

***Roundtable on Sustainable Palm Oil Certification
RSPO*****[✓] Surveillance**

Name of Management : Selapan Jaya Mill subsidiary of PT Sampoerna Agro, Tbk
Organisation
Plantation Name : Hikmah 2 Estate (PT Telaga Hikmah) and 12 smallholder's: Bina Sejahtera Cooperative, Madya Karya Bhakti Cooperative, Maju Lancar Cooperative, Permata Bunda Cooperative, Jaya Makmur Cooperative, Sedia Mukti Cooperative, Bina Tani Mulya Cooperative, Sumber Sentosa Cooperative, Serba Usaha Cooperative, Intan Cooperative, Marga Mulya Cooperative, Jadi Mandiri Cooperative
Location : Kerta Mukti Viillage, Mesuji Raya Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia.
Certificate Code : MUTU-RSPO/142
Date of Certificate Issue : 25 January 2017 Date of License Issue : 25 January 2020
Date of Certificate Expiry : 24 January 2022 Date of License Expiry : 24 January 2021

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-3	11 to 15 November 2019	Leonada (Lead Auditor), Hasiholan Sihombing, Bayu Yogatama, Asystasya Aishah Silalahi	Ganapathy Ramasamy	Ardiansyah

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-3	27 January 2020

TABLE OF CONTENT
FIGURE

Figure 1. Location Map of Selapan Jaya Mill – PT Sampoerna Agro 3

Figure 2. Operational Map of Selapan Jaya Mill – PT Sampoerna Agro 4

Abbreviations Used 5

1.0 SCOPE of the CERTIFICATION ASSESSMENT

1.1 Assessment Standard Used 6

1.2 Organisation Information 6

1.3 Type of Assessment 6

1.4 Location of Mill and Plantations 6

1.5 Description of Area Statement 7

1.6 Planting Year and Cycles 8

1.7 Description of Mill and Supply Base 8

1.8 Estimate Tonnage of Certified Product 10

1.9 Other Certifications 11

1.10 Time-Bound Plan 11

2.0 ASSESSMENT PROCESS

2.1 Assessment Team 15

2.2 Assessment Methodology, Assessment Process and Locations of Assessment 15

2.3 Stakeholder Consultation and Stakeholders Contacted 18

2.4 Determining Next Assessment 19

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification 19

3.2 Summary of Assessment Report of Supply Chain Requirement 47

3.3 Conformity Checklist of Certificate and Logo Use 57

3.4 Summary of RSPO Partial Certification 58

3.5 Identification of Findings, Corrective Actions, Observations, Opportunity for Improvement and Noteworthy Positive Components 62

3.6 Summary of Arising Issues from Public, Management and Auditor Responses 67

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Formal Signing of Assessment Findings 70

APPENDICES

1. List of Stakeholders Contacted in the RSPO Certification Process 72

2. Assessment Program 74

FIGURE

Figure 1. Location Map of Selapan Jaya Mill- PT Sampoerna Agro

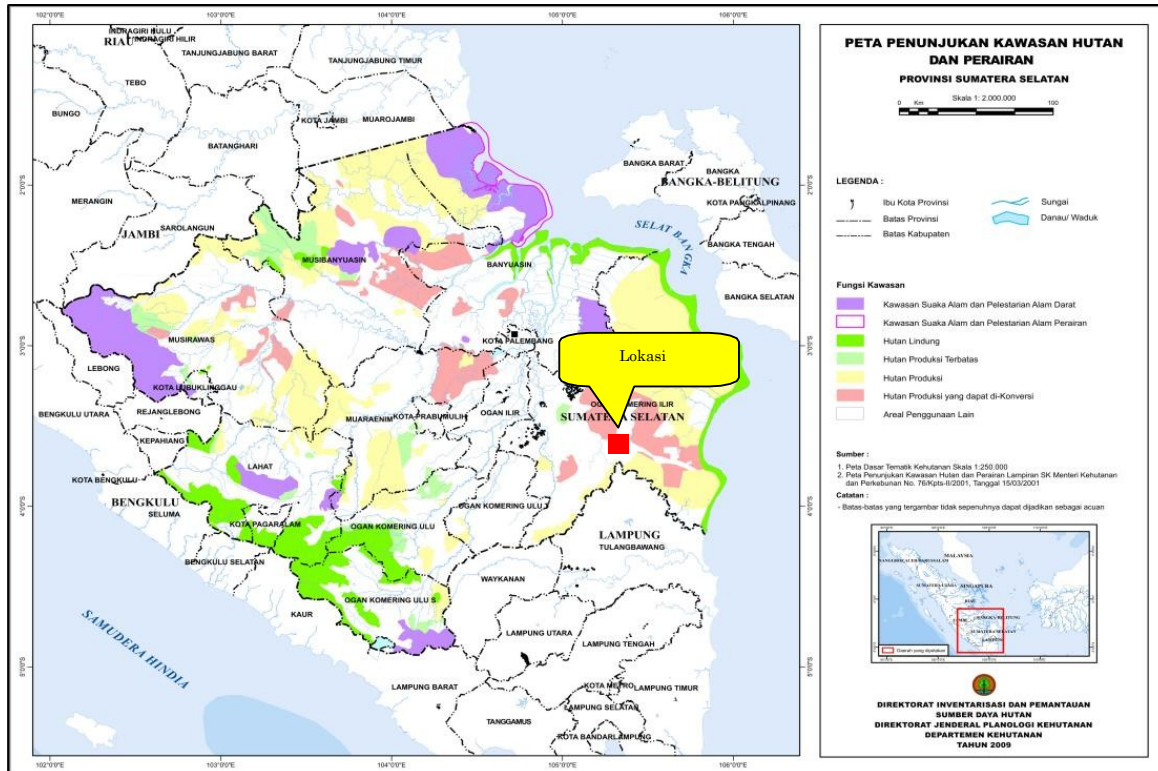
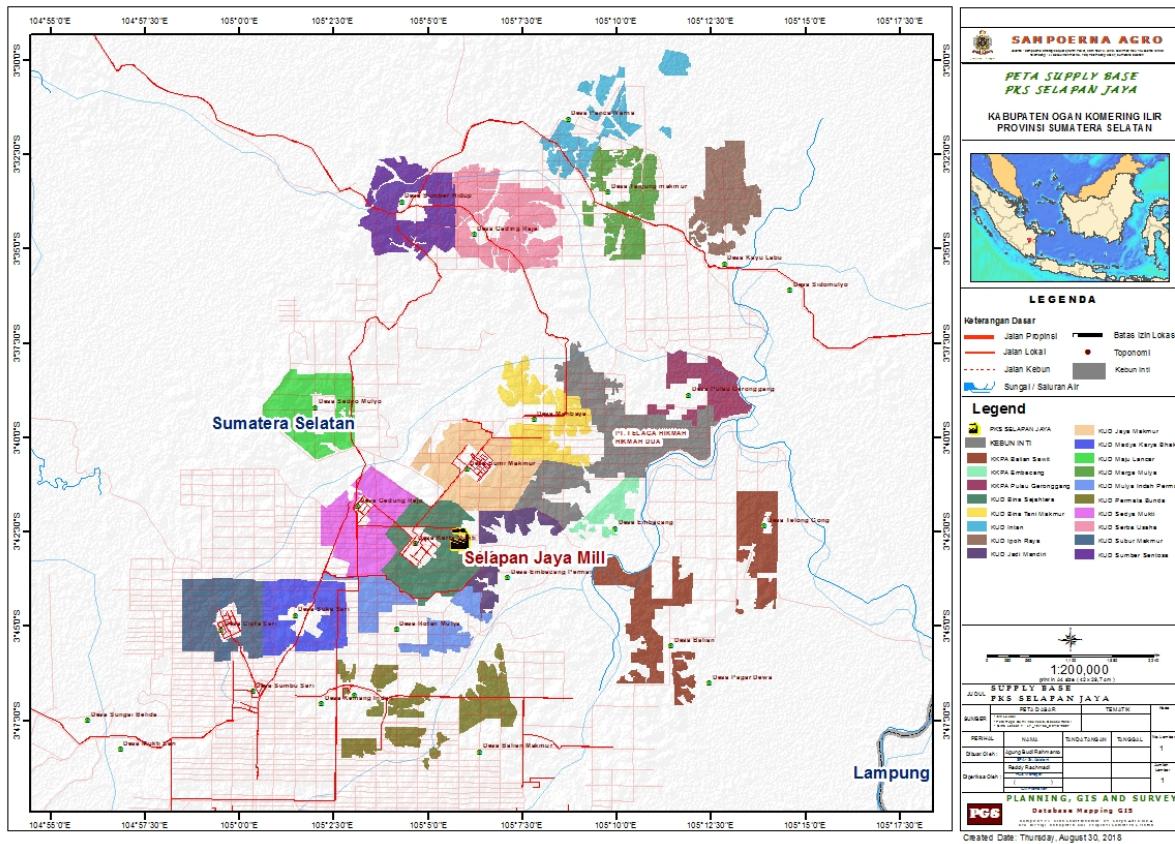


Figure 2. Operational Map of Selapan Jaya Mill- PT Sampoerna Agro



Glossary

ASA	: Annual Surveillance Assessment
BPJS	: <i>Badan Penyelenggara Jaminan Sosial</i> (Health and Employment Workers Social Security Agency)
CA & L	: Corporate Affair & Legal
CH	: Certificate Holder
CPO	: Crude Palm Oil
CSPK	: Certified Sustainable Palm Kernel
CSPO	: Certified Sustainable Palm Oil
CSR	: Corporate Social and Responsibility
EFB	: Empty Fruit Bunch
EIA	: Environmental Impact Assessment
FFA	: Free Fatty Acid
FFB	: Fresh Fruit Bunch
FPIC	: Free Prior Inform and Consent
HCV	: High Conservation Value
HGB	: <i>Hak Guna Bangunan</i> / Building Title
HGU	: <i>Hak Guna Usaha</i> / Land Use Title
IPM	: Integrated Pest Management
ISCC	: International Sustainability & Carbon Certification
KER	: Kernel Extraction Rate
KT	: <i>Kelompok Tanil</i> Farmer Group
KUD	: <i>Koperasi Unit Desa</i> / Village Cooperative Unit
MSDS	: Material Safety Data Sheet
NGO	: Nongovernment Organization
OER	: Oil Extraction Rate
OHS	: Occupational Health and Safety
P2K3	: <i>Panitia Pembina Keselamatan dan Kesehatan Kerja</i> /OHS Committee
PIC	: Person In Charge
PK	: Palm Kernel
POM	: Palm Oil Mill
POME	: Palm Oil Mill Effluent
PPE	: Personal Protection Equipment
RSPO	: Roundtable on Sustainable Palm Oil
SA	: Sampoerna Agro
SCCS	: Supply Chain Certification Standard
SIA	: Social Impact Assessment
SMKN	: <i>Sekolah Menengah Kejuruan Negeri</i>
SOP	: Standard Operational Procedure
TH	: Telaga Hikmah

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none">Indonesian National Interpretation of RSPO P&C 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO BoG 30th September 2016.RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module D / E for CPO Mill)RSPO Certification System for Principles and Criteria, 14 June 2017	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	Selapan Jaya Palm Oil Mill subsidiary of PT Sampoerna Agro, Tbk	
1.2.2	Contact person	Yusi Rosalina	
1.2.3	Organisation address and site address	<ul style="list-style-type: none">RSPO registered company: Jln. Basuki Rachmat 788. Palembang 30127, Sumatra Selatan, IndonesiaLiaison Office: Sampoerna Strategic Square, North Tower, 28/F. Jln. Jendral Sudirman Kav.45, Jakarta. Indonesia	
1.2.4	Telephone	0711-813388	
1.2.5	Fax	0711-811585, 813188	
1.2.6	E-mail	yusi.rosalina@sampoernaagro.com	
1.2.7	Web page address	http://www.sampoernaagro.com	
1.2.8	Management Representative who completed the application for certification	Yusi Rosalina	
1.2.9	Registered as RSPO member	1-0031-07-000-00 (9 January 2007)	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base: 1 (one) palm oil mill (Selapan Jaya POM under PT Sampoerna Agro), 1 (one) estate under PT Telaga Hikmah (Hikmah 2 Estate) and 12 (twelve) smallholder's estates are Village Cooperative Unit (KUD) of Bina Sejahtera, Madya Karya Bhakti, Subur Makmur, Sedia Mukti, Maju Lancar, Permata Bunda, Jaya Makmur, Sumber Sentosa, Serba Usaha, Intan, Marga Mulya, Bina Tani Mulya.	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate

		Latitude	Longitude
	Selapan Jaya	Kerta Mukti Village, Mesuji Raya Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 42' 27.37" E 105° 05' 49.51"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	Hikmah 2 Estate	Pulau Geronggang Village, Pedamaran Timur Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 39' 20.55" E 105° 09' 42.43"
	KUD Madya Karya Bhakti (475 SH)	Suka Sari Village, Mesuji Raya Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 44' 39.3" E 105° 01' 40.9"
	KUD Bina Sejahtera (670 SH)	Kerta Mukti Village, Mesuji Raya Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 42' 50.5" E 105° 04' 50.05"
	KUD Sedia Mukti (584 SH)	Gedung Rejo Village, Mesuji Raya Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 41' 44.3" E 105° 03' 17.1"
	KUD Maju Lancar (571 SH)	Sedyo Mulyo Village, Mesuji Raya Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 39' 06.6" E 105° 02' 10.8"
	KUD Permata Bunda (600 SH)	Mataram Jaya Village, Mesuji Raya Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia.	S 3° 46' 45.8" E 105° 03' 11.7"
	KUD Jaya Makmur (736 SH)	Bumi Makmur Village, Mesuji Raya Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia.	S 3° 40' 45.2" E 105° 06' 12.0"
	KUD Sumber Sentosa (783 SH)	Sumber Hidup Village, Pedamaran Timur Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 33' 40.7" E 105° 04' 00.2"
	KUD Serba Usaha (655 SH)	Gading Raja Village, Pedamaran Timur Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 34' 31.7" E 105° 06' 23.2"
	KUD Intan (591 SH)	Panca Warna Village, Pedamaran Timur Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 31' 27.9" E 105° 08' 48.6"
	KUD Marga Mulya (364 SH)	Tanjung Makmur Village, Pedamaran Timur Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 54' 03.6" E 105° 06' 27.8"
	KUD Jadi Mandiri (243 SH)	Embacang Permai Village, Mesuji Raya Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 43' 37.6" E 105° 06' 53.8"
	KUD Bina Tani Mulya (566 SH)	Maribaya Village, Kec. Pedamaran Timur Sub-district, Ogan Komering Ilir District, Sumatera Selatan Province, Indonesia	S 3° 39' 25.8" E 105° 07' 26.3"
1.5	Description of Area Statement		

1.5.1	Tenure							
	• HGU	3,120.00 Ha						
	• HGB	118.595 Ha						
	• Community	12,629.45 Ha						
1.5.2	Area Statement							
		Hikmah 2 Estate (Ha)	Selapan Jaya Mill (Ha)	Associate Smallholders (under scope certification) (Ha)	Total (Ha)			
	• Total area	3,120.00	118.595	12,629.45	15,868.045			
	• Mature area	2,350.79	-	12,629.45	14,980.24			
	• Immature area	-	-	-	-			
	• Mill	-	118.595	-	118.595			
	• Road	130.08	-	-	130.08			
	• Building	13.70	-	-	13.70			
	• Drain, Swamp, River	540.21	-	-	540.21			
	• Nursery	31.40	-	-	31.40			
	• HCV	53.82	-	39.71*	53.82			
*HCV in associate smallholders included in planting area.								
1.6	Planting Year and Cycles							
1.6.1	Age profile of planting year (part 1)							
	Planting Year	Hectarage (Ha)						
		Hikmah 2 Estate	KUD Madya Karya Bakti	KUD Bina Sejahtera	KUD Sedia Mukti	KUD Maju Lancar	KUD Permata Bunda	KUD Jaya Makmur
	1994	-	167.09	246.85	953.29	990.26	581.28	172.28
	1995	1,655.56	362.77	433.17	153.34	-	432.60	1,064.23
	1996	249.11	496.73	567.95	-	-	114.39	191.23
	1997	94.52	-	-	-	-	-	-
	2004	15.00	-	-	-	-	-	-
	2007	229.90	-	-	-	-	-	-
	2008	43.90	-	-	-	-	-	-
	2010	24.00	-	-	-	-	-	-
	2013	34.80	-	-	-	-	-	-
	2014	4.00	-	-	-	-	-	-
	TOTAL	2,350.79	1,026.59	1,247.97	1,106.63	990.26	1,128.27	1,427.74
Age profile of planting year (part 2)								
Planting Year	Hectarage (Ha)							
	KUD Sumber Sentosa	KUD Serba Usaha	KUD Intan	KUD Marga Mulya	KUD Jadi Mandiri	KUD Bina Tani Mulya		

	1992	-	-	-	-	614.30	-	
	1994	232.52	-	-	-	-	927.11	
	1995	728.58	907.73	533.70	135.31	-	211.34	
	1996	267.89	249.71	-	97.45	-	-	
	1997	-	-	251.70	250.41	-	-	
	2000	-	-		86.19	-	-	
	2001	-	-	50.70	38.05	-	-	
	2002	-	-	119.30		-	-	
	TOTAL	1,228.99	1,157.44	955.40	607.41	614.30	1,138.45	
1.6.2	New Planting area after January 2010			38.8 Ha				
1.6.3	Planting Cycle			1 st 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 (%)	
	Selapan Jaya	120	312,481.43	74,563.48	23.86	18,534.66	5.93	
	<i>*Production data source from November 2018 to October 2019</i>							
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)	%	
	Hikmah 2 Estate	3,238.595	2,350.79	47,180.92	20.07	46,269.55	98.07	
	KUD Madya Karya Bhakti (475 SH)	1,026.59	1,026.59	22,968.60	22.37	22,968.60	100.00	
	KUD Bina Sejahtera (670 SH)	1,247.97	1,247.97	25,884.93	20.74	25,884.93	100.00	
	KUD Sedia Mukti (584 SH)	1,106.63	1,106.63	21,473.20	19.40	21,473.20	100.00	
	KUD Maju Lancar (571 SH)	990.26	990.26	20,219.42	20.42	20,219.42	100.00	
	KUD Permata Bunda (600 SH)	1,128.27	1,128.27	19,674.16	17.44	8,404.23	42.72	
	KUD Jaya Makmur (736 SH)	1,427.74	1,427.74	34,648.89	24.27	34,648.89	100.00	
	KUD Sumber Sentosa (783 SH)	1,228.99	1,228.99	15,029.66	12.23	15,029.66	100.00	
	KUD Serba Usaha (655 SH)	1,157.44	1,157.44	21,457.67	18.54	21,457.67	100.00	
	KUD Intan (591 SH)	955.40	955.40	16,329.52	17.09	16,329.52	100.00	
	KUD Marga Mulya (364 SH)	607.41	607.41	12,799.41	21.07	12,799.41	100.00	
	KUD Jadi Mandiri (243 SH)	614.30	614.30	7,740.75	12.60	7,740.75	100.00	
	KUD Bina Tani Mulya (566 SH)	1,138.45	1,138.45	22,222.55	19.52	22,222.55	100.00	
		TOTAL	15,868.045	14,980.24	287,629.67	19.20	275,448.36	95.77
		<i>*Production data source from November 2018 to October 2019</i>						

	<i>*FFB certified from smallholders in 2018 is only KUD Bina Sejahtera</i> <i>*Ten (10) KUD Madya Karya Bhakti, Sedia Mukti, Maju Lancar, Permata Bunda, Jaya Makmur, Sumber Sentosa, Serba Usaha, Intan, Marga Mulya, Bina Tani Mulya.</i> <i>*KUD Jadi Mandiri is extend to certification scope in this ASA</i>				
1.7.3	FFB description from other source				
	Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	Number of smallholders	Production Area (Ha)	Supplied to Mill
					FFB (tonnes/year)
	KUD Harapan Jaya Mandiri (RSPO non-certified)	Associate Smallholders under PT Sampoerna Agro	170	289	1,803.00
	KUD Ipoh Raya (RSPO non-certified)		517	1,000.95	7,729.77
	KUD Balian Sejahtera Abadi (RSPO non-certified)		759	1,364.40	4,929.54
	KUD Puger Mulya (RSPO non-certified)		248	446.40	1,232.43
	Megaterang Estate (RSPO non-certified)	PT Telaga Hikmah subsidiary of PT Sampoerna Agro Tbk	-	-	45.01
	Tanjung Sari Estate (RSPO non-certified)		-	-	192.71
	Gading Jaya Estate (RSPO non-certified)		-	-	271.01
	Hikmah Satu Estate (Certified RSPO)		-	-	434.89
	Hikmah Empat Estate (Certified RSPO)		-	-	119.98
	Hikmah Tiga Estate (Certified RSPO)	PT Gunung Tua Abadi subsidiary of PT Sampoerna Agro Tbk	-	-	923.27
	Hikmah Lima Estate (Certified RSPO)		-	-	750.68
	Limau Kesturi Estate (RSPO non-certified)		-	-	22.23
	Jaya Permai Estate (RSPO non-certified)		-	-	7.04
	Nawa Surya Estate (RSPO non-certified)		-	-	28.16
	Plasma Rantau Durian (RSPO non-certified)	Independent Smallholders	-	-	60.90
	Plasma Pagar Dewa (Certified RSPO)	Independent Smallholders	-	-	149.33
	Plasma Harapan Jaya Mandiri (RSPO non-certified)	Independent Smallholders	-	-	210.95
	Third party and others (RSPO non-certified)	Independent Supplier	-	-	18,260.75
TOTAL					37,171.65
<i>*Production data source from November 2018 – October 2019</i>					
1.7.4	Product categories		FFB, CPO, PK		
1.8	Tonnage of Product				

1.8.1	Past Annual Claim Certified Product			Last year projected certified volume (MT)		Actual certified product for last year (MT)		
	FFB Processed			297,492.00		228,521.27		
	CPO Production			65,448.24		49,105.87		
	Palm Kernel (PK) Production			16,362.06		13,633.27		
1.8.2	Product selling							
	Type of selling product			Actual selling product period for last year (MT)				
	CSPO sold as RSPO certified product			60.21				
	CSPK sold as RSPO certified product			6,643.03				
	CSPO sold under other scheme			200.00				
	CSPK sold under other scheme			0				
	CSPO sold as conventional			45,303.92				
	CSPK sold as conventional			6,707.87				
1.8.3	Estimate of Certified FFB Claim							
	Name of Estates		Total Area (Ha)	Planted Area (Ha)		FFB (tonnes/year)		Yield (tonnes/ha/year)
	Hikmah 2 Estate		3,238.595	2,350.79		48,300		20.55
	KUD Madya Karya Bhakti (475 SH)		1,026.59	1,026.59		23,400		22.79
	KUD Bina Sejahtera (670 SH)		1,247.97	1247.97		26,500		21.23
	KUD Sedia Mukti (584 SH)		1,106.64	1,106.64		22,000		19.88
	KUD Maju Lancar (571 SH)		990.26	990.26		20,700		20.90
	KUD Permata Bunda (600 SH)		1,128.26	1,128.26		20,200		17.90
	KUD Jaya Makmur (736 SH)		1,427.74	1,427.74		35,300		24.72
	KUD Sumber Sentosa (783 SH)		1,228.99	1,228.99		15,600		12.69
	KUD Serba Usaha (655 SH)		1,157.44	1,157.44		22,000		19.01
	KUD Intan (591 SH)		955.40	955.40		16,800		17.58
	KUD Marga Mulya (364 SH)		607.41	607.41		13,100		21.57
	KUD Jadi Mandiri (243 SH)		614.30	614.30		8,000		13.02
	KUD Bina Tani Mulya (566 SH)		1,138.45	1,138.45		22,700		19.94
	TOTAL		15,868.045	14,980.24		294,600		19.67
		*Projected FFB production for 25 January 2020 to 24 January 2021						
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	
	Selapan Jaya	120	294,600	63,500	21.55	14,800	5.02	MB
	*Projected CSPO and CSPK production for 25 January 2020 to 24 January 2021							

1.9	Other Certifications					
	ISO 9001:2008		-			
	ISO 14001: 2004		-			
	OHSAS 18001:2007		-			
	ISCC		EU-ISCC-Cert-ID215-23190101			
	Others		-			
1.10	Time Bound Plan					
1.10.1	Time Bound Plan for Other Management Units					
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status
	Mill	Time bound				
	Belinda Mill (PT Aek Tarum)	2011	Belida Estate	2011	South Sumatera	Certified
			Permata Bunda Satu Estate	2016	South Sumatera	Certified
			Belida Estate Smallholder (KUD Panca Sawit Makmur)	2016	South Sumatera	Certified
			Limau Sundai Smallholder			
			• KUD Rahayu Bhakti	2017	South Sumatera	Certified
			• KUD Mulya Jaya	2017	South Sumatera	Certified
			• KUD Mekar Sari	2017	South Sumatera	Certified
			• KUD Sumber Rezeki	2017	South Sumatera	Certified
			Sari Indah Smallholder			
			• KUD Karya Makmur	2017	South Sumatera	Certified
			• KUD Subur Makmur	2018	South Sumatera	Certified
	Permata Bunda Jaya Mill (PT Mutiara Bunda Jaya)	2016	Mesuji Estate	2016	South Sumatera	Certified
			Surya Adi Estate	2016	South Sumatera	Certified
			Mesuji Smallholder (KUD Citra Sawit Mandiri)	2018	South Sumatera	Certified
			Permata Bunda Smallholder			
			• KUD Marga Mulya	2018	South Sumatera	Certified
			• KUD Surya Bhakti	2018	South Sumatera	Certified
			Harapan Bunda Smallholder			
			• KUD Surya Adi	2018	South Sumatera	Certified
			• KUD Sinar Jaya	2018	South Sumatera	Certified
			Surya Karta Smallholder (KUD Tunas Harapan)	2018	South Sumatera	Certified
				Sumber Sawit Mill (PT Gunung Tua Abadi)	2016	Sumber Sawit Estate
Inti Permata Bunda Dua Estate	2016	South Sumatera				Certified
Hikmah Tiga Estate	2017	South Sumatera				Certified
Hikmah Lima Estate	2017	South Sumatera				Certified
			Hikmah Lima Estate (extension HGU 2019)	2020	South Sumatera	-
			Hikmah Lima Estate Smallholder (KUD Dewa Makmur)	2017	South Sumatera	Certified

			Sumber Sawit Estate Smallholder (KUD Makmur Bersama)	2020	South Sumatera	-
			Limau Kesturi Estate	2020	South Sumatera	-
			Jaya Permai Estate	2020	South Sumatera	-
			Nawa Surya	2020	South Sumatera	-
			Puncak Terang Estate	2020	South Sumatera	-
			Nawa Surya Estate Smallholder	2020	South Sumatera	-
			Limau Kesturi Estate Smallholder	2020	South Sumatera	-
	Selapan Jaya Mill (PT Sampoerna Agro)	2017	Hikmah Dua Estate	2017	South Sumatera	Certified
			Belida Estate Smallholder			
			• KUD Mulya Indah Permai	2020	South Sumatera	-
			• KUD Jadi Mandiri	2020	South Sumatera	-
			• KUD Bina Sejahtera	2018	South Sumatera	Certified
			Gading Jaya Estate Smallholder / Limau Manis Smallholder			
			• KUD Maju Lancar	2018	South Sumatera	Certified
			• KUD Madya Karya Bhakti	2018	South Sumatera	Certified
			• KUD Sedya Mukti	2018	South Sumatera	Certified
			• KUD Jaya Makmur	2018	South Sumatera	Certified
			• KUD Intan	2018	South Sumatera	Certified
			• KUD Marga Mulya	2018	South Sumatera	Certified
			Gading Jaya Estate Smallholder (KUD Karya Makmur, KUD Subur Makmur)			
			KUD Permata Bunda	2018	South Sumatera	Certified
			KUD Bina Tani Mulya	2018	South Sumatera	Certified
			Gading Jaya Estate Smallholder / Sungai Pangeran Smallholder			
			• KUD Sumber Sentosa	2018	South Sumatera	Certified
			• KUD Serba Usaha	2018	South Sumatera	Certified
			Gading Jaya Smallholder			
			• KUD Puger Mulya	2018	South Sumatera	Certified
			• KUD Harapan Jaya Mandiri	2018	South Sumatera	Certified
			• KUD Balian Sejahtera Abadi	2018	South Sumatera	Certified
			• KUD Ipoh Raya	2018	South Sumatera	Certified
	Telaga Hikmah Mill (PT Telaga Hikmah)	2018	Hikmah Satu Estate	2018	South Sumatera	Certified
			Hikmah Empat Estate	2019	South Sumatera	Certified
			Gading Jaya Estate	2019	South Sumatera	-
			Mega Terang Estate	2019	South Sumatera	-
			Tanjung Sari Estate	2019	South Sumatera	-
			Sepucuk Estate	2021	South Sumatera	-
			Mega Terang Smallholders	2021	South Sumatera	-
			Tanjung Sari Estate Smallholder/ Rantau Durian Smallholder			
			• KUD Tanjung Mesayu	2020	South Sumatera	-
			• KUD Sumber Makmur	2020	South Sumatera	-
			• KUD Sari Makmur	2020	South Sumatera	-

	Sungai Rangit Mill (PT Sungai Rangit)	2021	Baboti Estate	2021	Central Kalimantan	-
			Rauk Naga Estate	2021	Central Kalimantan	-
			Waringin Estate	2021	Central Kalimantan	-
			Sukamar Estate	2021	Central Kalimantan	-
			Telaga Bintang Estate	2021	Central Kalimantan	-
			Sungai Sagu Estate	2021	Central Kalimantan	-
			Sungai Rangit Smallholder	2024	Central Kalimantan	-
	Usaha Agro Indonesia Mill (PT Usaha Agro Indonesia)	2018	Ulin Agro Estate	2018	West Kalimantan	Certified
			Kruing Agro Estate	2018	West Kalimantan	Certified
			Meranti Agro Estate	2018	West Kalimantan	Certified
			Izin lokasi kedua 2500 Ha	2020	West Kalimantan	-
			Izin lokasi ketiga 2283 Ha	2020	West Kalimantan	-
			Usaha Agro Indonesia Smallholder			
			KOBBUN Jambi Mekar Jaya Sempurna (JMJS)	2020	West Kalimantan	-
			KOBBUN Sempurna Mandiri (SM)	2020	West Kalimantan	-
			KOBBUN Sempurna Bersatu (SB)	2020	West Kalimantan	-
			PT Anugerah Palm Indonesia Estate	2022	West Kalimantan	-
			PT Anugerah Palm Indonesia Smallholder	2025	West Kalimantan	-
	Lanang Agro Bersatu Mill (PT Lanang Agro Bersatu)	2020	Bukit Subur Estate	2020	West Kalimantan	-
			Bukti Makmur Estate	2020	West Kalimantan	-
			Lanang Agro Bersatu Smallholders	2020	West Kalimantan	-
	Landak Area – Wilayah 1	-	PT Tebar Tandan Tenerah Estate	2022	West Kalimantan	-
			PT Tebar Tandan Tenerah Smallholders	2025	West Kalimantan	-
			PT Nusantara Sarana Alam Estate	2022	West Kalimantan	-
			PT Nusantara Sarana Alam Estate Smallholders	2025	West Kalimantan	-
			PT Kedurang Prakarsa Nabati Estate	2022	West Kalimantan	-
			PT Kedurang Prakarsa Nabati Smallholders	2025	West Kalimantan	-
	Landak Area – Wilayah 2		PT Pertiwi Agro Sejahtera Estate	2022	West Kalimantan	-
			PT Pertiwi Agro Sejahtera Estate Smallholders	2025	West Kalimantan	-
			PT Kusuma Mentari	2022	West Kalimantan	-

			Makmur			
			PT Kusuma Mentari Makmur Smallholders	2025	West Kalimantan	-
			PT Agro Planindo Utama	2022	West Kalimantan	-
			PT Agro Planindo Utama Smallholders	2025	West Kalimantan	-
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard					
	The smallholders associated with PT Sampoerna Agro has been include as Certification Scope and the others smallholder are in progress to certification					

2.0 ASSESSMENT PROCESS
2.1 Assessment Team

ASA-3	<ol style="list-style-type: none"> 1. Leonada (Lead Auditor). Bachelor of agriculture for plant breeding and seed technology programme study, department of agronomy, faculty of agriculture in Bogor Agricultural University. Having experience of more than five years working as a plantation operations staff and sustainability in private company of Indonesian oil palm plantations and is currently working on independent certification bodies as auditor. Training have been followed are: training of Indonesian sustainable palm oil (ISPO) lead auditor, training of RSPO lead auditor, RSPO SCCS training, SA 8000, ISO 17021; 2011, ISO 17065; 2012, ISO 19011; 2011, lead auditor ISO 9001; 2008, ISO 14001; 2005, training of management development program agronomy, training of analysis base solution for operation, training of integrated pest management (IPM), use of limited pesticides training, training management of waste pesticides and fertilizers, training mediation and conflict resolution, RSPO social and worker welfare training, general safety specialist training, health and safety management system (SMK3) auditor. In this audit He conducted an assessment on transparency, legal, land dispute 2. Hasiholan Sihombing (Auditor). Indonesian citizen. Bachelor of Agriculture Majoring in Agronomy, Agriculture Faculty. He has working experienced for 7 (seven) years since 2009 as an Operational Staff in an Oil Palm Plantation Company in Indonesia. The training he has followed namely: Lead Auditor ISPO, RSPO P&C Lead Auditor Course by Checkmark, SA 8000 Awareness, Quality Management Systems (ISO 9001:2015), Environmental Management Systems (ISO 14001:2015), OHS General Expert, OHSAS 18001:2007, ISO 19011:2018, ISO 17021:2011 and ISO 17065:2012. He has experienced in various audit activities related to the certification system of sustainable palm oil plantation since 2016. During this audit, he assigned to verify best management practices, long term plan, OHS aspects. 3. Asystasya Aishah Silalahi (Auditor). Indonesia Citizen, Bachelor of Economy, Major of Agribusiness, Faculty of Economic and Management. She has one year experience in consultancy. She has followed training such as ISPO Auditor Training, Lead Auditor ISO 9001:2015, OHS General Expert, RSPO lead auditor training course, SCCS, and several in house training related to environmental, BMP, SA 8000. Has been involved in several audit activities since 2016 related to sustainable palm oil certification covering waste management aspect, Social Aspect, Health and Safety Aspect, and Worker Welfare. During this audit, she verify Social, Worker Welfare aspects & SCCS.. 4. Bayu Yogatama (Auditor). Bachelor of Forestry, Department of Forest Resources Conservation and Ecotourism, Bogor Agricultural University. Has attended the ISO 9001: 2015 Quality Auditor / Lead Auditor Course Quality Management System (QMS) course and ISO 19011: 2011 Guidelines for Auditing Management System, ISPO Lead Training, SA 8000, RSPO Lead Training, IHT RSPO NPP, IHT RSPO RaCP, IHT ISO 17021, and IHT ISO 17065. Having experience working in plywood field as Inspector in foreign private company. Currently working for an independent certification body. During this audit, he verify Environmental Aspect, HCV, and Green House Gases.
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2.2 Assessment Methodology, Assessment Process and Locations of Assessment

2.2.1	Figure of person days to implement assessment
ASA-3	Number of auditors : 4 auditor Number of days for ASA-3 at site : 5 days Number of working days for ASA-3 at site : 20 Working days
2.2.2	Assessment Process
ASA-3	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Sampoerna Agro Tbk 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 E for CPO Mill).</p> <p>At the first day, the team have traveled from Jakarta to Palembang by a plane and to site by car. An opening meeting</p>

	<p>was held in a next day. The opening meeting was held in KUD Sumber Sentosa and closing meeting was held in Selapan Jaya POM Office attended by the General Manager, Unit Head, Estate Manager, Mill Manager, Assistants, and other related personnel's. During audit activity, auditors always accompanied by management representative and the documents are presented well</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 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-3 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-4). All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-3.</p> <p>The assessment program please find Appendix 2</p>
2.2.3	Location of Assessment
ASA-3	<p>Number of units in this certification activity is one (1) estate under PT Telaga Hikmah and 12 (twelve) smallholders, which supply the raw material (FFB) to one (1) palm oil mill. The auditor team used the $(0.8\sqrt{y}) \times (z)$ formula to determine the management units sampling to be focused on and also considered the issues raised by stakeholder. (y) is the number of estate and (z) multiplier defined by the risk assessment. The consideration for risk assessment are geographic locations, distance of estate, complexity of labour, landscape setting, presence of HCV, number of communities/conflict, legality etc. Based on this formula, the auditor team determined that the sampling locations are one palm oil mill (Selapan Jaya POM), Hikmah 2 Estate and 4 (four) Cooperative (Marga Mulya, Bina Tani Mulya, Sedia Mukti, Bina Tani Mulya)</p> <p>Selapan Jaya Mill</p> <ol style="list-style-type: none"> 1. Weighbridge : Observation and interview the personnel in charge related to FFB acceptance mechanism, work time, data entry and the consistence of SCCS implementation. 2. Administration Staff Room : SCCS Verification (verification of procedure, sample of FFB Delivery Note, FFB weight ticket, training record, etc) and SCCS training record 3. Grading station. Interview with 2 workers about understanding of task and responsibility, worker welfare, OHS implementation, complaint mechanism. 4. Sterilizer station. Interview with 1 worker about Interview with 2 workers about understanding of task and responsibility, worker welfare, OHS implementation, complaint mechanism. 5. Press station. Interview with 2 worker about Interview with 2 workers about understanding of task and responsibility, worker welfare, OHS implementation, complaint mechanism. 6. Kernel Station. Interview with 1 worker about Interview with 2 workers about understanding of task and responsibility, worker welfare, OHS implementation, complaint mechanism. 7. Clarification station. Interview with 1 worker about Interview with 2 workers about understanding of task and responsibility, worker welfare, OHS implementation, complaint mechanism. 8. Engine room. Interview with 1 worker about Interview with 2 workers about understanding of task and responsibility, worker welfare, OHS implementation, complaint mechanism. 9. Boiler. Interview with 1 worker about Interview with 2 workers about understanding of task and responsibility, worker welfare, OHS implementation, complaint mechanism. 10. Loading Ramp (2 workers). Observation and interview with sortation personnel related to personnel understanding over sortation procedure, the implementation of sortation, fruit criteria, fruit separation with ripeness and rawness criteria. 11. Hazardous waste storage. Observation of hazardous waste management and interview related to procedure and worker welfare 12. Water treatment plant (1 worker). Interview with operator about worker welfare, OHS implementation, complaint mechanism, and understanding of task and responsibility

13. Chemical Storage (1 worker). Observation of fertilizer management and interview related to procedure and worker welfare.
14. Workshop (1 worker). Interview with 1 welder worker about worker welfare, understanding of job description, implementation of OHS, complaint mechanism, hazardous waste management, and observation about workshop.
15. Fuel tank. Interview with storage keeper about worker welfare, understanding of job description, implementation of OHS, complaint mechanism and observation about tank condition.
16. WWTP (1 worker).. Field observations and interview related ban entry to WWTP, run off, testing of effluent. Officers equipped with PPE and Recording of effluent debit effluent.
17. Biogas Plant (1 worker). observation of wastewater management and renewable energy manufacturing processes (1 operator)

KUD Sumber Sentosa

1. Harvesting activities (KT 27): Observation and interview the harvesters related to work time, payment mechanism, medical care, insurance, criterion of mature fruit, PPE Used, etc
2. HCV area (Ketek Riparian). Observation of HCV management
3. Boundary stakes of KT 7 & 8. Observation of legal boundary
4. Kavling 279, Farmer Group 27 (2 harvester and 2 picker). Observation and interview with harvester related fruit ripeness, safe working practices and also worker welfare
5. Fertilizer Storage. Observation of fertilizer management and interview related to procedure and worker welfare.
6. Hazardous waste storage. Observation of hazardous waste management and interview related to procedure and worker welfare
7. Cleaning house. Observation about cleaning house condition.
8. Pesticide storage. Observation about storage condition and pesticide stock and interview with worker about worker welfare, waste management, OHS implementation.
9. Powerhouse: Observation and interview related to safety aspect and worker welfare.

KUD Marga Mulya

1. Harvesting activities (KT 41): Observation and interview the harvesters related to work time, payment mechanism, medical care, insurance, criterion of mature fruit, PPE Used, etc
2. HCV area (KT 23 & 41). Observation of HCV management
3. Boundary stakes of KT 41. Observation of legal boundary
4. Fertilizer Storage. Observation of fertilizer management and interview related to procedure and worker welfare.
5. Hazardous waste storage. Observation of hazardous waste management and interview related to procedure and worker welfare
6. Cleaning house. Observation about cleaning house condition.
7. Pesticide storage. Observation about storage condition and pesticide stock and interview with worker about worker welfare, waste management, OHS implementation.
8. Powerhouse: Observation and interview related to safety aspect and worker welfare.

KUD Bina Tani Mulya

1. Fertilizer Storage. Observation of fertilizer management and interview related to procedure and worker welfare.
2. Hazardous waste storage. Observation of hazardous waste management and interview related to procedure and worker welfare
3. Powerhouse: Observation and interview related to safety aspect and worker welfare.
4. Kavling 240, 246 and 250, Farmer Group 7 (3 harvester and 1 picker). Observation and interview with harvester related fruit ripeness, safe working practices and also worker welfare.

	<p>KUD Sedia Mukti</p> <ol style="list-style-type: none"> 1. HCV area (Tungong Riparian). Observation of HCV management 2. Boundary stakes of KT 2. Observation of legal boundary 3. KUD Office (3 Pesticide Applicator). Interview with the spraying workers related type of pesticides use according to the procedure and also worker welfare. 4. KUD Office (2 harvester). Interview with harvester related fruit ripeness, safe working practices and also worker welfare. 5. Fertilizer Storage. Observation of fertilizer management and interview related to procedure and worker welfare. 6. Hazardous waste storage. Observation of hazardous waste management and interview related to procedure and worker welfare 7. Cleaning house. Observation about cleaning house condition. 8. Pesticide storage. Observation about storage condition and pesticide stock and interview with worker about worker welfare, waste management, OHS implementation. 9. Powerhouse: Observation and interview related to safety aspect and worker welfare. <p>Hikmah 2 Estate</p> <ol style="list-style-type: none"> 1. HGU poles No. 96, 97 and 98 block 00D. Observation on boundaries poles, coordinates, maintenance, and demarcation. 2. HCV area block 01B. Observation of HCV management 3. Enclave area block 21-24. Observation of condition and boundaries of enclave areas. 4. Pesticide storage. Observation about storage condition and pesticide stock and interview with worker about worker welfare, waste management, OHS implementation. 5. Generator set room. Interview with generator operator about worker about worker welfare, waste management, OHS implementation, complaint mechanism. 6. Workshop. Observation about workshop condition and interview with worker about worker welfare, waste management, OHS implementation, complain mechanism. 7. Cleaning house. Observation about cleaning house condition. 8. Housing. Observation about housing facilities, water and electricity supply. 9. Fertilizer storage. Observation about storage condition and fertilizer stock. 10. Clinic. Observation about clinic facility and interview with paramedic about infectious waste management, work accident record, and workers medical check-up. 11. Block 14 Division 1 (3 harvester and 1 picker). Observation and interview with harvester related fruit ripeness, safe working practices and also worker welfare. 12. Block 14 Division 1 (Loading FFB process). Interview with foreman of FFB about loading FFB prosedure, administration, FFB sortation in platform, safety and health and worker welfare. 13. Nursery. Observation area of nursery. 14. Hikmah 2 Estate Office (4 Fertilizer Applicator). Interview with the fertilizer applicator related type of fertilizer use according to the procedure and also worker welfare. 15. Hikmah 2 Estate Office (4 Pesticide Applicator). Interview with the spraying workers related type of pesticides use according to the procedure and also worker welfare.
2.3 Stakeholder Consultation and Stakeholders Contacted	
2.3.1	Summary of stakeholder consultation process.
ASA-3	<p>Consultation of stakeholders for PT Sampoerna Agro - Selapan Jaya Mill:</p> <ol style="list-style-type: none"> 1. Public announcement in Mutuagung Lestari website on 28 October 2019. 2. Public consultation by phone with government agencies in Ogan Komering Ilir Regency (Plantation agency, Land Office, Environment Agency, and Manpower agency) on 12 November 2019 3. Public consultation by interview with locals of the nearby village (Pulau Gronggang Village) on 13 November 2019 4. Public consultation by interview with locals Cooperative and local contractor on 11 -13 November 2019 5. Consultation meeting and interview with Internal Stakeholder (labour union, worker cooperative and gender

	committee) on 11 November 2019
	6. Consultation with NGO (Sawit Watch, Walhi, Jikalahari and WWF) via email on 5 November 2019.
	Numbers of input from stakeholders were clarified by PT Sampoerna Agro – Selapan Jaya Mill
2.3.2	Stakeholder contacted
ASA-3	<i>Please find appendix 1</i>
2.4 Determining Next Assessment	
	The next visit (ASA-4) 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 Selapan Jaya POM – PT Sampoerna Agro consisting of one (1) mill, one (1) own estate and Twelve (12) Cooperatives (6838 SH). During the assessment, there were two (2) Nonconformities were assigned against Major Compliance Indicator and three (3) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective actions that had been reviewed and accepted by Auditors in form of documentation evidences e.g. (document record/photographic/etc...). Those corrective actions taken that consist of two (2) Major non-conformities had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Selapan Jaya POM – PT Sampoerna Agro 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); 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 (Modul E for CPO Mill); and RSPO Certification System for Principles and Criteria, June 2017 (Endorsed by the RSPO Board of Governors on 14th of June 2017).

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	Company has list of document that can be accessed by public, listed in <i>SOP Komunikasi, Partisipasi, dan Konsultasi</i> . The SOP explain the public document, but not limited to land use rights/certificate, OHS implementation, environment impact assessment, HCV document, pollution reduction and prevention plan, detail of complain and grievance, negotiation procedure, continuous improvement plan, public summary of certification assessment report, and human rights policy. Based on interview with statutory bodies in Ogan Komering Ilir Regency, it is known that they don't have difficulties to communicate with the company for information request and understand the mechanism to access public document.	
1.1.2	Mechanism for consultation is listed in <i>SOP Komunikasi, Partisipasi, dan Konsultasi</i> (P-SAG-HA-CA&L). This document explains communication and consultation and information request procedures from the stakeholders. All the information request will be responded by company in 14 days after the incoming letter. Regarding to communication and consultation process, CH and smallholder cooperative has documented information request from stakeholder. The information request from stakeholders is about assistance proposal and mandatory reporting information. For example: The letter dated 3 August 2019 from Pulau Geronggang Village about request for financial assistance to commemorate independence day and it has been responded by PT Telaga Hikmah directly by giving the financial assistance and letter dated 19 September 2019 from SMKN 1 Pedamaran Timur about request for internship place and has been responded by Sumber Sentosa Cooperative Unit by allowing some student to do internship in Sumber Sentosa Cooperative Unit.	
	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 Company has list of document that can be accessed by public, listed in <i>SOP Komunikasi, Partisipasi, dan Konsultasi</i> . The SOP explain the public document, but not limited to land use rights/certificate, OHS implementation, environment impact assessment, HCV document, pollution reduction and prevention plan, detail of complain and grievance, negotiation procedure, continuous improvement plan, public summary of certification assessment report, and human rights policy. These documents are available in estate and mill office. These documents also can be accessed by public through the mechanism which has determined by the company.		
Company also has monitoring and management report that submitted to related agency, for example:		
<ul style="list-style-type: none">- Manpower report of PT Sampoerna Agro with register number 1277/01/2018 on 5 December 2018.- Manpower report of Marga Mulya Cooperative Unit to Labor Inspection Agency of Sumatera Selatan Province on 23 April 2019		
	Status: Comply	
1.3 Growers and millers commit to ethical conduct in all business operations and transactions.		
1.3.1 The Company has a policy of business ethics code that date on 26 July 2018, on document named Sustainability Policy which stated that company has commitment to integrity and ethical conduct in all business transactions and operations.		
This policy has been socialized to the workers in each unit and to farmers in Cooperative unit. This policy is available in Indonesian Language. Based on interview with worker in estate and mill, it is known that they understand about the code of conduct. And also, contractor knew and understand about ethical conduct.		
	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 Certificate Holder has list of regulations of 2019 that includes local regulations and national regulation updated annually. List of laws/regulations listed has covers several aspects such as land permit and legality, manpower, occupational health and safety, best management practices and environment. The company has shown the evidence of legal requirements compliance such as plantation bussiness permit:		
<ul style="list-style-type: none">• PT. Telaga Hikmah (Hikmah 2 Estate): Decree of Ogan Komering District Head No. 324/KEP/D.PERKE/2011 for 16,588.93 Ha• PT. Sampoerna Agro (Selapan Jaya POM): Decree of Ogan Komering District Head No. 221/Kep/D.Perke/2010 permit for mill with 120 ton FFB/hour capacity and an area of 3,243.46 Ha• Permit for plasma area as form of Agriculture registration letter from Ogan Komering District Head for total permits are 1,247.97 Ha (670 smallholders) with total area of plasma are 12,629.45 Ha (total smallholders are 6,838). The progress of this permit is still awaiting from Ogan Komering District Head and become opportunity for improvement (OFI).		
The other compliances of regulations are regarding to environment aspects are EIA management and monitoring in routinely, hazardous waste storage license approved by local government. Compliances of workers and OHS regulations are provided the minimum wage, company safety & occupational health, transporting and forklift operator etc. Based on interview with stakeholders such as government agencies and other stakeholders such as workers union and surrounding communities it is known that the company has comply the related regulations for example: has plantation business permit, no workers under age of 18, hazardous waste storage permit, there is no environment issues etc.		
2.1.2, 2.1.3, 2.1.4		

Procedure of legal requirement which presented in document P-SAG-HO-SUS-06, dated 1 September 2017 mentioned that sustainability officer has responsibility to arranged and monitored legal related laws and/or regulation. The procedure mentioned that in order to monitor and update of laws and/or regulations, the sustainability officer required to actively check and make coordination with Government Agencies or Institutions. Internal audit of regulations compliance are conducted annually as example on 21 September 2019 for KUD Marga Mulya, 19 September 2019 for KUD Bina Tani Mulya, 12 September 2019 for KUD Sedia Mukti, 13 September 2019 for PT Sampoerna Agro and 19 September 2019 for PT Telaga Hikmah. The internal audits have shown the company's compliance of legal requirements according to the list of regulations 2019.

Status: Comply

2.2

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

2.2.1

Based on document review and field visit known that Certificate Holder has manage an area of 15,868.045 Ha consist of 3,238.595 Ha main estate and 12,629.45 Ha plasma which all area are included in this certification scope. CH has land use right which are:

- PT Telaga Hikmah (Hikmah 2 Estate) 3,120 Ha:
 1. HGU by decree of Sumatera Selatan Land Agency Head No. 01/HGU/BPN-26/2004 dated 19 October 2004 for an area of 126 Ha.
 2. HGU by decree of Sumatera Selatan Land Agency Head No. 02/HGU/BPN/2004 dated 7 January 2004 for an area of 2,994 Ha.
- PT Sampoerna Agro: 118.595 Ha in the form of HGB certificate by decree of Ogan Komering Land Agency Head No. 1 dated 17 September 2001.
- Smallholders freehold land title for 6,815 smallholders (12,591.40 Ha) with total smallholders are 6,838 (12,629.45 Ha). 23 smallholders are in progress to get freehold land title from the government.

2.2.2

Procedure of legal boundary poles monitoring and maintenance is presented in document No. WI-SAG-KBN-PML-0206 dated 2 March 2015. Procedure mentioned that maintenance was carried out by foreman with supervision of Assistant Manager. Estate management were able to shows location of boundary poles map as well as its coordinate points with scale 1:18,000. Boundary poles monitoring record annually as example in 2019 informed that 111 poles in Hikmah 2 Estate were in good condition and satisfactory maintained.

Based on field observation in Hikmah 2 Estate and plasma area such as KUD Sumber Sentosa, KUD Marga Mulya, KUD Bina Tani Mulya and KUD Sedia Mukti, it could be concluded that estate management has monitored their boundary legal poles, clearly demarcated and visibly maintained. Verification using GPS indicates that the pole coordinate is in accordance with the provisions of the land title and confirmed that there has been no planting beyond the legal demarcated boundary areas of the plantation.

2.2.3, 2.2.4, 2.2.5, 2.2.6

The Company has established the mechanism for conflict resolution and land dispute in the procedure No. P-SAG-HO-CA&L-09 dated 1 September 2017. Based on interview with communities and field observations, there were no significant land disputes and no indication of contractually army or paramilitaries using in Certificate holders area. Based on interview with communities also state that the company does not take over by force on the land.

Status: Comply

2.3

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

2.3.1, 2.3.2, 2.3.3 & 2.3.4

The Company has FPIC procedure P-SAG-HO-CA&L-03 regarding to land compensation. The Company has no new land acquisition and the entire compensation process was completed in 2003. The results of compensation documents verification and interview with communities included previous landowner are known that there are no indigenous rights or

customary rights and there is no issues regarding to FPIC process. The compensation process are done directed to the land owner and not diminish the legal/customary right, landowners are given the freedom to release their land without coercion.

In the HGU area of the company (Hikmah 2 Estate) there are still areas of community land that have not been compensated (540.21 Ha), this is because the cultivators are not willing to relinquish their cultivated land. Based on the results of visits to cultivated areas such as in Hikmah 2 Estate block 21 - 24 and from interviews with the people of the villages of Pulau Geronggang it is known that the company did not force or seize these areas. Regarding these areas, the company has identified the cultivators and made an agreement with the cultivating parties started with negotiation on 14 October 2017, participatory mapped with scale of 1:18,000 and statement of head village on October 2017.

Status: Comply

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

3.1

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

3.1.1

The company has a five-year production projection contained in the 5-year Long Term Plan for the period 2018-2022. The document contains projected area statement, production projections (FFB), oil (CPO), Kernel, plantation costs, factory costs, oil prices, kernel prices, revenues from oil sales and kernel sales, expenses (production costs) and acquisition profit / loss (income vs. expenses).

All KUD's has a Business Plan for 2018-2022 that discusses production projections, cost plans, organizational development and strengthening plans, plans for every activity carried out in KUD and replanting plans.

Annual planning also evaluated at the end of year and compared with realization. It annual planning can be adjusted based on field condition, financial condition or another reason. Based on information from representative management (estate manager), the long-term plan has been planned well with top management (company directors) and sufficient or feasible as a management plan for achieving the long term economic and financial.

3.1.2

From interviews with management and document review, it is known that Hikmah 2 Estate has not had a replanting plan within the next 5 years. All KUD's has a replanting plan contained in the planning document and the replanting schedule KUD develop by PT Sampoerna Agro, explained in the following table:

	2020	2021	2022	2023
KUD Sedia Mukti (Ha)	-	1,231.17	-	-
KUD Bina Tani Mulya (Ha)	-	1,152.70	-	-
KUD Sumber Sentosa (Ha)	-	-	1,331.98	-
KUD Marga Mulya (Ha)	-	-	-	651.61

Status: Comply

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

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1

The mill and estate has Standard Operating Procedures (SOPs) that covers all aspects of oil palm planting and management as documented on Integrated Management System Procedures for Sampoerna Agro contains the following SOPs that cover all estate operations such as Nursery Practice, Land Clearing, Preparation and Planting, Soil Conservation and Terracing, Road Construction and Maintenance, Establishment and Maintenance of Legume Covers, Planting Density and Planting Technique, Palm Replacement During Immaturity and Supplying, Upkeep of Immature Oil Palms, Upkeep of Mature Oil Palms, Pests & Diseases, Manuring, EFB Application, Harvesting, Bunch Census and Palm

Thinning. KUD Bina Sejahtera (cooperative) has Standard Operating Procedures (SOPs) that covers all aspects of oil palm planting and management as documented on list of procedures, issued date April 1, 2016.

The Oil Mill has SOPs covering all mill operations such as FFB Grading, Sterilization Station, Press Station, Threshing Station, Oil Room, Kernel Plant, Laboratory, CPO & PK Despatch, Engine Room, Boiler Room, Electrical, Workshop as well as Raw and Boiler Water Treatment Plant. E.g. document No. P-SAG-PPS-14, Revision 1, issued date April 1, 2016, procedure of Traceability and mass balance, P-SAG-PPS-02, Revision 1, issued date September 1, 2009, procedure of loading ramp, P-SAG-PPS-62, Revision 1, issued date September 1, 2009, procedure of clarification.

Interviews were conducted to harvester, pesticides applicator, and manuring worker in Hikmah 2 Estate and 4 KUD become the sample. Based on the results of interviews can be concluded that the workers understand the duties and responsibilities of their work in accordance with the applicable SOP.

The entire procedure both of plantation and mill has been included of safe working instruction, other than those described in the HIRAC document.

4.1.2 and 4.1.3

In order to ensure consistent implementation of the SOPs among all levels of the workforce in the field, the following mechanisms are utilized internal audit. For Mill and Estate, Internal audit as determined on SOP of internal audit, No. Doc. P-SAG-RO-SUS-03, Rev1, Effective date June 1, 12. For KUD, Internal audit as determined on SOP of internal audit, SA-Plasma-PP-SUST-01, Rev: 0, Issued Date April, 2016. In the procedure has regulated that audit schedule once time audits per year.

The results of interviews with management known that the implementation of internal audits is conducted annually on a regular basis covering the implementation of all estate and mill procedures, administration of bank cash and trade payables, inventory, wage and personnel administration, vehicle assets, heavy equipment, machinery and follow-up previous internal audit reports and also the performance of contractor related to compliance to company procedure.

When the audit activity takes place, the company can show the results of the internal audit document carried out on 27 August 2019 in Selapan Jaya Mill and 27 May 2019 in Hikmah 2 Estate by the company's internal auditor. The company has taken corrective action on internal audit findings and was declared fulfilled by the internal auditors.

4.1.4

The company has procedure of recording and weighing (No.P-SAG-PPS-PPS-01) dated 1 January 2014. The company has list of approved third party FFB supplier both of certified and non-certified. The company has conduct evaluation the supplier in accordance with procedure and the daily and summary record of volume and origins of third-party FFB received are available on mill office.

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 and 4.2.2

Practices that maintain or enhance soil fertility to ensure sustained yield are contained in:

- Procedure for fertilizing palm, number document: P-SAG-KBN-PML-21 Rev 01 issued on date March 16, 2012 for main estate.
- Procedure for fertilizing, number document: SA-PLASMA-PPKS-03, Issued on date April 1, 2016 for smallholder.

The company shown the program and the realization of fertilization application for period until October 2019. The types of fertilizers used are Urea, MOP, RP, Dolomite, Borate and NPK. Based on document review and interview with the staff, the realization of fertilization in Hikmah 2 Estate and All KUD's is in accordance to the program. Fertilization programs are on going and the company continues to target completion based on fertilizer recommendations. The auditor conducted an interview with the fertilizer workers at Hikmah 2 Estate and All KUD's. Fertilization is done manually by workers.

Workers can also explain the fertilization procedure well, which is in accordance with the dosage determined based on the recommendations.

4.2.3

During the audit activity the company shows the following documents on the results of soil and leaf analysis:

- The company has carried out a leaf analysis of oil palm plants in its plantations, the results are explained in the Foliar Analysis Report document, conducted by PT Binasawit Makmur Analytical Laboratory by taking a number of leaf samples in March 2018 (Hikmah 2 Estate) and in January-March 2019 (All KUD's). The parameters analyzed such as N, P, K, Ca, Mg, Cl and S.
- The company has conducted a soil analysis of the oil palm plants in its plantations, the results are explained in the Soil Analysis Report document, conducted by PT Binasawit Makmur Analytical Laboratory by taking several soil samples in September 2016 (Hikmah 2 Estate) and in April 2019 (All KUD's). Parameters analyzed are soil fraction, soil texture, pH, C, N, C / N, P, K, Ca, Na, Mg, JKB, CEC, KB and other micro nutrients.
- Visual observations performed every year at the time of leaf analysis activities.

Result of soil and leaf analysis published recommendation on fertilizer doses to produce an optimal production of palm fruit. Principles of fertilization are giving treatment on the ground to produce the nutrients required by palm and generating optimal results.

4.2.4

The company has a strategy of recycling nutrients, such as the use of the frond (pruning), application of effluent and EFB Mulching. The company shown a recording of the realization of EFB applications in 2019 on Hikmah 2 Estate. Hikmah 2 Estate applied 50,892 kg of EFB covering an area of 1,250 hectares during the January to October 2019 period. Overall, the company has made efforts to maintain and improve soil fertility. Visually, there is no symptom of nutrient deficiency at the blocks that have been visited.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

The Estate and All KUD's have maps of any fragile soils detailing their soil profile with scale 1:50,000. As seen on the map, the soil types in the Hikmah 2 Estate are dominated by Typic Kandiodults, Typic Hapludults, and Typic Dystrudepts. Meanwhile the soil types in the All KUD's are dominated by Typic Kandiodults, Typic Hapludults and Plinthic Kanhapludults.

4.3.2

All identified soil types are the soils of medium fertility category (not fragile soil) because the soil type is not sandy soil (bad drainage), acid sulphate soils, and peat, slope, etc. Then, based on soil maps (semi detail) it known that there are no areas in the operational Hikmah 2 Estate and All KUD's indicated by limited sloping areas (> 40%). All of types of sloping area classification in the operational Hikmah Dua Estate and All KUD's dominated by 0 – 8% sloping classification (Flat).

4.3.3

The company shows a road maintenance program for 2019 period. The company have classified roads based on their conditions (good, medium and heavy). From these data the company made priority programs in road improvement. For example, the realization of road improvements in Hikmah 2 Estate has reached 45,083 meters in main road and reached 90,166 meters in collection road until October 2019.

Based on field observations throughout the audit activities, it was concluded that the road conditions on the Hikmah 2 Estate and 4 KUD become the sample were in good condition and could be passed.

4.3.4 and 4.3.5

Based on verification of semi-detailed land map documents and field visits at Hikmah 2 Estate and 4 KUD become the sample, it is known that there is no area with peat soil types.

4.3.6

Strategies for managing fragile soils are explained in Soil and Water Conservation procedures including:

- Planting ground cover plants (leguminose cover crop)
- Planting fragrant roots (vertiver grass)
- EFB application
- Fronds stacking
- Conservation trenches (silt pit)
- Drainage ditches

The company has shown the results of the examination and implementation of the EFB and POME applications, results of soil and leaf analysis. Based on field observations in the Hikmah 2 Estate and 4 KUD become the sample, it is known that the fragile land management strategy mentioned above has been well implemented by the company.

Status: Comply

4.4

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

4.4.1

The company has a water management plan that take account of the efficiency of use and renewability of sources can be seen in the 2018 water management plan and HCV management plan. Water management implementation has described in EIA report Semester 1 of 2019. The Plan had described the objectives such as water sources including catchment pond, rainfall records, water requirement, current, water quality and contingency plan.

According to an environmental monitoring analysis, it was informed that the company's activities had not yet had a negative impact. In addition, water consumption in the housing complex of Mill (WTP) and consumption water is bought from gallon water. water testing shows that all parameters comply with Minister of Health Regulation No. 32 of 2017.

The company has conducted the testing of surface water quality once every 6 months, based on the results of testing of semester 1 of 2019 known there is no test results that exceed the quality standard Government Regulation No. 82/ 2001 Class II.

4.4.2

The company has procedures related to the identification of sources and water quality (P-SAG-ADM-KTU-08).These procedure concerning to protect and manage the riparian zone. The company has identified rivers and wetlands inside plantation area. Analysis of HCV containing distribution maps of the river in the area of PT SA, PT TH and the cooperative of PT SA. Based on the identification documents of High Conservation Value (HCV) that rivers flow in the operational area of Selapan Jaya mill and supply base is Ketek river and Tungong river.

All identified buffer zone has been designated as HCV and protected areas. Field observations in operational area of sember sentosa cooperative (Ketek river) and Sedia Mukti Cooperative (Tungong river) showed evidence of surface water protection measures and including riparian such as:

- Determination of river buffer zone with a distance of 50 meters left-right of small river demarcation of the border is done with the installation of boundary markers.
- No chemicals application (fertilizers and herbicides) in the buffer zone area.
- Signboard of river buffer zone protection. Prohibiting the use of chemicals in the river buffer zone.
- Planting riparian with Guatemala, bamboo and trembesi to prevent landslide and erosion.

4.4.3

The company already has a permit for the disposal of palm oil industry wastewater to PT Sampoerna Agro based on the decision of the Regent of Ogan Komering Ilir number: 370/KEP/D.LH/2017 dated June 19, 2017 which is valid for 5 years. Wastewater is discharged into the Dabok Hitam river, with the highest discharge of 2.5 M2 per ton of CPO Palm Oil Product.

The company has routinely tested the quality of liquid waste every 1 month in an accredited laboratory, based on the

results of testing during January - June 2019 it is known that all parameters including BOD are still in accordance with the Minister of Environment Regulation No. 5 of 2014.

4.4.4

Water usage monitoring was done periodically and recorded, for example on October 2019 FFB processed 39,401 MT, process water usage 49,252 M3, and water usage efficiency was 1.25 m3/mt FFB processed. Observations on Selapan Jaya mill water treatment plant found monitoring for raw and process water usage was done by officer periodically, and flowmeters at inlet/outlet serves normally. Procedure for Mill water usage and monitoring are provided and has been listed on procedures No P-SAG-ADM-KTU-08.

The company already has the First Extension of Surface Water Extraction and Utilization Permit (SIPPAIR) of PT Sampoerna Agro Tbk in Ogan Komering Ilir Regency from the One-Stop Investment and Integrated Service Office of South Sumatra Province Number: 0485 / DPMPTSP.V / VIII / 2018 dated August 23 2018 which is valid for 2 years. Permitted water discharge is 9880 M3 per day. The company shows proof of payment of water fees for the September 2019 usage period which was paid on October 15, 2019 through the South Sumatra Bank.

Status: Comply

4.5

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

4.5.1

The activity budgeted on the program were consist of detection, census and monitoring of pests and diseases attack, biological control such as barn owl nest installation and planting of beneficial plants. According to IPM activity records for January to October 2019 such as program and realization of rat census, leaf eating caterpillar census, and termite census, it could be concluded that all the census results were still under its economic threshold. There is no invasive species attack. This may lead to zero use of pesticides for pests and diseases control. It could be concluded that IPM techniques implemented by biological methods is effective to control pests and diseases, and also to minimize the use of chemicals. Furthermore, according to pesticides used record in 2019, agrochemical uses was only implemented for weeds control purposes.

The company has a good commitment to improve the use of pest natural predator as part of integrated pest control. One of natural predator development is the reproduction and the construction of barn owl box as a mechanism to control rat. It monitoring barn owl box occupation at least once a month. The monitored parameter are the existing of barn owl in the boxes, left food, and sign of reproduction such as egg or owl. Currently, there are total 93 barn owl boxes in Hikmah 2 Estate.

Based on field observation on harvesting activities, it was concluded that there were no significant pest attacks. This is in accordance with the result of the census.

4.5.2

The company has records of the training implementation for staff who are involved in the implementation of integrated pest management, for example:

- Integrated Pest Management training in Hikmah 2 Estate on 28 January 2019 with the number of participants are 3 employees.
- Integrated Pest Management training in KUD Sumber Sentosa on 10 July 2019 with the number of participants are 21 employees.
- Integrated Pest Management training in KUD Sedia Mukti on 19 July 2019 with the number of participants are 16 employees.

Based on interview with the worker revealed that the worker understand the method of plant pest and diseases census or detection.

Status: Comply

4.6

Pesticides are used in ways that do not endanger health or the environment
4.6.1

The company and All KUD's has a pesticide list for 2019 that has been selected for use by operational units because it belongs to a class of safe pesticides and has been officially registered with the pesticide commission. The list is also accompanied by specific targets for each pesticide. The use of pesticide by the company is specific to target species with appropriate dosage which have minimal impact on non-target species.

Based on field visits and interviews with pesticide applicator in Hikmah 2 Estate and 4 KUD become the sample, it was concluded that workers knew about the function of the chemical used and selective when doing the spraying activity, as for example for glyphosate material used to spray the circle and harvesting path only while the weeds in inter row not sprayed. The company used *Isopropil amina glyphosate*, *Metil metsulfuron*, and *triclophyr*, which have received permission from the government.

4.6.2

The company has documented records of pesticide toxicity in the document of Monthly Pesticide Toxicity Data. The document is recorded product name, active ingredients, LD50, percentage of active ingredients, total application, total active ingredients, FFB production and pesticide unit/kg FFB. This document is constantly recorded and updated by Estate Sustainability Officer each month.

4.6.3

The company has program to reduce the pesticide usage that covered at SOP Agronomy by replacing pesticides with biological controls such as using natural predators to control rat and planting the beneficial plant. Based on document review and field observation, several IPM program with biological approach that has been implemented such as rat control by *Tyto alba*, and leaf eater caterpillar by planting beneficial plant such as *Turnera subulata* and *Casia cobanensis*. Moreover, the company has also conducted early detection routinely listed in the monthly report of early warning system. There is no prophylactic use. In 2019, the company does not use pesticide for pest control at all.

4.6.4

PT Sampoerna Agro has a Memorandum issued by the R&D Director on November 15, 2019 regarding the cessation of use of paraquat and chemicals which are prohibited for use based on RSPO regulations. All KUD's has a policy and joint commitment which explains that KUD did not use paraquat.

Based on document verification, Hikmah 2 Estate from January to October 2019 only used paraquat as much as 0.02 liters, while all KUD's that became the audit sample did not use paraquat at all and in the last 3 years the unit which became the scope of certification did not use pesticides with WHO 1A or 1B class.

4.6.5, 4.6.7 and 4.6.9

The results of field observation in warehouse and interview with pesticide applicator in Hikmah 2 Estate and 4 KUD become the sample, it is known that the employees have been given regular training in safe work practices. This was evidenced by the employee can demonstrate the correct way to work in accordance with the procedures including how use and handling the risks in accordance with material safety sheets. There have been sheets of safety work (MSDS) and the symbols of hazardous and toxic materials are properly installed on the walls and doors of warehouse.

The auditor conducted interviews with pesticide applicator at Hikmah 2 Estate and 4 KUD become the sample who were conducting manual maintenance activities because the chemist program was not available that day. The results of the interview concluded that the worker can explain the PPE used in accordance with the recommendations in the risk assessment and the employee revealed if the PPE used is damaged, it can be easily replaced if reported to the foreman. The supervisor also checks the completeness of PPE employees every day and if found employees who do not use PPE when working in the field will be reprimanded and not allowed to work until the PPE is used again.

4.6.6 & 4.6.10

The company and KUD's has documents relating to pesticide storage in SOP P-SAG-PKS-LMB-01 on hazardous material

handling and hazardous waste handling. The Company shows evidence that any container of ex-pesticide has been stored and not used for other purposes such as monitoring the exit container of ex-pesticide in 2019. In the document described the number of container of pesticides coming out of the central warehouse and the entry (after application of the spaciousness) to the schedule waste

The result of field observation in Hikmah 2 Estate, and KUD's of PT SA there is no indication of the use of agrochemical ex-packaging for other purposes. Chemical material (pesticide) are kept in pesticide storage and kept separately with other material. Pesticide storage is in accordance with recognized best practices. Pesticides is kept in a room separately with other material with adequate ventilation. Based on field observation to Hikmah dua Estate and KUD sumber sentosa and KUD Marga Mulya, did not sighted ex pesticide container is used for other purpose. Used pesticide container is kept in temporary hazardous waste storage in each estate and then sent to licensed hazardous waste carriers. The last shipment of used pesticide packaging to licensed carriers was carried out on October 17, 2019 (KUD) and November 4, 2019 (Hikmah 2 Estate).

Field visit and interview with optimization store PIC acquired information that company has implemented proper ways regarding pesticides waste management based on procedures/MSDS.

4.6.8

Based on a review of documents and interviews with management staff, the company did not perform the application of pesticides from the air.

4.6.11

The company has list of pesticide operator based on latest data of October 2019 as many as 99 workers for Hikmah 2 Estate, 12 workers for KUD Sumber Sentosa, 16 workers for KUD Bina Tani Mulya and 10 workers for KUD Sedia Mukti. Medical examination (cholinesterase) has been conducted on 2-8 April 2019 to all pesticides workers in Hikmah 2 Estate and 26 March – 8 April 2019 to all pesticides workers in all KUD. The result of medical examination is informed to the workers and all pesticide operators are in a healthy condition (normal result). And also, based on interview with the workers, it is known that they are never get experience of occupational injury which caused by chemical such as irritation.

4.6.12

The company has a memorandum regarding the prohibition of hiring pregnant or breastfeeding women to spray and fertilize with document number 0044 / MD / VIII / 2010 issued by the Managing Director on 31 August 2010.

Based on interview with female spraying personnel, it is known that there was neither pregnant nor lactating female personnel who work with pesticide. Moreover, the company conducts pregnancy test and examination every month. Audit team also got information that the personnel have understood that female personnel cannot work with chemical material if they are pregnant or lactating.

Status: Comply

4.7

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

4.7.1

PT Sampoerna Agro has OHS policy that is contained in one of the points of the Sustainability Policy written in Indonesian: "prevent work accidents and occupational diseases caused by unsafe conditions and actions". The policy was signed by the Chief Executive Officer on October 1, 2019. All KUD has a OHS policy set out in one of the points of the Policy and Joint Commitments written in Indonesian and approved by the Head of KUD, Secretary of KUD and Treasurer of KUD on 1 October 2019.

Based on interview with workers known that they have been known about the OHS policy, for example workers are required use PPE while working and safe working practices. They also said that Field Officer perform morning briefing every day before starting work and ensure the completeness of the PPE of all workers. Management have work program of occupational health safety every year. Realization of the program of work will be monitored through regular meetings Guiding Committee of Occupational Safety & Health every month. This work program applies generally to all workers in

the workplace. If the plans have been made yet on target then will be evaluated in the management review to assess effectiveness.

Interviews were conducted to estate workers (harvesters, manuring workers, and pesticides applicators) and mill workers (boiler operator, engine room operator, etc). Based on the results of interviews can be concluded that workers understand the OHS policy and it's recognized that every morning meeting is always affirmed about the importance of safety and the use of PPE in work.

4.7.2

The company the document of hazard identification, risk assessment and risk control which issued on January 2019. It will be reviewed if any occupational accident happen. The document describes the description/activity, potential hazards, risk assessment and risk control. Based on site observation at workshop and agrochemical warehouse in Hikmah 2 Estate, Selapan Jaya Mill and 4 KUD become the sample, it was clearly confirmed that workers had been aware related potential risk and hazards in the work place. Following up on this, the company has been reduce the potential risk by routine socialization about OHS, providing PPE, and OHS signboard are available in workplace.

4.7.3

Based on documents verification and interviews, it is known that all operators at Selapan Jaya Mill and Hikmah 2 Estate already have lisense such as boiler operators, lift carrier operators, welders and electrical technician. The management unit has had the training plan for workers exposed to high noise levels such as training of procedure, socialization of HIRAC and safety briefing before work.

Based on the results of auditor verification found the following evidence:

- The company has a Memorandum regarding Provision and Life Period of PPE No: 076 / MD / VI / 2016 dated June 22, 2015 which explains the type of PPE of workers and the life of PPE, for example for the factory area, ear protection devices namely ear plugs, foot protection devices namely safety shoes, hand protective equipment namely gloves, respiratory protective equipment namely cloth masks.
- Based on field observations and interviews with operators at Selapan Jaya Mill (press station, kernel station, clarification station and boiler station) it is known that 2 of the 4 operators interviewed did not use ear protection equipment and 2 other operators used cotton as ear protection.
- Based on field observations and interviews with operators at Selapan Jaya Mill (sterilizer station, kernel station, clarification station and boiler station) it is known that 4 operators interviewed using foot protective equipment in the form of boots that were bought by themselves because the shoes given by the company were left at home.
- Based on field observations and interviews with operators at the boiler station, it is known that the operator uses his own cloth mask as a respiratory protective device.
- Based on observations at the press station and next to temporary storage for hazardous and toxic waste Selapan Jaya Mill, it is known that there are cutting welding activities where the operator does not use hand protective equipment.
- The company shows that there are monitoring activities of the PPE condition of operators in the Selapan Jaya Mill which are carried out every month, for example shown the monitoring record in October 2019.
- Minutes of PPE handover were shown to workers at Selapan Jaya Mill on October 31, 2019.

Based on the evidence, it is concluded that the company has not been effective in ensuring that PPE is used by workers in the field in accordance with the procedures they have. This is become Non-conformity No. 2019.01 with Major category.

4.7.4

The company already has persons that responsible for the OHS program within the organizational structure of Committee of Occupational Health and Safety (*P2K3*) established in each management unit. The organization routinely conducts monthly meetings on OHS issues in the workplace. The documentation of the meeting were recorded and stored well. Based on interviews to workers who are members of the *P2K3* organization it is known that monthly meetings are always routinely conducted to discuss about OHS such as consistency of PPE usage, work accident report, fire simulation, checking of emergency response equipment, OHS sign board, cleanliness of work area, etc.

4.7.5

The company and All KUDs have procedure for emergencies respons. The procedure has cover major potential emergencies such as fire, chemical spillage, earthquakes, flooding, and demonstration. The procedure stated on Indonesian language. The procedures also explained that records of all accidents shall be kept and periodically reviewed. The company has emergency facilities and infrastructure such as fire extinguisher, first aid kit, hydrant, water tank, and other supporting equipment. Simulation was performed to know the preparedness of emergency response equipment in the POM. The simulation was performed on hydrants located in the mill and the result of the experiment was concluded that the hydrant tool is ready for use. As well as fire extinguishers in the estate, from the results of simulations carried out, it was concluded that fire extinguishers was ready for use.

Selapan Jaya Mill, Hikmah 2 Estate and 4 KUD become the sample has already licensed first aid officers and there was first aid training conducted on 29 June 2019 in training centre which was attended by 21 participants. Based on field visits and interviews, it was found that all the supervisor in each of activities were equipped with first aid kit and had been trained on the use of first aid boxes and the supervisor explained the usefulness of each first aid kit.

4.7.6

The company has provide medical care and accident insurance for all workers. Medical care and accident insurance is covered by Health and Employment Workers Social Security Agency (*BPJS*). The payment for BPJS is conducted every month according to the available rule. Besides, the company also provide medical facilities (clinic) for workers if work accident is occurred. Work accident will be reported to the *BPJS* Agency and claim for it will be done if the medical process has been completed. Based on interview with worker in estate and mill, it is known that both worker and their family is have been registered in health insurance (*BPJS Kesehatan*). There are some contractors in certification unit. Based on interview with contractor representative, it is known that the accident insurance for contractor's workers is covered by the head of contractor itself.

As for cooperative unit workers, only part of worker registered to BPJS program, namely spraying worker. However, cooperative unit has planned that all workers will be covered by accident insurance through BPJS. Cooperative unit showed the plan until 2020, all worker will be registered to accident insurance. And for medical care, cooperative provides assistance for the treatment even though not covered 100%, for example payment of health services from cooperative unit for employees, for example on 15 May 2018 for the fever treatment of harvesting worker of Bina Tani Mulya Cooperative unit.

4.7.7

The company has calculated the Lost Time Accident every month for monitoring the recording of occupational accidents. It shown the Lost Time Accident calculation per October 2019. This document informs the number of worker, number of working days, the number of non effective working days, overtime, hours of work in total, the number of accidents, the number of working days lost, hours of work a year, the number of accidents a year, lost days a year. Calculation of SR and FR is reviewed regularly and will be evaluated at monthly meeting of OHS Committee.

4.7.3	Status: Non-conformity No. 2019.01 with Major category	
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4.8

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

4.8.1

Company and cooperative unit has training program for workers for period of 2019 for operational training. The aspect in the training program are such as environment, labor best management practice aspect, and others. The training program for contractor's worker, it follows training program for company's worker and will be adjusted with the type of work for each contractor. Some of training program, namely:

- Emergency response simulation
- Refreshment training of RSPO Principle and Criteria
- Refreshment training of HCV and SIA
- Awareness training of RSPO, ISCC, ISPO, and ISO
- Training of cooperative unit management
- And others

Based on interview with worker in estate and mill, they have received some training related to their work, such as work procedure training, emergency response, and first aid training. The training has been documented into minutes of meeting, list of attendees, and photo activity.

4.8.2

Company has showed the documentation of training or socialization whether it is internal or external training in form of minutes of meeting, list of attendees, and photo activity. For example:

- Socialization of OHS policy, first aid, emergency response in work place and risk at work place on 21 August 2019 in Division 3 Hikmah 2 Estate attended by 9 workers.
- Socialization of prevention for sexual harassment, protection of reproductive rights, and complaint mechanism on 16 January 2019 attended by 98 mill workers.
- Socialization of OHS policy and procedure of harvesting on 27 June 2019 attended by 95 participants in KUD Marga Mulya

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, 5.1.2, & 5.1.3

The company (Hikmah 2 Estate) has EIA document (ANDAL) year 1996. The EIA document has approved by Department of Agriculture No. 142/BA.5/IV/1996 dated 18 June 1996. The EIA document covering activity such as pra construction (legal land), construction including estate activity (land clearing, road building, land cover crop, drainage, nursery, planting) and infrastructure (emplacement, office building, mill, general facility), operational activity (labor recruitment, fertilizing, circle weeding, harvesting, pest and disease, pruning) and pasca construction (harvesting, FFB transportation, mill processing). Then in 2004, estate revised their EIA document, approved by Environmental Official Government of Ogan Komering Ilir. This revised because Land application program plan was changed from Hikmah 2 estate to Hikmah 1 estate

The cooperative and Selapan Jaya POM has EIA document including in the EIA document of PT Selapan Jaya. The EIA document has approved by Minister of Agriculture No.025/ANDAL/RKL-RPL/3A/XII/1997 dated 31 December 1997. The EIA document has conducted according to government regulation (PP No. 51 year 1983). The EIA assessment has conduct consultation with relevant stakeholder to identify and to develop mitigation measure. The consultant conduct consultation with local community of Padamaran Sub District and Mesuji Sub District for PT Telaga Hikmah.

The company (Hikmah 2) and cooperative has environmental plan stated in the environmental monitoring plan (RPL) and environmental management plan (RKL). The management plan explained about source of impact, environmental parameter to monitoring, aim of environmental monitoring plan, monitoring meth- od of environmental (method of collecting and data analysis, location of monitoring, due date and monitoring frequent) and person incharge. The company (Hikmah 2 Estate) has implemented environmental management plan. The implementation of environmental management plan explained in the report of environmental monitoring plan and environmental management plan period 1st semester 2019. The report has been distributed to environmental agency of Ogan Komering Ilir District on 28 August 2019. The report made is in accordance with KepmenLH No. 45 of 2005 concerning guidelines for writing RKL-RPL.

The environmental monitoring plan and environmental management plan has in- corporate with monitoring matriks. The monitoring protocol adaptive to operational changes The company has implemented monitoring protocol to monitor the effectiveness the mitigation measures. The company has conduct reviewed on June 10, 2016. There is no addendum of EIA yet until ASA-3.

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

The company (Hikmah 2 estate) has conducted HCV assessment on September 23-28, 2012 by Forest Faculty, Bogor Agriculture University. HCV conducted by qualified assessors namely Dr Nyoto Santosa and Ir Ahmad Faisal Siregar. HCV identification found HCV 4.1 (swamp area) about 53.82 Ha. In the HCV study process the company and consultant conducted public consultation with relevant stakeholder on September 28, 2012 attended by 60 person from related community and internal workers. The company also has conducted HCV assessment for its supplier (17 smallholders) in 2017 by PT Sonokeling. HCV Conducted by qualified assessor namely Ir Siswoyo. The HCV assessment cover area of 20,217.27 ha. HCV identification found HCV is overlapping between HCV 1.1 and HCV 4.1 about 137.75 Ha, The HCV area for 11 KUDs included in the certification scope was 52.26 Ha. In the HCV study process the company and consultant conducted public consultation with relevant stakeholder on February 17, 2017 attended by 57 person from related community.

The HCV assessment cover the presence of protected area that significantly affected by the plantation and mill, conservation status and identification of HCV habitats. Based on HCV assessment identification no found any species (flora and fauna) categorized as RTE species. The HCV assessment conduct used the Common Guidance for Identification of HCV, HCV assessment manual (HCVRN 2013) and Guidance of identification of HCV in Indonesia (HCV Toolkit Indonesia, 2008). The company has HCV map.

5.2.2 & 5.2.3

The company has document management and monitoring guidance program 2019 to maintain HCV value such as establishing boundary along of outside the border with poles and signboard, fire control, flora and fauna protection, land cover inventory and enrichment area. The company and smallholder has implemented the program to maintain the HCV value such as monitoring of flora and fauna, monitoring and maintenance the signboard, restoration area, monitoring of erosion and socialization of HCV to worker and local community. There is report of Mangement and Monitoring of HCV 2018.

The company has rules to protect RTE species that stated on procedure of Konservasi Satwa dan Tumbuhan Dilindungi (SOP-AGR-052-R03 dated 1 August 2017). The company and smallholder have management and monitoring program to educate the worker and local company about the status RTE species by periodic socialization of HCV value. There is a memorandum no 058/MD/V/2016 date May 16, 2016 signed by Managing Director Sumatera that mention the disciplinary sanction if any worker and local community found to have captured, harmed, collected or killed RTE species in accordance with government regulation.

As for examples of socialization that has been done include:

- SOP, SIA, AMDAL and HCV socialization on July 22, 2019 at Sumber Sentosa Village Cooperative was attended by 30 participants.
- The socialization of HCV on September 1, 2019 in the Hall of Sedyo Mulyo Village was attended by 52 participants consisting of village officials, representatives of surrounding villages and KUD-KUD under the auspices of Sampoerna Agro.
- HCV socialization on July 25, 2019 at KUD Sedia Mukti was attended by 43 participants consisting of village officials, representatives, KUD employees and representatives of landowners.

5.2.4 & 5.2.5

Based on document review and field observation, company and KUD's has realized the HCV management plan such as: 11 KUD and Selapan Jaya Mill

- There is a management and monitoring report of PT Sampoerna Agro's Plasma Protected Area in 2018, in the management and monitoring implementation report, it was found that during 2018 17 species of plants and 26 species of animals were found. There are 17 species of plants that are not protected while 26 species of animals consisting

of 3 mammals, 18 birds, and 5 Herpetofauna found several species of animals protected by PP No. 7 of 1999 such as *Kuntul kerbau*, *Bondol Haji*, *Elang tikus*, *Cekakak Belukar*, *Burung Madu Kelapa*, *Kipasan Belang* and the others. Of all the animals and flora found there are no species that fall into the RTE category.

- Demonstrated relative signboard maintenance and spray limit marking using yellow paint on the palm oil.
- Minutes of HCV monitoring on March 20, 2019 at Sumber Sentosa Village Cooperative in the Ketek River area. Found 5 types of animals during observation, the condition of HCV there is no disturbance or damage, the spray limit is still clear and can be seen properly.
- Minutes of HCV monitoring on 26 September 2019 at KUD Sumber Sentosa in the Sungai Ketek area. Found 5 types of animals during observation, the condition of HCV there is no disturbance or damage, the spray limit is still clear and can be seen properly.
- Minutes of animal monitoring in the HCV KUD Marga Mulya area on March 5, 2019 were carried out in Rawa Beka and Rawa Kuning. Found 6 types of animals including *Cekakak Sungai*, *Cekakak Belukar*, *Bubut Alang-Alang*, *Perkutut Jawa*.
- Monitoring HCV attributes in the form of stakes and signboards in KUD Marga Mulya on March 19, 2019 are known to be in good condition.
- Monitoring HCV Attributes in the form of stakes, signboards, Pole Plang, HCV Boundary Signs at KUD Sedia Mukti on September 25, 2019 are known to be in good condition.
- Minutes of animal monitoring in the HCV KUD Sedia Mukti area on 25 September 2019 were conducted in the HCV Area. Found 5 types of animals including *Cekakak Sungai*, *Cekakak Belukar*, *Bubut Alang-Alang*, *Perkutut Jawa*.

Hikmah 2 Estate

- Kebun Hikmah 2 Estate has a HCV Management and Monitoring Report Draft in 2019. From this document it is known that in 2019 species of animals were found, with details of 18 bird species, 2 mammals and 4 reptiles, while for flora 21 species of flora were found. In addition the company has marked the HCV area boundary and socialized to employees related to the HCV area.
- The company showed the HCV area monitoring document which was conducted in April 2019, during the monitoring in that month 9 species of animals such as *Tekukur Biasa*, *Ayam Hutan Merah*, *Kutilang*, *Perenjak Rawa*.
- The company shows the HCV area patrol document which is conducted once a month from January 2019 to September 2019. For example, the results of patrol in September 2019 obtained information on the condition of Signboard in a damaged condition, HCV Benchmark condition in good condition, found *Babi*, *Biawak* dan *Monyet Ekor Panjang*.

Based on the document review, it is known that the company's HCV area does not overlap with community interests.

Status: Comply

5.3

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

5.3.1, 5.3.2, & 5.3.3

The company has procedure of Integrated Management System (IMS) about Waste Management (P-SAG-KBN-LMB-01 revision 02 issued date October 30, 2015). The procedure consists of 4R system (Reduce, Reuse, Recycle and Recovery). Management and waste disposal plan has been include about identification and monitoring the waste and pollution source and hazardous and toxic waste disposal to third parties. There is document identification of the source of waste and its control in Hikmah II Estate and Mill set in January 2019.

Selapan Jaya Mill, 11 KUD suppliers and Hikmah 2 Estate already have hazardous waste temporary storage permits from related agencies and all permits are still valid today.

Based on field observation on storage and interview with worker in rinse house, it is known that all waste including chemicals and their containers have been disposed in accordance procedure about the Management of Toxic and Hazardous Wastes and Non-hazardous waste whereabouts hazardous waste was saving on licensed place, labelling, had monitoring report, organized by category, first aid equipment, symbols and label, the rooms were enclosed and protected.

To prove that the company's waste has been transported by the licensed carrier/transporter, the company shows the document of the cooperation agreement between KUD and PT Dame Alam Sejahtera no No.350/MOU/SS-DAS/VIII/2019 dated 24 Juli 2019 and valid until 24 Juli 2020.

The company also showed the document about hazardous waste transport. The document shows that hazardous waste was transported by PT Dame Alam Sejahtera from PT SA, 11 KUD and Hikmah 2 Estate Temporary Hazardous Storage with details:

Selapan Jaya Mill 23 October 2019:

- Used oil 1.34 tons
- Used product 0.1 tons
- Used oil filter 0.35 ton
- B3 Used Packaging 0.196 tons
- Electronic waste 0.005 tons
- Medical waste 0.0013 tons.

Hikmah 2 Estate 4 November 2019:

- Used oil 440 kg
- Medical Waste 9.70 kg
- Used Packaging 443.6 kg
- Used Oil / Solar Filter 15 kg
- Used battery 160 kg

11 KUD's 17 October 2019:

- KUD Sumber Sentosa
- Poison container as much as 144.1 kg
- Former Plastic Sack of Fertilizer 135.9 kg
- KUD Marga Mulya
- Toxic containers as much as 52.87 kg
- Former Plastic Sack of Fertilizer 135.9 kg
- KUD Sedia Mukti
- Toxic containers as much as 52.87 kg
- Former Plastic Sack of Fertilizers 131.47 kg

The company presented evidence of hazardous waste reporting for the 2nd quarter period to the Ogan Komering Ilir District Environmental Agency and the South Sumatra Provincial Environment Agency on 30 July 2019.

Based on field visits in the residential area, plantation area, warehouse, housing and mill area it is known that the waste is disposed accordance with the procedures of management waste. Waste is not burned. There is a ban board for burning and light fires. The company has manages the POME generated by Selapan Jaya Mill on WWTP ponds, then utilize on for methane capture in biogas plant. The company also has testing POME quality every month, accordance Minister Decree environmental agency number 5/2014.

Based on the results of auditors' visits to several locations in the Selapan Jaya Mill, Hikmah 2 Estate and 11 KUD's some hazardous waste were not stored properly such as:

- 15 packages of used pesticides (round up) & 2 packages of ex paint and 2 packages of used pesticides (round up) stored in the Genset room of KUD Bina Tani Mulya.
- Ex-Nalco Jerigen in the Selapan Jaya PKS workshop area
- Used resin packaging, ex paint cans and diesel fuel in the Biogas Plant area.

based on this, the Management Unit has not been able to show evidence of all chemical waste and its containers are managed responsibly in accordance with the SOP.

5.3.2	Status: Non-conformity No. 2019.02 with Major category
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5.4
Efficiency of fossil fuel use and the use of renewable energy is optimised.
5.4.1

The company has consistently implemented efficiency of fossil fuel efforts through renewable energy usage by using shell and fiber. It efforts has documented and monitored well. For example, in monitored renewable energy usage and efficiency analysis document recorded as follows:

- Daily monitoring of the use of solid waste for boiler fuel.
- Daily monitoring on fossil fuels use in each unit.

The Company has a record of the use of renewable energy or fossil energy, from data from 2017 to 2019 the company has a record of the efficiency of fuel use, For 2018 the following data are known:

FFB Process: 329,239.23 tons

Total Solar Generators: 31,910 ltr or 0.14 ltr / ton FFB

Total Shells for boilers: 8,368.89 tons 0.04 tons / tons FFB

Total Fiber for boilers: 39,580.80 tons 0.17 tons / font FFB

Total kwh of generator set: 57,790 0.25kwh / ton FFB

Total kwh of the turbine: 6,677,200 28.41 kwh / ton FFB

For 2019 the following data are known (todate October)

FFB Processing: 252,781.58 tons

Total Solar Generators: 26,840 ltr or 0.11 ltr / ton FFB

Total Shells for boilers: 10,802 tons 0.05 tons / ton FFB

Total Fiber for boilers: 30,622.70 tons 0.13 tons / ton FFB

Total kwh of generator set: 52,710 0.22 kwh / ton FFB

Total kwh of the turbine: 5,236,900 22.28 kwh / ton FFB

in addition to saving and maximizing renewable fuels the company already has and uses a biogas plant.

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

The company have a zero burning policy that explicit stated in Group Company Policy signed by Chief Executive Officer on July 20th, 2015. The statement is: To prevent environment pollution and land clearing without fires (zero burning). A procedure for zero burning on Land Clearing, SOP No P-SAG-KBN-PML-03, is available. This procedure is referring to national law regarding controlling on damage and Environment Pollution caused by land fire and forest fire. The SOP mentioned that land clearing must be carried out with controlling and zero burning, and also prohibition of HCV areas disturbance. Land clearing method used is the uprooting and stacking of the wood to rotten.

All KUD have a policy to avoid the usage of fire during land clearing or replanting presented in procedure of land preparation for replanting. The work instruction mentioned that land preparation for replanting with zero burning. During 3rd surveillance audit, there is no replanting activities at the estate.

Status: Comply

5.6
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.
5.6.1

The company has assessed all polluting activities, including gaseous emissions, particulate/soot emissions and effluent. According to assessment result, the company's operation generated pollution and emission such as used of fossil fuel, fertilizing, pesticide, emission from vehicle, POME, Electricity usage.

5.6.2

The Company periodically every semester has been testing the sources of emissions and pollutants, as indicated by the test results 2nd semester 2018 & 1st semester 2019 with test results that are below the threshold. Based on field interviews obtained information that smallholders have a fertilization work plan based on recommendations from the company, spraying activity schedule and the use of to reduce the use of rat poison. In addition, smallholder also has a wash facility for spraying equipment. For areas with high noise, the company has installed high noise warning signs.

5.6.3

CH also has conducted GHG emission calculations period 2018 use of Calculator Palm GHG version 3.0.1. Accurate data has been put into the RSPO PalmGHG Calculator (Palm GHG version 3.0.1) and has been verified. Summary of net GHG emissions from PalmGHG calculator of the audit report which calculation option is applied "Apply full Version"

Summary of Net GHG Emissions

Emission per product	tCO ₂ e/tProduct
CPO	-0.23
PK	-0.23
Production	
FFB processed	302370.494
CPO produced	68801.126
PK produced	17106.795
Extraction	
OER	22.75
KER	5.66
Land use	
Planted area	30025.03
Planted on peat	4897.56
Conservation Area	665.26

Summary of field emission and Sinks

Description	Own crop		Group		3 rd party	
Emissions Sources	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB	tCO ₂ e	tCO ₂ e/tFFB
Land conversion	307.17	0.58	55584.2	0.2	0	0
CO ₂ emissions from fertilizer	26.6	0.05	11399.02	0.04	0	0
NO ₂ emissions	2105.25	0.09	9804.96	0.1	0	0
Fuel consumption	5.73	0.01	1270.92	0.01	0	0
Peat oxidation	0	0	3477.62	0.55	0	0
Sinks						
Crop sequestration	-340.74	-0.64	-99084.36	0.39	0	0
Sequestration in Conservation area	-0.92	0	0	0	0	0
Total	2103.09	0.08	-17547.64	0.51	2333.44	0

Summary Oil Mill Emissions and Credits

Remarks	tCO ₂ e	tCO ₂ e/t FFB
Emissions sources		
POME	6714.49	0.02
Fuel consumption	302.61	0

Grid electricity	0	0
Credits		
Export of grid electricity	-1724.21	-0.01
Sales of PKS	-11693.86	-0.04
Sales of EFB	0	0
Total	-6400.98	-0.02

Palm Oil Mill Effluent (POME) Treatment

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

POME Divert to Anaerobic Digestion

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

In 2018 the Tanjung Sari and Mega Terang estate supplied FFB to the Selapan Jaya Mill, both of which had large peat areas, and in 2019 the two Estate did not supply to Selapan Jaya. So that the amount of carbon produced is reduced quite a lot from last year.

Status: Comply

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

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

6.1.1 & 6.1.2

Social Impact Assessment for PT SA Telaga Hikmah 2 estate and Jaya Selapan POM were carried out on 2014. The assessment includes details of positive and negative social effects that may be caused by plantations and mills and documents participation of affected parties and local communities. The SIA was conducted through participatory method involving all relevant affected parties and stakeholder.

KUD Bina Sejahtera, KUD Sumber Sentosa, KUD Subur Makmur KUD Sedia Mukti and KUD Bina Tani Mulya SIA Assessments conducted by PT Sono Keling in Februari 2019. There were 2 assessors sent to assess the impacts of All PT SA 17 scheid smallholder and KUD (Cooperative) Bina Sejahtera, KUD Sedia Mukti, KUD Sumber Sentosa, KUD Subur Makmur and KUD Bina Tani Mulya have included in the scope. There are list of attendance of SIA process such as FGD, HCVA, SIA and CSA stakeholder consultation at Kerta Mukti Villages, conducted at February 16th 2017 attended by 11 local community leaders (cooperative, traditional and local leader).

6.1.3, 6.1.4 & 6.1.5

The SIA Action Plans for avoidance or mitigation of negative impacts and promotion of the positive ones as well as monitoring of impacts has developed in consultation with the affected parties. It was well documented and timetabled, including responsibilities for implementation as seen on document below:

- a. Social Impact Management Plan 2020 PT TH. Company has reviewed the social impact plan taking into account the social problems occurring usually around company. Reviewing has occurred through stakeholder meeting. Company also has given its concern to the farmers which were done by counseling activity about how to cultivate palm oil. A review of the SIA management plan will be conducted in June 2019. The PT SA and KUD SIA management plan has only been carried out up to the stakeholder consultation stage, the results of the stakeholder consultation have not been included as a management plan in 2020 (OFI)

- b. Tabel 7.11. On the SIA Documents shows Smallholder (including KUD Bina Sejahtera, KUD Sedia Mukti, KUD Subur Makmur, KUD Sumber Sentosa and KUD Bina Tani Mulya) Social Impacts Management Plan. Impacts that has identified and will be managed are: a) Impacts to Natural Resources; b) Impacts to Human Resources; c) Impacts to Economic Resources; d) Social and Culture; e) infrastructure. No specific time table such as date regarding activities, the document mentioned "all time" as the time in order to manage social impacts.

There are social issues and impacts (positive and negative) have assessed regarding the smallholder (KUD Bina Sejahtera, KUD Sedia Mukti, KUD Sumber Sentosa, KUD Subur Makmur and KUD Bina Tani Mulya) plantation operations. Impacts covered in the documents are: a) Access to use the rights (road has open the access); b) Economic livelihood (working and business opportunities); c) Subsistence activities (paddy, maize, and vegetables crop culture); d) Culture and religious values (working ethos and social envy); e) Health and education (the level education of local community); f) Infrastructure and accessibilities.

Status: Comply

6.2

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

6.2.1

Company has *SOP Komunikasi, Partisipasi, dan Konsultasi* (P-SAG-HA-CA&L) which explain communication mechanism with external and internal stakeholder. Cooperative unit also has procedure regulates about communication mechanism written on *SOP Komunikasi, Partisipasi, dan Keluhan* (SA-PLASMA-PP-CA&L-01). The procedure is available in Bahasa Indonesia and English.

Based on interview with Statutory Bodies in Ogan Komering Ilir Regency and representative of Pulau Geronggang Village, it is known that they understand how to communicate and consult with PT Sampoerna Agro.

6.2.2, 6.2.3

Company and cooperative unit has appointed PIC for communication and consultation through decree and standard operational procedure. Based on *SOP Komunikasi, Partisipasi, dan Konsultasi* (P-SAG-HA-CA&L), PIC for mill and estate unit is manager, CA & L department, sustainability unit, and human resource and services. And PIC for cooperative unit is appointed through decree, for example No. 19/KUD-SM/GR-MSRY/IV/2019 and also explain the responsibility of PIC. Based on interview with representative of Pulau Geronggang Village, it is known that they know company's PIC of communication and there is no difficulties in consultation with PT Sampoerna Agro.

Stakeholder list of PT Sampoerna Agro and cooperative unit is available for periode 2019, consist of statutory bodies, local communities, worker organization, smallholder cooperative, local contractor, and local NGO. Stakeholder can request information about company and mostly about assistance proposal and mandatory reporting information. For example: The letter dated 3 August 2019 from Pulau Geronggang Village about request for financial assistance to commemorate independence day and it has been responded by PT Telaga Hikmah directly by giving the financial assistance and letter dated 19 September 2019 from SMKN 1 Pedamaran Timur about request for internship place and has been responded by Sumber Sentosa Cooperative Unit by allowing some student to do internship in Sumber Sentosa Cooperative Unit.

Status: Comply

6.3

There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.

6.3.1

Company has a mechanism of complaint and grievance handling written in *SOP Komunikasi, Partisipasi, dan Konsultasi* (P-SAG-HA-CA&L). Complain from worker can be submitted to worker's supervisor verbally or written and complaint from external stakeholders can be submitted to manager, CA & L department, sustainability unit, and human resource and services and will protect identity reporter. Based on interview with worker in mill and estate, it is known that workers understand how to deliver their complaint if any. Based on interview with representative of Pulau Geronggang Village, it is known that they understand the mechanism to deliver their complaint if any.

6.3.2

Complaint from internal stakeholder is documented in log book of stakeholder communication number of document LB-SAG-RO-CAS-080001. For example, complaint from worker on 18 August 2019 about housing facility. Company has responded the complaint by renovate the house as wished by worker on 22 August 2019.

Based on online news, there is a complaint from one of Pulau Geronggang resident about smallholder development in PT Telaga Hikmah, especially Hikmah 2 Estate. Responding to this complain, company showed documentation of complaint resolution, such as:

- Letter from Regent of Ogan Komering Ilir regarding matter in PT Telaga Hikmah,
- Letter from company regarding invitation for a mediation meeting of KUD Pulau Geronggang matter,
- Letter from KUD Pulau Geronggang to Regent of Ogan Komering Ilir about compensation for plasma land in PT Telaga Hikmah 2
- Memorandum from Chief Operating Officer dan Head of Plasma about the proposed resolution of the KUD Pulau Geronggang (Puger Mulya)
- Letter from PT Telaga Hikmah to Environment Agency and Land Agency regarding response of invitation letter for resolving matter of KUD Puger Mulya.
- Letter from South Sumatera regional police to complaint reporter the notification of the progress of the KUD Pulau Geronggang investigation which states that the results of the recommended investigation cannot be upgraded to the next stage with the consideration of several reasons.

All documentation is documented well.

Then, based on interview with worker in mill and estate and also representative of related agency in Ogan Komering Ilir Regency and Pulau Geronggang Village, they don't have complaint towards PT Sampoerna Agro.

Status: Comply

6.4

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

6.4.1, 6.4.2 & 6.4.3

The Company has Land Compensation Procedure (P-SAG-HO-CA&L-03) dated 1 September 2017. The Company has no new land acquisition and the entire compensation process was completed in 2003. The results of compensation documents verification and interview with communities included previous landowner are known that there are no indigenous rights or customary rights and there is no issues regarding to FPIC process. The compensation process are done directed to the land owner and not diminish the legal/customary right, landowners are given the freedom to release their land without coercion. All evidence of recording in the form of Maps, Negotiated Results, Declaration of Disposal of Rights by the Land Owner, Minutes of Compensation, Payment Receipts are documented and filed in estates, according to the location of the compensated land.

In the HGU area of the company (Hikmah 2 Estate) there are still areas of community land that have not been compensated (540.21 Ha), this is because the cultivators are not willing to relinquish their cultivated land. Based on the results of visits to cultivated areas such as in Hikmah 2 Estate block 21 - 24 and from interviews with the people of the villages of Pulau Geronggang it is known that the company did not force or seize these areas. Regarding these areas, the company has identified the cultivators and made an agreement with the cultivating parties started with negotiation on 14 October 2017, participatory mapped with scale of 1:18,000 and statement of head village on October 2017.

Status: Comply

6.5

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

6.5.1

Company and cooperative unit has copy of Sumatera Selatan Governor Decree No 757/KPTS/DISNAKERTRANS/2018 about sectoral minimum wage in Kalimantan Tengah Province. Based on the decree, minimum wage for Sumatera Selatan

Province in agriculture, forestry, labor and fisheries sectors is Rp 2,820,000/month. CH showed wage documentation for each unit. Based on document verification, the basic wage is in accordance with applicable regulation. For example:

- Engine room operator with ID number 2007027090 on September 2019 get basic wage as much as Rp 3,095,000. Worker also get overtime payment in accordance with applicable regulation.
- Salary list for 15 contractor workers of EFB transport on October 2019 and salary per day has above the minimum wage
- Free daily labor in Hikmah 2 Estate received wage as much as Rp 112,800 per day or in accordance with sectoral minimum wage of Sumatera Selatan Province.
- Harvesting worker in Sumber Sentosa KUD received salary Rp 3,614,750.

Based on interview with the harvester and committee of worker union, there were no complaint about working hours and wages payment. Based on interview with worker in Mill and Estate, there is no complaint about wages. They have received basic wage in accordance with regulation. Workers in cooperative units are direct employees of smallholder farmers and cooperative employees. Direct employees of smallholder farmers usually harvesting worker, loose fruit picker, FFB loader, and cooperative employees is spraying team. Wages for all cooperative employees is determined based on member meeting. Cooperative unit has showed decree about wages determination for operational worker in smallholder estate, for example No. 029/SK-P/KUD.SS/II/2019 for Sumber Sentosa Cooperative Unit and No. 01/KUD.MM/DS.TM/II/2019 for Marga Mulya Cooperative unit.

6.5.2

Company showed appointment letter from probation period worker to permanent worker, for example letter 329/RHS1/SK-PHT/H/II/2019. The letter describes about salary, leaves policy, code of conduct, duty and responsibility, work hour, health and medical insurance. Appointment letter is written in Indonesian Language and workers are understood the substance of the letter.

Company has Collective Labour Bargaining of PT Sampoerna Agro period of 2017 – 2019. The Collective Labour Bargaining is ratified by Manpower and Transmigration Agency of Sumatera Selatan Province through decree no 2909/SK/NAKERTRANS/2017 on 21 December 2017. This document is regulated about company and worker responsibilities, recruitment process, promotion and demotion, work time management, payment system, social insurance, contract termination, and so on. Based on interview with the worker, it is known that they understand about worker's rights and obligation as written in company regulation. It has been socialized to the worker by management representative.

While agreement about labour regulation for cooperative unit is regulated in work agreement, for example work agreement No. 19/KUD-SM/GR-MSRY/IV/2019 between head of Sedia Mukti Cooperative Unit and spraying team signed on 1 April 2019. The work agreement regulates the working hours, wages, facilities, OHS, and things that can cancel the work agreement.

6.5.3 & 6.5.4

Based on field observation in housing complex in Hikmah 2 Estate, it is known that Company has been providing housing facilities, lighting and water, places of worship, school buses, clinics and educational facilities (kindergarten, elementary). Based on interview with the residents, it is known that there is no complaint related to housing facilities. The facilities provided by the Company is adequate. And also it is known that one house is occupied by one family and the condition of housing is still in good shape. Adequate food supply can be accessed by the worker from monthly market whenever payday and from worker cooperative. Moreover, there are some kiosk in housing complex. Personnel can get the staple food with reasonable price.

Status: Comply

6.6

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

6.6.1

Policies are available to form trade unions both in PT SA and TH, and in cooperatives unit. For example, PT Sampoerna Agro Vision, Mission, and Policy which states that the Company respects the rights of every worker to form and become a union member. For cooperatives, there is a joint policy and commitment that states respect for human rights, including the right of all workers to collectively and negotiate collectively. The company has a union and is known to all workers in the estate and mill. In addition, the cooperative also has a representative group of workers whose representative is elected directly by workers and farmers

6.6.2

The union conducted internal meeting periodically or where there is an issue with company. There are meeting documentation, such as minutes of meeting on 20 July 2019 about discussion on the preparation of the collective labor bargaining draft period of 2019 - 2021 attended by 46 participants. The documentation is available in office unit and available for member if they were asking.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1

Company has child protection policy written in memorandum No. 0016/DMD/XII/2010, 9 December 2019. This policy explain that children under 18 years old are not allowed to work in companies. Cooperative unit also policy which stated that won't employ children under 18 years old. Based on document review and field observation, there are no workers under 18 years old. Based on public consultation with Labor and Transmigration Agency of Ogan Komering Ilir Regency and field observation in estate and POM, there is no issue regarding child labor. Based on interview with worker in estate and POM, they know the minimum age to work in the company. Based on field observation in estate, auditors did not sighted any harvester accompanied by their wife or children.

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 & 6.8.2

Company has policy related to nondiscrimination and equal opportunity written on memorandum No. 0025/DMD/XII/2010, 21 December 2019 which explained that every prospective employee has the same opportunities and treatment without discrimination in employment opportunities to find work in the company. Based on field observation and interview with spraying and manuring female worker, it is known that there is no issue or complain from worker regarding discrimination. In addition, employees come from different religions, genders, and places. The company also accepts employees from villages around the company.

6.8.3

Company kept the personal file of each worker in estate office. Based on interview with management, the recruitment is conducted through the company requirement. The new recruitment is conducted in accordance with the procedure. It is based on skill, capabilities, and health condition for all workers. Worker promotion, mutation or demotion is done through the employee performance assessment. Company showed documentation of employee recruitment, For example, CV is available, a job application letter, a copy of a diploma, the approval of the first daily permanent worker on October 30, 2013, a letter of transfer, a promotion letter, up to a letter of assignment on April 11, 2019. Based on interview with worker in estate, they know the content of decree and they have copy of the decree.

Workers in cooperative units are direct employees of smallholder farmers and cooperative employees. Direct employees of smallholder farmers usually harvesting worker, loose fruit picker, FFB loader, and cooperative employees is spraying team. Workers mostly comes from village where cooperative is based.

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

Policy to maintain morality is written in Memorandum No. 0034/MD/VII/2010 dated 13 July 2010. Based on interview with female worker in Hikmah 2 Estate, it is known that they understand the policy. It is also known that they understand the mechanism of complaint submission. Also, interview with committee of Gender Committee, it is known that there is no issue or complaint related to sexual harassment on the workplace.

Company has formed gender committee for handling the harassment issue around female workers. Complaint can be submitted to board of bipartite cooperation, gender committee, or their foreman. Based on interview with the board of gender committee, the company provides the female worker with menstrual leave, pregnant and nursing leave for about 3 months. Pregnant and nursing female worker is prohibited to work related to chemical. And also, company gives special breast feeding time for female worker, but prohibit the worker from working with chemical material.

Status: Comply

6.10

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

6.10.1 & 6.10.2

Company and cooperative unit show "FFB Price Document" from Plantation Agency of Sumatera Selatan Province for period II of October 2019. Price fixing is based on CPO and Kernel prices and also adjusted for age of the plant. The price document is available for public. Every change in the FFB price, it will be notified to farmers through an announcement board at the cooperative's office

6.10.3 & 6.10.4

The company has an agreement contract with cooperative unit or third party of FFB supplier, for example as follows:

- Agreement No. 021/KUD.BTM/MB/VII/2018 between Bina Tani Mulya Cooperative Unit and Selapan Jaya Mill, signed on 13 July 2018.
- Agreement No. 004/SA/TBS//2019 between Selapan Jaya Mill and PT Kelantan Sakti as third party of FFB supplier

Each contract document, signed by both parties as evidence that a work agreement has been agreed. Contract agreement documents are kept by both parties, which will be used as legal references.

Company shown the minutes of FFB sale payment of Sedia Mukti, Bina Tani Mulya, Marga Mulya, and Sumber Sentosa cooperative unit period August 2019 paid on 17 September 2019. Payment is in accordance with the price set by Plantation Agency of Sumatera Selatan Province. Payment receipt specifies net income, and other costs such as security, estate maintenance, fee management, and so on. Based on interview with representative of Sedia Mukti, Bina Tani Mulya, Marga Mulya, and Sumber Sentosa cooperative unit, there is no complaint about late payment.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1 & 6.11.2

Contribution to local development is carried out through partnership with smallholder cooperative, local contractor, and CSR implementation. Based on interview with representative of Pulau Geronggang Village, it is known that company has contribute to local development. And contribution to increasing smallholder productivity is carried out by providing training and counseling about operational activity to workers and farmers. Company and cooperative unit showed documentation of CSR implementation, among others:

- Food assistance for flood victims in Pulau Geronggang Village in March 2019
- Mosque restoration assistance in Maribaya Village
- *Koramil* office of Pedamaran renovation assistance
- Fund for mosque development assistance in Pulau Geronggang Village in May 2019
- And others

Status: Comply

6.12

No forms of forced or trafficked labour are used.

6.12.1, 6.12.2, 6.12.3

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

While in cooperative unit, Workers are direct employees of smallholder farmers and cooperative employees. Direct employees of smallholder farmers usually harvesting worker, loose fruit picker, FFB loader, and cooperative employees is spraying team. Workers mostly comes from village where cooperative is based.

Based on interview with the harvester and committee of worker union, there were no complaint about working hours. The payment is based on tonnage. If they did not get the tonnage after working hours is out, they will be paid by daily payment.

Status: Comply

6.13
Growers and millers respect human rights
6.13.1

Company has policy on human rights written on Vision, Mission, and Policy of Sampoerna Agro, dated 2 May 2015. The policy explains that respecting human rights issue, included rights of all workers to association and negotiate collectively and give same opportunity in working. It has been socialized to the workers and contractor. Based on interview with worker in estate and mill, they know and understand about workers' rights. And also, from consultation with internal stakeholder (worker union), it is known that there is no complaint related to human rights violation. If there was a complaint, the complaint can still be resolved by amicable way between employees.

Cooperative unit also has policy to respect human rights written on joint policy and commitment which explain that cooperative respect human rights, including the right of all workers to organize and bargain collectively. Based on interview with board and farmers of cooperative unit, there is no complaint related to human rights violation.

Status: Comply

PRINCIPLE #7 Responsible development of new plantings
7.1

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

7.1.1, 7.1.2, & 7.1.3

The company did not make new developments from the previous audit (ASA-2), all areas within the scope of certification were covered in the EIA document. This has been explained in indicator 5.1.1

Status: Comply

7.2

Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

7.2.1 and 7.2.2

The company does not develop or expand new areas since previous surveillance. The company has conducted semi-detailed land surveys as a basis for land suitability for oil palm cultivation. This has been explained in indicator 4.3.1

Status: Comply

7.3

New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.3.5

The opening after November 2005 has been reported by the company to the RSPO, while for planting above 2010 without going through the NPP stage the company has received sanctions for 3 years unable to claim certified products for planting areas above 2010. As for now the sanctions are for 3 years. already passed. As for the previous audit, up to now there has been no change and no new developments.

Status: Comply

7.4

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

7.4.1 and 7.4.2

The company does not develop or expand new areas since previous surveillance.

Status: Comply

7.5

No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

7.5.1

The Certificate Holder with main estate (Hikmah 2 Estate) and smallholder plantation do not expand or open new plantings.

Status: Comply

7.6

Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.

7.6.1, 7.6.2, 7.6.3, 7.6.4, 7.6.5 & 7.6.6

The Certificate Holder with main estate (Hikmah 2 Estate) and smallholder plantation do not expand or open new plantings.

Status: Comply

7.7

Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.

7.7.1, 7.7.2

The Certificate Holder with main estate (Hikmah 2 Estate) and smallholder plantation do not expand or open new plantings.). based on the results of the field visit there were no indications of fires due to land clearing.

Status: Comply

7.8

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

7.8.1, 7.8.2

The Certificate Holder with main estate (Hikmah 2 Estate) and smallholder plantation do not expand or open new plantings.

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

Certificate holder has implemented the RSPO Internal Audit on 24 September 2019 and management review conduct annually at 23 October 2019. All aspect regularly reviewing and evaluation to ensure effectiveness for improvements such in best management practices aspect which in pest monitoring and evaluation known that biological control can managed the pest population. In social aspect known that CSR program and participatory SIA can effectively manage the social impacts etc. The others improvement that implemented will describe below.

Aspects of Best Management Practices:

The company has implemented a commitment to continuous improvement, including:

- Control of rat pests using owl predators (*Tyto alba*).

- Biological leaf caterpillar pests control by planting and maintaining (conservation) beneficial plants, such as *Antigonon leptosus*, *Cassia cobanensis*, and *Turnera subulata*.

Environment

Has applied biogas plant technology.

Social

Has a partnership with the KUD plantation.

Status: Comply

3.1 Summary of Assessment Report of Supply Chain Requirements
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 organization take legal ownership and physically handles RSPO certified sustainable oil palm products. The organization is not outsourced any activities for handling RSPO Certified Sustainable oil palm products.</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>CH does not buy from any RSPO licensed traders</p>
	Status: Comply
5.1.3	<p>Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.</p> <p>The parent company are member of RSPO (PT. Sampoerna Agro Tbk):</p> <ul style="list-style-type: none"> - Number of RSPO membership: 1-0031-07-000-00 - RSPO IT Platform for Selapan Jaya Mill: RSPO_PO1000005580
	Status: Comply
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>Parent company or site has no processing aids</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>The organization has applied mass balance supply chain model correctly and there is no declassification.</p>
	Status: Comply
5.2.2	<p>The site can use one (1) or a combination of supply chain models as audited and certified by the CB.</p> <p>The organization has applied mass balance supply chain model only</p>
	Status: Comply

5.3	Documented procedures
5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified.</p> <p>The Certificate Holder has the procedure of supply chain system & traceability (No. P-SAG-PKS-PRS-14, dated 1 September 2017). The procedures established and covering all elements of the supply chain model requirements, records and reports of compliance with supply chain requirements including training records. The procedures also identified role of implementation responsibility persons that trained. Based on interviews with mill clerk note that the clerk understand the separation between FFB certified and uncertified. He also record the FFB received from all supply bases.</p>
	Status: Comply
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit</p> <p>The Procedure to conduct annual internal audit are describe at procedure of internal audit (P-SAG-HO-SUS-03 dated 1 September 2017). Internal audit of SCCS conforms to the requirements in the RSPO SCCS and the RSPO market communications and claims documents and effectively implements and maintains the standard requirements. The last internal audit are conduct at 24 September 2019 with finding regarding delivery note. All finding has been corrected 1 November 2019.</p>
	Status: Comply
5.4	Purchasing and goods in
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier</p> <p>The certificate holder has not purchased CSPO or CSPK.</p>
	Status: Comply
5.4.2	<p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents</p> <p>CH has not purchased CSPO or CSPK. However The procedure of handling non-conforming oil palm products of FFB received (certified or non-certified) has describe that non-conforming oil palm products as a false in FFB received notes (certified or non certified) and regarding of FFB received records. To handling on this non-conforming are to corrected the record base on FFB source (certified or non certified areas) and monitored by mass balance record documents.</p>
	Status: Comply
5.5	Outsourcing activities
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.</p> <p>CH are not outsourced activities to independent third parties, either subcontractors for storage, transport or other outsourced activities.</p>
	Status: Comply
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <ol style="list-style-type: none"> The site has legal ownership of all input material to be included in outsourced processes; The site has an agreement or contract covering the outsourced process with each contractor through a signed and

<p>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.</p> <p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d. d) The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance</p>	
CH are not outsourced activities to independent third parties.	
	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.	
There is no contractors used for the processing or physical handling of RSPO certified oil palm products.	
	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 contractors used for the processing or physical handling of RSPO certified oil palm products.	
	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	
<p>The site has product information provided in such as document of weighbridge ticket, delivery order and other invoices as example CSPO sales on 29 October 2018 for 27,260 Kg and CSPK sales on 29 October 2019 for 20,150 Kg. The informations are:</p> <ul style="list-style-type: none"> - The name and address of the buyer; - The name and address of the seller; - The loading or shipment / delivery date; - A description of the product RSPO certified Mass Balance model - The date on which the documents were issued; - The quantity of the products delivered; - Any related transport documentation; - etc. 	
	Status: Comply
5.7	Registration of transactions
5.7.1 Supply chain actors who: <ul style="list-style-type: none"> • are mills, traders, crushers and refineries; and • take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable 	
CH as mill has registered all transactions in RSPO IT platform.	
	Status: Comply

5.7.2

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

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

All transactions has been registered in RSPO IT platform for periods Period of 25 January 2019 to 24 January 2020, volumes sold under other scheme or as conventional are allocated as credit, as example:

- Certified Palm Kernel sold dated 14 October 2019 for 200 ton, transaction id TR-792775e7-8a4b, seller reference 052/PK/SC/SA/0919
- Credit allocation dated 5 July 2019 for 3,000 ton

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

CH has established and conducted RSPO Supply Chain Standards requirements training annually.

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

Certificate holder has provided training at 4 July 2019. Based on interview at weighbridge station is known that the weighbridge operator and SCCS person in charge have understand the RSPO supply chain procedures.

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

CH has maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements. Those are describe in this ASA report on section of Module E CPO Mills - Mass Balance Requirements.

Status: Comply

5.9.2

Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock

The retention times for all records and reports are kept in minimum 2 years. Based on documents verification, there is available at mill the record of supply chain for last 2 years.

Status: Comply

5.9.3

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

The estimate volume of palm oil products are describe in this ASA-3 report (Basic Info 1.8.3). FFBs, CSPO and CSPK produced and/or claimed records are kept in minimum 12 months. Record of all certified palm oil/palm kernel oil volumes purchased (input) and claimed (output) for period of 12 Months:

Period	CPO production (MT)		Total	CSPO Dispatch (MT)			Total
	Cert	Non Cert		RSPO	ISCC	Non Cert	
November 2018	1,016.10	7,473.57	8,489.67	60.21	0	0	60.21
December 2018	1,024.07	5,079.85	6,103.92	0	0	0	0
January 2019	3,612.96	1,495.35	5,108.30	0	0	639.41	639.41
February 2019	2,904.19	1,233.59	4,137.78	0	0	3,626.86	3,626.86
March 2019	2,806.84	1,141.51	3,948.35	0	0	5,319.10	5,319.10
April 2019	3,512.33	1,070.47	4,582.80	0	0	2,427.24	2,427.24
May 2019	4,416.53	1,264.06	5,680.60	0	200	3,410.66	3,610.66
June 2019	4,524.00	1,173.42	5,697.42	0	0	4,145.46	4,145.46
July 2019	4,894.31	1,125.51	6,019.81	0	0	7,454.11	7,454.11
August 2019	6,627.33	1,205.25	7,832.58	0	0	5,497.48	5,497.48
September 2019	6,812.67	1,458.78	8,271.45	0	0	6,226.28	6,226.28
October 2019	6,954.55	1,736.26	8,690.80	0	0	6,557.32	6,557.32
Total	49,105.87	25,457.61	74,563.48	60.21	200.00	45,303.92	45,564.13

Period	PK production (MT)		Total	CSPK Dispatch (MT)			Total
	Cert	Non Cert		RSPO	ISCC	Non Cert	
November 2018	353.57	1,588.80	1,942.37	816.46	0	489.63	1,306.09
December 2018	349.30	1,002.56	1,351.86	332.4	0	0	332.40
January 2019	1,058.32	237.36	1,295.68	277.3	0	839.26	1,116.56
February 2019	286.19	642.23	928.42	293.74	0	0	293.74
March 2019	849.27	178.84	1,028.11	22.56	0	725.01	747.57
April 2019	979.13	116.58	1,095.71	326.56	0	142.89	469.45
May 2019	1,256.07	218.54	1,474.61	1,187.14	0	60.91	1,248.05
June 2019	1,278.36	153.43	1,431.79	357.05	0	95.80	452.85
July 2019	1,382.76	137.69	1,520.45	935.89	0	1,071.48	2,007.37
August 2019	1,908.46	170.38	2,078.84	532.54	0	727.38	1,259.92
September 2019	1,982.72	251.91	2,234.63	1,165.48	0	1,195.12	2,360.60
October 2019	1,949.12	203.08	2,152.20	395.91	0	1,360.39	1,756.30
Total	13,633.27	4,901.39	18,534.66	6,643.03	0	6,707.87	13,350.90

Status: Comply

5.10

Conversion factors

5.10.1

Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries	
The site doesn't applied a conversion rate.	
	Status: Comply
5.10.2 Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	
The site doesn't applied a conversion rate.	
	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.	
The site make claims regarding the sell of RSPO certified oil palm products only.	
	Status: Comply
5.12	Complaints
5.12.1 The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	
Procedures for stakeholders complaints established in form of procedure of grievances handling (No. P-SAG-HO-MKT-04 dated 1 September 2017), The responsible person is CPO/PK sales & Logistic Assistant. The complaints are collected and resolved then recorded and maintain on document (FRM 01/SOP 95/CKP/(1)/0718. Based on complaints document verification is known that there is no complaint regarding SCCS for last a year.	
	Status: Comply
5.13	Management review
5.13.1 The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken	
The certificate holder has management review conduct annually at 23 October 2019.	
	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. 	
The Management review are include result of internal audit, preventive and corrective actions, follow up actions and recommendations for improvement.	

	Status: Comply
<p>5.13.3</p> <p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	
<p>The Management review are include the decision and actions related to Improvement of the effectiveness of the management system and its processes and Resource needs.</p>	
	Status: Comply

3.2.3 (Module E) CPO Mills - Mass Balance Requirements

Clause	Requirement									
E.1	Definition									
E.1.1	<p>Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p> <p>The site is applied supply chain model Mass Balance due the mill receives FFB from the estate that RSPO certified and non-certified RSPO.</p>									
	Status: Comply									
E.2	Explanation									
E.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&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.</p> <p>Estimate product certified CPO and PK for period 25 January 2020 to 24 January 2021 describe at this ASA 3 report (basic info 1.8.3). Actual tonnage product certified for period of 12 months:</p> <table><tr><th>Products</th><th>Estimate</th><th>Actual November 2018 – October 2019</th></tr><tr><td>CSPO</td><td>65,448.24</td><td>49,105.87</td></tr><tr><td>CSPK</td><td>16,362.06</td><td>13,633.27</td></tr></table>	Products	Estimate	Actual November 2018 – October 2019	CSPO	65,448.24	49,105.87	CSPK	16,362.06	13,633.27
Products	Estimate	Actual November 2018 – October 2019								
CSPO	65,448.24	49,105.87								
CSPK	16,362.06	13,633.27								
	Status: Comply									
E.2.2	<p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p> <p>All transactions has been registered in RSPO IT platform for periods Period of 25 January 2019 to 24 January 2020, as example:</p> <ul style="list-style-type: none">• Certified Palm Kernel sold dated 14 October 2019 for 200 ton, transaction id TR-792775e7-8a4b, seller reference 052/PK/SC/SA/0919• Credit allocation dated 5 July 2019 for 3,000 ton• RSPO IT Platform member registration number: RSPO_PO1000005580									
	Status: Comply									
E.3	Documented procedures									
E.3.1	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b. The name of the person having overall responsibility for and authority over the implementation of these</p>									

requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.

Certificate holder has procedures to ensure the implementation of supply chain requirements. The procedure describe in SOP supply chain system & traceability (No. P-SAG-PKS-PRS-14, dated 1 September 2017). The procedures established and covering all elements of the supply chain model requirements, records and reports of compliance with supply chain requirements including training records. The procedures also identified role of implementation responsibility persons that trained. Based on interviews with mill clerk note that the clerk understand the separation between FFB certified and uncertified. He also record the FFB received from all supply bases.

Status: Comply

E.3.2

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

Documented procedures regarding FFB receiving from its sources is refer to SOP supply chain system & traceability (No. P-SAG-PKS-PRS-14, dated 1 September 2017). Based on interviews with mill clerk note that the clerk understand the separation between FFB certified and uncertified. He also record the FFB received from all supply bases.

Status: Comply

E.4 Purchasing and goods in

E.4.1

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

The site has verified and documented the volumes of certified and non-certified FFBs received. Certified and non-certified FFB received period of 12 Months:

Month	FFB (ton)		
	RSPO Certified	Non Certified	Total
November 2018	4,292.88	31,506.12	35,799.01
December 2018	4,126.38	19,757.35	23,883.73
January 2019	15,207.22	3,833.48	19,040.71
February 2019	12,192.39	2,778.17	14,970.56
March 2019	12,208.43	2,488.04	14,696.47
April 2019	15,969.34	2,221.55	18,190.89
May 2019	20,435.48	3,149.64	23,585.12
June 2019	22,738.13	2,955.59	25,693.72
July 2019	23,412.61	2,586.10	25,998.71
August 2019	31,130.60	2,898.74	34,029.34
September 2019	32,894.54	4,413.85	37,308.40
October 2019	33,913.25	5,510.11	39,423.37
Total	228,521.27	84,098.74	312,620.01

Status: Comply

E.4.2

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

There is no projected overproduction of certified tonnage, the Tonnage of product certified:

Products	Estimate	Actual
		November 2018 – October 2019
CSP0	65,448.24	49,105.87
CSPK	16,362.06	13,633.27

	Status: Comply						
E.5	Record keeping						
E.5.1							
a. The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.							
b. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.							
c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.)							
The Certificate holder has record and balance all received of RSPO FFB and deliveries of RSPO certified CPO and PK. The Volume of certified CPO and PK are delivered from accounting system according to conversion by percentage of FFB certified. The sales of RSPO product claim for period of 12 months are sold from a positive stocks:							
Period	CPO production (MT)		Total	CSPO Dispatch (MT)			Total
	Cert	Non Cert		RSPO	ISCC	Non Cert	
November 2018	1,016.10	7,473.57	8,489.67	60.21	0	0	60.21
December 2018	1,024.07	5,079.85	6,103.92	0	0	0	0
January 2019	3,612.96	1,495.35	5,108.30	0	0	639.41	639.41
February 2019	2,904.19	1,233.59	4,137.78	0	0	3,626.86	3,626.86
March 2019	2,806.84	1,141.51	3,948.35	0	0	5,319.10	5,319.10
April 2019	3,512.33	1,070.47	4,582.80	0	0	2,427.24	2,427.24
May 2019	4,416.53	1,264.06	5,680.60	0	200	3,410.66	3,610.66
June 2019	4,524.00	1,173.42	5,697.42	0	0	4,145.46	4,145.46
July 2019	4,894.31	1,125.51	6,019.81	0	0	7,454.11	7,454.11
August 2019	6,627.33	1,205.25	7,832.58	0	0	5,497.48	5,497.48
September 2019	6,812.67	1,458.78	8,271.45	0	0	6,226.28	6,226.28
October 2019	6,954.55	1,736.26	8,690.80	0	0	6,557.32	6,557.32
Total	49,105.87	25,457.61	74,563.48	60.21	200.00	45,303.92	45,564.13
Period	PK production (MT)		Total	CSPK Dispatch (MT)			Total
	Cert	Non Cert		RSPO	ISCC	Non Cert	
November 2018	353.57	1,588.80	1,801.03	816.46	0	489.63	1,306.09
December 2018	349.30	1,002.56	1,210.52	332.4	0	0	332.40
January 2019	1,058.32	237.36	1,154.34	277.3	0	839.26	1,116.56
February 2019	286.19	642.23	787.08	293.74	0	0	293.74
March 2019	849.27	178.84	886.77	22.56	0	725.01	747.57
April 2019	979.13	116.58	954.37	326.56	0	142.89	469.45
May 2019	1,256.07	218.54	1,333.26	1,187.14	0	60.91	1,248.05
June 2019	1,278.36	153.43	1,290.44	357.05	0	95.80	452.85
July 2019	1,382.76	137.69	1,379.11	935.89	0	1,071.48	2,007.37
August 2019	1,908.46	170.38	1,937.50	532.54	0	727.38	1,259.92
September 2019	1,982.72	251.91	2,093.29	1,165.48	0	1,195.12	2,360.60
October 2019	1,949.12	203.08	2,010.86	395.91	0	1,360.39	1,756.30
Total	13,633.27	4,901.39	18,534.66	6,643.03	0	6,707.87	13,350.90
	Status: Comply						

3.3 Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and trade mark from Certification Body which submitted by Client	X or ✓
ASA-3	The company does not use RSPO trademark both on and off products	✓
2.	Implementation of certificate and trade mark used by Client comply with size and type (shape) against Guideline of trade mark Use	X or ✓
ASA-3	The company does not use RSPO trademark both on and off products	✓
3.	Implementation of Certificate and trade mark is not used on product	X or ✓
ASA-3	The company does not use RSPO trademark both on and off products	✓
4.	Controlling of Certificate and trade mark, including withdrawing inappropriate logo.	X or ✓
ASA-3	The company does not use RSPO trademark both on and off products	✓

3.4 Summary of RSPO Partial Certification

Compliance of the uncertified management units of PT Sampoerna Agro Tbk 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

PT Sampoerna Agro Tbk Time Bound Plan (TBP) is explained in table 1.10. PT Sampoerna Agro Tbk run ten (10) mills and ninety (90) estates (own and smallholders) in Indonesia and has achieved RSPO certified for six (6) mills and supply base in Indonesia. PT Sampoerna Agro Tbk has informed the TBP progress, MUTU has considered that PT Sampoerna Agro Tbk is comply with the RSPO requirement for TBP. The Time Bound Plan was revised and declared by PT Sampoerna Agro Tbk on 14 March 2019 approved by Chief Executive Officer.

MUTU has verified partial certification for un-certified unit's subsidiary of PT Sampoerna Agro Tbk based on their Time Bound Plan. There are two (2) mills and forty seven (47) uncertified management unit of PT Sampoerna Agro Tbk. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

- There is no significant land conflicts which have not been declared above
- The company has follow RSPO requirement related to 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:</p> <ul style="list-style-type: none"> - PT Sungai Rangit (Sungai Rangit Mill and supply base), March 2019 - PT Lanang Agro Bersatu (Lanang Agro Bersatu Mill and supply base), March 2019 - PT Tebar Tandan Tenerah, March 2019 - PT Nusantara Sarana Alam, March 2019 - PT Kedurang Prakarsa Nabati, March 2019 - PT Pratiwi Agro Sejahtera, March 2019 - PT Kusuma Mentari Makmur, March 2019 - PT Agro Panindo Utama, March 2019
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: PT Sampoerna Agro Tbk and its subsidiaries have been reporting LUCA to RSPO by email on March 2016.</p> <p>Auditor Verification: HCV assessment has been conducted for:</p>

		<ul style="list-style-type: none"> - PT Sungai Rangit, Feb 2013 - PT Lanang Agro Bersatu, August 2010 - PT Tebar Tandan Tenerah, June 2013 - PT Nusantara Sarana Alam, August 2014 - PT Kedurang Prakarsa Nabati, June 2016 - PT Pratiwi Agro Sejahtera, June 2013 - PT Kusuma Mentari Makmur, April 2014 - PT Agro Panindo Utama, April 2014 <p>Year of planting in each subsidiaries are:</p> <ul style="list-style-type: none"> - PT Sungai Rangit, 1998 to 2013 - PT Lanang Agro Bersatu, 2010 to 2018 - PT Tebar Tandan Tenerah, 2014 to 2017 (still develop) - PT Nusantara Sarana Alam, 2015 to 2017 (still develop) - PT Kedurang Prakarsa Nabati, 2018 (still develop) - PT Pratiwi Agro Sejahtera, 2013 to 2017 (still develop) - PT Kusuma Mentari Makmur, 2014 to 2017 (still develop) - PT Agro Panindo Utama, 2014 to 2017 (still develop) <p>LUCA assessment has been conducted for:</p> <ul style="list-style-type: none"> - PT Sungai Rangit, March 2016 - PT Lanang Agro Bersatu, February 2016 - PT Tebar Tandan Tenerah, July 2015 - PT Nusantara Sarana Alam, August 2015 - PT Kedurang Prakarsa Nabati, June 2016 - PT Pratiwi Agro Sejahtera, November 2015 - PT Kusuma Mentari Makmur, May 2015 - PT Agro Panindo Utama, July 2015
ii.	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>Company Group/Holding Statement:</p> <p>Year of planting in each subsidiaries are:</p> <ul style="list-style-type: none"> - PT Sungai Rangit, 1998 to 2013 - PT Lanang Agro Bersatu, 2010 to 2018 - PT Tebar Tandan Tenerah, 2014 to 2017 (still develop) - PT Nusantara Sarana Alam, 2015 to 2017 (still develop) - PT Kedurang Prakarsa Nabati, 2018 (still develop) - PT Pratiwi Agro Sejahtera, 2013 to 2017 (still develop) - PT Kusuma Mentari Makmur, 2014 to 2017 (still develop) - PT Agro Panindo Utama, 2014 to 2017 (still develop) <p>Auditor Verification:</p>

		Based on auditor verification there is no NPP submission and all land clearing area will be subject of sanction.
iii.	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p>Company Group/Holding Statement: There are no land conflicts.</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are no land conflicts for:</p> <ul style="list-style-type: none"> - PT Sungai Rangit - PT Lanang Agro Bersatu - PT Tebar Tandan Tenerah - PT Nusantara Sarana Alam - PT Kedurang Prakarsa Nabati - PT Pratiwi Agro Sejahtera - PT Kusuma Mentari Makmur - PT Agro Panindo Utama <p>Based on information in media online, known that:</p> <ul style="list-style-type: none"> - PT Sungai Rangit: No information of conflict - PT Lanang Agro Bersatu: https://www.hmstimes.com/sengketa-lahan-dengan-pt-lab-warga-sandai-lakukan-audiensi-ke-dprd-ketapang/ on March 2019 - PT Tebar Tandan Tenerah: No information of conflict - PT Nusantara Sarana Alam: No information of conflict - PT Kedurang Prakarsa Nabati: No information of conflict - PT Pratiwi Agro Sejahtera: No information of conflict - PT Kusuma Mentari Makmur: No information of conflict - PT Agro Panindo Utama: No information of conflict.
iv.	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>Company Group/Holding Statement: There is no issue of labour disputes in uncertified unit. The company also has procedure for Internal complaints and grievances. The procedure is No P-SAG-RO-CAS-08 dated April 1st 2012.</p> <p>Auditor Verification: There is no information from public source and RSPO website on any labour conflict for uncertified unit of the group subsidiaries.</p>

v.	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Company Group/Holding Statement: Companies comply with the regulations in accordance with the requirements of the RSPO 2.1 and 2.2 where there is no violation of the rules that are relevant to the plantation. The company has a mechanism to evaluate compliance with regulations, namely <i>Prosedur Hukun dan Persyaratan Lainnya</i>.</p> <p>Auditor Verification: Land legal process is still going on and there is a detail update progress documented by the company for each year.</p> <ul style="list-style-type: none"> - PT Sungai Rangit has had HGU and IUP. - PT Lanang Agro Bersatu has had HGU. - PT Tebar Tandan Tenerah has had IUP and location permit. The HGU is still on process. - PT Nusantara Sarana Alam has had IUP and location permit. The HGU is still on process. - PT Kedurang Prakarsa Nabati has had IUP and location permit. The HGU is still on process. - PT Pratiwi Agro Sejahtera has had IUP and location permit. The HGU is still on process. - PT Kusuma Mentari Makmur has had location permit. The IUP and HGU is still on process. - PT Agro Panindo Utama has had IUP and location permit. The HGU is still on process.
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3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components
3.5.1 Identification of Findings, Corrective Actions and Observations at *ASA-2* Assessment

<i>NCR No.</i>	:	RSPO 01562	<i>Issued by</i>	:	Auditor TUV Rheinland
<i>Date Issued</i>	:	5 October 2018	<i>Time Limit</i>	:	ASA 3
<i>NC Grade</i>	:	Minor	<i>Date of Closing</i>	:	26 November 2018
<i>Standard Ref. & Requirement</i>	:	6.2.3 The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.			
Evidence observed & Non-Conformance Description (filled by auditor):					
There is inconsistency to response information request to stakeholders so that not in accordance with SOP of Communication, Participation and Consultation P-SAP-HO- CA&L-08 (sample: there was an incoming proposal from Embancang Village dated 4 September 2018 to POM unit but disposition to CSR unit in Belida (Head Center of CSR Unit) dated 19 September 2018) and no response made yet to current date					
Root Cause Analysis (filled by organization audited):					
-					
Correction (filled by organization audited):					
Follow up on complaints from stakeholders in accordance with the P- SAP-HO-CA & L-08 Communication, Participation and Consultation procedures					
Corrective Action (filled by organization audited):					
Ensure complaints from stakeholders in accordance with the P-SAP- HO-CA & L- 08 Communication, Participation and Consultation procedures					
Assessor Evaluation and Conclusion (filled by auditor):					
The company has sent correction and corrective action request. The implementation of this CAR will be seen in the next surveillance.					
ASA 3 Verification					
The company has documented requests for information from stakeholders, for example as follows.					
Selapan Jaya Mill					
Letter from Embacang Village dated September 24, 2019 regarding assistance for excavation of former rubber stumps with excavators and which has been responded to by the company and the implementation of the assistance. The company can demonstrate the implementation of the assistance.					
KUD Sumber Sentosa					
letter dated 19 September 2019 from SMKN 1 Pedamaran Timur about request for internship place and has been					

3.5.1 Identification of Findings, Corrective Actions and Observations at [ASA-2](#) Assessment

responded by Sumber Sentosa Cooperative Unit by allowing some student to do internship in Sumber Sentosa Cooperative Unit

Based on the explanation above, the company has documented responses to requests for information from stakeholders.

Verified by	:	Auditor TUV Rheinland & Asystasya Aishah Silalahi
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3.5.2 Identification of Findings, Corrective Actions and Observations at *ASA-3* Assessment

<i>NCR No.</i>	:	2019.01	<i>Issued by</i>	:	Hasiholan Sihombing
<i>Date Issued</i>	:	15 November 2019	<i>Time Limit</i>	:	13 February 2020
<i>NC Grade</i>	:	Major	<i>Date of Closing</i>	:	23 January 2020
<i>Standard Ref. & Requirement</i>	:	4.7.3 Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers.			
Evidence observed (filled by auditor):					
Based on the results of auditor verification found the following evidence:					
<ul style="list-style-type: none">- The company has a Memorandum regarding Provision and Life Period of PPE No: 076 / MD / VI / 2016 dated June 22, 2015 which explains the type of PPE of workers and the life of PPE, for example for the factory area, ear protection devices namely ear plugs, foot protection devices namely safety shoes, hand protective equipment namely gloves, respiratory protective equipment namely cloth masks.- Based on field observations and interviews with operators at Selapan Jaya Mill (press station, kernel station, clarification station and boiler station) it is known that 2 of the 4 operators interviewed did not use ear protection equipment and 2 other operators used cotton as ear protection.- Based on field observations and interviews with operators at Selapan Jaya Mill (sterilizer station, kernel station, clarification station and boiler station) it is known that 4 operators interviewed using foot protective equipment in the form of boots that were bought by themselves because the shoes given by the company were left at home.- Based on field observations and interviews with operators at the boiler station, it is known that the operator uses his own cloth mask as a respiratory protective device.- Based on observations at the press station and next to temporary storage for hazardous and toxic waste Selapan Jaya Mill, it is known that there are cutting welding activities where the operator does not use hand protective equipment.- The company shows that there are monitoring activities of the PPE condition of operators in the Selapan Jaya Mill which are carried out every month, for example shown the monitoring record in October 2019.- Minutes of PPE handover were shown to workers at Selapan Jaya Mill on October 31, 2019.					
Non-Conformance Description (filled by auditor):					
Based on the evidence, it is concluded that the company has not been effective in ensuring that PPE is used by workers in the field in accordance with the procedures they have.					
Root Cause Analysis (filled by organization audited):					
The company has not identified and evaluated the ineffective use of PPE by workers in the field in accordance with company procedures					
Correction (filled by organization audited):					
<ol style="list-style-type: none">1. Ensure that all employees have received PPE according to their respective types of workers2. Conducting socialization of the provisions on the use of PPE to all workers in the field					

Corrective Action <i>(filled by organization audited):</i>	
<ol style="list-style-type: none"> 1. Identifying and evaluating the ineffective use of PPE by workers in the field in accordance with company procedures 2. Monitoring the Use of PPE Workers in accordance with the results of identification and evaluation in the field. 	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>	
<p>Auditor Verification, December 10, 2019 The company sends evidence of improvements in the form of work programs of PPE inspection and PPE inspection at Selapan Jaya POM which are conducted every week. However, there are still auditors questions about the root cause analysis, corrections and corrective actions described by the company in the above column. Therefore, Nonconformities on this indicator have not yet been closed.</p> <p>Auditor Verification (January 23, 2020) Based on an analysis of the root causes presented and evidence of corrections and corrective actions submitted, this Nonconformities was stated to be closed and will be observed in the next audit activity.</p>	
Verified by	: Hasiholan Sihombing

NCR No.	: 2019.02	Issued by	: Bayu Yogatama
Date Issued	: 15 November 2019	Time Limit	: 13 Februari 2020
NC Grade	: Major	Date of Closing	: 23 January 2020
Standard Ref. & Requirement	: 5.3.2 There shall be evidence that all chemicals and their empty containers are disposed of responsibly		
Evidence observed <i>(filled by auditor):</i>			
<p>Based on the results of verification of documents and field visits found the following evidence:</p> <ul style="list-style-type: none"> - The company has a Waste Management SOP set forth in the Integrated Management System Procedure No. document. P-SAG-PPS-LMB-01 dated 30 October 2015 and P-SAG-KBN-LMB-01 revised 02 dated 30 October 2015. It was explained in the SOP, that LB3 management is carried out by means of every hazardous waste produced placed in a red trash can which is then stored in hazardous waste warehouse in accordance with PP No. 101 of 2014. - Based on the results of the auditor's visit to several locations located in Selapan Jaya Mill and KUD, several hazardous waste were found that were not stored in their places, such as: <ul style="list-style-type: none"> • 15 packages of used pesticides (round up) & 2 packages of ex paint and 2 packages of used pesticides (round up) stored in the Genset room of KUD Bina Tani Mulya. • Ex-Nalco Jerigen in the Selapan Jaya PPS workshop area • Used resin packaging, ex paint cans and diesel fuel in the Biogas Plant area.. 			
Non-Conformance Description <i>(filled by auditor):</i>			

The Management Unit has not been able to show evidence of all chemical waste and its containers are managed responsibly according to the existing SOP.	
Root Cause Analysis <i>(filled by organization audited):</i> SOP for Waste Management in PKS (P-SAG-LMB-PKS-01) has not been effective because all the used hazardous and toxic material waste packages have not been properly recorded out of the warehouse	
Correction <i>(filled by organization audited):</i> Submitting all hazardous and toxic material waste to the temporary storage area. Hazardous and toxic material waste in accordance with SOP on Waste Management in PKS (P-SAG-LMB-PKS-01)	
Corrective Action <i>(filled by organization audited):</i> <ol style="list-style-type: none"> 1. Identifying the use of hazardous and toxic material waste and hazardous and toxic material waste packaging that comes out of the warehouse 2. Register the package of hazardous and toxic material waste that has been produced from the warehouse and submit it to the hazardous and toxic material waste to the temporary storage. 3. Socializing SOP on Waste Management in PKS (P-SAG-LMB-PKS-01) to workers. 	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification December 16, 2019 The company shows evidence of improvement in the form of evidence of handover of hazardous and toxic material waste and update of hazardous and toxic material waste Balance in the Selapan Jaya POM, however, there are still auditors questions about the root cause analysis and corrective actions described by the company in the above column. Therefore, Nonconformities on this indicator have not yet been closed. Auditor Verification (January 23, 2020) Based on an analysis of the root causes presented and evidence of corrections and corrective actions submitted, this Nonconformities was stated to be closed and will be observed in the next audit activity.	
Verified by	: Bayu Yogatama

3.5.2 Opportunity for Improvement

No	Ref. Std	Descriptions
1	2.1.1	<i>STDB</i> progress completion
2	5.2.4	Maximizing HCV monitoring according to its management plan
3	6.1.4	Progress in completing the biennial review of the management and monitoring plan SIA of PT Sampoerna Agro and Plasma PT Sampoerna Agro.

3.5.3 Noteworthy Positive Components

No	Descriptions
1	Commitment to implementing sustainability standards for oil palm plantations.
2	Team collaboration between the company and KUD in applying the principles of sustainable plantations.
3	Has a partnership in the development of community plantation.
4	Has obtained an ISCC Certificate
5	Has obtained an ISPO Certificate
6	Has obtained an ISO 9001 Certificate
7	Has obtained ISO 14001 Certificate
8	Has received a Proper Blue 2018 Assessment
9	Already have Biogasplant

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

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>Sumber Sentosa, Marga Mulya, Bina Tani Mulya, and Sedia Mukti Cooperative Unit</p> <ul style="list-style-type: none"> - Workers in cooperative units are direct employees of smallholder farmers and cooperative employees. Direct employees of smallholder farmers usually harvesting worker, loose fruit picker, FFB loader, and cooperative employees is spraying team. - Workers are from the village where cooperative unit based. - Worker for operational activity is paid based on work volume. The determination of wage is based on member meeting. The basic in wage determination is according to sectoral minimum wage of Sumatera Selatan Province. - FFB price is based on price set by plantation agency of Sumatera Selatan Province. - PPE is provided by cooperative unit. Cooperative unit also provides storage to keep PPE especially for spraying team. - Some workers are covered by BPJS and will be planned until 2020 all workers are covered by BPJS. - Boundary poles between farmers lot is in good condition. - Cooperative provides storage for keeping chemical material and hazardous waste. - Smallholders has environment impact assessment and also implement the management and monitoring plan. - Smallholders has social impact assessment and communication with village officials went well. 	<p>Auditor has verified the compliance towards worker welfare aspect, OHS implementation, smallholder aspect, environment aspect, social, and transparency aspect.</p>
<p>Gender Committee</p> <ul style="list-style-type: none"> • Company gives maternity leaves and menstrual leaves for women worker. Maternity leaves is about 1.5 months before and after giving birth. Menstrual leaves is given to worker after checked by company's midwife. • Women spraying worker is prohibited to spraying in breastfeeding time. They will be transferred to manual upkeep. • Certificate holder gives special time to breastfeeding for women worker. • There is no complaint about sexual harassment and discrimination among workers. 	<p>Auditor has verified the compliance towards reproductive rights aspect on criteria 6.9</p>
<p>Worker union</p> <ul style="list-style-type: none"> • Minimum wage for daily worker is in accordance with Sectoral Minimum Wage for Sumatera Selatan Province of 2019. Also, overtime payment has been paid in accordance with applicable regulation. • There is no contract worker or temporary worker. New worker is categorized as worker with probation time. 	<p>Auditor has verified the compliance towards union aspect and worker welfare aspect on criteria 6.5, 6.6, 6.7, 6.8, dan 6.9</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<ul style="list-style-type: none"> Company provided worker with PPE. Broken PPE can be replaced by company for free. Minimum age for worker is 18 years old. Also, worker is prohibited bring along their family for helping their work at site. There is no complaint against company from worker 	
Local contractor of FFB transport <ul style="list-style-type: none"> Communication with company went well. They know the PIC for communication and consultation. Company also give training or socialization to contractor worker, such as company's policy related to OHS and environment There is no complaint about late payment. 	Auditor has verified the compliance regarding agreement with local business.
Third party of FFB supplier (PT Kelantan Sakti and PT Sentosa Agri Prima) <ul style="list-style-type: none"> There is a work agreement between FFB supplier and Selapan Jaya Mill PPE is provided by supplier. All worker in FFB supplier company has received wage in accordance with applicable regulation. Payment for third party is made on time. 	Auditor has verified the compliance regarding third party aspect on criteria 6.10
Pulau Gronggang Village (including previous land owner) <ul style="list-style-type: none"> There is labor absorption with the Sampoerna Agro group around the Village. Community economy is improving CSR from the company can be felt directly such as road improvement, toilet construction. Regarding 152 kavling that are currently in dispute, the current process is in progress. Expectations of community plots that are always submerged by the company are bought by the company at the price of plots referring to the condition of the plants produced according to the time of initial planting. The offer from the company is currently returned to the community with compensation for debt relief and 10 million rupiah incentives. Has been taken to court, but could not proceed due to lack of evidence. Until now the negotiation process continues. 	Auditor has verified the compliance regrading social aspect on criteria 6.1,
News in Media Internet https://www.inspirasinews.com/2019/01/22/belum-ada-titik-temu-mediati-masyarakat-pulau-geronggang-dengan-pt-telaga-hikmah/	News has been verified in online media, so far there has been no agreement between the company and the people of Gronggang Island regarding the continuation

Public Issues (Institution/ NGO/Community)	Auditor Responses
	of KUD management which is often flooded. the negotiation process is still going on and going well.
<p>Plantation and Husbandry Agency of Ogan Komering Ilir District. (12 November 2019)</p> <ul style="list-style-type: none"> The company has done the class estate assessment and got class I. The Company has a Plantation Business License (IUP). Report on plantation business activities (LKUP) are routinely reported. Fire Extinguisher Equipment of company is sufficient and one year behind there is no issue of land fires that occurred in the area of Hikmah 2 Estate. Communication between the company and the agency is also well established, and if the office requested data, the company quickly responded. There has been a report from Pulau Geronggang villagers that was submitted to the plantation agency regarding plasma issues, but this has been mediated and there is still no agreement found. The plantation agency and the local government invited the citizens to take legal action related to the problem. 	<p>Based on the results of the document review, it was found that the company had received an assessment of Plantation classes 1.</p>
<p>Land Agency of Ogan Komering Ilir District. (12 November 2019)</p> <ul style="list-style-type: none"> The company already has Cultivation Rights Title (HGU). There is no land dispute issue in Hikmah 2 Estate that goes to the land agency of Ogan Komering Ilir District. The company has sent a report on the utilization of HGU land. 	<p>Auditor has verified the compliance regarding Legal aspect (HGU) the HGU Still clear.</p>
<p>Manpower and Transmigration Agency of Ogan Komering Ilir District. (12 November 2019)</p> <ul style="list-style-type: none"> The wages of all workers have been paid in accordance with the provisions of the government (minimum wage of South Sumatera Province). The company has provided housing facilities, facilities of worship, clean water, education and electricity for workers. No issue of child labor and discrimination The company has labor union P2K3 report are also routinely conducted by the company. The company has registered "BPJS" Employment and "BPJS" Health to all its employees. Mandatory reporting has been done routinely such as workforce report (<i>wajib lapor tenaga kerja</i>) 	<p>Company has submitted all compulsory reports have been sent regularly.</p> <p>Company shall maintain this aspect especially related worker welfare and OHS.</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>Environmental Agency of Ogan Komering Ilir District. (12 November 2019)</p> <ul style="list-style-type: none"> • The Company already has Land Application and Temporary Storage for Hazardous and Toxic Waste Permit. • The Company has reported reports of Hazardous and Toxic Waste, Liquid Waste and management and monitoring plan Report regularly. • Fire reports are also routinely conducted by the company. • In general in environmental aspects, the company has complied with applicable regulations. • There is no environmental issue in the area of the company that goes to the environmental agency. • The company has conducted an EIA addendum from PT Selapan Jaya to PT Sampoerna Agro in 2017 	<p>Based on the document review, it is known that the company has carried out environmental management in accordance with what is required in the environmental document owned. The results of consultations with the surrounding villages revealed that there were no environmental pollution issues as a result of the company's operations.</p> <p>In accordance with criteria 2.1 and 5.3 there was no issue</p>

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Formal Sign-off of Assessment Findings

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

Signed on behalf of:

PT Sampoerna Agro
Management Representative



Yusi Rosalina

Thursday, 23 January 2020

Mutuagung Lestari
Lead Auditor



Leonada

Thursday, 23 January 2020

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

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Environmental Agency	Ogan Komering Ilir Regency	-	Interviews	12 November 2019	✓	-
2	Plantation And Husbandry Agency	Ogan Komering Ilir Regency	-	Interviews	12 November 2019	✓	-
3	Man Power and Transmigration Agency S	Ogan Komering Ilir Regency	-	Interviews	12 November 2019	✓	-
4	National Land Agency	Ogan Komering Ilir Regency	-	Interviews	12 November 2019	✓	-
5	Women Committee of PT Kresna Duta Agroindo	PT Sampoerna Agro Ogan Komering Ilir Regency	-	Interviews	11-12 November 2019	✓	-
6	Worker Union	PT Sampoerna Agro Ogan Komering Ilir Regency	-	Interviews	11-12 November 2019	✓	-
7	Local Contractor (EFB transport)	Ogan Komering Ilir Regency	-	Interviews	11-12 November 2019	✓	-
8	Third Party of FFB Supplier (PT Kelantan Sakti & PT Sentosa Agri Prima)	Ogan Komering Ilir Regency	-	Interviews	11-12 November 2019	✓	-
9	Pulau Gronggang Village	Ogan Komering Ilir Regency	-	Interviews	13 November 2019	✓	-
10	Selapan Jaya POM - Security: 2 Securities - Loading ramp: 2 workers - Sterilizer station: 1 worker - Press station: 2 workers - Boiler station: 1 worker - Engine room: 1 worker - Kernel station: 1 worker - Clarification station: 1 worker - WWTP: 1 operator - WTP: 1 operator - Warehouse: 2 workers - Grading: 2 operator - Weightbridge: 1 worker - Workshop: 1 worker - Sortasion: 2 worker - Biogas Plant: 1 operator	PT Sampoerna Agro Ogan Komering Ilir Regency	-	Visits and Interviews	14 November 2019	✓	-
11	Hikmah 2 Estate - Spraying: 4 workers - Fertilizer operator: 4 workers - Harvesting: 3 harvesters, 1 picker - 3 operator Land Application - 2 Workshop operator - 1 worker fertilizer	PT Telaga Hikmah Ogan Komering Ilir Regency	-	Visits and Interviews	11 November 2019	✓	-

	warehouse - 2 medical worker in clinic - 2 Operator in workshop						
12	KUD Sumber Sentosa - Harvesting: 2 harvesters and 2 picker - 1 warehouse worker - Spraying: 6 Worker	Ogan Komering Ilir Regency	-	Visits and Interviews	11 November 2019	✓	-
13	KUD Marga Mulya - Harvesting: 2 harvesters and 2 picker - 1 warehouse worker - Spraying: 4 Worker	Ogan Komering Ilir Regency	-	Visits and Interviews	12 November 2019	✓	-
14	KUD Bina Tani Mulya - Harvesting: 3 harvesters and 1 picker - 1 warehouse worker - Spraying: 4 Worker	Ogan Komering Ilir Regency	-	Visits and Interviews	13 November 2019	✓	-
15	KUD Sedia Mukti - Harvesting: 2 harvesters - 1 warehouse worker - Spraying: 3 Worker	Ogan Komering Ilir Regency	-	Visits and Interviews	13 November 2019	✓	-
16	Sawit watch	Bogor, Indonesia	info@sawitwatch.or.id	Email	5 November 2019	-	✓
17	WWF	Jakarta, Indonesia	wwf-indonesia@wwf.or.id	Email	5 November 2019	-	✓
18	Walhi	Jakarta, Indonesia	informasi@walhi.or.id	Email	5 November 2019	-	✓
19	AMAN	Jakarta, Indonesia	rumahaman@cbn.net.id	Email	5 November 2019	-	✓

Appendix 2. Assessment Program

DATE	10 – 16 November 2019	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Sunday, 10 November 2019		
11.25 – 12.45	Jakarta – Palembang	All Auditor
13.00 – 19.00	Palembang – PT Sampoerna Agro (PKS Selapan Jaya)	
Monday, 11 November 2019		
07.00 – 08.00	PT Sampoerna Agro – KUD Sumber Sentosa	All Auditor
08.00 – 09.00	Opening meeting <ul style="list-style-type: none">Auditee Speech (Introduction of PIC, Profile of Certified Management Unit)Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification)	All Auditor
09.00 – 11.00	Field Observation to KUD Sumber Sentosa Aspect to be verified : <ul style="list-style-type: none">Implementation of Legal Aspect (Land Ownership, Legal Boundaries, HCV areaImplementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application), Implementation of Occupational Health & Safety Aspect, Implementation of Employment Procedure and Mechanism AspectVisit to KUD Office (interview to KUD Officer, head of village and farmers, Implementation of Environmental, and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management), Observation of Workers Facilities (Housing, School, Worship Place).	LEO/HSS LEO/HSS BYG/AAS
11.00 – 12.00	Documents Review of KUD Sumber Sentosa <ul style="list-style-type: none">Review of previous assessment findingsVerification of Basic Information Mill and EstateVerification of P n C documents	All Auditor
12.00 – 13.00	BREAK	All Auditor
13.00 – 14.00	Travel to Hikmah 2 Estate Office (PT. Telaga Hikmah)	All Auditor
14.00 – 17.00	Documents Review of Hikmah 2 Estate (PT. Telaga Hikmah) <ul style="list-style-type: none">Review of previous assessment findingsVerification of Basic Information Mill and EstateConfirmation of Time Bound PlanReview of Partial CertificationVerification of P n C documents Interview with Gender Committee, Worker's Union, , Worker's Cooperative (if any), Local Contractor (for Estate), local NGO (if any)	All Auditor

DATE	10 – 16 November 2019	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Tuesday, 12 November 2019		
07.00 – 08.00	Stakeholders consultation to related agencies PT Sampoerna Agro – KUD Marga Mulya	HSS LEO/AAS/HSS
08.00 – 10.00	Field Observation to KUD Marga Mulya Aspect to be verified : <ul style="list-style-type: none"> - Implementation of Legal Aspect (Land Ownership, Legal Boundaries, HCV area - Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application), Implementation of Occupational Health & Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect - Visit to KUD Office (interview to KUD Officer, head of village and farmers, Implementation of Environmental, and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management), Observation of Workers Facilities (Housing, School, Worship Place). 	LEO LEO BYG/AAS
11.00 – 12.00	Documents Review of KUD Marga Mulya <ul style="list-style-type: none"> • Review of previous assessment findings • Verification of Basic Information Mill and Estate • Verification of P n C documents 	All Auditor
12.00 – 13.00	BREAK	All Auditor
13.00 – 14.00	Travel to Selapan Jaya POM Office (PT. Sampoerna Agro)	All Auditor
14.00 – 17.00	Documents Review of Selapan Jaya POM Office (PT. Sampoerna Agro) <ul style="list-style-type: none"> • Review of previous assessment findings • Verification of Basic Information Mill and Estate • Confirmation of Time Bound Plan • Review of Partial Certification • Verification of P n C documents Interview with Gender Committee, Worker's Union, , Worker's Cooperative (if any), Local Contractor (for Mill and Estate), Smallholders, Third Party Supplier (if any), local NGO (if any)	All Auditor All Auditor
Wednesday, 13 November 2019		
07.00 – 08.00	Stakeholder consultation to affected communities surrounding the plantations, indigenous peoples, local communities and previous land owners (For Core Estate and Mill scope).	BYG
	Travel PT Sampoerna Agro – KUD Bina Tani Mulya	LEO/HSS/AAS
08.00 – 10.00	Field Observation to KUD Bina Tani Mulya Aspect to be verified : <ul style="list-style-type: none"> - Implementation of Legal Aspect (Land Ownership, Legal Boundaries, HCV area 	HSS

DATE	10 – 16 November 2019	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
	<ul style="list-style-type: none"> - Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application), Implementation of Occupational Health & Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect - Visit to KUD Office (interview to KUD Officer, head of village and farmers, Implementation of Environmental, and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management), Observation of Workers Facilities (Housing, School, Worship Place). 	HSS
10.00 – 12.00	Documents Review of KUD Bina Tani Mulya <ul style="list-style-type: none"> • Review of previous assessment findings • Verification of Basic Information Mill and Estate • Verification of P n C documents 	LEO/AAS All Auditor
12.00 – 13.00	BREAK	All Auditor
13.00 – 14.00	Travel to KUD Sedia Mukti	All Auditor
14.00 – 16.00	Field Observation to KUD Sedia Mukti Aspect to be verified : <ul style="list-style-type: none"> - Implementation of Legal Aspect (Land Ownership, Legal Boundaries, HCV area - Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application), Implementation of Occupational Health & Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect - Visit to KUD Office (interview to KUD Officer, head of village and farmers, Implementation of Environmental, and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management), Observation of Workers Facilities (Housing, School, Worship Place). 	LEO/HSS LEO/HSS BYG/AAS
16.00 – 17.00	Documents Review of KUD Bina Tani Mulya <ul style="list-style-type: none"> • Review of previous assessment findings • Verification of Basic Information Mill and Estate • Verification of P n C documents 	All Auditor
Thursday, 14 November 2019		
08.00 – 12.00	Field Observation to Hikmah 2 Estate (PT. Telaga Hikmah) Aspect to be verified : <ul style="list-style-type: none"> - Implementation of Legal Aspect (Land Ownership, Legal Boundaries - Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application), Implementation of Occupational Health & Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect - Implementation of Environmental, and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management), Observation of Workers Facilities (Housing, School, Worship Place), HCV area.. 	LEO HSS BYG/AAS
12.00 – 14.00	BREAK	

DATE	10 – 16 November 2019	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
14.00 – 17.00	Field observation to Selapan Jaya Mill (PT. Sampoerna Agro) <ul style="list-style-type: none"> Supply Chain verification (FFB Receiving, Weighbridge), Implementation of Occupational Health & Safety Aspect, Implementation of Employment Procedure and Mechanism Aspect, security post, FFB Sorting, Processing Activity, Despatch CPO) Implementation of Environmental aspect, Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond & land application 	All Auditor LEO HSS/AAS BYG
Friday, 15 November 2019		
08.00 – 10.00	Continue Field Observation and field observation clarification	All Auditor
	Verification of documents and completing checklist	
10.00 – 12.00	Interim Meeting (closing meeting preparation)	
12.00 – 14.00	BREAK	
14.00 – 15.00	Interim Meeting (closing meeting preparation)	
15.00 – 17.00	Closing Meeting	
17.00 – 22.00	Travel to Palembang	
Saturday, 16 November 2019		
11.35 – 12.45	Palembang → Jakarta	All Auditor