business ethic as well as creating the additional values. The stakeholders and its expectations are well described in detail. Furthermore, the management unit also composes the work ethic code which regulates the individuals' basic behavior and their attitude and aptitude in and off the company.

Based on interview with workers, confirmed that workers has understood about the policy committing to a code of ethical conduct and integrity. Meanwhile based on interviews with the Local contractors (FFB transporter) it is known that during the cooperation no complaints were perceived by the contractor, they read the contract before it signed and save the copies of the contract so that the contractors is understood the contents of the agreements made, in addition to the payments made by the company are always on time according to the contract made.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

2.1.1

The company has an updated list of legal requirements for 2019, including relevant regulations related to the RSPO. The list consisting of local, national and international regulations that have been ratified. The list of legal requirements is available in each office of the unit making it easier to access the list. In addition, copies of these legal provisions are always under the supervision of the PSQM Department. Copies of the entire legal requirements are available in softcopy and some legal requirements documents are also in the form of hardcopy. The company has show the compliance of regulation, such as:

- Estate management has conducting zero burning method during land clearing for replanting purposes
- Has land title
- Has EIA document

- The company has carried out routine health checks (general and special examinations) for all workers (ordinary workers and high-risk workers) every year in accordance with applicable laws and regulations.

2.1.2; 2.1.3; 2.1.4

The company has a legal requirement mechanism with document No. 394/ITH-HKM-08/11 dated September 10th 2015, which explains that the PIC responsible for identifying and evaluating regulations is PSD Assistant, in coordination with Legal team and Plantation Sustainability and Quality Management (PSQM) Department. The company has an updated list of legal requirements for 2019, but some regulations have not been included, such as the latest minimum wage regulations. This is become **Nonconformity No. 2019.01 with minor category**.

All existing legal requirements cover a variety of operational activities in plantations and factories, for example:

- Minister of Manpower Regulation No. 07 year 2017 about Social Insurance for Manpower in Indonesia.
- Constitution No. 13 of 2003 concerning Manpower
- Decree of Manpower Ministry No. 100 of 2004 concerning Provisions for Implementing Specific Time Work Agreements
- Constitution No. 32 of 2009 concerning Environmental Protection and Management
- Constitution No. 34 of 2014 concerning Plantations

Evaluation is done once a year, for 2019 evaluation is carried out on July 1, 2019. Based on the evaluation results it is known that, the company has fulfilled all regulations.

2.1.2	Status: Nonconformity No. 2019.01 with minor category.
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2.2

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

2.2.1 & 2.2.2

PT. Indotruba Tengah operated 1 (one) mill (Sekunyir Factory) and 2 (two) estates (Sekunyir and Seruyan Estate). Total operating area is 7,734.60 Ha. The company has had permit for their operational activity i.e:

- Business permit as shows in document of *Surat Pendaftaran Usaha Perkebunan* (SPUP) of PT ITH No. 700/Menhutbun-VIII/2000 dated June 21st 2000, issued by the Minister of Forestry and Plantation, for oil palm plantation area covers **7,734.60 ha** and processing unit with permit capacity and settled capacity about 45 ton FFB/hour and 30 ton FFB/hour, respectively.
- Land title or Land Use Right (HGU), issued by the Minister of Agrarian and Chief of National Land Agency, which presented in four HGU Certificate documents. Total HGU was match with business permit (SPUP), which was about **7,734.60 ha**. The certificate holder (CH) shows actual land rights allocation, which was match with HGU. Detail on this matter is presented in basic info of this ASA-1.3 report.

Procedure of legal boundary (or BPN poles) monitoring and maintenance was presented in document No. LGL dated May 12th 2011. Boundary pole monitoring conducted every semester. The CH shows legal boundary (BPN) poles map which issued by National Land Agency (BPN). The last monitoring report of boundary poles semester I/2019 in each estate with result all BPN poles were available on site and well maintained condition, but the poles position is not accordance with coordinate that issued by BPN. This is become **Nonconformity No. 2019.02 with minor category**

2.2.3, 2.2.4 & 2.2.5

According to the public consultation with village representatives from Amin Jaya and Derangga Village and government institution known that there is no significant issues regarding to land dispute until this audit, even though some HGU's area is occupied by local people, this area is not manage by company since the beginning. Based on hectare statement as per September 2019, there is 824.31 Ha.

2.2.6

The company had policy Sime Darby Responsible Agriculture Charter, 2016. These Policy related to Prohibition of Contractually Army using, The main point was explained in these policy, consist of point that the company will not using of Contractually Army in conflict resolution and will not tolerance of anarchism in conflict resolution process. Based on

field visit observation during the audit process and stakeholder consultation with village representatives Amin Jaya and Derangga, there is no indication of Contractually Army usage in PT Indotruba Tengah.

Status: Comply

2.3

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

2.3.1; 2.3.2 and 2.3.3

Procedure of FPIC was presented in document No. 343/PSD-OKUP/11. The procedure has covers identification, inventory, negotiation and resolution mechanism. Involvement of surrounding communities evidence towards CH operational activities was presented in document on high conservation value (HCV) and social impact assessment (SIA) report which conducted by Consultant Aksenta in 2009, through interview and focus group discussion (FGD). Absence record and picture documentation during FGD were available. Map provided in those reports were considered satisfactory, informative with proper scale (1:10,000 or even bigger). Furthermore, record of negotiation minutes meeting, official letter of compensation payment and the particular receipt were also available.

Based on document verification of High Conservation Value Identification and Social Impact Assessment in PT Indotruba Tengah, stakeholder consultation with the head of village, informal leader and community representation from village surround in Amin Jaya and Derangga known that there is no customary right inside the operational area that has been granted land title. There is no land acquisition/compensation process since previous assessment. The acquisition/compensation process has been done in the early period of plantation development. The land acquisition/compensation documentation process was filed in each estate.

2.3.4

Based on observation towards land compensation agreement, official letter of compensation payment, it was known that village communities has represent by the affected persons, Chief of Village and Head of Sub-Regency (*Camat*), while PT ITH were represent by Legal Department, Public Relation (PR) Department and the respective Estate Manager. Based on interview with representative from Village of Derangga and Village of Amin Jaya, it was known that communication with local communities has satisfactory conducted by CH management. Conflict resolution has conducted through FPIC approach. Furthermore, currently there is no significant conflict between local communities and PT ITH.

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

There is no changes for management plan document since last audit. The certificate holder shown a documented management plan for 2019 – 2023. Management plan is developed by certificate holder consist of areal statement, map, projection of production, OER and KER trend, production cost, price projection, profit/lost and benefit cost ratio. Management plan derived annually in form of budget document and will reviewed by the respective management.

3.1.2

An annual replanting program projected for 2019-2026 were available. The certificate holder showed replanting programs for 2019 is about 2,274.46 Ha. The replanting activity conducted by third party according to agreement sign by each parties. According to the data shown by the certificate holder, replanting activity for 2019 has conducted on time manner. According to soil map review, it was known that there was no presence of peat soil within PT ITH operational areas. Hence, replanting was 100 % conducted in mineral soil areas. Moreover, based on interview with Plantation Agency of Kotawaringin Barat District, it was informed that replanting has conducted by adopting zero burning method. Issues of land clearing through burning method were never been reported by stakeholders (local communities, NGO, Government Agencies, etc.).

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

Standard Operational Procedures (SOPs) for estate and mill were available. SOPs for estate is available on Minamas Plantation Agricultural Reference Manual (ARM) oil palm planting No. Policy 110/EST-ARM/13 dated on 16 September 2013 signed by Head Plantation Upstream Indonesia. SOPs for mill is available on palm oil mill manual no. policy 110/POD-FAC/2007 and 130/POD-FAC/07 dated on 30 April 2007 signed by Head Plantation Operations. This manual is divided into 3 chapters. Chapter 1 contained palm oil mill guidance and machine maintenance, chapter 2 contained boiler maintenance and chapter 3 contained administrations. Controlled copy of these documents were in place both estate and mill.

Based on document review, field observation and interview with Harvesting worker on Division III block E29/30 SRE and Nursery worker on Division III Block C17/18 SKE, they can demonstrated their job desk accordance with SOPs. Based on document review, field observation and interview with employees in each station, they can demonstrate their job description accordance with these 3 chapter of mill guidance. Since last audit, there are no revision on current SOPs for estate and mill.

4.1.2 and 4.1.3

There are 143 procedures as stated in documents list. These procedures covered all management aspect regulated internal and external such as related with RSPO principles and criteria. Checking or monitor operations procedures conducted between six months to least one year as stated in document controlling procedure ref no. 394/ITH-PD-06/11 Rev 00, clause 6.7. Update and procedure documents distribution control to the respective units of PT ITH are conducted by PSD. For monitoring and consistency purposes of procedure implementation, some mechanism had been carried out by PT ITH, such as monthly Estate/Factory Manager Reports, semester Plantation Advisory Visit Report by Agronomy team from Head Office, semester Mill Plantation Advisory and Mechanization Department of Sekunyir Mill Report by Head Office team from Kuala Lumpur, Annual RSPO Internal Audit by PSQM team from Indonesia, Annual RSPO and ISPO Internal Audit by PSQM team from Regional Department and Semester performance qualitative report by Head Office team. Observation results has documented and delivered via online to head office management for personal performance scoring purposes.

Records of monitoring and any follow up actions were monitored and documented. Records of monitoring has reported towards several documents. For example, i.e.:

1. Audit conducted by plantation advisory from KL head office dated on 21-23 November 2018. Auditor raised 5 issue raising for SKE. And 8 finding for SRE
2. Evidences of corrective action related issue that has been recorded by each estates.

4.1.4

Since SKF has implementing identity preserved supply scheme module, up to audit ASA-1.4, SKF has only received FFB from its own estate (SKE and SRE) and in certain situation has only received FFB from PT Teguh Sampurna which already RSPO certified. This is conformed during observation to Weighbridge Station in SKF and review on FFB acceptance record which presented on software program namely SimeID.NET.

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

A record of SOP implementation to maintain soil fertility that ensure optimal and sustained yield were available and presented in ARM part 8 about manuring. SOP mentioned that manuring recommendation must be based on leaf and soil sampling analysis. Leaf sampling analysis should be carried out once a year and soil sampling analysis should be carried every five years, respectively. Both analysis has carried out by Minamas Research Centre (MRC) in Pekanbaru, Riau. Parameter measured on leaf analysis are macronutrient (N, P, K, Ca, Mg and Mn) and micronutrient (Fe, B, Zn and Cu)

content (in %) while in soil analysis are nutrient retention (pH, % Organic-C, CEC), available nutrient (N-total, P-Total, available-P, K-dd and Mg-dd), soil properties (texture, drainage class, rooting depth), etc. Visual assessment of palm vigor land field condition by Agronomist was also carried out every 6 months to monitoring nutrient status change. Records of leaf and soil sampling are available. According to manuring recommendation program in 2019, it could be concluded that calculation of fertilizer rates were derived from leaf and soil analysis. Furthermore, actual time of application has follows the schedule recommended by MRC Agronomist team.

Monitoring on procedure application were carried out by PSQM Department and Plantation Advisory visit. Based on field observation to Sekunyir and Seruyan Estate, it was found several strategies had implemented which aims to enhance soil fertility in both areas such as manuring, by-products application (EFB mulching, decanter cake and land application), planting of legume cover crops (LCC) and selective weeding.

4.2.2

Records of fertilizer inputs were available. Time and dozes for fertilizer application was following MRC recommendation. Both estate SKE and SRE has applied all fertilizer recommendation. Data for fertilizer use i.e for SRE periods January - September 2019 as follows:

No	Type of Fertilizer	Recommendation (kg / blok)	Realization (kg / blok)
1	Kieserite	456,163	456,150
2	Ammonium Chloride	966, 964	478,062
3	MOP	1,169,142	631,736
4	RP	413,796	372,500
5	HGFB	29,193	1,926
6	RP - Immature	13,954	50
	Total	3,049,212	1,940,424

4.2.3

Procedure of soil fertility management was presented in document policy No. 110/EST-ARM/13 part 8 about manuring. Records of periodical leaf, soil and visual analysis were available. Records of periodical leaf is presenting on leaf analysis report that signed by MRC head dated on 21 February 2019 Parameters contained ASH, P, K, Mg, Ca, N dan B nutrients. Record of periodical soil is presenting in Soil Fertility mapping 2015 – 2020 that carried out on 24 February – 2 March 2015. Soil laboratory testing and analysis were conducted by *Pusat Penelitian Lingkungan Hidup* (Centre of Environment Research) of Lambung Mangkurat University in Banjarbaru-Kalimantan Selatan. Both leaf and soil analysis will be used for 2018 annual manuring recommendation. Furthermore, parameter measured in soil analysis are soil texture, pH, P content (P₂O₅), C, N, C/N Ratio, Ca-dd, Mg-dd, Na-dd, K-dd, Al-dd, cation exchange capacity (CEC), Cu, Fb, Cd and Zn. Apart from leaf and soil sampling analysis, nutrient status of palms has also accessed through visual assessment of palm vigor and field condition by MRC Agronomist and Plantation Advisor every six months.

4.2.4

Apart from chemical fertilizers, organic fertilizers which came from by-products (EFB and palm oil mill effluent) has also applied for nutrient cycle purposes. By-products application was documented in monthly Estate Manager report chapter monthly work realization, realization of manuring report and by-product realization report.

Only Sekunyir Estate that permitted to apply POME. Based on document review on POME records, during May 2019 total 13,297 m³ of POME has applied in permitted block (E05 and E06). Based on field visit to permitted block D05 SKE, it was found that POME application were in accordance with the procedure, which were applied on the inter palms and inter rows. There is no leaking of POME pipe and applied on permitted block. EFB dosage recommended were varies about 150 to 200 kg/palm/year in replanting areas and about 250-300 kg/palm/year in mature areas, which depends on field condition. it was found that EFB were mulched on palm circle with pattern 30 cm from palm base, 2 circle 1 layer.

Palm residue after replanting could be considered as nutrient cycle on the field, as it has same perspective as pruned fronds placement on the inter palm and/or inter rows, eventhough these matter are not included as a part of nutrient cycle strategy, but more to agronomy technical practice. However, ammount of volume on those matters are very seldom to be calculated by estate management.

Status: Comply

4.3
Practices minimize and control erosion and degradation of soils.
4.3.1

Maps of any fragile soil of SKE were available with scale 1:50,000 and SRE with scale 1:42,000 as stated in Soil Survey Report period 2015-2010 dated on 10 September 2016. Based on report and field visit, there were no presence of fragile soils and also peat soil within the certificate holder operation areas.

4.3.2

Based on document review, a management strategy for planting on slope area were in place as stated in ARM sub chapter 8.1. Planting on slope above 40% or 21.8° is prohibited. According to Soil Survey Report, 96% of ITH area are dominantly flat to undulating. In order to monitor erosion rate, Certificate Holder has been measuring and monitoring it every month. There were records of erosion measurement on January – September 2019 as evidence of ARM / SOP. To minimize land erosion (surface run-off and leaching) on undulating areas, MRC has recommended some agronomy input such as maintaining LCC or soft grasses, vertiver grass planting, selective weeding, terraces planting system, silt pit.

4.3.3

A road maintenance program of PT. ITH (SRE and SKE) was in place and found on annual budget. Road maintenance activities were consisting of manual maintenance such as cover crop clearance, surface reparation through gravels, road grader and compaction. According to records and map of road maintenance, it was informed that in 2019, SRE & SKE has been maintaining for collection road for about 715 m and main road for about 945 m.

4.3.4

Based on information from estate management, verification on soil survey and land feasibility study for period 2015-2020 report of PT ITH, it could be concluded that there was no presence of peat soils within PT ITH operational areas. Hence, this Indicator is not applicable.

4.3.5

Based on information from estate management, verification on soil survey and land feasibility study for period 2015-2020 report of PT ITH, it could be concluded that there was no presence of peat soils within PT ITH operational areas. Hence, this Indicator is not applicable.

4.3.6

According to soil survey report for PT ITH dated September 10th 2016 which conducted by MCR team in February to March 2015, it was informed that there were no presence of peat soil and fragile soils within SKE and SRE operational areas. Main limitation of soil properties for oil palm cultivation were due to low fertility, soil drainage properties and soil erosion. To overcome those limitations mentioned above, several strategies had been conducted by estate management unit, such as:

- To suppress surface run-off and leaching through U-shape and parallel to the contour line pruned fronds placement on flat to undulating and hilly contour areas, respectively.
- Selective weeding which aims to enhance organic matter and retaining soil moisture.
- Soil texture and nutrient recovery through by-products (EFB and POME) application.
- Manuring management through leaf and soil nutrient analysis, which recommended by Agronomist from MRC team towards nutrient balance calculation method, maximizing fertilizer use efficiency (to choose suitable fertilizers type, time of application and placement).
- For soil and water conservation, planting of land cover crop such as *Mucuna bracteata* has already implemented on immature areas.

Those strategies above were presented in procedure No. 110/EST-ARM/13 dated September 16th 2013.

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

Water sources identification and management plan are listed on water management document. These document describe the water source identification, Mill water usage monitoring & efficiency, and catchment area protections. CH has carried out water management consistently as has been done in the previous audit activities, including:

- Do not discharge waste water into water bodies, but use it to the plantation area. The liquid waste utilized has met the quality standards set by the government.
- Do not apply chemicals to riverbank areas.
- Use efficiently in accordance with the needs for processing FFB

The results of field visits and interviews with spray workers revealed that the company did not apply chemicals in riparian. In addition, the riparian area that has already been planted with oil palm is also marked in the form of paint on the oil palm.

4.4.2

CH has perform identification and shown the maps for water sources areas (including riparian) with 1: 45000 scale. HCV identification document shown there is some river flow on estate such as Buaya River, Sei Kuning River, meanwhile another water sources that identified was water reservoir. CH provided procedures for these water courses protection/conservations listed on Buffer zone protection on 2017 procedure. Field visit during surveillance audit, for examples on Kuning river riparian Block B21/ B22 (SKE) and reservoir in Field B015 acquired information that company shown proper ways to maintain and protect the catchment area for example not replant, planting tree, manual weeding and marking the chemical boundary border.

4.4.3

CH shown compliance related this POME application based on current permit. The permit is valid since 2015 until 2020. Regular POME testing and annual soil testing is conduct on land application areas. POME quality testing shown for January-June 2019, all of POME parameters is compliant to the standards quality and regulation. Mill effluent management and monitoring has been reported to related institutions per 3 month regularly.

4.4.4

Observations on Sekunyir Factory water treatment plant found monitoring for raw and process water usage which done by officer periodically. The flowmeters on inlet serves normally. Certificate holder are able to show water usage monitoring for period January - September 2019 with an average water usages are 2.05 m³/ mt FFB process. From these records, it is known that the average use of mill water is excess the established budget (1.6 m³/ mt FFB process). This is due to FFB process is more than the budget.

Status: Comply

4.5

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

4.5.1

Certification holder has committed to implement integrated pest management (IPM) which presented in procedure of ARM Policy No. 110/EST-ARM/13 Chapter 15 about plant protection which covers early warning system, census and analysis, biological and chemical pest population management and monitoring. The estate management has a program of integrated pest management and its realization which presented in monthly committee meeting report, for example as follows:

Census and Analysis

Both SRE and SKE has conducted pest census and monitoring every months. Census and monitoring records and summary were in place i.e monitoring summary on September 2019 as follow:

Type of Pest	Threshold	Intensity of Incidence	
		SRE	SKE
Caterpillar	5 caterpillar/frond	0	0
Bagworm	10 bagworm/frond	0	0
Rat	5 %	0	0
Porcupine	5 %	0	0
Termite	2 palms/ha	0	0
Oryctes	5 %	0	0.18%

<i>Ganoderma</i>	0.00	0	0
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Based on the observation data above, the pest attack rate is still below the threshold.

4.5.2

The Company has conducting several trainings which aims to maintain workers knowledge and skills towards P&D management, for example as follows:

- Training of integrated pest management, pesticides application and hazardous materials management, conducted on 6 May 2019 in Operating Room SRE and SKE, attended by 14 Pesticide Applicators, which also member of Team of Block Spraying System (BSS) in SRE. Material of training, picture documentation, and attendance list were available.

Based on field observation and interview with 1 foreman and 9 Pesticide Applicators in Division III block C22/23 SRE, it could be concluded that the workers were able to explain and demonstrate its job in accordance with the SOP, such as justification of pesticide usage, considering wind flows during spraying, pesticide mixing, pesticides and its target, prohibited areas to be sprayed (for example conservation area and riparian zone, which were marked with yellow poles and/or yellow mark on the palm trunks). Pesticide applicators also wear PPE's. Pesticide applicators has also mentioned that pregnant and breastfeeding women are strictly prohibited to works related with agrochemicals.

Status: Comply

4.6

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

4.6.1

Documented evidence to show the pesticide used based on regulations and the use pesticide is specific to target species with appropriate dosage which have minimal impact on non-target species.

Procedure ARM Policy No. 110/EST-ARM/13 Chapter 15 about plant protection and Chapter 16 about weed control mentioned that the use of agrochemical should be based on census analysis evaluation when the level of incidence is more than threshold limits. In order to avoid P&D (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute and/or rotate the use of pesticides for the same target, for example, in term of broad leaf control such as *Mikania micranta*, using fluroxipyr, *imperata cylindrica* using glyphosate, *penisetum polystachion* using metsulfuron-methyl.

According to observation to agrochemicals warehouse and record of pesticide application, list of pesticide used in 2017/2018 for PT ITH is presented as follows:

Pesticides	Active Substance	Target
Herbicides		
Starane	Fluroksipyr	Wide leaf weeds
Basta	Amonium glufosinate	Wide leaf weeds, narrow leaf weeds and imperata.
Kenlon 480 EC	Triklopir	Wide leaf weeds, narrow leaf weeds and imperata
Kenup	Glyphosate	Wide leaf weeds, narrow leaf weeds and imperata
Dalopir	Triklopir	Wide leaf weeds
Kenlly 20 WG	Metil metsulfuron	Wide leaf weeds
Becano	Indazilfam	Wide leaf weeds
Insecticide		
Marshal	Karbosulfan	Pest
Sentrin	Cipermetrin	Pest
Spontan	Dimehipo	Pest
Kencepat 75SP	Achepate	Pest
Sidametrin	Cipermetrin	Pest

4.6.2

The company has a record of the use of pesticides that explain trade names, active ingredients, number of uses, area (ha) of application, rotation and active ingredients / ha applied and LD50. Based on the list of pesticides use, there were 4 out of 14 pesticides use by the CH. The records of the pesticides were available during audit such as Kenlon (used

23,499 L), Basta (used 5,937 L), Prima Up (used 179,363 L), etc.

4.6.3

Program and realization of integrated pest management was presented in monthly basis according to ARM chapter 15. which describe census, biological control monitoring and also pesticide application. Evaluation on census result has conducted every month against the critical threshold. According to document review on census records in SKE and SRE from June 2018 to May 2019, there were no significant pest attack in both SRE and SKE.

The Certificate holder has planted beneficial plants as a host of natural enemy of caterpillars and adopting owl (*Tyto alba*) as natural enemy of rats. Program, monitoring and maintaining of beneficial plant and barn owl were available. The CH has also adopting barn owl (*Tyto alba*) for rat population control. Based on observation to BOB in Block C23 division II SRE it was found presence of *Tyto alba* which marked through feathers and rat bones. Besides usage of BOB, the CH also used beneficial Plant which observe planted along Division II block C20/21.

4.6.4

Based on pesticide used records in 2018/2019 for PT ITH which presented in Indicator 4.6.1 and 4.6.2, it could be concluded that there is no pesticides listed in WHO Appendix 1A, 1B and/or listed in Stockholm or Rotterdam Convention as well as paraquat. Moreover, all pesticides used by PT ITH were listed on Pesticides Commission of Department of Agriculture Indonesia.

Based on pesticide stock card and interview with spraying foreman, certificate holders do not store and using pesticides listed in WHO Appendix 1A, 1B and/or listed in Stockholm or Rotterdam Convention as well as paraquat. Based on field observation to chemical storage in Sekunyir Estate and Seruyan Estate its known if there is no pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat.

4.6.5

Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood by workers.

The certificate holder has procedures on toxic and hazardous materials management (B3) number 394 / IT-LB3-23 / 11 dated 27 September 2011 which describes the chemical classification, responsible person, responsible person, MSDS supply through supplier, chemical storage method, handling chemicals on use, action against leakage and spillage, first aid to training program.

Based on field observation and interview with foreman and sprayer as follows:

- Field observation and interview with foreman and sprayer on Division III block C22/23 (10 person) Seruyan Estate spray activities using Glyphosate and methyl metsulfuron pesticides, workers have been equipped with shoe type PPE, helmets equipped with face-protection glass, apron, shirts and trousers, masks and nitrile gloves. The type of PPE has been in accordance with the recommendation in MSDS Type Glyphosate and methyl metsulfuron. They also can have demonstrated based on procedure.
- Field observation in the SRE and SKE pesticide warehouses, found that all MSDS are available and suitable for pesticides. The risk symbols, hazard level instructions, and PPE used are shown correctly.
- Field observation in residential complexes indicate that no use of pesticide and other agrochemical containers is used for domestic purposes.

The certificate holder has conducted a training on pesticide and integrated management system in 2018/2019 as follow:

- Integrated pest management training, pesticide application and hazardous material management, which was held on 23 September 2017 at SRE Operational Room, was attended by 16 Broadcasting Officers, who are also members of the Spray System Team at SRE. Training materials, drawing documentation, and attendance lists are available.
- Training and socialization of Pesticide sprayers in SRE, carried out on 28 September 2019 by OHS Expert, training materials, drawing documentation, and attendance lists are available.

- Manuring training conducted on 14 March 2019 in Seruyan estate.

4.6.6

All pesticides containers have properly managed according to the existing regulations and or instructions enclosed on the containers. Waste identification and management were conducting both SKE and SRE. All hazardous waste were storage in temporary hazardous waste storage. Based on observation to SRE and SKE, it is known that scheduled waste of agrochemical container has been stored in Scheduled Waste Storage. The auditor did not find any indication usage scheduled waste of agrochemical container for other purposes.

4.6.7 & 4.6.9

Work instruction on pesticide application has follows technique presented in Material Safety Data Sheet (MSDS) of pesticide products, Procedure No. PM 0800 dated April 1st 2010 about Block Spraying System (BSS), Procedure No. 394/IT-LB3-23/11 dated September 27th 2011 about hazardous materials management and Hazard Identification Risk Assessment Determining Control (HIRADC) for estate. All reference mentioned in the former has covers guideline of storage and handling of pesticides, handling of accident and first aid, risk identification, pesticides spills and leaks handling, PPE, physical and chemical properties, reactivity and material stability, toxicology and ecology information, pesticide wastes handling and transportation. CH has conducting several trainings which aims to maintain workers knowledge and skills towards safe pesticide application, for example training of integrated pest management, pesticides application and hazardous materials management, conducted on 2019 in SKE and pesticide training that conducted in Block C18 Division 3 SRE.

Based on field observation and interview in SRE divisi III block C22/23 with 1 foreman and 9 Pesticide Applicators it could be concluded that the workers were able to explain and demonstrate its job in accordance with the SOP, such as justification of pesticide usage, considering wind flows during spraying, pesticide mixing, pesticides and its target, prohibited areas to be sprayed (for example conservation area and riparian zone, which were marked with yellow poles and/or yellow mark on the palm trunks) as well as PPE's to be used and its management. Pesticide applicators has also mentioned that pregnant and breastfeeding women are strictly prohibited to works related with agrochemicals. As observed, upkeep team has brings food to the field. However, luch activities has conducted on different or non-sprayed area. Clean water and soap were available on site.

Until ASA.1.4, the Certificate Holder does not have smallholders scheme. Regarding workers, the certificate holder has a program and realization of training, including pesticides management training, such as:

1. Integrated pest management (IPM), application of pesticides and hazardous material management training that carried out on September 23, 2017 at the SRE Operational Room. Training was attending by officers, IPM team and spraying team. Training materials, image documentation, and attendance lists were available.
2. Training and socialization of BSS, MSDS and HIRAC for Agrochemical Applicators (Pesticides and Fertilizers) in SKE, carried out in the first week of April 2017 at SKE by Assistants, PSQM and OHS Expert, which are present by all Agrochemical Applicators. Training materials, image documentation, and attendance lists are available.

4.6.8

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

4.6.10

Certificate holder has established ex agrochemical waste management listed on procedures toxic and hazardous waste management on 2019. These procedure stated that all ex chemicals containers were kept on the temporary hazardous storage on estate/mill. Training for workers and staff regarding hazardous and toxic material handling have been conducted on September 2019 for SKE and on August 2019 for SRE.

Based on interview with spraying team, it was found that workers recognized how to dispose the waste materials properly, and workers have been trained by the company about waste and hazardous materials handling. Field visit on SKE and SRE block spraying system it was acquired information that company has managed agrochemical containers by rinse them in the isolated place and regularly submitted them to the third parties contractors. Evidence for ex agrochemical disposal to related licenses of the third parties are available and may be seen on the indicator 5.3.2.

4.6.11

Based on documents verification it was known if the latest medical test for pesticide applicator has been conducted on September 2019. PT. Cahaya Krisnako in Pangkalan Bun is the third party who conducted medical test, in a form of cholinesterase, spirometry, and physical examination. The examination revealed that the entire personnel are in good condition and fit to work. Interview with workers known that they are never get experience of occupational injury which caused by chemical such as irritation. During the audit it was obtained information previously the schedule of medical check up will be conducted on September 2019 but the implementation of the medical examination would be conducted on November 2019 its due miss-communication between company polyclinic department with operation department. The OFI was issued to ensure the implementation of special health checks for pesticide operators in accordance with the schedule that has been set. **OFI No. 2.**

4.6.12

The certificate holder has a policy that states that pregnant and lactating women are forbidden to work spray. The document is contained in the Block Spraying System procedure dated March 4, 2009 explaining that pregnant and lactating women are prohibited from conducting Block Spraying System activities. Based on interview with spraying personnel in Sekunyir Estate and Seruyan Estate, it is known that there were neither pregnant nor lactating female personnel who worked with pesticide. Moreover, company conducts pregnancy test and examination every month.

Status: Comply

4.7

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

4.7.1

The Company's commitment to prevent workplace accident and unhealthy workplace to all employees, guests, and contractors, explained in the document of OHS policy that was approved by Head Plantation Upstream Indonesia, December 2011. Mentioned that Plantation Upstream Indonesia commit to provide safely and health workplace by implementing effectively management to prevent workplace accident and unhealthy to all employs, guest and contractor. The policy written bilingual in Bahasa and English, it has been displayed in each units of estates and mill.

Result interview with workers during field observation obtained information if the worker are aware and understand about safety policy. Based on field visit during the audit the company has been shown the evidence if the policy about safety has been implemented, for example:

1. The installation of occupational health and safety signs. For instance in main emplacement there was signboard that indicates the mandatory utilization of PPE, and to maintain safety and environment.
2. Occupational health and safety training.
3. Development of risk identification document
4. Compliance on occupational health and safety tools
5. Guiding committee on occupational health and safety meeting to ensure occupational health and safety management is continuously being improved and updated.

4.7.2

The company has held risk analysis for entire operational activities for estates and mill, related to both of occupational safety and health. The risk analysis has been including of workplace accident and its controlling, and the entire control action that has been set was implemented and well monitored.

During the audit activities, the management unit has shown clarification evidence in accordance with the issues encountered. However, the auditor team considered that the evidence of clarification had not shown effective and comprehensive action to the management unit under the scope of certification, as well as evidence of evaluation, monitoring and implementation of the Identification of Hazard and Safety Risk Impacts and Hazards.

4.7.3

Based on field observations its known if permanent workers has been using PPE in accordance with risk analysis and specified hazard identification, for example the sprayer using personal protective equipment in accordance with specified hazard identification and risk analysis like Apron, google, hand clove and safety shoes. In addition, interview with spraying

personnel and Harvester in in both estate revealed that company would substitute or replace the PPE if there is a damage or broken on the old one, but for local contractor there is less control for management about safety equipment for example for EFB applicator workers, solid decanter workers and its became nonconformity on indicator 4.7.2.

The results of field visits, interviews with workers and documents verification it's known that workers have been given training in safe work practices. This was evidenced when the employee could demonstrated how to work correctly and appropriately in accordance with the procedures, for example for mill employees who work at heights has been using body harness. Results of interviews with employees also obtained information that each morning roll call (before work) is always informed / socialized steps of safe work.

When field visit was conducted at the ex-chemical warehouse, there was a worker who was not wearing sufficient PPE e.g. mask and safety shoes, she informed that those PPE were left in her house. This indicated that there was lack monitoring from the supervisor in reminding the worker to always use sufficient PPE during their working hour. **OFI No. 3.**

4.7.4

The certificate holder has established the structure for guiding committee for occupational health and safety in each management unit and this committee has received an approval from Ministry of Manpower and Transmigration in Kotawaringin Barat Regency. Moreover, document's verification revealed that the management unit has delivered guiding committee for occupational health and safety's report periodically every three months to Manpower and Transmigration Agency. Guiding committee for occupational health and safety's report covers the entire occupational health and safety activities, such as: guiding committee for occupational health and safety / recommendation, investigation result over work accident, recapitulation on work accident, guiding committee for occupational health and safety's report, medical examination for personnel, minutes of guiding committee for occupational health and safety's monthly meeting. However, company is recommended to follow up the revision on guiding. The CH has also identified and monitor Operators/Officers which required to have certificate and/or license. The CH has also able to shows monthly meeting of OHS Committee records which presented in the Minutes Meeting and *P2K3* documents, as mentioned in Indicator 4.7.1.

4.7.5

Procedures related to emergency situation were presented in several documents, for example as follows:

- No. SOP-01 dated July 1st 2014 about emergency reporting. Procedure has describes accident classification, PIC, reporting to stakeholder, investigation, time of reporting, insurance, etc.
- No. 724/TQEM-ESH/10 dated April 1st 2010 about identification and evaluation of hazardous potential evaluation.
- No. 730/TQEM-ESH/10 dated April 1st 2010 about fire emergency (prevention and handling).

The CH has provide emergency facilities as per September 2018. According to the record, total fire extinguisher, hydrant and first aid box and portable first aid kit in but the company need to evaluate completeness and placement of first aid facilities in accordance with predetermined risk analysis its due to some first aid kit located not appropriate placed (OFI No 2). Based on field observation to Sekunyir Factory, it was found that Hydrant, fire extinguisher, first aid box were properly monitored and maintained. Moreover, hydrant was satisfactory works during simulation. Field visit revealed that harvesting supervisor has been completed with first aid box. Moreover Seruyan Mill also has first aid box. Based on interview with supervisor, it's known that supervisor has understood first aid mechanism in case of work accident. For example, when a worker is exposed by palm oil three thorns, the first step to take is to clean the injury and give antiseptic, then the supervisor will bring the worker to the polyclinic for further treatment by paramedic. Based on field observation all the company employee have received all safety training due to new employee and based on information from management schedule of training has been set in the beginning of the year.

Company is consistently conducting monitoring over work accident, which informs: month of accident, number of case, location of accident, type of accident, loss hour, causes, follow-up actions and result. Monitoring over work accident is conducted in monthly basis.

4.7.6

Based on field observations, the company has clinics and there are paramedics (doctors & nurses) who keep the polyclinic. Based on document's verification and interview with personnel, it's known that company has registered its personnel in manpower social and medical insurance/ BPJS program. The certificate holder shows the payment document BPJS period

of August 2019 for Seruyan Estate, Sekunyir Estate and Sekunyir Factory. Based on the interview with the workers, it was explained that the workers already have the insurance accident insurance card in the form of the national social security (*BPJS Ketenagakerjaan*). Based on document review there was sufficient evidence, that showed all contracts for workers have been included in the work accident insurance program.

4.7.7

The certificate holder has consistently conducted monitoring on work accident, which inform: month of accident, number of case, location of accident, type of accident, loss hour, causes, follow-up actions and result. Monitoring over work accident is conducted in monthly basis and being periodically discussed in guiding committee of occupational health and safety monthly meeting.

In case of any accidents occurring, the company has conducted an accident investigation, and actions taken to prevent the occurrence of accidents recur. The investigation is contained in the Accident Investigation and Evaluation document describing the victim's data, the time of the incident, the chronology of the accident, the injured part, the investigation of the hazardous actions & conditions and suggestions for improvement.

Status: Comply

4.8

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

4.8.1

Training programs related to the aspects of RSPO Principles and Criteria were made annually. Training program were developed based on grade evaluation assessment that conducted annually by each manager. There are 9 training programs for estate (both external and internal training) and 8 training programs for Mills. Training programs cover topics / training materials, implementation times, participants and trainers. The target of the training program is for staff and employees. Executives are departments in charge of training center.

4.8.2

Records of training for each employee i.e. as follows:

- Fire Drill training. Conducted on 2 October 20019 take place in Division III SKE
- Spraying (Chemist) Training. Conducted on 28 September 20119 take place in SRE
- Fertilize training. Conducted on September 2019 take place in SKE division
- Socialization of HIRADC, HCV, Ethical conduct, Human Rights, Gender committee. Conducted on 22 July 2019 take place in Division II SRE

Attendance list, material training and socialization, and documentation (photos) were available. Based on interviews with Sprayer Worker on Division III block C22/23 SRE, it is concluded that the worker can explain the activity according to SOP.

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-1.4 there is no changes related to estate operational areas development, mill capacity expansion and etc. Aspects of plantation and mill management that have environmental impacts were identified and listed on EIA document. Current EIA are conducted on 1994, covered 10,000 ha plantation areas and maximum mill capacity are 60 MT FFB/hour, this document approved by Agriculture Department based on decree No 2.20/95/B/I/1994.

5.1.2 & 5.1.3

Environmental management plan and monitoring plan for PT ITH are listed on RKL/RPL document. Related to next year replanting activities plan, company have established another social and environmental impact assessment on 2016 by independent consultant. Implementation for environmental management/ monitoring has been listed on RKL/ RPL semester report. Based on this semester report shown that company has managed all potential impact such as water quality, soil erosion, land fire monitoring, wild life presence, air quality and noise.

Result of monitoring for 1st semester 2019 showed that potential impact caused by operational activities have been reduced meanwhile noise parameter on some point in SKF are still exceed standard quality. Action plan for this exceeding noise test result has been implemented by providing ear muff/ear plug for high risk workers. Review for the monitoring/management plans has been developed on September 2019 and as an output certificate holder will inserted replanting activities monitoring when replanting has been conducted. Document review also found that, environmental management/monitoring implementation report for PT. ITH are established according with KepMenLH 45/2005 and reported to related institution regularly.

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

Certificate holder has been conduct HCV assessment for the entire area of operations, done by the RSPO Approved Assessor on 2010. The process of HCV identification conducted by using HCV identification guides in Indonesia on June 2008. These identifications indicate there is HCV 1.2, 1.3, 4.1 and 4.2 presence on SKE and SRE. Each HCV areas have been mapped, and covered areas with following details respectively 31.08 ha on SKE and 45.48 ha on SRE (some HCV area on SRE & SKE are overlapping with current planted areas).

Each HCV areas have been mapped, and covered areas with totally 76.56 ha. The HCV identification was conducted by a competent HCV team and has engaged stakeholders through public consultation on January 2010. HCV identification results also explain the presence of Rare, Threatened or Endangered (RTE) species according updated IUCN-Redlist 3.1 (2017) such as *Macaca nemestrina* and *Cuora amboinensis*.

5.2.2 & 5.2.3

HCV identification results also explain there is an endangered species according IUCN-Redlist. To provide protection against such species, management unit has established HCV management plan and implemented such as hunting ban signboard placement, patrolling, rehabilitation of riparian as wild species habitat, monitoring HCV and socialize to stakeholder. Field visit on Block 21/22 Seruyan Estate shown that condition of HCV areas has been covered by natural vegetation.

Related to RTE species, company have RTE species protections procedures established on June 2009. Evidence for workforce educations related to RTE species are available. Housing visit and residence interview on Sekunyir Estate and Seruyan Estate also found there is no RTE / wild species reared by workers. Socialization also conduct by instal HCV sign board and RTE species.

5.2.4

Company have established 2019 HCV management plan based on 2018 monitoring output. Regularly patrols record shown company has been monitored HCV boundaries, sign board, tree planting and vegetation. Records for regular monitoring on each estate are available and verified by auditors. Results of monitoring for year 2018 shown HCV areas are still maintained well, and this thing has been cross checked by auditors during field visit on ASA1.4, meanwhile regarding replanting areas on some estate during 2019, company has incorporated monitoring for HCV that bordering to replanting activities, for examples regular patrols for riparian on Sekunyir estate and Seruyan estate.

5.2.5

Results of the verification documents, field visits and interviews with villagers obtained information there is no areas of

HCV-related and affect the local community.

Status: Comply

5.3

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

5.3.1

Register of waste (included toxic and hazardous waste) products produced from mill and estates are identified and listed on identification and management of pollution source document for example :

- Mill source of waste / contamination: chimney boiler, chimney generator, St. Clarification, St. Nut and Kernel, St. Boiler, Workshop, Chemical Warehouse, Laboratory, Office and Process of Mill.
- Types of waste / pollution: Air pollution, Noise, Ground, Sludge, Solid, EEF, Shell, Fiber, Boiler ash, Plastics, Domestic waste, Used oil, Used filter, agrochemical container, POME, etc.

This register also explained action to managed those waste/pollution produced by estate or mill for examples that all of toxic and hazardous waste are stored in temporary hazardous store before it disposed to licensed collectors.

5.3.2

Inventory for all chemicals usage and it containers are available on chemicals storehouse / temporary hazardous storage. All ex chemicals containers were kept on temporary hazardous storage at SRE, SKE, SKF, and company has a permit for all hazardous and toxic waste storage issued by decree head of Capital investment, Kotawaringin Barat Regency No 553/011/DPMPTSP-III/LH/2018, valid until 2023. Based on document review and interview with management, shown all ex pesticide containers on estates are managed by washing in block spraying system store and regular submitted to temporary hazardous waste store. Document review shown that company has disposed all toxic and hazardous waste to PT Maju Asri Jaya Utama (licensed collector by decree of national environmental minister) on May 12th 2019, for examples manifest KLH-7100000003903U for ex pesticides containers. Observation during audits at temporary hazardous & toxic waste storage shown that all of hazardous waste are compliant with the periods in permit.

Based on document review, field visit, and interview with staff it was indicated that company able to show the evidences for fertilizer sack inner plastic disposal based on proper ways. This are comply with SOP Hazardous waste management 2017 that stated all of ex agrochemicals containers should be well managed and stored in hazardous waste storage.

5.3.3

Certificate holder has implemented waste management /utilization based on management plan. Field visit to SKF shown that condensate water has been transferred to the Fat Pit Tank, then flowed to the Effluent Cooling Pond; the fiber and shell has been utilized as a boiler fuel, housing trash has been collected in the garbage then disposed to the landfill area. Based on field visit on environment near the area of SKF it was found there was wash water from the EFB storage at SKF plant flowed to the waste pit without being processed. **OFI No. 4.**

Status: Comply

5.4

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

5.4.1

Company shown commitment to reducing fossil fuel by renewable 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 3,700 litre.

During January - September 2019, renewable energy usage for boiler resulting average energy efficiency about 95.73 KWH/MT CPO, meanwhile direct energy usage by fossils fuel were 4.20 litre/MT CPO.

Status: Comply

5.5

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

5.5.1 & 5.5.2

Certificate holder do not conduct any new plantings/development since November 2005. Last replanting activities was undertaken in 2015 on SKE and SRE, and pest eradication during replanting was done by chemical controls.

Company policy regarding zero burning during land clearing were presented in procedure No. 110/EST-ARM/13 Chapter 4 about land preparation and No. 724/TQEM-SPMS/09 point 5.7.2 about zero burning technique which mentioned that land clearing should be conducted by mechanics and zero burning methods (ex. stand felling, chipping, stacking, etc.). Based on working letter agreement SPK No 007/replanting/ITH-SRE/XII 2015 with replanting contractors i.e PT Putra Sarana Transborneo, it was mentioned that land clearing in SRE and SKE were carried out through zero burning method.

Status: Comply

5.6

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

5.6.1 & 5.6.2

The Company has identified the sources of pollution / emissions resulting from the Mill and Estate activities.

- Source of pollution / emission: replanting, fertilizer application, pesticide used, transport of FFB & CPO, machinery and mill operation, and housing.
- Waste / pollution management: Implement zero burning techniques on the replanting activities, EFB applications, POME applications on the estate, Utilization of fiber and shell as boiler fuel.

Fossil fuel reducing have been implemented by fiber and shell usage. Realization of renewable energy have been monitored on monthly report for fiber and shell usage. Waste water has been monitored every months and monitoring periods April-September 2019 shown that all of waste water testing parameters is compliant to the standards quality.

Monitoring for emission and pollutants (air emission, ambient, odor, noise, vibration) from estate and mill was done periodically every 6 month, covered on RKL/RPL implementation report and reported to environmental agency periodically. 1st semester 2019 testing result indicates all parameters related to emission and noise are still comply with standard quality for examples sterilizer station noise 85 dB(A) and SKF boiler opacity are <20%.

5.6.3

Calculation of GHG and its monitoring has conducted by PSQM. GHG emission calculated using RSPO palm GHG calculator v 3.0.1. Summary of GHG emission for Sekunyir Factory are listed as follows :

Summary of Net GHG Emissions (Jan 2018 - Dec 2018)

Emissions / product	tCO ₂ e/t Product	Ext	%	Prod	tones/year
CPO	1.45	OER	21.51	FFB Processed	118813.68
PK	1.45	KER	4.63	CPO Produced	25566.98

Land use

Land Use	ha
OP planted area	6552.53
OP Planted on peat	0
Conservation (forested)	29.06
Conservation (non-forested)	0

Summary of Field Emissions and Sinks

	Own Crop			3 rd Party	
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/ t FFB	tCO ₂ e	tCO ₂ e/ha

Land conversion	66634.63	10.23	0.56	0	0
*CO ₂ emissions from fertilizer	1890.15	0.29	0.02	0	0
**N ₂ O emissions	2882.99	0.44	0.02	0	0
Fuel consumption	1637.15	0.25	0.01	0	0
Peat Oxidation	0	0	0	0	0
Crop sequestration	-41422.11	-6.36	-0.35	0	0
Conservation Sequestration	-803.01	-0.12	-0.01	0	0
Total	30819.80	4.73	0.26	0	0

Summary of Mill Emissions and Credits

	tCO ₂ e	tCO ₂ e/tFFB
Emissions		
POME	13557.95	0.11
Fuel consumption	530.35	0
Grid Electricity Utilization	436.75	0
Export of Grid Electricity	-161.84	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	14363.21	0.12

Palm oil Mill Effluent (POME) Treatment

Divert to compost	0.00 %
Divert to anaerobic digestion	100.00 %

POME Diverted to Anaerobic Digestion:

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

Based on document review for examples: pesticides usages monitoring, diesel fuel monitoring, HCV identification and etc found that accurate data has been put into the RSPO palm GHG Calculator. Meanwhile LUC emission calculation is not applied due to there is no new development on Sekunyr POM and its supply base since November 2005 (apply November 2005 cut off for LUC).

Status: Comply

PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills
6.1

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

6.1.1

The CH has the latest SIA for replanting activities which projected to be carried in 2019. This assessment has also conducted by Aksenta. Estate management has plan to conduct replanting on block planted in 1992 and 1993. Based on the stakeholder consultations in the villages surrounding, there is no indication of any significant issues from surrounding communities. Estate management mentioned that replanting program will starts to be carried out in 2019. Thus, estate management has on courage to intensively inform, make coordination and consultation with surrounding communities, especially Village of Derangga and Amin Jaya towards replanting preparation.

6.1.2

The CH has conducting social and environmental assessment analysis (SIA and EIA) which conducted by Consultant Aksenta in August 23rd to 29th 2009 with scope of study has covers impact study on internal company and surrounding

communities. Evaluation towards minimizing negative impact and enhance positive impact has mentioned in this report. The report informed that information towards social aspect has obtain through focus group discussion (FGD) with surrounding communities. This is conformed during observation with representative from Amin Jaya Village. Furthermore, social assessment has also presented in AMDAL which approves through Decree of Department of Agriculture No. 220/95/B/I/1994 dated June 17th 1994. Furthermore, SIA analysis for replanting activities which conducted by Aksenta in August 2016 has also involving affected communities from Village of Pembuang Hulu and Amin Jaya.

6.1.3

The CH shows a participative SIA management plan for period 2018, as well as its realization which conducted in the Village of from Derangga and Amin Jaya. Program and its realization was presented in corporate social responsibility report and RKL/RPL report Semester 1 2019. For example, program and actual implementation in 2019 such as monitoring of flora and fauna in all riparian zone and monitoring of community disturbance for Village of Pembuang Hulu and Amin Jaya has periodically conducted. Those implementation has also reported on Semester 1 2019 RKL/RPL report. For example, management unit and paramedic team has conducting socialization towards immunization of rubella and measles.

6.1.4 and 6.1.5

The CH shows meeting documentation with Chief of Amin Jaya and Pembuang Hulu Village, which also presented in Semester report of RKL/RPL Semester 1 2018 Part monitoring and evaluation of social aspects with surrounding communities. Up to audit ASA-1.3, it was known that there was no smallholder scheme in PT ITH. However, estate management mentioned that smallholder scheme will be proposed in 2033 during land title extension.

	Status: Comply	
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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

PT. ITH is able to provide the SOP of communication (Policy 394 / ITH-KOM-01/11, Revision No. 02, dated August 29, 2015). The procedure of the internal and external communication are described on the document. Another regulated things are the restriction for the sensitive information such as company secret.

In a structural estates organization, the responsible person who handles communication and consultation with stakeholder is Administration Head. However, in the actual condition all staff is responsible to receive and giving communication to the stakeholder, particularly the communities. Unless for the statutory bodies, responsible person is Plantation Services Department officer.

6.2.3

The company has been identifying the stakeholders and listed it in stakeholders list document, contain of government agencies, contractor, NGO, head of villages, community organization, labor organization and supplier. Stakeholder list revised annually and/or there is change of information such as name, contact number and address

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

	Status: Comply	
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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 & 6.3.2

The Certificate holder has system for dispute dealing and complaint received. These system was refer to Communication Procedure (No. Policy 394/ITH-KOM-01/11, Revision 03, dated 14 September 2016). These procedure was explained that the company will protect the whistleblower and there are no sanction for them. When the cases did not handled enough

in estate unit, the cases will continue to next level of management, including to jurisdiction level or another way (including RSPO Grievance), based on the agreement each parties.

Complaint books review on SKE, SRE and SKF shown the only complaint for 2018-2019 were coming from internal, related workers housing facilities maintenance, and regarding this company have been followed up by company in timely manner. Interview with internal stakeholder and external stakeholder (Amin Jaya and Derangga villages) obtained information that stakeholders has been socialized regarding company communication and complaint mechanism, besides that company also ensuring complainants anonymity.

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 and 6.4.2

Procedure of land conflict resolution and land compensation on occupation areas was presented in document No. 343/PSD-OKUP/11. Procedure has covers area identification, participative mapping, negotiation and conflict resolution mechanism. However, based on interview with Plantation Agency of Kotawaringin Barat Regency and representative of Deranggga and Amin Jaya Village, it was known that there were no customary right within PT ITH operational areas.

Apart from occupation area, land compensation has fully clean, clear and already confirmed during previous audit assessment. Record evidence such as official letter of payment, as well as compensation agreement which sign by affected parties included Chief of Village were available. As reported in the previous assessment, it was known that there was no more land dispute unless in occupation areas. This fact has confirmed during public consultation with Plantation Agency of Kotawaringin Barat Regency and representative of Derangga and Amin Jaya Village, respectively. Based on document review, it could be concluded that estate management has adopting FPIC process during land compensation process.

6.4.3

According to procedure of communication No. 349/ITH-KOM-01/11, any information and documents related to land compensation was limited to be accessed. Approval from PSD and the respective Unit Manager was necessary. Information could be accessed officially to unit management. The CH was able to shows several document related to land compensation, such as official letter of payment, as well as compensation agreement which sign by affected parties included Chief of Village. Since the last assessment until ASA-1.4, CH did not conduct new land acquisition.

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

Based on documents verifications, interviews with workers and managements also public consultations with relevant institutions obtained information if employs wages payment conducted under the terms of Kalimantan Tengah Governor Decree No. 51 year 2018 dated on 21 November 2018 about Minimum Sectorial Wage of Kotawaringin Barat Regency 2019. Based on interview with employee in mill, estate, Worker Union, Gender Committee known that company has paid the employees wage in accordance with applicable regulation, payment of wages has been held in accordance with the mechanism mentioned in employment contracts and Collective Labor Agreement. Moreover, interview with contractor also revealed that they received salary no less than government regulation's amount. Based on overtime record at Sekunyir Mill the calculation of overtime has been met the applicable regulation, procedure and Collective Labor Agreement

6.5.2

Based on documents verifications and interview with managements there are several type of worker in PT ITH, namely Staff, Permanent workers, contract workers (PKWT) and contractor's workers. Each type of worker has its own work agreements in accordance with the duties and responsibilities. CH can show the collective work agreement for staff,

company regulations for permanent workers, direct contract for contract workers and work agreement for contractors.

The employment contract, company regulations and work agreements written in bahasa and the copies are available for both parties, (the workers and company). Based on the interview with employees is known that the employee has had a copy of the labor agreement and has understood the agreement.

Based on interview with harvester in Division III block E29/30 obtained information that 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 an 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.

6.5.3

The certificate holder provides facility and infrastructure for personnel welfare, such as housing, polyclinic, clean water, sport yard, education facilities, worship venue, and access to electricity. Field visit at housing 2 in division 3 Sekunyir Estate shows that the facilities and infrastructures are in good condition. Based on the interview with employees mentioned that the infrastructures provided by company has been adequate and feasible.

6.5.4

Company facilitates all workers to access adequate food supply by establishing market and/ or cooperative. Moreover, there are some markets in surrounding plantation which is located near the villages.

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.

CH policy that gives the freedom of workers to organize is described in the Guidelines for Sustainable Plantation Management-Social Policy at points 5 (No. Policy 724 / TQEM-SPMS / 09 dated 27/08/2010). At that point explained that CH is expected to respect the rights of all employees to form and join a community of trade unions of their choice and negotiate together. As implemented from the policy there are 2 labor unions in PT Indotruba Tengah. Based on interview with worker union obtained information if there is no intervention by CH to the election of workers representative in Bipartite

6.6.2

The record of the meeting between labor union and representative of the CH are kept by both parties. Such record kept by the CH i.e.:

- Meeting on 13 February 2019, subject of the discussion are about company regulation regarding the muster morning in division
- Meeting on 4 July 2019, subject of the discussion are about human resources recruitment.

There were minutes of meeting, attendance list and any supporting document to complete the records of the meeting.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1

CH has a document on Sustainable Plantations Management Manual (No Policy 724 / TQEM-SPMS / 09) in which it regulates social policy. On point 6 states that Plantation Upstream Indonesia does not utilize underage labor (children).

List of personnel is available in each estate and mill unit, which is completed with information like personnel identity number, name, personnel' status, position, date of birth, hiring date gender, ethnicity. Based on document's review, it's

known that there is no personnel under 18 years old. Moreover, interview with personnel revealed that there are no personnel under 18 years old and personnel understand the minimum age for recruitment in company.

Status: Comply

6.8

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

6.8.1,

PT ITH has had a policy of equal opportunity and treatment in employment, which is contained in the Guidelines for Sustainable Plantation Management, sub Social Policy in point 1 (No.Policy 724 / TQEM-SPMS / 09 dated 27/08/2010). At that point made clear that all staff / employees should be treated properly and fairly in matters relating to recruitment, advancement, conditions and job description, regardless of race, degree, ethnicity, gender, skin color, imperfections (defects), sexual orientation, company membership, political views, religion and age.

Based on observation on employee list document and interview with employees, it is revealed that the hired employees have diverse educational, ethnic and religious backgrounds. Interview with village representative revealed that company opens work opportunity for local communities (in mill and estate). This can be considered as positive impact over company's existence for local communities. There is no complaint related to discrimination from local communities. During recruitment process, company conducted medical examination and the results of examination (medical records) are stored in company's clinic office.

6.8.2; 6.8.3

Document verification and interview with management employees recruitment is based on company requirement without considering ethnic, religious, and any other discrimination aspect. All prospective employees have rights for employment opportunity according with their educational background and company requirement. Moreover, result of interview with employees also reveals that there is no indication of discrimination against employees. Certificate Holder is able to demonstrate evaluation of work performance assessment form of contract employee in which the assessed aspects include Discipline, Work Quantity, Work Quality, cooperation, work attitude and responsibility.

Status: Comply

6.9

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

6.9.1; 6.9.2 ; 6.9.3

The policy related to special complaint in the company does not experience any change from previous assessment. The policy are described in document *pedoman manajemen perkebunan berkelanjutan* (policy no 724/TQEM-SPMS/09 dated 27 August 2010 point 4). The company has established a gender committee in each unit as an organization to manage the complaints of women workers in the event of sexual harassment and violations of reproductive rights.

The certificate holder has established a gender committee in each unit as an organization to manage the complaints of women workers in the event of sexual harassment and violations of reproductive rights. Interviews with the management of gender committee shows that they already know the duties and responsibilities as the socialization about the complaints mechanism, the socialization of sexual harassment, etc. The administrator of gender committee also stated that the company guarantees the anonymity of the reporting and the revealer of the case.

The interview result with the Gender Committee of informs that there is no case of sexual harassment reported to Gender Committee. The routine gender committee activity is socialization on sexual harassment and submission mechanism if there is a sexual harassment.

The interview result with women worker in Seruyan Estate and Sekunyr Estate 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.

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		
<p>Sekunyir factory has no transaction of buying FFB from independent smallholder nor scheme smallholder. All FFB receives for SKF are coming from certified own estates or under certified Minamas Plantation unit (PT. KLR).</p> <p>The company outsourced some operational work with the aim of opening up business opportunities for local communities. For example, a contract for the transportation of FFB. Based on interviews with those contractor known that the contract was made by mutual agreement that was mutually beneficial. Payment of work is carried out fairly and on time.</p>		
	Status: Comply	
6.11		
Growers and millers contribute to local sustainable development wherever appropriate.		
6.11.1 & 6.11.2		
<p>PT Indotruba Tengah does not have any cooperation scheme with smallholder or other independent farmers. All FFB receives for SKF are coming from certified own estates or under certified Minamas Plantation unit (PT. KLR).</p> <p>Generally certificate holder shown local communities development by local workers recruitment, and annual CSR program (educational, customary rituals/tradition, teacher incentives) by each estates and mill. Interview with representative of Amin Jaya villages and Derangga village obtained information that affected parties surrounding company are participated and involved based on consultation with local communities when company determined CD/CSR priorities.</p>		
	Status: Comply	
6.12		
No forms of forced or trafficked labour are used.		
6.12.1, 6.12.2 and 6.12.3.		
<p>Based on document review and field observation in spraying, harvesting and Sekunyir factory activities, no labor is traded in any form. There are no foreign workers working in PT ITH. Also, there is no contract substitution in the company. Each worker have appointment decree letter as daily or monthly permanent worker. Identity document of each worker is kept in unit office and if they want to access their document, they have to communicate it with their supervisor.</p> <p>Based on field observation and interview with workers for example in Sekunyir Estate and Seruyan Estate auditors did not see any harvester accompanied by their wife or children and any indication of force labour. There is no threat against family members.</p>		
	Status: Comply	
6.13		
Growers and millers respect human rights		
6.13.1		
<p>CH has a human rights policy made in August 2015. In the human rights policy it is explained that SOU I Sekunyir PT Indotruba Tengah incorporated in Minamas Plantation Group is committed to protecting Human Rights of all staff and employees as well as employees including: to live, to the right of family and to the descent, the right to self-development, the right to justice, the right to personal liberty, the right to security, the right to welfare, the right to participate in the government, the right of women, the right of the child.</p> <p>Policy has been communicated to internal and external stakeholders. The policy is communicated to all employees through the morning briefing. Based interviews with workers, gender committee, and labor union Until the audit carried out there is no report about cases of human rights violations. Until the audit activities carried out there has been no incidents of human rights violations that occurred in the company's scope.</p>		
	Status: Comply	
PRINCIPLE #7 Responsible development of new plantings		

No new development of new planting. The results of document review and interviews with management that known PT ITH does not use land clearing after November 1, 2005. Distribution of years planting in PT ITH comprised of 1993, 1994, 2013, 2014, 2015, 2018 and 2019. Year of replanting area is 2013, 2014, 2015, 2018 and 2019. Hence, this indicator is not applicable.

Sime Darby Plantation as parent company of PT Indotruba Tengah has conducted Disclosure of Liability, that has been submitted to the RSPO on July 2015. Based on disclosure, CH inform that there is no land clearing after November 2005. Document review, interview and field visit, known that CH has operate since 1992 and there is no new land clearing after November 2005.

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.

8.1.1

For continuous improvement and consistency of conformity towards sustainability required by RSPO, the company has conducting RSPO internal audit which carried out by PSQM Department. It was sighted latest audit report dated September 3rd 2019 which informed that there were identified 14 NCR's during assessment. Correction analysis, evaluation, observation, correction evidence and the respective PIC who responsible to close the NCR's were clearly presented on the report. However, process of correction was still ongoing.

Based on RSPO Principles and Criteria's verification, as well as review on supply chain certification system and chain of custody requirement, it was known that there were no consecutive findings arise in audit period of ASA-1.4 on the same indicator, as formerly identified in previous audit assessment (ASA-1.3).

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 CH has legal ownership and RSPO certified products was physically handled by SKF, includes FFB production and FFB processing. Product transportation to Pangkalan Banteng Bulking was conducted by truck units owned by Pangkalan Banteng. However facility such as building, weighbridge, storage tank and jetty were fully operated by PT ITH.</p> <p>Scope of certification are SKF with its supply base, e.g. SKE and SRE. In special condition, SKF has purchase FFB RSPO-IP certified from PT KLR (same group with PT ITH) which also has RSPO-IP certified No. MUTU-RSPO/003. Based on interview with Weighbridge Station Operator, it was known that SKF has only received and process FFB RSPO-IP certified.</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>SKF has been registered and meet the requirement for reporting supply chain through RSPO IT Platform. SKF has only process FFB from its owned estates (SRE and SKE) and do not buys form another licensed traders. In special condition SKF has purchase FFB RSPO-IP certified from PT KLR (same group with PT ITH) which also has RSPO-IP certified No. MUTU-RSPO/003.</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>SKF has RSPO IT Platform with member registration No. RSPO_ PO1000000321</p>
	Status: Comply
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>There is no processing aids in SKF.</p>
	Status: Comply
5.2	Supply chain model
5.2.1	<p>The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.</p> <p>SKF has only implementing identity preserved – Module D-CPO Mill for its supply chain. Mechanism of integrated preserved was further explained in part 5 which covers documentation, purchasing of goods in, record keeping and maintenance and processing mechanism. Furthermore, outsourcing activities such as transportation has also included on integrated preserved mechanism. Product separation has starts from FFB acceptance, grading, process, storage, loading, transportation and delivery to buyer (shipping). Contamination with non-certified products was strongly avoided.</p>
	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.	
SKF has only apply integrated preserved supply chain model (Module D). This is confirmed during document verification, observation and interview with operators in Pangkalan Banteng Bulking and Weighbridge Station of SKF.	
	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.	
<p>Procedure or manual of RSPO SCCS was presented in document No. 001/SCCS/SKF/2018 dated May 2nd 2018 which already refers to RSPO SCCS 2017. Procedure has covers mechanism on general chain of custody towards documentation, goods in (code unique identification, certificate number of supply chain seller, certificate validity checking through RSPO website), outsourcing, sales transaction, registration of transaction, training, record keeping, conversion factor, claim, complaint and management review. The procedure has also explained about identity preserved and mass balance module mechanism towards identification and traceability of RSPO certified and non-certified products, as well as person in charge, which consist of Factory Manager, PSQM Assistant, Bulking Manager/Assistant and Production Administration Officer.</p> <p>Based on interview with Weighbridge Operator in SKF, it was informed that in order to maintain knowledge and skills towards RSPO SCCS implementation, the CH has conducting regular training or refreshment. Training attendance document, picture documentation and training notes were available. Furthermore, the operator has also able to explained and demonstrate RSPO SCCS mechanism such as data input through unique code, RSPO-IP stamp for FFB delivery notes from owned estate and other RSPO-IP certified, RSPO-IP stamp for delivery of certified products note to Bulking Station in Pangkalan Banteng, product delivery seal and recording technique through software namely SimeID.NET.</p>	
	Status: Comply
5.3.2	
The site shall have a written procedure to conduct annual internal audit	
<p>Procedure of internal audit towards RSPO SCCS is presented in document No. SCCS-Std/RSPO/PSQM/02 dated January 2nd 2018 and No. 001/SCCS/SKF/2018 dated May 2nd 2018 point 4.4.2 which mentioned that internal audit should be conducted by PSQM Department annually, to ensure that RSPO SCCS requirement and RSPO market communication and claim has conducted in accordance with the procedure. Furthermore, effectiveness of SCCS implementation, as well as its maintenance has also assessed during internal audit. Corrective action is taken if necessary.</p>	
	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	
SKF has been registered and meet the requirement for reporting supply chain through RSPO IT Platform. SKF has only process FFB from its owned estates (SRE and SKE) and do not buys form another licensed traders.	
	Status: Comply
5.4.2	
The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents	
<p>Mechanism of handling of RSPO certified and non-certified products is presented in document No. 001/SCCS/SKF/2018 dated May 2nd 2018. SKF has only implementing identity preserved – Module D-CPO Mill for its supply chain. Mechanism of integrated preserved was further explained in part 5 which covers documentation, purchasing of goods in, record keeping and maintenance and processing mechanism. Furthermore, outsourcing activities such as transportation has also included on integrated preserved mechanism. Product separation has starts from FFB acceptance, grading, process, storage, loading, transportation and delivery to buyer (shipping). Contamination with non-certified products was strongly avoided.</p> <p>Based on document verification and observation to Weighbridge Station of SKF, as well as observation and interview with Bulking Staff of Pangkalan Banteng Bulking, it could be concluded that the CH has implementing a proper record keeping which exclusive identity preserved products and kept segregated the Certified Product from non-certified material, as well as</p>	

during transportation and storage.	
	Status: Comply
5.5	Outsourcing activities
5.5.1 In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.	
Procedure of outsource activities was presented in document No. 001/SCCS/SKF/2018 dated May 2 nd 2018 Point 4.4 which mentioned that third parties shall give a guarantee that there is no contamination of IP and/or MB products from other contaminants, such as CPO/PK certified or non-certified residue from outside Supplier, through: <ul style="list-style-type: none"> • Providing a separate transport vehicle units for transporting CSPO/CSPK-IP (this matter has noted on agreement). • Washing of transport tank and ensure that the tank is completely clean every time when the vehicle will carry out a CSPO/CSPK -IP or MB. • The security guard and the dispatch supervisor must verify the transport tank prior to charging, in a way that ensures all tank contents have been removed and the tank is completely empty. • After filling, the upper manhole is sealed and the bottom valve and every expenditure hole exists. • The security guard must always verify the seal, and record the data in and out movement of the means of transportation in accordance with applicable procedures. 	
	Status: Comply
5.5.2 Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following: <ol style="list-style-type: none"> a. The site has legal ownership of all input material to be included in outsourced processes; b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary. c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance 	
SKF has an outsource cooperation for certified products transportation. However, there were no outsource for processing, refining and crushing. Based on document verification and observation to Weighbridge Station of SKF, as well as observation and interview with Bulking Staff of Pangkalan Banteng Bulking, it could be concluded that the CH has implementing a proper record keeping which exclusive identity preserved products and kept segregated the Certified Product from non-certified material, as well as during transportation and storage.	
	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.	
Third parties certified products transporter of SKF, for example is presented as follows: <ul style="list-style-type: none"> • CV Lahan Makmur Sentosa. • CV Karya Bahtera Utama. 	
	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	
There is no outsources for processing, storage, refining and crushing activities. Outsource has only implemented for certified product transportation, which mentioned in Indicator 5.5.3., its will be verify on next assessment.	

	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													
RSPO certified products from SKF were sold to several buyers as mentioned in Indicator 5.4.1 CoC. Supporting document such as contract agreement, delivery order, delivery ticket, volume of product delivered, sales and stock record, dispatch, annual recapitulation, etc. which informed RSPO identity preserved supply chain products were available on site.													
	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; andtake 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													
SKF has RSPO IT Platform with member registration No. RSPO_ PO1000000321 . All transaction of RSPO certified oil palm products has been registered in RSPO IT Platform. For example, detail of CSPO and CSPK transaction for period 23 September 2018 to August 2019 is presented in Indicator SCCS 5.7.2.													
	Status: Comply												
5.7.2 The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <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.													
SFK shows RSPO IT Platform implementation, for example CSPO and CSPK transaction on period 23 September 2018 to August 2019 are:													
CSPO													
<table><tr><th>Month</th><th>Delivery Order No.</th><th>Buyer</th><th>Volume Sold (mt)</th></tr><tr><td>Jan 2019</td><td>00732/00640/12/18/L-ITH-MKS</td><td>PT GHN</td><td>1099.990</td></tr><tr><td>March 2019</td><td>00741/00648/03/19/L-ITH-MKS</td><td>PT GHN</td><td>1,197.657</td></tr></table>	Month	Delivery Order No.	Buyer	Volume Sold (mt)	Jan 2019	00732/00640/12/18/L-ITH-MKS	PT GHN	1099.990	March 2019	00741/00648/03/19/L-ITH-MKS	PT GHN	1,197.657	
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CSPK													
<table><tr><th>Date</th><th>Delivery Order No.</th><th>Buyer</th><th>Volume Sold (mt)</th></tr><tr><td>Nov 2018</td><td>00192/00185/11/18/L-ITH-IKS</td><td>Pemantang KCP</td><td>302.18</td></tr><tr><td>May 2019</td><td>00201/00194/05/19/L-ITH-IKS</td><td>Pemantang KCP</td><td>1,018.01</td></tr></table>	Date	Delivery Order No.	Buyer	Volume Sold (mt)	Nov 2018	00192/00185/11/18/L-ITH-IKS	Pemantang KCP	302.18	May 2019	00201/00194/05/19/L-ITH-IKS	Pemantang KCP	1,018.01	
Date	Delivery Order No.	Buyer	Volume Sold (mt)										
Nov 2018	00192/00185/11/18/L-ITH-IKS	Pemantang KCP	302.18										
May 2019	00201/00194/05/19/L-ITH-IKS	Pemantang KCP	1,018.01										
example Shipping announcement dated 22 April 2019 with transaction ID TR-1f02a7f1-9a8 buyer reference Number P/GHN/0319/CPO03058 with Volume of CSPO 1,197.66 MT program IP to PT Golden Hope Nusantara.													
Based on the Table above, it could be concluded that transaction of CSPO and CSPK were match with the figure declared by the buyer in the palm trace.													
	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
	Based on interview with Weighbridge Operator in SKF, it was informed that in order to maintain knowledge and skills towards RSPO SCCS implementation, the CH has conducting regular training or refreshment.
	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
	Based on interview with Weighbridge Operator in SKF, it was informed that in order to maintain knowledge and skills towards RSPO SCCS implementation, the CH has conducting regular training or refreshment.
	Furthermore, the operator has also able to explained and demonstrate RSPO SCCS mechanism such as data input through unique code, RSPO-IP stamp for FFB delivery notes from owned estate and other RSPO-IP certified, RSPO-IP stamp for delivery of certified products note to Bulking Station in Pangkalan Banteng, product delivery seal and recording technique through software namely SimeID.NET.
	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
	Procedure or manual of RSPO SCCS No. 001/SCCS/SKF/2018 dated May 2 nd 2018 mentioned that the organization shall maintain accurate, complete, up to date and properly accessible reports and records covering all aspects of this RSPO SCCS requirement. Retention times for all records are minimum 10 years for financial documents and minimum 2 years for the other than financial documents. SKF has only received FFB from RSPO-IP certified sources.
	Based on a review of CSPO and CSPK production record documents in the unit and CSPO and CSPK sales in Marketing Jakarta, it is found that there are minus CSPO sales volumes as both certified CPO and conventional. Total product CSPO and stock as of 23 September 2018 to August 2019 was 34,153.5 MT, but sales data were 35,482.9 MT. CH does not yet have an accurate and balanced record for RSPO certified products. This is become Nonconformity No. 2019.03 with major category .
	Status: Nonconformity No. 2019.03 with major category
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
	Procedure or manual of RSPO SCCS No. 001/SCCS/SKF/2018 dated May 2 nd 2018 mentioned that the organization shall maintain accurate, complete, up to date and properly accessible reports and records covering all aspects of this RSPO SCCS requirement. Retention times for all records are minimum 10 years for financial documents and minimum 2 years for the other than financial documents. SKF has only received FFB from RSPO-IP certified sources. CH can demonstrate document from 2 years ago.
	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.
	Estimation of certified product from SKF for period November 23 rd 2019 to November 22 nd 2020 is presented in the Certificate Appendix and this ASA-1.4 report. Furthermore, information on certified products quota and actual remaining certified products data could be assessed through palm-trace system.

	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
	In the RSPO SCCS Manual (RSPO Supply Chain Certification Standard) document No. 001/SCCS/SKF/2018 dated May 2 nd 2018 Point 4.9 mentioned that If available a conversion rate should be applied to provide a reliable estimation of the availability of the number of certified product outputs from the associated inputs. Organizations can set their own conversion values which should be based on prior experience, documented and applied consistently. Conversion value was determined by marketing Jakarta based on data submitted by SKF on the basis of FFB processing result, thus the conversion value obtained an equal to actual in SKF. Conversion reference was conducted by marketing which follows monthly report of SKF. Conversion values should be updated to ensure accuracy of actual or industry level achievements were appropriate.
	SKF has only performs FFB processing to produce CPO and PK from its owned estates (SRE and SKE). Therefore, conversion factors were not applicable.
	Status: Comply
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.
	As mentioned in Indicator 5.10.1, conversion factors were not applicable in SKF.
	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.
	Procedure of market communication and claim is presented in document No. 001/SCCS/SKF/2018 dated May 2 nd 2018 Point 4.10. SKF do not use RSPO symbol or logo on their transaction. A unique identification number, certificate number and supply chain model are available on relevant documents. The CH has using RSPO Palm-Trace for communication, transaction, confirmation status and shipping announcement. Based on announcement and transaction report documents review, it could be concluded that all CSPO and CSPK submitted were in accordance with the identity preserved supply chain model.
	Status: Comply
5.12	Complaints
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.
	Procedure of receiving complaint is presented in document No. 001/SCCS/SKF/2018 dated May 2 nd 2018 Point 4.11 which mentioned that stakeholders may deliver their complaint directly through letter or Email addressed to Factory Manager or his representative and/or speech directly. Complaints must be followed up by the Manager MR through direct verbal, letter or email. Based on complaint logbook review, it could be concluded that up to ASA-1.4, there is no complaint related to identity preserves supply chain system implemented by SKF.
	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	
<p>Procedure of management review is presented in document No. 001/SCCS/SKF/2018 dated May 2nd 2018 Point 4.12 which mentioned that review shall be conducted after internal audit before external audit. These review was conducted annually by PSQM Department. Information on review shall include internal audit results of SCCS requirements, achievement of production, feedback from customers, status of preventive and corrective actions, follow up on prevention and improvement, changes that can affect the management system and recommendations for improvement. The last management review conducted on July 2019.</p>	
	Status: Comply
5.13.2 The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	
CH shows management review which appears as response of internal audit results. Root cause analysis, corrective action and correction evidence to fulfill any non-conformity found during audit were available. Beside that management review also discuss about customer feedback, follow up for the last management review and recommendation for improvement.	
	Status: Comply
5.13.3 The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	
CH shows management review which appears as response of internal audit results. Root cause analysis, corrective action and correction evidence to fulfill any non-conformity found during audit were available. The review has covers description of internal audit results of SCCS requirements, achievement of production, feedback from customers, status of preventive and corrective actions, follow up on prevention and improvement, changes that can affect the management system and recommendations for improvement. Improvement of the effectiveness of the management system and its processes and resource needs has already included within the Management Review	
	Status: Comply

3.2.2. Module D – CPO Mills: Identity Preserved Requirements

Clause	Requirement												
D1	Definition												
D.1.1													
A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.													
Sekunyir Factory (SKF) was still implementing Identity Preserved (IP) supply chain model, with Certificate Code No. MUTU-RSPO/001 issued on November 23rd 2015 . Up to audit ASA-1.4, SKF has only received FFB from its owned estates, e.g.: Sekunyir Estate (SKE) and Seruyan Estate (SRE), and in certain situation has only received FFB from PT Kridatama Lancar (PT KLR) estates which already RSPO-IP certified with code No. MUTU-RSPO/003.													
	Status: Comply												
D.2	Explanation												
D.2.1													
The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (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													
Estimation of certified product from SKF for period November 23 rd 2019 to November 22 nd 2020 is presented in the Certificate Appendix and this ASA-1.4 report. Furthermore, information on certified products quota and actual remaining certified products data could be assessed through palm-trace system.													
	Status: Comply												
D.2.2													
The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).													
SKF has RSPO IT Platform with member registration No. RSPO_ PO1000000321 . SFK shows RSPO IT Platform implementation, for example CSPO and CSPK transaction on period 23 September 2018 to August 2019 are:													
CSPO													
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March 2019	00741/00648/03/19/L-ITH-MKS	PT GHN	1,197.657										
CSPK													
<table><tr><th>Date</th><th>Delivery Order No.</th><th>Buyer</th><th>Volume Sold (mt)</th></tr><tr><td>Nov 2018</td><td>00192/00185/11/18/L-ITH-IKS</td><td>Pemantang KCP</td><td>302.18</td></tr><tr><td>May 2019</td><td>00201/00194/05/19/L-ITH-IKS</td><td>Pemantang KCP</td><td>1,018.01</td></tr></table>	Date	Delivery Order No.	Buyer	Volume Sold (mt)	Nov 2018	00192/00185/11/18/L-ITH-IKS	Pemantang KCP	302.18	May 2019	00201/00194/05/19/L-ITH-IKS	Pemantang KCP	1,018.01	
Date	Delivery Order No.	Buyer	Volume Sold (mt)										
Nov 2018	00192/00185/11/18/L-ITH-IKS	Pemantang KCP	302.18										
May 2019	00201/00194/05/19/L-ITH-IKS	Pemantang KCP	1,018.01										
example Shipping announcement dated 22 April 2019 with transaction ID TR-1f02a7f1-9a8 buyer reference Number P/GHN/0319/CPO03058 with Volume of CSPO 1,197.66 MT program IP to PT Golden Hope Nusantara.													
Based on the Table above, it could be concluded that transaction of CSPO and CSPK were match with the figure declared by the buyer in the palm trace.													

	Status: Comply				
D.3	Documented procedures				
D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall <ol style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements in these requirements; The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard. 					
<p>Procedure or manual of RSPO SCCS was presented in document No. 001/SCCS/SKF/2018 dated May 2nd 2018 which already refers to RSPO SCCS 2017. Procedure has covers mechanism on general chain of custody towards documentation, goods in (code unique identification, certificate number of supply chain seller, certificate validity checking through RSPO website), outsourcing, sales transaction, registration of transaction, training, record keeping, conversion factor, claim, complaint and management review. The procedure has also explained about identity preserved and mass balance module mechanism towards identification and traceability of RSPO certified and non-certified products, as well as person in charge, which consist of Factory Manager, PSQM Assistant, Bulking Manager/Assistant and Production Administration Officer.</p> <p>Based on interview with Weighbridge Operator in SKF, it was informed that in order to maintain knowledge and skills towards RSPO SCCS implementation, the CH has conducting regular training or refreshment. Training attendance document, picture documentation and training notes were available. Furthermore, the operator has also able to explained and demonstrate RSPO SCCS mechanism such as data input through unique code, RSPO-IP stamp for FFB delivery notes from owned estate and other RSPO-IP certified, RSPO-IP stamp for delivery of certified products note to Bulking Station in Pangkalan Banteng, product delivery seal and recording technique through software namely SimeID.NET.</p>					
	Status: Comply				
D.3.2 The site shall have documented procedures for receiving and processing certified FFBs					
<p>Procedure or manual of RSPO SCCS was presented in document No. 001/SCCS/SKF/2018 dated May 2nd 2018 which already refers to RSPO SCCS 2017. Procedure has covers mechanism on general chain of custody towards documentation, goods in (code unique identification, certificate number of supply chain seller, certificate validity checking through RSPO website), outsourcing, sales transaction, registration of transaction, training, record keeping, conversion factor, claim, complaint and management review. The procedure has also explained about identity preserved and mass balance module mechanism towards identification and traceability of RSPO certified and non-certified products, as well as person in charge, which consist of Factory Manager, PSQM Assistant, Bulking Manager/Assistant and Production Administration Officer.</p> <p>Based on FFB received records, it was known that SKF has only process FFB from RSPO-IP certified sources, e.g. SKE, SRE and estates from PT KLR (in certain situation). Furthermore, based on interview with weighbridge operators, it was known that record separation of FFB acceptance was conducted through program namely SimeID.NET. the program has informed FFB source which identified through "unique code" which specifically given and already registered in the program, identified location of FFB sources or supplier name (Block and Estate), tonnage delivery, date of harvesting and acceptance on the SKF, delivery letter and delivery order, driver name and vehicle police number, etc.</p>					
	Status: Comply				
D.4	Purchasing and goods in				
D.4.1 The site shall verify and document the tonnage and sources of certified FFBs received.					
<p>SKF has only received FFB from RSPO-IP certified sources. Recapitulation of FFB acceptance for example during period October 2018 to September 2019 is presented in the following Table:</p> <table border="1"> <thead> <tr> <th>Period (October 2018 to August 2019)</th><th>Volume of FFB Accepted (mt)</th></tr> </thead> <tbody> <tr> <td>October 2018</td><td>15,034,000</td></tr> </tbody> </table>		Period (October 2018 to August 2019)	Volume of FFB Accepted (mt)	October 2018	15,034,000
Period (October 2018 to August 2019)	Volume of FFB Accepted (mt)				
October 2018	15,034,000				

November 2018	14,489,240
December 2018	14,038,860
January 2019	12,450,040
February 2019	10,519,890
March 2019	11,164,400
April 2019	12,738,880
May 2019	11,365,710
June 2019	11,334,110
July 2019	12,526,990
August 2019	13,940,500
September 2019	13,200,100
Total	152,802,720

According to the Table above, it could be concluded that company management has satisfactory records FFB production from its estate supply base. All FFB were RSPO-IP certified.

Status: Comply

D.4.2

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

In procedure for the implementation of supply chain in the identification procedure and Traceability. This procedure states that in case the projection is exceeding the claim of certified product, then company should perform: informs related RSPO certification body.

The company shows estimates of certified CPO & PK products with the following details:

Products	Last Year Projected Certified Volume (MT)	Last Year Actual Certified Volume (MT)
CPO	34,500	33,863.33
PK	7,700	6,961.92

Status: Comply

D.5

Record keeping

D.5.1

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

Procedure or manual of RSPO SCCS No. 001/SCCS/SKF/2018 dated May 2nd 2018 mentioned that the organization shall maintain accurate, complete, up to date and properly accessible reports and records covering all aspects of this RSPO SCCS requirement. Retention times for all records are minimum 10 years for financial documents and minimum 2 years for the other than financial documents. SKF has only received FFB from RSPO-IP certified sources.

Based on a review of CSPO and CSPK production record documents in the unit and CSPO and CSPK sales in Marketing Jakarta, it is found that there are minus CSPO sales volumes as both certified CPO and conventional. Total product CSPO and stock as of 23 September 2018 to August 2019 was 34,153.5 MT, but sales data were 35,482.9 MT. CH does not yet have an accurate and balanced record for RSPO certified products. This is become **Nonconformity No. 2019.03 with major category.**

Status: Comply

D.6

Processing

D.6.1

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

SKF has only received and process FFB from its owned estate (SKE and SRE) and in August 2019, there was accepting FFB from PT KLR which also has RSPO-IP certified (No. MUTU-RSPO/003). Based on interview with weighbridge operators, it was known that record separation of FFB acceptance was conducted through program namely SimeID.NET. The program has informed FFB source which identified through "unique code" which specifically given and already registered in the program, identified location of FFB sources or supplier name (Block and Estate), tonnage delivery, date of harvesting and acceptance on the SKF, delivery letter and delivery order, driver name and vehicle police number, etc. Furthermore, the operator has also able to explained and demonstrate RSPO SCCS mechanism such as, RSPO-Certified stamp for FFB delivery notes from owned estate and other RSPO-IP certified and **"RSPO – Identity Preserved MUTU-RSPO/001"** stamp for delivery of certified products note to Bulking Station in Pangkalan Banteng and product delivery seal.

Based on document verification and observation to Weighbridge Station of SKF, as well as observation and interview with Bulking Staff of Pangkalan Banteng Bulking, it could be concluded that the CH has implementing a proper record keeping which exclusive identity preserved products and kept segregated the Certified Product from non-certified material, as well as during transportation and storage.

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-1.4	PT Indotruba Tengah (Sime Darby Plantation Bhd) do not use RSPO trademark and CB Logo. Trademark License Number of Sime Darby Plantation Bhd is "RSPO-1106024"	√
	Status: Comply	
2.	Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of trademark Use	X or√
ASA-1.4	PT Indotruba Tengah (Sime Darby Plantation Bhd) do not use RSPO trademark and CB Logo. Trademark License Number of Sime Darby Plantation Bhd is "RSPO-1106024"	√
	Status: Comply	
3.	Implementation of Certificate and Trademark is not used on product	X or√
ASA-1.4	PT Indotruba Tengah (Sime Darby Plantation Bhd) do not use RSPO trademark and CB Logo. Trademark License Number of Sime Darby Plantation Bhd is "RSPO-1106024"	√
	Status: Comply	
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.	X or√
ASA-1.4	PT Indotruba Tengah (Sime Darby Plantation Bhd) do not use RSPO trademark and CB Logo. Trademark License Number of Sime Darby Plantation Bhd is "RSPO-1106024"	√
	Status: Comply	

3.4 Summary of RSPO Partial Certification

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

Sime Darby Plantation Bhd Time Bound Plan is explained in table section 1.10. Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total management unit in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia. Sime Darby Plantation Bhd has informed the Time Bound Plan progress through representative's office in Indonesia. MUTU has considered that Sime Darby Plantation Bhd is comply with the RSPO requirement for Time Bound Plan. The Time Bound Plan was revised and declared by the Sime Darby Plantation Bhd Indonesian representative on April 2019 by the Head of PSQM.

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

MUTU Auditor has verified company partial certification and concludes that:

- There are significant land conflicts in PT Mitra Austral Sejahtera, there is still an issue that remains unresolved social i.e. from Serikat Petani Kelapa Sawit (SPKS), but improvements are ongoing. Based on confirmation letter from Sime Darby Plantation on 27 June 2019 inform that PT Mitra Austral Sejahtera is dispose from Indonesian Subsidiary of Sime Darby Plantation.
- PT Budidaya Agro Lestari waiting for land title process.
- The company has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labour disputes that are not being resolved through an agreed process
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above

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 for example PT Sandika Natapalma – Karya Palma Estate</p> <p>Progress Update for PT MAS. Engagement with RSPO. SDP is submitting a monthly basis report to RSPO on the case. Five monthly update/responses have been submitted to RSPO to-date. The lasts report was submitted on 28 May 2018.</p> <p>On April 2019, the secretariat update the developments of PT MAS Complaint. The complaints panel recent deliberation, please be</p>

		informed that the complaints Panel has directed to proceed with the legal review and Dr Kurnia Warman will be engaged to perform the said legal review. Based on confirmation letter from Sime Darby Plantation on 27 June 2019 inform that PT Mitra Austral Sejahtera is dispose from Indonesian Subsidiary of Sime Darby Plantation.
i.	<p>No replacement after dates defined in NIs Criterion 7.3 of:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>Company Group/Holding Statement: HCV assessment has been conducted for uncertified units i.e. Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p> <p>Auditor Verification: Sime Darby Plantation Bhd sent disclosure of liability including LUCA analysis to RSPO Secretariat on 2 December 2014 and 2nd revision on 24 June 2016. The companies ensuring reporting of disclosure of liability progress to RSPO and according to the CB's correspondence with RSPO Remediation and Compensation.</p>
i.	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>Company Group/Holding Statement: A new mill will be set up in Liberia and planned for commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14</p> <p>Auditor Verification:</p> <ul style="list-style-type: none"> • Karya Palma Estate (PT Sandika Natapalma) and Baturus Estate (PT Budidaya Agro Lestari) any new planting after January 1st 2010 and due to not conduct NPP. • RSPO NPP process has been completed in 2011 for a new mill in Liberia.
ii.	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p>Company Group/Holding Statement: Sime Darby (Liberia) Plantation Inc. Status: Box G - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46</p>

		<p>PT Mitra Austral Sejahtera (Sime Darby Bhd) Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are land conflict in PT Bina Sains Cemerlang, this issue was raise on 22 April 2017 and still being process to resolve.</p>
iii.	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>Company Group/Holding Statement: No stakeholder comments or complaints received.</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are no labour dispute in company unit.</p>
iv.	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Company Group/Holding Statement: None noted. No stakeholder comments or complaints received.</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There is any legal non-compliance for company under SDP waiting for land title process, ie:</p> <ul style="list-style-type: none"> • PT Sime Indo Agro 1,652 Ha • PT Aneka Inti Persada 421.31 Ha • PT Bina Sains Cemerlang 308.25 Ha • PT Bersama Sejahtera Sakti 765 Ha • PT Langgeng Muaramakmur 1,162 Ha • PT Paripurna Swakarsa 1,120 Ha • PT Swadaya Andika 63 Ha • PT Bahari Gembira Ria 1,639 Ha • PT Guthrie Pecconina Indonesia 4,133 Ha • PT Perkasa Subur Sakti 1,286 Ha

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

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

NCR No.	: 2018.01	Issued by	: M. Syarip Lambaga
Date Issued	: 27 September 2018	Time Limit	: 25 December 2018
NC Grade	: Major	Date of Closing	: 29 October 2018
Standard Ref. & Requirement	: 4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) shall be available.		
Evidence observed (filled by auditor): The company has a record of the use of pesticides that explain trade names, active ingredients, number of uses, area (ha) of application, and active ingredients / ha applied. However, information about the LD50 of the active ingredients used is not available			
Non-Conformance Description (filled by auditor): The company has not been able to show information about the LD50 of the active ingredients for pesticide that used			
Root Cause Analysis (filled by organization audited): The estate unit has collected data on the application of pesticides along with the area applied, but has not included a list of LD50 because they have not been recapitulated in their entirety and have not understood the LD50 of each MSDS of pesticide ingredients.			
Correction (filled by organization audited): SPO officers and plant staff conducted a re-registration of all LD50 pesticides that have been used in SKE and SRE Estate			
Corrective Action (filled by organization audited): The company through the PSQM manager and company doctor socialized to the management estate about LD50 as well as its obligation to record and monitor the use of pesticides and LD50 each pesticide.			
Assessor Evaluation and Conclusion (filled by auditor): Verification on 29 October 2019 The certificate holder sent corrective evidence as follows: <ul style="list-style-type: none"> - Documentation of training activities for MSDS and LD50 Pesticides on October 19, 2018 with number of participants are 49 persons consisting of Assistant, Estate Manager, warehouse supervisor, plant and safety officer - Recapitulation of LD50 and actual use of pesticides explaining LD50, active ingredient content, label dosage, actual dosage, total use of ingredients, total active ingredients, application area and use of active ingredients per hectare Based on corrective evidence that addressed the nonconformity on this indicator declared closed and will be verify on next assessment.			
Verified by	: Moh Arif Yusni		

NCR No.	: 2018.02	Issued by	: Moh Arif Yusni
Date Issued	: 27 September 2018	Time Limit	: 25 Desember 2018
NC Grade	: Major	Date of Closing	: 02 December 2018
Standard Ref. & Requirement	: 4.7.2 Availability of Assessment and Risk Control, Documentation on Implementation		
<p>Evidence observed <i>(filled by auditor):</i> Based on Review about Documents HIRARC 2018, field visits and interviews with management are known that:</p> <ol style="list-style-type: none"> There are several activities in the field that have not identified potential hazards and risks, for example, but not limited to: <ul style="list-style-type: none"> - Hazard Potential Solid decanter application activities - Potential Dangers of storage of work tools in the estate - Potential Dangers of activities in offices Based on the results of the sample field visits in the garden it is known that there are several Risk Controls that have not been implemented such as: <ul style="list-style-type: none"> - Empty Fruit Bunch application workers in Block D012 / D22 Seruyan Estate do not use adequate PPE (do not use foot protectors, hands and heads) - workers for Solid Decanter application activities in Block F009 Sekunyir Estate do not use adequate PPE (do not use leg protectors, hands and heads) - The results of a visit at the BMS Pondok 1 Sekunyir Estate House revealed that fertilizer applicator PPE was kept by workers at home <p>During the audit activities, the management unit has shown clarification evidence in accordance with the issues encountered. However, the auditor team considered that the evidence of clarification had not shown effective and comprehensive action to the management unit under the scope of certification, as well as evidence of evaluation, monitoring and implementation of the Identification of Hazard and Safety Risk Impacts and Hazards.</p> <p>Non-Conformance Description <i>(filled by auditor):</i> There is no sufficient evidence if all risk assessments has been documented and implemented</p> <p>Root Cause Analysis <i>(filled by organization audited):</i></p> <ol style="list-style-type: none"> The safety officer has not evaluated each HIRAC every year and has not evaluated the work for which there is no HIRAC. Risk control has not been implemented because the safety officer along with PSQM staff did not carry out checks on the completeness of PPE in BMS house and worker for solid application and EFB <p>Correction <i>(filled by organization audited):</i> The company through the safety officer conducts data collection and makes the HIRAC for all activity that is not available risk assessment, such as EFB and Solid applications, office, generator house and pump house. Division assistants who become PICs for EFB and Solid applications provide PPE according to identified risk identification. Besides that the Assistant who became a PIC for the BMS team disseminated information about PPE and ensured that the PPE was stored at BMS House.</p> <p>Corrective Action <i>(filled by organization audited):</i></p>			

The company through the safety officer evaluates and monitors whether the HIRAC already covers all activity in mill and estate annually. PSQM Manager provide socialization and issued a memo to all Safety officer to conduct an evaluation and monitoring whether HIRAC has cover all activity for the mill and estate annually.

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

Verification on 14 November 2018

The certificate holder sent corrective evidence as follows:

- Monitoring HIRAC for all operational activity in mill and estate that described risk analysis that identified.
- Handover of PPE for EFB and Solid decanter workers
- Socialization about PPE and BMS Safety Awareness on November 7, 2018
- Socialization Evaluation of HIRAC & HIRAC Dissemination to BMS employees on November 7, 2018
- INTER - OFFICE MAIL from PSQM Manager - Kalteng No. 031-KTB / 11-2018 dated 08 November 2018 about Affirmation of Monitoring & Evaluation of HIRAC through safety officer in the Operational Unit

based on corrective evidence that addressed this non-conformity on this indicator not yet closed due to need Clarification of the auditor's question on root cause and corrective evidence which is accompanied by a control mechanism for non-conformity in point 2

Verification on 02 December 2018

The certificate holder sent corrective evidence as follows:

- Memorandum from Head of PSQM No 030 / PSQM / IX / 2018 dated 12 September 2018 concerning Increasing Awareness and Supervision of Occupational Safety and Health
- Clarification of root cause analysis

Based on corrective evidence that addressed the nonconformity on this indicator declared closed and will be verify on next assessment.

Verified by : **Moh Arif Yusni**

Issued by	: 2018.03	Issued by	: Moh Arif Yusni
Time Limit	: 27 September 2018	Time Limit	: ASA 1.4
Date of Closing	: Minor	Date of Closing	: 24 November 2018
Standard Ref. & Requirement	: 4.7.6 All workers should be provided with health services and covered by work accident insurance		

Evidence observed *(filled by auditor):*

Based on document's verification and interview with personnel, its known that company has registered its personnel in manpower social and medical insurance/ BPJS program. The certificate holder shows the payment document BPJS period of August 2018 for Seruyan Estate, Sekunyr Estate and Sekunyr Factory. Based on the interview with the workers, it was explained that the workers already have the insurance accident insurance card in the form of the national social security (*BPJS Ketenagakerjaan*). Meanwhile there is no sufficient evidence that all contract workers have been included in the work accident insurance program. Where based on the results of the document review and interview it is known that there are several jobs carried out by the contractor for example:

1. SPK No 504 / SKE / SPK-LKL / VIII / 2018 concerning Contract EFB Application in Sekunyr Estate
2. SPK No. 01 / SRE / SPK-LKL / VII / 2018 on work contracts of EFB Application Seruyan Estate
3. SPK No. 033 / SRE-SPK-LKL / VI / 2018 on work contracts Carrier Fertilizer Seruyan Estate,

(In RSPO Certification System 2017 clausal 4.4.6 mentioned if *In cases where an organization seeking certification contracts or outsources non processing activities to independent third parties (such as labour, transport and external*

bulking activities), the activities of these third parties fall inside the scope of certification, and they shall comply with all relevant requirements of the RSPO certification standards))

Non-Conformance Description (filled by auditor):

There is no evidence all contractors workers has been registered in accident insurance program

Root Cause Analysis (filled by organization audited):

administrative staff do not understand the company's obligation to include accident insurance for all workers, including contractor workers

Correction (filled by organization audited):

Administrative staff register and process the national social security (BPJS Ketenagakerjaan) payments for contractor workers which include work accident insurance and life insurance.

Corrective Action (filled by organization audited):

Companies through HRM staff socialize to estate management, especially staff and payroll administration / personnel to record and pay the national social security (BPJS Ketenagakerjaan) for contractor workers. the national social security (BPJS Ketenagakerjaan) for contractors workers includes work accident insurance and life insurance.

Assessor Evaluation and Conclusion (filled by auditor):

Verification 24 November 2018

The certificate holder sent corrective evidence as follows:

1. registration and payment into the national social security (BPJS Ketenagakerjaan) for contractor workers in the Sekunyir Estate and Seruyan Estate
2. socialization of payment about the national social security (BPJS Ketenagakerjaan) for contractor workers on 26 October 2018 with the participants Manager, Assistant PSQM, Senior Assistant, Assistant and head of administration

Based on corrective evidence that addressed the nonconformity on this indicator declared closed and will be verify on next assessment

Verified by : **Moh Arif Yusni**

Issued by	:	2018.04	Issued by	:	Steve Mualim
Time Limit	:	27 September 2018	Time Limit	:	25 December 2018
Date of Closing	:	Major	Date of Closing	:	03 December 2018
Standard Ref. & Requirement	:	5.3.2 There shall be evidence that all the chemicals and their containers waste disposed of responsibly.			
Evidence observed (filled by auditor): Document review, field visit, and interview with staff liits known that company are not able to shown evidence for fertilizer sack inner plastic disposal based on proper ways. This are not comply with SOP Hazardous waste management 2017 that stated all of ex agrochemicals containers should be manage and stored in hazardous waste storage.					
Non-Conformance Description (filled by auditor): that company are not able to shown evidence for fertilizer sack inner plastic disposal based on proper ways					

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

Inner sack from fertilizer are not yet managed and listed on waste register because PIC for OHS are not understanding about hazardous waste category based on PP no 101/2014. Besides that, company have not established procedures for fertilizer inner sack management.

Correction *(filled by organization audited):*

Safety officer POC conduct monitoring and recording for fertilizer inner sack. Management established procedures related to fertilizer inner sack management and monitoring

Corrective Action *(filled by organization audited):*

Conduct socialization for hazardous waste category based on PP No 101/2014. Fertilizer inner sack management monitoring programed.

Assessor Evaluation and Conclusion *(filled by auditor):*
26 November 2018 Verification

Company shown some evidence for this finding, i.e.:

- Hazardous waste management socialization regarding hazardous waste category and management based on PP 101/2014 on October 29, 2018
- Documentation for hazardous waste management (fertilizer inner sack) on November 17 2018
- Balance sheet stock for fertilizer inner sack storage for SKE and SRE, periods October 31 2018

Relating to this evidence, nonconformity in this indicator are not closed yet because company are not shown a mechanism for ensuring consistency of fertilizer inner sack management

03 December 2018 Verification

Company shown some evidence for this finding, i.e.:

- Memorandum from Head PSQM No 030/PSQM/IX/2018 on September 12 2018 related workers awareness for OHS and environment.
- Established procedures for fertilizer inner sack, listed on procedures No P – KBPP on 25 October 2018. This procedures are describing instruction for fertilizer inner sack storage, fertilizer inner sack disposal and reducing, toxic and hazardous waste submission to related third parties
- Monitoring for fertilizer sack and fertilizer inner sack
- OHS Assessment report for fertilizer inner sack

Based on corrective evidence that addressed the nonconformity on this indicator declared closed and will be verify on next assessment

Verified by	:	Moh Arif Yusni
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3.5.2. Identification of Findings, Corrective Actions and Observations at ASA-1.4

NCR No.	:	2019.01.	Issued by	:	Yudhi Yuniarto Tallutondok
Date Issued	:	10 October 2019	Time Limit	:	Recertification
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.			
Evidence observed (filled by auditor): The review of the list documents of regulations and evaluation that were updated on July 1 st , 2019 known of that some regulations have not yet available, such as the latest regulations related to minimum wages.					
Non-Conformance Description (filled by auditor): The information on legal requirements not yet maintained.					
Root Cause Analysis (filled by organization audited):					
Correction (filled by organization audited):					
Corrective Action (filled by organization audited):					
Assessor Evaluation and Conclusion (filled by auditor):					
Verified by	:				

NCR No.	:	2019.02.	Issued by	:	Yudhi Yuniarto Tallutondok
Date Issued	:	10 October 2019	Time Limit	:	Recertification
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	Legal boundaries are demonstrated clearly and maintained.			
Evidence observed (filled by auditor): Field observation known of that the company had set up legal boundaries such as main pole No. 19, secondary pole No. 51, No. 52 and No. 48					
Non-Conformance Description (filled by auditor): Legal boundaries have not been installed yet in accordance with the legal documents they have.					
Root Cause Analysis (filled by organization audited):					
Correction (filled by organization audited):					

Corrective Action (filled by organization audited):	
Assessor Evaluation and Conclusion (filled by auditor):	
Verified by	:

NCR No.	:	2019.03.	Issued by	:	Yuniar Mitikauji
Date Issued	:	10 October 2019	Time Limit	:	09 January 2020
NC Grade	:	Major	Date of Closing	:	08 January 2020
Standard Ref. &	:	General CoC SCC 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 D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.			
Evidence observed (filled by auditor): Based on a review of CSPO and CSPK production record documents in the unit and CSPO and CSPK sales in Marketing Jakarta, it is found that there are minus CSPO sales volumes as both certified CPO and conventional. Total product CSPO and stock as of 23 September 2018 to August 2019 was 34,153.5 MT, but sales data were 35,482.9 MT.					
Non-Conformance Description (filled by auditor): CH does not yet have an accurate and balanced record for RSPO certified products.					
Root Cause Analysis (filled by organization audited): The fault in data presentation due to miss communication between Sustainability staff with the Mill and Marketing that the requested data is 23 September 2018 to August 2019. However, they are given the data of 01 September 2018 to August 2019.					
Correction (filled by organization audited): The data has been traced and found that the total CSPO production and stock as of 23 September 2018 to August 2019 was 32,833,197 MT (Not 34,153.5 MT) and the sales data for that period was 32,756,463 MT (Not 35,482.9 MT) so according to the data. The sales were still more small compared to Total Production and Stock in the period 23 September 2018 to August 2019 (plus 76,734 kg).					
Corrective Action (filled by organization audited): PIC of SCCS (Sustainability Staff) will further improve coordination and crosscheck all data obtained from the Operational Unit and HO (Marketing).					
Assessor Evaluation and Conclusion (filled by auditor): Verification on 03 January 2020 CH has sent CSPO and CSPK recorded data for the period 23 September 2018 to August 2019. Based on these data it is known that the remaining stock of the previous month was not the same as the opening stock of the following month, for example in October 2018 the remaining stock of CSPO was 4,022,435 kg and the opening stock of CSPO in November 2018 it was 5,022,775 kg. Based on the data provided, the calculation of RSPO certified products given is not accurate and balanced.					

In addition, the root cause provided is inadequate. So that the nonconformity is declared not yet fulfilled.

Verification on 08 January 2020

CH has sent CSPO and CSPK recorded data for the period of September 23 2018 - August 2019. Based on these data it is known that the remaining stock in the previous month is not the same as the opening stock in the following month, because the remaining stock data is marketing data and the opening stock data is the actual data in the unit. Based on the unit data it is known that the recording of FFB receipts, CPO and PK shipments is accurate, but it needs to be between actual data in the unit and marketing.

In addition, explanations related to the root cause provided are acceptable. So that the nonconformity is declared fulfilled.

Verified by	:	Yuniar Mitikauji
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3.5.3. Opportunity for Improvement

No	Ref. Std.	Description
1	1.1.1	Ensure that reporting to agencies has been carried out by each unit
2	4.6.11	Ensure that medical checks for pesticide operators are carried out according to a predetermined schedule
3	4.7.3	Ensuring supervision of the use of PPE
4	5.3.3	Ensure that no leachate from empty bunch flows into the environment without management
5	6.3.2	Record complaints and follow up on the book of complaint that has been provided
6	CoC 5.12	Ensure that all input components are included in the preparation of management review
7	D.4.2	Report the actual production of CSPO and CSPK to the Certification Body if they exceed the quota on the RSPO certificate

3.5.4. Noteworthy Positive Components

No	Description
1	Teamwork, good PIC competency during the assessment process
2	Already have an ISPO Certificate
3	Empowering communities through Community Development

3.6 Summary of Arising Issues from Public and Auditor Verification

Public Issues (Institution/ NGO/Community)	Auditor Verification
Environment Agency of Kotawaringin Barat Regency <ul style="list-style-type: none"> There are no negative issues due to the company's operational activities. Routine reports have been submitted in accordance with regulations such as Hazardous waste, effluent, management and monitoring of environmental impact. Environmental quality testing has been carried out regularly and reported to agencies The agency also conducts regular visits to see the application of environmental management that has been carried out by the company. The last visit was made in August 2019 and the results were no NC. 	<p>In general the comments are positive. CH has comply with RSPO standard criteria 2.1; 5.1; 5.3.</p>
Manpower and Transmigration Agency of Kotawaringin Barat Regency <ul style="list-style-type: none"> No work accidents were reported The company has P2K3 which monitor the implementation of OHS, such as the use of PPE P2K3 reports have been reported regularly Health examination results have never been reported There was no change in the structure of the P2K3, the structure is still the same with 2018. The company has conducted routine equipment inspections carried out by OHS supervisors from government. No negative issues related to employment Mediation between the company and workers was carried out in 2018 The company already has a trade union, but there is no collective labor agreement. The company currently has a Company Regulation. 	<p>In general the comments are positive. CH has comply with RSPO standard criteria 1.1; 2.1; 4.7.</p>
Horticulture and Plantation Agency of Kotawaringin Barat Regency <ul style="list-style-type: none"> Routine reports have been submit such as the development of plantation business. issues related to <i>oryctes</i> are resolved There are no negative issues There is no land fire issue Communication is well maintained 	<p>In general the comments are positive. CH has comply with RSPO standard criteria 1.1; 2.1; 5.1; 6.2.</p>
Local Community Representatives (Amin Jaya and Derangga)	

Public Issues (Institution/ NGO/Community)	Auditor Verification
<ul style="list-style-type: none"> There is no negative issues, land dispute issues or environmental pollution. The land compensation process has been carried out by involving various parties The company has made efforts to develop the surrounding community through CSR programs, the use of local labor and local contractors. The relationship between the company and the community has run quite well and harmoniously. Communication between the company and the village is quite good. 	<p>In general the comments are positive. CH has comply with RSPO standard criteria 2.1; 2.2; 5.1, 6.2; 6.11.</p>
Local Contractor (FFB transport) <ul style="list-style-type: none"> Agreement of contracts were made as per three or six months. Copy of agreements were keep by both parties. PPE and insurance (BPJS-TK/Kes) for contractor workers were provided by contractor itself. There were no issues on time of payment. Contract were based on period of working (3 or 6 month). Term of contract was considered fair and transparent. 	<p>In general the comments are positive. CH has comply with RSPO standard criteria 2.1; 6.10; 6.11.</p>
Gender Committee of PT ITH <ul style="list-style-type: none"> The rights of women workers have been granted such as menstrual leave and maternity leave There were no cases of sexual harassment Socialization has been carried out at <i>posyandu</i>, such as maternal and child health. There is no discrimination between workers 	<p>In general the comments are positive. CH has comply with RSPO standard criteria 2.1; 6.8; 6.9.</p>
PUK Serikat Pekerja Seluruh Indonesia PT ITH <ul style="list-style-type: none"> The relationship between the company and SPSI is good There are regular meetings every 3 months with the company. The last discussion is related to the fixed time contract worker (PKWT) work agreement. PKWT who currently work have worked for 1 year. There have never been any cases of labor disputes in the last 1 year period. SPSI membership is voluntary, but if there are workers who are not members affected by the problem will still be assisted. No complaints have ever been submitted to SPSI. However, it was conveyed verbally to SPSI related to housing conditions and SPSI had also conveyed it to the company. If there is damage to the house, it will be repaired by the company that is done by the CE (Civil Engineering) division. BPJS TK has been registered by the company for all workers, while for BPJS KES is also registered including 	<p>In general the comments are positive. CH has comply with RSPO standard criteria 1.1; 2.1; 4.7; 6.5; 6.6; 6.7; 6.8.</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>for families. But the obstacle experienced is the completeness of worker administration, which must have E KTP.</p> <ul style="list-style-type: none"> • There is no discrimination issue • Rights for workers have been given in accordance with company regulation. • Every company regulation change (once every 2 years) is carried out to all workers. • In the process of making company regulation, SPSI is closed to provide input and suggestions. • Collective labor agreement hopes that it is better than regulations and company regulation. • Wages are paid according to the highest minimum wage and are directly paid in January. This happened because PT ITH was in 2 districts namely Seruyan Regency and Kotawaringin Lama Regency. • Child labor / minors may not work. • The rights of women workers have been granted. 	

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 Indotruba Tengah Head of Sustainability – Minamas Plantation</p>  <p><u>Alagendran Maniam</u> Wednesday, 08 January 2020</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Ardiansyah</u> Wednesday, 08 January 2020</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	Labor, Social and Transmigration Agency of Kotawaringin Barat District.	Kotawaringin Barat District.		Interview	07 October 2019	✓	
2	Plantation Department of Kotawaringin Barat District.	Kotawaringin Barat District.		Interview	07 October 2019	✓	
3	Environment Agency of Kotawaringin Barat District.	Kotawaringin Barat District.		Interview	07 October 2019	✓	
4	National Land Agency (BPN) of Kotawaringin Barat District.	Kotawaringin Barat District.		Interview	07 October 2019	✓	
5	Villager (Community Representatives), Community Informal Leader & Local Government (Derangga & Amin Jaya Village)	Kotawaringin Barat District.		Interview	08 October 2019	✓	
6	Local Contractor (FFB Transporter from Sekunyir & Seruyan Estate)	Kotawaringin Barat District.		Interview	08 October 2019	✓	
7	Seruyan Estate: Harvesting 1 Foreman, 4 Harvester, 4 loose fruit picker Agrochemical applicators: 1 Foreman & 12 applicators Store keeper 2 workers Workshop 4 workers	Housing complex of Seruyan Housing complex of Sekunyir		Interview	09 October 2019	✓	
8	Sekunyir Estate: Harvesting 1 Foreman, 6 Harvester and 6 loose fruit picker Agrochemical Applicators: 1 Foreman & 9 applicators	Housing complex of Seruyan Estate Housing complex of Sekunyir Estate		Interview	10 October 2019	✓	

	Store keeper 2 workers Workshop 3 workers EFB and Solid Decanter application 6 workers						
9	Gender Committee	Housing complex of Sekunyir Estate		Interview	08 October 2019	✓	
10	Workers Union Representation	Housing complex of Sekunyir Estate		Interview	08 October 2019	✓	
11	Sekunyir POM: • Sortation (Foreman & 2 operators) • Loading Ramp (2 operators) • Sterilizer (2 operators) • Engine Room (1 operator) • Clarification (1 operator)	Housing complex of Sekunyir POM		Interview	08 October 2019	✓	
12	Sawit watch	Jakarta, Indonesia	info@sawitwac h.or.id	Email	30 September 2019		✓
13	WWF	Jakarta, Indonesia	suhandri@WW F.or.id	Email	30 September 2019		✓

Appendix 2. Assessment Program

Date	07 – 11 October 2019	
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 7 October 2019		
09.20 – 10.50 11.00 – 13.00 14.00 – 15.30 15.30 – 16.30 16.30 – 17.00	JAKARTA → PANGKALAN BUN Stakeholders consultation to Related Government Institution (Kotawaringin Barat District Government and local NGO) PANGKALAN BUN → SITE OPENING MEETING Preparation of stakeholder consultation.	<ul style="list-style-type: none"> • ARD/ YMR/ YYT • ARD/ YMR/ YYT • ARD/ YMR/ YYT • ARD/ YMR/ YYT • ARD/ YMR/ YYT
Tuesday, 8 October 2019		
08.0 – 12.00 12.00 – 14.00 14.00 – 17.00	Stakeholders consultation to Nearest village and community leader Field Observation PT ITH <ul style="list-style-type: none"> • Public facilities (health clinic, education facility, etc) Verification review of previous visit non-conformance (ASA-1 to ASA-3) RSPO BREAK <ul style="list-style-type: none"> • Stakeholders Consultation with contractor, SPSI and gender Field Observation SEKUNYIR FACTORY: <ul style="list-style-type: none"> • WWTP, WTP, Hazardous storage, waste management and Workshop. • Operational, OHS and Worker Welfare (payments, complaint mechanism). 	<ul style="list-style-type: none"> • YMR • YYT • ARD • ARD/ YMR/ YYT • YMR • ARD • YYT
Wednesday, 9 October 2019		
08.00 – 12.00 12.00 – 14.00 14.00 – 17.00	Field Observation SERUYAN ESTATE <ul style="list-style-type: none"> • Manuring, Spraying, Harvesting, IPM, OHS and Worker Welfare (payments, complaint mechanism) • Hazardous Waste Storage (LB3), Hazardous storage, OHS, Workshop, Worker Welfare (payments, complaint mechanism) and Land Fire facilities. • Emplasmment, Waste management/landfill and Worker Welfare (payments, complaint mechanism). Field Observation PT ITH <ul style="list-style-type: none"> • Legal boundary and Conservation area BREAK <ul style="list-style-type: none"> • Clarification of Public Consultation and continue field observation Field Observation SEKUNYIR FACTORY <ul style="list-style-type: none"> • Supply Chain and interview with contractor 	<ul style="list-style-type: none"> • YYT • ARD • YMR • ARD • ARD/ YMR/ YYT • ARD/ YMR/ YYT • YMR
Thursday, 10 October 2019		
08.00 – 12.00	Field Observation SEKUNYIR ESTATE: <ul style="list-style-type: none"> • Manuring, Spraying, Harvesting, IPM, Worker Welfare (payments, complaint mechanism). • Emplasmment, Waste management/landfill and Worker Welfare (payments, complaint mechanism). • Hazardous Waste Storage (LB3), Hazardous storage, OHS, Workshop, Worker Welfare (payments, complaint mechanism) and Land Fire facilities. 	<ul style="list-style-type: none"> • YYT • YMR • ARD

12.00 – 14.00	BREAK	• ARD/ YMR/ YYT
14.00 – 15.00	Audit finding discussion and preparation	• ARD/ YMR/ YYT
15.00 – 17.00	CLOSING MEETING	• ARD/ YMR/ YYT
17.30 – 19.30	SITE → PANGKALAN BUN	• ARD/ YMR/ YYT
Friday, 11 October 2019		
07.35 – 09.00	PANGKALAN BUN → JAKARTA	• ARD/ YMR/ YYT