

***Roundtable on Sustainable Palm Oil Certification
RSPO***

[✓] Surveillance 1.3

Name of Management Organisation : Pematang Palm Oil Mill, PT Teguh Sempurna subsidiary of Sime Darby Plantation Berhad

Plantation Name : PT Teguh Sempurna - Pematang Estate, Hatantiring Estate, Kawan Batu Estate and Batang Garing Estate

Location : Village of Sahabu, Sub District of Batu Ampar, District of Seruyan, Province of Kalimantan Tengah, Indonesia

Certificate Code : **MUTU-RSPO/004**

Date of Initial Registration : 05 July 2011

Date of Certificate Issue : 09 September 2016 Date of License Issue : 16 November 2019

Date of Certificate Expiry : 04 July 2021 Date of License Expiry : 04 July 2020

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1.3	24 to 28 June 2019	Moh Arif Yusni (Lead Auditor), Arif Faisal Simatupang, Yudhi Yuniarto, Satria Adi Putra	Leonada	Ardiansyah

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1.3	11 October 2019

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Figure 1. Location Map of PT Teguh Sempurna

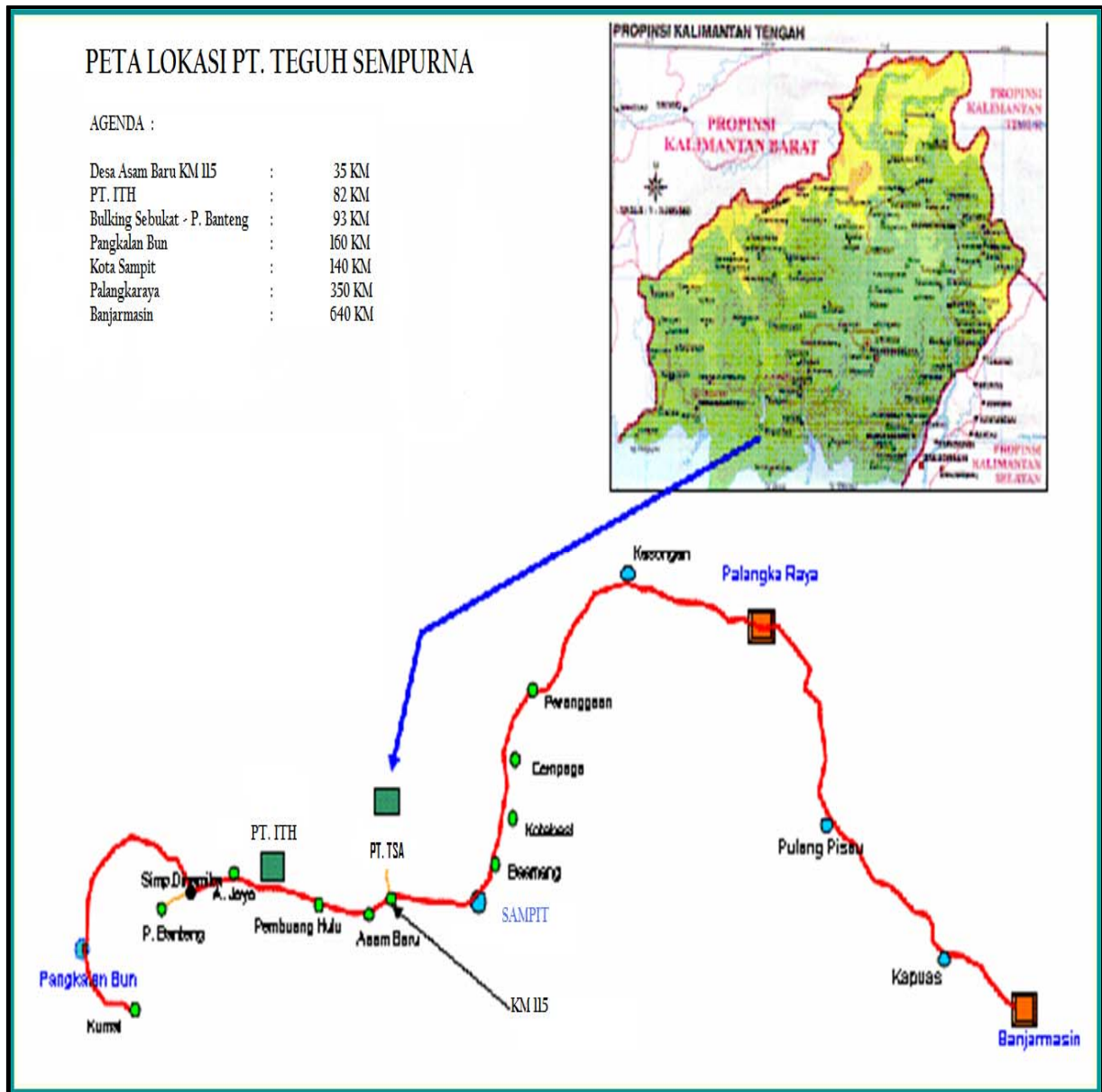
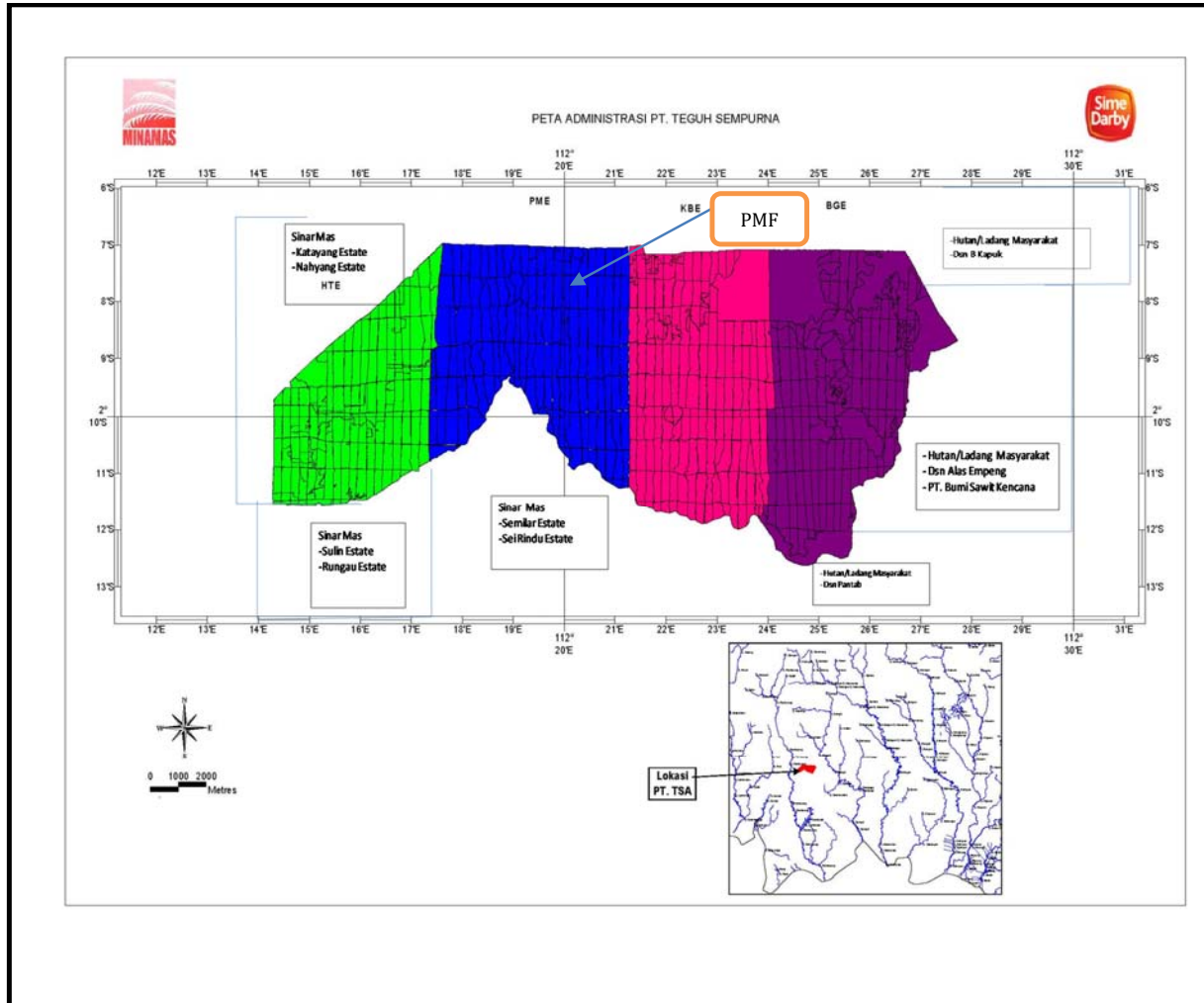


Figure 2. Operational Map of PT Teguh Sempurna



Abbreviations Used

AMDAL (SEIA)	:	<i>Analisis Mengenai Dampak Lingkungan</i> (Social and Environmental Impact Assessment)
APD (PPE)	:	<i>Alat Pelindung Diri</i> (Personal Protective Equipment)
ARM	:	Area Manager (Abbreviation for number code of Manual Policy or Letter)
BOB	:	Barn Owl Box
BOD	:	Biological Oxygen Demand
BGE	:	Batang Garing Estate
BPC	:	Business Planning and Consolidation
BPJN	:	<i>Badan Pertanahan Nasional</i> (Land Agency)
BPJS	:	<i>Badan Penyelenggara Jaminan Sosial</i>
BSS	:	Block Spraying System
CCM	:	Chemical Company Malaysia
CH	:	Certification Holder
CoC	:	Code of Conduct
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
EFB	:	Empty Fruit Bunch
EIA	:	Environment Impact Assessment
ESH	:	Environment Safety and Health
FFB	:	Fresh Fruit Bunch
FPIC	:	Free, Prior and Informed Consent
GHG	:	Green House Gase's
HCV	:	High Conservation Value
HGU	:	<i>Hak Guna Usaha</i> . (Land Use Title)
HIRARC	:	Hazard Identification Risk Assessment and Risk Control
HTE	:	Hatantiring Estate
ISCC	:	International Sustainable Carbon Certificate
ISPO	:	Indonesian Sustainable Palm Oil
IPM	:	Integrated Pest Management
IUP	:	<i>Izin Usaha Perkebunan</i> . (Plantation Business Permit)
WWTP	:	Wastewater Treatment Plant
KBE	:	Kawan Batu Estate
KER	:	Kernel Extraction Rate
K3 (OHS)	:	<i>Keselamatan dan Kesehatan Kerja</i> (Occupational Health and safety)
LA	:	Land Application
LCC	:	Legume(s) Cover Crop
LB3	:	Hazardous Waste
LKS	:	<i>Lembaga Kerjasama</i> (Cooperation Agency)
LTIFR	:	Lost Time Accident Frequency Rate
MC	:	Medical Certificate
MRC	:	Minamas Research Center
MCM	:	Management Committee Meeting
NGO	:	Non-Government Organization
OER	:	Oil Extraction Rate
OHS	:	Occupational Health and Safety
PME	:	Pematang Estate
PMF	:	Pematang Factory
P&D	:	Pest & Disease
PK	:	Palm Kernel
PKWT	:	<i>Perjanjian Kerja Waktu Tertentu</i>

POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protective Equipment
PSD	:	Plantation Services Departement
PSQM	:	Plantation Sustainability and Quality Management
PT	:	<i>Perseroan Terbatas</i>
P2K3	:	<i>Panitia Pembina Keselamatan dan Kesehatan Kerja</i>
RSPO	:	Roundtable on Sustainable Palm Oil
RTD	:	Recruitment Training Department
SAP	:	System Application Product and Processing
SCCS	:	Supply Chain Certification System
SEIA	:	Social Environment Impact Assessment
SIA	:	Social Impact Assessment
SGM	:	Senior General Manager
SKU-H	:	<i>Sistem Kerja Umum- Harian</i>
SOP	:	Standard Operating Procedure
SOU	:	Strategic Operating Unit
UKL/UPL	:	<i>Upaya Kelola Lingkungan/Upaya Pemantauan Lingkungan</i> (Environmental Management Efforts / Environmental Monitoring Efforts)
UMK	:	<i>Upah Minimum Kabupaten (District Minimum Salary)</i>
TSA	:	Teguh Sempurna
WALHI	:	Wahana Lingkungan Hidup Indonesia
WHO	:	World Health Organization
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant
VP	:	Vice President

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 Teguh Sempurna subsidiary of Sime Darby Plantation Bhd	
1.2.2	Contact person	Alagendran A.L Maniam	
1.2.3	Organisation address and site address	RSPO registered company: No 2, Plantation Tower, PJU 1A/7Street, Petaling Jaya, Malaysia 47301. Liaison Office: The Plaza Office Tower, 36 Floor, JL. MH Thamrin Kav. 28-30, Jakarta 10350, Indonesia.	
1.2.4	Telephone	+62-21-29926000	
1.2.5	Fax	+62-21-29922686	
1.2.6	E-mail	alagendran.maniam@sime-darbyplantation.com	
1.2.7	Web page address	www.sime-darbyplantation.com	
1.2.8	Management Representative who completed the application for certification	Alagendran A.L Maniam (Head of PSQM Indonesia)	
1.2.9	Registered as RSPO member	1-0008-04-000-00 07 September 2004.	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Pemantang POM, Pemantang Estate, Hatantiring Estate, Kawan Batu Estate and Batang Giring 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
	Pemantang	Village of Sahabu, Sub District of Batu Ampar, District of Seruyan, Province of	S 02° 08' 54"E 112° 17' 34"

		Kalimantan Tengah, Indonesia				
1.4.2	Location of Certification Scope of Supply Base					
	Name of Supply Base	Location	Coordinate			
			Latitude	Longitude		
	Pemantang Estate	Vilage of Pemantang, Sub District of Mentaya Hulu, District of Kotawaringin Timur, Province of Kalimantan Tengah, Indonesia	S 02° 09' 29"	E 112° 17' 26"		
	Hatantiring Estate	Vilage of Sahabu, Sub District of Batu Ampar, District of Seruyan, Province of Kalimantan Tengah, Indonesia	S 02° 06' 58"	E 112° 17' 36"		
	Kawan Batu Estate	Vilage of Kawan Batu, Sub District of Mentaya Hulu, District of Kotawaringin Timur, Province of Kalimantan Tengah, Indonesia	S 02° 09' 40"	E 112° 23' 07"		
	Batang Garing Estate	Vilage of Karang Biring Kapuk, Sub District of Mentaya Hulu, District of Kotawaringin Timur, Province of Kalimantan Tengah, Indonesia	S 02° 09' 28"	E 112° 25' 15"		
1.5	Description of Area Statement					
1.5.1	Tenure					
	• State		16,601.66	Ha		
	• Community			Ha		
1.5.2	Area Statement					
	• Total area		16,601.66	Ha		
	• Mature area		12,592.58	Ha		
	• Immature area		1,479.39	Ha		
	• Mill		61.00	Ha		
	• Emplishment		199.00	Ha		
	• Infrastructure		493.74	Ha		
	• Nursery		15.00	Ha		
	• Others area (Kampong/public facilities)		674.31	Ha		
	• Conservation area		943.9	Ha		
	• HCV Area		142.74	Ha		
1.6	Planting Year and Cycles					
1.6.1	Age profile of planting year					
	Planting Year	Hectarage (Ha)				
		Pemantang Estate	Hatantiring Estate	Kawan Batu Estate	Batang Garing Estate	Total
	1996	590.18				590.18
	1997	1518.87	94.00	868.00		2,480.87
	1998		780.00	377.00		1,157.00
	1999		301.00	211.00		512.00

	2000		164.00	497.00		661.00	
	2004		202.00	59.00		261.00	
	2005		723.00	560.00		1,283.00	
	2006		649.00	325.00	692.47	1,666.47	
	2007		492.00	131.00	911.31	1,534.31	
	2008				468.00	468.00	
	2009				762.00	762.00	
	2010				295.00	295.00	
	2011				192.00	192.00	
	2014		7.00			7.00	
	2015	309.65				309.65	
	2016	630.77		298.00		928.77	
	2017	258.18		428.00		686.18	
	2019 / land preparation	277.54				277.54	
	TOTAL	3,585.19	3,412.00	3,754.00	3,320.78	14,071.97	
1.6.2	New Planting area after January 2010			Ha			
1.6.3	Planting Cycle			1 st Cycle or 2 nd Cycle			
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Pemantang	60	288,917.33	59,053.57	20.78	13,460.04	4.65
<i>*Production data source from June 2018 to May 2019</i>							
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Pemantang	3,857.91	3,585.19	48,025.48	12.59	48,025.48	100
	Hatan Tiring	3,811.00	3,412.00	84,303.56	24.71	84,303.56	100
	Kawan Batu	4,400.00	3,754.00	77,885.78	20.75	77,885.78	100
	Batang Garing	4,532.75	3,320.78	70,770.41	21.31	70,770.41	100
	TOTAL	16,601.66	14,071.97	280,985.23	19.97	280,985.23	100
<i>*Production data source from June 2018 to May 2019</i>							
1.7.3	FFB description from other source						
	Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill		
					FFB (tonnes/year)		
	Sukamandang Estate	PT Kridatama Lancar, Subsidiary			2,429.39		

	(RSPO certified)	of Sime Darby Plantation Bhd				
	Safiri Estate (RSPO certified)				1,842.88	
	Kuala Kuayan Estate (RSPO certified)		-		1,720.26	
	Baras Danum Estate (RSPO certified)				1,939.57	
	TOTAL					7,932.10
*Production data source from from June 2018 to May 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 (June 2018 – May 2019) (MT)	
	FFB Processed		277,664		288,917.33	
	CPO Production		59,698		59,053.57	
	Palm Kernel (PK) Production		13,883		13,460.04	
1.8.2	Product selling					
	Type of selling product		Actual selling product for for last year (June 2018 – May 2019) (MT)			
	CSPO sold as RSPO certified product		22,873.41			
	CSPK sold as RSPO certified product		13,218.27			
	CSPO sold under other scheme		0			
	CSPK sold under other scheme		0			
	CSPO sold as conventional		36,077.53			
	CSPK sold as conventional		0			
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)	
	Pemantang	3,857.91	3,585.19	54,270	14.22	
	Hatan Tiring	3,811.00	3,412.00	91,890	26.93	
	Kawan Batu	4,400.00	3,754.00	84,900	22.62	
	Batang Garing	4,532.75	3,320.78	77,140	23.23	
	TOTAL	16,601.66	14,071.97	308,200	21.90	
*Projected FFB production for 05 July 2019 to 04 July 2020						
1.8.4	Estimate of Certified Palm Product Claim					
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO Out put (tonnes) Extraction (%)	Palm Kernel Out put (tonnes) Extraction (%)	Supply Chain Module
	Pemantang	60	308,200	67,000 21.74	13,860 4.5	
*Projected CSPO and CSPK production for 05 July 2019 to 04 July 2020						
1.9	Other Certifications					

	ISO 9001:2008	-				
	ISO 14001: 2004	-				
	OHSAS 18001:2007	-				
	ISCC	-				
	Others	ISPO certificate No. MUTU-ISPO/048 issued by Mutuagung valid from 11 December 2015 to 10 December 2020				
1.10	Time Bound Plan					
1.10.1	Time Bound Plan for Other Management Units					
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status
	Mill	Time bound				
		INDONESIA				
1	Sekunzir. PT. Indotruba Tengah	2010	Sekunzir	2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified
			Seruyan	2010		Certified
2	Manggala. PT. Tunggal Mitra Plantations	2010	Manggala 1	2010	Rokan Hilir District – Riau	Certified
			Manggala 2	2010		Certified
			Manggala 3	2010		Certified
3	Bukit Ajong PT. Sime Indo Agro	2010	West	2010	Sanggau District – West Kalimantan	Certified
			West (HGU on process)	2019		-
			East	2010		Certified
			East (HGU on process)	2019		-
			East Plasma	2010		Certified
			West Plasma	2010		Certified
			Sei Mawang	2019		-
4	Teluk Siak. PT Aneka Inti Persada	2011	Teluk Siak	2011	Siak District – Riau	Certified
			Pinang Sebatang	2011		Certified
			Aneka Persada	2011		Certified
5	Sungai Pinang. PT. Bina Sains Cemerlang	2012	Sungai Pinang	2012	Musi Rawas District – South Sumatera	Certified
			Sungai Pinang (HGU on process)	2020		-
			Bukit Pinang	2012		Certified
			Bukit Pinang (HGU on process)	2020		-
6	Pematang. PT. Teguh Sempurna	2011	Pematang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
			Kawan Batu	2011		Certified
			Hatan Tiring	2011		Certified
			Batang Garing	2011		Certified
7	Alur Dumai. PT Lahan Tani Sakti	2011	Alur Dumai	2011	Rokan Hilir District – Riau	Certified
8	Teluk Bakau. PT. Bhumireksa Nusa	2011	Teluk Bakau	2011	Indra Giri Hilir District – Riau	Certified

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

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

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

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

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

			Dulang	2011		Certified
			Peroh	2011		Certified
			Pekaka	2011		Certified
			Ruai	2011		Certified
32	Rajawali SOU 32	2011	Rajawali	2011	Bintulu, Serawak	Certified
			Samudera	2011		Certified
			Semarak	2011		Certified
			Bayu	2011		Certified
33	Derawan SOU 33	2011	Takau	2011	Bintulu, Serawak	Certified
			Damai	2011		Certified
			Derawan	2011		Certified
			Sahua	2011		Certified
LIBERIA						
1	Grand Cape Mount	2018	Matambo	2018	Grand Cape Mount, Liberia	IC
			Grand Cape Mount	2018		IC
			Zodua	2018		IC
			Bomi	2018	Bomi, Liberia	IC
			Lofa	2018		IC
P & G (New Britain Palm Oil)						
1	Poliamba	2012	Kara	2012	Kevieng, New Ireland Province, P&G	Certified
			West Coast	2012		Certified
			Nalik	2012		Certified
			Noatsi	2012		Certified
			Madak	2012		Certified
			North (Smallholders)	2012		Certified
			South (Smallholders)	2012		Certified
			West (Smallholders)	2012		Certified
2	Tetere	2011	Tetere	2011	Gudaicanal, Solomon Island	Certified
			Ngalimbiu	2011		Certified
			Mbalisuna	2011		Certified
			West Zone (Smallholders)	2011		Certified
			Central Zone (Smallholders)	2011		Certified
			MBA East (Smallholders)	2011		Certified
			MBA West (Smallholders)	2011		Certified
3	Sangara, Sambiripa &	2013	Sangara	2013	Higaturu, Popondetta,	Certified

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

			Haella	2008	Certified
			Garu	2008	Certified
			Daliavu	2008	Certified
			Sapuri	2008	Certified
			Malilimi	2008	Certified
			Rigula	2008	Certified
			Nomundo	2008	Certified
			Navarai / Karato ME	2008	Certified
			Volupai . Lotomgam / Natupi / Goruru	2008	Certified
			Lolokoru	2008	Certified
			Silovoti	2008	Certified
			LSS Hoskin (1,877 Smallholders)	2008	Certified
			VOP East (1,815 Smallholders)	2008	Certified
			VOP Central (1,958 Smallholders)	2008	Certified
			VOP West (1,277 Smallholders)Kaulon g / Akamie / Pusiki / Repamira / Sakapei / KDC ME (21 large smallholders)	2008	Certified
			LSS Kapiura (847 Smallholders)	2008	Certified
			VOP Kapiura (551 Smallholders)	2008	Certified
	<p>Sime Darby has achieved 34 management units in Malaysia, 25 management units in Indonesia, 10 management units in P&G that RSPO certified. Total management unit in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 10 in P&G. In the year of 2016 & 2017 there are three Mill that are no longer operating, and for the supplying base (Estate) is diverted to a mill that is still operating and has been certified RSPO. The mills are:</p> <ol style="list-style-type: none"> 1. Angsana Mini Mill, PT Sajang Heulang: Mill stop operate since 2016 and the supply bases is transfer to Angsana POM, PT Ladangrumpun Subur Abadi. 2. Selabak Mill, PT Swadaya Andhika: Mill stop operate since.2017 and the supply bases is transfer to Rantau POM, PT Laguna Mandiri 3. Pekaka, SOU 34: Mill stop operate since 2017 and the supply bases is transfer to Lavang, SOU 31 <p>Mill in Liberia commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and Sime Darby Plantation Bhd targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p> <p>The Time Bound Plan above is in line with the latest time bound plan that signed by the management Head of Sustainability Minamas as per 12 April 2019 where PT Mitra Austral Sejahtera is officially disposed from Sime Darby Plantation Berhad per 25 June 2019.</p> <p>Sime Darby has informed the Time Bound Plan progress, MUTU has consider that Sime Darby still comply with the RSPO requirement for partial certification.</p>				
1.10.2	Progress of Associated Smallholders and Outrowers for Certifiable Standard				

PT Teguh Sempurna does not have a cooperation scheme with smallholders and outgrower

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-1.3	<p>1. Moh Arif Yusni (Lead Auditor). Indonesian citizen. Bachelor of Agriculture, majoring in Plant Protection. Has experience as an operational staff at a private oil palm plantation company in Indonesia on 2010 to 2012. Has attended several trainings, i.e: ISO 19011, ISO 9001; ISO 14001, SA 8000, RSPO lead auditor, ISPO lead auditor, OHS expert, OHS auditor based on National Government No. 50/2012, SCCS, etc. Has conducting ISPO, RSPO and MSPO audit as an auditor and lead auditor with expertise on best management practices for estate and mill, legality, worker welfare, safety, social, environment, conservation, transparency, long term economic management plan and supply chain for palm oil mill aspects. In this audit he is responsible for assessing the aspects of Legal Aspect, Social, SCCS, Time Bound Plan and Land Dispute</p> <p>2. Arif Faisal Simatupang (Auditor). Bachelor of Agriculture, from Department of Agriculture Agronomy, Faculty of Agriculture, University of Gadjah Mada. He has successfully completed an RSPO endorsed P&C Lead Auditor Training, RSPO SCCS endorsed Lead Auditor Training, Indonesian Sustainable Palm Oil (ISPO) Lead Auditor Training, Management System Certification ISO 9001-2008 Lead Auditor Training, Environmental Management System ISO 14001 Lead Auditor Training, ISO 17021 and ISO 17065 Awareness Training, Management of High Conservation Value (HCV) Training, Social Accountability SA 8000 Training. He has four years of working experience as a Field Assistant on oil palm Plantation Company in Indonesia. Since 2014, he works as an auditor of RSPO and ISPO in the aspects of legal, social, best management practices of mill and estate, OHS, employment, and environmental. In this audit he is responsible for assessing the aspects of Environment, HCV and GHG.</p> <p>3. Yudhi Yuniarto Tallutondok (Auditor). Indonesian citizen, Bachelor of Fisheries, Padjadjaran University. Have experience of working over three years since 2013 as plantation operations staff in private palm oil plantation companies in Indonesia. Training have been followed including Auditor of Indonesian Sustainable Palm Oil (ISPO), Lead Auditor of Roundtable on Sustainable Palm Oil (RSPO) P&C, Lead Auditor of ISO 9001:2015, ISO 14001:2015, ISO 22000:2009, ISO 19011:2011, Social Accountability 8000, Basic Management Development Program Agronomy, Fire Anticipation on Land and Forest, Potential Mapping and Conflict Resolution in Production Forests, Awareness ISO 17021 and ISO 17065. Has participated in audit activities for the ISPO and RSPO scheme since 2017 for agronomy, OHS, and worker welfare. In this audit he is responsible for assessing the aspects Best Management Practices for mill and estate, long term business plan and transparency.</p> <p>4. Satria Adi Putra (Auditor). Indonesian citizen, Diploma III majoring in Palm Oil Plantation. Have experience of work more than six years since 2009 as the operational staff of private oil palm plantations in Indonesia. Training have been followed including Occupational Health and Safety Expert, Orang Utan and Wildlife Management, ISPO Auditor Training, RSPO Awareness, IHT Potential Mapping and Conflict Resolution in Production Forests, OHSAS 18001, SA 8000, RSPO Lead Training, Lead Auditor Training for ISO 9001, ISO 14001, ISO 17021, ISO 17065, ISO 19011, ISO 22000. In this audit he is responsible for assessing the aspects of, he verify related OHS and Worker Welfare.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-1.3	<p>Number of auditors : 4 auditor</p> <p>Number of days for ASA-1.3 at site: 5 days</p> <p>Number of working days for ASA-1.3 at site : 20 Working days</p>
2.2.2	Assessment Process
ASA-1.3	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT Teguh Sempurna to the requirements of <i>Indonesian National Interpretation of RSPO Principles and Criteria 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors meeting on 30th September 2016) and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 Revised June 2017 (Module D for CPO Mill)</i>.</p> <p>The audit program is included as Appendix II. The approach to the audit was to treat the mill and its supply base as an</p>

RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

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.

Public Stakeholder Notification was made on 10 June 2019 in Mutu Website and No written negative feedback receive. Stakeholder consultation involved internal and external stakeholders. Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings. The comments made by external stakeholders were also taken into account in the assessment

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal meetings at their housing. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix III.

Commonly, the audit activities went smoothly with good support from the unit management. The presentation of documents is presented quite well by involving related personnel.

Some opportunities for improvement of the results **ASA 1.3** delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase ASA 1.4. Improvement of findings from ASA 1.2 findings were observed by auditors at this **ASA 1.3** assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of **ASA 1.3**

The assessment program please find Appendix 2

2.2.3	Locations of Assessment
ASA-1.3	<p>The sampling location consider the issue arose from the review documents and stakeholder's consultation that are fundamental and crucial. On this assessment sample locations that visited and respondent that interviewed by team auditor are:</p> <p>Pemantang POM</p> <ul style="list-style-type: none"> - WTP. Observations and interviews related to water management, recording of water use, health checks, PPE and waste management. - WWTP. Field observations and interview related POME management, recording, OHS and environmental. - Empty bunch area. Field observations related to empty bunch management. - Hazardous Waste Temporary Warehouse. Field observations and interview related hazardous waste management, OHS and environmental aspect. - Sparepart Warehouse. Field observations and interview related sparepart management, OHS, and environmental aspect. - Chemical warehouse. Field observations and interview related chemical management, OHS, and environmental aspect. - Workshop. Field observations and interview related workshop activity, OHS, environmental and worker welfare aspect. - Mill drainage. Field observation and interview related mill drainage and potency of environmental contamination. - Weighbridge Station. Observation of supply chain procedure. - Security. Observation related to the acceptance of FFB.

- **Grading Station.** Observations and interviews related to criteria for EFB grading, wages, sampling techniques, and PPE.
- **Engine room.** Observations and interviews related to medical check-up, PPE, and operator understanding of emergencies
- **Boiler.** Observations and interviews related to OHS, understanding of emergency response, and operator licenses
- **Sterilizer.** Observations and interviews related to the duties and responsibilities of daily work
- **Press Station.** Observations and interviews related to medical check-up, PPE feasibility, and operator responsibility
- **Biogas Plant.** Observation and interview related to waste water utilization for biogas plant with engine capacity 600 kw and 800 kw.
- **Quality Laboratory.** Observations and interviews related to sampling, testing time and handling related to test results that exceed the standard.
- **Hydrant simulation.** Observation related emergency preparedness

Hatantiring Estate

- **HGU stakes and land demarcation No. 86, No. 87, No. 88, No. 89, No. 90, No. 91.** Observation of aspect of land demarcation and maintenance of HGU pole, and land dispute potency.
- **HCV Sahabu River Riparian Area, Block S14, S8.** Observation the implementation of management in HCV of riparian area.
- **HCV Forest Area, Block R6.** Observation the implementation of management in HCV of forest area.
- **Solid Application, Block S9.** Observation and interview with PIC related to solid waste management by application as mulching in the field, especially in low nutrient area.
- **Block Spraying System (BSS) warehouse.** Observation related to management of agrochemical material and waste, MSDS, emergency response facilities and the types of pesticides used.
- **Fire Fighting Facilities.** Observation and simulation the emergencies response facilities.
- **Daycare.** Observation and interview with worker related labor aspect and OHS.
- **Sparepart and PPE warehouse.** Observation minimum stock of PPE's.
- **Diesel Tank.** Observation of OHS, environment aspect, emergency response and fire facilities.
- **Oil and Agrochemicals Warehouse.** Observation related to management of oil and agrochemical material and waste, MSDS, emergency response facilities and the types of pesticides used.
- **Hazardous Waste Warehouse (Temporary).** Field observations related to the fulfillment of the attributes health and safety, recording, and the implementation of compliance requirements hazardous waste temporary warehouse, wages and complaint mechanism.
- **Workshop.** Observations and interviews related to wages and overtime, waste management activities, OHS implementations and health inspections.
- **Fertilizer warehouse.** Observation related to management of agrochemical material and waste, MSDS, emergency response facilities and the types of fertilizer used.
- **Generator (Electricity).** Observation for waste management, and interviews related to workers facility, electricity, domestic waste, sources offresh water, socialization of company policy and complaint mechanism.
- **Housing Complex.** Observation and interview with residents about housing facilities, domestic waste management, and complaint mechanism.
- **Manuring, Block S18-19, Division 2.** Observations and interviews related to application doses and safe working methods and handling of chemicals.
- **EFB Application, Block V12, Division 2.** Observations and interviews related to dosage applications, how to work safely and employment.
- **Mechanical Spray, Block V13, Division 2.** Observations and interviews related to work systems, pesticide filling, OSH and employment aspects.
- **Land aplication, Block U13, Division 2.** Observation for waste water management and nutrient cycle strategy

Kawan Batu Estate

- **Fire Fighting Facilities.** Observation and simulation the emergencies response facilities.
- **Sparepart and PPE warehouse.** Observation minimum stock of PPE's.
- **Oil and Agrochemicals Warehouse.** Observation related to management of oil and agrochemical material and

- waste, MSDS, emergency response facilities and the types of pesticides used.
- **Hazardous Waste Warehouse (Temporary).** Field observations related to the fulfillment of the attributes health and safety, recording, and the implementation of compliance requirements hazardous waste temporary warehouse, wages and complaint mechanism.
- **Block Spraying System (BSS) warehouse.** Observation related to management of agrochemical material and waste, MSDS, emergency response facilities and the types of pesticides used.
- **Harvesting, Block R022, Division 3.** Observation and interviews with foremen and harvest workers related to work procedures, health insurance and labor protection, safe working practices and use of PPE.
- **Daycare.** Observation and interview with worker related labor aspect and OHS.
- **Diesel Tank.** Observation of OHS, environment aspect, emergency response and fire facilities.
- **Fertilizer warehouse.** Observation related to management of agrochemical material and waste, MSDS, emergency response facilities and the types of fertilizer used.
- **Oil and Agrochemicals Warehouse.** Observation related to management of oil and agrochemical material and waste, MSDS, emergency response facilities and the types of pesticides used.
- **Hazardous Waste Warehouse (Temporary).** Field observations related to the fulfillment of the attributes health and safety, recording, and the implementation of compliance requirements hazardous waste temporary warehouse, wages and complaint mechanism.
- **Generator (Electricity).** Observation for waste management, and interviews related to workers facility, electricity, domestic waste, sources offresh water, socialization of company policy and complaint mechanism.
- **Spray Circle & Path, Block R020, Division 3.** Interviews of spraying mechanism, work tools, chemicals used, doses used, medical examinations, extra fooding, PPE, labor aspect and environment.
- **Workshop.** Observations and interviews related to wages and overtime, waste management activities, OHS implementations and health inspections.
- **HGU poles and land demarcation No. 57, No 58 and No 59.** Observation of aspect of land demarcation and maintenance of HGU pole, and land dispute potency.
- **HCV 4.1 Riparian Area, Block U52,** Observation the implementation of management in HCV of riparian area.
- **HCV 4.1; 4.2 Bukit Tungku, Block T47/T48,** Observation the implementation of management in HCV
- **Replanting area, observation related replanting activityand** soil conservation
- **Sub village Bayau, Division 1.** Observation related uncompensated area / Occupied area

Batang Garing Estate

- **HCV Simpang River Riparian Area, Block R67.** Observation the implementation of management in HCV of riparian area.
- **HCV of hilly area, Block R68.** Observation the implementation of management in HCV of hilly area.
- **FFB Harvesting, Block S72.** Observation and interview with harvester related the working procedure, FFB quality, OHS and employment.
- **HGU stakes and land demarcation No. 41, 42, dan 43.** Observation of aspect of land demarcation and maintenance of HGU stakes, and land dispute potency.
- **Mining occupation, Block Q76.** Observation related mining occupation by villager, land demarcation, and preventive action.
- **Circle and Path Spraying, Block S62, Division 3.** Observation and interview of workers related to herbicide spraying activities starting from technical work, employment, OHS and impacts on the environment.
- **Manuring, Block X62, Division 1.** Observation and interviews related to application dosage, how to work safely and handling chemicals and employment.
- **Employee Housing Division 1.** Observation and interview with housing residents regarding facilities for workers, sanitation, water, electricity, domestic waste management, complaints mechanisms and responses to complaints.
- **Daycare.** Observations related to facilities provided and the feasibility of existing facilities.
- **Block Spraying System and Block Manuring System.** Observation and interviews with BSS BMS officers regarding the storage and washing of PPE and management of hazardous and toxic waste.
- **Generator Room.** Observation related to work procedures and interviews of workers regarding the fulfillment of OHS aspects of employment and complaint mechanisms.
- **Workshop.** Observations and interviews regarding training for workers, OSH implementation, first aid, health checks, overtime, salary, complaint mechanism and management of hazardous and toxic waste.

- **Scheduled Waste Storage Transit.** Observation related to the fulfillment of OHS aspects, hazardous and toxic waste registration and implementation of scheduled waste storage permit fulfillment.
- **Warehousing complex (Warehouse of Hazardous Waste, Fuel, Fertilizer).** Observations and interviews regarding wages, training, PPE, workplace accidents, health checks and complaint mechanisms.

Pemantang Estate

- **Block Spraying System (BSS) warehouse.** Observation related to management of agrochemical material and waste, MSDS, emergency response facilities and the types of pesticides used.
- **Fire Fighting Facilities.** Observation and simulation the emergencies response facilities.
- **Housing Complex, Division 3.** Observation and interview with residents about housing facilities, domestic waste management, and complaint mechanism.
- **Daycare.** Observation and interview with worker related labor aspect and OHS.
- **Diesel Tank.** Observation of OHS, environment aspect, emergency response and fire facilities.
- **Fertilizer warehouse.** Observation related to management of agrochemical material and waste, MSDS, emergency response facilities and the types of fertilizer used.
- **Oil and Agrochemicals Warehouse.** Observation related to management of oil and agrochemical material and waste, MSDS, emergency response facilities and the types of pesticides used.
- **Hazardous Waste Warehouse (Temporary).** Field observations related to the fulfillment of the attributes health and safety, recording, and the implementation of compliance requirements hazardous waste temporary warehouse, wages and complaint mechanism.
- **Generator (Electricity).** Observation for waste management, and interviews related to workers facility, electricity, domestic waste, sources offresh water, socialization of company policy and complaint mechanism.
- **Sparepart and PPE warehouse.** Observation minimum stock of PPE's.
- **Health Post.** Observation and interviews with paramedics about health services, how to utilize the health facilities provided, infectious waste management and so on.
- **HGU stakes and land demarcation No. 62, 63, 64, 65, 66, 67, 68, 69, 70.** Observation of aspect of land demarcation and maintenance of HGU stakes, and land dispute potency.
- **HCV of hilly area, Block R41.** Observation the implementation of management in HCV of hilly area.
- **Replanting area. Block Q42-43, Division 2.** Observations and interviews related to replanting in the area of planting, planting of LCC, and replant in the border of the river.
- **Hilly area Block Q42-43, Division 2,** Observations related soil and water conservation, terrace area and LCC
- **Manual FFB Loading, Block R33-34, Division 3.** Observation and interviews related to work mechanisms in accordance with SOPs, application of OHS and employment.
- **Mechanical FFB Loading (Grabber), Block S33-34, Division 3.** Observations and interviews regarding work systems, application of aspects of OSH and employment.
- **Mature Upkeep (manual), Block Q12, Division 2.** Observation and interviews related to work mechanisms in accordance with SOPs, the application of OHS and employment.

Consulted Stakeholder

- Local Contractor
- Gender Committee of PT Teguh Sempurna
- *LKS Bipartit* of PT Teguh Sempurna
- Worker Cooperative of PT Teguh Sempurna
- Labor Agency of Korawaringin Timur Regency
- Environmental Agency of Kotawaringin Timur Regency
- National Land Agency of Seruyan Regency
- Village Official of Kapuk
- Elders of Dusun Pantap
- Elders of Dusun Bayau (Including Previous Land Owner)
- National Land Agency, District of Seruyan
- Yayasan Orang Utan Indonesia.
- Wahana Lingkungan Hidup Kalimantan Tengah
- Borneo Nature Fondation

	<ul style="list-style-type: none"> - Save Our Borneo - Lestari Hutanku
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-1.3	<p>Summary of stakeholder consultation process</p> <p>Consultation of stakeholders for <i>PT TSA</i> was held by:</p> <ul style="list-style-type: none"> • Public Notification on website PT Mutuagung Lestari on 10 June 2019 • Public consultation meeting with government institution on 18 June 2019 and 27 June 2019 • Public consultation meeting with community(s) including previous land owner on 25 and 27 June 2019 • Public consultation meeting with internal stakeholders and contractor 18 June 2019 • Public consultation with email to NGO on 13 June 2019
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (<i>ASA-1.4</i>) will be determined one year after this <i>ASA-1.3</i> (<i>June -2020</i>).

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Pematang POM operation consisting of one (1) mill and four (4) oil palm estates.

During the assessment, there were five (5) Nonconformities were assigned against Major Compliance; nil (0) nonconformity were assigned against Minor Compliance; and nil (0) nonconformity against supply chain requirement for CPO mill and five (5) opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective actions that had been reviewed and accepted by Auditor(s) in form of documentation evidences. Those corrective actions taken that consist of four (4) Major non-conformities had been closed out shall be verified during next assessment and one (1) major nonconformity to be opened until the next ASA

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

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is continued

**) deleted as appropriate*

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 & 1.1.2	<p>The latest of stakeholder list (updated on January 2019) sighted during audit, informs type/group, name, institution, address and contact number, as much as 40 parties was listed consist of : government institution, supplier/contractor, NGO and communities leader / village leader.</p> <p>List of publicly accessible document describes in SOP of request of information and response issued on June 27, 2016 consist of 12 documents which has been covering the documents listed in indicator 1.2's requirement.</p> <p>According to the company's SOP, information can be accessed through verbal (by phone), direct visit and writing (email and letter). Adm Head in the respective unit is responsible to verify the request and forward to the intended person (EM/DEPT/DIV). The requests of information that requiring head of department approval will be responded to a maximum of 1 month, otherwise approval will be required for a maximum of 15 days. Confirmed during public consultation to communities, local contractor and relevant institution, the SOP and mechanism has been understood well.</p> <p>The entire request of information (verbal and written) is recorded and kept in the logbook which is available in all units</p>

both of estates and mill, there was no request for information, but recorded several incoming letters which were entirely the proposals of aid that has been responded by the company. In addition, sighted the evidence of report delivery to relevant agencies, among others : report of environmental management and monitoring, report of employment, waste management and plantation report.

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

List of publicly accessible document describes in SOP of request of information and response issued on June 27, 2016 consist of 12 documents which has been covering the documents listed in indicator 1.2's requirement. SOPs and accessible list of documents are informed through notice boards in the mill and estates office.

All such documents and information are available in the respective offices of each unit, however the environmental documents kept in the Mill office and permit documents are kept in the PSD office.

Status: Comply

1.3

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

Code of conduct describes in document no.: 440/HRM-COC/07 written in Bahasa, including integrity code and ethical code in all operations and transactions including business ethics, work ethics and firm commitment in particular matters (conflict of interests, political activities, gifts / souvenirs, commissions and bribery prohibitions. These commitment has been listed in the contract letter of supplier/contractor and has been informed to workers during morning roll-call. Based on interviews with local contractors told that the job offer was fair and there was no indication of bribery and other conflicting practices.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

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

2.1.1

The CH shown evidences over its compliance toward the applicable regulation related to the aspects as follows:

1. Best Practices.

- The company has all of its pesticide registered under the 2016 national list of agriculture and forestry pesticide.
- The company does not use any restricted or prohibited pesticide.
- All pesticide users have been trained properly and use PPE while conduct spraying activity.
- Medical surveillance have been conducted twice a year for pesticide operator.

2. Environmental

The company shown evidences over its compliance toward the applicable regulation related to the aspects of environmental. For example there were evidences of compliance toward the POME land application permit, hazardous waste temporary warehouse permit, and report of environmental management and monitoring plan.

3. Legal Aspect

In term of legal aspect, the CH has shown evidence towards legal aspect, The Certificate Holder has complied with regulations in the field of plantation and land legality, such as HGU (land use title, described in indicator 2.2.1), plantation business permit (Plantation Permit No 444 dated 25 April 2000 for area covering 16,601.65 Ha and Plantation Bussines Permit for Processing No 188.44/599/2015, dated 07 October 2015 wit mill capacity 60 MT/Hous), as well as mandatory reports on annual land use to BPN

4. OHS Aspect

In OHS Aspect the company has established the structure for guiding committee for occupational health and safety in each management unit and this committee has received an approval from Ministry of Manpower and Transmigration in Seruyan Regency, has provide emergency facilities and etc.

5. Worker welfare

Based on the results of the document review, interviews with management and workers revealed that:

1. In May 2019 the company set a working day at the Batang Garing Estate as 7 days a week and workers did not get a day off. Where is the division of working hours 2 shifts for security.
2. Based on Inter Office Mail No. 086 / RSP-i2 / XII / 2016 dated December 28, 2016 as compensation related to excess work time the company provides a fixed premium of 60 hours. Based on a simulation of overtime calculations conducted by the team of auditors for centeng in May 2019 (Referring to the Minister of Manpower and Transmigration No. 102 of 2004) the number of overtime hours is 152 overtime hours with a total of 381.5 hours pay hours.

The company has not been able to show that the implementation of the work schedule has been in accordance with applicable laws. **Based on that's explanation raised non conformity no 2019.01 with major category.**

2.1.2; 2.1.3 and 2.1.4

To ensure compliance to regulations, company has Policy 701/TQEM-ESH/10. This document explaining personnel who have responsibility to update the regulation and law, identification and inventory, evaluation and monitoring Information of regulation from national, provincial and district regulatory bodies, and renewal of any changes to prevailing laws and regulations and monitoring of expired regulations/licenses.

A list of regulatory identifications ranging from Laws, Government Regulations, Presidential Decrees, Ministerial Regulations, Ministerial Decrees, Regional Regulations, and the ratification of the ILO. Internal audits have been conducted continuously and are documented and reviewed in the management review activities conducted on December 2018.

Major 2.1.1	Status: Nonconformity No. 2019.01 with Major category
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2.2

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

2.2.1

Formerly, the area of PT TSA was forest concession company (Natural Forest Management Permit / HPH) namely Sarmiento Parakanca Timber, Prakanca Djaya Raya and Inhutani III. Based on Forest Map Governance Agreement (*Peta TGHK*) province of Kalimantan Tengah in 1990 the location of PT TSA is Conversion Production Forest (*Hutan Produksi Konversi*). For the area in 8 October 1996 Ministry of Forestry has released the area from a conversion production forest area (SK 640.KPTS-II/1996) for plantation development PT TSA. Based overlay between operational map of PT TSA with Provincial-level Spatial Plan (**RTRWP**) map Province of Kalimantan Tengah 2015 the area of PT TSA in other uses land (APL).

Based on documents verifications, interview with managements, there is no changes related land ownership and concession documents. The certificate holder have had land use rights No 10 valid until 9 August 2034, for area covering 16,601.657 Ha. Based on the statement area document, the area managed by PT TSA is 16,601.657 Ha, which divided into planting area and unplanted area.

2.2.2

SOP of boundary pole maintenance still same as previous assessment that listed on procedure of Boundary Stone Maintenance (Doc. LGL/TSA/009), Revise 02, 4 June 2016). The company shows the HGU Pole Inspection Monitoring conducted every 6 months. Based on last monitoring There were 28 pole with good conditions. Based on the boundary field visit on HTE, BGE and KBE, it is known that the boundary stakes are still in a good condition.

2.2.3, 2.2.4, 2.2.5

There is no change from previous assessments related Procedures land conflict resolution or land acquisition that

mentioned in Occupational Land Release Procedure (No. 343/PSD-OKUP/10). The Procedure explains that the settlement of land dispute was conducted through the negotiation phase between the company and the party claiming the land and witnessed by various parties.

Based on field visits and interviews elderly in Kapuk Village and Pantap Village (including previous land owner) obtained information if currently there is no issue related land tenurial or land disputes between the company and other parties. The whole area that managed by the company has been compensated. However, based areal statement documents, interview with managements and stakeholder its known there is area covering ± 674.31 Ha that occupied by community due to the land owner not willing to be compensated.

Based on field observation in occupied area in Hatantiring Estate, it's known if the area are community settlement (Kampung) namely Dusun Tabion which is part of Kapuk Village. Moreover field observation in Kawan Batu Estate in around boundaries pole no 41, 42 and 43 its known if that area are ex illegal mining. For areas that are currently still controlled by the community (occupational area) and have never been compensated the company respects the existence and didn't forced to give the land to the company. The area was clearly bounded by roads and ditches.

Even though the area of PT TSA from forest concession company, the company has been carrying land compensation to the affected parties. The land compensation was carried out since 2006 - 2009 which was divided into 12 stages with the total area $\pm 2,091.19$ Ha. The CH has shown that land acquisition has been done through by negotiation. For example the land dispute resolving on 2009 has been done through by negotiation. Based on the results of interviews Pelantaran Village Officials; Previous land owner on Pantap Village and Kapuk Village obtained id information if all compensation process has been held with fairly transparent regarding to mutual agreement. Whole area that managed by the company has been compensated. The compensation process involved all community witnessed also by the Village Head, Sub district head and others relevant parties. Records of land compensation process consist of: document of land identification and inventory, land location maps, statement of release of land rights by owner, Receipt of Payment, Minutes of compensation/Compensation and witnesses. This is stored in their respective estate according to the location of the land. Until the audit was carried out, there was no written complaint from the community regarding the land dispute.

2.2.6

Policy related to the prohibition on the use of mercenaries in plantation operations are still the same as previous assessments. The company has a policy signed by the Chairman of Pemantang Area dated June 4, 2015 regarding the Prohibition of the Use of Mercenaries or Paramilitaries in Estate Operations.

Based on field visits, it is known that there was no indication of the use of mercenaries in the operations of the plantation.

Status: Comply

2.3

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

2.3.1, 2.3.2, 2.3.3 & 2.3.4.

There is no change from previous assessments related Procedures land conflict resolution or land acquisition that mentioned in Occupational Land Release Procedure (No. 343/PSD-OKUP/10). The Procedure explains that the settlement of land dispute was conducted through the negotiation phase between the company and the party claiming the land and witnessed by various parties.

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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 & 3.1.2

Certificate Holder shows the Long Term Business Plan for PT Teguh Sempurna for the period of 2017/2018 – 2020/2021 which was approved by the Head Plantation Operation which explained the budget for seed use, FFB production, OER, Production Costs, Estimated CPO Prices, Revenues, Replanting programs, and CPO production. There are planned operational costs for the Pemantang Factory as follows:

- Forecast mill intake, (FFB), processing cost, Admin cost, Training cost, Environment cost, Health cost, Transport cost, etc.
- The cost of managing the environment has also been allocated for the manufacture, installation and maintenance of OHS and non-OHS announcement boards, the cost of laboratory analysis, and waste to outside parties.
- Projection of production in the next 5 years.

The company has a replanting plan whose information can be seen both in the MMCM document (Monthly Management Committee Meeting) and the Long Range Replanting Program, as follows:

Estate	Plan for replanting in year (Ha)				
	2019	2020	2021	2022	2023
Pemantang Estate	224,21	226,81	-	178,18	211,44
Hatantiring Estate	-	-	-	230,00	107,00
Kawan Batu Estate	-	243,00	281,00	129,00	248,00
Batang Garing Estate	-	-	-	-	-

The replanting plan will be evaluated annually and updated if necessary, if there are changes in the determining factors for replanting such as productivity factors and stand per hectare.

Status: Comply

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

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1

The company has procedures for oil palm cultivation and palm oil processing which are available in Indonesian. Oil palm cultivation procedures include land clearing, water and soil conservation, integrated pest management, plant upkeep, harvesting and transportation whereas for palm oil processing procedures include FFB receipts, FFB grading, FFB processing, and CPO quality sampling.

Based on interviews with management revealed that a copy of the procedure was in each unit. When the audit activity takes place, the company can show the entire procedure to the auditor.

The results of field observations and interviews with employees in the estate and mill revealed that each employee understood their respective working procedures, for example for harvester in Kawan Batu Estate and Batang Garing

Estate 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.

4.1.2 & 4.1.3

The company has an Internal Audit SOP that explains the work procedures which form the basis for plantation and factory operational activities that refer to the principles of sustainability

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

When the audit activity takes place, the company can show the results of the internal audit document carried out on March 2019 in each Estate by the Plantation Monitoring Unit. The company has taken corrective action on internal audit findings and was declared fulfilled by the Quality Management Department.

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; 4.2.2 and 4.2.3

The company has a fertilizer procedure with the number 110/EST-ARM/13. The procedure explains that fertilizer recommendations must be made based on the results of analysis of leaf and soil samples. Based on the company's Palm Oil Cultivation Guidelines, it is explained that leaf sampling and analysis are carried out once a year and soil sampling is carried out every five years.

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

- Soil analysis was carried out in August 2018 in the Center for Environmental Research, University of Lambung Mangkurat. Test parameters include moisture content, cadmium, lead, oil content, exchange cation, calcium, magnesium, iron, manganese, aluminum, potassium, cation exchange capacity, and base saturation.
- Results of leaf analysis by Center for Environmental Research, University of Lambung Mangkurat on July 2018 for 120 leaf samples (Batang Garing Estate), 88 samples (Kawan Batu Estate), 118 leaf samples (Hatantiring Estate) and 71 leaf samples (Pematang Estate). Test parameters include N, P, K, Mg, Ca, B, Cu, and Zn.

Based on the results of leaf samples analysis in 2018, the company issued fertilizer recommendations for 2019 for example for Hatantiring Estate as follows: Kieserite with a plan of 487.34 tons; Amonium Chloride 1,305.53 tons; MOP 1,492 tons; HGFB 40.90 tons; and RP 603.77 tons.

During the audit activity the company can show fertilization monitoring that explains the application dosage, application tonnage, and fertilizer use/tons FFB, for example: Batang Garing Estate realization of fertilization in to date February 2019 Period for Amonium Chloride with the number 418.00 tons; RP 689.00 tons; and MOP 1,103.00 tons. Based on document review in each Estate, it shows that the manuring activity (time, location, dose, amount) has been in accordance with the recommendation

4.2.4.

Nutrient recycling strategy as a part for incresing soil fertility has been conducted, such as EFB mulching application and POME land application. Field observation in Hatantiring Estate (Block V12, Division 2.), it is known that EFB mulching application has been implemented especially in sandy area with dosage 40 tonnes/ha/year. Whereas based on foeld observation in Hatantiring Estate (Block U13, Division 2) POME land application with dose 750 tonnes/ha/year in three rotation (250 tonnes/ha/rotation) has been implemented. The record off EFB and POME application has been well documented.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1

The company has a semi-detailed land survey documents for the 2017 - 2022 period made by the MRC team in collaboration with the GIS Minamas Plantation team with a scale of 1: 40,000. The document equipped with legend soil map units, roads, rivers, cities, estate boundary and division boundary. The map describes the marginal area identified is a 12 - 20° slope area of 358.36 ha and a lowland area of 170.98 ha in Hatantiring Estate.

4.3.2

The company has a management strategy for planting in slope areas contained in the Procedures for Oil Palm Cultivation. The document describes the management area on sloping area, among others: conservation terrace (for slopes 0 - 2°), terrace with a width of 4 meters (for slopes of 6° - 12°), terrace with a width of 3 - 3.5 meters (for slopes of 20° - 25°), planting cover crops and empty fruit bunch applications.

Field observations at the Hatantiring Estate sloping area revealed that the company had carried out soil conservation by making a terrace and planting a legume cover crop, while for the Lowland area, the company had carried out water management well by making a collection drain line, main drain and drain block.

4.3.3

The company shows the realization of mechanical road maintenance in the form of Road Maintenance Maps for the period 2019. The document explains the progress of road hardener and mechanical road maintenance. From the document it is known that for the years 2019 the road that has been maintained reaches 11,470 meters for Batang Garing Estate; 138,830 meters for Kawan Batu Estate and 2,463 meters for Pemantang Estate.

Based on the results of field observations it is known that the company has made improvements to roads and bridges to facilitate the transportation of FFB.

4.3.4 and 4.3.5

Based on a semi-detailed land survey for the period 2017-2022, which was made by the Minamas Plantation MRC team, it was found that there was no peat land in the operational area of PT Teguh Sempurna. The types of soil identified based on these documents are

- Pemantang Estate : *Typic Plinthudults, Lithic Hapludults, Typic Hydraquents, dan Grossarenic Kandiudults*
- Hatantiring Estate : *Ultisol dan Entisol (Arenic Hapludults, Typic Plinthudults, Typic Hydraquents, Grossarenic Kandiudults)*
- Kawan Batu Estate : *Typic Plinthudults, Lithic Hapludults, Typic Hydraquents, Grossarenic Kandiudults, dan Arenic Plintic Kandiudults*
- Batang Garing Estate : *Typic Plinthudults, Typic Hydraquents, Petrofferic Hapludox, Grossarenic K*

4.3.6

Strategies for fragile and other problem soils are included in the semi-detailed soil survey report. The report describes the level of land suitability along with the actions that need to be taken to raise the level of land suitability. Based on the report it is known that the limiting factors in land in the company's operational areas are slope area and a lowland area.

Some recommended strategies include:

- Making terrace and planting a legume cover crop.
- Increasing the organic content of the soil through recycling nutrients, namely the application of EFB, laying the frond in the joint and between the staples.
- Carry out fertilization based on the results of leaf and soil analysis that is carried out regularly.
- Water management settings, and making drain blocks.

Based on field observations in Pemantang estate (Hilly area Block Q42-43, Division 2) the strategy to reduce the limiting factor in sloping area revealed that the company had carried out soil conservation by making a terrace, planting a legume cover crop and EFB Applications. While for the Lowland area, the company had carried out water management well by

making a collection drain line, main drain and drain block.

Status: Comply

4.4

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

4.4.1

The company has had the identification of water sources contained in the PT TSA HCV identification document conducted in 2009. The company has implemented water management plans and has been verified based on document review and field observation, that is :

- Conduct river water quality management by not carrying out the application of chemicals and fertilizers along the river with a distance of 50 meters, installing a ban on the application of chemicals and fertilizers with yellow marks, and allowing the border to be in natural / shrub conditions.
- Perform river water quality testing every six months.
- Testing the quality of clean water for workers every six months.
- Record the debit for water usage for mill process activities.
- Installation of warnings prohibiting cutting down trees which are also displayed in conservation areas (including water sources) and passed by the community.
- The existence of water bodies that function to maintain the availability of water in the plantation both for the use in plantation activities and the activities of daily life in each estate. The company has shown plan data and realization of water bodies in each estate.

4.4.2

The company has a river border management procedure - the riparian belt described in the SOP of Management of Buffer Zone (RSPO/B.5.3/TSA) on August 2018 which contains the determination of the location of the buffer zone, maintenance and management. Based on the procedure, described the limits of water resource management that are limitation of river border management by 50 meters and limit of lake/reservoir management is 50 meters. River border protection covers marking the river border area in the form of yellow paint on oil palm thrunk, prohibited of spraying and fertilizing applications, planting trees, etc.

There are several activities that the company has undertaken as a form of protection against riparian areas based on field observation, such as installing a hunting ban plank, HCV area plank, prohibition of chemical application and fertilization, prohibition of chemical application in the riparian area with distance \pm 50 meter, conducting border marking of management area (application of chemicals) with yellow color mark on oil palm thrunk, as well as allowing the border to be in natural conditions. In addition, CH also conducts water quality testing of Sahabu River every 6 months contained in the RKL-RPL implementation report. Based on the test results, there are no test parameters that exceed the quality standards, in accordance with Government Regulation No. 82 of 2001 concerning water quality management.

4.4.3

Mill effluent produced by Pematang POM tested periodically by accredited laboratory before discharged as POME land applications. The POME land application already has a permit in accordance with Decree Kotawaringin Timur Regent No. 188.45/164/2016 dated 5 April 2016 and valid for 5 years.

Based on waste water quality testing period of July – December 2018 based on RKL/RPL report, known that all of the parameters are comply to the standards, and all of waste water management and monitoring has been reported to related institutions for regular basis per 3 month. Field observation of POME land application in Hatantiring Estate Block PM1993, as well as WWTP, was known that waste water has been flowed to the block in accordance with Land Application license. In addition, in WWTP and LA there is no indication of leakage of liquid waste.

4.4.4

The water usage for FFB processing has been monitored and documented. The document of water usage in period of June 2018 to May 2019 shown that the water usage ratio in the range of 149 to 1.70 m³/ton of FFB, this range is still in accordance with the budget set, that is 1.75 m³/ton of FFB. Field observation on WTP in Pematang POM, known that the flow meter was functioned properly.

	Status: Comply	
4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
4.5.1 and 4.5.2 <p>The company has an integrated pest management procedure that explains how to control pests in biology, chemistry and manually. In addition, the company also has a Cultivation Guidebook which also explains related to Pest and Disease control. In the book, an early warning system is explained, for example, periodic detection for leaf eater caterpillar and rat censuses are done every months.</p> <p>The company is committed to implementing integrated pest management (IPM), this is demonstrated by utilizing beneficial plants and natural predators. In this case, the company shows documents related to planting and maintenance of beneficial plants for the period of 2018-2019 for example, Kawan Batu Estate has planted 4,628 meters <i>Antigonon leptosus</i>; Batang Garing Estate has planted 5,809 meters <i>Antigonon leptosus</i> while Pemantang Estate has planted 202 meters <i>Antigonon leptosus</i>.</p> <p>The interview with the management revealed that the company routinely conducted training for IPM employees, for example IPM training conducted on March 23, 2019 at the Hatantiring Estate Office and was attended by 9 employees. Documentation, material and attendance lists are available during the audit activity.</p> <p>During the audit activity, the company shows pest monitoring documents period of April - June 2019 for each Estate. Based on document verification, it was found that there were no pests that exceeded the threshold.</p> <p>Based on field observations in the Batang Garing Estate; Kawan Batu Estate and Pemantang Estate it is known that each estate has planted a beneficial plant as a form of implementation of integrated pest management (IPM).</p>		
	Status: Comply	
4.6 Pesticides are used in ways that do not endanger health or the environment		
4.6.1; 4.6.2 and 4.6.5 <p>The company has a policy on safety in using chemicals listed in the ARM section 15 and 16 about managing hazardous material, hazardous waste and procedure for weed, pests and diseases control. In the procedure, it is explained about the use of PPE for employees and management of used pesticide containers.</p> <p>Based on interviews with management revealed that to avoid the development of resistance, the company used a rotation spraying system and use different types of pesticides in each rotation. During the audit, the company showed a chemical justification document for the period of 2019 at Pemantang Estate; Hatantiring Estate; Kawan Batu Estate and Batang Garing Estate by identifying trade names, active ingredients, active ingredients, LD50, WHO classification, Type, shape, character, application method, function and justification.</p> <p>The company also has a pesticide use program contained in the annual budget document, while the realization is reported in the Estate Manager's monthly report. The document explains the trademark and active ingredients of pesticides, target weeds, dosages per hectare, monthly use of materials and recapitulation, and the extent of application.</p> <p>Based on field observations and interviews with pesticide applicators on Batang Garing Estate are known as follows:</p> <ul style="list-style-type: none"> • Employees have understood work procedures that are safe in using chemicals such as spraying techniques, target weeds for each pesticide, use of PPE and actions taken when poisoning occurs. • Regular employees get direction from supervisor before work and also get regular internal training by the company. • The company provides facilities for storing work tools and PPE as well as places for bathing employees when completing the application of pesticides. • Employees bring food from home, the company in this case provides clean water and soap to clean hands before eating and the location of the place to eat must be different from the location of the application of pesticides. • The company provides PPE for each employee free of charge and if broken will be given a replacement PPE with 		

the provision of returning the broken PPE.

- Supervisors always carry a first aid kit that will be used as first aid when there is a work accident. The results of checking are known that the contents of the first aid kit are complete and ready to use.

4.6.3

The company has an integrated pest management plan listed in the Division's work document and document Pest control activity plan consisting of detection and identification of pests, rat census, census of leaf eater caterpillar, application of chemical rat control and planting of beneficial plants (*Turnera subulata* and *Antigonon leptosus*). In line with the explanation of criterion 4.5 that IPM has been carried out quite effectively, so that there is no chemical use for pest control, but for routine weed control. Pesticides are used regularly for weed control in the circle and harvesting path with interval every 4 months. The usage of pesticides has been monitored in monthly of each type of pesticide in per division and block. The certificate holder does not use pesticides prophylactically. If the conditions of circle and harvesting path are still quite standard, the weed control will be postponed. Based on observation of spraying activities, the application method is not a preventive application, but rather selective for locations that have weeds

4.6.4

The company has a policy to minimize the use of Paraquat dichloride listed in the attachment 2 SOP Guidelines for Management of Sustainable Plantation No. Policy 724/TQEM-SPMS/09 dated August 27, 2009.

The company shows the Pesticide List document in the 2019 Classification that identifies trademarks, active ingredients, LD 50 (mg / kg), WHO classification and product classification. Based on field observation in the Batang Garing Estate chemical storage it is known if the pesticides that storage are in accordance with the inventory records and there's no pesticides with active ingredients paraquat dichloride or pesticides that classified WHO 1A and 1B.

The results of the pesticide use document study show that the company no longer use pesticides made from Paraquat dichloride from 2010.

Based on field observations and interviews with pesticide applicators in Batang Garing Estate obtained information that spraying activities used pesticides with active ingredient with Glyphosate.

4.6.7

The Company has work instructions related to the application of pesticides such as work instructions related to the safety of pesticide materials listed in the Pesticide Management Book issued by the Research Department. The instructions include the sprayer used must be clean, good and not leaking to avoid the danger of poisoning in plants, no spraying when it will rain, spray direction should not be opposite to wind direction.

Based on field observations and interviews with pesticide applicators on Batang Garing Estate are known as follows:

- Employees have understood work procedures that are safe in using chemicals such as spraying techniques, target weeds for each pesticide, use of PPE and actions taken when poisoning occurs.
- Regular employees get direction from supervisor before work and also get regular internal training by the company.
- The company provides facilities for storing work tools and PPE as well as places for bathing employees when completing the application of pesticides.
- Employees bring food from home, the company in this case provides clean water and soap to clean hands before eating and the location of the place to eat must be different from the location of the application of pesticides.
- The company provides PPE for each employee free of charge and if broken will be given a replacement PPE with the provision of returning the broken PPE.
- Supervisors always carry a first aid kit that will be used as first aid when there is a work accident. The results of checking are known that the contents of the first aid kit are complete and ready to use.
- Pesticide solutions are mixed in pesticide warehouses and transported by special vehicles. After work, knapsack sprayer and PPE are stored in a special storehouse at the Estate.
- The company provides facilities for storing work tools and PPE as well as places for bathing employees when completing the application of pesticides.

4.6.8

Based on the document verification, field observations, and management interviews, known that the company did not apply the application of pesticides through the air.

4.6.9

The company shows training documents to employees and scheme smallholder related to the use and handling of pesticides as follows:

- Safe spray technique and integrated pest management training held on 23 July 2018 located at Kawan Batu Estate. The training was attended by 9 pesticides applicator. During the audit activities, training materials, attendance lists and training documentation are available.
- Safe spray technique and integrated pest management training held on 18 July 2018 located at Pemantang Estate. The training was attended by 17 pesticides applicator. During the audit activities, training materials, attendance lists and training documentation are available.
- Safe spray technique and integrated pest management training held on 12 February 2019 located at Kawan Batu Estate. The training was attended by 11 pesticides applicator. During the audit activities, training materials, attendance lists and training documentation are available.

Based on the results of interviews with spray workers at Batang Garing Estate, it is known that workers have received regular training to handle pesticides, spraying techniques, and socialization and morning briefings relating to spraying activities from Foreman or Assistants.

4.6.10

The company has work instructions of Handling Pesticide Waste No. 701/IK-TQEM-ESH/10. Based on observation in Hazardous Warehouse that has licensed from Environmental Agency, known that the pesticide waste has been stored in Hazardous Waste, and collected and managed to the licensed third party. Based on interview with the warehouse PIC, as well as spraying worker, the workers already known that pesticide packaging is a hazardous waste that must be placed in a hazardous storage facility in accordance with applicable regulations.

4.6.11

The company has carried out periodic health checks every year, conducted in semester 1 of 2019. The inspection includes a specific health examination, namely Cholinesterase for spray labor. Based on health inspection documents it is known that the results of the examination are entirely fit for work.

Based on the results of specific health checks it is known that there are no spray team members who need to be re-examined. In addition, based on the results of interviews with the spray team at Hataniring Estate (Block V13) and at Batang Garing Estate (Block S62), it was explained that they had received regular health checks every 6 months. Whereas special health checks are carried out once every one year such as Spirometry and Cholinesterase. They also explained that the results of the health check were communicated to workers through morning briefings or delivered directly by paramedics. In addition, based on field visits and interviews, it is known that there are no indications related to skin disease and itches on sprayers.

4.6.12

The company has a policy prohibiting pregnant or breastfeeding women from working as spray workers. The company carries out regular checks on female workers to ensure that female workers who work in jobs containing chemicals (spray) are not currently pregnant or breastfeeding. In addition the company has a policy of granting H-1 (for menstruation) and H-2 (for pregnant) work leave for female workers whose spray was signed by the Head of Plantation Upstream Indonesia in December 2011.

Based on interviews with spray workers at Hataniring Estate (Block V13) and at Batang Garing Estate (Block S62) it is known that workers already know the mechanism related to prohibition for pregnant and breastfeeding women in activities related to chemicals. The company also has a monitoring system for pregnant women and breastfeeding spray workers, namely through monitoring H1 (Menstrual Monitoring).

Status: Comply

4.7

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

4.7.1

The company has an OHS Policy that was approved by Head Plantation Upstream Indonesia in December 2011. Its policy the company is committed to providing and maintaining a safe and healthy work environment by implementing effective management to prevent accidents and an unhealthy environment for staff / employees, contractors and guests / visitors.

The company has shown the OHS program plans listed in the P2K3 plan / program. Monitoring activities on OHS plans are reviewed in monthly member meeting activities. Beside that, the results of interviews with the spraying team at Hatantiring Estate (Block V13) and at Batang Garing Estate (Block S62) revealed that workers had understood OHS related issues such as the use of PPE in accordance with work positions, PPE storage methods and could demonstrate related to safe work positions.

4.7.2

The company has identified and assessed all risks and hazard levels for all of its operational activities. The results of the Hazard Identification and Risk Assessment can be shown. The document explains the types of activities, hazards, effects, risks (E, P, R), risk control, residual risk and PIC. Risk identification has been carried out for all operational activities including harvesting, maintenance, land clearing, operation of heavy equipment and machinery at the factory, transportation (transport of FFB, EFB, CPO, Kernel) to other supporting activities (work in the workshop, mixing chemicals, grading in factories and etc).

Based on the document review, it is known that the company has conducted a HIRAC review/evaluation period 2018. HIRAC evaluation is conducted once a year or if there is a fatal accident that demands a quick HIRAC repair. Based on the evaluation document, there are several additional/revised HIRAC, among others, setting specific types of PPE for each job in accordance with the reference to PPE Work Instructions that have been addressed by the leadership.

The company has shown work accident documents for the past 12 months. Based on these documents there are 152 days lost in a year for coverage of plantations and factories.

Based on field observations it is known that the company has implemented control measures in accordance with the risk analysis and MSDS on each product such as the provision of masks to spray workers and factories, the provision of helmets for harvest workers, etc.

4.7.3

Based on the results of field trips and interviews at estate and mill it is known that:

1. At the sterilizer station it is known that there are 1 worker using PPE (Shoes) that has been damaged and at the grading station it is known that there are 2 workers who provide PPE (shoes) on a personal/personal basis.
2. In the harvest activity at Kawan Batu Estate there are 1 harvest worker, 2 fruit pusher workers and 1 picker who purchases PPE (shoes) in personal.
3. In the application of the longitudinal application at Hatantiring Estate, there are 2 workers who purchase PPE (shoes) independently/personal.

In addition, the results of the visit at the Spare Parts and PPE Warehouse in Hatantiring Estate found that there was no PPE stock in the form of Shoes and Masks while in Kawan Batu Estate it was found that there were PPE stock of 5 pairs of shoes.

Also based on the results of verification of company documents, it can show the Good Received Document No. GR / PMF / 2019/05/060 and No. GR / PMF / 2019/05/061 dated May 26, 2019 at the Pematang POM related to the receipt of goods in the form of safety shoes as many as 73 pairs, but not yet distributed because they are still waiting for the goods to arrive

Meanwhile in Personal Protective Equipment Procedure No. Policy 739 / TQEM-ESH / 10 Rev 01, Point 6.1 (Principle) states that Management of Minamas Plantation requires that exposed employees who work in the premises of the Minamas Plantation Operational Unit work unit be given adequate protection adequate against hazards that might arise reasonably could be done, and that this protection be maintained.

The company has not been able to demonstrate that the provision of PPE is in accordance with the procedures that are in place and the applicable laws and regulations. **Based on that's explanation raised non conformity no 2019.02 with major category.**

4.7.4

The company has shown the structure of *P2K3* which contains people responsible for carrying out OHS activities. The company has a *P2K3* (Estate) structure in accordance with letter No. Kep.39/DISNAKERTRANS//2018 concerning Ratification of *P2K3* at PT Teguh Sempurna - Estate on January 26, 2018. In addition, there is a letter No. Kep.40/DISNAKERTRANS//2018 concerning Ratification of *P2K3* at PT Teguh Sempurna - Mill on January 26, 2018.

The company has shown *P2K3* meeting documents for Estate and Mill. The realization of the PT TSA *P2K3* meeting in March 2019 for the *P2K3* evaluation for the January-March 2019 period. The results of the meeting included evaluating the accident rate, waste handling at PT TSA and the *P2K3* Plan in the next 3 months. The activity was attended by 25 participants.

4.7.5

The company has SOPs for accidents and emergencies, including Policy No.712/TQEM-KRKD/10 Preparedness and Response Procedures and emergency recovery by discussing fire, explosion, hazardous waste spillage, and natural disaster prevention procedures. In the procedure has been explained about how to investigate accidents and evaluate potential emergencies to prevent a return. Based on the results of interviews with PSQM assistants, during the last 1 year there had never been an emergency. In addition, workers have also understood related to emergency response procedures such as determining the muster point during an emergency and contacting the emergency response team in the event of an emergency.

Based on field visits to fertilizing activities in Block S62 Batang Garing Estate, it was found that the foreman had been equipped with first aid box in accordance with *Permenaker* 15 of 2008 with a total of 21 items.

The company has the opportunity to meet the preparedness of emergency response facilities and infrastructure, including the OHS symbol and emergency response warning. **OFI.**

4.7.6

Has been provided the first aid room facility in the respective divisions, clinic that can serving inpatient, maternity, first aid and health education services. Accident insurance conducted in collaboration with BPJS, all employees are registered for insurance.

The company has shown footage related to accident insurance including:

- *BPJS Kesehatan* payment in April 2019 for 331 workers and 367 dependents in Batang Garing Estate Check No CL589109.
- *BPJS Ketenagakerjaan* payment in April 2019 for 334 workers in Batang Garing Estate with Check No CL589115.
- *BPJS Ketenagakerjaan* payment in May 2019 for 109 workers in Pematang POM with Bank Voucher No.50/05/PMF and No.51/05/PMF.
- *BPJS Kesehatan* payment in May 2019 for 107 workers and 206 dependents in Pematang POM with Bank Voucher No. 01/06/PMF.

In addition, the company has also shown proof of payment of *BPJS Ketenagakerjaan* and *Kesehatan* for replanting contractor workers (*PT Sentral Pratama Properti*). In addition, based on the results of interviews with contractor workers in the replanting area (Block Q42-43 Pematang Estate), it is known that workers have been provided with health insurance (*BPJS Kesehatan*).

4.7.7

The company shows PT TSA Lost Time Incident (LTI) for July 2018 to June 2019. The number of work accidents in all operational areas was 54 accidents and 152 days were lost. Based on observations in the field it is known that the company has implemented control measures in accordance with the risk analysis and MSDS on each product such as

giving masks to spray workers, giving helmets to harvest workers, etc.

Major 4.7.3 | **Status: Nonconformity No. 2019.02 with Major category.**

4.8

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

4.8.1; 4.8.2

The company has shown a training matrix in 2019 which contains training programs for all aspects of plantations and mill operations. The plans include OSH training, training related to RSPO/ISPO/ISCC, training related to procedures in each activity/work as well as environmental/HCV related training.

The company has shown footage regarding the realization of training programs for Estate and Mill, while the recordings include:

- A fire prevention simulation was conducted for Estate and Mill employees on 4 August 2018.
- Safety socialization (Safety Town hall) was conducted on February 20-26, 2019 for all Employees of Divisions 1-3, Offices and Traction (documentation in the form of photos and attendance lists attached).
- Socialization related to Human Rights, RSPO, ISPO, Public Documents, Code of Ethics, Communication Procedures, Environmental Integrity Pact, HCV, Land Fire & Submission of Sacrificial Cows at PT TSA on August 20, 2018 and was attended by 67 participants consisting of employees, community village, village community leaders.

In addition, based on interviews with fertilizer workers in Block S18-19, Division II Hatantiring Estate found that OHS training and socialization could be conducted at the morning briefing.

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

The company has an environmental impact assessment document, as follows:

- The environmental impact analysis which has been compiled in 1998 on behalf of PT Kridatama Lancar (15,500 hectare) and PT Teguh Sempurna (16,000 hectare) and Mill with the capacity of 2 x 40 tonne FFB per hour. There's an increasing of capacity which has been 60 tonne of FFB / hour and has been approved by the Environmental Agency of Central Kalimantan Province No. 660/614/II/BLH on 10 August 2012 and elucidated regarding to the increasing activity of mill capacity as much 60 tonne of fresh fruit bunch per hour didn't need the amendment or preparation environmental document.
- Environmental Permit for Processing of Palm Kernels and Biogas Utilization with a production capacity of 150 tons of kernel/day and 1000 MWH according to Decree No. 188.45/338/2014 dated November 3, 2014.
- Social and Environmental Impact Analysis of Replanting in PT TSA for period 2014 – 2017. Carried out by third party "Aksenta" on November 2014 – January 2015.

5.1.2, 5.1.3

An Environmental Management and Monitoring Plan has been determined as intergrated part of EIA document. The aspects to be managed and monitored were soil rosion, decrease of river water, decrease of air quality and noise, disturbance on flora biodiversity, disturbance on wildlife habitat, disturbance on aquatic biota, social and cultural impact, community health, as well as fire risk.

The realization of management and monitoring plan has been verified through document review, stakeholder consultation, as well as field observation, among others :

- Soil erosion : managed by cover crops and terracing, monitored by installed erosion stakes.
- Decrease of river water: managed by WWTP at mill, monitored by periodically water and POME quality test by accredited laboratory.

- Decrease of air quality and noise: managed by periodically maintenance of machinery and implementation of safety and health standard, monitored by periodically ambient air quality test by accredited laboratory, as well as medical check up.
- Disturbancen on flora biodiversity: managed by maintenance of HCV area, monitored by periodically flora identification.
- Disturbance on wildlife habitat: managed by maintenance of HCV area, monitored by periodically fauna identification.
- Disturbance on aquatic biota: managed through WWTP, cover crops, and best terrace practice, monitored by measurement on structure and compositisn, and abundant of aquaitc species.
- Social and cultural impact, community health: managed by CSR program, monitored by SIA monitoring plan.
- Fire risk: managed by zero burning on replanting, procurement of fire fighting facilities, monitored by routine patrol.

Based on consultation with Environmental Agency, Village Official of Kapuk and Pantap, known that the community felt the reduced environmental impacts such as the absence of oryctes infestation when replanting due to the chipping treatment of oil palm trunks, reduced odor from the Mill since the biogas plant was built, and the number of fish has not been affected since riparian management.

The review of the monitoring plan is carried out every six months simultaneously in Report of Environmental Management and Monitoring Plan (RKL/RPL), which is contained in the conclusions section. Based on the review in the last period document, namely Semester II of 2018, it was concluded that there was no change in the monitoring plan. Previously, CH had made changes to the management and monitoring plan, which was during the construction of the biogas plan and when the started of replanting.

Status: Comply

5.2

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

5.2.1.

The company has identified existence of habitat with high conservation value as well as rare and protected flora and fauna contained in document of HCV Assessment. The identification was carried out on August 2009 through cooperation with competent third party "Aksenta". The HCV assessment used standard and method refers to RSPO endorsed HCV Assessment Toolkit of 2008.

Identification of HCV has been carried out through participatory ways. Community was involved as responder and resources in the social survey. Public consultation was done on August 12, 2009 involving the stakeholder from surrounding village such as youth organization, village head, religious leader, local scholar, etc. ACV Assessment covers identification of conservation value in individual biodiversity, population biodiversity, ecosystem biodiversity, environmental service, and socio-cultural value.

The scope of HCV Assessment was HGU (land title) of PT TSA and its surrounding ecosystem. The assessment identified protected areas, flora and fauna and its protection status, and identification of habitat with HCV area. Total identified potential HCV area covers 1,045.69 ha, distributed into four Estates as follows: KBE – 88.13 ha; BGE – 391.58 ha; SME - 60.30 ha; HTE – 80.5 ha and PME – 88.08 ha. However, the area of HCV authorized by the company covers 142.74 ha.

5.2.2; 5.2.3 & 5.2.4

There were RTE species in company area. To provide protection against RTE species, management unit has made the signboard of HCV area, routine patrol, rehabilitation of riparian, monitoring of flora and fauna, cooperating with the Tabion Village community as HCV guards, as well as reporting to relevant agencies if there is a protected flora and fauna. CH has socialized the HCV area, as well as RTE flora and fauna to the workers and surrounding community, it is verified based on interviews, that they known the concept of wildlife and HCV protection.

The lattest monitoring identified several species of fauna such as *gagak hutan*, *beo*, *cerocok*, *bubut*, *biawak*, *macan akar*,

kera and *tupai*, as well as fauna such as *Rakuwung*, *Ubar*, *Gahung* and *Rukam*. CH conducted evaluation of HCV Management Plan based on previous HCV monitoring result, for instance if there was any distinction. The HCV evaluation describes the types of HCV, HCV function, initial conditions, current conditions, and evaluation for the management of the HCV along with photographic evidence of the condition of HCV areas.

5.2.5

Based on document review and interviews with management, there was an HCV area controlled by the community at Tabion Village. Based on the results of the interview with Tabion Villager, it was stated that the company had attempted to hold a meeting related to the management of HCV. The company continues to socialize the protection of the HCV area to the community. The company has an Appointment Decree as HCV coordinator from Tabion community element. The company has opportunity for improvement to ensure the progress of negotiation of overlapping HCV area with community land. **OFI.**

	Status: Comply	
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5.3

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

5.3.1

Based on document review and field observation, known that the company has managed, reduced, and disposed waste in environmentally and socially responsible manner. Starts from identification of source of all waste and pollution, that was contained in documents of EIA, Identification of Source of Waste, and Emission Source Identification and Reduction of Greenhouse Gas Emissions. The major source among others from Mill such as POME, solid, emission, and Estate such as pesticides, land clearing/replanting, fertilization, etc.

5.3.3, 5.3.2

Those waste is then managed according to the SOP of Hazardous Waste and Non Hazardous Waste (No. SOP/TSA/21), SOP of Infectious Waste (No. 131/OPR), SOP of Solid Waste Management (No. TSA-PMF/K3L/009), and SOP of Waste Water Management (No. TSA-PMF/K3L/008). The implementation has been verified by document review and field observation in the housing, warehouse complex, pesticide mixing house, workshop, hazardous storage, WWTP, POME land application, solid and empty bunch area, EFB mulching application, as well as clinic, known that the company conducted waste management in responsible manner and well documented.

The hazardous waste (includes pesticide container and infectious waste), has been stored at the hazardous waste temporary warehouse that had permit from Seruyan Regent (No. 503-F.5/02.001/SK.DPMPTSP/II/2019 dated 14 January 2019, valid for five years), as well as disposed to licensed third party transporter and collector. The third party transporter and collector has been licensed to collect infectious waste. The documentation was available in the form of logbook, manifest, and Hazardous Report to Environmental Agency. Meanwhile, the ex fertilizer container managed by washing properly and stored in special storage, and then utilized for loose fruits collection, or other needs.

	Status: Comply	
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5.4

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

5.4.1

The company already maximizing the use of renewable energy (fiber & shell) as boiler fuel. For example use of shells and fiber period of June 2018 to May 2019 has produces 6,383,429 KWH of electricity from turbine. Renewable energy use per ton of palm product in the Mill is 28.4 kwh / ton FFB. Result Direct fossil fuel used is 0.80 kWh/ ton FFB.

	Status: Comply	
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5.5

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

5.5.1 & 5.5.2

The company has develop a mechanism related to zero burning in guidance of sustainable plantation management. The

implementation shown in replanting work agreement to the contractor (No. 008/replanting/TSA-KBE/VI/2017) stated that the feeling must be conducted in mechanization and prohibited to burning method. Field observations on replanting area show that there is no indication of burning activities in the replanting process.

Status: Comply

5.6

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

5.6.1 & 5.6.2

The company has identified source of waste pollution and emissions from Estate and Mill 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. The other main sources of wa are liquid waste from processing, engine emissions, boiler emission of combustion of renewable fuel, dust from road transportation, emission from CPO and FFB transportation. Greenhouse gas emissions source from Estate 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, and biogas plant. Realization of renewable energy have been monitored on monthly report for fiber and shell usage. Monitoring for emission and pollutants (air emission, air ambient, odor, noise, and vibration) from Estate and Mill was done periodically, covered on RKL/RPL implementation report and reported to Environmental Agency. Second Semester of 2018 testing result indicates all parameters related to emission are still comply with standard.

5.6.3

Base on document verification, CH has been done calculations emission with RSPO Palm GHG Calculator Version 3.0.1 with data input correctly.

Summary of Net GHG Emissions period 2018 i.e. :

Summary of emissions

Product	tCO ₂ e/t Product
CPO	0.39
PK	0.39
PKO	1.14
PKE	1.14

Description	Unit	Value
Total Planted Area	Ha	13,854.26
Total planted area on peat	Ha	257.51
Conservation area	Ha	1,333.89
OER	%	20.51
KER	%	4.62

Mill Emissions and Credit

Description	tCO ₂	tCO ₂ e/ t FFB
Emission Source		
POME	5,592.89	0.02
Fuel Consumption	310.68	0
Grid Electricity Utilisation	0	0
Credit		
Export of Excess electricity to housing & grid	0	0
Sale of PKS	0	0
Sale of EFB	0	0
Total	5,903.57	0.02

Plantation/ field emission and sinks

Description	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/ t FFB
Emission Source			
Land conversion	124,685.01	9.18	0.45
CO ₂ Emission from fertilizer	6,250.01	0.46	0.02
N ₂ O emission	8,775.75	0.64	0.03
Fuel consumption	3,530.64	0.26	0.01
Peat oxidation	14,038.38	1.01	0.05
Sink			
Crop Sequestration	-125,813.30	-9.26	-0.46
Sequestration in conservation area	-10,505.58	-0.77	-0.04
Total	20,940.91	1.53	0.08

Emission from Palm Kernel Crusher

Emission Source	tCO ₂ e
PK from own mill	4,933.22
PK from other source	26,833.38
Fuel consumption	39.73
Total crusher emissions	31,806.33

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

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

6.1.1; 6.1.2;

The Certificate Holder has document of Social Impact Assessment. The assessment process was done on October 2009 and the scopes of study are impact of plantation and mill operation to workers and community adjacent of plantation area. The assessment and reported was carry out by AKSENTA Consultant on 14 to 22 August 2009. This document was explained of negative and positive impact of plantation and mill operation to social aspect and the recommendation for negative impact reduction and increasing of positive impact. There was showed also the minutes meeting of consultation process with community surround the company. The evidence was consisting of Attendant List of village member on Focus Group Discussion as phase of data gathering for Social Impact Assessment Report. SIA documents has been involving all affected parties including female and workers

Based on interview with related stakeholder that known, there is no significant issue was not raised in Social Impact Assessment. In 2014 the company has compiled a social impact study for replanting activities. The activity was carried out by Aksenta in order to determine the environmental and social impact of the activities of replanting.

6.1.3

The company can show the social impact Mitigation Plan at PT TSA for the period 2018 - 2019, which includes the Employment Aspects, Public Services, Community Economic Development, FPIC & conflict resolution and environmental aspects. The plan has been explained about the types of activities, farming, impact occurs (direct or derivative), the action plan and the realization of activities. However, in the program of management and monitoring of the social impact that the company has is known if

- Social management and monitoring plan not yet informed time frame / scheduled and responsible persons (PIC)
- not be presented documentation of the realization of activities

Based on that's explanation raised Non conformity No 2019.03 with Major Category

6.1.4

The company can be presented with a social impact monitoring report. The report was prepared by making a questionnaire to employees and the community around the plantation. Based on the results of monitoring carried out it can be concluded that employees are quite satisfied with the policies that have been carried out by companies such as wages, health services and other PPE / Aspects of OHS. other than that, related to the relationship with the community around the company, information was obtained that the presence of PT TSA have a positive impact on the development and improvement of the economy of the surrounding community.

Based on public consultation with elderly in Dusun Tabion (previous land owner), Kapuk Village and Pantap Village obtained information that the company has made efforts to develop the surrounding community through CSR programs, acceptance of local workers, local contractor, etc. In addition, it is known that so far the relationship between the company and the community has run quite well and harmoniously. Communication between the company and the village is quite good.

6.1.5

Result of verification of documents and interviews with management, it is known that there are no schemes of plasma farmers in the company.

Major 6.1.3	Status: Non conformity No 2019.03 with Major Category
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6.2

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

6.2.1; 6.2.2; 6.2.3

The company already has a Communication Procedure set out in procedure No. 725 / PSQM-ESH / 2017 4th revision on 27 January 2017.

The company has appointed a person in charge in the company for communication and consultation with affected parties. The Management Unit has assigned PT Teguh Sempurna Public Relations (PR & Plantation Service Department) officer, Tonni Manurung, based on the Letter of the Chairman of SoU II & III, Number: 140/SME-Psd/VI/2016/S, dated June 13, 2016.

The company has presented a list of stakeholders of PT TSA (2019), complete with name, position / position, contact number and address. The list of company stakeholders consists of:

- 7 national level agency / agency stakeholders
- 6 Provincial level Agencies (Agency)
- 9 Regency level stakeholders (Agency)
- 7 Sub district and village level stakeholders
- 6 stakeholders representing community leaders and groups
- 4 stakeholders for other plantation companies
- 1 foundation / NGO stakeholder

The company has information books available on each estate and mill unit. The recorded information was dominated by, among others, requests for village assistance. Responses to incoming mails are responded to a maximum of 14 days (2 weeks) and this is in accordance with the information response procedures owned by the company.

Based on the results of public consultations with the village community, offices and contractors, it is known that the stakeholders have conducted socialization related to consultation and communication activities. Stakeholders can also explain the person responsible for receiving responses from stakeholders.

	Status: Comply
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6.3

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

6.3.1; 6.3.2

The company has a mechanism for submitting workers complaints, which is listed in the Communication Procedure (including protection against whistleblowers) regulated in procedure No. 725 / PSQM-ESH / 2017 4th revision on 27 January 2017.

The complaint stage is that the employee writes the problem in the complaint book available at the Estate office and then at least 2 weeks seeks to resolve it first. If the problem cannot be resolved at the estate unit level, it will proceed to the next level in accordance with the agreement of the parties to legal or other settlement channels (including RSPO Grievance Mechanism). PT TSA has assigned several staff to receive complaints from employees, including Happy Setya Pambudi for Pematang Mill, based on Pematang Mill Decree No.28/PMF/SK-Intern/VII/2016.

The company shows a complaint resolution process that is documented in the complaint book, for example on May 5, 2019, employees (initial W) complained about the condition of the house in a leakage state and need to be repaired, related to this the company has responded by doing ceiling repairs. Besides that, the company has the opportunity to record complaints submitted verbally. **OFI.**

Based on the results of interviews with workers in the estate, mill and the village community, it is known that the worker and the community already know how to submit complaints, such as submitting it to the supervisor/bipartite LKS directly or by filling out the complaint book that has been provided at the office.

Status: Comply

6.4

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

6.4.1; 6.4.2; 6.4.3

There is no change from previous assessments related Procedures land conflict resolution or land acquisition that mentioned in Occupational Land Release Procedure (No. 343/PSD-OKUP/10). The Procedure explains that the settlement of land dispute was conducted through the negotiation phase between the company and the party claiming the land and witnessed by various parties.

Formerly, the area of PT TSA was forest concession company (Natural Forest Management Permit / HPH) namely Sarmiento Parakanca Timber, Prakanca Djaya Raya and Inhutani III. Based on Forest Map Governance Agreement (*Peta TGHK*) province of Kalimantan Tengah in 1990 the location of PT TSA is Conversion Production Forest (*Hutan Produksi Konversi*). For the area in 8 October 1996 Ministry of Forestry has released the area from a conversion production forest area (SK 640.KPTS-II/1996) for plantation development PT TSA. Based overlay between operational map of PT TSA with Provincial-level Spatial Plan (**RTRWP**) map Province of Kalimantan Tengah 2015 the area of PT TSA in other uses land (APL).

Even though the area of PT TSA from forest concession company, the company has been conducted land compensation to the affected parties. The land compensation was carried out since 2006 - 2009 which was divided into 12 stages with the total area ± 2,091.19 Ha. The CH has shown that land acquisition has been done through by negotiation. Based on the results of interviews with Previous land owner on Pantap Village and Kapuk Village obtained id information if all compensation process has been held with fairly transparent regarding to mutual agreement. Whole area that managed by the company has been compensated. The compensation process involved all community witnessed also by the Village Head, Sub district head and others relevant parties. Records of land compensation process consist of: document of land identification and inventory, land location maps, statement of release of land rights by owner, Receipt of Payment, Minutes of compensation/Compensation and witnesses. This is stored in their respective estate according to the location of the land. Until the audit was carried out, there is no expansion of area so there is no land compensation activity

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

The company has shown Central Kalimantan Governor Regulation No. 51 of 2018 dated 21 November 2018 concerning Regency Sectoral Minimum Wages (Seruyan District) with a value of Rp 2,930,000. In addition, based on Inter Office Mail No. 196 / HRM-13 / XII / 2018 dated 26 December 2019 concerning 2019 Daily Worker Wages for PT TSA (Seruyan

District) which stated that there was an increase in Daily Worker Wages from the previous Rp 2,675,500 to Rp 2,930,000. The increase in wages is valid from January 1, 2019.

The company has documented employee wages, including an employee with the initial name H (Fertilizer Employee at Batang Garing Estate) in April 2019 earning a basic salary of Rp 2,930,000. Additional elements of benefits include Work Accident Insurance, BPJS Allowances and Pension Guarantee Allowances.

Based on the results of document verification and field visits to spray and harvest employees at PT TSA, it is known that salary payments are based on time units (following minimum wages). There is no salary payment with a piece rate system. In addition, there is no wage deduction. The salary reduction is due if the employee does not enter or penalty is due to indiscipline.

6.5.2

The company has shown the Letter of Approval of Company Regulation 2018-2020 (No. LKS-HRM/TSA/IX/2018/01/S dated September 25, 2018). Meeting Discussion on inputs for the Company Regulation (2018-2020), attended by 10 workers representatives and 4 company representatives. In addition there was a ratification of the Company Regulation of PT TSA (No. Kep 29 / HI.03 / I / Nakertrans / 2019) endorsed by the Head of the Manpower and Transmigration Office on January 28, 2019. The decision took effect on January 28, 2019-27 January 2021. Letter the work agreement/contract has been prepared in a language that is understood by workers, is slowly explained by management, and officially signed by both parties.

Based on the results of interviews with workers in the estate and mill, it is known that the wages received are in accordance with the stipulated wages, including overtime calculations. Based on interviews with Bipartite LKS, it was found that there were no complaints related to salary or wage payments.

Based on the results of a field visit at the Hatantiring Estate, Block V12 Division 2, at EFB application that was carried out by a third party (contractor) there were contractors who were assisted by other parties who did not have a working relationship with the contractor or the company. The results of interviews with contractor workers acknowledged that those who helped were not company employees or contractors. Related to this the company has not been able to show the mechanism that has been implemented to ensure that all workers have work contract. **Based on that's explanation raised non conformity no 2019.04 with major category.**

6.5.3

The company has presented a list of facilities and infrastructure documents that are available at PT TSA, including religious facilities, schools, housing, employee halls, sports facilities, polyclinics, cooperatives, school buses and so on.

Based on site visits to the KBE & HTE housing area, the company has provided electricity and water sources. Health facilities are also close to housing so that employees can pay for medical treatment. In addition, it was explained that the company had provided a clean water storage facility but during the dry season, sometimes the water storage facility was felt to be lacking, related to this, the company had the opportunity to evaluate related to the adequacy of clean water storage facilities in housing (OFI).

6.5.4

The results of visits and interviews with employees in housing that employees can easily obtain food sources by having a shop in the housing and selling vegetables and fish that come to sell at the housing location. Employees can also buy food and daily necessities at the village market, which operates every Sunday.

Major 6.5.2	Status: Nonconformity No. 2019.04 with Major category.
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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; 6.6.2

The company has shown a commitment to respecting the rights of all employees to form and join trade unions. This is

described in the SOP for Sustainable Plantation Management No. Policy 724 / TQEM-SPMS / 09 dated 27/08/2010. In the Policy and Purpose Chapter, the Plantation Upstream Indonesia Policy Section on Social Policy, page 13 Point 5 states that companies are expected to respect the rights of all employees to form and join trade union communities of their choice and to negotiate together. The document is presented in an Indonesian language format that is easily understood by all workers and is available at the audit location.

The company has shown records relating to the Bipartite Meeting, which took place on January 14, 2019 at the Central Office of Hataniring Estate. Based on the results of interviews with bipartite members, it was found that the meetings were held regularly.

Status: Comply

6.7

Children are not employed or exploited.

6.7.1

The company has policies and procedures governing the minimum age of work and clear working hours. In the Social Policy point 6, it is stated that Plantation Upstream Indonesia is not allowed to use force labor or underage workers (children).

Based on data from employees of the Pematang Mill, Batang Garing Estate and Kawan Batu Estate as of June 2019, there were no child laborers aged 15 or 18 years. In addition, based on field visits in the POM Challenger, HTE & KBE harvest and spray areas were not found for child labor.

Status: Comply

6.8

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

6.8.1; 6.8.2; 6.8.3

The certificate holder has a company policy on non-discrimination and equal opportunities. The company shows document No. Policy 724 / TQEM-SPMS / 09 dated December 2, 2011 signed by the Chief Executive Officer who explains the policy recognizing equal opportunities and treatment.

In the Policy and Purpose Chapter, the Plantation Upstream Indonesia Policy Section on Social Policy point 1 states that all staff / employees must be treated fairly and fairly in matters relating to recruitment, progress, conditions and job descriptions, regardless of race, degree, ethnicity, gender, skin color, imperfection (disability), sexual orientation, organizational membership, political views, religion, and age.

Based on field visits on harvest & spray activities and employee lists there is no discrimination between employees. Every employee gets the same opportunity to work and adapted to the expertise, capabilities, quality and medical health needed for each job.

Status: Comply

6.9

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

6.9.1

The company has a policy on preventing sexual harassment and violence in the SOP Guidelines for Sustainable Plantation Management No. Policy 724 / TQEM-SPMS / 09 dated 27/08/2010 in the Policy and Purpose Chapter, Plantation Upstream Indonesia's Policy Section on Social Policy point 4, which is developing and implementing policies to protect female workers from crime and sexual harassment and protect the rights of rights relating to reproduction.

The CH also has a Social Policy signed by Head of Plantation Upstream Indonesia in December 2011. In point 4 it is mentioned, that the CH develops and implements a policy to prevent sexual harassment and forms of crime against women as well as protect rights relating to reproduction for female workers.

The company has demonstrated the program and realization of the activities of the gender committee, including the socialization of the committee's gender in June 2019 and the handling of sexual harassment. Based on the results of interviews with workers in daycare (KBE and HTE), it is known that policies regarding sexual harassment have been understood by workers.

6.9.2

The company has demonstrated the Collective Labor Agreement 2018 - 2020 Chapter III Article 33 also stated, that:

- Women workers are entitled to a rest with full wages for 1.5 months before giving birth and 1.5 months after giving birth according to the calculation of the obstetrician or midwife
- Female workers who experience a misbirth are entitled to a 1.5-month break after experiencing an misbirth in accordance with a statement from the obstetrician or midwife
- Requests for childbirth rests must be submitted no later than 10 days before the recess starts, and for cases of misbirth at least 3 days after the event.
- For workers who are still breastfeeding their children, the company provides a reasonable time dispensation for breastfeeding their children in the office with the approval of the employer

The company has demonstrated the program and realization of the activities of the gender committee, including the socialization of the committee's gender in June 2019 and the handling related to sexual harassment and women's reproductive rights.

Based on interviews with workers at Daycare (KBE and HTE) it is known that policies related to sexual harassment and women's reproductive rights have been understood by workers. Workers have also stated that the company relates to sexual harassment and workers reproductive rights through morning briefings.

6.9.3

The company already has a SOP on Complaints Handling Mechanism for the Management of PT. TSA (Administration SOP dated March 4, 2009), aims to provide guidance in handling complaints/suggestions/aspirations towards the management of PT. TSA by parties aimed at operational units. There is a documented procedure for the submission of complaints/suggestions/aspirations that are kept in the Head Office and Division Offices and their confidentiality is guaranteed.

Based on interviews with spray workers at KBE & HTE (female employees), it was found that there had been an outreach regarding the grievance mechanism and they had known the gender committee representative. Besides that, based on document review and interviews with the gender committee it is known that during the past one year, there were no reports of sexual harassment.

	Status: Comply	
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6.10

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

6.10.1 & 6.10.2

Until the ASA 1.3 assessment, Pematang Factory only processed FFB from its own estate. There is no purchase of FFB from outside parties. Therefore, there is no need to have a mechanism regarding pricing of FFB.

6.10.3 & 6.10.4

Until the ASA 1.3 assessment PT Teguh Sempurna only processed FFB from its own estate and did not purchase FFB from outside parties. Job contracts that currently include land preparation for replanting area, for example 018/Replanting/TSA/VI/2018 Period June 29, 2018 until September 30, 2018 between Estate Manager Pematang Estate and PT Central Pratama Property.

Based on interviews it is known that both parties have understood the contents of the agreement letter. In addition, each party also holds a signed copy of the agreement letter so that the information obtained in the agreement is equally known.

Payments to local contractors are made through Bank transfers. Documentation of contractor payment transactions is stored in the form of Minutes of Payment Check which explains the calculation of land preparation for replanting area work performance.

Based on an interview with the local contractors, it was explained that payments were always made on time in accordance with the employment agreement.

	Status: Comply	
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6.11
Growers and millers contribute to local sustainable development wherever appropriate.
6.11.1 & 6.12.1

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

Based on public consultation with elderly in Dusun Tabion (previous land owner), Kapuk Village and Pantap Village obtained information that the company has made efforts to develop the surrounding community through CSR programs, acceptance of local workers, local contractor, etc. In addition, it is known that so far the relationship between the company and the community has run quite well and harmoniously. Communication between the company and the village is quite good.

Result of verification of documents and interviews with management, it is known that there are no schemes of plasma farmers in the company

	Status: Comply	
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6.12
No forms of forced or trafficked labour are used.
6.12.1; 6.12.2 & 6.12.3

Based on documents verification and field observations in Pematang Mill, spraying and harvesting activities, there are no trafficked workers of any kind. And there are no foreign workers who work at PT TSA.

	Status: Comply	
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6.13
Growers and millers respect human rights
6.13.1

The company has a human rights policy set out in the Human Rights Policy signed by the Head SOU 02 May 2015 where Minamas Plantation Group is committed to protecting the rights of all employees.

The socialization related to Human Rights Policy was carried out in conjunction with the morning briefing. In addition, official socialization was carried out, for example in May 2019. Based on interviews with employees in the KBE & HTE unit. So far, there have never been cases of human rights violations.

	Status: Comply	
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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

Until ASA 1.3, the PT Teguh Sempurna did not extend their area for new plantation. The company just was carrying out replanting for Period of 2014 until 2017 di Pematang Estate and Period 2015 – 2018 in Kawan Batu Estate.

	Status: Comply	
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7.2
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.
7.2.1 and 7.2.2

Based on the result of document review and interview with management, it is known that the company did not develop new areas for oil palm planting.

	Status: Comply	
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7.3
New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

7.3.1.

The company has reported LUCA on May 12, 2017, until the audit activities take place, the concept note not approved by RSPO yet. Based on the Email from Head of Sustainability on May 9, 2019 to the RSPO Secretariat, explained the results of the meeting between Sime Darby Plantation and the RSPO Secretariat which explained that Sime Darby Plantation was given 1 year for all nonconformities in the indicator 7.3.1. So this nonconformity is given until ASA-1.4. Based on this description, the company has not been able to show that the RACP concept note has been approved by the RSPO. **Based on that's explanation raised non conformity no 2019.05 with major category.**

7.3.2; 7.3.4 & 7.3.5.

The HCV Assessment was conducted in 2009 in collaboration with third parties (Aksenta). In addition to the HCV identification, there is another study of land cover change from 2005 to 2015 to identify the presence of HCV areas or primary forests cleared for plantations. Analysis of changes in land cover and land cover coefficient calculation is made using historical data Landsat 7 TM 2005, 2009 and 2014. The study showed that all new planting area after 2005 has coefficient of "0" meaning no indications of primary forest or HCV replacement.

7.3.3.

Starting date of land clearing in year 2005 are well recorded in the records of "Land Clearing and Stacking". Initial date of land clearing at Hatantiring Estate was March 23, 2007, initial date at Kawan Batu Estate was on June 1, 2005 (Agreement No.005/LC/TSA-KBE/ VII /05), at Batang Garing Estate on June 1, 2005 (Agreement No.005/LC/TSA-KBE/ VII /05).

Major 7.3.1	Status: Nonconformity No. 2019.05 with Major category.
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7.4

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

7.4.1 and 7.4.2

Based on the result of document review and interview with management, it is known that the company did not develop new areas for oil palm planting.

	Status: Comply
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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

Up to the current audit, PT Teguh Sempurna did not expand the new plantation. There is only replanting activity that began in 2015.

	Status: Comply
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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

Up to the current audit, PT Teguh Sempurna did not expand the new plantation. There is only replanting activity that began in 2015.

	Status:
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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.

7.1

Until ASA 1.3, the PT Teguh Sempurna did not extend their area for new plantation. The company just was carrying out replanting for Period of 2014 until 2017 di Pemantang Estate and Period 2015 – 2018 in Kawan Batu Estate.

	Status: Comply
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7.8 New plantation developments are designed to minimise net greenhouse gas emissions.
7.8 Until ASA 1.3, the PT Teguh Sempurna did not extend their area for new plantation. The company just was carrying out replanting for Period of 2014 until 2017 di Pematang Estate and Period 2015 – 2018 in Kawan Batu Estate.
<div> <div></div> <div>Status: Comply</div> <div></div> </div>
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.
<p>Documents verifications the company can demonstrable continuous improvement in key operations as follows:</p> <p>Internal Audit The latest RSPO Internal Audit (includes ISPO and SCCS) was conducted on March 2019. All nonconformity has been followed up by each unit management,</p> <p>Managements review The CH shows Management Review meeting that conducted on July 17, 2018 with the results of internal audits, discussion of operational quality, follow-up from previous review management to discussion of changes that could improve the quality management system. The the output from the management review include any decisions and actions related to Improvement of the effectiveness of the management system and its processes and Resource needs. As the realization from management review currently there is new department to handle SCCS and Certification namely department sustainability, were previously handled by PSQM department</p> <p>Best Management Practices Based on field observation known that in term of best management practices implementation,</p> <ul style="list-style-type: none"> - Several new technology and improvement has been adobted such as mechanization for upkeep activities (EFB mulching, manuring and pesticide spraying, as well as C1R2 harvesting system (1 cutter, 1 carrier and 1 picker) to increase productivity. - Implemented the IPM and implemented it widely, for example integrating all pest control techniques to be recognized by censuses and monitoring, the use of biological agents such as owls and beneficial plants and agrochemical applications if the pest infestation has exceeded the threshold. - Not to use the pesticides categorized in WHO 1A and 1B class, listed in Stockholm and Rotterdam Conventions, and paraquat, as well as to reduce other pesticide as a part of integrated pest management <p>Environmental Aspect Based on field observation known that in term of environmental implementation, as follows:</p> <ul style="list-style-type: none"> - Has undertaken environmental management and monitoring activities in accordance with its RKL/RPL document matrix, - Has biogas plant to minimize the emission.
<div> <div></div> <div>Status: Comply</div> <div></div> </div>

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

Clause	Requirement
5.1	Applicability of the general chain of custody requirements for the supply chain
5.1.1	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.</p> <p>The mill take legal ownership for all FFB within its scope, as well all phisically handling.</p>
	Status: Comply
5.1.2	<p>Traders and distributors require a license obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.</p> <p>Pematang Factory are FFB processing mill and produced CPO and Palm kernel. The sources of material input are FFB's from the certified area from own estates. Pematang Factory did not purchased any CPO/ PK from others suppliers, therefore Mill not include as trader/distributor</p>
	Status: Comply
5.1.3	<p>Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.</p> <p>The parent company of PT Teguh Sempurna are Sime Darby Plantations Bhd member of the RSPO since 07 December 20042011 with registration number 1-0008-04-000-00</p> <p>Pematang Factory are RSPO certified Mill with Certificate Number No MUTU- RSPO/004 and and also has been registered with member ID RSPO IT Platform member registration number Member id : RSPO_ PO1000000314</p>
	Status: Comply
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>There is no processing aids in the operational PMF</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>PMF until audit ASA-1.3 is still implemented a model of supply chain Identity Preserved. PMF only received and processed FFB from certified plantation. The volume of products sold by using Identity Preserved claim.</p> <p>Based on verification document and interview with weighbridge operator and security, Pematang Factory (PMF) only received and processed FFB from certified plantation.</p>
	Status: Comply

5.2.2	
The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	
PMF is certified palm oil mill which implement Identity Preserved using Module D-CPO Mill for its supply chain models	
	Status: Comply
5.3	Documented procedures
5.3.1	
The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified.	
<p>The Certificate Holder has RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. 001/SCCS/PMF/2018 dated on 02 May 2018. The procedure has been refer to Supply Chain Requirements November 2014, revised on June 2017The scope of RSPO Supply Chain System: FFB Certificate processing from raw material acceptance to storage and delivery process produces Certified Sustainable Palm Oil (CSPO) and CSPK with module D (IP) both physical and office administration. The summary of this procedure were explain on below points:</p> <p>4.2.1. The procedure is documented</p> <p>4.2.2. Internal audits are conducted at least annually to ensure: the organization complies with RSPO SCCS requirements and RSPO Market Communication & Claim documents. Where the internal audit is done at least 2 months before the external audit. The internal audit results are included in the management review conducted at least once a year.</p> <p>4.3. The Mill ensures the purchase of incoming goods, however the marketing division in Jakarta's is responsible for checking the validity of supplier certificates, licenses for traders and distributors.</p> <p>4.3.2. The Unique code/ unique identification number aims to ensure that products are sold through quality tests and can be traced back to the beginning of the process.</p> <p>4.5. Third party activities (outsourcing)</p> <p>4.6. Sales and goods out Units that need to make announcements and trade confirmations in the RSPO IT Platform, this should also include making shipping announcements (each shipment/shipping group by the marketing division). Certified products sold through other schemes or conventional means or in case of lack of production, lost or damaged shall be removed.</p> <p>4.8. Training→ The training plan for RSPO SCCS requirements process should be reviewed continuously/annually.</p> <p>4.9. The record keeping The record keeping of all documents are minimum 10 years for financial report documents and transactions; and minimum two years for data other than financial documents.</p> <p>4.10 Conversion Factor Conversion value is determined by marketing division in Jakarta, based on data sent by Mill on the basis of the resulting of FFB processing, so that the conversion value obtained is the same as the actual obtained by the Mill, and the conversion reference by marketing follows the mill manager monthly report period.</p> <p>4.11. Claim pursuant to RSPO communication and claim.</p> <p>4.12. Complaint Stakeholders may complain by email or face directly to the management representative. The complaint should be handled no later than one month after the complaint is received. Especially for complaints related to salary rights, incentive benefits, product complaints, and payments is should be acted upon no later than 14 days after the complaint has been received. All complaints and responses should be recorded.</p> <p>4.13. Management review Management review plan is established: after internal audit, before external audit checks and minimally done once in twelve months /one year. Input for management review should include information: internal audit results of SCCS requirements, production achievements, customer feedback, preventive and corrective action status, follow up on review management, changes that may affect system management and improvement recommendations.</p> <p>Based on interview with office clerk, PSQM Assistant, and production clerk in Mill, they have been know related SCC Procedure.</p>	
	Status: Comply

5.3.2	The site shall have a written procedure to conduct annual internal audit
	Internal Audit procedure has been include on SOP of RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. 001/SCCS/PMF/2018 dated on 02 May 2018 which describes Internal audits are conducted at least annually to ensure: the organization complies with RSPO SCCS requirements and RSPO Market Communication & Claim documents. Where the internal audit is done at least 2 months before the external audit. The internal audit results are included in the management review conducted at least once a year.
	CH can show the result of internal audit conducted on 07 March 2019 In the Audit Report document, it is known that the mill has performed an internal audit using SCCS standard. There are 7 non-compliance and has been comply on April 2019
	Status: Comply
5.4	Purchasing and goods in
5.4.1	The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier
	PMF does not purchase RSPO certified oil palm products. PMF is the producer of RSPO certified oil palm products
	Status: Comply
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents
	PMF does not purchase RSPO certified oil palm products. PMF is the producer of RSPO certified oil palm products
	Status: Comply
5.5	Outsourcing activities
5.5.1	In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.
	<p>PMF doesn't outsource refining and crushing activity. The company uses third party contractors for CPO transportation activities. PK transportation are delivered by own truck.</p> <p>PMF factory using contractor for transporting the CPO and Palm Kernel. Based on field observation and interview with security in PMF Factory the efforts made by the company to ensure that the independent third party / contractors complies with the requirements of the RSPO Supply Chain Certification Standard as follows:</p> <ul style="list-style-type: none"> • security and the dispatch foreman must verify the transport tank before filling in, ensuring that all tank contents have been removed and the tank is completely empty • after filling it is done sealing the upper manhole and bottom valve and each existing outlet • security must ensure seals and record transportation data in accordance with existing procedures
	Status: Comply
5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:
	<ol style="list-style-type: none"> 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

For transportation of certified products, the company uses contracting services. Based on the contractor's list, there are 21 contractors to transport CPO. The company can presented the agreement between the company and contractors. . in the agreement is stated that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary

Status: Comply

5.5.3

The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.

Documents verifications its known if the company has ben record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products, as follows

No	Contractor Name	Address
1	CV. RIZKYA	JL. PENDAWA NO.1A NO.09/RT 18/19, SAMPIT, KECAMATAN MENTAWA BARU, KETAPANG, KOTIM
2	CV. MITRA SURYAN PERMAI	JL. TIDAR NO.450 KOTAWARINGIN TIMUR - SAMPIT
3	CV. BIMA PERSADA	DESA AMIN JAYA, PENGKALAN BANTENG, KOTAWARINGIN BARAT
4	YAYASAN MIFTAHUSSALAM	JL. BAKRI ENTONG PEMBUANG HULU, KECAMATAN HANAU, KABUPATEN SERUYAN
5	CV. GELORA SERUYAN	JL. BAKRI ENTONG NO.288, PEMBUANG HULU - SERUYAN
6	CV. UNGGUL SEJAHTERA MANDIRI	DESA SUKOREJO, KECAMATAN SERUYAN TENGAH, KOTAWARINGIN BARAT
7	CV. ANUGRAH PERKASA	JL. PUTRI JUNJUNG BUIH, PEMBUANG HULU - SERUYAN
8	CV. AYAWAN JAYA	DESA PONDOK KOPI, KM33 SERUYAN TENGAH - SERUYAN
9	CV. MAHKOTA AYAWAN	JL. JEND SUDIRMAN KM.115, DESA RUNGAU RAYA, KECAMATAN DANAU SELULUK, SERUYAN
10	CV. NABILA ARMADA	JL. A. YANI KM.70. RT 27, AMIN JAYA, PANGKALAN BANTENG - KOBAR
11	CV. PERMATA SERUYAN	JL. SERUYAN TENGAH, KECAMATAN PEMBUANG HULU, SERUYAN
12	CV. BERKAH ERA SURYA TAMA	DESA SEBUKAT, KECAMATAN PANGKALAN BANTENG, KOBAR
13	CV. KARYA BAHTERA UTAMA	JL. PAMERAN, PEMBUANG HULU, KECAMATAN HANAU - SERUYAN
14	CV. TANGGA BATU PERMAI	JL. SWAKARYA NO.322 RT 07/02, PEMBUANG HULU, SERUYAN
15	H. BASRIN	PEMBUANG HULU, KECAMATAN HANAU, SERUYAN
16	CV. SUMBER REJEKI	JL. BAKRI ENTONG RT 009/002, HANAU, KABUPATEN SERUYAN
17	CV. BAKAU HUNI	JL. MUSYAWARAH, KUALA PEMBUANG - SERUYAN
18	CV. BERKAT NAZWA	JL. SWAKARYA NO.322, RT 007/002, PEMBUANG HULU II, HANAU - SERUYAN
19	CV. HAKA TRANS	JL. BATU BALIUNG RT 007/01, RANTAU PULUT, KECAMATAN SERUYAN TENGAH-SERUYAN
21	MASTIAR	PEMBUANG HULU, KECAMATAN HANAU, SERUYAN

Status: Comply

5.5.4

The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products

Based on document verification and interview with PSQM Assistant, until ASA-1.3 there are no new outsources (transporters).

	Status: Comply
5.6	Sales and goods out
5.6.1 The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form: The name and address of the buyer	
Documentation for the Sustainable Crude Palm Oil (Sustainable CPO), consist of: daily record of the FFB acceptance, daily record of CPO production, which classified as the CSPO, CPO (RSPO) sale record, stock record that has been reconciled with the FFB acceptance, monthly production and sale and annual recapitulation.	
Documentation for the Sustainable Palm Kernel (Sustainable PK), consist of: FFB dispatch record, which further will be counted the daily production of the Sustainable PK, daily production record of the PK, which classified as the Sustainable PK, monthly recapitulation of the Sustainable PK's sale, stock record, which has been reconciliation with the FFB acceptance record, monthly sale production and annual recapitulation.	
Documents verifications its known if there is a product sold as Certified for period June 2018 – May 2019 For CPO 22,873.41 MT and PK 13,218.27 M. The buyer has been registered and met the requirement for reporting supply chain through RSPO IT Platform.	
Documents verifications and field observation in PMF its known the CSPO and CSPK that delivered to buyer are from positive stock. For example Shipping announcement on 22 April 2019 with product CSPO, program IP , volume 800 MT, with transaction id TR-6853e1bf-7706. Related with that the company can show the documents of <ul style="list-style-type: none"> - Sales Contract no 006611/TSA/KTR-MKS/LOK/III/2019 between PT WNL and PT Wahana Citra Nabati - Delivery order No 009/BAPB-PK/WNL-WNI/III/2019 dated 20 March 2019 with volume 500 MT from PNBK to PT WNI - CSPK shipping from 30 - 31 March 2019 who described volume of shipping, type of car and remaining volume 	
	Status: Comply
5.7	Registration of transactions
5.7.1 Supply chain actors who: <ul style="list-style-type: none"> • are mills, traders, crushers and refineries; and • take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable 	
RSPO IT Platform member registration number: RSPO_PO1000000314 .	
All transaction of RSPO certified oil palm products has been registered in RSPO IT Platform (see indicator SCCS 5.7.2).	
	Status: Comply
5.7.2 The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <ul style="list-style-type: none"> • Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures. • Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. • Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. • Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	

Documentation for the Sustainable Crude Palm Oil (Sustainable CPO), consist of: daily record of the FFB acceptance, daily record of CPO production, which classified as the CSPO, sale record, stock record that has been reconciled with the FFB acceptance, monthly production and sale and annual recapitulation.

Documentation for the Sustainable Palm Kernel (Sustainable PK), consist of: FFB dispatch record, which further will be counted the daily production of the Sustainable PK, daily production record of the PK, which classified as the Sustainable PK, monthly recapitulation of the Sustainable PK's sale, stock record, which has been reconciliation with the FFB acceptance record, monthly sale production and annual recapitulation.

Documents verifications its known if there is a product sold as Certified for period June 2018 – May 2019 For CPO 22,873.41 MT and PK 13,218.27 M. The buyer has been registered and met the requirement for reporting supply chain through RSPO IT Platform as follows

- **CSPO Product**

Remark	Volume (MT)
CSPO Produced	59,053.57
Sold as RSPO	22,873.41
Sold as conventional	36,077.53

- **Certified Palm Kernel**

Remark	Volume
CSPK Produced + opening stock	13,460.04
Sold as RSPO	13,218.27
Sold as conventional	-

Status: Comply

5.8 Training

5.8.1

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

The Certificate holder has develop SCCS training program for representative of SCCS PIC. Training programmed annually (one time a year) and programmed in March 2019

Status: Comply

5.8.2

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

Based on interviews with Weight Bridge Operator and security, it is known that the personnel have been aware of the duties and responsibilities related to the implementation of supply chain, for example weighbridge officer can explain that the FFB that can receive by mill is FFB from certified plantation and all SPB and weighing tickets must be marked with RSPO stamp.

Company can presented SCCS training programme 2019 listed on SCCS training programme 2019, for examples consists of SCCS refreshment for Mill PIC. Company have conducted SCCS refreshment training, for examples on 07 March 2019 for representative of SCCS PIC for PMF with the number of participants are 12 persons

Status: Comply

5.9 Record keeping

5.9.1

The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements

Based on RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. 001/SCCS/PMF/2018 dated on 02 May 2018 which explains that record keeping all of documents are minimum 10 years for financial report documents and transactions; and minimum two years for data other than financial documents.

Documentation for the Sustainable Crude Palm Oil (Sustainable CPO), consist of: daily record of the FFB acceptance, daily record of CPO production, which classified as the CSPO, sale record, stock record that has been reconciled with the FFB acceptance, monthly production and sale and annual recapitulation.

Documentation for the Sustainable Palm Kernel (Sustainable PK), consist of: FFB dispatch record, which further will be counted the daily production of the Sustainable PK, daily production record of the PK, which classified as the Sustainable PK, monthly recapitulation of the Sustainable PK's sale, stock record, which has been reconciliation with the FFB acceptance record, monthly sale production and annual recapitulation.

Pematang Factory has maintain accurate, complete and up-to-date for the FFB receives, process and CPO & PK production from its supply bases.

- FFB Received**

Month	FFB (MT)		
	RSPO Certified	Non-Certified	Total
June 2018 to May 2019	288,917.33	-	288,917.33

- Certified CPO produced and dispatch**

Pmeriod	CPO production (MT)		Total	Cert CPO Dispatch (MT)			Total
	Cert	Non Cert		RSPO	Other scheme	Non Cert	
June 2018 to May 2019	59,053.57		59,053.57	22,873.41		36,077.53	58,950.94

- Certified Palm Kernel produced and dispatch**

Period	PK production (MT)		Total	Cert PK Dispatch (MT)			Total
	Cert	Non Cert		RSPO	Other scheme	Non Cert	
June 2018 to May 2019	13,460.04		13,460.04	13,218.27			13,218.27

Status: Comply

5.9.2

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

Based on RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. 001/SCCS/PMF/2018 dated on 02 May 2018 which explains that record keeping all of documents are minimum 10 years for financial report documents and transactions; and minimum two years for data other than financial documents.

Status: Comply

5.9.3

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

Estimates of CPO and PK produced by PMF obtained from the actual data of 12 months before the audit activities and have been described in this ASA-3 report	
	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	
PMF only performs FFB processing up to CPO and PK. There is no conversion rate.	
	Status: Comply
5.10.2 Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	
PMF only performs FFB processing up to CPO and PK. There is no conversion rate.	
	Status: Comply
5.11	Claims
5.11.1 The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	
Based on transaction report documents, all CSPO and CSPK submitted are in accordance with the applied supply chain model that is Identity Preserved.	
	Status: Comply
5.12	Complaints
5.12.1 The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	
Procedure for Receiving and Settlement of Complaints is include on RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. 001/SCCS/PMF/2018 dated on 02 May 2018. The person responsible for handling complaints is the Manager or the representative, such as an assistant and administration chief. The response to complain about the product must be followed up at least 14 days.	
Based on document, there is no complaint from stakeholders, buyers or transporter related the implementation of SCCS	
	Status: Comply
5.13	Management review
5.13.1 The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken	
The CH has RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. 001/SCCS/PMF/2018 dated on 02 May 2018 which explains that management review activity is done at least once a year.	
	Status:
5.13.2 The input to management review shall include information on: <ul style="list-style-type: none"> Results of internal audits covering RSPO Supply Chain Certification Standard. 	

<ul style="list-style-type: none"> • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	
<p>The CH shows Management Review Minutes conducted on July 17, 2018 with a total of 5 staff discussing the results of internal audits, discussion of operational quality, Customer feedback, follow-up from previous review management to discussion of changes that could improve the quality management system. Next management review will be arranged on July 2019</p>	
	Status: Comply
<p>5.13.3</p> <p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	
<p>The CH shows Management Review meeting that conducted on July 17, 2018 with a total of 5 staff discussing the results of internal audits, discussion of operational quality, follow-up from previous review management to discussion of changes that could improve the quality management system. The the output from the management review include any decisions and actions related to Improvement of the effectiveness of the management system and its processes and Resource needs.</p> <p>As the realization from management review currently there is new department to handle SCCS and Certification namely department sustainability, were previously handled by PSQM department</p>	
	Status: Comply

3.2.2. Module D – CPO Mills: Identity Preserved Requirements

Clause	Requirement																
D1	Definition																
D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.																	
Based on verification document and interview with weighbridge operator, Pematang Factory (PMF) only received and processed FFB from certified plantation. The FFB supplied from own estate; consist of Pematang Estate, Hatantiring Estate, Kawan Batu Estate and Batang Garing Estate.																	
	Status: Comply																
D.2	Explanation																
D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report																	
Estimates of CPO and PK produced by PMF obtained from the actual data of 12 months before the audit activities and have been described in this ASA 1.3 report, consist of:																	
<table><tr><th>Products</th><th>Last Year Projected Certified Volume (MT)</th><th>Last Year Actual Certified Volume (MT)</th><th>Projection</th></tr><tr><td>FFB Own Estate</td><td>277,664</td><td>288,917.33</td><td>308,200</td></tr><tr><td>CPO</td><td>59,698</td><td>59,053.57</td><td>67,000</td></tr><tr><td>PK</td><td>13,883</td><td>13,460.04</td><td>13,860</td></tr></table>		Products	Last Year Projected Certified Volume (MT)	Last Year Actual Certified Volume (MT)	Projection	FFB Own Estate	277,664	288,917.33	308,200	CPO	59,698	59,053.57	67,000	PK	13,883	13,460.04	13,860
Products	Last Year Projected Certified Volume (MT)	Last Year Actual Certified Volume (MT)	Projection														
FFB Own Estate	277,664	288,917.33	308,200														
CPO	59,698	59,053.57	67,000														
PK	13,883	13,460.04	13,860														
	Status: Comply																
D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).																	
The Pematang POM - PT Teguh Sempurna has been registered of certified products of RSPO (CSPO and CSPK) with Member ID: RSPO_ PO1000000314. The certified Crude Palm Oil (CPO) and Palm Kernel (PK) sold to each buyer are describe in table below.																	
Documents verifications its known if there is a product sold as Certified for period June 2018 – May 2019 For CPO 22,873.415 MT and PK 13,218.27 M. The buyer has been registered and met the requirement for reporting supply chain through RSPO IT Platformas follows																	

Documents verifications its known if there is a product sold as Certified for period June 2018 – May 2019 For CPO 22,873.41 MT and PK 13,218.27 M. The buyer has been registered and met the requirement for reporting supply chain through RSPO IT Platform as follows

- **CSPO Product**

Remark	Volume (MT)
CSPO Produced	59,053.57
Sold as RSPO	22,873.41
Sold as conventional	36,077.53

- **Certified Palm Kernel**

Remark	Volume
CSPK Produced + opening stock	13,460.04
Sold as RSPO	13,218.27
Sold as conventional	-

Status: Comply

D.3 Documented procedures

D.3.1

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

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

The Certificate Holder has RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. 001/SCCS/PMF/2018 dated on 02 May 2018. The scope of RSPO Supply Chain System: FFB Certificate processing from raw material acceptance to storage and delivery process produces Certified Sustainable Palm Oil (CSPO) and CSPK with module D (IP) both physical and office administration. The summary of this procedure were explain on below points:

- 4.2.1. The procedure is documented
- 4.2.2. Internal audits are conducted at least annually to ensure: the organization complies with RSPO SCCS requirements and RSPO Market Communication & Claim documents. Where the internal audit is done at least 2 months before the external audit. The internal audit results are included in the management review conducted at least once a year.
- 4.3. The Mill ensures the purchase of incoming goods, however the marketing division in Jakarta's is responsible for checking the validity of supplier certificates, licenses for traders and distributors.
- 4.3.2. The Unique code/ unique identification number aims to ensure that products are sold through quality tests and can be traced back to the beginning of the process.
- 4.5. Third party activities (outsourcing)
- 4.6. Sales and goods out
Units that need to make announcements and trade confirmations in the RSPO IT Platform, this should also include making shipping announcements (each shipment/shipping group by the marketing division). Certified products sold through other schemes or conventional means or in case of lack of production, lost or damaged shall be removed.
- 4.8. Training→ The training plan for RSPO SCCS requirements process should be reviewed continuously/annually.
- 4.9. The record keeping
The record keeping of all documents are minimum 10 years for financial report documents and transactions; and minimum two years for data other than financial documents.
- 4.10 Conversion Factor
Conversion value is determined by marketing division in Jakarta, based on data sent by Mill on the basis of the resulting of FFB processing, so that the conversion value obtained is the same as the actual obtained by the Mill, and the conversion reference by marketing follows the mill manager monthly report period.

4.11. Claim pursuant to RSPO communication and claim.

4.12. Complaint

Stakeholders may complain by email or face directly to the management representative. The complaint should be handled no later than one month after the complaint is received. Especially for complaints related to salary rights, incentive benefits, product complaints, and payments is should be acted upon no later than 14 days after the complaint has been received. All complaints and responses should be recorded.

4.13. Management review

Management review plan is established: after internal audit, before external audit checks and minimally done once in twelve months /one year.

Input for management review should include information: internal audit results of SCCS requirements, production achievements, customer feedback, preventive and corrective action status, follow up on review management, changes that may affect system management and improvement recommendations.

Status: Comply

D.3.2

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

The procedure about acceptance and processing FFB has include in the RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. 001/SCCS/PMF/2018 dated on 02 May 2018. (see D.3.1). The SOP contains complete and up-to-date procedures that include certified and non-certified acceptance and processing procedures for FFB.

According to the document of FFB receipt period of June 2018 – May 2019, all FFB supplied to the mill are from certified units and there is no FFB from non-certified source. Based on explanation above, Angsana POM apply the requirements of SCCS Module D (IP).

Status: Comply

D.4

Purchasing and goods in

D.4.1

The site shall verify and document the tonnage and sources of certified FFBs received.

The entire processed FFB in Pemantang POM came from own estate of PT Teguh Sempurna (Pemantang Estate, Hatantiring Estate, Kawan Batu Estate & Batang Garing Estate). The entire processed FFB is 100% **RSPO certified** and Pemantang POM does not receive FFB from other not certified unit.

Documentation for the Sustainable Crude Palm Oil (Sustainable CPO), consist of: daily record of the FFB acceptance, daily record of CPO production, which classified as the CSPO, sale record, stock record that has been reconciled with the FFB acceptance, monthly production and sale and annual recapitulation.

Pemantang Factory has maintain accurate, complete and up-to-date for the FFB receives, process and CPO & PK production from its supply bases.

- **FFB Received**

Month	FFB (MT)		
	RSPO Certified	Non-Certified	Total
June 2018 to May 2019	288,917.33	-	288,917.33

Status: Comply

D.4.2

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

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

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

Products	Last Year Projected Certified Volume (MT)	Last Year Actual Certified Volume (MT)
FFB Own Estate	277,664	288,917.33
CPO	59,698	59,053.57
PK	13,883	13,460.04

Status: Comply

D.5 Record keeping

D.5.1

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

Based on RSPO SCCS Manual- RSPO Supply Chain Certification Standard No. 001/SCCS/PMF/2018 dated on 02 May 2018 which explains that record keeping all of documents are minimum 10 years for financial report documents and transactions; and minimum two years for data other than financial documents.

Documentation for the Sustainable Crude Palm Oil (Sustainable CPO), consist of: daily record of the FFB acceptance, daily record of CPO production, which classified as the CSPO, sale record, stock record that has been reconciled with the FFB acceptance, monthly production and sale and annual recapitulation.

Documentation for the Sustainable Palm Kernel (Sustainable PK), consist of: FFB dispatch record, which further will be counted the daily production of the Sustainable PK, daily production record of the PK, which classified as the Sustainable PK, monthly recapitulation of the Sustainable PK's sale, stock record, which has been reconciliation with the FFB acceptance record, monthly sale production and annual recapitulation.

Pematang Factory has maintain accurate, complete and up-to-date for the FFB receives, process and CPO & PK production from its supply bases.

• FFB Received

Month	FFB (MT)		
	RSPO Certified	Non-Certified	Total
June 2018 to May 2019	288,917.33	-	288,917.33

• Certified CPO produced and dispatch

Pmeriod	CPO production (MT)		Total	Cert CPO Dispatch (MT)			Total
	Cert	Non Cert		RSPO	Other scheme	Non Cert	

June 2018 to May 2019	59,053.57		59,053.57	22,873.41		36,077.53	58,950.94
<ul style="list-style-type: none"> Certified Palm Kernel produced and dispatch 							
Period	PK production (MT)		Total	Cert PK Dispatch (MT)			Total
	Cert	Non Cert		RSPO	Other scheme	Non Cert	
June 2018 to May 2019	13,460.04		13,460.04	13,218.27			13,218.27
	Status: Comply						
D.6	Processing						
D.6.1	<p>The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.</p>						
	<p>The entire accepted and processed product in Pemantang POM comes from RSPO certified own estate. Until now, Pemantang POM does not accept and process FFB from uncertified sources.</p>						
	<p>Based on interview weighbridge personnel and security personnel, the worker explained that the Pemantang POM just receive FFB from own Estate. All of FFB Delivery Note form Pemantang Estate, Hatantiring Estate, Kawan Batu Estate and Batang Garing Estate has been stamped with RSPO code. The stamp also given for CPO and Kernel weighbridge ticket that sent from the Pemantang factory.</p>						
	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-1.3	Sime Darby Plantation Bhd as parent company of PT TSA has had trademark license with number RSPO-1106024 During field observation and documents review PT TSA does not use RSPO logo/trademark.	√
	Status: Comply	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ASA-1.3	Sime Darby Plantation Bhd as parent company of PT TSA has had trademark license with number RSPO-1106024 During field observation and documents review PT TSA does not use RSPO logo/trademark.	√
	Status: Comply	
3.	Implementation of Certificate and Logo is not used on product	X or√
ASA-1.3	Sime Darby Plantation Bhd as parent company of PT TSA has had trademark license with number RSPO-1106024 During field observation and documents review PT TSA does not use RSPO logo/trademark.	√
	Status: Comply	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
ASA-1.3	Sime Darby Plantation Bhd as parent company of PT TSA has had trademark license with number RSPO-1106024 During field observation and documents review PT TSA does not use RSPO logo/trademark.	√
	Status: Comply	

3.4 Summary of RSPO Partial Certification.

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

Sime Darby Plantation Bhd Time Bound Plan is explained in table section 1.10. Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total management unit in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia. Sime Darby Plantation Bhd has informed the Time Bound Plan progress through representative's office in Indonesia. MUTU has considered that Sime Darby Plantation Bhd is comply with the RSPO requirement for Time Bound Plan. The Time Bound Plan was revised and declared by the Sime Darby Plantation Bhd Indonesian representative on June 16th, 2016 by the Head of PSQM.

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

MUTU Auditor has verified company partial certification and concludes that:

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

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Company Group/Holding Statement: Companies are already doing internal audits. There are internal audit reports for each company.</p> <p>Auditor Verification: Internal Audit report available for uncertified management unit</p>
i.	<p>No replacement after dates defined in NIs Criterion 7.3 of:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>Company Group/Holding Statement: HCV assessment has been conducted for uncertified units for Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p> <p>Auditor Verification: Sime Darby Plantation Bhd sent disclosure of liability including LUCA analysis to RSPO Secretariat on 2 December 2014 and 2nd revision on 24 June 2016. The companies ensuring reporting of disclosure of liability progress to RSPO and according to the CB's correspondence with RSPO Remediation and Compensation.</p> <p>The company has shown evidence of communication with the RSPO Secretariat in May</p>

		<p>09, 2019 which informed that there had been a meeting with the RSPO on May 8, 2019, at the meeting agreed:</p> <p><i>Considering the historical involvement and events (as presentation slides and documents attached), SDP is given one year time extension period to address all outstanding matters (including the approval of compensation plan) related to non-conformity raised on 7.3.1 during the RSPO Re-certification/Annual Surveillance Audits for the affected units. (The timeframe of one year whether from May 2019 or maybe staggered according to the certification dates of each Unit of Certification will be advised by RSPO Secretariat.).</i></p>
i.	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>Company Group/Holding Statement: A new mill will be set up in Liberia and planned for commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14</p> <p>Auditor Verification:</p> <ul style="list-style-type: none"> • Karya Palma Estate (PT Sandika Natapalma) and Baturus Estate (PT Budidaya Agro Lestari) any new planting after January 1st 2010 and due to not conduct NPP. • RSPO NPP process has been completed in 2011 for a new mill in Liberia.
ii.	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p>Company Group/Holding Statement: Sime Darby (Liberia) Plantation Inc. Status: Box G - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are land conflict in :</p> <ul style="list-style-type: none"> • PT Bina Sains Cemerlang, this issue was raise on 22 April 2017 and still being process to resolve.

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

3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.
3.5.1. Identification of Findings, Corrective Actions and Observations at ASA 1.2

NCR No.	: 2018.01	Issued by	: Muhammad Rinaldi
Date Issued	: 15 August 2018	Time Limit	: 14 November 2018
NC Grade	: Minor Upgrade to Major	Date of Closing	: 20 October 2018
Standard Ref. & Requirement	: 2.2.2 Legal boundaries are demonstrated clearly and maintained.		
Evidence observed & Non-Conformance Description (filled by auditor): Based on corrective actions for ASA-1.1 Non-conformity, there is a Time Frame to verify the HGU Pole (made on September 18, 2017) which describes the plan to verify the coordinates of the HGU pole in according to the letter from the BPN planned from November 2017 - January 2018. However, till this ASA-1.2 activities (August 2018), there is no evidence of the implementation of the plan that has been made.			
Root Cause Analysis (filled by organization audited): Info from PSD Jakarta, Until now the response from Land Agency to the PSD letter No: 334 / TSA / UM / PSD / IX / 2017 regarding the application for updating the HGU coordination list of PT Kridatama Lancar has not received a response, so that the plan to verify the coordinates of the stakes according to the timeframe planned for November 2017 - January 2018 cannot yet be implemented			
Correction (filled by organization audited): PSD sent a second letter to BPN regarding the request to update PT Teguh Sempurna HGU geographical coordination list and ensure that this letter was responded to			
Corrective Action (filled by organization audited): 1. The company will follow up with Land Agency, regarding the coordinates of PT TSA HGU every 6 months and if it does not respond it will send a return letter. 2. Unit management will conduct a survey of boundaries pole every once a year. 3. The company will conduct an inventory of boundaries pole in a period of 1 year.			
Assessor Evaluation and Conclusion (filled by auditor): 20 October 2018 The Company showed a Request Letter of PT TSA Geographical Coordinate List on September 3, 2018 received at the Land Agency office on September 7, 2018, which explained the re-application of the coordinates of PT TSA HGU stakes as a follow-up to the application letter on September 15, 2017. Based on the explanation above, the nonconformity is stated to be fulfilled and will be observed in the next assessment.			
Verified by	: Muhammad Rinaldi		

NCR No.	: 2018.02	Issued by	: Rizliani Aprianita Hasibuan			
Date Issued	: 15 August 2018	Time Limit	: Next Surveillance			
NC Grade	: Minor	Date of Closing	: 14 November 2018			
Standard Ref. & Requirement	: 5.1.2 Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.					
Evidence observed & Non-Conformance Description (filled by auditor): The company has an Environmental Permit for Processing Palm Oil Kernels and Biogas Utilization with a production capacity of 150 tons of kernel / day and 1000 MWH according to Decree No. 188.45 / 338/2014 dated November 3, 2014 and has submitted the 2017 semester 2 RKL-RPL Implementation Report which includes the Management and Monitoring Plan for the Processing of Palm Kernels and Biogas Utilization. However, not all management is explained based on the matrix of the permit, for example: Management of environmental quality degradation due to hazardous waste disposal.						
Root Cause Analysis (filled by organization audited): So far, RKL RPL reports of PT TSA have been prepared by the factory certification staff. When the KCP and biogas are built, the KCP and biogas RKL RPL reports are combined with the RKL RPL of PT TSA, because the RKL RPL of KCP and the biogas are integral parts of PT TSA. However, due to the absence of a special PIC appointed by the Area Controller to verify and correcting RKL RPL of the KCP and BIOGAS, reporting RKL RPL still does not match the RKL RPL matrix of KCP and Biogas .						
Correction (filled by organization audited): Management & monitoring and reporting have been carried out according to the RKL RPL matrix of KCP and Biogas, such as management and monitoring of environmental quality degradation due to hazardous waste discharge. (Currently RKL RPL reporting is done online through SIMPEL (Sistem Informasi Pelaporan Elektronik Lingkungan). has shown the receipt of the RKL RPL report for semester 1 of 2018, proof of screenshot of PT TSA RKL RPL matrix and Biogas KCP which contains management and monitoring of environmental quality degradation due to hazardous waste disposal, and supporting documents namely handover minutes of hazardous waste from KCP to Hazardous Waste Temporary Storage of PMF.						
Corrective Action (filled by organization audited): Officially appointed by the Area Controller, a special officer responsible for verifying and correcting the RKL RPL report, so that it is in accordance with the RKL RPL matrix.						
Assessor Evaluation and Conclusion (filled by auditor): 25 October 2018 The company shows proof of improvement in the form of handover minutes of the hazardous waste from KCP on July 20 and August 15, 2018 to the hazardous waste temporary storage in PMF.						

14 November 2018

The company shows evidence in the form of:

1. Letter of Appointment for PIC Report of RKL-RPL of KCP and Biogas Pematang no. 020 / KBR-intr / XI / 2018 on November 1, 2018.
2. Evidence of reporting semester 1 of 2018 RKL-RPL online with an electronic receipt ID 1542092480-4540.

Based on the root cause analysis, corrections and corrective actions submitted, nonconformities are stated to be fulfilled and will be observed on the next assessment.

Verified by : **Rizliani Aprianita Hasibuan**

<i>NCR No.</i>	: 2018.03	<i>Issued by</i>	: Rizliani Aprianita Hasibuan
<i>Date Issued</i>	: 15 August 2018	<i>Time Limit</i>	: Next Surveillance
<i>NC Grade</i>	: Minor	<i>Date of Closing</i>	: 14 November 2018
<i>Standard Ref. & Requirement</i>	: 5.1.3 Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis.		
Evidence observed & Non-Conformance Description (filled by auditor):			
<p>The company has an Environmental Permit for Processing Palm Oil Kernels and Biogas Utilization with a production capacity of 150 tons of kernel / day and 1000 MWH according to Decree No. 188.45 / 338/2014 dated November 3, 2014 and has submitted the 2017 Semester RKL-RPL Implementation Report which includes the Management and Monitoring Plan for the Processing of Palm Kernels and Biogas Utilization. However, not all monitoring has been carried out or explained based on the matrix of the permit, for example:</p> <ul style="list-style-type: none">- Results of noise monitoring carried out every 3 months.- Monitoring of environmental degradation due to hazardous waste disposal.			
Root Cause Analysis (filled by organization audited):			
<p>So far, RKL RPL reports of PT TSA have been prepared by the factory certification staff. When the KCP and biogas are built, the KCP and biogas RKL RPL reports are combined with the RKL RPL of PT TSA, because the RKL RPL of KCP and the biogas are integral parts of PT TSA. However, due to the absence of a special PIC appointed by the Area Controller to verify and correcting RKL RPL of the KCP and BIOGAS, reporting RKL RPL still does not match the RKL RPL matrix of KCP and Biogas .</p>			
Correction (filled by organization audited):			
<p>Management & monitoring and reporting have been carried out according to the RKL RPL matrix of KCP and Biogas, such as management and monitoring of environmental quality degradation due to hazardous waste discharge. (Currently RKL RPL reporting is done online through SIMPEL (Sistem Informasi Pelaporan Elektronik Lingkungan). has shown the receipt of the RKL RPL report for semester 1 of 2018, proof of screenshot of PT TSA RKL RPL matrix and Biogas KCP which contains management and monitoring of environmental quality degradation due to hazardous waste disposal, and supporting documents namely handover minutes of hazardous waste from KCP to Hazardous Waste Temporary Storage of PMF.</p>			

Corrective Action (filled by organization audited):

Officially appointed by the Area Controller, a special officer responsible for verifying and correcting the RKL RPL report, so that it is in accordance with the RKL RPL matrix.

Assessor Evaluation and Conclusion (filled by auditor):
25 October 2018

The company shows proof of improvement in the form of handover minutes of the hazardous waste from KCP on July 20 and August 15, 2018 to the hazardous waste temporary storage in PMF.

14 November 2018

The company shows evidence in the form of:

1. Letter of Appointment for PIC Report of RKL-RPL of KCP and Biogas Pematang no. 020 / KBR-intr / XI / 2018 on November 1, 2018.
2. Evidence of reporting semester 1 of 2018 RKL-RPL online with an electronic receipt ID 1542092480-4540.

Based on the root cause analysis, corrections and corrective actions submitted, nonconformities are stated to be fulfilled and will be observed on the next assessment.

Verified by : **Rizliani Aprianita Hasibuan**

<i>NCR No.</i>	: 2018.04	<i>Issued by</i>	: Rizliani Aprianita Hasibuan
<i>Date Issued</i>	: 15 August 2018	<i>Time Limit</i>	: Next Surveillance
<i>NC Grade</i>	: Minor	<i>Date of Closing</i>	: 28 June 2019
<i>Standard Ref. & Requirement</i>	: 5.6.3 A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available.		
Evidence observed & Non-Conformance Description (filled by auditor): CH cannot shown GHG calculations using RSPO Palm GHG version 3.01 in accordance with the actual data, including HCV area and soil type			
Root Cause Analysis (filled by organization audited): The Operations Unit cannot calculate the RSPO GHG because it is not competent and there are delays in supporting data from the operational unit.			
Correction (filled by organization audited): It has been calculated by PSQM HO Jakarta with complete data from all operational units.			
Corrective Action (filled by organization audited): Supporting data on RSPO GHG calculations will be prepared in advance (\pm 1 month) by all operational units and monitoring will be carried out by Sustainability Staff according to the format needed so that during the implementation of the Audit the RSPO Final GHG Final results are ready.			

Assessor Evaluation and Conclusion *(filled by auditor):*
Verification on 28 June 2019

The company has demonstrated the calculation of GHG using RSPO Palm GHG version 3.01 for the period 2018, in according to actual data in 2018, including the area of HCV and type of land. The HCV area data has increased due to delineation of river boundaries in the replanting area, which used to be an embedded area and is currently not an embedded area.

This nonconformity declared as comply.

Verified by : **Arif Faisal Simatupang**

<i>NCR No.</i>	: 2018.05	<i>Issued by</i>	: Muhammad Rinaldi
<i>Date Issued</i>	: 15 August 2018	<i>Time Limit</i>	: 14 November 2018
<i>NC Grade</i>	: Major	<i>Date of Closing</i>	: 20 October 2018
<i>Standard Ref. & Requirement</i>	SCCS General COC 5.5.2 Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following: a. The site has legal ownership of all input material to be included in outsourced processes; b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.		
Evidence observed & Non-Conformance Description (filled by auditor): Based on the documents verification of Transportation Services Agreement, it is known the validity period of the transport service agreement from mill to bulking has been expired on May 31, 2018. There has been a meeting minutes related to the contract extension on July 20, 2018, but until the ASA-2 audit activity, the company has not been able to show an extension of the contract.			
Root Cause Analysis (filled by organization audited): During audit, SPK in the process of the extension period by Logistics department. so that, the SPK addendum could not be show during the audit.			
Correction (filled by organization audited): Renew and extend the contents of the SPK for transportation. (proof of copy of the latest SPK addendum attached)			
Corrective Action (filled by organization audited): The Administration Head of factory will coordinate with the L & D department to ensure the extension process has been carried out when the remaining SPK time is 3 months			
Assessor Evaluation and Conclusion (filled by auditor): 20 October 2018			

The company showed 15 drafts of SPK contractors Transporting CPO for example with CV. Sumber Rejeki, CV Nabila Armada, CV Karya Bahtera Utama with validity period until 30 November 2018.

Based on the explanation above, **the nonconformity is stated to be fulfilled and will be observed in the next assessment.**

Verified by : **Muhammad Rinaldi**

NCR No.	: 2018.06	Issued by	: Muhammad Rinaldi
Date Issued	: 15 August 2018	Time Limit	: 14 November 2018
NC Grade	: Major	Date of Closing	: 20 October 2018
Standard Ref. & Requirement	SCCS General COC 5.7.2 The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <ul style="list-style-type: none">Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.		
Evidence observed & Non-Conformance Description (filled by auditor): Based on Balance Sheet-RSPO Certified Product and Palmtrace Transaction Report, it is known that: <ul style="list-style-type: none">The company has not registered at Palmtrace (Book&Claim/remove) for CPO sale that sold as conventional (non-RSPO) during the certificate period (September 9, 2017 to July 2018).There is a difference between physical delivery data and palmtrace registration data, for example:<ul style="list-style-type: none">Delivery for DO No. 00656/00589/09/17/L-TSA-MKS (September 2017) physical shipment (data from the Mill) is 1,021.57 tons while palmtrace data is 1,497.90 tons.Delivery for DO No. 00655/00587/09/17/L-TSA-MKS (September 2017) physical shipment (data from the Mill) is 1,921.73 tons while palmtrace data is 1,994.94 tons.			
Root Cause Analysis (filled by organization audited): <ol style="list-style-type: none">Procedures related to registration in etrace have not adjusted to the latest SCCS standardsThere is a difference between physical shipping data from bulking and palmtrace register data, caused by fault of inputting data that was submitted to the auditor from the factory team. This error in inputting data escapes from internal audit monitoring.			
Correction (filled by organization audited): <ol style="list-style-type: none">Show revisions to SOP etrace according to the latest SCCS standardConduct socialization to PICs who register etrace (marketing department)Sending corrected physical sales data. (BA shipping for DO 00656/00589/09/17 / L-TSA-MKS and DO 00655/00587/09/17 / L-TSA-MKS attached as supporting evidence)Do remove stock for conventional CPO sales			
Corrective Action (filled by organization audited): <ol style="list-style-type: none">Updating the balance sheet balance every month and matching the Transaction Report on Palmtrace requested from marketing every 3 months. The PIC for this matter is the production clerk and monitored by the local PSQM.			

2. Ensure when the internal audit, that the RSPO certified product balance sheet data is in accordance with the actual sales.

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

13 November 2018

The company shows some evidence of improvements including:

- The company shows E-trace SOP with effective date July 2017 which explains the mechanism for registering certified products including removing stock on palmtrace if there is a sale of certified products sold as conventional.
- SCCS discussion attendance on October 3, 2018 to 8 staff including PIC palmtrace that is marketing department
- RSPO certified CPO and PK sales data for each Delivery Order. For shipments of DO00655/00589/09/17/L-TSA-MKS, physical shipments were 1,998.90 tons and for DO00656/00589/09/17/L-TSA-MKS physical shipments were 1,500.44 tons
- The remove stock document for conventional CPO sales on November 6, 2018 is 12,070.22 tons.

Based on the explanation above, **the nonconformity is stated to be fulfilled and will be observed in the next assessment.**

Verified by	:	Muhammad Rinaldi
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3.5.2. Identification of Findings, Corrective Actions and Observations at ASA 1.3

NCR No.	: 2019.01	Issued by	: Satria Adi Putra
Date Issued	: 28 June 2019	Time Limit	: 26 September 2019
NC Grade	: Major	Date of Closing	: 19 September 2019
Standard Ref. & Requirement	: 2.1.1 Evidence of compliance with relevant laws and legal regulations must be available		
Evidence observed (filled by auditor): Based on the results of the document review, interviews with management and workers revealed that: <ol style="list-style-type: none">1. In May 2019, the company set a working day at the Batang Garing Estate as 7 days a week and workers did not get a day off. Where is the division of working hours 2 shifts for <i>centeng</i>.2. Based on Inter Office Mail No. 086/RSP-i2/XII/ 2016 dated December 28, 2016 as compensation related to excess work time the company provides a fixed premium of 60 hours. Based on a simulation of overtime calculations conducted by the team of auditors for <i>Centeng</i> in May 2019 (Referring to the Minister of Manpower and Transmigration No. 102 of 2004) the number of overtime hours is 152 overtime hours with a total of overpaid hours of 381.5 hours			
This is not in accordance with, <ol style="list-style-type: none">1. Law No. 13 of 2003 concerning Manpower in article 77 paragraph 2 which states that working days in 1 week is 6 days for 7 hours of work / day and 5 days for 8 hours of work / day and Law No. 13 of 2003 article 79 paragraph 2 which states that for workers who work 6 days a week must get a day off for 1 day.2. Kepmenakertrans No. 102 of 2004 concerning Overtime and Overtime Work Wages, Article 11 on how to calculate overtime wages, which explains that:<ol style="list-style-type: none">a. If overtime is done on weekdays:<ul style="list-style-type: none">- a.1. for the first hours of overtime work must be paid a salary of 1.5 (one and a half) times an hour's wages;- a.2. for each subsequent overtime working hour, wages must be paid in the amount of 2 (two) times an hour's wages.b. overtime work is done on weekly rest days and/or official holidays for 6 (six) work days 40 (forty) hours a week then the calculation of overtime wages for the first 7 (seven) hours is paid 2 (two) times an hour's wages, and the eighth hour is paid 3 (three) times an hour's wages and the ninth and tenth overtime hours are paid 4 (four) times an hour's wages.			
Non-Conformance Description (filled by auditor): The company has not been able to show that the implementation of the work schedule has been in accordance with applicable laws.			
Root Cause Analysis (filled by organization audited): That happened because the watchman's job was considered not as heavy as the work of other employees so that only 2 shifts were made and given a fixed premium.			
Correction (filled by organization audited): Watchman and Security work schedule has been reset and given a rest / off a day in 6 working days. Schedule and examples of overtime simulation are attached. Evidence of Socialization of the New Work Shift and Attendance for August is attached.			
Corrective Action (filled by organization audited): will run the schedule consistently so that it does not conflict with applicable regulations. Socialization has been carried			

out on all BGE Security and Watchmen (Minutes and proof of socialization attached)

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

Verification date is August 26, 2019

The company has shown evidence of improvements including:

- Security overtime simulation which includes calculation of overtime simulation by considering 40 working days a week, overtime calculation on short days and overtime calculation according to the multiplication of hours specified in the regulation (Kepmenakertrans No. 102 of 2004).
- Overtime simulation on behalf of Siswandi and Muji in Batang Garing Estate.
- Batang Garing Estate Security Team Work Schedule with reference to the division of 3 work shifts and days off (Day Off)

Based on the evidence of improvements that have been sent, there are still things that need to be verified by the auditor team including:

- What is the basis of the company in terms of determining hourly wages (attachment of repairs of Rp. 18,087.00 / hour) Note on the circled part. Revision Not Rp. 18,087 but Rp17,777
- Please attach proof of payment to workers related to overtime payments that have referred to Kepmenakertrans No. 102 of 2004. (But the payment of salaries and justification of wages / hours appears)

Related to this, **the non conformity No. 2019.01 declared unfulfilled.**

Verification September 6, 2019

The company has shown evidence of additional improvements in the form of:

- Records of the realization of the Batang Garing Estate Security Team Work Attendance with the division of labor into 3 shifts and there are days off.
- Photo socialization of Wages and Shift Security Systems at Batang Garing Estate on 30 July 2019
- Minutes of Meeting on 29 July 2019 with material evaluation of wage systems and worker shifts, the meeting was attended by 18 participants.

Based on the evidence of improvements that have been sent, additional evidence is still needed that is in accordance with auditor verification dated August 26, 2019 regarding the basis for determining hourly overtime pay and proof of salary payment realization. Related to this, the **non conformity No. 2019.01 declared unfulfilled.**

Verification September 19, 2019

The company has shown evidence of improvements including:

- Simulation of overtime hours calculation for workers with initial S and M at Batang Garing Estate in August 2019.
- Justification List of Establishment of Hourly Wages based on the calculation of wages / hours includes the basic wage of workers, the value of rice supply money and the number of hours worked in one week, the number of weeks in 1 year and the number of months in one year. The document was made by Head of Section and known by the Acting Manager of Batang Garing Estate.
- Proof of payment of salary slips for employees with initial S and MS in August 2019.

Based on the evidence that has been provided, the **non conformity No. 2019.01 has been declared fulfilled.**

Verified by	Satria Adi Putra
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NCR No.	2019.02	Issued by	Satria Adi Putra
Date Issued	28 June 2019	Time Limit	26 September 2019
NC Grade	Major	Date of Closing	28 August 2019
Standard Ref. & Requirement	4.7.3 Records of Occupational Safety and Health (OHS) training programs (see 4.8) and Personal Protective Equipment (PPE) in accordance with the results of hazard identification and risk analysis must be available to all workers.		

Evidence observed (filled by auditor):

Based on the results of field visits and interviews on estate and PKS it is known that:

- (1) At the sterilizer station it is known that there are 1 worker using PPE (shoes) that has been damaged and at the grading station it is known that there are 2 workers who provide PPE (shoes) on a personal/personal basis.
- (2) In the harvest activity at Kawan Batu Estate there are 1 harvest worker, 2 fruit pusher workers and 1 fruit picker who buys personal PPE (shoes) personally.
- (3) In the EFB application activities in Hatantiring Estate, there are 2 workers who purchase PPE (shoes) on a personal/personal basis.

In addition, the results of the visit at the Spare Parts and PPE Warehouse in Hatantiring Estate found that there was no PPE stock in the form of Shoes and Masks while in Kawan Batu Estate it was found that there were PPE stock of 5 pairs of shoes.

Also based on the results of verification of company documents, it can show the Good Received Document No.GR/PMF/2019/05/060 and No.GR/PMF/2019/05/061 dated May 26, 2019 at the Pematang POM related to the receipt of goods in the form of safety shoes as many as 73 pairs, but not yet distributed because they are still waiting for the goods to arrive

Meanwhile in Personal Protective Equipment Procedure No.Policy 739 / TQEM-ESH / 10 Rev 01, Point 6.1 (Principle) states that Management of Minamas Plantation requires that exposed employees who work in the premises of the Minamas Plantation Operational Unit work unit be given adequate protection adequate against hazards that might arise reasonably could be done, and that this protection be maintained.

Non-Conformance Description (filled by auditor):

The company has not been able to demonstrate that the provision of PPE is in accordance with the procedures that are in place and the applicable laws and regulations.

Root Cause Analysis (filled by organization audited):

1. Safety shoes stock in the Warehouse already exists but it has not been distributed because there are still a few pairs whose sizes are not suitable and if distributed first the PMF Management is concerned about jealousy among employees. The waiting period is what can cause some shoes to be damaged. For 2 Grading personnel who make personal PPE purchases because the shoes given have been damaged so they take the initiative to buy their own.
2. The Harvest worker at KBE personally purchased PPE Shoes because the shoes had been damaged and were reluctant to make a replacement request because they did not know the procedure.
3. Employee Application at HTE makes personal PPE purchases of shoes also because the given shoes have been damaged and do not know the procedure for requesting a replacement.

Correction (filled by organization audited):

1. PPE Safety Shoes have been distributed to all PMF employees (Evidence attached)
2. APD Shoes have also been distributed to harvest employees at KBE (Evidence attached)
3. APD Shoes have also been distributed to EFB HTE application employees (Evidence attached)

Corrective Action (filled by organization audited):

To prevent this from happening again in the future throughout the Estate and Mill operations, the Management Team of PT. TSA has revised the SOP for granting PPE. Including the replacement procedure if damage occurs. SOP and Proof of Socialization are attached. Besides that, the availability of PPE Stock must be Ready at the warehouse (Minutes of PPE Stock attached).

Assessor Evaluation and Conclusion (filled by auditor):

Verification is August 12, 2019

The company has shown evidence of improvements including:

- Minutes of PPE stock inspection at the warehouse which states that on August 3, 2019, PPD stock safety shoes were inspected at the PMF warehouse (10 pairs of stock), documents were made by the Safety Officer and known by Sr.Factory Manager.
- Minutes of PPE handover to PMF employees on July 1, 2019 and August 5, 2019 in the form of safety shoes for 34 process employees, 9 laboratory employees and grading at Pematang Mill. The handover document has been accompanied by a handover list and photos.
- Socialization of PPE replacement SOPs at the Pematang Mill on August 6, 2019.
- Minutes of PPE stock inspection at KBE warehouse on August 3, 2019 which stated that there were 20 pairs of boots and 18 helmets, documents were made by the Safety Officer and known by the Estate Manager.
- Register for attendance and handover of boots on June 28, 2019 to 56 employees of the KBE Division II harvest
- Documentation in the form of photos of harvesters shoes
- Socialization of PPE replacement SOP (No Policy 739 / TQEM-ESH / 10 Rev 02) at Kawan Batu Estate on August 6, 2019.
- Minutes of PPE stock inspection at HTE warehouse which states that on August 1, 2019 which stated that there were 25 pairs of boots and 20 helmets, documents were made by the Safety Officer and known by the Estate Manager.
- Minutes of PPE handover on July 2, 2019 to 14 employees of the EFB application, the official report includes documentation in the form of photos.
- Documentation of PPE replacement socialization and prohibition memorandum involving other parties who are not bound to work in working on July 7, 2019 at Hatantring Estate, documents made by *Krani* RSPO-ISPO HTE and known by the Estate Manager.
- APD SOP with No Policy 739 / TQEM-ESH / 10 dated July 1, 2019 Rev.02 with a revision point that is to replace damaged shoes before 6 months must meet the requirements to report to the boss that there is damage, submit evidence of damaged shoes, shoes submitted shoes are given last time, damage to shoes due to being used for work (not for other activities outside of work), must be delivered chronologically care and storage of shoes, if it is correct it will be replaced.

Based on the evidence of improvement provided, the auditor team still needs some evidence of improvement including:

- Are there rules / procedures governing the period for checking PPE stocks?
- Are there mechanisms related to checking PPE that are carried out periodically so as to ensure that the PPE used is still in good condition before doing work?

Related to the above, the **non-conformity No. 2019.02 declared unfulfilled.**

Verification is August 26, 2019.

The company has shown evidence of improvements including the Daily Process PPE Check Form, among others at Kawan Batu Estate and Pematang Mill.

Based on the corrected evidence that has been sent, other additional evidence is still needed, in accordance with the results of verification on 12 August 2019 related to the rules/procedures governing the period of PPE examination. Where are the procedures / rules written and what are the examples of their implementation?

Related to this, the **non-conformity No. 2019.02 declared unfulfilled.**

Verification August 28, 2019

The company has shown evidence of improvements including:

- Memorandum No.108 / RSPO-ISPO-TSA / VII / 19 dated July 7, 2019 concerning Monthly Examination of PPE Stocks, documents made by the SOU Chairman of PT TSA.
- Minutes of the Examination of PPE Stock at the Hatantring Estate Warehouse on August 1, 2019 which stated that there were 25 pairs of boots and 20 helmets. The report was prepared by *Krani* RSPO-ISPO and is known by the Acting Manager of Hatantring Estate.
- Minutes of APD Stock Inspection at Pematang Factory on August 3, 2019 which stated that there were 10 pairs of boots. The report is made by the Safety Officer and is known by Sr. Factory Manager.

<p>- Minutes of APD Stock Inspection at Gudang Kawan Batu Estate on August 3, 2019 which stated that there were 20 pairs of boots and 18 helmets. The report is made by the Safety Officer and is known by the Estate Manager of Kawan Batu Estate.</p> <p>Based on the evidence of corrections that have been sent, the non-conformity No. 2019.02 has been declared fulfilled.</p>	
Verified by	: Satria Adi Putra

NCR No.	: 2019.03	Issued by	: Moh. Arif Yusni
Date Issued	: 28 Juni 2019	Time Limit	: 26 September 2019
NC Grade	: Major	Date of Closing	: 20 August 2019
Standard Ref. & Requirement	6.1.3 Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.		
Evidence observed (filled by auditor): The company can show the social impact Mitigation Plan at PT TSA for the period 2018 - 2019, which includes the Employment Aspects, Public Services, Community Economic Development, FPIC & conflict resolution and environmental aspects. The plan has been explained about the types of activities, farming, impact occurs (direct or derivative), the action plan and the realization of activities. However, in the program of management and monitoring of the social impact that the company has is known if:\n <ul style="list-style-type: none">\n- Social management and monitoring plan not yet informed time frame / scheduled and responsible persons (PIC)\n\n- not be presented documentation of the realization of activities\n\n			
Non-Conformance Description (filled by auditor): Not enough evidence is available The program of management and monitoring of the social impacts of the company has covered all issues, prepared based on the consultation process with the affected parties, and has not included the person in charge of the activity			
Root Cause Analysis (filled by organization audited): The company has not been able to identify and contain all the social issues that arise because it has not yet been designated a responsible person for the preparation and periodic program review			
Correction (filled by organization audited): The company has established a person in charge and undertook the preparation and revision of a social impact management and monitoring plan based on the results of the participation of affected parties.			
Corrective Action (filled by organization audited): The company, through the person in charge of the program, will routinely identify and improve the program in accordance with established schedules and issues that develop in the environment around the company.			
Assessor Evaluation and Conclusion (filled by auditor): Verification 20 August, 2019 The company presented the corrective evidence in the form of documents social mitigation plans for the period 2019-2020 which includes aspects of Labor, Public Service Aspects, Community Economic Development Aspects, FPIC Aspects and conflict resolution and Environmental Aspects. In the social mitigation plan it explains about the types of plantation activities, impacts that occur, the mitigation plan, the person in charge and the time of implementation. It can also be shown evidence of the consultation process with affected parties carried out on 09 July 2019.			

Related to the evidence of improvement sent, the non-conformity in this indicator is stated closed and will be verified at the next assessment

Verified by : *Moh Arif Yusni*

NCR No.	2019.04	Issued by	Arif Faisal Simatupang
Date Issued	28 June 2019	Time Limit	26 September 2019
NC Grade	Major	Date of Closing	28 August 2019
Standard Ref. & Requirement	6.5.2 Collective labor agreements / company regulations in accordance with labor regulations, are available in clear language and are explained by management or trade unions to workers.		
Evidence observed (filled by auditor): <p>Based on the results of the field visit at Hatantiring Estate V12 Division 2, in the EFB application that was carried out by a third party (contractor) there were contractors who were assisted by other parties who did not have a working relationship with the contractor or the company. The results of interviews with contractor workers acknowledged that those who helped were not company employees or contractors.</p>			
Non-Conformance Description (filled by auditor): <p>Related to this the company has not been able to show the mechanism that has been implemented to ensure that all workers have work ties.</p>			
Root Cause Analysis (filled by organization audited): <p>Other parties participating in the work are the children of workers who are on school holidays. The worker acknowledges the error and will not repeat it.</p>			
Correction (filled by organization audited): <p>The manpower concerned has been given a Letter of Reprimand by the Chairman of HTE and has made a statement that he will not repeat the error.</p>			
Corrective Action (filled by organization audited): <p>In addition to making a statement will not repeat these mistakes again and so that the same mistakes are not repeated by other parties (Contractors / Employees), HTE Management issued a Memorandum on Prohibition from involving other parties who have no work ties with companies / Work Agreement Letter holders in their work.</p>			
Assessor Evaluation and Conclusion (filled by auditor): Verification is August 12, 2019. <p>The company has shown evidence of improvements including:</p> <ul style="list-style-type: none"> - Memorandum No. 107 / HTE-I / VII / 19 dated July 6, 2019, which was signed by the Acting Estate Manager of HTE regarding the Prohibition of Including parties not related to the company/Work Agreement Letter holder in their work. - Letter of Reprimand No. 13 / THE-ST / VII / 2019 to initial R employees related to bringing other people who are not bound to work with the company/Work Agreement Letter holders and do not use PPE. 			

- Statement letter on June 26, 2019 for employees with initial R stating that they will not bring others to help/accompany them in their work.
- PPE replacement socialization document and prohibition of including other parties who are not bound to work in working on July 7, 2019 at Hataniring Estate.

Based on the evidence of improvement that has been sent, the auditor team still needs additional proof of improvement and completes the corrective action. **The non conformity No.2019.04 declared unfulfilled.**

Verification date is August 26, 2019

In accordance with the corrective actions that have been given, please provide proof of the implementation of the System/Monitoring related to supervision by the Security Guard/watchman officer for work carried out by third parties. (Attached)

Related to this, **the NCR No. 2019.04 declared unfulfilled.**

Verification August 28, 2019

The company has shown evidence of improvement, namely Monitoring of Other Party's Involvement in Third Party Work carried out by Security and conducted daily (Point 2). Related to this, the NCR No. 2019.04 **non conformity No.2019.04 declared unfulfilled.**

Verified by : **Satria adi Putra**

NCR No.	: 2019.05	Issued by	: Arif Faisal Simatupang
Date Issued	: 28 June 2019	Time Limit	: ASA 1.4
NC Grade	: Major	Date of Closing	:
Standard Ref. & Requirement	7.3.1 There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).		
Evidence observed (filled by auditor): The company has reported LUCA on May 12, 2017, until the audit activities take place, the concept note not approved by RSPO yet. Based on the Email from Head of Sustainability on May 9, 2019 to the RSPO Secretariat, explained the results of the meeting between Sime Darby Plantation and the RSPO Secretariat which explained that Sime Darby Plantation was given 1 year for all nonconformities in the indicator 7.3.1. So this nonconformity is given until ASA-1.4.			
Non-Conformance Description (filled by auditor): The company has not been able to show that the RACP concept note has been approved by the RSPO.			
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 :

3.5.3. Opportunity for Improvement

No	Ref. Std.	Description
1	2.2.2	Installation of HGU Pole in accordance with coordinates determined by BPN
2	4.7.5	Emergency preparedness facilities and infrastructure including OHS symbol and emergency response warning
3	6.3.2	Documenting verbal complaints
4	6.5.3	Evaluation is related to the adequacy of clean water storage in housing
5	D.4.2	Information to CB is related to the addition of CSPO and CSPK quotas

3.5.4. Noteworthy Positive Components



No	Ref. Std.	Description
1		Good motivation from the company for the application and fulfillment of RSPO standards.
2		Has obtained an ISPO certificate
3		Provision of drinking water facilities
4		Already have a biogas plant

3.6 Summary of Arising Issues from Public and Auditor Verification

Public Issues	Auditor Verification
<p>Environmental Agency of Kotawaringin Timur Regency</p> <p>There are no negative issues related to environmental pollution. The company has compliance its obligations related to environmental licensing (EIA, permit of hazardous warehouse, LA permit), and mandatory reporting.</p>	<p>There are no negative issues that need to be verified. The company has compliance related environmental obligations such as licensing and mandatory reporting that has been explained in the related indicators.</p>
<p>Labor Agency, Kotawaringin Timur District</p> <p>There are no negative issues related to labor and child labor. P2K3 reporting has been given regularly by the company on a periodic basis (3 months), besides that it has also carried out a mandatory report on labor reports.</p> <p>Payment of wages has followed the provisions of Rp. 2.930,000 / month. At present the company has a Bipartite.</p>	<p>There are no negative issues that need further verification. The company has paid wages in accordance with the regulations. This is in accordance with criteria 2.1.1 and 6.5.1</p>
<p>Village official of Kapuk</p> <p>There is no negative issues, land dispute issues or environmental pollution. The land compensation process has been carried out by involving various parties</p> <p>The company has made efforts to develop the surrounding community through CSR programs, the use of local labor and local contractors.</p> <p>The relationship between the company and the community has run quite well and harmoniously. Communication between the company and the village is quite good.</p>	<p>The company has shown land compensation documentary evidence carried out referring to the concept of FPIC. Described in detail in criteria 2.2; 2.3 6.4</p>
<p>Previous land owner on Dusun Bayau (elderly)</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 company has made efforts to develop the surrounding community through CSR programs, the use of local labor and local contractors.</p>	<p>The company has shown land compensation documentary evidence carried out referring to the concept of FPIC. Described in detail in criteria 2.2; 2.3 6.4</p>

Public Issues	Auditor Verification
<p>The relationship between the company and the community has run quite well and harmoniously. Communication between the company and the village is quite good.</p>	
<p>Elders of Dusun Pantap (Previous land owner)</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 company has made efforts to develop the surrounding community through CSR programs, the use of local labor and local contractors.</p> <p>The relationship between the company and the community has run quite well and harmoniously. Communication between the company and the village is quite good.</p>	<p>The company has shown land compensation documentary evidence carried out referring to the concept of FPIC. Described in detail in criteria 2.2; 2.3 6.4</p>
<p>Replanting Contractor (PT Sentral Pratama Properti)</p> <p>Cooperation between the company and the contractor has been carried out since August 2018. There has been a clause regarding the prohibition on land clearing by fire and this has also been socialized to contractors. There are no issues related to the cooperative relationship between the company and the contractor.</p> <p>When payment of work is done on time in accordance with the agreement that has been made. In addition, contractor workers have been given PPE by the contractor in accordance with the risk analysis that has been identified. Contractor workers have also provided health insurance for workers.</p>	<p>There are no negative issues that need further verification. The company has contributed in empowering local communities by collaborating with local contractors. Described in Criteria 6.1 and 6.3.</p>
<p>Gender Committee</p> <p>The Gender Committee was formed in 2010. Gender Committee activities include socialization of sexual harassment, complaints, general health and so on. There are no issues related to sexual harassment.</p> <p>Female workers have the right to get menstruation leave (H1) and maternity leave (H2).</p>	<p>There are no negative issues that need further verification. The company was formed (Gender Committee) in 2010. Described in Criteria 6.9.</p>

Public Issues	Auditor Verification
<p>Bipartit Institution PT TSA</p> <p>Bipartite Institutions were formed on July 25, 2016 and are valid for 3 years. The last meeting was held in January 2019 which discussed the provision of rice. The salary implementation is in accordance with the Seruyan UMSK which is equal to Rp. 2.930,000/month, besides that the salary payment is in accordance with the stipulated time and through the transfer. There are no issues related to employment.</p>	<p>There are no negative issues that need further verification. The company has Bipartit Institution since 2016. Described in Criteria 6.6.</p>
<p>Employee Cooperative</p> <p>Employee cooperatives are engaged in providing basic commodities. There is a mandatory contribution of Rp 10,000 and a regular contribution of Rp 5,000. The Company has made RATs and revenue sharing in 2018.</p>	<p>There are no negative issues that need further verification. The company has employee cooperatives in accordance with the regulations. Described in criteria 6.5.4</p>

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 Teguh Sempurna Head of Sustainability Minamas Plantation</p>  <p>Alagendran Maniam Thursday, 19 September 2019</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p>Moh Arif Yusni Thursday, 19 September 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	Environmental Agency of Kotawaringin Timur Regency	Sampit	-	Interview via telephone	27 June 2019	✓	
2	Labor Agency of Korawaringin Timur Regency	Sampit	-	Interview via telephone	27 June 2019	✓	
3	Local Contractor (Replanting)	PT Teguh Sempurna	-	Direct Interview	25 June 2019	✓	
4	Gender Committee of PT Teguh Sempurna	PT Teguh Sempurna	-	Direct Interview	25 June 2019	✓	
5	LKS Bipartit of PT Teguh Sempurna	PT Teguh Sempurna	-	Direct Interview	25 June 2019	✓	
6	Worker Cooperative of PT Teguh Sempurna	PT Teguh Sempurna	-	Direct Interview	25 June 2019	✓	
7	Yayasan Orang Utan Indonesia	Palangkaraya	info@yayorin.org	Email	13 June 2019		✓
8	Wahana Lingkungan Hidup Kalimantan Tengah	Palangkaraya	kalteng@walhi.or.id	Email	13 June 2019		✓
9	Borneo Nature Fondation	Palangkaraya	info@borneonature.org	Email	13 June 2019		✓
10	Save Our Borneo	Palangkaraya	info@saveourborneo.org	Email	13 June 2019		✓
11	Lestari Hutanku	Palangkaraya	info@lestarihutanku.com	Email	13 June 2019		✓
12	Plantation Agency, District of Seruyan	District of Seruyan		Communication by Phone	27 June 2019		✓
13	Village Official of Kapuk		-	Direct Interview	25 June 2019	✓	
14	Elders of Dusun Pantap			Direct Interview	27 June 2019	✓	
15	Elders of Dusun Bayau (Including Previous Land Owner)		-	Direct Interview	25 June 2019	✓	
16	Village Head of		-	Direct Interview		✓	
17	Pematang POM - WTP : 1 Operator - WWTP : 1 Operator - workshop: 4 workers - storage : 2 workers - Weight Bridge : 1 operator - Security post : 3 securities - Quality laboratory : 2 workers. - Grading Station : 2 workers. - Sterilizer Station : 1 operator. - Biogas Plant : 1 operator.	PT Teguh Sempurna	-	Field observation and direct interview	25 June 2019	✓	

	<ul style="list-style-type: none"> - Press Station : 2 workers. - Boiler Station : 1 worker. - Engine Room : 1 operator. - Hydrant Simulation : 3 workers and 2 staff. 						
18	Hatantiring Estate <ul style="list-style-type: none"> - HGU Pole monitoring: 2 worker - Housing Complex 2 & 3 (2 Daycare officer). - Generator operator : 1 worker - Warehouse : 1 worker - Temporary Hazardous : 1 worker - HGU Pole monitoring: 2 worker - HCV monitoring : 1 worker - LA Operator : 1 Worker - Upkeep Worker : 3 Workers - Spraying team : 4 Workers - Housing 2A, Daycare officer : 2 worker. - workshop: 2 workers - storage : 2 workers - Manuring : 4 workers. - EFB Application : 2 workers. - Mechanical Spraying : 1 operator. - Land Application : 1 operator. 	PT Teguh Sempurna	-	Field observation and direct interview	25 June 2019	✓	
19	Kawan Batu Estate <ul style="list-style-type: none"> - Herbicide Operator: 3 workers dan 1 supervisor - Harvester, Fruit Transporter, Picker : 4 worker - Warehouse : 1 worker - Temporary Hazardous waste operator : 1 worker - Workshop Mechanic & Welder Operator : 3 worker - 1 safety officer - HGU Pole monitoring: 2 worker - Manuring : 8 Workers - Spraying Team : 9 Workers - Housing 3A and 3B Daycare officer : 2 worker. 	PT Sekarbumi Alamlestari	-	Field observation and direct interview	26 June 2019	✓	

20	Batang Garing Estate - HGU Pole monitoring: 1 worker - HCV monitoring : 1 worker - Harvester : 5 worker - Spraying : 3 workers. - Manuring : 3 workers. - Housing : 5 residents. - Daycare : 2 workers. - BSS/BMS : 1 worker. - Engine Room : 1 operator. - Workshop : 1 head of workshop. - Schedule Waste Storage : 1 worker. - Warehouse Complex : 1 worker.	PT Teguh Sempurna	-	Field observation and direct interview	26 June 2019	✓	
21	Pematang Estate - Housing Division 3 : 2 daycare worker & householder. - Warehouse : 1 worker - Temporary Hazardous waste operator : 1 worker - Paramedic : 2 worker - HGU Pole monitoring: 1 worker - HCV monitoring : 1 worker. - Replanting Area : 1 Staff - Manual FFB Loading : 2 workers. - Mechanical FFB Loading : 2 operators. - Mature Upkeep (Manual Path) : 5 workers.	PT Teguh Sempurna	-	Field observation and direct interview	27 June 2019	✓	

Appendix 2. Assessment Program

DATE	24 to 29 June 2019	
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 24 June 2019		
10.30 - 12.00	Jakarta → Sampit	All Auditor
13.00 – 15.00	Stakeholders consultation to related agencies in Kotawaringin Timur Regency	All Auditor
14.00 – 16.00	Sampit → PT Teguh Sempurna	
Tuesday, 25 June 2019		
08.00 – 09.00	Opening meeting <ul style="list-style-type: none"> Auditee Speech (Introduction of PIC, Profile of Certified Management Unit) Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Transparency and Confidentiality Clarification) 	All Auditor
14.30 – 15.00	Documents Review <ul style="list-style-type: none"> Review of previous (Initial assessment) findings Verification of Basic Information Mill and Estate Confirmation of Time Bound Plan Review of Partial Certification 	
08.00 – 14.00	Stakeholder consultation to affected communities surrounding the plantations and previous land owner	• AFS
09.00 – 12.00	Field Observation to Hatantiring Estate Aspect to be verified : <ul style="list-style-type: none"> Implementation of Legal Aspect (Land Ownership, Legal Boundaries); // Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) Implementation of Occupational Health & Safety Aspect Implementation of Employment Procedure and Mechanism Aspect Observation of Workers Facilities (Housing, School, Worship Place). 	• MAY • SAP • SAP • YTT • YTT • MAY
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	Interview with Gender Committee, Worker's Union, Worker's Cooperative (if any), Local Contractor (for Mill and Estate), Third Party Supplier	• SAP
15.00 – 17.00	Field Observation to Pematang FACTORY	

	Aspek yang akan diverifikasi // Aspect to be verified : <ul style="list-style-type: none"> Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Processing Activity, Despatch CPO) Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond) // Implementation of Employment Procedure and Mechanism Aspect 	<ul style="list-style-type: none"> MAY YTT AFS
Wednesday, 26 June 2019		
08.00 – 12.00	Field Observation to Kawan Batu dan Batang Garing Estate Aspect to be verified : <ul style="list-style-type: none"> Implementation of Legal Aspect (Land Ownership, Legal Boundaries); // Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) Implementation of Occupational Health & Safety Aspect Implementation of Employment Procedure and Mechanism Aspect Observation of Workers Facilities (Housing, School, Worship Place). 	All Auditor
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	<ul style="list-style-type: none"> Verification of stakeholder consultation result and field visit. Document review and completing audit checklist. 	All Auditor
Thursday, 27 June 2019		
09.00 – 12.00	<ul style="list-style-type: none"> Verification of stakeholder consultation result and field visit. Document review and completing audit checklist. 	MAY
08.00 – 12.00	Field Observation to Pematang Estate Aspect to be verified : <ul style="list-style-type: none"> Implementation of Legal Aspect (Land Ownership, Legal Boundaries); Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) Implementation of Environmental, Conservation/HCV and Waste Management Aspect (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) Implementation of Occupational Health & Safety Aspect Implementation of Employment Procedure and Mechanism Aspect Observation of Workers Facilities (Housing, School, Worship Place). Observation of Workers Facilities (Housing, School, Worship Place). 	<ul style="list-style-type: none"> RPJ AFS RPJ YTT YTT AFS
12.00 – 14.00	Break	All Auditor
14.00 – 17.00	<ul style="list-style-type: none"> Verification of stakeholder consultation result and field visit. Document review and completing audit checklist. 	All Auditor
Friday, 28 June 2019		
08.00 – 11.30	<ul style="list-style-type: none"> Continue Field Observation to Estate; Mill and Public Consultation to Company surrounded village and community leader (if needed) Completion of checklist and RSPO Document Review 	All Auditor

11.30 – 13.00	Break	
13.00 – 15.00	Internal discussion by auditor team preparing for Closing Meeting	All Auditor
15.30 – 16.30	Closing Meeting: <ul style="list-style-type: none"> • Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timelie of CAR's, Conclusion)/ • Comments, Responses and Questions 	All Auditor
17.00 – 19.00	PT TSA → Sampit	
Saturday, 29 June 2019		
08.00 – ..	Sampit → Jakarta	All Auditor