

Roundtable on Sustainable Palm Oil Certification R S P O

[✓] Surveillance

Name of Management Organisation : Selangkun Palm Oil Mill subsidiary of PT Sawit Sumbermas Sarana, Tbk
 Plantation Name : PT Sawit Sumbermas Sarana, Tbk: Selangkun Estate; Rungun Estate; Kondang Estate.
 PT Kalimantan Sawit Abadi: Batu Kotam Estate.
 Location : Village of Rangda, Sub District of Arut Selatan, Regency of Kotawaringin Barat, Province of Kalimantan Tengah, Indonesia
 Certificate Code : **MUTU-RSPO/061**
 Date of Certificate Issue : 12 June 2015 Date of License Issue : 12 September 2019
 Date of Certificate Expiry : 11 June 2020 Date of License Expiry : 11 June 2020

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-4	06 to 10 May 2019	Arif Faisal Simatupang (Lead Auditor Witnessed), Moh Arif Yusni (Lead Auditor Witnessing), Radityo Puspanjana, Yudhi Yuniarto Tallutondok	Ardiansyah	Octo HPN Nainggolan

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-4	02 September 2019

PT Mutuagung Lestari • Raya Bogor Km 33,5 Number 19 • Cimanggis • Depok 16953 • Indonesia
 Telephone (+62) (21) 8740202 • Fax (+62) (21) 87740745/6 • Email: agri@mutucertification.com • www.mutucertification.com
 MUTU Certification • Accredited by Accreditation Services International
 on March 12th, 2014 with registration number **ASI-ACC-055**

TABLE OF CONTENT

FIGURE

Figure 1. Location Map of PT Sawit Sumbermas Sarana	01
Figure 2. Operational Map of PT Sawit Sumbermas Sarana	02

Abbreviations Used	03
--------------------	----

1.0 SCOPE of the CERTIFICATION ASSESSMENT

1.1 Assessment Standard Used	05
1.2 Organisation Information	05
1.3 Type of Assessment	05
1.4 Location of Mill and Plantations	05
1.5 Description of Area Statement	06
1.6 Planting Year and Cycles	06
1.7 Description of Mill and Supply Base	06
1.8 Estimate Tonnage of Certified Product	07
1.9 Other Certifications	08
1.10 Time-Bound Plan	08

2.0 ASSESSMENT PROCESS

2.1 Assessment Team	10
2.2 Assessment Methodology, Assessment Process and Locations of Assessment	10
2.3 Stakeholder Consultation and Stakeholders Contacted	14
2.4 Determining Next Assessment	14

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification	15
3.2 Summary of Assessment Report of Supply Chain Requirement	42
3.3 Conformity Checklist of Certificate and Logo Use	54
3.4 Summary of RSPO Partial Certification	55
3.5 Identification of Findings, Corrective Actions, Observations, Opportunity for Improvement and Noteworthy Positive Components	58
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	69
---	----

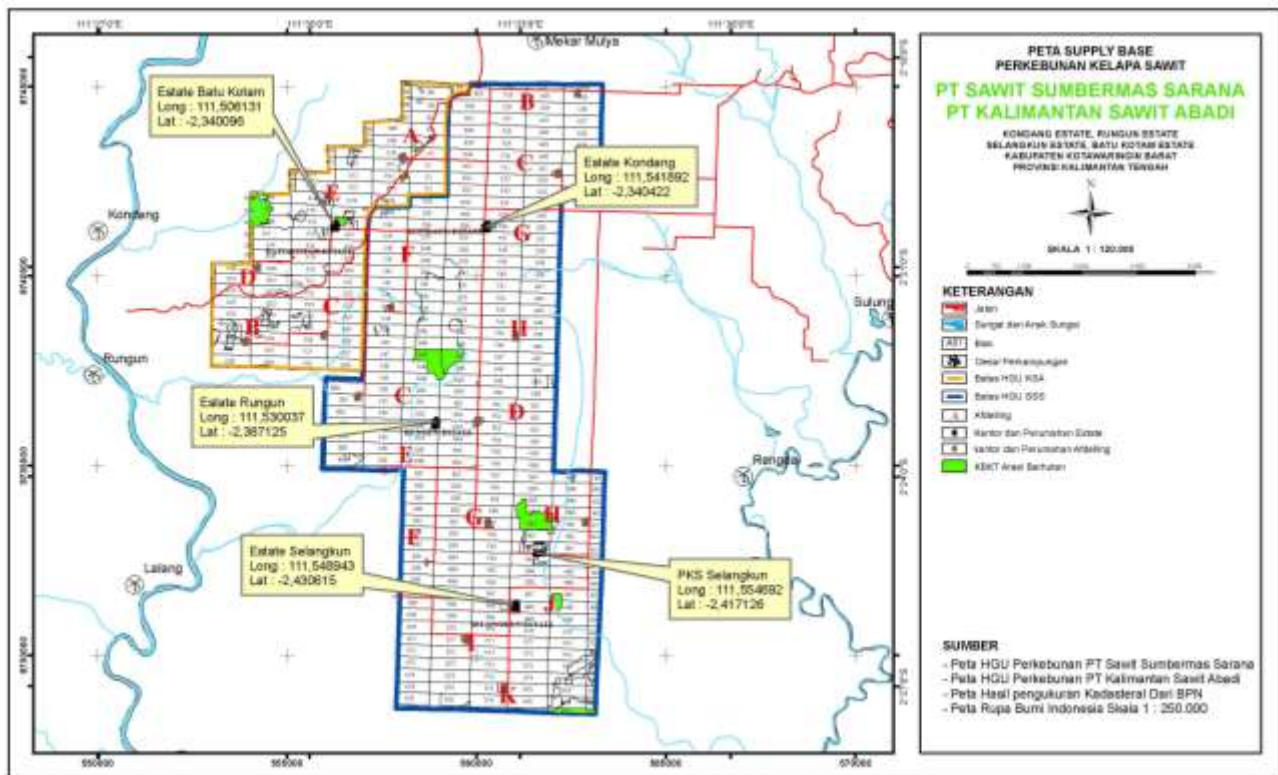
APPENDICES

1. List of Stakeholders Contacted in the RSPO Certification Process	70
2. Assessment Program	72

Figure 1. Location Map of PT Sawit Sumbermas Sarana



Figure 2. Operational Map of PT Sawit Sumbermas Sarana



Abbreviations Used

AMDAL	:	<i>Analisis Mengenai Dampak Lingkungan</i> (Environmental Impact Assessment)
ANDAL	:	<i>Analisis Dampak Lingkungan</i> (Environmental Impact Assessment)
ASA	:	Annual Surveillance Assessment
B3	:	<i>Bahan Beracun and Berbahaya</i> (Hazardous Material Waste)
BLH	:	<i>Badan Lingkungan Hidup</i> (Environment Bodies)
BNI	:	Bank Negara Indonesia
BOD	:	Biological Oxygen Demand
BPJS	:	<i>Badan Penyelenggara Jaminan Sosial</i> (Workers Social Security Agency)
CBI	:	Citra Borneo Indah
CEO	:	Chief Executive Officer
CH	:	Certificate Holder
CITES	:	Convention on International Trade in Endangered Species
COD	:	Chemical Oxygen Demand
CPO	:	Crude Palm Oil
CSR	:	Coorporate Social Responsibility
CV	:	Curriculum Vitae
EFB	:	Empty Fruit Bunch
EHS	:	Environment Health and Safety
EIA	:	Environmental Impact Assessment
FFB	:	Fresh Fruit Bunches
FGD	:	Focus Group Discussion
GHG	:	Green House Gass
HCV	:	High Conservation Value (Nilai Konservasi Tinggi)
HGU	:	<i>Hak Guna Usaha</i> (Land Use Permit)
HSE	:	Health Safety and Environment
IDR	:	Indonesian Rupiah
IPAL	:	<i>Instalasi Penyaluran Air Limbah</i> (Wastewater Treatment)
IPM	:	Integreted Pest Management
ISPA	:	<i>Infeksi Saluran Napas Atas</i> (Upper Respiratory Tract Infection)
IUCN	:	International Union for Conservation of Nature and Natural Resources
KER	:	Kernel Extraction Rate
KLHK	:	<i>Kementerian Lingkungan Hidup dan Kehutanan</i> (Ministry of Environment and Forestry)
KSA	:	Kalimantan Sawit Abadi
LA	:	Land Application
LKS	:	<i>Lembaga Kerja Sama</i> (Bipartite Cooperation Institution)
LOTO	:	Log Out Tag Out
LUC	:	Land Use Change
MSDS	:	Material Safety Data Sheet
NASA	:	National Aeronautics and Space Administration
NGA	:	National Geospatial-Intelligence Agency
NIK	:	<i>Nomor Induk Karyawan</i> (Employee number)
OER	:	Oil Extraction Rate
OFI	:	Opportunity For Improvement
OHS	:	Occupational Health and Safey
OTP	:	Objective Target Program
PK	:	Palm Kernel
PKWT	:	<i>Perjanjian Kerja Waktu Tertentu</i> (Contract Worker)
POM	:	Palm Oil Mill

POME	:	Palm Oil Mill Effluent
PP	:	<i>Peraturan Perusahaan</i> (Company Regulations)
PPE	:	Personal Protective Equipment
R & D	:	Research and Development
RKL/ RPL	:	<i>Rencana Kelola Lingkungan/ Rencana Pemantauan Lingkungan</i> (Environmental Management Plan/ Environment Monitoring Plan)
RTE	:	Rare, Treated, Endangered
SIA	:	Social Impact Assessment
SOP	:	Standard Operating System
SSMS	:	Sawit Sumbermas Sarana
T & D	:	Traning and Development
UKL/ UPL	:	<i>Upaya Kelola Lingkungan/ Upaya Pemantauan Lingkungan</i> (Environmental Management Efforts/ Environmental Monitoring Efforts)
UM	:	Unit Management
WI	:	Work Instruction
WTP	:	Water Treatment Plant

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none">Indonesian National Interpretation of RSPO P&C 2013 by INA-NITF (Indonesian National Interpretation Task Force) July 2016, endorsed by the RSPO BoG 30th September 2016.RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 revised on 14 June 2017 (Module D / E for CPO Mill)RSPO Certification System for Principles and Criteria, 14 June 2017	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT Sawit Sumbermas Sarana, Tbk	
1.2.2	Contact person	Rudy Hendrarto	
1.2.3	Organisation address and site address	RSPO registered company: JL. H. Udan Said No. 47, Kel. Baru, Pangkalan Bun, Kalimantan Tengah 74113	
1.2.4	Telephone	+62 532-21297	
1.2.5	Fax	+62 532-21396	
1.2.6	E-mail	rudy.hendrarto@citraborneo.co.id	
1.2.7	Web page address	www.citraborneo.co.id	
1.2.8	Management Representative who completed the application for certification	Rudy Hendrarto	
1.2.9	Registered as RSPO member	1-0111-07-000-00; 18 April 2007	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Selangkun Mill and it's supply bases : Selangkun Estate, Rungun Estate, Kondang Estate and Batu Kotam Estate	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			LatitudeLongitude
	Selangkun POM	Rangda Village, Arut Selatan Sub District, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia	S 02 ^o 25' 02" E 111 ^o 33' 17"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			LatitudeLongitude
	Selangkun Estate	Rangda Village, Arut Selatan Sub District, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia	S 02 ^o 25' 50" E 111 ^o 32' 56"

	Kondang Estate	Kondang Village, Kotawaringin Lama Sub District, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia			S 02° 20' 25"	E 111° 32' 31"
	Rungun Estate	Rungun Village, Kotawaringin Lama Sub District, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia			S 02° 23' 14"	E 111° 31' 48"
	Batu Kotam Estate (PT. Kalimantan Sawit Abadi)	Rungun Village, Kotawaringin Lama Sub District, Kotawaringin Barat District, Kalimantan Tengah Province, Indonesia			S 02° 20' 28"	E 111° 30' 08"
1.5	Description of Area Statement					
1.5.1	Tenure					
	• State				14,852.60 Ha	
	• Community				- Ha	
1.5.2	Area Statement					
	• Total area				10,955.70	Ha
	• Mature area				10,219.38	Ha
	• Mill & Infrastructure				149.62	Ha
	• Unplantable area				106.53	Ha
	• HCV / Conservation Area				480.17	Ha
1.6	Planting Year and Cycles					
1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		Selangkun Estate	Kondang Estate	Rungun Estate	Batu Kotam Estate	Total
	2001	-	91.87	-	-	91.87
	2002	-	182.02	-	-	182.02
	2003	-	1,358.70	-	-	1,358.70
	2004	-	699.79	197.99	-	897.78
	2005	443.51	576.44	639.11	688.99	2,348.05
	2006	69.77	90.63	173.35	113.02	446.77
	2007	155.92	72.72	639.25	644.01	1,511.90
	2008	304.11	-	352.8	240.37	897.28
	2009	1,008.75	26.83	597.5	260.56	1,893.64
	2010	213.3	-	-	378.07	591.37
	TOTAL		2,195.36	3,099.00	2,600.00	2,325.02
1.6.2	New Planting area after January 2010		591.37 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	FFB	CPO		Palm Kernel

		(tonnes/ hour)	Processed (tonnes/year)	Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Selangkun POM	60	299,692.96	67,640.88	22.57	13,895.40	4.64
	*Production data source from 12 months before assessment (May 2018 – April 2019)						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Selangkun Estate	2,424.07	2,195.36	43,429.89	19.78	43,429.89	100.00
	Kondang Estate	3,236.48	3,099.00	93,377.58	30.13	93,377.58	100.00
	Rungun Estate	2,793.19	2,600.00	57,402.56	22.08	57,402.56	100.00
	Batu Kotam Estate	2,501.96	2,325.02	34,984.72	15.05	29,756.38	85.06
	TOTAL	10,955.70	10,219.38	229,194.75	22.43	223,966.41	97.72
	*Production data source from 12 months before assessment (May 2018 – April 2019)						
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)		
	Selangkun Estate (non certified)	PT SSMS	-	749.5	12,482.68		
	Rungun Estate (non certified)	PT SSMS	-	524.35	13,773.64		
	Kondang Estate (non certified)	PT SSMS	-	92.4	729.42		
	Batu Kotam Estate (non certified)	PT KSA	-	2,563.61	61,223.49		
	TOTAL				75,726.55		
	*Production data source from 12 months before assessment (May 2018 – April 2019)						
1.7.4	Product categories			FFB, CPO, PK			
1.8	Tonnage of Product						
1.8.1	Past Annual Claim Certified Product			Last Year Projected Certified Volume (MT)		Last Year Actual Certified Volume (MT)	
	FFB Processed			217,167		223,966.41	
	CPO Production			62,816.86 *		50,551.94	
	Palm Kernel (PK) Production			13,411.42 *		10,393.06	
	*Extension volume of CSPO and CSPK approve at 21 January 2019						
1.8.2	Product selling						
	Type of selling product			Actual selling product for last year (MT)			
	CSPO sold as RSPO certified product			0			
	CSPK sold as RSPO certified product			0			
	CSPO sold under other scheme			0			
	CSPK sold under other scheme			0			

	CSPO sold as conventional				50,230.79			
	CSPK sold as conventional				10,203.39			
1.8.3	Estimate of Certified FFB Claim							
	Name of Estate(s)		Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	Selangkun Estate		2,424.07	2,195.36	46,500	21.18		
	Kondang Estate		3,236.48	3,099.00	99,900	32.24		
	Rungun Estate		2,793.19	2,600.00	61,450	23.63		
	Batu Kotam Estate		2,501.96	2,325.02	37,550	16.15		
	TOTAL		10,955.70	10,219.38	245,400	24.01		
	*Projected FFB production for 12 months of certificate (12 June 2019 to 11 June 2020)							
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 (%)	
	Selangkun POM	60	245,400	56,500	23.00	12,300	5.00	MB
	*Projected CSPO and CSPK production for 12 months of certificate (12 June 2019 to 11 June 2020)							
1.9	Other Certifications							
	-			-				
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 Plan						
	Sulung POM (PT Sawit Sumbermas Sarana)	2013	<ul style="list-style-type: none">Sulung EstateKenambui EstateRangda EstatePulau Estate	2013	Arut Selatan Sub-district, Kotawaringin Barat District, Kalimantan Tengah Province	certified		
	Selangkun POM (PT Sawit Sumbermas Sarana)	2013	<ul style="list-style-type: none">Selangkun EstateRungun EstateKondang EstateBatu Kotam Estate	2013	Arut Selatan Sub-district, Kotawaringin Barat District, Kalimantan Tengah Province	certified		
	Suayap POM (PT Mitra Mendawai Sejati)	2016	<ul style="list-style-type: none">Suayap EstateUmpang Estate	2016	Arut Selatan Sub-district and Arut Utara Sub-district, Kotawaringin Barat District, Kalimantan Tengah Province	certified		
	PKS Natai Baru (PT. Kalimantan Sawit Abadi)	2018	Natai Baru Estate	2018	Arut Selatan Sub-district, Kotawaringin Barat District, Kalimantan Tengah Province	certified		

PKS Malata (PT. Tanjung Sawit Abadi)	2019	<ul style="list-style-type: none"> Malata Estate Nanuah Estate Sungai Bulik Estate 	2019	Bulik Timur & Mentobi Raya Sub-district, Lamandau District, Kalimantan Tengah Province	Non Certified
PKS Nagakui (PT. Sawit Multi Utama)	2019	<ul style="list-style-type: none"> Nanga Kiu Estate Sepondam Estate Pedongatan Estate Merambang Estate 	2019	Bulik Timur Sub-district, Lamandau District, Kalimantan Tengah Province.	Non Certified
PKS Polikodan (PT. Mirza Pratama Putra)	2019	Sumber Cahaya Estate	2019	Bulik, Belantikan Raya and Mentobi Sub-district, Lamandau District, Kalimantan Tengah Province	Non Certified
PKS Kanamit (PT. Menteng Kencana Mas)	2019	<ul style="list-style-type: none"> Badirih Estate Kanamit Estate Bahaur Estate 	2019	Maliku, Pandih Batu and Kahayan Kuala Sub- district, Pulang Pisau District, Kalimantan Tengah Province	Non Certified
-	-	Uncertified Area of Selangkun Estate (62.85 Ha)	2020	Arut Selatan Sub-district, Kotawaringin Barat District, Kalimantan Tengah Province	Non Certified
<p><i>Source TBP: Area of Plantation Managed in Holding PT Sawit Sumbermas Sarana on 2019</i></p> <ul style="list-style-type: none"> PT Kalimantan Sawit Abadi has been RSPO certified in 2018. PT Sawit Multi Utama and PT Tanjung Sawit Abadi did not reach the certification target in 2018, this is due to the LUCA process that has not been approved. 					
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard				
	PT. Sawit Sumbermas Sarana, Tbk has two Mills that been certified (Sulung POM and Selangkun POM). The CH has scheme smallholder that is Cooperative of Sepakat Jaya Raya, however the FFB of the cooperative supplied to Sulung POM.				

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-4	<p>1. Arif Faisal Simatupang (Lead Auditor Witnessed). Bachelor of Agriculture, from Department of Agriculture Agronomy, Faculty of Agriculture, University of Gadjah Mada. He has successfully completed an RSPO endorsed P&C Lead Auditor Training, RSPO SCCS endorsed Lead Auditor Training, Indonesian Sustainable Palm Oil (ISPO) Lead Auditor Training, Management System Certification ISO 9001-2008 Lead Auditor Training, Environmental Management System ISO 14001 Lead Auditor Training, ISO 17021 and ISO 17065 Awareness Training, Management of High Conservation Value (HCV) Training, Social Accountability SA 8000 Training. He has four years of working experience as a Field Assistant on oil palm Plantation Company in Indonesia. Since 2014, he works as an auditor of RSPO and ISPO in the aspects of legal, social, best management practices of mill and estate, OHS, employment, and environmental. In this audit he is responsible for assessing the aspects of legality and SCCS.</p> <p>2. Moh Arif Yusni (Lead Auditor Witnessing). Indonesian citizen. Bachelor of Agriculture, majoring in Plant Plant Protection. Has experience as an operational staff at a private oil palm plantation company in Indonesia on 2010 to 2012. Has attended several trainings, i.e.: ISO 19011, ISO 9001; ISO 14001, SA 8000, RSPO lead auditor, ISPO lead auditor, OHS expert, OHS auditor based on National Government No. 50/2012, SCCS. Has conducting ISPO, RSPO and MSPO audit as an auditor and lead auditor with expertise on best management practices for estate and mill, legality, worker welfare, safety, social, environment, conservation, transparency, long term economic management plan and supply chain for palm oil mill aspects. During this audit he as lead auditor witnessing.</p> <p>3. Radytio Puspanjana (Auditor). Indonesian Citizen. Bachelor of agriculture, majoring in Soil Science. Agriculture Faculty. He was working as honorarium Officer at the Riau Province Plantation Agency in the division of huge estate for 1 year. The participated trainings are Survey and Mapping (GIS) Training which was held by National GMIT, ISPO auditor training, ISO 9001/2008 auditor training, ISO 14001/2004 auditor training, IHT Geospatial Information System, IHT High Conservation Value, IHT Environmental Impact Assessment, IHT Green House Gas and RSPO Awareness In House Training. Since 2015 has been following many audit as auditor base on Best Management Practice and Environment. In this audit he is responsible for assessing the aspects of environmental and OHS.</p> <p>4. Yudhi Yuniarto Tallutondok (Auditor Trainee). Indonesian citizen, Bachelor of Fisheries, Padjadjaran University. Have experience of working over three years since 2013 as plantation operations staff in private palm oil plantation companies in Indonesia. Training have been followed including Auditor of Indonesian Sustainable Palm Oil (ISPO), Lead Auditor of Roundtable on Sustainable Palm Oil (RSPO) P&C, Lead Auditor of ISO 9001:2015, ISO 14001:2015, ISO 22000:2009, ISO 19011:2011, Social Accountability 8000, Basic Management Development Program Agronomy, Fire Anticipation on Land and Forest, Potential Mapping and Conflict Resolution in Production Forests, Awareness ISO 17021 and ISO 17065. Has participated in audit activities for the ISPO and RSPO scheme since 2017 for agronomy, OHS, labor, social and legality aspects. In this audit he is responsible for assessing the aspects of Best Management Practices, worker welfare, social and transparency under supervised by Moh Arif Yusni.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-4	<p>Number of auditors : 3 auditor</p> <p>Number of days for ASA 4 at site : 5 days</p> <p>Number of working days for ASA 4 at site : 15 Working days</p>
2.2.2	Assessment Process
ASA-4	The assessment was conducted by measuring the sufficiency of implementation with the consistency done by PT Sawit Sumbermas Sarana to the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013, Endorsed by BOG on September 2016 and RSPO Supply Chain Certification Standard for Organization seeking or holding certification. Adopted by the RSPO Board of Governors on 21 st November 2014, revised on June 2017 (General

COC & Module E for CPO Mill)

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.

Some opportunities for improvement of the results **ASA-4** delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (**RC**).

Improvement of findings from main assesment findings were observed by auditors at this **ASA-4** assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of **ASA-4**

The assessment program please find Appendix 2

2.2.3

Locations of Assessment

ASA-4

The number of management units of this activity consists of four estates that supply material FFB to the Selangkun Mill. Based on Certification System, all estate become the sample. List of location observed on each unit shown below :

Selangkun POM – PT Sawit Sumbermas Sarana

- **Security Post and Weightbridge.** Observation and interview related FFB receiving, recording in accordance with SCCS requirements.
- **Loading Ramp.** Observations and interviews with grading worker related FFB grading, employment and OHS.
- **Sterilizer Station.** Observation and interviews with sterilizer operator related employment aspect, OHS aspect and working procedures specified.
- **Process Station.** Observation and interviews with operator Press regarding employment aspect, OHS aspect and working procedures specified.
- **Power House Station.** Observation and interviews with power house station operator regarding employment aspect, OHS aspect and working procedures specified.
- **Boiler Station.** Observation and interviews with Boiler operator regarding employment aspect, OHS aspect and working procedures specified.
- **Sparepart store.** Observation for material handling and OHS
- **Lubrican Store.** Observation for material handling, OHS, and hazardous material handling
- **Chemical store.** Observation for material handling, OHS, and hazardous material handling
- **Workshop.** Observation for OHS and workers welfare
- **Temporary hazardous waste store.** Observation for OHS, material handling, and hazardous waste management
- **Diesel fuel tank.** Observation for OHS and material handling
- **WTP.** Observations and interviews related to water management, recording of water use, health checks, PPE and waste management.
- **WWTP.** Field observations related to Ban to entry to WWTP, run off, testing of effluent. Officers equipped with PPE and Recording of effluent debit effluent.
- **Solid Waste.** Observation of the management of Solid waste consist of EFB, fiber and shell from the production process of mill.

Selangkun Estate – PT Sawit Sumbermas Sarana

- **Subsidence Pole, Block E76, Division K.** Observation monitoring of peat increase.
- **Piezometer, Block D76, Division K.** Observation monitoring of peat management.
- **Watergate, Block D75, Division K.** Observation monitoring of water management on peat area.
- **Harvesting, Block G73, Division K.** Observation and interviews with harvesting workers employment aspect, OHS aspect and working procedures specified.
- **Housing Complex, Block F75, Division K.** Observation of employee facilities, management of domestic waste, emergency response facilities, provision of clean water.
- **Landfill, Block F75, Division K.** Observation related to domestic waste management.
- **Generator set room housing complex, Block F75, Division K.** Observation and interviews related to work procedures, OHS implementation, employment and complaint mechanism
- **Castration, Block H73, Division K.** Observation and interviews related workers employment aspect, OHS aspect

and working procedures specified.

- **FFB Loading, Block G74, Division K.** Observation and interviews related workers employment aspect, OHS aspect and working procedures specified.
- **Fuel Storage.** Observation emergency response procedure.
- **Chemical Warehouse.** Observation and interviews related to chemical and pesticide storage area, hazardous waste management, employment, and implementation OHS.
- **Fertilizer Store.** Observation and interviews related to Fertilizer storage area, hazardous waste management, employment, and implementation OHS.
- **Sparepart store.** Observation for material handling and OHS
- **Diesel fuel tank.** Observation for OHS and material handling
- **HCV Forest Block G59.** Observations of HCV management, monitoring of RTE species.
- **HCV 4 Riparian of Selangkun River Blok H64/65.** Observations on marking of HCV management, monitoring of RTE species.
- **Land demarcation and HGU Pole No. SSS 050, SSS 051, and SSS 052.** Observation on aspect of land demarcation and maintenance of HGU poles.
- **Non HGU / Non Certified Area of Block I65.** Observation of land demarcation of certified and non certified area.

Rungun Estate – PT Sawit Sumbermas Sarana

- **Harvesting, Block D53.** Observation and interviews with harvesting workers employment aspect, OHS aspect and working procedures specified.
- **Chemical Warehouse.** Observation and interviews related to chemical and pesticide storage area, hazardous waste management, employment, and implementation OHS.
- **Washing facility for spraying team.** Observation and interviews related to washing of working tools, PPE spray teams and used pesticide containers handling.
- **Fire Extinguishers Warehouse.** Observation on the availability and condition of fire extinguishers and preparedness of fire-fighting team.
- **Generator set room housing complex at block D58.** Observation and interviews related to work procedures, OHS implementation, employment and complaint mechanism.
- **Housing complex at block D58.** Observation of employee facilities, management of domestic waste, emergency response facilities, provision of clean water.
- **Subsidence pole, block F57.** Observation monitoring of peat increase.
- **Piezometer, block F57.** Observation monitoring of peat management.
- **Watergate, block D59.** Observation monitoring of water management on peat area.
- **HCV 4.1 Forest of Tanjung Biru, Block D49.** Observations of HCV management, monitoring of RTE species, HCV plank.
- **HCV 4.1 Riparian of Parit Sei Lalang, Block D50/D51.** Observations of HCV management, monitoring of RTE species, HCV plank.
- **Watergate and water level stick of peat area, Block D51.** Observation of water management on peat area by watergate.
- **Land demarcation and HGU Pole No. SSS 088, SSS 089, and SSS 090.** Observation on aspect of land demarcation and maintenance of HGU poles.
- **Non HGU / Non Certified Area of Block B50.** Observation of land demarcation of certified and non certified area, and separation of FFB from certified and non certified source.

Kondang Estate – PT Sawit Sumbermas Sarana

- **Spraying, Block F44, Division H.** Observation and interviews related workers employment aspect, OHS aspect and working procedures specified.
- **EFB Application, Block E47, Division H.** Observation and interviews related workers employment aspect, OHS aspect and working procedures specified
- **Harvesting, Block E44, Division H.** Observation and interviews related workers employment aspect, OHS aspect and working procedures specified
- **Housing Complex, Block F45, Division H.** Observation of employee facilities, management of domestic waste, emergency response facilities, provision of clean water.
- **Landfill, Block F45, Division H.** Observation related to domestic waste management.

- **Generator set room housing complex, Block F45, Division H.** Observation and interviews related to work procedures, OHS implementation, employment and complaint mechanism.
- **Barn Owl Box, Block G35, Division G.** Observations related to integrated pest management using natural predators.
- **Fuel Storage.** Observation emergency response procedure.
- **Chemical Warehouse.** Observation and interviews related to chemical and pesticide storage area, hazardous waste management, employment, and implementation OHS.
- **Fertilizer Store.** Observation and interviews related to Fertilizer storage area, hazardous waste management, employment, and implementation OHS.
- **Sparepart store.** Observation for material handling and OHS
- **Diesel fuel tank.** Observation for OHS and material handling
- **Washing facility for spraying team.** Observation and interviews related to washing of working tools, PPE spray teams and used pesticide containers handling.
- **Clinic.** Observation and interviews related medical facilities
- **HCV Forest Block D41/D42** Observations of HCV management, monitoring of RTE species.
- **HCV 4 Riparian of Rungun River Block D43.** Observations on marking of HCV management, monitoring of RTE species.
- **Land demarcation and HGU Pole No. SSS 003, SSS 004, and SSS 005.** Observation on aspect of land demarcation and maintenance of HGU poles.
- **Non HGU / Non Certified Area of Block I65.** Observation of land demarcation of certified and non certified area.

Batu Kotam Estate – PT Kalimantan Sawit Abadi

- **Harvesting, Block F16.** Observation and interviews with harvesting workers employment aspect, OHS aspect and working procedures specified.
- **Manuring Activity Block G17.** Observation on safe working practices and interview with the manuring workers related type of fertilizer use according to the procedure and also worker welfare.
- **Chemical Warehouse.** Observation and interviews related to chemical and pesticide storage area, hazardous waste management, employment, and implementation OHS.
- **Washing facility for spraying team.** Observation and interviews related to washing of working tools, PPE spray teams and used pesticide containers handling.
- **Fire Extinguishers Warehouse.** Observation on the availability and condition of fire extinguishers and preparedness of fire-fighting team.
- **Generator set room housing complex at block D58.** Observation and interviews related to work procedures, OHS implementation, employment and complaint mechanism.
- **Housing complex at block F19.** Observation of employee facilities, management of domestic waste, emergency response facilities, provision of clean water.
- **Domestic Waste Lanfill, Block F19** Observation related domestic waste management.
- **HCV 4.1 Riparian of Asam River, Block E14.** Observations of HCV management, monitoring of RTE species, HCV plank.
- **Water management and peat subsidence of peat area, Block F12.** Observation of water management and peat subsidence monitoring by installing subsidence pole.
- **Land demarcation and HGU Pole No. KSA 013 and KSA 025.** Observation on aspect of land demarcation and maintenance of HGU poles.
- **Non HGU / Non Certified Area of Block F11.** Observation of land demarcation of certified and non certified area, and separation of FFB from certified and non certified source.
- **Barn Owl Box, Block C22.** Observation of biological treatment of rats infestation by installing and monitoring barn owl boxes.

Stakeholder Consulted

- Village Head of Rangda
- Previous land owner on Randa Village
- Walhi – no response
- WWF – no response
- AMAN – no response

	<ul style="list-style-type: none"> - Bipartite Committee PT KSA - Bipartite Committee PT SSMS - Head of Arut Selatan Sub district. - Gender Committee Officials of PT Sawit Sumbermas Sarana - Gender Committee Officials of PT Kalimantan Sawit Abadi
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-4	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for PT Sawit Sumbermas Sarana was held by:</p> <ul style="list-style-type: none"> - Public Notification at web mutucertification.com on 1 April 2019. - Public consultation meeting with surrounding communities of Rangda Villages Official and previous land owner of Rangda Village on 9 May 2019. - Public consultation meeting with government agency of Head of Arut Selatan Sub District on 6 May 2019 - Public consultation meeting with gender committee, Bipartite Organization on 9 May 2019. - Public consultation by email with NGO (WWF, Walhi, AMAN) by email on 2 May 2019. <p>Numbers of input from stakeholders were clarified by PT Sawit Sumbermas Sarana.</p>
2.3.2	Stakeholder contacted
	The list of stakeholders contacted can be seen in Appendix 1.
2.4	Determining Next Assessment
	The next visit (RC) will be determined 9 until 12 month after this ASA-4

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Selangkun POM – PT Sawit Sumbermas Sarana, Tbk operation consisting of one (1) mill and four (4) oil palm estates.

During the assessment, there were two (2) Nonconformity were assigned against Major Compliance Indicators and one (1) nonconformities were assigned against Minor Compliance. Indicators and six (6) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by The CH are provided in section 3.5. The CH has already prepared and implemented the corrective action that had been reviewed and accepted by Auditor(s) in form of documentation evidences e.g. (*document record/photographic.*). Those corrective action taken that consist of three (3) Major non-conformity had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Selangkun POM – PT Sawit Sumbermas Sarana, Tbk complied with the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016) and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill).

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is continued

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
1.1.1 Minor	<p>There is no change to the SOP of communication and requests for information from stakeholders listed in the SOP of Communication, Participation and Environmental Consultation and Occupational Health and Safety (No. SOP-EHS.GN-006) and Procedure for Provision of Information to External Parties (No. SOP-CS.GN -001) validated on 1 December 2015.</p> <p>The CH can demonstrate list of stakeholders consisting of surrounding village, organization of worker and community (Muspika, worker union, NGO, Government institution, smallholder, FFB supplier and other interest parties.</p> <p>Based on interview with local communities and Sub district head of Arut Selatan it is known that stakeholders have been aware of the communication mechanism and requests for information that can be submitted to the Mill / Estate Manager or the related Department. There has been no communication problem with The CH. Information can be accessed by submitting requests verbally, e-mail, fax, telephone and direct visits. The CH has shown evidence of mandatory reporting to the relevant agencies, but there was HGU annual report that have not been submitted. This becomes an opportunity for improvement for CH to submit the HGU Annual Report to Land Agency. OFI</p>	
1.1.2 Major	<p>For recording communication activities and information requests, The CH shows the Logbook of Incoming and Outgoing Letter owned by each Department. Documents verifications and interview with representatives of stakeholders, it was</p>	

known that they had not requested information from The CH.

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 Major

There is no change to the type of publicly accessible document contained in the Procedure for Provision of Information to External Parties (No. SOP-CS.GN-001). The documents that can be accessed by the public including CH policy, regional director memo's, working progress of OHS & RSPO program, OHS & RSPO related matters, crop report, insurance, agreement, details of complaints and complaints, incoming and out coming letter, continuous improvement plan, land use rights, public summary and certification assessment report, and human rights policy.

Based on documents verifications and interview with representatives of stakeholders, it was known that the stakeholder has received socialization and understand how to obtain information from the CH. The CH maintains records of request for information and responses in the logboog on each unit management. Based on document verification, there is no request for information related CH documents, but only invitation letter or request for funds.

Status: Comply

1.3

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

1.3.1 Minor

CH has commitment related to integrity and ethical conduct in all operational activities. The commitment is listed in "Pedoman Perilaku Karyawan" dated 1st March 2018. This policy has been socialized to the contractor and stakeholders. This policy is available in Bahasa Indonesia. Based on interview with worker in estate and mill including local contractors, it is known that they understand about the ethical conduct of The CH. Interview with worker in estate and mill informed that there is no issue about integrity, ethical conduct and there are no violations related to this.

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 Major

The CH has complied with regulations in the field of plantation and land legality, such as HGU (land use title) and IUP (plantation business permit), as well as mandatory reports on annual land use to Land Agency.

In term of best management practices, it was known that estate and mill management has implementing several pursuance with Indonesia laws and regulations, for example has conducting mechanical or zero burning method during land clearing, palms planted were derived from seeds (DxP) producers, recognized by the government of Indonesia. Furthermore, estate (each unit management) has implementing integrated pest management, biological control and only used pesticides listed on www.pesticide.id. Based on documents verifications, all processing stations at the Mill, including boilers have valid registered deeds/certificate and are periodically inspected by the Labor Agency, the last inspection conducted on 20 October – 10 November 2018.

Employment

The Governor of Central Kalimantan issued a Regulation of the Governor of Central Kalimantan Number 51 of 2018 concerning Regency Minimum Wages and Sectoral Minimum Wages in Central Kalimantan Province in 2019. In this regulation, the Minimum Wage for West Kotawaringin District was for Sector I - 12 (plantations and industrial plantations) with a value of IDR 2,965,514. In Article 8 the regulation also explained that the regulations came into force on January 1, 2019. However, based on the results of verification documents of the Selangkun POM employee slips (February 2019), Selangkun Estate (April 2019), Kondang Estate (April 2019) and Rungun Estate (February 2019) It is known that The CH

has not paid the employee's basic wages in accordance with the Governor of Central Kalimantan's Regulation Number 51 of 2018. This is an incompatibility of **NCR No. 2019.01 with major category**.

Environment

- Reporting the environment management and monitoring report for 2nd Semester of 2018.
- Have the hazardous waste storage permit referring to Government Regulation Number. 101 year 2014 (refer to criteria 5.3).
- Surface water testing (Upstream & Downstream Selangkun river) regularly with quality standard and test parameters (physical test, chemical test, and microbiological test) at Government Regulation Number 82 year 2001., Class II (refer to criteria 4.4).
- Utilization POME to Land application accordance with decision of the environment minister number 28 year 2003.

OHS

- OHS license for Boiler Man License Number 14.7730.POK3-PUBT-B/I/2015 valid until March 26th 2020.
- Hyperkes certificate for CH's Doctor Resnita Hutabarat Number. 15.339/PM-I/13 June 2013.
- OHS license for Motor Grader Number 101759-OPK3-LT/PAA/XII/2018 valid until February 2023.

2.1.2 Minor; 2.1.3 Minor; 2.1.3 Minor

CH has mechanisms to ensure compliance with regulations in SOP-EHS.GN-003 revision 02 dated 10 April 2012 which describes legal affair and Dept. EHS collect and identify standards and regulations relating to EHS to relevant agencies and / or other sources. Based on the SOP, it is mentioned that collection and re-identification or identification are done twice a year. In the SOP, it is also mentioned that the EHS Dept. evaluates the relevant standards and regulations that have been identified to ensure compliance with EHS aspects on a regular basis. . Based on document verification obtained information the last internal audit for legal aspect performed on December 2018. Internal audit result its known that all of legal requirement has been accomplished

2.1.1	Status: Nonconformity No. 2019.01 with major category.
--------------	---

2.2

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

2.2.1 Major

CH able to showing legal ownership document and the actual legal use of the land in form of HGU and IUP. Selangkun POM is the second mill under management of PT. Sawit Sumbermas Sarana (SSMS). Selangkun POM and supply bases is located in land title No. 36 of 2004 on behalf of PT SSMS and land title No. 49 of 2007 on behalf of PT KSA. Total land title are 14,852.60 Ha, which used by CH as width as 10,955.70 Ha while for the rest area is include in certification scope of Sulung POM. Based on document review known that CH managed operation area as width as 10,955.70 Ha consist of planted area 10,219.38 Ha, facilities 149.62 Ha, unplatable area 106.53 Ha and conservation area 480.17 Ha.

2.2.2 Minor

Legal boundaries in Batu Kotam Estate, Kondang Estate, Rungun Estate and Selangkun Estate were observed during this surveillance audit. All sampling of legal boundaries are demonstrated clearly, maintained and accordance with coordinate. Legal boundry is monitored and maintained every six month, the last monitoring was conducted in period March to April 2019.

2.2.3 Minor; 2.2.4 Major; 2.2.5 Minor

Based on document review, field observation and consultation with Village Head of Rangda, there is no land dispute has occurred on period 2018 to 2019. The CH has had mechanism of FPIC to resolved the conflict if presence. The FPIC mechanism are available in several procedures:

- SOP of Land Acquisition (SOP-SPD.GN-002) dated 1 January 2015.
- SOP of Land Clearing (SOP-SPD.GN-001) dated 1 January 2015.
- SOP of Land Conflict Resolution (SOP-LEGAL.GN-014) dated 18 June 2012.

2.2.6 Major

There is no evidence that the operations used violence in maintaining peace and order in their current and/or planned operations. To proof this commitment, the Certificate Holder has Management Policy for Human Rights (SK Direksi No: 002/SSS-DIR/SKD/IV/2017, dated 1 April 2017) where there is no used of violence within its policy. Interview with community stated that CH didn't used violence in maintaining peace and order in their current and/or planned operations.

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 Major

The CH has own maps with appropriate scale showing the recognized legal rights. This plantation obtained the land use title since 2004 (for PT. SSMS) and 2007 (PT. KSA). During the process to obtaining of land tenure, the certificate holder developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities). Several procedures are used for FPIC mechanism,

- SOP of Land Acquisition (SOP-SPD.GN-002) dated 1 January 2015.
- SOP of Land Clearing (SOP-SPD.GN-001) dated 1 January 2015.
- SOP of Land Conflict Resolution (SOP-LEGAL.GN-014) dated 18 June 2012.

2.3.2 Minor; 2.3.3 Minor; 2.3.4 Major

Copies of negotiated agreements included the process of free, prior and informed consent (FPIC) was available and covered evidence of consultation, statement of transfer of rights and evidence of compensation. All evidence was clear and written in Bahasa Indonesia, signed and acknowledgement by representatives through institutions or of their own choosing were sighted.

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 Major

There is no change in The CH's long-term plan contained in the Business Plan document 2017 - 2022. with information on this document consisting of CH activities such as profit and loss information from Total Revenue and Total Operating Cost, including information about gross operating cost, profit/loss before tax and profit and loss after tax. The CH has a financial schedule for yearly budget.

Information in the document consists of general routine operational activities such as target of FFB yield /ha, plantation maintenance, harvesting, fertilizer, investment plans such as enrichment planting (planting of various plant species to enhance biodiversity), mill activities such as FFB processed, projected oil extraction rate (OER) and kernel extraction rate (KER), projected crude palm oil (CPO) and palm kernel (PK) production, CSR programs and environmental monitoring, HCV management plan and other activities to fulfil RSPO requirements.

The CH has also developed a yearly plan as seen for year 2019, containing information on the budget for each activity (including activities for environmental management programs and all CSR related expenses, legal compliance and RSPO P & C compliance) and revenue from CH's production including all CH's liabilities.

Budget and target achievement evaluations are carried out every year, and the evaluation of achievement for management plan year 2018 was sighted

3.1.2 Minor

There is no replanting program for next 5 years. The oldest palm oil tree are planted on 2008. Meanwhile based on soil map (scale 1:70000) there is no peat soil.

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 Major

Based on documents verifications, interview with managements obtained information that since previous assessment (ASA 3) there is no change related SOP for agronomy and mill. The procedure covered all activities in mill and estate. During an audit, a copy of the SOP is available at the audit site and in the Indonesian language (Bahasa). Based on field observation in mill and estate it's known if the procedure has been implemented and the Worker can demonstrated work technique in accordance with procedure. Based on field observations and interviews with workers, for example, on herbicide application activities Kondang Estate Block F44 it is known that workers have understood procedures related to herbicide applications such as doses used, types of pesticides used, mechanisms of herbicide application and related understanding of areas forbidden to apply herbicide. This also found in another estate where all workers that visited and interview can demonstrate their work in accordance with the SOP.

4.1.2 Minor

All of The CH's operational activities are recorded in the documents of "Estate Progress Reports" for both the estate and the palm oil mill (POM). Said operational activity report is a recap from the daily activities. The CH also discusses each item of the activities. The evaluation mechanism for the entire operational activities, both the estate and the mill, is performed by the manager. Estate Progress Reports is a regular report prepared by the unit management of the estate and the mill and submitted to top management.

4.1.3 Minor

Certificate holder conducted annually operational/RSPO internal audit in order to monitor the implementation of the procedures. Regular checking and monitoring of operations done regularly twice a year, i. Internal audits are done by a team specifically hired to conduct internal audits and check for compliance against The CH's own SOPs and quality managements. Related the fulfillment of RSPO standards, internal audit of RSPO conducted annually. Furthermore to ensure contractor performance in accordance with SOPs, The CH conduct routine patrol and conduct contractor evaluation.

4.1.4 Major

Procedure related to FFB sourced from third parties are included in FFB Purchase Procedure (SOP-PMP.GN-002). The scope of the procedure covers the process of determining the FFB suppliers, the pricing of FFB and its payments. For information on the price of FFB is determined by the Marketing section in Head Office. Certificate holder already has a list of FFB suppliers contractors. Each incoming fruit has been recorded every day and recorded in monthly data. Detailed info about supplier data and input last year can be seen in section 1.7 of this ASA 4 report.

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 Minor, 4.2.2 Minor

SOP to maintain soil fertility and record its implementation mentioned in SOP for Fertilization (SOP-KBN.GN-010), in the SOP described related crop maintenance explaining that fertilization is based on recommendations issued on soil and leaf test results.

Based on documents verification, the management unit had performed fertilization by using chemical fertilizers, effluent and EFB. During ASA 4 audit, there was no fertilizer application activity across the operation area of the estate due to it was not part of the schedule period. Record of fertilizer application, included EFB mulching and land application were available. This is indicate management strategy towards soil fertility improvement were satisfactory monitored. Based on documents verifications, certificate holder conducted inorganic fertilizing in accordance with manuring recommendation during 2018

4.2.3 Minor

The management unit routinely has conducted soil and leaf analysis periodically. The following analysis which has been conducted as follows: (1) **(Soil Analysis**, which is done regularly every 3 years measuring the following parameters; texture, acidity (pH), contents of N Total, P-Total, K, Ca, Mg, B, Cu, Zn

(2) **Leaf Analysis**, which is done twice a year as a guide to determine the fertilizing recommendation, by monitoring the following parameters; Indicator Major elements namely N, P, K, Mg and Ca and Indicator Minor elements namely B, Cu and Zn

(3) **Visual Analysis**, which is done as part of the points in determining the fertilizing recommendation, identifying nutrient deficiency symptoms, and analyzing the disease attacks that are potential in becoming an endemic of certain disease.

The latest soil and leaf analysis were conducted in 2018. Those laboratory analysis results were used as consideration in the annual fertilizer recommendation calculation

4.2.4 Minor

Nutrient recycling strategy as a part for increasing soil fertility has been conducted, such as EFB mulching application and POME land application. The result from the field visit indicated that such activity has been correctly done in accordance with the provided recommendation. The CH also conducts an empty bunch application in a dosage of 40 Tonnes/Ha. Field observation in Kondang Estate Block E 47 Division H, it is known that EFB mulching application has been implemented especially in sandy area with dosage 40 tonnes/ha/year.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1 Major

The certificate holder has a soil map which described soil type and soil characteristic of the estates. There are presence of peat soil & sandy which are categorized as fragile soil in the estates. Based on soil detail map there is \pm 2498.56 ha peat soil and 822.83 Ha Sandy Soil. Distributions of peat soil are 970.03 Ha in Selangkun Estate, 218.53 Ha in Batu Kotam and 1,310 Ha in Rungun Estate. While, distribution of sandy soil are 619.08 Ha in Selangkun Estate, 83.58 Ha Kondang Estate, 9.54 Ha in Batu Kotam and 822.83 Ha in Rungun Estate.

4.3.2 Minor; 4.3.6 Minor

Certificate holder has had procedure related to management of erosion (No. SOP-EHS.GN-028), also soil and water conservation (No. SOP-EHS.GN-033). Based on field observation in Batu Kotam Estate, It is known that the management has carried out a technical culture strategy such as implementing individual or contour terraces selective weeding, frond stacking paralel with contour lines, and installing erosion stake (Division C Block 15). In sandy area, has been implemented EFB mulching application wit dose 40 tonsha/year. These things are in accordance with existing procedures.

4.3.3 Minor

Certificate holder has had documents of road maintenance program and realization that equipped with the proper infrastructure and facilities to do such work. Based on document review and field observation, road maintenance has been conducting well, aallowing to be used well for operational activities. Road maintenance conducted manually or by heavy equipment such as road grader and vibro compactor. According to the result of field visit, the roads are in good condition and the FFB harvested are smoothly transported to the mill.

4.3.4 Major

The peat soil management and strategy is contained in procedure related to drainage system on swamp and peat soil (No. SOP-EHS.GN-031) and water management (No. SOP-KBN.GN-005). Observation of peat areas in Rungun Estate, Batu Kotam Estate and Selangkun Estate, is known that water management has been conducted with drainage system, bund off, and water gate. Monitoring has been conducted by the installation of piezometer and subsidence pole. Document review shows there is no peat subsidence in the last year.

4.3.5 Minor

The document of area statement shows that the oldest oil palm is 18 years. The replanting will be conducted in age of 25

years or depends on the production factor. Management states that the drainability assessment will be performed prior to replanting.

Status: Comply

4.4

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

4.4.1 Minor & 4.4.2 Major

CH has water management plans listed in the environmental impact assessment document (Environmental management plan and environmental monitoring plan report) for 2006 and 2011; In addition, the HCV Management Plan Document; water management procedures. Implementation of water management includes: testing Water quality testing (drinking water, clean water, surface water/rivers and waste water) periodically, spray boundary marking, and reforestation in riparian areas. In addition The CH has also made Water Treatment Plant as a source of clean water and drinking water and monitor its use. The CH has a SOP of riparian management and the area around the lake / reservoir (SOP-EHS.GN-027).

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

- Protecting riparian from chemicals contamination. The CH has installed sign as prohibiting application of pesticides and fertilizers. The signs can be red painting in palm-stem or sign board. Based on interviews with spraying workers in Kondang estate and Batu Kotam estate workers are aware of this.
- Vertiver grass and bamboo planting in riparian area. For example, observation in block H64/65 Selangkun estate riparian of Selangkun River, there was vertiver grass and natural vegetation in riparian. Therefore, the CH has set riparian as conservation area. The consequence is no chemicals application, logging and hunting. The riparian monitored by conservation officer routinely.
- Surface water monitoring every semester, by accredited laboratory PT Unilab (National accredited), test parameter referring to appendix 4, government regulation Number. 82/2001. Based on the last tests on October, 2018 in upstream and downstream of Selangkun River, all parameters tested still accordance to surface water quality threshold.

4.4.3 Minor & 4.4.4 Minor

POME processing has processed through Waste Water Treatment Plant (WWTP) with 10 waste ponds. Monitoring of BOD has carried out every month regularly and reported to Environment Agency every three month. The test result of January to March 2018 has been verified that the results did not exceeds the quality stated in Minister of Environment Decree No. 28 of 2003.

CH has a license for the utilization of liquid waste in the palm oil plantation of PT SSMS Selangkun Mill with no. 660/36 / BLH-IV / LA / VI / 2015 dated June 12, 2015 is valid for 5 years (until June 12, 2020). Based on field visits in division D Block 15 OD, there is no waste run-off and 4 flatbed emergency is available in case of heavy rain.

Base on field visit in land application area division D Block 15 OD shows the area were well maintained. There was no leakage that flows outside the area. Based on public consultation with Rangda Village and Head of Arut Selatan Sub district, there was no issues regarding to river pollution especially to the river that across the village.

The CH has monitoring of water use for FFB processing and domestic use (housing). Field observations show that all flow meter instruments for measuring water use (7 unit flow meters) are in good condition and functioning. The average water use period January to march 2019 is 1.20 m³ / ton FFB accordance with 1.20 m³ / ton FFB budget and accordance with utilization water permit Regent decision Kotawaringin Barat Number. 206 year 2017.

Status: Comply

4.5

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

4.5.1 Major and 4.5.2 Minor

Integrated pest management program is based on procedure of pest and disease (No. SOP-KBN.GN-007). Certificate

holder has had annually IPM program, that is regularly detection and census. Potential pest and disease has been identified such as oryctes, rat, termite, and leaf eater caterpillar. As an anticipation to prevent infestation of leaf eater caterpillar, certificate holder implemented planting and maintenance of beneficial plants (*Turnera Subulata* and *Antigonon leptosus*). In addition to preventing the rat infestation, performed biological control by utilizing barn owl by building barn owl boxes.

The CH maintains records of conducting pest and disease detections once a month at each estate, which is done for nettle caterpillars, bagworms, rats, termites and spike moths (*Tiratabha* sp and diseases symptom (*Marasmius* and *Ganoderma*))

The well trained team for handling pest and disease attack is placed on each estate. Certificate holder has shown minutes of meeting training of integrated pest management on 30 – 31 January 2019. Based on the results of census of January to April 2019 visit and interview with the management unit, there was no pest and disease exceeding economy threshold. Therefore, no pest and disease control that should be conducted. Based on interview with workers, for example workers at Rungun Estate confirmed that workers has understood on IPM aspect i.e.: methodology census, type of pests and diseases and management controlling.

Status: Comply

4.6

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

4.6.1 Major, 4.6.4 Minor

The CH has a list of pesticides that can be used in 2019, consisting of 25 types of pesticides registered at www.pestisida.id. These pesticides consist of biological agents (viruses and fungi), insecticides, and rodenticides. These pesticides consist of group II and IV. The recommendations for these pesticides have been adjusted according to the type, for example

- Control of oil palm pests
- Control of oil palm diseases
- weed control

Based on document review and observation of pesticide storage, Certificate Holder does not use WHO 1A, 1B pesticide or paraquat since 2017. Based on documents verifications, field visit to pesticide storage and interview with management and pesticide applicator obtained information if the CH didn't used the pesticide that prohibited by the government as mentioned in Annex II Regulation of Ministry of Agriculture No 39 year of 2015 about Pesticide Registration, for example aldrin, formaldehida, monokrotofos.

4.6.2 Major, 4.6.3 Major, 4.6.8 Major

The use of pesticides has been documented by each estate that explains the name of the active ingredient, LD50, % active ingredients, the number of applications, the total active ingredients used, the total FFB production, pesticides units / Hectare, application hectare and the amounts of pesticide / hectare. In period 2019 there is no use of pesticides to control pests and diseases. This is reinforced by the results of the census which show that pests during 2019 was still below the economic threshold. Based on a review of documents and interviews with management staff and workers, certificate holder did not perform the application of pesticides from the air.

4.6.5 Major

Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and understood by workers. The CH has had work Instruction *Pengelolaan Pestisida* (SOP – EHS.GN – 019) that's described agrochemical that's in accordance with weed that found.

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

- Field observation and interview with foreman and sprayer on Kondang Estate Block F 44 for spraying activities using Glyphosate and methyl metsulfuron, the workers have been equipped with shoe type PPE, helmets equipped with face-protection glass, apron, shirts and trousers, masks and nitrile gloves. The type of PPE has been in accordance with the recommendation in MSDS Type Glyphosate and methyl metsulfuron.

- Based on field observation its known if the workers were able to explain and demonstrate its job in accordance with the SOP, such as justification of pesticide usage, considering wind flows during spraying, pesticide mixing, pesticides and its target, prohibited areas to be sprayed (for example HCV area and riparian zone, as well as PPE's to be used as well as its management.
- Field observation in pesticide storage in each estate has been equipped with MSDS that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. That all MSDS are available and suitable for pesticides. The risk symbols, hazard level instructions, and PPE used are shown correctly.
- Field observation in residential complexes indicate that no use of pesticide and other agrochemical containers is used for domestic purposes
- The mixed pesticide bring to the field using special tank to reduce environmental pollution and safety aspect.
- related to the food that carry out to the field, the worker placed in the bags and placed in another blocks
- Field observations and interview with workers it's known if work hour for workers who work with pesticides is limited for five hours a day or 30 hours a week.

4.6.6 Major

Based on field visit to chemical storage in each estate its known there are signboards and hazardous symbols for chemical by category, complete series Material Safety Data Sheet, chemical logbook, emergency response manual, first aid kit and personal protective equipment for storage foreman. Training for workers and staff regarding hazardous and agrochemical waste material handling have been conducted. Based on interview with sprayer team found that workers recognized how to properly disposed waste materials and workers have been trained by CH about waste and hazardous materials handling. Field visit during audit on housing in each estate there is no found that used agrochemical containers for other household purposes (for example flower pots and potable water container).

4.6.7 Minor; 4.6.9 Minor

Based on field observation and interview with Foreman and Pesticide Applicators in Kondang Estate Block F 44 it could be concluded that the workers able to explain and demonstrate its job in accordance with the SOP, such as justification of pesticide usage, considering wind flows during spraying, pesticide mixing, pesticides and its target, prohibited areas to be sprayed (for example conservation area and stream/riparian zone, which were marked with red paint on palm trunk) as well as PPE's to be used and its management. Pesticide applicators has also mentioned that pregnant and breastfeeding women are strictly prohibited to works related with agrochemicals.

Furthermore, based on field observation to Pesticides Store in each estate, it was found that all MSDS were available and match with pesticide stocks, symbols of risk and hazardous level, instruction and PPE used were displayed properly. Furthermore there are Pre mixing area as pesticide mixing and PPE's place located nearby Division Office. Moreover, as observed in employees housing areas, it was known that used pesticide containers were not be able to be reused for domestic household purposes. To ensure pesticide that application is constant in accordance with dosage that determined the CH conducted calibration to all knapsack for example calibration on 06 February 2019

4.6.10 Minor

Base on observations and interviews, managers and storage officers could demonstrate the management system of waste and pesticide products. Storage officers could explain the process of managing hazardous waste, among others, used pesticide containers first washed, then stored for storage of hazardous waste, and then recorded on hazardous waste logbook. For packing of pesticide is stored at licensed hazardous waste storage. Based on field visits to temporary hazardous waste storage sites, The CH has cooperated with PT. Semesta Langgeng Sentosa as a collector and transporter of hazardous waste.

4.6.11 Major

The CH shows the results of the employee health examination conducted on March 18 - 26, 2019 for Batu Kotam Estate; March 13 - 18, 2019 for Kondang Estate; February 18 - 25, 2019 for Rungun Estate and February 13- 26, 2019 for Selangkun Estate. Examination was carried out for 518 employees from all estate who were chemical workers and high-risk workers. Examination includes *spirometry* and *cholinesterase*. From the results of the examination it was found that all employees were in good health and fit for work.

4.6.12 Major

Certificate holder has a prohibition policy for pregnant and lactating female to work which are related to agrochemical. Certificate holder delivers monthly examination for female worker in order to ensure that they are not working with agrochemical when they are pregnant or breastfeeding. Based on field observations and interviews with personnel chemical sprayer on Kondang Estate known that there were no personnel sprayers women who are pregnant and breastfeeding, and stated that policies related to the prohibition of pregnant and breastfeeding women to spray has been understood.

Status: Comply

4.7

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

4.7.1 Major

The CH represents the Quality, Occupational, Safety and Health Policy document signed by the CEO on July 1, 2017 and includes, among others, awareness raising of employees, the public and interested parties, resulting in a clean, safe, healthy and free working environment from accidents and diseases work.

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

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

4.7.2 Major

The CH has had document of risk analysis for OHS program. The document is composed to conduct identification and analysis of dangers potential that is probably happened at workplace and the recommendation to reduce the potential of work accident. According to the result of document review and field visit to mill and estate, the management unit has socialized the risk analysis document to all workers. Based on interview with the employees in Selangkun Mill, Selangkun Estate, Rungun Estate and Batu Kotam Estate, obtained information that the employee has known the potential of dangers that could occurred at workplace. The risk control that has been done is to conduct regular medical check-up, safe working practices, availability first aid kit and use of PPE accordance to MSDS.

4.7.3 Major

The CH has established the OHS training program for the period of 2019 including safety training, hazardous waste training, pesticide handling. Result of field observation in Mill and Estate and interviews with personnel's, it is known that the management unit has provided PPE and have been given training in safe work practices. This was evidence that the personnel's have understood their duties and responsibilities and also can demonstrate how to work correctly and appropriately in accordance with the procedures. Furthermore based on field visit in estate and mill and interview with personnel, it is known that the management unit has provided PPE for personnel. For instance, for example the sprayer using personal protective equipment in accordance with specified hazard identification and risk analysis. In addition, employees are also informed about the steps of secure work in each morning briefing before start working. In addition, interview with spraying operator, harvester in Selangkun Estate, Rungun Estate and Batu Kotam Estate, revealed that CH would substitute or replace the PPE if there is a damage or broken on the old one.

Based on the results of field visits and interviews with loading and unloading workers on Batu Kotam Estate fertilizer warehouse, it was found 3 workers loading fertilizer using PPE not in accordance with the work area in the fertilizer warehouse, because the fertilizer workers were not permanent workers in the fertilizer warehouse (maintenance workers the manual that specifies the PPE provided is also different), i.e. not using a mask. The ASA-4 auditor found fertilizer warehouse worker, using PPE not in accordance with the work area in the fertilizer warehouse, because the fertilizer

workers were not permanent workers (incidental workers) in the fertilizer warehouse. For next assessment CH needs to ensure of PPE for workers temporary work areas (incidental workers). **OFl.**

4.7.4 Major

The CH already has persons that responsible for the OHS program within the organizational structure of OHS Committee established in each company (PT GKG and PT GKS). The organization routinely conducts monthly meetings on OHS issues in the workplace. The minutes of the meeting were recorded and stored well. Based on interviews to workers who are members of the OHS Committee 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.

4.7.5 Minor

The certificate holder shows the First Aid procedure (SOP-EHS.GN-010) effective 30 November 2017. SOP explains that among other things, the contents of the first aid box of 21 items are in accordance with Regulation of Labour Ministry number 15 year 2008 and routine checks are conducted to monitor box contents and condition / expired date drug. Based on field observation to Selangkun Mill, it was found that Hydrant, fire extinguisher, first aid box were properly monitored and maintained. Moreover, hydrant was satisfactory works during simulation. Based on field visit, CH has pointed the evacuation path and concentration point in order to smooth the evacuation process in emergency situation. The evacuation path is available in office and mill and has been completed with map and other signboards. At the time of the field visits it is known that in the mill, warehouse, workshop and division offices have supplied First Aid box which monitored regularly.

Base on recommendation by paramedic (CH doctor, central Polibun) for first aid on operational activities (field operation) whole 8 item, deferent for office activities consist of 21 item. However, based on auditor field visit on field activities still found first aid 21 item. The CH have opportunity for improvement to first aid items same for operational activities use, that is 8 item first aid kit. OFI number 3.

4.7.6 Minor

The CH has registered all of its employees as member of government scheme on health and employment insurance (*BPJS Ketenagakerjaan and BPJS Kesehatan*). Permanent worker, and non-permanent got Insurance on work accident (JKK), old age benefit (JHT), dead insurance (JKM), retirement insurance (JP) and health insurance (JKS). However, most of non-permanent workers were family member of permanent workers (as wife). Hence, its health insurance was under their husband. Record of insurance payment for example:

- Employment insurance for 132 permanent worker of Selangkun POM period of March 2019. Payment receipt has been verify by auditor.
- Employment insurance for 23 non-permanent worker of Selangkun POM period of March 2019. Payment receipt has been verify by auditor.
- Employment insurance for 227 permanent worker of Rungun Estate period of March 2019. Payment receipt has been verify by auditor.
- Employment insurance for 257 permanent worker of Kondang Estate period of March 2019. Payment receipt has been verify by auditor.
- Employment insurance for 315 non-permanent worker of Selangkun Estate period of March 2019. Payment receipt has been verify by auditor.
- Employment insurance for 422 non-permanent worker of Batu Kotam Estate period of March 2019. Payment receipt has been verify by auditor.

Based on interviews with contractor workers, it is known that the work accident insurance facility is borne by the contractor, but contractor workers are still provided with services and health protection by going to the clinic provided by The CH.

Based on interviews with employees in the estate and factory are known that each employee has been included in the government employment and health insurance program. The employment and health insurance membership card (*BPJS Ketenagakerjaan and BPJS Kesehatan*) has also been received by all employees.

4.7.7 Minor

The certificate holder is still consistent in monitoring the recording of occupational accidents by calculating the lost time accident (LTA) on January – December 2018. Recapitulation of work accidents with a formula to find the level of severity and frequency of accidents. This document informs the time period, the number of working days, the number of non-effective working days, hours of work in total, the number of accidents, the number of working days lost, the number of accidents a year, lost days a year. Calculation of SR and FR is reviewed regularly and monitoring will be evaluated at the monthly meeting of Committee of Occupational Health and Safety.

Status: Comply

4.8

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

4.8.1 Major and 4.8.2 Minor

The CH has compiled a training program for CH employees for the 2019 period as follows:

- The pratama plantation leadership program of batch XV and XVI
- Training in crop rotation, transport management, fertilization, weed control and pest control.
- Training on FFB processes, controlling losses, FFB grading, sample analysis techniques, maintenance systems, operation and maintenance of heavy equipment.
- Administrative training that includes training in wage journals, logistic journals, transport journals, maintenance journals, plantation cost analysis and factory cost analysis.
- General training which includes training in quality management systems, OSH management systems, environmental management systems, RSPO, ISPO, ISCC and Supply Chain.
- Operator training which includes certification of welders, lifters, boilers, first aid workers, electric K3 experts and chemical safety and health workers.
- Training for foremen that includes training pratama foremen, middle foremen, and pratama admin.
- Training for assistants which includes training in work mindset, leadership, problem solving, and work productivity management

During the audit, The CH showed evidence of employee training in 2018/2019 as follows :

- Chemist training held on February 28, 2019 which took place at the Division Echo Rungun Estate. The training was attended by 10 pesticide applicator. During the audit activity, documentation, material and attendance list of the training were sighted.
- Hunter Hotspot and Fire Pump Team training held on February 14, 2019 which took place at Batu Kotam Estate. The training was attended by 43 employees. During the audit activity, documentation, material and attendance list of the training were sighted
- Hotspot Hunter and Fire Truck Team Training held on February 13, 2019 which is located in Selangkun Estate. The training was attended by 42 employees. During the audit activity, documentation, material and attendance list of the training were sighted
- Black Bunch Counting Training held on December 20, 2018 which is held at Kondang Estate. The training was attended by 60 care employees. During the audit activity, documentation, material and attendance list of the training were sighted.

Based on field observations and interviews with mill, estate employees and scheme smallholder farmers known that each employee has been given regular training in accordance with their duties and responsibilities, this is evidenced by the explanation of the harvester can explain the criteria for fresh fruit bunches, cutting and arranging fronds, preparation of FFB at the fruit collecting point. While for mill employees in the engine room section can explain monitoring and checking tools and functions of generators and turbines, employees can also explain the time of use between turbines and generators.

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. Major

The CH has 3 documents of Environmental Impact Analysis including:

- AMDAL Document (ANDAL, RKL, RPL) Plantation Development and Palm Oil Processing Plant PT SAWIT SUMBERMAS SARANA, Plantation Location in South Arut Subdistrict (Runtu Village, Rangda Village and Sulambin Kenambui Village) and Kotawaringin Lama Subdistrict (Lalang Village, Kondang Village and Rungun Village), Kotawaringin Barat District, Central Kalimantan Province. The scope of the area is 19,842.49 Ha and the plant capacity is 90 Ton FFB / hour. The document has been approved by the Regional AMDAL Appraisal Commission (BAPELDADA) No. 660/261 / Bpdl-II-2 / IV / 2006 dated April 20, 2006 and has an Environmental Feasibility Decree based on the Decree of the Regent of Kotawaringin Barat no. 11 of 2006 on the Environmental Worthiness of Plantation Development and Palm Oil Processing Plant of PT Sawit Sumbermas Sarana, dated 3 August 2006.
- Environmental Management and Environmental Monitoring (UKL-UPL) Document of PT KALIMANTAN SAWIT ABADI with a total area of 2,510.11 ha with administrative boundaries covering Rungun Village and Kondang Village, Kotawaringin Lama Subdistrict. This document has been approved for feasibility by BAPEDALDA of Kotawaringin Barat Regency with 660/264 / BPdl-II.3 / 07/2008 dated July 2, 2008.
- Environmental Management and Environmental Monitoring Document (UKL-UPL) PT SAWIT SUMBERMAS SARANA Development of Palm Oil Processing Plant with capacity of 90 Ton FFB / hour, Rangda Village Kec. South Arut, Kab. Kobar. There is a Letter of Recommendation BLH Kab. West Kotawaringin no. 660/436 / BLH.II / VIII / 2011 dated August 15, 2011, regarding Recommendation on UKL-UPL Development of Palm Oil Factory by PT Sawit Sumbermas Sarana in Rangda Village Kec. Arut.

5.1.2. minor & 5.1.3 minor

The CH has conducted environmental management based on documents of Environmental Management Plan / Environmental Monitoring Plan, 2006, such as Transportation of FFB, Processing of CPO, surface water management, emission, Solid waste management, Land applications, CPO transport, Recruitment and recruitment and Decreased soil quality. Record of implementation of Environmental Management describe in RKL-RPL implementation report semester 2 year 2018 and has been reported to environment agency Kotawaringin Barat District.

Implementation of environmental monitoring was described in RKL-RPL implementation report. Based on the RKL-RPL implementation report of semester 2 of 2018 known there isn't negative impact caused by CH, such as the result of mill effluent quality testing that conducted periodically has been accordance with the standard qualities set by the government.

The Environmental Management plan matrix (RKL-RPL) also provides information regarding management methods, location, period, responsible unit, and agencies involved in environmental management. The document has been reported to the local authorities on a regularly.

Status: Comply

5.2

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

5.2.1. Major

PT. SSS has conducted HCV identification activities was conducted by Sonokeling Akreditas Nusantara in August 2012 and available final report of identification results in September 2012. The total area of HCV is 1,638, 46 Ha or about 8.26% of the total unit area management. The identified HCVFs include: HCV 1 (HCV 1, HCV 1, HCV 1, HCV 1, HCV 3, and HCV 4 (HCV 4, HCV 4.2 and HCV 5). Public Consultation was conducted on August 2nd, 2012. Assessment method based on identification guide of HCV (Consortium for Revision of HCV Toolkit Indonesia, 2008) and Proforest (2008).

PT. KSA has conducted HCV identification activities was conducted by Sonokeling Akreditas Nusantara in August 2012 and the final identification report is available in September 2012. The total area of HCV is 49.91 ha. Public Consultation

was conducted on August 2nd, 2012. Assessment method based on identification guide of HCV (Consortium for Revision of HCV Toolkit Indonesia, 2008) and Proforest (2008). The HCV areas which are the scope of PKS Selangkun certification are:

No.	Estate	Width of HCV Area (Ha)		Total (Ha)
		Forest/Hills	Riparian	
1	Kondang Estate	168.80	25.93	194.73
2	Selangkun Estate	69.39	55.99	125.39
3	Rungun Estate	57.65	35.47	93.12
4	Batu Kotam Estate	41.73	25.63	67.36
Total (Ha)		337.57	143.03	480.60

5.2.2 Major; 5.2.3 Minor; 5.2.4 Minor. & 5.2.5 Minor.

There are rare and protected species according to IUCN Redlist, CITES and PP. 7 in 1999. For the flora of 8 species (7 species of family Dipterocarpaceae, and 1 type of family Lauraceae). As for the fauna consists of: Bird (10 species), Mammals (14 species), Reptiles (5 species). Types of protected animals include:

1. Aves: 3 species (*Buceros rhinoceros*, *Gracula riligiosa*, *Thereskiorasis ceihiopica*)
2. Mamalia: 12 species (*Presbytis sp.*; *Helarctos malayanus*; *Pongo pygmaeus*; *Cervus unicolor*; *Manis javanicus*; *Neofelis sp.*; *Nasalis larvatus*; *Hystrix brachyuran*; *Hylobates muelerii*; *Felis bengalensis*; *Muntiacus muntjak*; *Tragulus javanicus*)
3. Reptilia: 3 species (*Phyton sp.*; *Crocodyllus sp.*; *Varanus borneensis*).

The CH has HCV management plan including endangered, threatened or endangered (RTE) species such as:

1. HCV Area Enrichment Rehabilitation.
2. HCV boundary delineation.
3. Installation of HCV area warning boards.
4. Monitoring of controlling activities of HCV Areas.
5. Preparation of nurseries for HCV rehabilitation.
6. Mapping of HCV areas.
7. Internal & external HCV socialization.
8. Patrol in HCV Batu Kotam area located in KSA Forest.
9. Security patrol of HCV area in Tanjung Biru Forest and Rungun River.
10. Monitoring & Maintenance of HCV border is located in Batu Kotam Estate, Kondang estate and others.

The monitoring plan becomes the reference at the time of preparation of the subsequent management plan in the monthly report of PT SSMS & PT KSA (Batu Kotam) HCV.

Based on field observation in riparian area in Selangkun River Blok H64/65 Selangkun Estate and Rungun River Block D43 Rungun Estate, known that there is border sign of riparian area, sign of no chemical application in riparian area and the riparian is naturally vegetated. Natural re-vegetation of plants has been implemented as evidenced by the border areas that have begun to grow natural vegetation. According to document review seen that record of protected species is regularly monitored. evaluation feedback from monitoring result i.e.:

- Installation of HCV signboard to 2019.
- Renovation of the signboard and ban for 2018 has been realized.
- The enrichment program has been realized.
- Socialization to employees is done once every 6 months and once a year.
- Patrols are performed every month.

Based on field visits in the Riparian Selangkun area, There were no workers who arrested, harmed and collected protected animals. There is a hunting ban board in the HCV area. In addition, interviews with applicator pesticide & harvest workers, employees have learned about the prohibition of hunting protected animals.

Based on interview with harvesting and spraying workers mention RTE species in operational area. RTE species within

estates operational areas which also informed by signboard. Moreover, there were no protected fauna on estate offices and housing complex. Based on interviews with surrounding villagers and local communities, there are no HCV areas that enter the community area.

Status: Comply

5.3

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

5.3.1 Major

The CH has identified its waste and pollution source and developed waste and pollution management plan in 2019. The identification is grouped based on estate and mill activity. Among the identified waste and pollution source in estate are manuring activity, clinic, workshop, spraying activity, office, warehouse and housing complex, generator use and transportation. Meanwhile, the source of pollution and waste identified in mill among others are processing activities, workshop, office, laboratory and WWTP.

5.3.2 Major & 5.3.3 Minor

The result of inventory in Selangkun Mill and Estatesuch as from spray activities, it produced waste such as former pesticide container, waste preparation and maintenance block mark, such as former paint cans and plastic waste fertilizer. The mentioned waste were placed in hazardous waste warehouse. For Selangkun Mill, in the loading ramp, used sacks lose fruit placed in landfill and WTP, the used chemical containers were placed in hazardous waste warehouse.

The CH has evidence of depositing all chemical packaging contained in the Temporary Storage of Hazardous and Toxic Waste Based on the Decision of the Regent of Kotawaringin Barat No. : 660/25 / DLH / VIII / 2017 on Temporary Storage Permit for Hazardous and Toxic Waste to PT. Sawit Sumbermas Sarana, dated August 18, 2017 valid for 5 years. Providing a waste storage permit for 365 days.

The CH shows a Letter of Agreement on the Management of hazardous Waste With PT Semesta Langgeng Sentosa (Number 159/LGL/QHSE/SSMS-SLS/X/2018) October 1st, 2018. This agreement is valid for 1 years. In addition, there is a license to transporter from the Ministry of Transportation of the Directorate General of Land Transportation SK.6/AJ.309/DJP/2017/620011229 January 10th, 2018. Hazardous waste transport recommendation from the Ministry of Environmental and Forestry of the Directorate General of Waste Management, hazardous Waste dated on November 13th, 2015 with number S2885/PSLB3-VPLB3/2015. This recommendation is valid for 5 years.

The CH also has a certificate from environmental agency Number. 660/910 / DLH.3 / VII / 2018, July 13 2018 concerning permits for the utilization of Hazardous waste, namely:

- Used fertilizer sacks.
- Used oil / fuel containers as used lubricant and fuel containers.
- Used pesticide containers for similar utilization (spoon fertilizer, spilkit containers, fertilizer containers and Hazardous waste packaging).

Based on interviews with fertilizer workers block F16 Batu Kotam Estate and F44 Kondang Estate block spray workers, known that pesticide packaging that has been damaged and not reused is stored to temporary storage licensed and the packaging of inner sacks of used fertilizer is also stored to temporary storage licensed before transport to temporary storage licensed.

The CH shows hazardous waste manifest in the form of hazardous waste containers dated on October 3th, 2018 with manifest number AZG 0000239, transport by PT. Semesta Langgeng Sentosa.

Based on field observations known:

- Innovate insecticide containers are stored in the Batu Kotam Estate fertilizer sacks used by PT KSA.
- Pesticide packaging is used for sand material containers in Batu Kotam Estate, PT KSA.
- Used oil drums are dumped to PT KSA's F19 Batu Kotam Estate housing.
- Used paint container and lubricant drum used as a water reservoir in the division K housing block F 75 Selangkun Estate.

- Used pesticide container (Metafuron) stored in the division K Blok F 75 Selangkun Estate housing.

Meanwhile in the procedure and a statement from environmental agency stated that:

- The Hazardous Waste Management SOP (SOP-EHS.GN-016) dated March 20, 2018 explains that waste utilization is done by reuse, recycling, reduce. For the use of ex-pesticide packaging, it is used as a support for operational activities, namely spillkit containers, fertilizer packaging, and hazardous waste packaging containers.
- Certificate from environmental agency Number. 660/910 / DLH.3 / VII / 2018 July 31 2018 concerning Permit for Utilizing Hazardous Waste, which explains:
 - Used fertilizer sacks.
 - Used oil / fuel containers as used lubricant and fuel containers.
 - Used pesticide containers for similar utilization (spoon fertilizer, spillkit containers, fertilizer containers and Hazardous waste packaging).

Based on the description, the CH has not been able to show evidence that the used chemicals container are managed accordance with applicable procedures. **Raised NC NO 2019.02.**

The CH has a waste management plan that has been documented and implemented including:

- POME: POME is produced in Mill and then processed in IPAL, having managed to produce a parameter below the quality standard, especially for BOD, COD and pH then flowed into the Land Application.
- Solid waste: Solid waste generated from plantation activities. Solid wastes such as empty bunks are applied to the plantation area to be used as organic fertilizer. Fiber and shells serve as boiler fuel.
- Domestic waste: Every domestic waste generated is collected in front of the house and delivered to the landfill. Based on the results of interviews with residential residents, they did not understand the management of domestic waste, CH have Opportunity for Improvement to Add information on the prohibition domestic waste burning. OFI number 4.
- Medical waste: Medical waste is transporter to PT PT Semesta Langgeng which has a medical waste transport license.

5.3.3 Status: Non-conformity No. 2019.02 with Minor Category

Open

5.4

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

5.4.1 Minor.

The CH already maximizing the use of renewable energy (fiber & shell) as boiler fuel. For example use of shells in January to December 2018 was 16,542,709 kg and fiber is 32,824,746 kg, which produces 4,297,500 kWh of electricity from turbine. Renewable energy use per ton of palm product in the mill is 14.36 kwh / ton CPO. Result Direct fossil fuel used is 0.1 kWh/ ton CPO.

Status: Comply

5.5

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

5.5.1 Major & 5.5.2 Minor.

The CH has a land clearing policy by not burning the land (zero burning) contained in SOP for Fire Prevention in Plantation Estate No. SOP - EHS.GN - 013 so that in any preparatory activity the land will not use the burning method.

Status: Comply

5.6

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

5.6.1 Major and 5.6.2 Major

As explained in the indicator 5.3.1, CH has identified source of waste including emissions from plantation and activities, as indicated in the EIA document and Waste Identification document. In the mill, the major emission source is from POME and the use of diesel fuel for generators and vehicles. Some of the main sources of pollution in palm oil mills are as follows: liquid waste from processing, generator / engine emissions, boiler emission of combustion of renewable fuel, dust

from road transportation, emission from CPO and FFB transportation. Greenhouse gas emissions source in plantation are mostly from the use of chemical fertilizers, fossil fuel for transportation, and N₂O emission.

Fossil fuel reducing have been implemented by fiber and shell usage. Realization of renewable energy have been monitored on monthly report for fiber and shell usage. The monitoring every months and the last monitoring periods January to December 2018.

Monitoring for emission and pollutants (air emission, air ambient, odor, noise, and vibration) from estate and mill was done periodically every 6 month, covered on RKL/RPL implementation report and reported to environmental agency periodically. 2nd Semester 2018 testing result indicates all parameters related to emission are still comply with standard quality. Such as, CH conducts noise level testing according to decision of environment minister number 48 year 1996.

5.6.3. Minor

Base on document verification, CH has been done calculations emission with RSPO Palm GHG Calculator Version 3.0.1 with data input correctly. Calculation option applied CH is November 2005 cut off LUC.

Summary of Net GHG Emissions period 2019 i.e. :

Emissions per product	tCO ₂ e/tProduct
CPO	9.12
PK	0

Description

Land Use	Unit	ha
Oil Palm planted on mineral soil	Ha	7856.21
Oil Palm planted on mineral peat	Ha	2363.17
Total oil planted area	Ha	10219.38
Conservation area (forested)	Ha	432.09
Conservation area (Non-forested)	Ha	0.00
FFB Prodction per hectare	t/Ha	29.32
OER	%	25.29
KER	%	5.32

Summary of Field Emissions and Sinks

Emissions	Own Crop		Group		Total
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha	
Land conversion	54025.98	24.51	18923.63	8.80	72984.59
CO ₂ emissions from fertilizer	5087.06	2.25	1713.77	0.80	6804.03
N ₂ O emissions from peat	16129.80	6.70	1379.76	0.64	17517.25
N ₂ O emissions from fertilizer	5492.12	2.44	1840.92	0.86	7336.51
Fuel consumption	2512.66	1.16	117.36	0.05	2631.28
Peat Oxidation	117684.30	48.87	10063.75	4.86	127768.11
Sinks					
Crop sequestration	-62131.88	-28.09	-20142.07	-0.72	-82313.24
Conservation Sequestration	-3532.36	-1.56	-15.16	0.00	-3549.16
Total	135331.68	7.41	13881.86	0.50	149130.50

Summary of Mill Emissions and Credits

Emissions	tCO ₂ e	tCO ₂ e/tFFB
POME	640266.00	2.26
Fuel Consumption	640.67	0.00
Grid Electricity Utilisation	0	0
Credits		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	640906.67	2.26

Palm oil Mill Effluent (POME) Treatment

Divert to compost	0
Divert to anaerobic digestion	100

POME Diverted to Anaerobic Digestion:

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

Emissions from Palm Kernel Crusher

Emissions Source	tCO ₂ e
PK from own mill	0
PK from other sources	0
Fuel consumption	0
Total crusher emissions	0

Status: Comply

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

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

6.1.1 Major and 6.1.2 Major

CH has conduct Social Impact Assessment that included scheme smallholder. The assessment process was done in 2012 and the scope of study are impact of plantation and mill operation to workers and community surrounding CH. These assessment also identified negative and positive impact of plantation and mill operation towards social aspect.

SIA identifications are done based on affected parties consultation on July 2012, this matter are amplified by stakeholders during ASA-4 stakeholder consultation. Based on stakeholder consultation with Bungur, Kondang, Rungun, Kenambui, Sulung, dan umpung villagers found that CH operational activities are brings some positive/negative impact and current SIA has covered this issues for examples related local workers acceptance, and road maintenance.

6.1.3 Major and 6.1.4 Minor

CH has established management planning and monitoring for social impact based on the impact identification. This plan has been informed the positive and negative impact including the time management planning and the person in charge for the activity, such as: village and CH connecting road conditions that are dusty in the dry season, social jealousy due to the use of labor from outside the village, lack of clarity of labor promotion mechanisms, lack of information on smallholder plantation development, inter-village land tenure claims that are not resolved, weak community bargaining position for being a workforce, weak health services to employees, The CH's approach strategy follows an established institutional and leadership pattern without calculating social dynamics, inconsistent health services to the community. PIC

for social management and monitoring are manager in each unit assisted by CSR Department and other related staff.

The social monitoring plan were implemented by affected parties participatory for examples thorough focus group discussion on March 28, 2019 for Kondang, Rungun, Sulung, and Kenambui Villages. Result monitoring for social impact on surrounding PT SSMS affected parties shown the main issues that still presence until now is related access road condition, regarding this CH has included regular road maintenance programme and realization as listed on indicators 4.3.3.

Review for social management and monitoring for PT SSMS was develop on March 2019. Major impacts that affect communities from CH operations: workers acceptance, community economic development, transport access. Documentation of social impact monitoring activities (by interview and discussion) are available for each stakeholders.

Interview with representative of Kondang, Rungun, Sulung, and Kenambui Villages obtained information that affected parties surrounding CH are participated when SIA review was conducted.

6.1.5 Minor

The CH is known to have smallholding but does not supply its FFB to Selangkun POM. Development of smallholding was carried out in 2015 after the SIA report was completed in 2013. However, based on the explanation of indicator 6.1.2, it is known that SIA has identified the impacts of the development of smallholdings.

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 Major & 6.2.2 Minor

There is no change in the internal and external communication mechanisms listed in the Communication, Participation and Environmental Consultation Procedures and OHS (No. SOP-EHS.GN-006). Based on interviews with Agency, Contractor dan Village representative, it is known that stakeholders have been aware of the communication mechanism and requests for information that can be submitted to the Mill / Estate Manager or the related Department. There has been no communication problem with The CH.

6.2.3 Minor

The CH has stakeholders list with number of stakeholder are 34 people, consisting of Teachers, Community Leaders, Village Heads from Kenambui Village, Kondang Village, Pulau Village, Rungun Village, Rangda Village and Sulung Village and has Local Contractor List with 8 contractors.

For gathering information from stakeholders, The CH has presented several documents including:

- Logbook of Outgoing and Incoming Letter (see indicator 1.1.2)
- Group Discussion Forum activity report, for example in Rangda Village was held on 18 October 2017 attended by 39 people (Village Head, Deputy Village Head, Household chief), in Natai Baru Village on 04 August 2017, at SDN I Natai Baru on 19 September 2017 was attended by 12 Teachers, Umpang Village on 28 September 2017 attended by 37 people (Village Head, Deputy Village Head, Household chief, DDB). All discussions related to the implementation plan of CSR Program focused on the field of Social Culture, Education, health, environment, infrastructure and economy of the community. The CH has demonstrated the CSR program as a follow up of FGD activities.

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 Major and 6.3.2 Major

The CH has an SOP for handling complaints and grievance from various parties, namely in the SOP-PERS.GN-017 dated August 1, 2012. In the SOP describes the handling of complaints starting from the stage of receiving complaints from

internal and external, Verification and ranking of complaints, preparation of treatment plans, implementation of handling, monitoring of implementation, and documentation to completion through legal channels. Guarantee anonymity of the whistle-blower of the case has been maintained since from first stage. In the SOP it is stated that the settlement of complaints is made no later than 1 month after receipt.

Confirmed to sample stakeholders during the public consultation, namely village communities, government agencies, local contractors and FFB suppliers who stated that the SOP was understood by all parties.

All complaints submitted to factories and plantations have been recorded and followed up by The CH in accordance with the SOP, for example: complaints from employees with the initials RM on March 6, 2019 about damaged septic tanks in the Rungun Estate employee housing. The CH in this case has responded to employee complaints on March 24, 2019 by making repairs to the septic tank. documentation is available at the time the audit activity takes place.

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 Major

A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation are available. Relevant procedures are:

- SOP of Land Acquisition (SOP-SPD.GN-002) dated 1 January 2015.
- SOP of Land Clearing (SOP-SPD.GN-001) dated 1 January 2015.
- SOP of Land Conflict Resolution (SOP-LEGAL.GN-014) dated 18 June 2012.

6.4.2 Minor; 6.4.3 Major

These procedures also described for calculating and distributing fair compensation in a participatory way and the corrective actions that should be taken. Including, compensation claims, process and outcome of any negotiated agreements. Evidence of compensation are available in place. All evidence is clear and written in Bahasa Indonesia. Also signed and acknowledge by represented through institutions or representatives of their own choosing. Based on consultation to Previous Land Owner on Rangda Village, known that the land acquisition has been conducted in FPIC manner.

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 Major

The CH has an overtime wage system stipulated in The CH Regulation PT Sawit Sumbermas Sarana and PT Kalimantan Sawit Abadi Article 41 concerning "Overtime" which explains:

- Overtime work is carried out on the basis of overtime orders from superiors directly in accordance with the needs of The CH.
- Calculation of overtime wages is calculated in accordance with the provisions of the applicable legislation (Kepmenakertrans No. 102 of 2004).
- Overtime wages are given to non-staff / monthly employees who are regulated separately.

However, based on the results of document verification on the list of wages for security units in the estate in February and April 2019, it is known that the payment of security personnel wages after 7 hours of work uses the premium overtime system (attendance and evening contract).

The auditor conducts a simulation of security staff overtime calculations along with management representatives in accordance with Kepmenakertrans No. 102 of 2004 and compared to the premium overtime system wages received by security unit employees in February and April 2019 as follows:

1. Selangkun Estate / Employee Registration Number 11170165
 Overtarget Premium Wage : IDR 1,068,621
 Simulation Results : IDR 2,380,200
 Difference : IDR 1,311,579
2. Rungun Estate / Employee Registration Number 11140776
 Overtarget Premium Wage : IDR 829,015
 Simulation Results : IDR 2,380,131
 Difference : IDR 1,551,116
3. Kondang Estate / Employee Registration Number 11140474
 Overtarget Premium Wage : IDR 1,619,420
 Simulation Results : IDR 2,403,932.31
 Difference : IDR 784,512.31

Based on the above, it is known that the system of payment of wages exceeds working hours (overtarget premium) that The CH has set is not in accordance with the Minister of Manpower and Transmigration Regulation No. 102 of 2004. **NCR No. 2019.03**

6.5.2 Major

The CH has a CH Regulation with worker union 2018-2020 based on the Decree of the Head of the Manpower and Transmigration Office of West Kotawaringin Regency with the number KEP. 425 / DTT / HIJ-SYAKER / III / 2018 dated March 27, 2018. The validity period of The CH Regulation is 2 years after it was signed. If a new CH Regulation has not been established on the expiration date of this CH Regulation, then this CH Regulation will all be valid until a new CH Regulation comes into force.

Work agreement (contract) between worker and CH describes about type of work and salary, duty and responsibility, work hour, health and medical, work termination, and others. Contract is written in Indonesian Language and workers are understood the substance of the contract

The results of interviews with operational employees in the estate and mill are known that employees have understood the rights of employees listed in The CH Regulation, for example: the right to get in kind, the right when employees are sick, reproductive rights for female employees, and the right to get wages feasible in accordance with applicable regulations. In addition, the employee also explained that the union regularly held socialization related to the contents of The CH Regulation to employees who did not understand.

6.5.3 Minor and 6.5.4 Minor

The CH has provided facilities and infrastructure to support the worker welfare in each management unit, such as permanent housing, electricity sources through generator sets available in each housing, clean water through the provision of bore wells and the provision of clean water tanks in each unit, clinics available in each unit, there is a place for kindergarten and elementary school. Based on field visits in the housing area are known that there are several stalls belonging to employees that provide basic daily necessities at affordable prices.

The results of field observations and interviews at the housing employees of mill and estate are known that The CH has provided adequate housing facilities for employees. family-owned employees are given 1 house while single employees are given 1 house for 3 people. further explained by the employee that damage to the house can be reported to housing supervision for further corrective action in accordance with the applicable mechanism.

6.5.1 **Status: Nonconformity No. 2019.03 with Major category.**

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 Major and 6.6.2 Minor

The union policy for workers is still the same as before, which is stated in the Directors Decree No: 002 / SSS-DIR / SKD

/ IV / 2017 Concerning Human Rights Policy on April 1, 2017. In this policy it is explained related to freedom of association and respecting the right of employees to form or join trade unions and bargaining collectively, in accordance with national and international regulations.

Based on document verification, bipartite council has attended the meeting regularly. During audit activities, The CH shows minutes of meetings between bipartite council and companies in the 2018 period as follows:

- The minutes of the meeting that were held on July 2, 2018 with discussion related to submission of assistance funds for employee sports competition activities between estates
- The minutes of the meeting that were held on April 3, 2018 with discussion related to the requests for funds for international labor day events
- The minutes of the meeting that were held on December 28, 2018 with discussion related to the achievement and evaluation of work in 2018

Based on interviews with Bipartite Council in each unit known that The CH always support work programs of Bipartite Council, companies give rights to Bipartite Council in accordance with applicable regulations, while for election of Bipartite Council officials is based on member agreement.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1 Major

Available procedure of employee recruitment that was explain about prohibits to employ children and make a prevention the use of child labor in our operations. Take a corrective action, if founded the child labor and ensuring that the appropriate follow up and provide safety to them. According to interviews with worker union, filed visit in mill and estate, there was no child labor usage has found.

Based on interviews with workers on estate and mill, known that each employee knows the minimum age at work, which is 18 years, further explained that this is routinely delivered at the morning briefing and through the installation of appeal boards in several places. This is in line with the results of verification of the employee list document which is known that The CH does not employ under 18 year old workers.

Based on field observations of harvesting activities at Selangkun Estate and Batu Kotam Estate known that there are special female worker to collect loose fruit, there are no children found on the harvesting areal. All harvester include the female worker are registered as CH employees.

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 Major; 6.8.2 Major and 6.8.3 Minor

The policy of non discrimination is written in point 4 of 5 of human rights policy. That was explain about The CH will give equal opportunities to all workers and embrace diversity, regardless of ethnicity, religion, disability, gender, political affiliation, sexual orientation and or worker union.

During the audit activity, The CH can show a record of the identity of the worker when applying for an employee. Available copies of ID cards, educational certificates, family cards, biography, marriage certificates and good conduct certificates from the police.

Based on field observations at Mill office and Estate Office known that the policy is installed on the front office wall so that it is easily known to stakeholders and employees. Further explained by the management representative that The CH routinely provides socialization regarding equality of rights to employees during the morning briefing. Whereas the results of field observations and interviews with employees in estate and mill operational areas were not identified as complaints related to discrimination.

The CH shows a list of employees for the period 2019 which describes the age, gender, religion, ethnicity, place and date of birth. Based on the document, known that workers come from various ethnicities, religions, regions of origin, ages, sexes and companies also do not have migrant workers. Based on interviews with Worker Union and Workers, it was explained that The CH did not discriminate against workers from admission to promotion.

Status: Comply

6.9

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

6.9.1 Major

The certificate holder has human rights policy. The policy explained that The CH strongly opposed acts of sexual harassment and was committed to creating and ensuring a work environment free of acts of sexual harassment. The policy is communicated by means of information dissemination from CH representatives and policies installed in offices and clinics. Based interviews with workers, known that the policy has been disseminated to employees, especially women who are aware of the policy on protecting women's rights.

The CH has formed a Gender Committee in management unit chaired by Umi Solihah (Selangkun POM), Ida Rusiana (Rungun Estate) and Yesi Pradina Safitri (Batu Kotam Estate). Based on interviews with the Gender Committee and female workers known that breastfeeding workers are not permitted to work using chemicals. Workers who are breastfeeding are also given the opportunity to breastfeed their children.

6.9.2 Major

The CH commitment on reproduction right is written in Company Regulation in Chapter VII. The policy explains that female worker during menstruation who feel pain and notify employers, are not obliged to work on the first and second days of menstruation by getting full wages if accompanied by a letter of recommendation from a doctor or paramedic company.

The interview results with the management known that the policy is communicated by socialization to employees and the installation of banners in offices and clinics. Based on interviews with the Gender Committee and female workers, known that workers can explain the reproductive rights of women who are given such leave for 2 days of menstruation and maternity leave for 3 months.

6.9.3 Minor

The CH has an SOP for handling complaints and grievance from various parties, namely in the SOP-PERS.GN-017 dated August 1, 2012. In the SOP describes the handling of complaints starting from the stage of receiving complaints from internal and external, Verification and ranking of complaints, preparation of treatment plans, implementation of handling, monitoring of implementation, and documentation to completion through legal channels. Guarantee anonymity of the whistle-blower of the case has been maintained since from first stage. In the SOP it is stated that the settlement of complaints is made no later than 1 month after receipt.

Based on interviews with workers in the estate and mill, it is known that each worker knows the mechanism for submitting complaints. Complaints can be submitted to the Bipartite Council, Gender Committee or direct supervisor of the workers (foreman / assistant).

Based on interviews with Bipartite Council and the Gender Committee, known that there were no complaints especially related to immoral act, If there is a complaint, it will be recorded in the complaint book and a complaint resolution will be sought and the results submitted to the worker.

Status: Comply

6.10

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

6.10.1 Minor; 6.10.2 Major; 6.10.3 Minor and 6.10.4 Minor

FFB prices for outside suppliers and individual farmers are determined by the marketing and commercial departments following the monthly stipulated FFB prices determined by the regional government. During the audit, The CH can

document the price of FFB at the Palm Oil Mill based on the "K" Index and Price Determination for March and April 2019. The results of interviews with management and verification of documents are known that Selangkun POM does not receive FFB from individual farmers or FFB outside.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1 Minor, and 6.11.2 Minor

The CH has a CSR program for 2019 which is arranged through several stages starting from interviews with religious leaders, youth, women leaders and traditional leaders in the village around The CH, for example village meetings (*Musyawarah Desa*) and plans for implementing CSR programs in 2019 in Kenambui Village on the 18th January 2019; Rangda Village on February 13, 2019; and Sulung Village on January 25, 2019. Based on the results of the interview, Focus Group Discussion (FGD) was conducted. In the implementation of The CH's FGD using the Analytical Hierarchy Process (AHP) method with the community to capture priority programs to be implemented in the Village.

The CH has recapitulated CSR to the surrounding community as stated in the 2018 CSR Annual Report document. In this document, it describes the CSR given by companies based on their respective fields, for example: 50 sacrificial animals to villages in The CH's operational area, scholarships to Son of the region where up to 2018 The CH has provided scholarships to 104 participants, honorary teacher assistance to local schools in 12 villages around The CH.

The CH has collaborated with the surrounding community, documentation has been shown in the form of partnership cooperation agreements, including:

- Development of Mitra Swadaya Palm Oil Plantation in West Kotawaringin Regency between PT Sawit Sumbermas Sarana and Sinar Harapan farmer groups (No. 143 / LGL / PLSM / SSMS-KTSH / II / 2015, February 3, 2015).
- Collaborative Agreement on the Development of Village Cash Palm Oil Plantation (TKD) between PT Sawit Sumbermas Sarana and Kenambui Village, Arut Selatan District, Kotawaringin Barat District, April 9, 2015.
- Collaboration Agreement on the Development of Oil Palm Plantations with Joint Advanced Farmers Groups in Kondang Village, Kotawaringin Subdistrict, On February 3, 2015, which was known by the Regent of West Kotawaringin

Status: Comply

6.12

No forms of forced or trafficked labour are used.

6.12.1 Major; 6.12.2 Minor and 6.12.3 Major

Based on verification document of employee, work agreements, employment mandatory report and the results of interviews with local government, community and employees during field observations, there were several things that become points of delivery of employees, for example: no identification of contract substitutions, companies not using migrant workers, companies not trading labor or forms of forced labor because all workers already have work agreements with companies.

Based on interviews with Mill and Estate employees it was found that there was no indication of forced labor. Employees explain that all rules in working at The CH have been regulated in a Company Regulation that has been agreed upon between The CH and the representatives of workers.

Status: Comply

6.13

Growers and millers respect human rights

6.13.1 Major

A human rights policy document that defines basic human rights, including reproductive rights, privacy rights, women's rights and children's rights. Issued on 30 November 2017. The policy describes respecting human rights and respecting race, nation, culture, religion and without forced labor, ensuring that all employees receive fair remuneration, fair management and opportunities to develop careers. The CH has socializing this policy to all workers and contractor on each unit. For example: Socialization of Human Rights, Ethical Behavior, Sexual Harassment and Employee Complaints

Handling held on February 13, 2019 which is located in Afdeling Delta, Rungun Estate. Training is attended by all employees and local contractor. During the audit activity, The CH can show documentation, material and attendance list of the training

Based on the results of interviews with the local government, surrounding communities and interviews with employees when field observations were not identified there were cases of human rights violations in The CH's operational area.

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 Major, 7.1.2 Minor. & 7.1.3 Minor

There are no new land clearing activities or replanting activities since ASA-3 to ASA-4 assessment activities. For environmental and social impact assessment documents can be seen in criteria 5.1 and 6.1.

Status: Comply

7.2

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

7.2.1 Major

The certificate Holder has a soil map that's described soil type, soil characteristic in The CH. There are land categorized as fragile soil, that's kind of peat soil and sandy. Based on soil detail map there is ± 2498.56 ha peat soil and 822.83 Ha Sandy Soil. Distributions of peat soil are 970.03 Ha in Selangkun Estate, 218.53 Ha in Batu Kotam and 1,310 Ha in Rungun Estate. While, distribution of sandy soil are 619.08 Ha in Selangkun Estate, 83.58 Ha Kondang Estate, 9.54 Ha in Batu Kotam and 822.83 Ha in Rungun Estate.

7.2.2 Minor

Certificate holder has had procedure related to management of erosion (No. SOP-EHS.GN-028), also soil and water conservation (No. SOP-EHS.GN-033). Based on field observation in Batu Kotam Estate, It is known that the management has carried out a technical culture strategy such as implementing individual or contour terraces selective weeding, frond stacking pararel with contour lines, and installing erosion stake (Division C Block 15). In sandy area, has been implemented EFB mulching application wit dose 40 tonsha/year. These things are in accordance with existing procedures.

The peat soil management and strategy is contained in procedure related to drainage system on swamp and peat soil (No. SOP-EHS.GN-031) and water management (No. SOP-KBN.GN-005). Observation of peat areas in Rungun Estate, Batu Kotam Estate and Selangkun Estate, is known that water management has been conducted with drainage system, bund off, and water gate. Monitoring has been conducted by the installation of piezometer and subsidence pole. Document review shows there is no peat subsidence in the last year.

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 Major, 7.3.2 Major, 7.3.3 Minor, 7.3.4 Major & 7.3.5 Minor

There are no new land clearing activities or replanting activities since ASA-2 to ASA-3 assessment activities.

The CH has submitted LUC analysis document on behalf PT SSMS to RSPO secretariat on 20 September 2014. Email from RSPO compensation on 16 February 2016 that The CH will have to complete the compensation process.

The CH has been sent concept note on 23 November 2016 and has been responded on 01 March 2017 and need some

revision. The CH has resented the revised concept note which has been revised on 25 August 2017 and has been approved by RSPO Compensation on 10 October 2017.

The CH shows a revised Compensation Proposal (Annex 7) dated August 25, 2017 which states that there are 1,155.14 ha of areas requiring remediation with details:

- PT Sawit Sumbermas Sarana covering 652.6 Ha (HCV 4 & 5 riparian zone)
- PT Mitra Mendawai Sejati covering 466.92 Ha (riparian zone)
- PT Kalimantan Sawit Abadi covering 35.62 Ha (riparian zone) - for an area of 4,442.18 Ha
- PT KSA (1,800 Ha) zero liability

The CH submitted final report Compensation Plan PT SSS October 17 2018, there was an email from RSPO compensation panel khing.suli@rspo.org November 5 2018 stating that the compensation plan had been approved by the RSPO compensation panel. The RACP process for PT SSS is complete and can continue the RSPO certification process.

Status: Comply

7.4

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

7.4.1 Minor; 7.4.2 Major

Certificate holder has had procedure related to management of erosion (No. SOP-EHS.GN-028), also soil and water conservation (No. SOP-EHS.GN-033). Based on field observation in Batu Kotam Estate, It is known that the management has carried out a technical culture strategy such as implementing individual or contour terraces selective weeding, frond stacking paralel with contour lines, and installing erosion stake (Division C Block 15). In sandy area, has been implemented EFB mulching application wit dose 40 tonsha/year. These things are in accordance with existing procedures.

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 Major

Evidence that affected local peoples understand they have the right to say 'yes' or 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples is available and documented prior to planting development. Please refer to Criteria 2.2, 2.3, 6.2, 6.4.

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 Major; 7.6.2 Major; 7.6.3 Major; 7.6.4 Minor; 7.6.5 Minor; 7.6.6 Minor

A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation are available. Relevant procedures are:

- SOP of Land Acquisition (SOP-SPD.GN-002) dated 1 January 2015.
- SOP of Land Clearing (SOP-SPD.GN-001) dated 1 January 2015.
- SOP of Land Conflict Resolution (SOP-LEGAL.GN-014) dated 18 June 2012.

These procedures also described for calculating and distributing fair compensation in a participatory way and the corrective actions that should be taken. Including, compensation claims, process and outcome of any negotiated agreements. Evidence of compensation are available in place. All evidence is clear and written in Bahasa Indonesia. Also signed and acknowledge by represented through institutions or representatives of their own choosing.

	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 Major & 7.7.2. minor The CH does not open the land by burning, there is land clearing policy with not burning the land (zero burning) contained in SOP of Fire Rescue in Plantation Estate No. SOP - EHS.GN – 013 So that in every land preparation do not using burning land.		
	Status: Comply	
7.8 New plantation developments are designed to minimise net greenhouse gas emissions.		
7.8.1 Major & 7.8.2. minor Based on areal statement and interview with the sustainability, The CH does not open the land on January 1, 2015.		
	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.		
Land Legality : Based on interview with Village Head of Rangda and previous land owner on Rangda Estate known that the CH has been conducted land identification and compensation in FPIC manner, and conducted well social management and monitoring, so there is no/significant social and land dispute. The CH has implemented commitment to reduce environment impacts on the regular action plan. For example: <ul style="list-style-type: none">- Effluent management and monitoring. WWTP pond management, effluent quality test and report it to Kota Waringin Barat District Environment Agency.- Air quality management and monitoring. Road maintenance, air quality test and report it to Kota Waringin Barat District Environment Agency.- Ground water and surface water management and monitoring. Testing ground water quality and report it to Waringin Barat Environment Agency.- Hazardous waste management. Storing hazardous waste at the permitted hazardous waste, managing and monitoring hazardous waste.- The implementation of Zero burning Policy.		
	Status: Comply	

3.2 Summary of Assessment Report of Supply Chain Requirement

3.2.1. General chain of custody requirements for the supply chain

Clause	Requirement																				
5.1	Applicability of the general chain of custody requirements for the supply chain																				
5.1.1	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.</p> <p>All processing of FFB to CPO/PK are done by CH. However during the starting date of the license (12 July 2018) until the audit, there is no sales of RSPO certified product (CSPO and CSPK).</p>																				
	Status: Comply																				
5.1.2	<p>Traders and distributors require a license obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.</p> <p>The organization did not buying CSPO/CSPK from RSPO licensed traders, not also selling products and act as a trader.</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>Selangkun POM has been registered and met the requirements of reporting supply chain through the RSPO supply chain managing organization (palm-trace), which describing below:</p>																				
	<table> <tr> <td>Sub License ID</td><td>CB70087</td></tr> <tr> <td>Member Name</td><td>Selangkun Palm Oil Mill PT SAWIT SUMBERMAS SARANA</td></tr> <tr> <td>Member ID</td><td>RSPO_PO1000003120</td></tr> <tr> <td>RSPO Membership Number</td><td>1-0111-07-000-00 (PT. Sawit Sumbermas Sarana)</td></tr> <tr> <td>Issued On</td><td>02-07-2018</td></tr> <tr> <td>Issued By</td><td>PT Mutuagung Lestari</td></tr> <tr> <td>Start Date</td><td>07/12/2018</td></tr> <tr> <td>End Date</td><td>06/11/2019</td></tr> <tr> <td>Group Size</td><td>0</td></tr> <tr> <td>Total Certified Area (Ha)</td><td>10955.7</td></tr> </table>	Sub License ID	CB70087	Member Name	Selangkun Palm Oil Mill PT SAWIT SUMBERMAS SARANA	Member ID	RSPO_PO1000003120	RSPO Membership Number	1-0111-07-000-00 (PT. Sawit Sumbermas Sarana)	Issued On	02-07-2018	Issued By	PT Mutuagung Lestari	Start Date	07/12/2018	End Date	06/11/2019	Group Size	0	Total Certified Area (Ha)	10955.7
Sub License ID	CB70087																				
Member Name	Selangkun Palm Oil Mill PT SAWIT SUMBERMAS SARANA																				
Member ID	RSPO_PO1000003120																				
RSPO Membership Number	1-0111-07-000-00 (PT. Sawit Sumbermas Sarana)																				
Issued On	02-07-2018																				
Issued By	PT Mutuagung Lestari																				
Start Date	07/12/2018																				
End Date	06/11/2019																				
Group Size	0																				
Total Certified Area (Ha)	10955.7																				
	Status: Comply																				
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>Based on document review and field observation, known that the Mill did not use 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 Mill were applied SCCS-module E, since it received and processed FFB from its own certified estate and uncertified sources.</p>
	<p>Status: Comply</p>
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 Mill only apply mass balance supply chain model (Module E).</p>
	<p>Status: Comply</p>
5.3	<p>Documented procedures</p>
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>Selangkun POM has a procedure for Supply Chain Procedure No. SOP-PKS.GN-020 rev.09 dated on 02 January 2019. The procedure has adopted the RSPO supply chain certification standard version 2017 and RSPO rules on market communication and claims version 2016. The procedure consist of PIC of supply chain, documentation of certified product and non-certified product, delivery product. The PIC responsible over the implementation of this procedure is Administration Head of Selangkun POM, based on Company decree No. 001/SK/ENG-UP/SSS-IN/III/2018 dated 13 March 2018.</p> <p>Based on field observation at weighbridge station and interview with sampled person at the Mill, the operator able to demonstrate awareness of the procedures related SCCS implementation.</p>
	<p>Status: Comply</p>
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit</p>
	<p>The Mill has had procedure of internal audit No. SOP – SUST.GN – 003 dated 21 March 2018 which explain:</p>
	<ul style="list-style-type: none"> • Reference of audit is National Interpretation of RSPO P&C 2016, Supply Chain Certification Standard RSPO 2017, RSPO Rules on Market Communications and Claims 2016. • Internal audit conducted minimum once a year.
	<p>The last internal audit conducted on 02 April 2019.</p>
	<p>Status: Comply</p>
5.4	<p>Purchasing and goods in</p>
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 Mill does not purchase RSPO certified oil palm products from outsider. The RSPO product from the Mill were from FFB of its own certified Estates. This has been verified based on document review, that certified FFB production from each Estate was equal as the total Mill's certified FFB processed.</p>
	<p>Status: Comply</p>
5.4.2	<p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents</p>
	<p>The Mill does not purchase RSPO certified oil palm products from outsider. The RSPO product from the Mill were from FFB of its own certified Estates.</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 had eight contractors related transport RSPO certified products. The Mill did not outsource for processing activities. However during the starting date of the license until the audit, there is no sales of RSPO certified product (CSPO and CSPK).</p> <p>To ensure in compliance with RSPO standard, the third parties/contractors has been bound in a work agreement and RSPO SCCS training. The latest training for contractor conducted on 8 April 2019. The training clause among others sealing the trucks during shipping, to ensure that the transported CPO is not mixed with other sources, and must be willing to be examined by CB to fulfill RSPO SCCS compliance.</p>
	Status: Comply
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <ol style="list-style-type: none"> The site has legal ownership of all input material to be included in outsourced processes; The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. d) The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance <p>The Mill has imposed provisions that must be applied by contractors as contained in the work agreements or Supply Chain Procedure No. SOP-PKS.GN-020 rev.09 dated on 02 January 2019, which has been socialized on 8 April 2019, these provisions include:</p> <ul style="list-style-type: none"> - The cooperation is bound by a work agreement - The CPO transported only comes from Selangkun Mill - CB has the right of access to the contractors to verify the implementation of RSPO SCCS.
	Status: Comply
5.5.3	<p>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.</p> <p>The Mill has record the name and contact detail of all contractor used for physical handling of RSPO certified oil palm product, consist of :</p> <ul style="list-style-type: none"> - CV Dwi Perdana - CV Ligar - CV Lisanti - CV Mandiri Karya Bersama - CV Nutistar Express - CV Prima Nusantara Express - CV Rajawali Putera Mandiri - CV Tiga Putera Perkasa

	Status: Comply																				
5.5.4	<p>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</p> <p>Based on document review shown that there is no new contractor since the last assessment for physical handling of RSPO certified oil palm products</p>																				
	Status: Comply																				
5.6	Sales and goods out																				
5.6.1	<p>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> <p>During the starting date of the license until the audit, there is no sales of RSPO certified product (CSPO and CSPK). However, the Mill shown previous license document and template document such as sales contract, delivery order and weighbridge ticket. Those documentations informed delivery date, description of product and supply chain model, quantity, identification number, certificate number, sender's name and address of the seller.</p>																				
	Status: Comply																				
5.7	Registration of transactions																				
5.7.1	<p>Supply chain actors who:</p> <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 <p>Selangkun POM has been registered and met the requirements of reporting supply chain through the RSPO supply chain managing organization (palm-trace), which describing below:</p> <table border="0"> <tr> <td>Sub License ID</td><td>CB70087</td></tr> <tr> <td>Member Name</td><td>Selangkun Palm Oil Mill PT SAWIT SUMBERMAS SARANA</td></tr> <tr> <td>Member ID</td><td>RSPO_PO1000003120</td></tr> <tr> <td>RSPO Membership Number</td><td>1-0111-07-000-00 (PT. Sawit Sumbermas Sarana)</td></tr> <tr> <td>Issued On</td><td>02-07-2018</td></tr> <tr> <td>Issued By</td><td>PT Mutuagung Lestari</td></tr> <tr> <td>Start Date</td><td>07/12/2018</td></tr> <tr> <td>End Date</td><td>06/11/2019</td></tr> <tr> <td>Group Size</td><td>0</td></tr> <tr> <td>Total Certified Area (Ha)</td><td>10955.7</td></tr> </table> <p>However during the starting date of the license until the audit, there is no sales of RSPO certified product (CSPO and CSPK).</p>	Sub License ID	CB70087	Member Name	Selangkun Palm Oil Mill PT SAWIT SUMBERMAS SARANA	Member ID	RSPO_PO1000003120	RSPO Membership Number	1-0111-07-000-00 (PT. Sawit Sumbermas Sarana)	Issued On	02-07-2018	Issued By	PT Mutuagung Lestari	Start Date	07/12/2018	End Date	06/11/2019	Group Size	0	Total Certified Area (Ha)	10955.7
Sub License ID	CB70087																				
Member Name	Selangkun Palm Oil Mill PT SAWIT SUMBERMAS SARANA																				
Member ID	RSPO_PO1000003120																				
RSPO Membership Number	1-0111-07-000-00 (PT. Sawit Sumbermas Sarana)																				
Issued On	02-07-2018																				
Issued By	PT Mutuagung Lestari																				
Start Date	07/12/2018																				
End Date	06/11/2019																				
Group Size	0																				
Total Certified Area (Ha)	10955.7																				
	Status: Comply																				
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / 																				

<p>Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.</p> <ul style="list-style-type: none"> 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. 	
<p>During the starting date of the license until the audit, there is no sales of RSPO certified product (CSPO and CSPK). However there were selling of CSPO and CSPK as conventional during this period, and has been removed from certified stock.</p>	
	Status: Comply
5.8	Training
5.8.1	
<p>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</p>	
<p>The training of SCCS aspects planned on April 2019 based in Training Program of 2019 and has been conducted.</p>	
	Status: Comply
5.8.2	
<p>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</p>	
<p>Training of SCCS conducted on 17 April 2019 which attend by 10 workers consist of mill administration head, security, weighbridge operator, QHSE staff, ISO administration, administration trainee. Interview with head of administration, production clerk, security and weighbridge operator showed that they has had SCCS training and they can explain how to conduct traceability.</p>	
	Status: Comply
5.9	Record keeping
5.9.1	
<p>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</p>	
<p>During the audit, all the record are complete and kept in accurate, up to date and accessible. The random sampling are done during the audit. Such as record of training, internal audit, socialization, as well as data of previous license.</p>	
	Status: Comply
5.9.2	
<p>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</p>	
<p>Based on Supply chain procedure dated 21 March 2018 known that retention time for supply chain document is 2 years. Records of transaction from the past two years were also available such as sales record of previous license period.</p>	
	Status: Comply
5.9.3	
<p>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.</p>	
<p>Estimated certified product recorded in the certificate annex of last surveillance, actual certified produced has been verified</p>	

during the audit, as well as the the estimates of certified production for the next license period has been set by the Mill, describes in the following table:

Product	Last Year Projected Certified Volume (MT)	Last Year Actual Certified Volume (MT)	12 month estimate production of next license period (MT) 12 June 2019 – 11 June 2020
CSPO	62,816.86 *	50,551.94	56,500
CSPK	13,411.42 **	10,393.06	12,300

Notes : * additional of extension volume of CSPO at 21 January 2019 amount 12,868.86 MT from its initial quota.

** additional of extension volume of CSPK at 21 January 2019 amount 2,553.42 MT from its initial quota.

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

Not applicable. The Mill only conduct FFB processing up to CPO and PK, not it's derivatives.

Status: Comply

5.10.2

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

Not applicable. The Mill only conduct FFB processing up to CPO and PK, not it's derivatives.

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.

However during the starting date of the license until the audit, there is no sales of RSPO certified product (CSPO and CSPK).

Status: Comply

5.12 Complaints

5.12.1

The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.

The mechanism, open to all affected parties, resolve disputes in an effective, timely and appropriate manner was described within SOP of Communication, Participation and Consultation, Environment and OHS (No. SOP-EHS.GN-006). Includes ensuring anonymity of complainants and whistleblowers (where requested) is classified. Based on complaint record, there wasn't complaint from stakeholder.

Status: Comply

5.13 Management review

5.13.1

The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken

Management review conducted annually. The latest management review conducted at 23 August 2018. The further will be conducted on September 2019.

Status: Comply

5.13.2

The input to management review shall include information on:

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

Based on the Management Review Report of 23 August 2018, known that the review has consider information on the previous management review, result of internal and external audits, status of preventive and corrective actions, other changes to management system and recommendation for improvement.

Status: Comply

5.13.3

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

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

Based on the Management Review Report, known that the output has include improvement of the last NC, OFI, as well as training requirements for Staff and operators.

Status: Comply

3.2.2. Module E – CPO Mills: Mass Balance Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements												
E.1	Definition												
E.1.1													
Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.													
The Mill applied SCCS – modul E (MB) since its received and processing the FFB from certified and uncertified sources, verification are done trough field observation and interview to security and weigh-bridge operator as well as management representative. The mill claim only the volume of oil palm products produced from certified FFB as MB.													
	Status: Comply												
E.2	Explanation												
E.2.1													
The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.													
Estimated certified product recorded in the certificate annex of last surveillance, actual certified produced has been verified during the audit, as well as the the estimates of certified production for the next license period has been set by the Mill, describes in the following table:													
	<table><tr><th>Product</th><th>Last Year Projected Certified Volume (MT)</th><th>Last Year Actual Certified Volume (MT)</th><th>12 month estimate production of next license period (MT) 12 June 2019 – 11 June 2020</th></tr><tr><td>CSPO</td><td>62,816.86 *</td><td>50,551.94</td><td>56,500</td></tr><tr><td>CSPK</td><td>13,411.42 **</td><td>10,393.06</td><td>12,300</td></tr></table>	Product	Last Year Projected Certified Volume (MT)	Last Year Actual Certified Volume (MT)	12 month estimate production of next license period (MT) 12 June 2019 – 11 June 2020	CSPO	62,816.86 *	50,551.94	56,500	CSPK	13,411.42 **	10,393.06	12,300
Product	Last Year Projected Certified Volume (MT)	Last Year Actual Certified Volume (MT)	12 month estimate production of next license period (MT) 12 June 2019 – 11 June 2020										
CSPO	62,816.86 *	50,551.94	56,500										
CSPK	13,411.42 **	10,393.06	12,300										
Notes : * additional of extension volume of CSPO at 21 January 2019 amount 12,868.86 MT from its initial quota. ** additional of extension volume of CSPK at 21 January 2019 amount 2,553.42 MT from its initial quota.													
	Status: Comply												
E.2.2													
The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).													
Selangkun POM has been registered and met the requirements of reporting supply chain through the RSPO supply chain managing organization (palm-trace), which describing below:													
Sub License ID	CB70087												
Member Name	Selangkun Palm Oil Mill PT SAWIT SUMBERMAS SARANA												
Member ID	RSPO_PO1000003120												
RSPO Membership Number	1-0111-07-000-00 (PT. Sawit Sumbermas Sarana)												
Issued On	02-07-2018												

Issued By	PT Mutuagung Lestari
Start Date	07/12/2018
End Date	06/11/2019
Group Size	0
Total Certified Area (Ha)	10955.7

However during the starting date of the license until the audit, there is no sales of RSPO certified product (CSPO and CSPK). However there were selling of CSPO and CSPK as conventional during this period, and has been removed from certified stock.

	Status: Compy
--	----------------------

E.3	Documented procedures
------------	------------------------------

E.3.1

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

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

Selangkun POM has a procedure for Supply Chain Procedure No. SOP-PKS.GN-020 rev.09 dated on 02 January 2019. The procedure has adopted the RSPO supply chain certification standard version 2017 and RSPO rules on market communication and claims version 2016. The procedure consist of PIC of supply chain, documentation of certified product and non-certified product, delivery product. The PIC responsible over the implementation of this procedure is Administration Head of Selangkun POM, based on Company decree No. 001/SK/ENG-UP/SSS-IN/III/2018 dated 13 March 2018.

Based on field observation at weighbridge station and interview with sampled person at the Mill, the operator able to demonstrate awareness of the procedures related SCCS implementation.

	Status: Comply
--	-----------------------

E.3.2

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

On the Supply Chain Procedure No. SOP-PKS.GN-020 rev.09 dated on 02 January 2019 described that the receiving and processing of FFB from the suply base. To separate the acceptance of certified and non-certified FFB, the management unit will identifies and registers the FFB supplier. The certification information is in form of stamp on FFB delivery note and coding in weighbridge ticket.

The verification results at Wighbridge for FFB receipt documents, it is known that the Mill has applied a certified and non-certified FFB separation, by giving a "certified stamp" on certified FFB.

	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.

Selangkun POM has documented the volume of certified and non certified FFB received shown on table below :

Month	FFB Received (MT)
-------	-------------------

	Certified	Non Certified	Total
May-18	24,198.01	7,187.00	31,385.01
Jun-18	22,510.51	6,678.17	29,188.68
Jul-18	23,770.64	7,537.54	31,308.18
Aug-18	24,056.28	7,432.32	31,488.60
Sep-18	18,397.75	6,526.57	24,924.32
Oct-18	17,016.01	5,982.06	22,998.07
Nov-18	18,852.27	6,573.10	25,425.37
Dec-18	18,081.32	5,923.62	24,004.94
Jan-19	12,902.53	4,972.75	17,875.28
Feb-19	13,503.69	5,099.65	18,603.34
Mar-19	13,501.16	5,582.69	19,083.85
Apr-19	17,176.26	6,231.08	23,407.34
TOTAL	223,966.41	75,726.55	299,692.96

Status: Comply

E.4.2

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

On December 2018, the Mill considered projected overproduction of certified product, so that the Mill inform the CB and request for extension volume at 21 January 2019, amount of 12,868.86 MT for CSPO and 2,553.42 MT for CSPK.

At the time of audit, there is no overproduction shown in table below :

Product	Last Year Projected Certified Volume (MT)	Last Year Actual Certified Volume (MT)
CSPO	62,816.86 *	50,551.94
CSPK	13,411.42 **	10,393.06

Notes : * additional of extension volume of CSPO at 21 January 2019 amount 12,868.86 from its initial quota.

** additional of extension volume of CSPK at 21 January 2019 amount 2,553.42 from its initial quota.

Status: Comply

E.5

Record keeping

E.5.1

- The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.
- 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.
- The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)

Selangkun POM has record and balance all RSPO certified production and deliveries of RSPO product on three-monthly basis shown on table below. There is no sales as certified of CSPO and CSPK during 12 month before the audit.

CPO

Period	CERTIFIED CPO PRODUCTION & SALES (MT)
--------	---------------------------------------

	Certified CPO Production	Certified CPO Sales				
		Sales as RSPO	Sales as Other Scheme	Sales as Non Certified	Total Sales	Stock
Beginning Stock						1,933.59
May-18	5,453.93	-	-	4,762.77	4,763	2,624.75
Jun-18	5,028.49	-	-	2,182.48	2,182	5,470.76
Sub Total	10,482.42	-	-	6,945.25	6,945.25	5,470.76
Jul-18	5,230.77	-	-	5,709.22	5,709	4,992.31
Aug-18	5,441.77	-	-	5,719.52	5,720	4,714.56
Sep-18	3,999.77	-	-	6,782.05	6,782	1,932.28
Sub Total	14,672.31	-	-	18,210.79	18,210.79	1,932.28
Oct-18	3,890.25	-	-	2,805.70	2,806	3,016.83
Nov-18	4,364.44	-	-	2,888.46	2,888	4,492.81
Dec-18	4,043.05	-	-	4,871.43	4,871	3,664.42
Sub Total	12,297.73	-	-	10,565.59	10,565.59	3,664.42
Jan-19	2,924.12	-	-	4,375.34	4,375	2,213.20
Feb-19	3,109.00	-	-	5,028.63	5,029	293.57
Mar-19	3,107.89	-	-	3,050.26	3,050	351.20
Sub Total	9,141.02	-	-	12,454.23	12,454.23	351.20
Apr-19	3,958.46	-	-	2,054.94	2,055	2,254.73
TOTAL	50,551.94	-	-	50,230.79	50,230.79	2,254.73

PK

Period	CERTIFIED PK PRODUCTION & SALES (MT)					
	Certified PK Production	Certified PK Sales				
		Sales as RSPO	Sales as Other Scheme	Sales as Non Certified	Total Sales	Stock
Beginning Stock						107.61
May-18	1,246.60	-	-	887.32	887.32	466.89
Jun-18	1,131.08	-	-	748.51	748.51	849.46
Sub Total	2,377.68	-	-	1,635.83	1,635.83	849.46
Jul-18	1,170.56	-	-	1,107.42	1,107.42	912.60
Aug-18	1,043.30	-	-	826.89	826.89	1,129.01
Sep-18	898.73	-	-	47.16	47.16	1,980.58
Sub Total	3,112.59	-	-	1,981.47	1,981.47	1,980.58
Oct-18	833.27	-	-	951.27	951.27	1,862.59
Nov-18	855.78	-	-	1,903.32	1,903.32	815.04
Dec-18	741.58	-	-	824.54	824.54	732.08
Sub Total	2,430.63	-	-	3,679.13	3,679.13	732.08
Jan-19	503.83	-	-	1,245.21	1,245.21	(9.30)

Feb-19	535.90	-	-	569.15	569.15	(42.54)
Mar-19	625.62	-	-	389.88	389.88	193.20
Sub Total	1,665.35	-	-	2,204.23	2,204.23	193.20
Apr-19	806.81	-	-	702.73	702.73	297.29
TOTAL	10,393.06	-	-	10,203.39	10,203.39	297.29
	Status: Comply					

3.3 Conformity Checklist of Certificate and Trademark Use

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

3.4 Summary of RSPO Partial Certification.

Compliance of the uncertified management units of PT Sawit Sumbermas Sarana, 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.

Sawit Sumbermas Sarana, Tbk Time Bound Plan is explaining in table 1.10. Sawit Sumbermas Sarana run six (6) mills and twenty one (21) estates in Indonesia and has achieved RSPO certified for three (3) mills and supply base in Indonesia. Sawit Sumbermas Sarana, Tbk has informed the Time Bound Plan progress, MUTU has considered that Sawit Sumbermas Sarana is comply with the RSPO requirement for Time Bound Plan. The Time Bound Plan was revised and declared by Sawit Sumbermas Sarana, Tbk on 2019.

MUTU has verified partial certification for un-certified unit's subsidiary of PT Sawit Sumbermas Sarana, Tbk on their Time Bound Plan. There are three (3) uncertified management unit of Sawit Sumbermas Sarana, Tbk. MUTU Auditor verified positive assurance against The CH 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 CH has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labour disputes that are not being resolved through an agreed process
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.2.1	Did The CH conduct an internal audit? If so, has a positive assurance statement been produced?	<p>PT Sawit Sumbermas Sarana has conducted Internal audit for their un-certified Units, with audit result :</p> <p>PT Mirza Pratama Putra,</p> <p>Official letter on forest realase has been approved on 2018, Land Use Change Analysis is being reviewed and no NPP assessment in placed. The positive assurance was determined to achieve the target 2019 certified (as per time bound plan) and the remains gaps would be closed during this 2 years period.</p> <p>PT Menteng Kencana Mas,</p> <p>Land Use Change Analysis is being reviewed and no NPP assessment in placed, HCV assessment is being finalised. The positive assurance was determined to achieve the target 2019 certified (as per time bound plan) and the remains gaps would be closed during this 2 years period.</p> <p>PT Sawit Multima Utama,</p>

		<p>The HGU has been reached for 8 958 ha, Land Use Change Analysis is being reviewed and no NPP assessment in placed, The positive assurance was determined to achieve the target 2018 certified (as per time bound plan) and the remains gaps would be closed during this year.</p> <p>PT Tanjung sawit Abadi, The HGU has been reached for 6,968 ha, Land Use Change Analysis is being reviewed and no NPP assessment in placed, The positive assurance was determined to achieve the target 2018 certified (as per time bound plan) and the remains gaps would be closed during this year.</p>
2.2.2	<p>No replacement after dates defined in this 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>According to the internal audit reports noted that all uncertified area(s) has been conducted HCV assessment and land use change analysis (LUCA) by external consultant (Remark Asia). The internal audit report confirmed that no replacement of primary forests on those uncertified areas.</p> <p>According to the interview with senior sustainability team of SSS, no plan for take NPP procedure as an option to comply with criterion 7.3 instead RaCP procedure.</p> <p>PT MKM and PT MPP are new acquired on 2015, such areas has been cleared before acquired by PT SSS, therefore, PTSSS prefer to take land use change analysis since 2016 to a whole uncertified areas then follow RaCP procedure.</p>
2.2.3	<p>Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>According to the area statement, following are new planting since 1 January 2010 of the un-certified areas:</p> <ol style="list-style-type: none"> 1. PT SMU : 8 018 ha 2. PT TSA : 5 197 ha 3. PT MKM : 7 257 ha 4. PT MPP : 3 489 ha <p>According to the interview with senior sustainability team of SSS, no plan for take NPP procedure as an option to comply with criterion 7.3 instead RaCP procedure.</p> <p>For all of those areas, the company prefer to take Land Use Change Analysis then RaCP procedure.</p>

		The land use change analysis has been initiated since 2016 and now being finalised.
2.2.4	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.	Based on Internal Audit result and desktop study known that there is no land conflict on uncertified unit.
2.2.5	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	Based on Internal Audit result and desktop study known that there is no labor dispute on uncertified unit.
2.2.6	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	Based on Internal Audit result known that NC on legal requirement were being resolved by management unit.

3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.
3.5.1. Identification of Findings, Corrective Actions and Observations at ASA-3

NCR No.	: 2018.1	Issued by	: M Rinaldi
Date Issued	: 5 May 2018	Time Limit	: ASA-4
NC Grade	: Minor	Date of Closing	: 09 May 2019
Standard Ref. & Requirement	4.7.5 A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas		
Non-Conformance Description & Evidence observed (filled by auditor): Based on the results of field observation in Selangkun POM, it is known that the company has routinely conducted the examination of the availability of medicine / tools in the first aid box according to the table of contents provided. However, the examination has not covered the expiry date of available drugs, such as found Povidon Iodine / Betadine which has expired in box POM office (expired date September 2017), process office (expired date February 2018) and warehouse office (expired date February 2018). This is not yet in accordance with the First Aid Procedures			
Root Cause Analysis (filled by organization audited): Checking and monitoring for the condition and the validity period of the medicine has not run optimally			
Correction (filled by organization audited): Ensure for expired of medicine are replaced with medicine that have a long validity period			
Corrective Action (filled by organization audited): Coordinate with related units to ensure checks related to medicine conditions are monitored and run properly.			
Assessor Evaluation and Conclusion (filled by auditor): Verification of Auditor The CH shows of evidence : <ul style="list-style-type: none"> - Betadine replacement report expired on May 4, 2018 with new Betadine. - There is a First Aid Procedure (SOP - EHS.GN - 010) 30 November 2017 in section 6.7 (Maintenance, Standard First Aid Box and Other Facilities) that explains the medicines expired and is replaced with a new one to Central Polibun in Sulung and make a form drug acceptance. The PIC responsible for inspection is a QHSE assistant. - The CH also monitors the first aid kit for each location, for example the first-aid box inspection form in January 2019 at the office location. It is known that the contents of the first aid kit are 21 items A. Based on of evidence submitted, NCR 2018.01 is Comply.			
Verified by	: Radytio Puspanjana		

NCR No.	: 2018.2	Issued by	: M Rinaldi
Date Issued	: 5 May 2018	Time Limit	: ASA-4

NC Grade	:	Minor	Date of Closing	:	9 May 2019
Standard Ref. & Requirement	:	6.1.4 The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.			
Non-Conformance Description & Evidence observed (filled by auditor): The management unit has not been able to show evidence of a review / evaluation of the social impact management plan at least every 2 years conducted with stakeholder involvement					
Root Cause Analysis (filled by organization audited): Lack of understanding and personnel to evaluate social impact management plans at least every 2 years.					
Correction (filled by organization audited): Review social impact management plans at least 2 years and recruit personnel to evaluate and monitor social impacts with stakeholder involvement.					
Corrective Action (filled by organization audited): Ensure that social impact reviews and monitoring are carried out according to applicable provisions and schedules.					
Assessor Evaluation and Conclusion (filled by auditor): Auditor Evaluation May 9, 2019 The company has evaluated the management of social impacts for the 2019 period carried out in a participatory manner with internal parties through Focus Group Discussion (FGD) held on April 5, 2019 with a total of 5 participants (employee representatives), while external parties carried out to affected communities through Focus Group Discussion (FGD) on March 28, 2019 as follows: <ul style="list-style-type: none">Kondang Village with 10 participants.Rungun village with 7 participants.Sulung Village with 12 participants.The village of Kenambui with 5 participants. From the results of consultations with the affected parties it is known that there are a number of things that have been complaints from internal and external stakeholders and have been prepared by companies in the following documents: <ol style="list-style-type: none">Matrix for Evaluating the Management of Internal Social and Environmental Impacts.<ul style="list-style-type: none">The workforce recruitment system that includes a recruitment system is only enjoyed by a small group of people, and the local community around the company gets a smaller portion of the opportunity to work in the company.Protection, development and improvement of labor that includes potential hazards in work which can cause health and safety disturbances, weak implementation of policies or rules for the use of PPE.Industrial relations which include the absence of trade unions.Career paths that cover the career paths offered by the company are not in accordance with the level of education of workers and the deadline for changing the status of BHL workers to IPM and / or monthlyEmployee welfare benefits that include differences in the amount of employee welfare benefits that differ from employment status.Communication patterns that include workers cannot accept closed and feudal communication systems, workers cannot provide positive input to the company in various ways.External Social Impact Impact Evaluation Matrix.<ul style="list-style-type: none">Infrastructure that includes the conditions of the village and company connecting roads that are dry during					

the dry season so that they can cause ISPA for the community.

- Socio-economic conditions which include a reduction in the independence of the community food society and the potential to cause food insecurity conditions, minimum daily wages that weaken the enthusiasm of employees to work, and lack of clarity in information and promotion mechanisms for increasing employment status
- Construction of smallholdings which include unclear information and mechanisms for partnership with smallholdings so that negative prejudices arise around the plantation area.
- Population (demography) which includes public awareness to ensure administrative boundaries between village / village areas that can cause claims objectively.\
- Socio-cultural and religious strategies that include the community approach implemented by the company can ignore the principle of participation and strengthen certain elites.\
- Public health, which covers the costs that must be borne by the community with a minimum of poly medical facilities can reduce public trust in the company.

The document has also been prepared in relation to the person in charge, follow-up, management status and time frame of the SIA. Based on this, the auditor stated that the non-conformity had been fulfilled.

Verified by : **Yudhi Yuniarto Tallutondok**

NCR No.	: 2018.3	Issued by	: Rizliani Aprianita
Date Issued	: 5 May 2018	Time Limit	: 4 July 2018
NC Grade	: Major	Date of Closing	: 27 June 2018
Standard Ref. & Requirement	6.5.2 Collective Labor Agreement/Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the all workers		
Non-Conformance Description & Evidence observed (filled by auditor): Based on the result of verification of salary slip document and list of detail of absenteeism and overtime of mill worker for example worker number : L11180246 known that the worker work on holiday in March 2018 for 5 days, with details of payment as follows: <ul style="list-style-type: none">• The first 7 hours is calculated IDR. 109.803.• The 8th hour multiplied by 1.5 times the hour wage• The 9th hour multiplied by 2 times the hour wage. <p>It is not in accordance with Decree of Labor Ministry no. 102 in 2004 and PP 2017-2019 stating that the calculation of overtime on holiday for the first 7 hours is paid 2 times the hour wage, the eighth hour is paid 3 times the hour wage and the ninth and tenth overtime hours are paid 4 times the hour wage.</p> <p>The results of document and interview with management known that permanent workers are not included in the BPJS Program of Pension Guarantee. This is not in accordance with the PP 2017-2019 stating that all workers are included in the BPJS Program of Pension Guarantee.</p>			
Root Cause Analysis (filled by organization audited): <ul style="list-style-type: none">• Lack of employee understanding of the importance of the participation of pension insurance program, it is directly related to employee because there are salary deductions every month in the program.• Overtime calculations for contract workers using the terms of the employment contract			
Correction (filled by organization audited): <ul style="list-style-type: none">• Make payment of pension program for all permanent workers.			

- Provide more understanding to the workers about the importance of BPJS pension program participation.
- Make payment overtime pay for contract workers on February, March and April 2018

Corrective Action (filled by organization audited):

- Permanent workers have been registered in the BPJS pension program.
- Ensure contract workers are not given overtime work by issuing Internal Memos related to Overtime of contract workers policy.
- Revise the Letter of Worker Agreement by omitting the clause about the overtime agreement for a Sunday or holiday.

Assessor Evaluation and Conclusion (filled by auditor):

Verification June 5, 2018

The CH showed evidence of improvements in the form of Internal Memo No. 0425 / SSS-HRD & GA / IM / V / 2018 dated May 29, 2018 regarding the Application of the Pension Program stating that all non-staff (permanent workers) workers are registered in BPJS Pension Program per May 2018. In addition, The CH also showed an estimated recap of contributions BPJS pension program that has been stamped by BPJS employment. But The CH has not been able to show:

- Evidence of payment BPJS pension program has been done.
- Evidence of improvements regarding overtime payments.

In addition, please provide additional explanation for the root cause, correction and corrective action. Based on the above explanation, the inconsistency is not fulfilled.

Verification June 7, 2018

The CH showed the work contract of contract worker. However, no explanation has been made regarding the root cause, corrective action and corrective action. So the inconsistency is not fulfilled.

Verification June 20, 2018

The CH showed evidence of improvements in the form of a Payment Approval Request document for the payment of shortage overtime on holiday of Selangkun POM period from February to April 2018 which has been approved by the Director of Plantation Operations. The CH also showed recapitulation of overtime payments of contract workers with amount paid Rp. 16,534,746 along with a list of total overtime of contract workers and amounts previously paid. However The CH has not shown any improvement for the BPJS pension program, so the inconsistency is not fulfilled yet.

Verification June 27, 2018

The CH showed evidence of payment of BPJS Pension program for May 2018 shown for each estate and mill paid on June 22, 2018 through Bank BNI. The CH also showed Internal memo No. 010 / SSS-SGM / IM / VI / 2018 dated June 21, 2018 about the working hours of contract workers stating that workers with contract workers are not employed on Sundays / holidays or overtime hours.

Based on the above explanation, the discrepancy is closed with observation.

Verified by : **Rizliani Aprianita / Ardiansyah**

3.5.2. Identification of Findings, Corrective Actions and Observations at ASA-4

NCR No.	:	2019.1	Issued by	:	Yudhi Yuniarto Tallutondok
Date Issued	:	10 May 2019	Time Limit	:	8 August 2019
NC Grade	:	Major	Date of Closing	:	7 August 2019
Standard Ref. & Requirement	:	2.1.1 Evidence of compliance with relevant legal requirements shall be available.			
Non-Conformance Description & Evidence observed (filled by auditor): <p>The Governor of Central Kalimantan issued a Regulation of the Governor of Central Kalimantan Number 51 of 2018 concerning Regency Minimum Wages and Sectoral Minimum Wages in Central Kalimantan Province in 2019. In this regulation, the Minimum Wage for West Kotawaringin District was for Sector I - 12 (plantations and industrial plantations) with a value of IDR 2,965,514. In Article 8 the regulation also explained that the regulations came into force on January 1, 2019. However, based on the results of verification documents of the Selangkun POM employee slips (February 2019), Selangkun Estate (April 2019), Kondang Estate (April 2019) and Rungun Estate (February 2019) It is known that The CH has not paid the employee's basic wages in accordance with the Governor of Central Kalimantan's Regulation Number 51 of 2018.</p>					
Root Cause Analysis (filled by organization audited): <p>There was an unexpected event in the past one year where global CPO prices declined, so the CH decided to make financial efficiency with the aim of the CH's balance sheet can be stable. One option taken by the CH is to suspend the increase in employee salaries until the CPO price condition returns to normal.</p>					
Correction (filled by organization audited): <p>The CH will file a deferment letter on wage increases to the Governor, cq. Head of the Central Kalimantan Provincial Labor Agency.</p>					
Corrective Action (filled by organization audited): <p>The CH conducts a more effective financial analysis, and if it will carry out efficiency aimed at allocations that do not have detrimental effect to employees.</p>					
Assessor Evaluation and Conclusion (filled by auditor): <p>Verification on 7 August 2019 The CH showed a letter from the Regional Secretariat of the Government of Central Kalimantan Province (No. 561/134/Hi-01/nakertrans dated 24 June 2019) concerning 2019 Minimum Wage Suspension of PT Sawit Sumbermas Sarana, Tbk (as well as it's subsidiaries, that is PT Mitra Mendawai Sejati, PT Kalimantan Sawit Abadi, PT Tanjung Sawit Abadi, PT Sawit Multi Utama, PT Mirza Pratama Putra and PT Menteng Kencana Mas). The issuance of the letter refers to Decree of Labor Ministry No. 231 of 2013 related procedures for the suspension of implementation of the minimum wage. Consider the Decree, so that the Provincial Government provides a suspension for one year from 1 January 2019 to 31 December 2019. This letter was signed by the Regional Secretary on behalf the Governor of Central Kalimantan Province.</p> <p>Based on the evidences that has been shown, this NC is declared to be complied and will be observed in the next assessment.</p>					

Verified by	:	Yudhi Yuniarto Tallutondok / Arif Faisal Simatupang
--------------------	---	--

NCR No.	:	2019.02	Issued by	:	Radytio Puspanjana
Date Issued	:	10 May 2019	Time Limit	:	RC
NC Grade	:	Minor	Date of Closing	:	
Standard Ref. & Requirement	:	5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.			
Non-Conformance Description & Evidence observed (filled by auditor): Based on field observations known: <ul style="list-style-type: none"> • Innovate insecticide containers are stored in the Batu Kotam Estate fertilizer sacks used by PT KSA. • Pesticide packaging is used for sand material containers in Batu Kotam Estate, PT KSA. • Used oil drums are dumped to PT KSA's F19 Batu Kotam Estate housing. • Used paint container and lubricant drum used as a water reservoir in the division K housing block F 75 Selangkun Estate. • Used pesticide container (Metafuron) stored in the division K Blok F 75 Selangkun Estate housing. <p>Meanwhile in the procedure and a statement from environmental agency stated that:</p> <ul style="list-style-type: none"> - The Hazardous Waste Management SOP (SOP-EHS.GN-016) dated March 20, 2018 explains that waste utilization is done by reuse, recycling, reduce. For the use of ex-pesticide packaging, it is used as a support for operational activities, namely spillkit containers, fertilizer packaging, and hazardous waste packaging containers. - Certificate from environmental agency Number. 660/910 / DLH.3 / VII / 2018 July 31 2018 concerning Permit for Utilizing Hazardous Waste, which explains: <ul style="list-style-type: none"> • Used fertilizer sacks. • Used oil / fuel containers as used lubricant and fuel containers. • Used pesticide containers for similar utilization (spoon fertilizer, spilkit containers, fertilizer containers and Hazardous waste packaging). <p>Based on the description, the CH has not been able to show evidence that the used chemicals container are managed accordance with applicable procedures.</p>					
Root Cause Analysis (filled by organization audited):					
Correction (filled by organization audited):					
Corrective Action (filled by organization audited):					
Assessor Evaluation and Conclusion (filled by auditor):					
Verified by	:				

NCR No.	:	2019.03	Issued by	:	Yudhi Yuniarto Tallutondok
----------------	---	----------------	------------------	---	-----------------------------------

Date Issued	: 10 May 2019	Time Limit	: 8 August 2019
NC Grade	: Major	Date of Closing	: 7 August 2019
Standard Ref. & Requirement	6.5.1 Documentation of pay and conditions for employees based on the existing manpower regulation shall be available		
Non-Conformance Description & Evidence observed (filled by auditor): The CH has an overtime wage system stipulated in The CH Regulation PT Sawit Sumbermas Sarana and PT Kalimantan Sawit Abadi Article 41 concerning "Overtime" which explains: <ul style="list-style-type: none"> • Overtime work is carried out on the basis of overtime orders from superiors directly in accordance with the needs of The CH. • Calculation of overtime wages is calculated in accordance with the provisions of the applicable legislation (Kepmenakertrans No. 102 of 2004). • Overtime wages are given to non-staff / monthly employees who are regulated separately. <p>However, based on the results of document verification on the list of wages for security units in the estate in February and April 2019, it is known that the payment of security personnel wages after 7 hours of work uses the premium overtime system (attendance and evening contract).</p> <p>The auditor conducts a simulation of security staff overtime calculations along with management representatives in accordance with Kepmenakertrans No. 102 of 2004 and compared to the premium overtime system wages received by security unit employees in February and April 2019 as follows:</p> <ol style="list-style-type: none"> 1. Selangkun Estate / Employee Registration Number 11170165 Overtime Premium Wage : IDR 1,068,621 Simulation Results : IDR 2,380,200 Difference : IDR 1,311,579 2. Rungun Estate / Employee Registration Number 11140776 Overtime Premium Wage : IDR 829,015 Simulation Results : IDR 2,380,131 Difference : IDR 1,551,116 3. Kondang Estate / Employee Registration Number 11140474 Overtime Premium Wage : IDR 1,619,420 Simulation Results : IDR 2,403,932.31 Difference : IDR 784,512.31 <p>Based on the above, it is known that the system of payment of wages exceeds working hours (overtime premium) that The CH has set is not in accordance with the Minister of Manpower and Transmigration Regulation No. 102 of 2004.</p>			
Root Cause Analysis (filled by organization audited): The lack of understanding of the PIC related the implementing of overtime systems for employees who work overtime.			
Correction (filled by organization audited): Implement overtime systems and set three shift schedules for security employees.			
Corrective Action (filled by organization audited): - Provide training to PIC related to employee overtime calculation system, and evaluating of training			

- understanding.
- Re-ensuring the implementation of overtime system according to the regulation.

Assessor Evaluation and Conclusion (filled by auditor):

Verification on 7 August 2019

There was an Internal Memo from Acting Head of HRD & GA Division (No. 280/SSS-HRD & GA/IM/VII/2019 dated 29 July 2019) concerning work system (shift) for security. The letter explains about the new rules :

- Security workers will work with 3 (three) shifts starting on 1 August 2019, so there is no premium allowance.
- The Security Head and Supervision in each unit to be able to set the roster security workers.
- Security workers can be given overtime if they get an overtime work order by the superiors, in accordance with the provisions of overtime procedure No. SOP-PERS.GN-009.

The CH has provided evidence of documentation of the socialization and training of overtime systems in accordance with applicable regulations. There is also evidence of an evaluation of understanding of the trainee, which was attended by the Manager, Head of Administration, and related officers.

Based on the evidences that has been shown, this NC is declared to be complied and will be observed in the next assessment.

Verified by	:	Yudhi Yuniarto Tallutondok / Arif Faisal Simatupang
--------------------	----------	--

3.5.3. Opportunity for Improvement

No	Ref. Std.	Description Deskripsi
1	1.1.1	Submission of HGU Annual Land Use Report to Land Agency.
2	4.7.3	Ensure the provision of personal protective equipment for employees who have been moved temporarily.
3	4.7.5	Monitoring the consistency of the completeness of first aid bag contents in the field.
4	5.3.3	Add information on the prohibition domestic waste burning on housing complex.
5	6.5.2	Consider the use of contract worker for core works in accordance with the RSPO P & C 2018.
6	7.3.1	Annual report on the implementation of Remediation and Compensation Plan to RSPO.



3.5.4. Noteworthy Positive Components

No	Description
1	Has built community partnership with several patterns.
2	Implement mechanization in plantation management practices.

3.6 Summary of Arising Issues from Public and Auditor Verification

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>Bipartite Committee of PT Sawit Sumbermas Sarana and PT Kalimantan Sawit Abadi</p> <p>Result interview with bipartite representative from workers obtained information that there is no negative issues such as discrimination, the use of labor under 18 years or sexual abuse issues.</p> <p>There are issues related the CH still applying wages of 2018, for payment of salaries in January to April 2019. This is due to financial problems of the CH.</p>	<p>It has become an incompatibility with the number NCR 2019.01 related the payment of minimum wages in 2019.</p>
<p>Village Head of Rangda</p> <p>There are no negative issues, land dispute issues or environmental pollution. The CH has made efforts to develop the surrounding community through CSR programs.</p>	<p>The results of document review and field observations have not found issues of land disputes, environmental pollution, and social issues. This has been explained in criteria 2.2, 5.3, 6.1</p>
<p>Previous land owner on Randa Village</p> <p>The land compensation process has been carried out with a negotiation process, good administration, involving witnesses and mediation of the traditional leader, village head, sub-district head and police.</p>	<p>The CH has shown land compensation documentary evidence carried out referring to the concept of FPIC. Described in detail in criteria 6.4</p>
<p>Head of Arut Selatan Sub District</p> <ul style="list-style-type: none"> The CH has contributed to village development and empowering local communities by providing CSR assistance in several categories such as village land management, scholarships, infrastructure maintenance, assistance on religious holidays and empowerment of traditional cultures. The CH is also always involved in village development planning meetings. Further explained that there were no issues related to land disputes, environmental pollution from company operational activities and discrimination of local communities. It is recommended to The CH to be able to send an annual CSR activity report to the sub-district so that it can be evaluated regarding its objectives and effectiveness to the community. 	<p>Based on the results of document verification, it is known that The CH already has a CSR program for 2019 which is prepared through several stages starting from interviews with religious leaders, youth, female leaders and traditional leaders in the villages around The CH, such as village meetings and the planned implementation of CSR programs in 2019 in Kenambui Village on January 18, 2019, Rangda Village on February 13, 2019, and Sulung Village on January 25, 2019. Based on the results of the interview, Focus Group Discussion (FGD) was conducted. In the implementation of The CH's FGD using the Analytical Hierarchy Process (AHP) method with the community to capture priority programs to be implemented in the Village.</p>
<p>Gender Committee of PT Sawit Sumbermas Sarana and PT Kalimantan Sawit Abadi</p> <p>The establishment of a gender committee management structure for the period 2018 - 2020 is based on the</p>	<p>The results of interviews with female workers in The CH's operational area, it is known that each employee already</p>

Public Issues (Institution/ NGO/Community)	Auditor Responses
agreement with all members, in addition to that, gender committee representatives in each division have also been determined. The work program for 2019 has been prepared while for the evaluation of work in 2018 it has been conducted in member meeting forums. Until now there has been no harassment of female employees or violations of reproductive rights in The CH's operational area.	knows the gender committee, responsible personnel and procedures carried out when there is abuse and violation of women's reproductive rights in The CH.

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>PT Sawit Sumbermas Sarana Management Representative</p>  <p><u>Rudy Hendarto</u> Wednesday, 07 August 2019</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Arif Faisal Simatupang</u> Wednesday, 07 August 2019</p> </div> </div>

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

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Bipartite Committee PT KSA	PT Kalimantan Sawit Abadi	-	Direct interview	09 May 2019	✓	
2	Bipartite Committee PT SSMS	PT Sawit Sumbermas Sarana	-	Direct interview	09 May 2019	✓	
3	Gender Committee of PT Sawit Sumbermas Sarana	Kotawaringin Barat District	-	Direct Interview	09 May 2019	✓	
4	Gender Committee of PT Kalimantan Sawit Abadi	Kotawaringin Barat District	-	Direct Interview	09 May 2019	✓	
5	Head of Arut Selatan Sub district	Kotawaringin Barat District	-	Direct Interview	06 May 2019	✓	
6	Rangda Village	Arut Selatan Sub-district, Kotawaringin Barat Regency	-	Direct interview	09 May 2019	✓	
7	Previous Land Owner on Rangda Village	Arut Selatan Sub-district, Kotawaringin Barat Regency	-	Direct interview	09 May 2019	✓	
8	WWF	Jakarta, Indonesia	supporter-service@wwf.or.id	Questionnaire by email	02 May 2019		✓
9	Walhi	Jakarta, Indonesia	informasi@walhi.or.id	Questionnaire by email	02 May 2019		✓
10	AMAN	Jakarta, Indonesia	rumahaman@cbn.net.id	Questionnaire by email	02 May 2019		✓
11	Selangkun POM - 3 security - 2 weighbridge operator - 2 warehouse officer - 2 workshop officer - 2 FFB grader - 1 sterilizer operator - 3 worker at process station - 1 operator at engine room - 2 boilerman - 1 WTP operator - 4 WWTP operator	PT Sawit Sumbermas Sarana - Kotawaringin Barat Regency	-	Field observation and direct interview	6 May 2019	✓	
12	Selangkun Estate - 1 store keeper - 1 peat management PIC - 3 harvester - 3 lose collector - 5 occupants at housing complex - 1 generator set operator - 2 worker of castration - 2 FFB loader	PT Sawit Sumbermas Sarana - Kotawaringin Barat Regency	-	Field observation and direct interview	7 May 2019	✓	
13	Rungun Estate	PT Sawit Sumbermas	-	Field observation	7 May 2019	✓	

	<ul style="list-style-type: none"> - 2 PIC of HCV monitoring - 1 PIC of HGU poles monitoring - 2 store keeper - 2 Security - 4 Harvester 	Sarana - Kotawaringin Barat Regency		and direct interview			
14	Kondang Estate <ul style="list-style-type: none"> - 4 pesticides applicator - 3 EFB applicator - 5 harvester - 5 occupants at housing complex - 1 generator set operator - 1 IPM officer 	PT Sawit Sumbermas Sarana - Kotawaringin Barat Regency	-	Field observation and direct interview	8 May 2019	✓	
15	Batu Kotam Estate <ul style="list-style-type: none"> - 1 PIC of HCV monitoring - 1 PIC of HGU poles monitoring - 1 paramedic - 1 store keeper - 4 manuring workers - 2 store keeper - 1 Security 	PT Kalimantan Sawit Abadi - Kotawaringin Barat Regency	-	Field observation and direct interview	8 May 2019	✓	

Appendix 2. Assessment Program

DATE	06 – 11 May 2019	
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 06 May 2019		
06.00 – 08.00 08.00 – 11.00 08.00 – 11.00	Jakarta → Pangkalan Bun Pangkalan Bun → PT Sawit Sumbermas Sarana Pangkalan Bun → Sub District of Arut Selatan	All Auditor Faisal, Arif, Tio Yudhi
11.00 – 12.00	Stakeholders consultation of Sub district of Arut Selatan	Yudhi
11.00 – 12.00	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) 	Faisal, Arif, Tio
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	Field Observation of Selangkun POM <ul style="list-style-type: none"> Supply Chain verification (FFB Receiving, Weighbridge) FFB grading, Processing Activity, Despatch CPO) Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, Observation of WWTP, WTP, LA, EBA 	Faisal Arif Yudhi Tio
Tuesday, 07 May 2019		
09.00 – 12.00	Stakeholder consultation to affected communities surrounding the plantations and previous land owner Field Observation of Selangkun Estate and Rungun Estate <ul style="list-style-type: none"> Implementation of Legality Aspect, HGU poles, and land demarcation. Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, IPM, EFB Application) Observation of Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) Observation of Workers Facilities (Housing, School, Worship Place). Observation of HCV area. 	Faisal Tio Arif Yudhi Yudhi Tio
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	Interview with Gender Committee, Worker's Union, Worker's Cooperative, Local Contractor (for Mill and Estate), Third Party Supplier Document review and completing audit checklist.	All Auditor All Auditor

Wednesday, 08 May 2019		
08.00 – 12.00	Field Observation of Kondang Estate <ul style="list-style-type: none"> • Implementation of Legality Aspect, HGU poles, and land demarcation. • Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, IPM, EFB Application) • Observation of Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) • Observation of Workers Facilities (Housing, School, Worship Place). • Observation of HCV area. 	Faisal Tio Yudhi Yudhi Arif
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	Continue interview with Gender Committee, Worker's Union, Worker's Cooperative, Local Contractor (for Mill and Estate), Third Party Supplier Document review and completing audit checklist.	All Auditor All Auditor
Thursday, 09 May 2019		
08.00 – 12.00	Field Observation of Batu Kotam Estate <ul style="list-style-type: none"> • Implementation of Legality Aspect, HGU poles, and land demarcation. • Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, IPM, EFB Application) • Observation of Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management). • Observation of Workers Facilities (Housing, School, Worship Place). • Observation of HCV area. 	Faisal Arif Tio Tio Yudhi
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	Document review and completing audit checklist.	All Auditor
18.00 – 21.00	PT Sawit Sumbermas Sarana → Pangkalan Bun (document review in Head Office).	All Auditor
Friday, 10 May 2019		
08.00 – 12.00	Document review and completing audit checklist.	All Auditor
12.00 – 15.00	Break and internal discussion of closing meeting.	All Auditor
15.00 – 17.00	Closing Meeting: <ul style="list-style-type: none"> • Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timeline of CAR's, Conclusion)/ • Comments, Responses and Questions 	All Auditor
Saturday, 11 May 2019		
07.30 – 09.00	Pangkalan Bun → Jakarta	All Auditor